



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

**<Division>**

**Approved By:** <Office Use Only>  
<Office Use Only>

**Policy Number:** <Office Use Only>

**Effective Date:** <Office Use Only>

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## Policy on changing the basis for grading

**Purpose:** The proposed policy amends SR 4-02 by extending the period for changing the grading basis of a course from traditional letter grading to credit/no credit, or vice versa, through the third week of instruction. This change will make the time period to change the grading basis of a course consistent with the add policy which gives students three weeks to add a course.

**Background:** SP 03-05 gave students up to the third week of instruction to add courses, with instructor approval. The existing policy for changing the grading basis of a course allowed students to change the grading basis of a course through the second week of instruction.

**Accountability:** <text>

**Applicability:** This policy applies to all CSUCI students.

### Policy:

#### Changing Basis for Grading

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