GUIDELINES FOR USE OF NON A-F and CREDIT / NO CREDIT GRADING SYMBOLS

The following descriptions refer to the grading symbols listed in the online catalog (with the exception of the “AU” grade, which was refers to the University’s Grading Policy as documented in the University Manual).

GRADES ASSIGNED ADMINISTRATIVELY

W (Withdrawal)

W (Withdrawal) indicates that the student was permitted to withdraw from the course after the fourth week of instruction with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in grade point calculation. The “W” grade cannot be assigned by faculty on grade rosters; if the student filed an official drop, a W will be presented on the grade roster. It cannot be overridden.

Students may withdraw from no more than 18 units in their undergraduate career. “W” grades received before Fall 2010 do not count in this total. For students that have reached their maximum number of “W” units, there is an appeal process.

RD (Report Delayed)

RD (Report Delayed) indicates that a grade has not been reported to the registrar due to circumstances beyond control of student. (Not used in grade point calculation.) The “RD” symbol cannot be assigned by faculty on grade rosters; the registrar may enter “RD” in appropriate situations, e.g. a delay while the instructor investigates a cheating allegation. Instructors who cannot assign a grade for an individual student within the MySacState grading period should consult the registrar about assignment of RD, since any grade left blank on a roster suspends posting of the grades for the entire roster of students. “RD” grades should be resolved promptly.

AU (Audit)

AU (Audit) indicates student's status as auditor and does not earn degree credit.

- Enrollment as an auditor is subject to department policy and permission of the instructor. Enrollment in a course as an auditor shall be permitted only after students otherwise eligible to enroll on a credit basis have had an opportunity to do so. Students may not enroll as an audit online; they may only enroll as auditors by obtaining approval from the instructor and submitting the appropriate add/drop/audit form to the Registrar’s Office.
- Auditors are subject to the same fee structure as credit students and regular class attendance is expected, but the auditor does not participate in the class and does not take examinations.
- Once enrolled as an auditor, a student may not change to credit status unless the student is matriculated and such a change is requested no later than the last day to add classes.
According to University policy, a student who is enrolled for credit may not change to audit after the fourth week of instruction.

- Students who are not officially enrolled should not be allowed to “sit in” on classes except as described in the University’s “Visitors to Class policy”.
- An Audit “AU” grade is assigned automatically, so the faculty does not have to be concerned with assigning this grade.

**GRADES ASSIGNED BY FACULTY**

**WU (Withdrawal Unauthorized)**

WU (Withdrawal Unauthorized) indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. You will be asked on the grade roster to submit a date of last attendance, if known. The default date is census date. The date that you submit may have financial aid consequences for the student.

In general, the “WU” grade is assigned when a student stops attending class, stops submitting work for the course, and the instructor cannot adequately determine the appropriate earned grade (A, B, C, D, or F) based on the work that has been completed. This differs from the “I” grade, where only a portion of the coursework remains to be completed (due to unforeseen but fully justified circumstances) and there is still a possibility to obtain credit. If a student has failed to complete all of the course requirements but has attempted to complete enough to support an “F” for the course, the “WU” grade should not be assigned. A “WU” grade is not a substitute for a failing grade.

A “WU” grade should not be given for a class that is graded Credit/No Credit (“CR”/“NC”). Instead the “NC” should be given.

The effect of the “WU” grade on the student’s GPA is equivalent to the “F” grade. The first semester in which a one or more “WU” grades are assigned, the “First Semester WU Deletion Policy” may be applied. The result being that the student’s GPA will not include the WU grades in the calculation. However, the “WU” will remain on the student’s transcript.

(Approved by APC, November 1, 2004)

“WU” grades that have been deleted by the “First Semester WU Deletion Policy” and also subsequently repeated, are not considered repeats and will not be counted towards total number of units repeated. “WU” grades that have not been deleted, but are subsequently repeated, will be counted as a repeated course.

**I (Incomplete)**

I (Incomplete) indicates that a portion of required course work has not been completed and evaluated during the course due to unforeseen but fully justified reasons and that there is still a possibility of earning credit. (Note: Students in the military reserve whose units go on active
duty during or around the final examinations period are eligible to receive an “I” provided they meet these conditions.)

It is the responsibility of the student to bring pertinent information to the attention of the instructor; the instructor will inform the student of the remaining course requirements that must be satisfied to remove the Incomplete.

Assigning an “I” grade.

- Conditions for removal of the Incomplete must be completed online using either the form that is linked to the grade roster, or the the class roster. (If you complete the form prior to assigning grades for others, i.e. via the class roster, it will carry over to the grade roster when you begin assigning grades.) While one can additionally complete a hard copy form, signed by the instructor, student, and the department chair (or designee) and place it on file with the appropriate academic department until the Incomplete is removed or the time limit has passed, the online form must be completed. If you do not complete this form online, you will not be able to approve and save any of the grades for your class roster. The Registrar’s Office will be unable to post your grade roster and grade change forms will be required for each individual student on your class roster.
- An “I” (Incomplete) should not be assigned when it is necessary for the student to repeat the course or to attend additional class meetings to complete the course requirements.
  - Students cannot sign up for the class again while an “I” grade still exists on the student’s transcript.

What happens to an “I” grade?

- A final grade is assigned when the work agreed upon has been completed and evaluated and reported to the registrar on the Grade Change/Completion Form. Faculty should also go to the online grade form to identify that the agreement has been completed and the date it was completed, but this does not change the grade. (Click on the contract that has a link on the completed grade form, then click that it has been completed. The date you click will be the date submitted. If it was completed at an earlier date, then you can change the date.)
- Conditions of the incomplete contract must be completed within the time specified by the faculty member when the Incomplete was assigned, which can be no longer than 12 months past the end of the term in which the Incomplete Contract was filled out. This limitation prevails whether or not the student maintains continuous enrollment.
  - If a faculty member establishes a shorter time frame, it is up to the faculty member to submit the grade change at the end of the due date. Otherwise, the grade will not automatically change until the 12 month period is over.
- Failure to complete the assigned work in the time period specified will result in an Incomplete grade being converted on the academic transcript to the “F” grade in a letter-graded course or “NC” in a “CR”/“NC” course. Upon graduation any outstanding “I” grades will be frozen, having no effect on the student’s grade point average. A permanent notation “I/Not Completed” will be placed on the student’s official transcript. Incomplete grades are not considered for deletion by the Academic Standards Committee.
The following exceptions may be considered:

- Provided that the student has not graduated, with the permission of the instructor and the department chair, a student may submit the agreed-upon work after the expiration of the 12-month time limit and have the completed grade replace the lapsed “I”. A grade change form is submitted to the Registrar’s Office, changing the grade from an “F” (which the grade has become after the 12 month time limit) to the newly earned grade. The date the course is completed is required.

- Students may petition for an extension of time to complete the “I” grade with approval of the instructor, department chair, and the Academic Standards Committee. A six-month extension is routinely approved; a longer extension is possible if evidence of a compelling reason is presented (e.g., medical condition, professor on sabbatical.) The extension prevents conversion of the “I” to “F” or “NC”.

**RP (Report in Progress)**

RP (Report in Progress) is used in connection with courses designed to extend beyond one semester (e.g., master’s thesis, senior project.) It indicates that work is in progress, but assignment of a final grade must await completion of additional work. The “RP” grade symbol shall be replaced with the appropriate final grade within one year of its assignment (within two years for master's culminating requirement). If no final grade is reported by the instructor within the time limit, the “RP” will be converted to “F” or “NC” on the academic transcript.

**CR/NC (Credit/No Credit grading option)**

With the exception of certain designated courses, e.g., co-curricular courses, fieldwork, field tours, workshops, theses, supervised teaching and similar courses, academic achievement is evaluated on a letter grade basis (“A”–“F”). However, CSUS students may choose the option to substitute Credit/No Credit (“CR”/“NC”) grading for a maximum of 15 letter-graded Sacramento State units subject to the following conditions:

**Undergraduate Students**

1. No more than 15 units taken under the “CR”/“NC” option may apply toward a baccalaureate degree (this does not include credits obtained from challenge or Advanced Placement examinations).
2. Any course which is graded “CR”/“NC” cannot be used to satisfy requirements in the major, the minor, or General Education/Graduation Requirements courses (unless the course is identified in the catalog as graded “CR”/“NC”).
3. Students must submit the appropriate form requesting the “CR”/“NC” grading option to the Registrar’s Office by the end of the fourth week of the semester. Election of “CR”/“NC” option may not be rescinded after the fourth week of the semester.
4. The instructor will assign a letter grade on the grade roll. If the grade earned by the student who elected the “CR”/“NC” option is “C-” or higher, “CR” will be posted to the student's transcript. If the assigned grade is lower than “C-”, it will be posted as “NC”.

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Graduate Students

1. Classified or conditionally classified graduate students, with the consent of their advisor and department, may elect “CR”/“NC” grading in courses normally letter graded. Units earned in this manner may not count toward graduate degree requirements.

2. Unclassified graduate students and postbaccalaureate credential students also may elect “CR”/“NC” grading in courses normally letter graded. Units earned in this manner may not be used to meet course requirements for admission to classified status or be applied to meeting second bachelor's, certificate or credential requirements (unless department policy specifies otherwise).

3. Graduate students must submit the appropriate form requesting the “CR”/“NC” grading option, including approved signatures if required, to the Registrar’s Office by the end of the fourth week of the semester. Election of CR/NC option may not be rescinded after the fourth week of the semester.

4. The instructor will assign a letter grade on the grade roll. In graduate-level courses, if the grade earned by the student who elected the “CR”/“NC” option is “B-” or higher, “CR” will be posted to the student's transcript. If the assigned grade is lower than “B-”, it will be posted as “NC”.