

of **CR/NC** only credit may be applied to a 30-unit master's degree program and a maximum of 12 units of **CR/NC** only credit may be applied to a 60-unit program.

See the current *Schedule of Courses* for further information.

Incomplete (I). The symbol **I** (Incomplete Authorized) indicates that a portion of required coursework has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. In order to be eligible for an **I** grade, the student must have completed at least two-thirds of the required coursework with a passing grade. It is the responsibility of the student to bring pertinent information to the attention of the instructor before the end of the semester and to determine from the instructor the remaining course requirements that must be satisfied to remove the incomplete. A final grade is assigned when the work agreed upon has been completed and evaluated. Reregistration in the course is not used to remove an **I** grade.

Normally it is expected that the student will make up an **I** grade during the next semester; however, it must be made up within one calendar year immediately following the last day of the semester/session during which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment.

Failure to complete the assigned work will result in the **I** being counted as a failing grade for grade point average computation. An **I** grade not made up within one calendar year after the grade has been recorded is changed to an **F** (or an **NC** if **CR/NC** grading was approved).

Incomplete grades must be cleared before a degree is awarded. In the absence of the instructor who has assigned the incomplete, a student seeking to make up this grade should consult the department chair. A student may not be required to repeat a course in which an **I** grade was received unless he or she wishes to receive credit and the time for making up the grade has passed.

A short-term extension of time may be granted with justification by contacting the Office of the Registrar prior to the last day of the second semester/session.

Satisfactory Progress (SP). The **SP** symbol is used in connection with courses that extend beyond one academic term. It indicates that work in progress has been evaluated as satisfactory to date but that assignment of a final grade must await completion of additional work. The **SP** may be used only in courses designated on the approved **SP** grade course list published by the Office of the Provost and Vice President for Academic Affairs. Cumulative enrollment in units attempted may not exceed the total number applicable to the student's educational objective.

While completing work on an **SP** or an **I**, graduate students not enrolled in regular session coursework for a letter grade are required to maintain continuous enrollment at California State University, Fresno. This may be accomplished through enrollment in "0" unit GS Continuation. Exception: Graduate students enrolled in Project 298 or Thesis 299 receive an **SP** at the end of the first semester of enrollment and are advised to complete work on the culminating experience during four additional semesters, subject to the five-year overall time limit for completion of all master's degree requirements. In addition, if an **SP** in 298/299 is not replaced by a final grade within two years as recommended, the student's major department may require him or her to reregister for the course. (See *Graduate Studies*.)

Unauthorized Withdrawal (U). The symbol **U** indicates that an enrolled student did not complete course requirements and did not properly withdraw from the course. It is used when, in the opinion of the instructor, completed assignments or course activities, or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average computation this symbol is equivalent to an **F**. The **U** will not revert to any other grade.

Withdrawal (W). The **W** symbol indicates that the student was permitted to drop the course after the fourth week of instruction for serious and compelling reasons with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in calculating grade point average.

Grading Policies and Practices

Grading. Students are expected to complete all requirements for a class by the end of the semester unless an incomplete is permitted by the instructor in accordance with university policy. Students shall not be assigned additional work or be allowed to revise previous assignments in order to improve a final grade.

College Syllabus and Record Keeping.

All faculty members shall provide students at the beginning of each semester a syllabus or outline stating course goals and objectives including grading methodology, types and number of projects, written assignments, tests, experiments, etc.

Grade Substitution by Repetition of Courses. An undergraduate student may repeat an undergraduate course at California State University, Fresno. If the original grade was **D**, **F**, **U**, or **I**, and the subsequent grade is the same or higher, the student may request that the new grade be substituted for the original grade. If that substitution is requested and made, only the substituted grade will be used in determining the student's grade point average. If the original grade was **C**, **CR**, or better, or if the subsequent grade is lower than the original grade, or if the student fails to request the substitution, both grades will be used in computing the student's grade point average. Grade substitution can be made only once for each course.

A course in which a grade of **NC** was earned may be repeated but since the **NC** grade does not affect the grade point average, no substitution is necessary.

To substitute a grade by repetition at California State University, Fresno, the student must file a Grade Substitution Petition form with the Admissions/