

**COMMITTEE ON EDUCATIONAL POLICY  
Amendment to Regulations for Chapter 9  
Grades, Evaluations, and Transmission of Records**

To: Academic Senate, Santa Cruz Division

The Committee on Educational Policy (CEP) proposes the following changes to regulations about the grade option (P/NP or letter grade) for undergraduate students in courses:

- i) to state explicitly that letter grade requirements for academic programs are subject to CEP approval, in accordance with Santa Cruz Bylaw SCB 13.17.4
- ii) to extend the deadline for a student to change their grading option to the end of the ninth week of instruction, and to clarify that such a change can be in either direction. This gives more time for students to see how they are doing in the course, but their grade is still not known.
- iii) to state that the Committee on Courses of Instruction (CCI) has the authority to grant petitions for post-deadline grade option changes. This authority is being exercised by CCI at present, to deal with cases when a student is unable to graduate because they do not have letter grades for 75% of their courses, or when they have inadvertently taken a course required for their major on a P/NP basis even though the major has a letter grade policy. (CEP and CCI are formulating policies to minimize the number of appeals in the second category.)
- iv) to repeal the IP (In Progress) grade, that allows sequences of courses to be ‘bound’ together with a single grade assigned to all of the courses at the end of the sequence. Managing these grades is difficult for the registrar’s office. Even in a course where the work extends over multiple terms, it should be possible to assign goals for each term separately. There are only four undergraduate programs with such course sequences, and the department chairs do not object to the grade being abolished.

**Existing Regulations**

**Proposed Regulations**

<b>Existing Regulations</b>	<b>Proposed Regulations</b>
<b>9.1</b> General.	<b>9.1</b> No changes.
<b>9.1.1</b> Grades A-F, shall be awarded for undergraduate students in the manner and with the meanings prescribed in SR 780, except that the grades A, B, C, and D may be modified by plus (+) or minus (-) suffixes. The grade of I shall be awarded as specified in SCR 9.1.6. The grade of IP shall be awarded as an interim mark in multi-term courses described in SCR 9.1.7. The grade of W denotes that the student has enrolled but formally withdrawn from the course.	<b>9.1.1</b> No changes.

<p><b>9.1.2</b> A Pass/Not passed option is available to a student in good standing in the manner provided for by SR 782. A grade of Passed shall be awarded only for work which would otherwise receive a grade of C (2.0) or better. A department may require that any course or courses applied toward credit in a major be taken on a letter grade basis. The P/NP option must be exercised no later than the last day to add a course and may not be subsequently changed.</p>	<p><b>9.1.2</b> A Pass/Not passed option is available to a student in good standing in the manner provided for by SR 782. A grade of Passed shall be awarded only for work which would otherwise receive a grade of C (2.0) or better. A <del>program department</del> may require, <b>subject to CEP approval</b>, that any course or courses applied toward credit in a major be taken on a letter grade basis. <b>Selection of grading</b> <del>The P/NP</del> option must be exercised no later than the <del>last day to add a course</del> <b>end of the ninth week of instruction</b> and may not be <del>subsequently</del> changed <b>after this deadline except by petition to the Committee on Courses of Instruction.</b></p>
<p><b>9.1.3</b> All grades, except I and IP, are final when filed by an instructor in the end of term course report. However, 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, which are governed by 9.1.6) must be submitted to the Registrar within one year from the close of the quarter for which the original grade was submitted. Late requests for grade changes based on clerical or procedural error are subject to the approval of CEP. No change of grade may be made on the basis of reexamination, or with the exception of the I and IP grades, the completion of additional work.</p>	<p><b>9.1.3 No changes.</b></p>
<p><b>9.1.4</b> 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.</p>	<p><b>9.1.4 No changes.</b></p>
<p><b>9.1.5</b> With the approval of the Committee on Courses of Instruction, course sponsoring agencies may offer courses as "P/NP only." The designation of</p>	<p><b>9.1.5 No changes.</b></p>

<p>courses as "P/NP only" shall be made by the Committee on Educational Policy during the spring term to have effect for all of the following academic year, beginning with the following fall term, and shall remain in effect until changed by request of the course sponsoring agency, with the approval of the Committee on Educational Policy. During the academic year, agencies may request the "P/NP only" designation for new courses to be offered for winter, spring, or summer terms</p>	
<p><b>9.1.6</b> The grade of I may be assigned only when a student's work is of passing quality but is incomplete (I). The student must make arrangements in advance with the instructor in charge of the course in order to receive an I. In order to replace the I with a passing grade and to receive credit, a student must petition by the deadline imposed by the Registrar and complete the work of the course by the end of the finals week of the next term, unless the instructor specifies an earlier date. If the instructor fails to submit a passing grade for any reason by the deadline for submitting grades in the next succeeding term after the I was awarded, the student receives an NP or F depending on the grading option selected. The deadline imposed herein shall not be extended. (However, see SCR 6.7.)</p>	<p><b>9.1.6</b> No changes.</p>
<p><b>9.1.7</b> A grade in a single course extending over two or three terms of an academic year may be awarded at the end of the course. The grade shall 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 shall be given grades for those terms. The grading option selected for the first term of a multiple term course applies to each subsequent term. [SCR 10.1.4]</p>	<p><b>9.1.7</b> <del>A grade in a single course extending over two or three terms of an academic year may be awarded at the end of the course. The grade shall 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 shall be given grades for those terms. The grading option selected for the first term of a multiple term course applies to each subsequent term. [SCR 10.1.4]</del></p>

<p><b>9.1.8</b> Students who receive a grade of C-, D, D+, D-, F, NP, or W, may retake the course, subject to the following conditions: Courses in which the student has received a grade of C-, D, D+, D-, or F can only be taken again on a letter grade basis. Credits shall not be awarded more than once for the same course, but the grade assigned each time must be permanently recorded on the student's transcript. Taking a course more than twice requires approval of the student's college. (For computation of GPAs involving repeated courses, see SCR A9.4.1.)</p>	<p><b>9.1.8</b> No changes.</p>
<p><b>9.1.9</b> With the exception of this sub-section, the regulations of this chapter do not apply to University Extension courses. University Extension courses shall be graded in accordance with SR 780 (including provisions with regard to grade points and credits) and SR 810(A).</p>	<p><b>9.1.9</b> No changes.</p>

Respectfully submitted;  
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