

Highlights for Advisors -- University Policies F08-2 and S09-7 (based on EO 1037)

(effective date Fall 09; all unit counters for course repeats and WA grades start Fall 09)

<u>Policy</u>	<u>Undergraduate Students</u>	<u>Postbaccalaureate Students</u>	<u>Graduate Students</u>
Repetition of courses	<u>Only if grade from 1st attempt was less than a "C"</u> (including WU, IC, NC) [PeopleSoft will block registration]		<u>Only if grade from 1st attempt was less than a "B"</u> (including WU, IC, NC)
Limits	<u>Limits apply only to courses taken at SJSU</u>		
Advance Registration for repeated courses	<u>Not allowed</u> (unless the original grade was "W" (either "WA" or "WB"))		
Courses "Repeatable for Credit"	May be repeated regardless of the original grade		
Repetition of courses with "I" grades	<u>Not allowed</u> (a grade must be assigned or the "I" must revert to an "IC" prior to repeating a course)		
Course repeats with "Grade Forgiveness" (formerly known as "Academic Renewal")	<u>Maximum of 16 units</u> , consisting of a combination of up to 9 units of lower division coursework and 9 units of upper division coursework; graduate (200-level) coursework is not eligible		Not allowed
Assignment of Grade Forgiveness	<u>Automatic</u> [formerly Academic Renewal was by petition] <ul style="list-style-type: none"> • "opt out" petitions will be created; census date deadline • eligible courses are those with grades from 1st attempt was less than a "C" (including WU, IC; but not NC) • may repeat for grade forgiveness only once (excluding "W") 		n/a
Courses repeated with "Grades Averaged"	<u>Maximum of 28 units for graduation credit</u> including units taken for Grade Forgiveness (excluding grades of "W")		<u>Maximum of 9 units UD or Grad coursework for graduation credit</u> (excluding grades of "W")
Assignment of Grade Averaging	Automatic (each repeat will average as a separate course for calculation of GPA)		
Repeated Units in excess of limits	By petition -- may fulfill specific requirements necessary for graduation		Not stated in policy

<u>Policy</u>	<u>Undergraduate Students</u>	<u>Postbaccalaureate Students</u>	<u>Graduate Students</u>
Academic Renewal (formerly known as “Disregard of Previous Semester’s Work”)	<u>Not the same as Withdrawal or Retroactive Withdrawal</u> (from an entire semester); criteria difficult to satisfy; rarely granted		n/a
Grading Symbols	<ul style="list-style-type: none"> • AU (Audit) -- must be officially enrolled in the course • I (Incomplete) -- one-year to complete, extendable for a second year by petition <ul style="list-style-type: none"> • <u>conditions for completion must be specified in writing</u> • IC (or NC for non-traditionally graded courses) will be assigned if work is not completed, <u>unless the faculty member assigns a specific letter grade at the time the incomplete is assigned; this grade will replace the “I” if work is not completed</u> • IC (Incomplete Charge) -- equivalent to an F (failure) • RD (Report Delayed) -- may be assigned by the Registrar only; does not affect GPA, etc • RP (Report in Progress) -- for thesis, project, and similar courses (e.g., 298 & 299 courses) in which assigned work typically extends beyond a single academic term [Note difference from Incomplete, for which work is typically completed within the term] • W (Withdrawal) -- for the official transcript (“WA” & “WB” are for the unofficial transcript only) • WA (Withdrawal AUTHORIZED) -- for serious and compelling reasons <ul style="list-style-type: none"> • <u>allowed only during the first 80% of the term</u> • WB (Withdrawal BEYOND student’s control) -- for serious and compelling reasons clearly beyond the student’s control; AND if after the last day of classes, with documented extenuating circumstances explaining why submission during semester was not possible <ul style="list-style-type: none"> • allowed anytime during or after the term • WU (Withdrawal Unauthorized) -- used when an enrolled student does not officially withdraw from a course, but fails to complete it -- equivalent to an F (failure) <ul style="list-style-type: none"> • the instructor shall <u>report the last known date of attendance</u> • for non-traditionally graded courses (e.g., CR/NC), an NC grade shall be used instead 		
WA limits (only apply to units attempted at SJSU)	<u>18 units</u>	<u>12 units</u>	<u>9 units</u>
WB limits	None		
Retroactive Drop and Retroactive Withdrawal	Criteria for approval are the same as those for a “WB” during the term; additionally there must be documented extenuation explaining why Late Drop or Late Withdrawal was not possible		