

ACADEMIC SENATE
OF
CALIFORNIA STATE UNIVERSITY
SACRAMENTO

Minutes

Issue #23

May 2, 1991

ROLL CALL

Present: Al-Kazily, Bach, Barnes, Barrena, Bauerly, Bourg, Brown, Burger, Cajucom, Carlson, Cook, Curry, De Haas, Decious, Elfenbaum, Gelus, Glovinsky, Gonzalez, Harriman, Hayashigatani, Holl, Huff, Jensen, Lonam, Martell, D. Martin, L. Martin, Maxwell, McClure, Meier, Michael, Miller, Mrowka, Muller, Novosel, Pacholke, Palmer, Quade, Radimsky, Serrano, Shannon, Shek, Steward, Sutherland, Toder, Weissman, Wheeler, White, Whitesel, Wright, Yousif

Absent: Amos, Brackmann, Cooper, Hernandez, Jakob, Johnson, Kornweibel, Mattos, Navari, Pyne, Reinelt, Schuster, Summers, Tobey, Tooker, Winters

INFORMATION

Spring 1991 Academic Senate Meetings (Tentative Schedule)

Thursdays, 2:30-4:30 p.m.

Forest Suite, University Union

May 9

May 16

2:30-2:45, '91-92 Elections

2:45-4:30, '90-91 Senate

ACTION ITEMS

*AS 91-41/GPPC, FisA, Ex.

PROGRAM CHANGE--MASTER OF SCIENCE
DEGREE, FAMILY NURSE PRACTITIONER

The Academic Senate recommends approval of the proposal to offer a joint master's degree option for registered nurses enrolled in the Family Nurse Practitioner Program at the University of California, Davis (Attachment C-1, 5/2/91 Senate Agenda) and forwards the Fiscal Affairs Committee's evaluation of fiscal impact (Attachment C-2, 5/2/91 Senate Agenda).

Carried unanimously.

*AS 91-36B/AP, Ex., Flr. GRADING POLICIES

The Academic Senate recommends revision of the campus grading policies (1990-92 CSUS Catalog, pages 73-74), as follows [underscore = addition; strikeover = deletion]:

Grade Symbols and Grade Point Explanation

- A Exemplary achievement of the course objectives. In addition to being clearly and significantly above the requirements, the work exhibited is of an independent, creative contributory nature. (4 grade points per unit.)
- B Superior achievement of the course objectives. The performance is clearly and significantly above the satisfactory fulfillment of course requirements. (3 grade points per unit.)
- C Satisfactory achievement of the course objectives. The student is now prepared for advanced work or study. (2 grade points per unit.)*
- D Unsatisfactory achievement of the course objectives, yet achievement of a sufficient proportion of the objectives so that it is not necessary to repeat the course unless required to do so by the academic department. (1 grade point per unit.)
- F ~~Ineffective achievement toward the course objectives. The student has made no clearly significant progress.~~
Unsatisfactory achievement of the course objectives to an extent that the student must repeat the course to receive any credit. (0 grade points per unit.)
- U "Unauthorized withdrawal". Indicates that a student did not officially withdraw from a course and, to the instructor's knowledge, attended the course after the second week of the semester but failed to complete it. (If the only work that a student failed to complete is a final examination, paper, or project, then the appropriate grade is either an I, a letter grade, or (when appropriate) CR/NC.) Its most common use is in those cases where a student has not completed sufficient course assignments or participated in sufficient course activity to make it possible, in the opinion of the instructor, to report satisfactory or unsatisfactory completion of the class by one of the letter grades A-F. It is charged as a failing grade in GPA calculation. (0 grade points per unit.) In courses which are graded CR/NC, or in cases where the student has elected CR/NC evaluation, use of the symbol "U" is inappropriate.

- CR Satisfactory achievement of course objectives. (Not used in CSUS grade point calculation.)
- NC Unsatisfactory achievement of course objectives. (Not used in CSUS grade point calculation, but is calculated as F by many graduate and professional schools.)
- I Incomplete; a portion of the requirements usually completed during one term remains to be completed and evaluated. (Not used in grade point calculation.) See Incomplete Grade policy which follows.
- SP Satisfactory progress to date on thesis, project or similar course work usually extending beyond one term. (Not used in grade point calculation.) See SP Grade Policy which follows.
- W Withdrawal or drop authorized after fourth week of instruction. (Not used in grade point calculation.) Each student has the responsibility of dropping any courses that he/she enrolled in but did not attend or stopped attending. If a student enrolls in a course, does not attend or stops attending that course, but does not drop the course, then the student should expect to receive a grade of U or F in the course.
- RD Report Delayed because a grade has not been reported to the Registrar due to unforeseen circumstances beyond control of student. (Not used in grade point calculation.)
- AU Audit grade indicates student's status as Auditor and does not earn degree credit.

Students must report errors shown on the grade report form to the Office of Admissions and Records within three months after the semester ends if they wish to request corrections.

Incomplete Grades

The ~~grade of symbol~~ symbol I (Incomplete Authorized) ~~signifies~~ indicates that a portion of required course work 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. (Note that students in the military reserve whose units go on active duty during or around the final examinations period are eligible to receive an "I".) ~~There is still a possibility of earning credit.~~ It is the responsibility of the student to bring pertinent information to the attention of the instructor and to reach ~~agreement on the means by which the remaining course requirements will be satisfied~~ determine from the instructor

the remaining course requirements which must be satisfied to remove the Incomplete. Agreement as to the conditions for removal of the Incomplete shall be in writing and placed on file with the appropriate campus department until the Incomplete is removed or the time limit passed. A final grade is assigned when the work agreed upon has been completed and evaluated.

An I (Incomplete) should not be assigned when it is necessary for the student to attend additional class meetings to complete the course requirements. **An incomplete must be made up within the calendar year immediately following the end of the term in which it was assigned.** This limitation prevails whether or not the student maintains continuous enrollment. **Failure to complete the assigned work will result in incomplete being changed to an "F".**

A degree will not be awarded to a student who receives an I (Incomplete) grade in any course taken during the graduating year (ordinarily the student's senior year) if including this course as a grade of F will cause the student's GPA for any grade point requirements (CSUS, major, General Education or overall) to fall below the minimum level for graduation.

SP Grade Policy

Instructors may use the SP symbol in connection with courses that extend beyond one semester (for courses in which an SP grade is appropriate, departments should request the use of the SP grade through the course change proposal). It indicates that work is in progress and has been evaluated and found to be satisfactory to date, but that assignment of a precise grade must await completion of additional work. Cumulative enrollment in units attempted may not exceed the total number applicable to the course. The SP symbol shall be replaced with the appropriate final grade within one year of its assignment, except for Master's thesis enrollment, in which case the time limit shall be two years.

*The letter grade "C" does not imply satisfactory achievement at the graduate level.

The Academic Senate further recommends that in cases where faculty certify on the third week class roster that a student has not been attending class that the certification be used by the Registrar's Office to drop the student from the class. [Note: The means of making this certification effective will be determined by the registration and add/drop system that is in effect, but resources must be provided to make this possible.] While faculty must make a good faith effort to report accurately attendance on the third week class list,

faculty shall not be held responsible for dropping a student for non-attendance. In accordance with established grading policies, "the student has the responsibility of dropping any courses that he/she enrolled in but did not attend, or stopped attending."

Carried.

*AS 91-34/UARTP, Ex.

UNIVERSITY ARTP POLICY--ADD NEW SECTION
9.05.C

The Academic Senate recommends the following addition (underlined) to the University ARTP document as recommended by the University ARTP Committee:

9.05 Periodic Evaluation of Probationary Faculty Unit
Employees

...
C. Pursuant to Section 9.05.B of this document, probationary faculty unit employees who are appointed initially for two years shall undergo a periodic evaluation during the second semester of their appointment. This evaluation shall be made after the student evaluations of the probationary employee's teaching have become available. It shall be completed before the beginning of the last week of instruction during the second semester of the appointment. The evaluation shall be governed by the criteria and procedures governing the performance review of the members of the primary unit in which the evaluation takes place. The peer review committee making the evaluation shall set a file closure date that is consistent with the provisions of this section.

ED. ...

DE. ...

Carried.

AS 91-38/Flr. MINUTES

The Minutes of the meeting of April 18 (#21), 1991, are approved.

Carried.

AS 91-43/Ex., Flr. SMOKING POLICY [supersedes PM 89-18]

The Academic Senate endorses the revised smoking policy (Attachment D-1, 5/2/91 Senate Agenda) as presented by the President.

Carried.

*AS 91-44/AP, Ex., Flr. REPEAT COURSE POLICY (amends AS 89-141)

The Academic Senate recommends revisions of the policy on "Repeating Classes" (pages 74-75, 1990-92 CSUS Catalog) as shown below:

A student may repeat courses in which he/she has earned C-, D+, D, D-, F, NC, U or I grades and have the repeated course used to determine the number of units and grade points for the course in the calculation of CSUS GPA under the following conditions:

1. ~~The student Credit has not received been earned credit for a more advanced course (as determined by the department offering the course being repeated).~~
2. ~~The student is repeating a CSUS course that he/she has taken one time and has obtained prior approval (before the end of the third week of instruction) of his/her academic advisor.~~
3. ~~The student is repeating a CSUS course that he/she has taken more than once and has obtained prior approval (before the end of the third week of instruction) of his/her academic advisor and the Chair of the department in which the course is offered (Note: Individual departments may have a restriction on the number of times that a specific course may be repeated).~~
4. ~~The student is repeating a CSUS course at another accredited college/university or is repeating at CSUS a course taken at another college/university and has obtained prior approval (before the end of the third week of instruction) of his/her academic advisor and the Chair of the CSUS department in which the course is offered (approval by the Department Chair indicates that the course is equivalent to the original course.~~

~~There are circumstances under which it is appropriate for a student to repeat a course in which he/she has received a grade of C or better (e.g., some programs such as credential or graduate programs) require/recommend that certain courses be passed with grades of B or better; specific courses may have prerequisites which must be passed with grades of B or better; grades of C or better may be recommended for good progress toward a degree; the student may have personal compelling reasons; if too much time has passed since the student took a course than, despite, the grade, it may be advisable for the student to repeat the course. If it is appropriate for the student to repeat a course in which he/she received a grade of C or better then the student may do so if he/she receives prior approval (before the end of the third week of instruction) from~~

~~the Department chair of the department in which the course is to be repeated.~~

2. Approval of the chair of the department offering the course has been obtained (see Note b) in cases where:
 - a. the original or repeated course was taken at another institution.
 - b. the repeated course differs in title and/or number from the original course.
3. Approval of an academic advisor (see Note b) and the chair of the department offering the course has been obtained in cases where the course is being repeated a second (or subsequent) time (see Note a).
4. The department offering the course has not limited the number of times a student may take the course (see Note c).

If a student earns a NC grade in a letter graded course that the student chose to take credit/no credit (CR/NC), the course may be repeated for credit/no credit or a letter grade. Letter graded courses which the student chose to take CR/NC and for which the student earned credit may not be repeated for a letter grade. A course in which a letter grade was earned may be repeated for CR/NC, subject to the conditions for CR/NC grading in letter graded courses.

If a student wishes to repeat a course in which he/she earned a C grade or higher, or credit in a more advanced course, he/she must obtain approval of an academic advisor (see Note b) and the chair of the department offering the course and must petition for permission from the Academic Standards Committee. The Academic Standards Committee will make its determination on the basis of the academic advisor's and chair's explanation of why the repeat is warranted (see Note a).

Important Notes

1. If a student successfully repeats a course without receiving prior (i.e., before the end of the third week of instruction) approval as specified above, then the repeat will be accepted only if retroactive approval of the Department Chair is obtained. Furthermore, the Evaluations Office will average the grades of all attempts in order to determine the grade points for the course.
 - a. All necessary approvals, for courses taken at CSUS, must be obtained (or requested in the case of petitions to Academic Standards Committee) by the end of the third week of instruction. If the necessary approvals are not obtained by

the end of the third week of instruction then the grades will be averaged (unless the Chair indicates otherwise).

- b. Students who are repeating a course for the first time are encouraged to see an advisor before they repeat the course in order to discuss preparation and strategies for successful completion of the course. Students who wish to repeat a course for a second (or subsequent time) must meet with an academic advisor. Undeclared students should meet with a "general" advisor (e.g., advisors in the Academic Advising Center, Academic Achievement Centers, Admissions Office). A declared major who wishes to repeat a non-major course may meet with either a "general" advisor or his/her major advisor. However, when the course being repeated is a major course, meeting with a major advisor is required.
- c. An academic department may establish a maximum number of times a student may enroll in a course. If a student exceeds that limit without departmental approval, the department may disenroll the student, may deny the repeat petition, and/or may disregard the course if it is presented for fulfillment of graduation requirements.
- 2d. The repeat grade policy of a transfer institution, if it can be determined, applies to a student's record at the time of transfer. If it cannot be determined, the CSUS policy shall apply.
- 3e. This policy cannot be used to improve the undergraduate GPA of a postbaccalaureate student. Nor can a graduate student repeat courses at another institution since transfer credit is not posted to graduates' records.
- 4f. This policy only applies to the computation of GPA at CSUS (e.g., medical schools and law schools tend to disregard the repeat policy of another university/college, and apply their own repeat policy). It should also be noted that the original grade remains on the transcript with a notation that the course has been repeated in a subsequent semester.

Carried.

The following item was given a first reading and will be considered for action at the May 9 Senate meeting.

AS 91-42/Flr.

GENERAL EDUCATION AND OTHER
COURSE/PROFICIENCY REQUIREMENTS FOR THE
BACCALAUREATE DEGREE, POLICIES PERTAINING TO
(Effective Fall 1992)

The following items were removed from the Consent Calendar and returned to the Executive Committee:

AS 91-39/CC, GPPC, Ex.

CURRICULUM REVIEW--DEPARTMENT OF JOURNALISM

AS 91-40/CC, GPPC, Ex.

CURRICULUM REVIEW--DEPARTMENT OF GOVERNMENT

The meeting was adjourned at 4:15 p.m.


Janice McPherson, Secretary

*President's approval requested.

