

Grading Workshop

**for grades other than the usual:
A, B, C, D, F Letter Grades**



SAN JOSÉ STATE
UNIVERSITY

Academic Regulations

- Executive Order 1037 (EO 1037, 8 Sept. 2008)
- Fall 2008 – Spring 2010 Catalog pp. 442-444
- <http://info.sjsu.edu/web-dbgen/narr/catalog/rec-1847.html>

**Notes on this presentation are available on
www.sjsu.edu/registrar/services/faculty_staff/**

“I” Incomplete Grades

- “I” shall be used only when faculty concludes that a clearly identifiable portion of course requisites can not be met within the academic term for unforeseen reasons.
- “I” shall not be assigned when it is necessary to attend a major portion of the class when it is next offered.
- “I” is prohibited where normal practice requires extension of course requisites beyond the close of a term, e.g. Thesis or project type courses. Use of “RP” symbol is required.
- Failure to complete the assigned work will result in the “I” grade being converted to an “IC”, equivalent to an F grade, or an “NC” for non-traditionally graded courses, unless faculty assigns a specific letter grade at the time the Incomplete is assigned, which would replace the “I” in the student’s record after the calendar year deadline.
- An incomplete must be made up within one calendar year immediately following the end of the term in which it was assigned.

“I” Incomplete Grades (cont’d.)

- Extension of the one-year time limit may be granted by petition for contingencies such as intervening military service, serious health or personal problems
- Approved Petition for Extension of Incomplete grade must be submitted to the Registrar’s Office no later than the last day of instruction (05/13/09 for Spring 2009 term)
- Grades to clear incomplete grades must be submitted no later than the final deadline for grade submission (06/01/09)
- Mid-term, students are notified via SJSU messaging about clearing their incomplete grades by the prescribed deadlines.
- Instructor of Incomplete record notified by email before term ends (Department Chairs were asked to distribute email)

“I” Incomplete Grades (cont’d)

- A student may not re-enroll in the course.
 - Two new processes to be developed by CMS baseline:
 - 1) Prevent re-enrollment in a course for which a student has received an “I” grade
 - 2) At the end of the term when student earns an Incomplete, enrollment in same course in a future term would be disenrolled (not applicable to SJSU since repeaters can only register during the late registration period.
 - 3) Manually assign student exceptions as appropriate.
- New Faculty Center E-Contract Modification to be developed by CMS baseline to create/post contracts when assigning an “I” grade

“RP” (Report in Progress)

- “RP” used for courses that extend beyond one academic term.
 - Work is in progress but that assignment of a final grade must await completion of additional work.
 - Work is to be completed within one calendar year of the date of first enrollment except for 298 & 299 courses which have a two-year limit.
- Failure to complete work after two years, Registrar’s office will change RP’s to NC (no impact on GPA).
- Petition for Extension of RP grade must be approved by instructor and department chair.
 - Petition form is on registrar’s website at www.sjsu.edu/registrar/forms.
 - Notation is made on transcript for extension granted

RP (Report in Progress) (cont'd)

- Students can take as many units of 298/299 but, only a maximum of 6 units can count towards graduation requirement.
- Instructor of Report in Progress record notified by email before term ends
- Students with RP notified by messaging on MySJSU

“W” Withdrawal

- Undergraduate students and postbac may withdraw from no more than 18 units.
- Limits would only apply to units attempted at SJSU
- Withdrawals after drop deadline and prior to last twenty percent of instruction may be assigned only for, serious and compelling reasons, and to be approved by instructor and department chair and/or dean.
- All approved withdrawals will have a “W” symbol on the official transcript

“W” Withdrawal (cont’d.)

- “WA” symbol shall be assigned on unofficial transcript for withdrawals granted only during the first 80% of the term for serious and compelling reasons.
- “WB” symbol shall be assigned on unofficial transcript to withdrawals granted anytime during the term, or retroactively after the term, due to circumstances beyond student’s control.
- “WA” and “WB” grades will convert to “W” grades on official transcript.
- Withdrawals shall not be permitted during the final twenty percent of instruction, except in cases, such as accident or serious illness, where the cause of withdrawal is due to circumstances beyond the student’s control and the assignment of an Incomplete is not practicable. Withdrawals of this sort may involve total withdrawal or one course. Will not count against the maximum limit.

“W” Withdrawal (cont’d.)

- Withdrawals prior to the final twenty percent of instruction, that would have qualified during the final twenty percent of instruction, will not count against maximums.
- System modifications to be developed include:
 - 1) Prevent student from withdrawing from more than the maximums
 - 2) Engine to calculate and store student withdrawal totals. This process will be invoked at grade post, in administrative & self-service enrollment, and at term withdrawal
 - 3) Add additional functionality to the Grade Roster to accommodate assignment of last known date of attendance when WU grades are assigned.
 - 4) Manually assign student exceptions as appropriate.
 - 5) Warning message unit limit

“WU” Withdrawal Unauthorized

- Student did not officially drop or withdraw from the class and failed to complete course requirements
- The instructor shall report the last known date of attendance by the student.
 - CMS module will provide a way for faculty & staff to report last known date of attendance for WU grades via the grade roster
- Instructor must assign “WU” when entering grades
- WU grade is equivalent to an F grade.
- In CR/NC courses, the WU converts to NC

“RD” Report Delayed

- Registrar’s Office assigns RDs to all grades not submitted by the final grade submission deadline.
- Instructor must submit to the Registrar’s office a change of grade form as soon as possible.
- Failure to submit grades by the prescribed deadlines can inflate or deflate the student’s cumulative SJSU GPA which is the basis for the calculation of academic standing. Financial Aid relies on Academic standing data for SAP (Satisfactory Academic Progress).
- It delays the posting of degrees.
- Registrar’s sends email notification to Associate Deans/Chairs on pending RDs .

Course Repeats: F08-2

GRADE FORGIVENESS

- Previously known as Academic Renewal at SJSU
- Applicable only to:
 - earned grades lower than a “C” for undergraduate & Postbac students
 - All regular and open university enrollments.
- Undergrad/postbac students may repeat a maximum of 16 units of grade forgiveness, consisting of a combination of:
 - up to 9 units of lower division (course numbered 0-99)
 - & up to 9 units of upper division (course work numbered 100-199)

Course Repeats: F08-2 (cont'd.)

- Graduate coursework numbered 200-299 is not eligible for Grade Forgiveness
 - but graduate students may repeat up to 9 units of upper division or graduate coursework in grades earned lower than a “B” through Grade averaging.
- Automatic process to assign grade forgiveness for all eligible courses.
- Students may repeat an individual course for grade forgiveness only once.
- Student may opt out of Grade forgiveness of a course repeat by submitting a petition no later than census date which would be administered by Undergraduate Studies & Registrar’s Office

Course Repeats: F08-2 (cont'd.)

- System modifications will develop processes to prevent enrollment:
 1. In any class(es) where student has already received a “C” grade or better (above & beyond allowable repeats on the course catalog)
 2. Exceeding the total repeatable units allowed in career
 3. Exceeding the number of allowable repeats of an individual course

Course Repeats: F08-2 (cont'd.)

- Other system modules include:
 1. Engine to calculate/store repeat totals
 2. Refresh stored repeat totals once grades are posted
 3. End of term process to disenroll students who earned grade of C or higher in the current term if they have already enrolled in the same course for an upcoming term.
(not applicable to SJSU since repeaters can only register during late registration period)
 4. Manually assign student exception as appropriate.
 5. Warning message unit limit

GRADES AVERAGED:

- Undergraduate/post bac students may repeat a maximum of 28 units for graduation credit (include units repeated for Grade forgiveness, excluding W grades). After Grade forgiveness used to the fullest , repeat grade shall not replace the original grade, instead grade points & units from all attempts shall be calculated in the student's SJSU cum GPA & overall GPA.
- Graduate students may retake a maximum of 9 units of upper division or graduate coursework for graduation credit.

ACADEMIC RENEWAL:

- Disregard up to two semesters of previous undergraduate coursework

Change of Grade form

- Must be used for all change of grades, supplemental grades for retro adds, removal of Incompletes and RPs, WU and RD grades.
- For change of grades submitted beyond the time allotted to submit grade change, as stipulated in the change of grade policy: Registrar's office will not honor these grade changes without additional documentation from the Chair and/or Associate Dean as in the case of "I's" that have already lapsed into ICs, RPs to NCs, WU or F graded courses.
- Unacceptable reasons for grade change for example 'completed additional work', gave the student additional points, or left blank will be returned to the instructor.

Change of Grade form (cont'd.)

- Students (including student assistants) are never allowed to hand in grade changes—even if in a sealed envelope. (FERPA)
- Grade information must be delivered to the “R” counter in Student Services Center. Zip 0009. A photo ID must be presented to the Front Counter Staff receiving the documents.

Sealed Records after Graduation

- Once a degree is posted on the academic record, grade changes will not be allowed.
- Degree will not be posted on the record if there are outstanding Incomplete, RP and RD grades.

***Academic
Standing***

Academic Standing Terminology

Undergraduate/Postbaccalaureate

Graduate

Good standing = or > 2.00 SJSU cum GPA

= or > 3.00 SJSU cum GPA

Probation < 2.00 SJSU cum GPA

< 3.00 SJSU cum GPA

Continued Probation

> 2.00 SJSU term GPA

> 3.00 SJSU term GPA

< 2.00 SJSU cum GPA

< 3.00 SJSU cum GPA

Or

< 2.00 SJSU term GPA

< 2.00 SJSU cum GPA

(but has not reached threshold for DQ based on class level)

Disqualification

Class Levels

Senior or Postbac < 1.95

= or < 3.00 SJSU term GPA

Junior < 1.85

< 3.00 SJSU cum GPA

Sophomore < 1.70

Freshman < 1.50

Good standing

Undergraduate/Postbaccalaureate

Graduate

= or > 2.00 SJSU cum GPA

= or > 3.00 SJSU cum GPA

UNDERGRAD SAMPLE TRANSCRIPT

SPRING SEMESTER 1999			UA	UG	UE	GR	GP	GPA
GEOG	101	Global Geography	3.0	3.0	3.0	A	12.0	
HUP	35B	INTER WT TRAINING	1.0	1.0	0.0	F	0.0	
METR	10	Weather & Climate	3.0	3.0	3.0	C	6.0	
PHIL	57	Logic & Crit Reas	3.0	3.0	3.0	B-	8.1	
PHYS	1	Elem Phys	3.0	3.0	3.0	D-	2.1	
SEMESTER TOTAL:			13.0	13.0	12.0		28.2	2.169
SJSU CUM:			25.0	25.0	22.0		59.8	2.392
ALL COLLEGE:			89.5	82.0	86.5		234.8	2.863

Probation

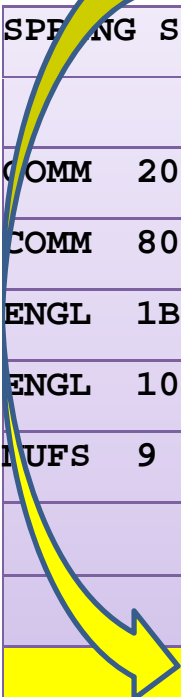
Undergraduate/Postbaccalaureate

Graduate

< 2.00 SJSU cum GPA

< 3.00 SJSU cum GPA

UNDERGRAD SAMPLE TRANSCRIPT



SPRING SEMESTER 2000			UA	UG	UE	GR	GP	GPA
COMM	20	Public Speaking	3.0	3.0	0.0	U	0.0	
COMM	80	Speech Comm Lab	1.0	0.0	0.0	NC	0.0	
ENGL	1B	Composition	3.0	0.0	0.0	NC	0.0	
ENGL	10	Great Works of Lit	3.0	3.0	0.0	U	0.0	
NUFS	9	Intro Human Nutr	3.0	3.0	0.0	U	0.0	
SEMESTER TOTAL:			13.0	9.0	0.0		0.0	0.000
SJSU CUM:			38.0	34.0	22.0		59.8	1.759
ALL COLLEGE:			102.5	91.0	86.5		234.8	2.580
STATUS: Probation								

Continued Probation

Undergraduate/Postbaccalaureate

- > 2.00 SJSU term GPA
- < 2.00 SJSU cum GPA
- or
- < 2.00 SJSU term GPA
- < 2.00 SJSU cum GPA

Graduate

- > 3.00 SJSU term GPA
- < 3.00 SJSU cum GPA

FALL SEMESTER 2006								
MAJOR: BA Psychology								
			UA	UG	UE	GR	GP	GPA
KIN	52A	Begin Judo	1.0	1.0	0.0	WU	0.0	
PSYC	102	Child Psych	3.0	3.0	3.0	B-	8.1	
PSYC	110	Abnormal Psy	3.0	3.0	3.0	B	9.0	
PSYC	117	Psych Tests & Meas	3.0	3.0	3.0	C+	6.9	
PSYC	167	Sports Psychology	3.0	3.0	3.0	C-	5.1	
SEMESTER TOTAL:			13.0	13.0	12.0		29.1	2.238
SJSU CUM:			51.0	47.0	34.0		88.9	1.891
ALL COLLEGE:			115.5	104.0	98.5		263.9	2.538
STATUS: Continued Probation								

Disqualification

Undergraduate/Postbaccalaureate

Graduate

Class Levels

Senior or Postbac	< 1.95
Junior	< 1.85
Sophomore	< 1.70
Freshman	< 1.50

= or < 3.00 SJSU term GPA
< 3.00 SJSU cum GPA

FALL SEMESTER 2007								
			UA	UG	UE	GR	GP	GPA
ANTH	122	Magic Science Reli	3.0	3.0	0.0	WU	0.0	
GEOL	105	Gen Oceanography	3.0	3.0	0.0	F	0.0	
PSYC	100W	Writing Workshop	3.0	0.0	0.0	NC	0.0	
PSYC	191	Psych of Prejudice	3.0	3.0	0.0	F	0.0	
SEMESTER TOTAL:			12.0	9.0	0.0		0.0	0.000
SJSU CUM:			75.0	68.0	46.0		115.0	1.691
ALL COLLEGE:			139.5	125.0	110.5		290.0	2.320
STATUS: Disqualified								

Grades with no impact on Academic standing

- Withdrawal from the semester
 - All Incomplete grades
 - NC, CR, AU except graduate students
- If a student was placed on probation the prior semester, and student had earned all W's, or I's, NC's, CR's, or AU's in current term, student will be placed on Continued Probation. *Except for graduate students who need at least one letter graded course.*

University policy on continuous attendance

- A student needs to reapply for admission (CSU Mentor) if he/she has not been in attendance for more than one semester.

example: If student was placed on Probation for the Fall 2008, didn't attend Spring 2009, and returns on Fall 2009, there is no need for a reapplication.

- Students on probation can take a Leave of Absence (LOA).
- With disqualification, student must always reapply for admission. Exceptions are discussed under Reinstatement segment of the workshop.

University policy on continuous attendance (cont'd.)

NEW

- Beginning Summer 2009, the Registrar's office will disqualify students at the end of the summer semester. Students who are on probation or continued probation status will be messaged on MySJSU about the process to run at the end of the term if they enroll in Summer 2009 classes and earned grades fall below the GPA threshold for disqualification.

Academic History

- Grade changes from prior terms that results in a change of GPA will not reverse or rescind the academic standing for the term when the course was taken.
- Grade changes to courses in the most recently graded term due to clerical or calculation error may impact academic standing;
 - administrative changes to academic standing are made to the student's record if signed by instructor/chair before first day of the next term.
- Disqualified students must petition for Reinstatement based on Grade change category but, will not have to reapply for admission.
- Disqualification notation remains on the record, and "Reinstated on Continued Probation" added.

Grade Change policy S73-28:

- A change of grade may be made only in the case of a declared clerical or other administrative error except as indicated below. It may not be made as a rejudgement or an afterthought. The definition of a clerical error is an error made by the instructor or by an assistant in calculating or recording the grade.
- An appeal for a change of grade should be initiated as soon as possible, normally within one semester, in order to insure that proper documentation is available.

Communication

- Academic standing for Spring 2009 will be posted on the official and unofficial transcripts on June 8, 2009.
 - A negative service indicator is applied to disqualified graduate students only to prevent registration in 200 level courses.
- Academic Services will send a messaging to undergraduate students about their probation and disqualification statuses.
 - A link to the probation and disqualification letters will be provided in the messaging.


Communication (cont'd.)

- The Registrar's Office will send a separate messaging:
 - to inform students about their disenrollment from Fall 2009 classes
 - and that they can register through Open University using the Open University registration form.
- The Registrar's office provides a list of Open University students who have been on disqualification status to the Associate Dean of each college.

Communication (cont'd.)

- Open U undergraduate students with over a 2.00 cum GPA will receive a message from the Registrar's Office informing them:
 - that they may be eligible for reinstatement and that up to 24 units taken as an Open U student may count towards their degrees.
 - A separate messaging will also be sent to graduate Open U students.

Future Workshop Dates

- **Tues., April 7th, 3:00-5:00pm in Engineering Bldg. rm 285** 
- **Tues., April 14, 5:00-7:00pm in Engineering Bldg. rm 285**
- **Weds, April 15, 9:00-11:00am in Engineering Bldg. rm 285**
- *** Weds, April 22nd, 1:30-3:30pm please note *location for this meeting is in Engineering Bldg. Auditorium rm 189***
- **Thurs., April 23, 4:30-6:30pm in Engineering Bldg. rm 285**
- **Notes on this presentation are available on www.sjsu.edu/registrar/services/faculty_staff/**