

## **PROPOSED REVISION OF DAVIS DIVISION REGULATION A540**

### **Grading**

Submitted by the Committee on Elections, Rules and Jurisdiction

Endorsed by the CA&ES Faculty Executive Committee, CBS Faculty Executive Committee, Engineering Faculty Executive Committee, L&S Faculty Executive Committee, Grade Changes Committee, Graduate Council, Undergraduate Council, and the Executive Council.

The proposed amendment would make the Registrar's practice of enforcing the regulation regarding NG grades consistent with the language in the policy.

#### Rationale.

Currently the NG grade remains on the student record until the student enrolls in a term following assignment of the NG grade. Then at the end of term processing for that term the Office of the University Registrar runs a report and converts all previous NG grades to "F". If the student does not enroll in the immediate next term, the NG remains on their record as NG and will not be changed to "F" until they return and complete a future term. This practice has led to a large number of NG grades remaining on transcripts. This proposal is to amend the regulation so that it clearly provides that the NG grade is changed to an F or equivalent at the end of the next regular term, whether the student re-enrolls or not.

Proposed Revision: Davis Division Regulation A540 shall be amended as follows. Deletions are indicated by ~~strikeout~~; additions are in **bold type**.

#### **A540. Grading**

Except as provided otherwise in Davis Division Regulations A545 and A548, and in Regulation 70 of the Faculty of the School of Medicine, the following provisions apply to the grading of the work of all students subject to Davis Division Regulations.

- (A) The work of each student shall be reported in terms of the following grades: A (excellent), B (good), C (fair), D (poor), F (failure), I (incomplete), and IP (in progress). Grades of A, B, C, and D may be modified by plus (+) or minus (-) suffixes. (En. 4/23/78, Am. 11/28/79)
- (B) Grade points per unit shall be assigned by the Registrar as follows: A - 4; B - 3; C - 2; D - 1; F, I, or IP - none. "Minus" grades shall be assigned three-tenths grade point less per unit than unsuffixed grades, and "plus" grades (except A+) shall be assigned three-tenths grade point more per unit. The grade of A+ shall be assigned 4.0 grade points per unit, the same as for an unsuffixed A; but when A+ is reported it represents extraordinary achievement.
- (C) The grade Incomplete shall be assigned only when the student's completed work (judged by itself and not in relation to the work required to pass the course as a whole) is of passing quality and represents a significant portion of the requirements for a final grade,

but is incomplete for good cause as determined by the instructor. "Good cause" may include illness, serious personal problems, an accident, a death in the immediate family, a large and necessary increase in working hours, or other situations deemed to be of equal gravity. The student is entitled to replace this grade by a passing grade and to receive appropriate grade points and unit credit provided he or she satisfactorily completes the work of the course in a way specified by the instructor before the end of the third succeeding term of the student's academic residence as defined in Regulation 610. If a degree is conferred upon the student before the expiration of the time limit for conversion, the time limit for conversion for the graduated student shall be the end of the third regular term succeeding the term in which the Incomplete grade was assigned. If the time limit for conversion expires before a degree is conferred upon the student and the Incomplete grade has not been replaced, the grade shall revert to an F, a Not Passed, or an Unsatisfactory, depending on the grading system in effect in the particular instance. If the time limit expires after a degree has been conferred and the Incomplete grade has not been replaced, the Incomplete grade shall remain on the student's record. If the degree has not been conferred, and the work has not been completed before the end of the term three calendar years after the grade Incomplete has been assigned, and during which the student has not been in academic residence as defined in Regulation 610, the grade Incomplete shall remain on the student's record, unless the course is repeated. This time-limit for the completion of courses assigned the grade Incomplete shall apply to all and only those courses in which the grade Incomplete is assigned on or after September 1, 2010. (En. 1/20/75, Am. 5/29/75, effective Fall 1975; Am. 10/25/76, effective Winter 1977; Am. 6/4/79, Am. 11/28/79, effective Fall 1980; Am. 6/3/80, Am. 12/3/80; Am. 4/25/83; Am. 11/30/83) (Am. 9/1/2010, 2/24/2011, 9/1/2013)

In calculating an undergraduate student's grade point average, grade points and units for courses graded Incomplete shall not be counted except that, in ascertaining compliance with the 2.000 minimum grade point average required for the receipt of a bachelor's degree, all incomplete units attempted for a letter grade shall be counted and assigned a grade point value of zero. Any undergraduate student who accumulates more than 16 units of Incomplete for which final grades have not been assigned shall be subject to academic probation or disqualification. (Am. 1/27/81) (Am. 9/1/2010)

In calculating a graduate student's grade point average, grade points and units for courses graded Incomplete shall not be counted except that, in ascertaining compliance with the minimum grade point average required for receipt of a degree, all incomplete units attempted for a letter grade shall not be counted and assigned a grade point value of zero. Any graduate student who accumulates more than 8 units of Incomplete for which final grades have not been assigned shall be subject to academic probation. (Am. 10/25/76, effective Winter 1977; Am. 1/27/81)

- (D) For a course extending over more than one term, where the evaluation of the student's performance is deferred until the end of the final term, provisional grades of In Progress shall be assigned in the intervening terms. Subject to the provisions of Academic Senate Regulation 634, grade points and units for courses graded In Progress shall not be counted in calculating a student's grade point average. Provisional grades shall be replaced by final grades if the student completes the full sequence. The student may receive final grades, grade points, and unit credit for completed terms when he or she has

not completed the entire sequence if the instructor certifies that the course was not completed for good cause.

- (E) All grades except Incomplete or In Progress are final when filed by the instructor in the end-of-term course report. The correction of clerical and procedural errors shall be governed by guidelines established by the Davis Division and shall be under the supervision of the Davis Division Grade Changes Committee. No change of grade may be made on the basis of reassessment of the quality of a student's work or, with the exception of Incomplete or In Progress grades, the completion of additional work. No term grade except Incomplete may be revised by re-examination. Students who believe that their failure to submit work subject to grading was due to circumstances beyond their control, resulting in a grade of F may petition the Grade Changes Committee for removal of the grade. (Am. 9/1/2012)
- (F) Repetition of courses not authorized by the Davis Division Committee on Courses of Instruction to be taken more than once for credit is subject to the following conditions.
  - (1) An undergraduate student may repeat only those courses in which he or she received a grade of D, F, or Not Passed, as well as courses in which a grade of I has become permanent on the student's record because the work was not completed within three years, as described in (C) above. Departments may restrict repetition of a course if it is a prerequisite to a course already completed with a grade of C- or better. Courses in which a grade of D or F has been earned may not be repeated on a Passed or Not Passed basis. (En. 4/21/80, Am. 3/11/81) (Am. 9/1/2010)
  - (2) A graduate student, with the consent of the appropriate graduate adviser and the Dean of Graduate Studies, may repeat any course in which he or she received a grade of C, D, F or Unsatisfactory, as well as courses in which a grade of I has become permanent on the student's record because the work was not completed within three years, as described in (C) above, up to a maximum of three courses for all courses repeated. Courses in which a grade of C, D, or F has been earned may not be repeated on a Satisfactory or Unsatisfactory basis. (Am. 10/25/76, effective Winter 1977) (Am. 9/1/2010, 9/1/2011)
  - (3) Repetition of a course more than once requires approval by the appropriate dean in all instances.
  - (4) Degree credit for a course will be given only once, but the grade assigned at each enrollment shall be permanently recorded. (Am. by mail ballot 5/7/74)
  - (5) In computing the grade point average of an undergraduate who repeats courses in which he or she received a grade of D or F, only the most recently earned grade for each course and corresponding grade points shall be used for the first 16 units repeated. In the case of further repetitions, the grade point average shall be based on all grades assigned and total units attempted.

- (6) In computing the grade point average of a graduate student who repeats courses in which he or she received a grade of C, D, or F, only the most recently earned grade for each course and corresponding grade points shall be used.
- (G) The Registrar shall enter the notation "NG" on the end-of-term course report and on the student's record for a student whose instructor has not yet submitted an appropriate grade (letter grade or P, NP, S, U, I, or IP). ~~The instructor must indicate in the "memorandum" column on the course report the reason for not submitting a grade.~~ Conditions for removing the NG are: (Am. 9/1/2012)
- (1) The NG notation shall be replaced by the appropriate grade upon written submission of that grade by the instructor.
  - (2) The NG and relevant course notation both shall be deleted from the student's transcript if it is established that an administrative error resulted in improper assignment of NG to the student.
  - (3) The Registrar shall change the NG notation to an F grade, **or equivalent, during the end-of-term processing in the immediate regular term following the assignment of the NG notation**, if the NG has not been removed under the provisions of (1) or (2).; ~~unless the instructor in charge indicates otherwise to the Registrar.~~ To ensure that the student is aware that an NG must be removed, the Registrar shall **notify all affected students each term.** ~~provide the following written notification to all affected students: "NG must be removed within one term or the NG will be changed to a grade of F. If this course appeared on your midterm course check list, see your instructor immediately; if it did not appear, see the Registrar."~~