CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-007-156

Policies to be Translated from Quarter Values to Semester Values

Academic Affairs Committee Date: 12 April 2017

Executive Committee

Received and Forwarded Date: 19 April 2017

Academic Senate Date: 26 April 2017

 First Reading

 17 May 2017

 Second Reading

**Background**

In a review of the academic policies in the Academic Policies chapter of the University Catalog, the issuer of the referral identified the policies that might be simply translated from the quarter values to semester values.

**Resources Consulted**

University Catalog

Current University Manual Policies:

1411: Transfer Credit-Undergraduate Program

1418: Auditing Courses

1426: Academic Minor

1436: Graduate Writing Test (GWT) Requirement

1438: Participation in Graduation Ceremonies

1444: Change of Major

1601: Grading Policy

1605: Grade Appeals Policy and Procedure

Senate Reports:

AS-2304-089/AP: CPP 401, GWT Course Alternative

AS-2348-910/AA: Official Enrollment for Minors

 AS-2422-123/AP: Policy that Allows for Minors and Double Majors

AS-2465-145/AP: Definitions and Guidelines for Undergraduate Degree Programs for the Semester Model

AS-2491-156/AA: University Manual: Editorial Changes to Existing Academic Policies

AS-2597-167/AA: Early Participation in Commencement Ceremonies for Graduate Students

EO 1037: Grading Symbols, Minimum Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Policies on Academic Renewal, and Grade Appeals.

Leonard K. Vandegrift, UWC Program Coordinator

Raul R. Ramirez, Test Officer

**Discussion:**

The section of the University Catalog that was identified for semester conversion revision in this referral is based on the following University Manual Policies and Academic Senate Reports: 1411, 1418, 1426, 1436, 1438, 1444, 1601, 1605, AS-2304-089/AP, AS-2348-910/AA, AS-2422-123/AP, AS-2465-145/AP, AS-2491-156/AA, and AS-2597-167/AA. When appropriate, the recommendations of the before mentioned Academic Senate Reports were included with the revision to the respective policies.

The section of the University Catalog that was identified for semester conversion revision in this referral is also based on the following University Manual Policies and Academic Senate Reports: 1413, 1414, 1432, AS-2349-190, and AS-2237-067/AA. These latter policies and reports are also included in/overlap with AA-006-156: Policies with Simple Changes for Conversion from Quarter to Semester Calendar. Therefore, these latter policies and reports will not be addressed in this report, but included in the Academic Affairs Committee report for AA-006-156 which is forthcoming.

**Recommendation:**

The Academic Affairs Committee recommends adoption by the Academic Senate and recommendation to the President to approve the following revised policies and to subsequently update them in the online University Manual.

*Proposed Policies:*

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

**POLICY NO: 1411[[1]](#footnote-1)\***

**TRANSFER CREDIT-UNDERGRADUATE PROGRAM**

A student who has attended accredited two-year or four-year colleges will be given full credit for college level courses successfully completed. Credit for courses taken at other institutions counts toward fulfillment of curriculum requirements when applicable; other courses count as elective credit. Cal Poly Pomona does not accept credit for courses in religious practices.

A maximum of 105 quarter units (70 semester units) of community college course credit may be applied toward bachelor’s degree. No credit may be allowed for professional courses in education taken at a community college.

A maximum of 36 quarter units (24 semester units) of extended university course credit may be applied toward bachelor’s degree. Units student take over the 36 quarter (24 semester) college transferable limit- through Cal Poly Pomona or other Continuing Education or Extended Education programs or Open University coursework – may satisfy a specific course requirement, but only 36 quarter (24 semester) units may be considered by the university as transferrable college level work that may be counted toward satisfying the minimum units required for a degree.

No limit is placed upon the number of transferrable credits from a four year college or university, except that no student will be granted a bachelor’s degree in any curriculum without having met the general unit, grade, and residence requirements.

No credit will be given for work taken at an unaccredited institution until the student has successfully completed 30 quarter (20 semester) units of work at this university. At that time, and upon recommendation of the student’s major department, credit may be given for the unaccredited work.

Once the student has commenced work at this university, approval of the advisor must be secured prior to taking courses at another institution for credit toward major requirements at this university. (See also policies on concurrent enrollment and eligibility for intercollegiate athletics.)

Cal Poly Pomona grants credit toward its undergraduate degrees for successful completion of examinations of the Advanced Placement Program of the College Board. Students who present scores of three or better will be granted up to nine quarter units (six semester units) of college credit. Students may not receive credit for a course for which they already have received credit from an AP examination. IGE students may use AP credit to substitute for a maximum of two courses in the IGE sequence.

For additional information on Advanced Placement credit associated with specific exams contact the Office of Academic Programs or the, Registrar’s Office.

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

**POLICY NO: 1418[[2]](#footnote-2)\***

**AUDITING COURSES**

Auditing a course is attending classes for no credit. To audit a course a student must be registered and have paid fees. Auditors are subject to the same fee structure as credit students and regular class attendance is expected. Audited courses must be included on the student’s official program of study and they are designated by “AU” beside the course unit listing. No exception to this policy is permitted.

Enrollment as an auditor is subject to permission of the instructor; provided that 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. Courses may be added for audit only during the add/drop period. Once enrolled as an auditor the student may not change to credit status unless such a change is requested prior to the last day to add classes. A student who is enrolled for credit may not change to audit after the fourth week of instruction. The student’s college dean must approve the decision for a student who has audited a class to subsequently repeat that course for credit.

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

**POLICY NO: 1426[[3]](#footnote-3)\***

**ACADEMIC MINORS**

1. Minors shall be available only to undergraduate students.

2. Students may declare up to two minors in addition to their primary major if all academic programs can be completed within 24 semester units above the number of units required for their primary major. Students must receive the approval of the chair of the department offering the proposed academic program. (AS-2422-123/AP)

3. A student shall not pursue a major and a minor in the same degree plan, with the exception of some interdisciplinary minors. Students may declare a minor in the same department as their major or option if the college or department determines that the two sets of courses are clearly distinct. (AS-2465-145/AP)

4. A minor requires at least 18 semester units of coursework and a maximum of 36 units, of which at least 9 of those semester units must be at the upper division level. (AS-2465-145/AP)

5. A minimum GPA of 2.0 for courses in the minor is required to be awarded a minor.

6.0 Students should declare the minor(s) so that a curriculum year is established and their progress tracked accordingly. (AS-2348-910/AA). Minors may be declared at any time in a students' career but students are strongly encouraged to declare minors early in their career. After earning 90 total semester units, students may declare a minor only if they are in good academic standing and have the approval of the chair of the department offering the proposed academic program. Credits from transfer units, non-traditional college-level work (including AP, IB, and CLEP examinations, and credit by challenge examinations), and military service in excess of 60 semester units shall be excluded from the unit count for the purposes of the minor.[[4]](#footnote-4)\*\* (AS-2422-123/AP)

7.0 Students may request exceptions to the minor policy by filing a general academic petition. (AS-2422-123/AP)

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

**POLICY NO: 1436[[5]](#footnote-5)\***

**GRADUATION WRITING TEST (GWT)**

In May of 1976, the Board of Trustees determined that every person who receives a degree from the California State University system must demonstrate competence in writing. After careful and extended study, the Cal Poly Academic Senate in 1978 decided that writing would be assessed by means of a written examination. All students subject to degree requirements listed in the 1977-78 and later general catalogs must therefore demonstrate competency in writing skills as a requirement for graduation. Writing competence at Cal Poly Pomona is assessed primarily by means of a written test. All persons who receive undergraduate, graduate, or external degrees from Cal Poly Pomona must pass the Graduation Writing Test (GWT).

The test is available to undergraduate students at the completion of 60 semester units and must be taken by the completion of 75 semester units. Graduate students are eligible to take the GWT upon admission and are required to take the GWT by the completion of 6 semester units. If the GWT is not taken by this time, a hold will be placed on a student’s registration. While a student’s records are on hold, registration may not be allowed nor will transcripts be released. A student who has passed the GWT as an undergraduate at Cal Poly Pomona will not be required to take it again if they subsequently enroll in a graduate degree program at this university.

Exemptions from the GWT requirement are granted only to students who do not plan to receive a degree at Cal Poly (e.g., enrollment in a credential or certificate program) or to undergraduate and graduate students that have passed an equivalent writing-competency exam or course at another CSU campus. Students who have satisfied an equivalent writing-competency exam or course at another CSU campus may submit documentation for review to The Test Center. In addition, the Test Center will provide certification of writing competency to another CSU campus if requested.

After attempting the GWT twice, students may apply for enrollment in [CPU 401](http://www.cpp.edu/~lrc/our-services/cpu-401.shtml)0, a class in which students’ writing is assessed on a portfolio basis. Successful completion of CPU 4010 as an undergraduate student can be used to fulfill the GWT requirement of a graduate program at Cal Poly Pomona. Information regarding enrollment in CPU 4010 is available from The Learning Resource Center.

After four failed attempts of the GWT a student may submit a waiver petition to Academic Programs. Sometime before a final attempt at the test, the student should contact The Learning Resource Center to inquire about the petition process to waive the GWT. Students who have had the test successfully waived as an undergraduate (either for continuous enrollment or by special consideration in order to receive their bachelor's degree) will be required to take and pass the GWT or CPU 4010 before a graduate degree may be awarded. The GWT cannot be waived for a second time. The waiver in undergraduate status applies only for the baccalaureate degree. Credential candidates may waive the GWT, but will need to take and pass it or CPU 4010 if they choose to pursue a degree at Cal Poly Pomona.

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

**POLICY NO: 1438[[6]](#footnote-6)\***

**PARTICIPATION IN GRADUATION CEREMONIES FOR UNDERGRADUATE STUDENTS**

Undergraduate students may apply for graduation and/or participate in the end of spring commencement ceremonies if they have filed a graduation check request, have no more than eight quarter (6 semester) units remaining to fulfill the graduation requirements, have completed their GWT requirement, and are in good academic standing (2.00 GPA for Cal Poly Pomona coursework and 2.00 for all cumulative coursework) at the end of the term prior to that in which the student applies to graduate.

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**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

**POLICY NO: 1444[[7]](#footnote-7)\***

**CHANGE OF MAJOR AND DOUBLE MAJORS**

Undergraduate students who have entered the university with an undeclared major and students wishing to change from one degree program to another should contact the department of the intended major for requirements and filing periods. Students cannot change from a major to undeclared major status. Students enrolled under certain laws must obtain approval by the Veterans Administration before a change of major can be made.

International students are required to notify the International Student Advisor after changing majors so that the student's immigration document can be updated.

Academic and career advising are strongly advised so that change of major decisions are well-informed and additional time and units to completing the degree are minimized.

Undergraduate students declaring a major for the first time or students changing from one degree program to another must submit a Petition to Change Major Curriculum to the Registrar's Office after consulting with the department offering the intended major. These petition forms are to be submitted online via the Registrar's Office’s website.

Students changing their major are subject to the major/ minor requirements in effect at the time of the change. Transfer from one major to another shall not in any way change the student's academic standing, nor shall it constitute a break in continuous enrollment.

**Non-impacted Majors**

At the discretion of the department, additional requirements for change of major may be established. For example upper division students may be required to meet a minimum number of units or complete specific courses with grades of C or better to qualify for a change of major. Change of major petitions for non-impacted majors may be submitted at any time during the semester, however change of major petitions must be submitted no later than the end of the sixth week of the semester to be effective in the following semester.

**Impacted Majors**

Students requesting a change of major to an impacted program must meet the supplemental requirements required for that major. Acceptance into the new program will be on the same basis as for new applicants. Students requesting a change of major into an impacted program must file the required change of major petition no later than the last day of the initial application period for the semester of the desired change.

**Closures or Limits of Changes of Major**

Departments may close or limit changes of major for a specific term to ensure that the number of students in that major can be accommodated.

**Double Majors (AS-2422-123/AP)**

Students may declare one major in addition to their primary major if all academic programs can be completed within 32 semester units above the number of units required for their primary major. Students must receive the approval of the chair of the department offering the proposed academic program.

Double majors may be declared at any time in a students’ career but students are strongly encouraged to declare double majors early in their career. After earning 90 semester units, students may declare an additional major only if they are in good academic standing and have the approval of the chair of the department offering the proposed academic program.

Credits from transfer units, non-traditional college-level work (including AP, IB, and CLEP examinations, and credit by challenge examinations), and military service in excess of 60 semester units shall be excluded from the unit count for the purposes of the double major policy.[[8]](#footnote-8)\*\*

Students may request exceptions to the double major policy by filing a general academic petition.

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

**POLICY NO: 1601[[9]](#footnote-9)\***

**GRADING SYSTEM**

**1.0 General**

Grades, including grade changes for each course, will be assigned only by the instructor of that course.

**2.0 Grade-to-Grade Changes**

Grade-to-grade changes must be submitted before the end of the semester following the issuance of the grade. When circumstances necessitates that a grade change occur without the signature of the instructor of record, the change of grade form must be accompanied by a memo to the Registrar’s Office, signed by the Dean of the College or the Department Chair, stating the reason for the absence of the instructor of record’s signature.

**3.0 Grade Point System**

The university uses a basic four-point system when assigning grades to students. Grade points assigned for each grade are: A, four points; B, three points; C, two points; D, one point; F, zero points. Plus and minus grading symbols are granted at the discretion of the instructor. Grades of I, SP, RP, W, AU, and WU are also assigned.

A Superior Work

Indicates originality and independent work and a thorough mastery of the subject matter/skill; achievement so outstanding that it is normally attained only by students doing truly exemplary work.

B Very Good Work

Indicates clearly better than adequate competence in the subject matter/skill; achievement of quality higher than adequate, but not of exemplary quality.

C Adequate Work

Indicates that class room work, outside assignments, and examinations have been completed at a level indicating adequate competence in the subject matter/skill.

D Minimally Acceptable Work

Indicates achievement which meets the minimum requirements of the course, but at a level indicating less than adequate competence in the subject matter/skill.

F Unacceptable Work

Indicates achievement that fails to meet the minimum requirements of the course and is clearly below university quality; not a passing grade.

CR Credit, for undergraduate course work equivalent to a grade of "C" or better, or graduate course work equivalent to a grade of "B" or better.(Units attempted are not included in GPA)

NC No Credit, for undergraduate coursework equivalent to a grade of "C" or lower, or graduate coursework equivalent to a grade of "B" or lower. (Units attempted are not included in GPA)

Courses will be graded on a CR/NC basis as follows:

1. Mandatory CR/NC Grading
	1. Some courses, as indicated by their catalog descriptions are offered for CR/NC grading only. Such courses are designated by the sponsoring department. Enrollment in these courses is not counted in the 16 semester-unit limit or the 2-course/6 semester unit limit described in IIA below.
	2. All challenge examination credit will be awarded on CR/NC basis only. Credit for courses in student's major (core) will be given letter grades only.
2. Optional CR/NC Grading
A student may elect to be graded on a CR/NC basis in those courses which are designated by the University as being approved for optional grading. Courses designated for CR/NC grading will be shown in the catalog with the bold-faced dagger symbol (+). When a student elects CR/NC grading, the following conditions apply:
	1. A student may take up to two courses per semester, not to exceed six semester units, on a CR/NC basis. The total number of units which are graded CR/NC may not exceed 16 semester units for all college level work to be counted towards a bachelor's degree, including all transfer work, and six units for a master's degree including all transfer work.
	2. A student who opts for CR/NC must already be regularly enrolled in the course. Before the end of the fourth week[[10]](#footnote-10) of classes, the student must file the CR/NC request form in the Registrar's Office. A student may not change from one grading option to the other after the end of the fourth week of classes.
	3. A course may not be repeated as CR/NC if the student has previously been enrolled in that course for the traditional grading option. A course may be repeated for CR/NC only if a grade of NC has been earned previously.
	4. Undergraduate students and post-baccalaureate students seeking a second degree will be given a grade of CR for coursework equivalent to a grade C or better in any course for which CR/NC grading is approved and in which the student is properly enrolled. "NC" will be assigned for coursework equivalent to "C-," or lower grades.
	For graduate courses designated as mandatory CR/NC, the grade of "CR" will be given for coursework equivalent to a grade of "B" or better. "NC" will be given for coursework equivalent to a "B-," or lower grade. This will apply to both graduate and undergraduate students who are enrolled in graduate courses.
	5. Courses in the student's major ("Core Courses in Major" on the student's curriculum sheet) may not be taken as CR/NC unless designated as mandatory CR/NC grading.
	6. To be eligible to opt for CR/NC grading, an undergraduate student must have earned at least a 2.0 GPA in all Cal Poly Pomona work attempted. (The 2.0 GPA requirement is waived in the case of non-matriculated students having no previous work recorded at Cal Poly Pomona.) A graduate student must have earned at least a 3.0 GPA. New students enrolling at Cal Poly Pomona for the first time are eligible if they were admitted on a "clear" basis.
3. Grades of CR/NC are not included in the student's grade point average. Courses for which CR is recorded will be counted as units completed only.

These regulations apply to all students enrolling at Cal Poly Pomona including non-matriculated students in the Extended University program, summer session, and workshops who wish to elect courses on a Credit/No Credit grading basis.

I Incomplete Authorized (Units attempted are included in GPA after a maximum of 1 year)

The symbol "I" (Incomplete Authorized) indicates that a clearly identifiable portion of the course requirements cannot be completed for serious and compelling reasons. An Incomplete shall not be assigned when it is necessary for the student to attend a portion of the class during a future term.

"I" grades are assigned at the request of the student and granted at the discretion of the instructor. A failing grade is not an acceptable reason to request or grant an "I". It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the conditions that must be met to complete the course, and the associated deadline, not to exceed one year, which must be satisfied to remove the Incomplete. The Contract for Incomplete Grade is used to record these conditions. This electronic record protects both students and faculty. Copies of this Contract are to be filed in the online grading system and accessible to the student. A final grade is assigned when the work agreed upon has been completed and evaluated.

An "I" must normally be made up within one calendar year immediately following the end of the term during which it was assigned. However, the time period set forth by the instructor on the Contract for Incomplete Grade prevails. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work within the time period set by the instructor will result in the "I" being converted to an "IC" symbol, unless the faculty member designates a specific letter grade at the time the Incomplete is assigned to replace the "I" in the student's record.

Although the one-year maximum for incomplete grades is the general university policy, exceptions can be made in special cases, such as military service and serious health problems. The extension of an "I" grade in a course shall be allowed only one time, for a maximum extension of one year. The General Academic Petition is used to file such requests.

Effective fall 2009, students may not re-enroll in courses for which an "I" grade has been assigned. In cases where repetition of the course is deemed appropriate, the student should be assigned a withdrawal ("W") or failing grade rather than an "I" grade.

IC Incomplete Charged (Units are included in GPA)

 The “IC” symbol may be used when a student who received an authorized incomplete “I” has not completed the required course work within the allowed time period set by the instructor (unless the faculty member designates a specific letter grade at the time the Incomplete is assigned to replace the "I" in the student's record). The “IC” replaces the “I” and is counted as a failing grade for grade point average and progress point computation.

RP Report in Progress (Units attempted are included in GPA only after final grade is assigned)

 The "RP" symbol is used in connection with courses that extend beyond one academic quarter. The symbol indicates that work in progress has been evaluated as satisfactory to date but that the assignment of a precise grade must await the completion of additional coursework. Cumulative enrollment in units attempted may not exceed the total number applicable to the student's educational objective. All work is to be completed within one calendar year of the date of first assignment of RP and a final grade will be assigned to all segments of the course on the basis of overall quality. Any extension of this time period must receive prior authorization by the advisor, department chair and college dean on a General Academic Petition. For master's degree thesis or projects (6950, 6960), the time limit is two years. The "RP" symbol is authorized only for specific courses, for example, courses numbered as 4610, 4620, 6900-6990, etc.

W Withdrawal (Units attempted are not included in GPA)

The “W” symbol is used for a student withdrawal from a course, with the approval of appropriate campus representatives, after the tenth day (second week) through the twentieth day (fourth week) of instruction. It carries no connotation of the student performance and is not used in calculating grade point average. A “W” will not be recorded for a class unless the student has officially withdrawn from the class.

Withdrawal from classes after the 20th day of instruction (fifth week) until the end of the twelfth week of instruction is permissible only for serious and compelling reasons. To request to withdraw from classes after the fifth week of instruction, students must submit to the Registrar’s Office a Request for Class Withdrawal for Serious and Compelling Reasons Form with the necessary approval signatures.

AS-2465-145/AP, such as accident or serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student’s control and the assignment of an Incomplete is not practicable. Withdrawals of this sort may involve total withdrawal from the campus or may involve only one course, except that course grade and credit or an Incomplete may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made.

Effective fall 2009, undergraduates are limited to 18 semester units of recorded course withdrawals, i.e., where students receive “W” grades for the classes. Course withdrawals prior to fall 2009 and withdrawals approved through the Retroactive Withdrawal Petition process will not contribute to this limit. After the tenth day of instruction through the last day of finals week, students whose reasons for withdrawing from classes are beyond their control may request that such class withdrawals not contribute toward the 18 semester unit limit. Approved requests for this exception will be indicated by the Dean’s signature and the lead authority in the Office of Academic Programs on the Request for Class Withdrawal for Serious and Compelling Reasons Form.AU Audit (Units attempted are not included in GPA)- Audits are detailed in Academic Policy No. 1418: Auditing Courses

WU Withdrawal Unauthorized - An unofficial withdrawal from a course. (Units attempted are included in GPA)

The symbol "WU" indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. 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 and grade point computation this symbol is equivalent to an "F". The "WU" is also assigned when a student does not drop a course properly, such as when a student withdraws from a course without authorization (e.g. no approved withdrawal form is on file in the Registrar's Office). If the appropriate withdrawal form is on file, this "WU" will be replaced by a "W" in the Registrar's Office and a "W" will appear on the final grade sheet returned to the instructor and on the student's grade report.

RD Report Delayed (Units attempted are included in the GPA only after final grade is assigned.)

The "RD" symbol may be used where a delay in the reporting of a grade is due to circumstances beyond the control of the student. The symbol may be assigned by the Registrar's Office only and, if assigned, shall be replaced by a substantive grading symbol as soon as possible upon submission of a Grade Change Form. An "RD" shall not be used in calculating grade point average or progress points.

At the discretion of the instructor, plus and minus (+/-) grading symbols may also be granted. The grade points associated with each grade are as follows:

A = 4 C = 2.0 I = 0

A- = 3.7 C- = 1.7 IC = 0

B+ = 3.3 D+ = 1.3 RP = 0

B = 3.0 D = 1.0 W = 0

B- = 2.7 D- = 0.7 WU = 0

C+ = 2.3 F = 0 AU = 0

CR = 0 RD = 0

NC = 0

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

**POLICY NO: 1605[[11]](#footnote-11)\***

**GRADE APPEALS POLICY AND PROCEDURE**

Under the provisions of Executive Order 1037, “Grading Symbols, Minimum Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Polices on Academic Renewal, and Grade Appeals” and the University’s “Statement of Student Rights, Responsibilities, and Grievance Procedures,” students may appeal grades that they consider to be unfair.

The Executive Order governs the assignment of grades by faculty and requires an appeal procedure to ensure that the rights and responsibilities of faculty and students are properly recognized and protected. Occasionally, a circumstance will prevent assignment of an earned grade or will cause an assigned grade to be questioned by a student.

The following policy has been adopted by Cal Poly Pomona to provide the mechanism to deal with such unusual occurrences:

* Course grades assigned by instructors are presumed to be correct. It is the responsibility of the student who appeals an assigned grade to demonstrate clerical error, prejudice, or capriciousness in the assignment of the grade, or that a reasonable accommodation for a documented disability was requested and not appropriately provided; otherwise, the judgment of the instructor is final.
* A student who believes that a course grade has been assigned inappropriately must follow the proper steps in the appeal process, observing the time limits for completion of various steps in the process as follows:
* Step 1: The student should speak face-to-face with the instructor during the first five weeks of the semester following the assignment of the grade. If a face-to-face appointment cannot be arranged, the student should attempt to communicate with the instructor by phone, e-mail or fax during the same time period. Note: If the grade is assigned in the spring semester, the student should follow these procedures in the following fall semester. If the instructor is on leave, on sabbatical, or is not currently on the faculty including FERP faculty at the time of the appeal, the University shall attempt to contact the instructor on behalf of the student.\*
* . If a grade has been assigned in error, the instructor can quickly correct the error by submitting a Grade Change Request via the online grading system.
* Step 2: If the grade dispute is not resolved with the instructor and the student intends to appeal the grade, the student must appeal to the next level as soon as possible, but no later than the tenth week of the following semester. In most cases, the student will appeal to the chair of the academic department that offered the class. If the instructor is a department chair, the student should appeal to the dean of the college that offered the class. If the instructor is a dean, the student should appeal to the Provost. The person to whom the student appealed will discuss the issue with the instructor and respond to the student, usually within two weeks.

\*Note: The grade appeal process is suspended during the summer term when fewer students and faculty members are expected to be on campus. The grade appeal process is also suspended if the faculty member is on leave or on sabbatical. Thus, for spring semester, “the following semester” will be the following fall semester. For appeals of summer term grades, the following semester is the following fall semester. For appeals when the faculty member is either on leave or on sabbatical “the following semester” is the semester the faculty member returns to CPP.

* Step 3: If the student is still not satisfied after receiving the response from this second level of appeal, the student may submit a written statement within ten working days to the University Course Grade Appeal Committee through the Office of Academic Programs. The formal grade appeal should be submitted prior to the end of the regular semester following the semester for which the grade was assigned.
* Step 4: The Chair of the University Course Grade Appeal Committee will forward the student’s statement to the instructor. The instructor will be asked to respond in writing by a specified date (normally within two weeks). The student’s statement and the instructor’s response will then be reviewed by the entire committee, normally within two weeks of receipt of the instructor’s response.

The Committee will take one of the following actions:

1. Request additional information from the student and/or the instructor.
2. If the University Course Grade Appeal Committee finds that the student has grounds for complaint based on discrimination, caprice, or clerical error, then the instructor of record will be asked to reevaluate the grade. If the instructor refuses to reevaluate the grade or the instructor’s reevaluation results in the same grade, then the chair of the academic department that offered the class shall be asked to find a qualified faculty member with academic training comparable to the instructor of record to evaluate the student’s work and assign a grade. If the instructor is a department chair, the dean of the college that offered the class shall be asked to find a qualified faculty member with academic training comparable to the instructor of record to evaluate the student’s work and assign a grade. If the instructor is a dean, the provost shall be asked to find a qualified faculty member with academic training comparable to the instructor of record to evaluate the student’s work and assign a grade.
3. Recommend to the instructor that the grade be maintained as given.
4. Call for a formal hearing.
* Step 5: When the Committee has made its recommendation, the student will be notified of it in writing, and be given a copy of the instructor’s written response to the student’s statement. This grade appeal procedure may take six to eight weeks to complete. The outcome of the formal grade appeal procedure is final; there is no higher level of appeal.

Additional information on preparing a written grade appeal is available from the Office of Academic Programs.

1. \*Revised AY 2016-2017 [↑](#footnote-ref-1)
2. \*Revised AY 2016-2017 [↑](#footnote-ref-2)
3. \*Revised AY 2016-2017 [↑](#footnote-ref-3)
4. \*\*Students often have credits from these sources that are not applicable to their Cal Poly Pomona degree program for a variety of reasons, including unfamiliarity with how tertiary education works (especially first generation college students), poor advising at Community College, exploration/change of career direction, credits for sports, etc. The intention of this policy is to count up to 60 semester units that likely fulfill GE and academic program requirements at Cal Poly Pomona without prohibiting transfer students from minoring if they have a large number of units that do not further their Cal Poly Pomona degree. (AS-2422-123/AP) [↑](#footnote-ref-4)
5. \*Revised AY 2016-2017 [↑](#footnote-ref-5)
6. \*Revised AY 2016-2017 [↑](#footnote-ref-6)
7. \* Revised AY 2016-2017 [↑](#footnote-ref-7)
8. \*\*Students often have credits from these sources that are not applicable to their Cal Poly Pomona degree program for a variety of reasons, including unfamiliarity with how tertiary education works (especially first generation college students), poor advising at Community College, exploration/change of career direction, credits for sports, etc. The intention of this policy is to count up to 60 semester units that likely fulfill GE and academic program requirements at Cal Poly Pomona without prohibiting transfer students from double majoring if they have a large number of units that do not further their Cal Poly Pomona degree. [↑](#footnote-ref-8)
9. \*Revised AY 2016-2017 [↑](#footnote-ref-9)
10. Associated with EO 1037 “Census Date”. [↑](#footnote-ref-10)
11. \*Revised AY 2016-2017 [↑](#footnote-ref-11)