



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

Division of Academic Affairs

Approved By: Academic Senate
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Policy on Changing the Basis for Grading

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Applicability:

All CSU Channel Islands undergraduate students

PURPOSE:

To extend the period for changing the grading basis of a course from traditional letter grading to credit/no credit, or vice versa, through the eighth week of instruction.

BACKGROUND:

SP 03-34 gives students only up to the third week of instruction to change the grading basis of a course. Moving the deadline to week eight give students more time to receive feedback from their instructors make so they can make an informed choice about the grading basis of their courses. In this way, it can encourage students to take courses of interest outside of their major without concern for the grade impacting their academic progress. The week eight deadline also puts the university more in line with other public and private universities that allow changes to the grading basis as late as after 80% of instructional time.

POLICY:

Policy:

If either traditional letter grading or credit/no credit grading is allowed for a course, a student may change the course basis for grading from traditional letter grading to credit/no credit grading, or vice versa, through the eighth week of instruction without instructor approval. Grade basis changes will follow appropriate procedures and are permitted only when the program area for the course and the student's major do not require a specific grading option for the course.

EXHIBIT(S):

No exhibits