GRADUATE COUNCIL
Amendment to Section IV Graduate Program
Chapter 13 Grading and Transmission of Records

To the Academic Senate, Santa Cruz Division:

Graduate Council is proposing amendments to Section IV, Chapter 13, that covers graduate grading and transmission of records. The five changes include adding the option of +/- on grades A and B and + on grade C for graduate courses; giving graduate programs the option of requiring S/U or letter grades for any of their graduate courses; enabling official GPAs to be calculated for students who have letter grades for at least 25-units of graduate courses; making narrative evaluations instructor optional for graduate courses; and fixing a timeliness issue with regard to grade changes for graduate courses. All of these changes bring graduate grading policy more in-line with undergraduate grading policy, fix existing policy that is unenforceable and/or inconsistent, and provide additional options for graduate programs to effectively evaluate student performance in graduate courses.

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<th>Current wording</th>
<th>Proposed wording</th>
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<td><strong>13.1 Grading.</strong></td>
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<td>A13.1.1 Graduate students in graduate or undergraduate courses shall be graded S, U, or I. The quality of work awarded a grade of S shall clearly merit certification of satisfactory progress towards the Master's or Ph.D. degrees.</td>
<td>A13.1.1 No Change</td>
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<td><strong>13.1.2</strong> All preliminary, qualifying and/or comprehensive graduate examinations shall be graded Honors (H), Pass (P), or Fail (F). Papers of students receiving H or F grades will be read by at least two readers.</td>
<td><strong>13.1.2</strong> No Change</td>
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| **13.1.3** Graduate students have the option of receiving a letter grade of A, B, C, D or F instead of S or U in any graduate course or any undergraduate course for which undergraduate students have the letter grade option. The grades A or B shall be awarded for satisfactory work. A graduate student receiving a grade of C or D will not be able to use the credit for that course to satisfy any course requirement for a graduate degree in the Santa Cruz Division. | **13.1.3** Graduate students have the option of receiving a letter grade of A, B, C, D or F instead of S or U in any graduate course or any undergraduate course for which undergraduate students have that has the letter grade option. Letter grades A-F, shall be awarded for graduate students in the manner and with the meanings prescribed in SR 780, except that the grades A and B may be modified by plus (+) or minus (-) suffixes and the grade C may be modified by plus (+). A graduate student receiving a grade of C+, C, D, or F will not be able to
13.1.4 The grade of I may be assigned when a student's work is of passing quality but is incomplete. A student may not repeat a course in which a grade of I has been received, except after approval of a petition by the Graduate Council. The student is entitled to replace this I grade by a passing grade and to receive credit

use the credit for that course to satisfy any course requirement for a graduate degree in the Santa Cruz Division. A graduate program has the option of requiring letter grades or S/U grades for any graduate course offered by the graduate program.

13.1.3B Grade points per credit shall be assigned by the Registrar as follows: A = 4; B = 3; C = 2; D = 1; F = 0. I, W, or IP = none. "Minus" grades shall be assigned three-tenths grade point less per credit than unsuffixed grades, and "plus" grades (except A+) shall be assigned three-tenths grade point more per credit. The grade of A+ shall be assigned 4.0 grade points per credit, the same as for an unsuffixed A, but when A+ is reported it represents extraordinary achievement. The grade point average (GPA) for graduate students is determined by dividing the number of grade points earned by the number of credits attempted for a letter grade. The number of grade points earned for a course equals the number of grade points assigned multiplied by the number of course credits. Only letter grades are used for computing a graduate student's grade point average. Graduate students must have taken at least 25 credits of their graduate courses as letter grades in order to receive an official GPA for their degree.

13.1.3C The Registrar is authorized to change a final grade upon written request of an instructor, provided that a clerical or procedural error is the reason for the change. Grade changes (except for I and IP) must be submitted to the Registrar within one year from the close of the quarter for which the original grade was submitted.

13.1.4 No Change
provided he or she completes the work of the course by the end of the third quarter following that in which the grade I was received unless the instructor or department specifies an earlier date. Under extenuating circumstances, a petition for extension of this time may be granted by the chair of the department concerned upon recommendation of the instructor.

13.1.5 A grade in a single course extending over two or three terms of an academic year may be given at the end of the course. This grade will then be recorded as applying to each of the terms of the course. A student satisfactorily completing only one or two terms of a course extending over two or three terms of an academic year for reasons of illness or transfer, shall be given grades for those terms. In this context, SCR A9.1.7 shall apply to graduate courses.

A13.1.6 Graduate students may repeat courses in which they received a grade of C, D, F or U. If a student repeats a course in which he or she received a grade of C or D, the credits are only counted once. The most recently earned grade will determine whether a degree requirement has been met. No course may be repeated more than once without prior written approval of the Dean of Graduate Studies.

13.2 Evaluations.

13.2.1 Each instructor in a graduate course shall prepare a written evaluation at the end of the term for each graduate student in his or her class, who takes the course for credit. A written evaluation of a preliminary, qualifying, or comprehensive examination may be provided by the relevant department. Non-credit seminar courses do not require written evaluations.
13.2.2 The Registrar shall send student transcripts outside the institution only as requested by the student concerned. Only courses and grades will be sent unless the student expressly requests that narrative evaluations be included, in which event the Registrar must send all evaluations. (Am 1 Aug 84)

Respectfully submitted,

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