

**SAN JOSE STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSE, CA 95192**

S09-7C, Amendment C to University Policy S09-7, Grading Symbols, Drop and Withdrawal; Retroactive Drop and Retroactive Withdrawal; Assignment of Grades and Grade Appeals; Change of Grade; and Integrity of the Academic Record

Legislative History: Amends University Policy S09-7

At its meeting of November 7, 2022, the Academic Senate approved the following policy recommendation presented by Senator Khan for the Instruction and Student Affairs Committee.

Action by University President:

Approved and signed by Interim President Steve Perez, San José State University on November 28, 2022.

Whereas: There is a slight ambiguity in the wording of [S09-7, Grading Symbols, Drop and Withdrawal; Retroactive Drop and Retroactive Withdrawal; Assignment of Grades and Grade Appeals; Change of Grade; and Integrity of the Academic Record](#), regarding precisely who is responsible for assigning grades; and

Whereas: The ambiguity must be removed in order to affirm individual faculty's rights to and responsibility for assigning grades; and

Whereas: The Instruction and Student Affairs Committee endeavors to use gender-inclusive language in university policy; therefore, be it

Resolved: That S09-7, Section III.A be revised as indicated below; and further, be it

Resolved: That all gendered pronouns be removed and replaced with gender-inclusive language.

Approved: October 3, 2022

Vote: 12-00

University Policy
Grading Symbols, Drop and Withdrawal; Retroactive Drop
and Retroactive Withdrawal; Assignment of Grades and
Grade Appeals; Change of Grade; and Integrity of the
Academic Record

I.

A student may not re-enroll in a course for which they have received an “I” until that “I” has been converted to a grade other than “I”; e.g., A-F, IC, or NC.

counted as a failing grade for grade point average and progress point computation.

- D. RD (Report Delayed). The “RD” symbol may be used where a delay in the reporting of a grade is due to circumstances beyond the control of the student. The symbol may be assigned by the registrar only and, if assigned, shall be replaced by a substantive grading symbol as soon as possible. An “RD” shall not be used in calculating grade point average or

In connection with all other approved withdrawals, the “W” symbol shall be used on the official transcript. As described below, the grading symbols “W” (withdrawals granted only during the first 80% of the term for serious and compelling reasons) and “WB” (withdrawals granted anytime during the term, or retroactively after the term, for serious and compelling reasons due to circumstances clearly beyond the student’s control) shall appear on the unofficial transcript. “W” and “WB” grades will revert to “W” grades on the official transcript. On the unofficial transcript they will permit the tabulation of accumulated units in each grading category and will

5. A “W” shall not be used in calculating grade point average or progress points. The same is true for “W” and “WB” grades.

The following statement shall appear in the campus catalog:

The symbol “W” on the official transcript (or “W” or “WB” on the unofficial transcript) indicates that the student was permitted to withdraw from the course after the drop deadline for the term with the approval of the appropriate campus administrator. It carries no connotation of quality of student performance and is not used in calculating grade point average or progress points.

In addition to this statement, the campus catalog shall include a description of the procedures to be followed in withdrawing from a class or from the campus.

6. Open University students are subject to the same criteria and limits as regularly enrolled students.
- G. WU (Withdrawal Unauthorized). The symbol “WU” shall be used where a student, who is enrolled on the census date, does not officially withdraw from a course but fails to complete it. Its most common use is in those instances where a student has not completed sufficient course assignments or participated in sufficient course activity to make it possible, in the opinion of the instructor, to report satisfactory or unsatisfactory completion of the class by use of the letter grade (A-F). The instructor shall report the last known date of attendance by the student. The symbol “WU” shall be identified as a failing grade in the transcript legend and shall be counted as units attempted but not passed in computing the grade point average. In courses which are graded Credit/No Credit or in cases where the student has elected Credit/No Credit evaluation, use of the symbol “WU” is inappropriate and “NC” shall be used instead.

The following statement shall appear in the campus catalog:

The symbol “WU” indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average and progress point computation this symbol is equivalent to an “F.”

II. **Retroactive Drop and Retroactive Withdrawal**

The approval (leading to a grade of “WB”) or denial of Retroactive Drop and Retroactive Withdrawal petitions shall reside with the Associate Vice Presidents

circumstance explaining

5. One or more committees for hearing grade appeals that shall provide safeguards to assure due process for both student and instr

VI. **Terminology in this Policy**

- A. In this policy, all references to department chairs are understood to mean school director when that is the appropriate academic unit.
- B. The CSU may eventually define new grading symbols for the two types of “W” grades described above. The grading symbols WA and WB used in this policy are intended for use at SJSU, but also serve as placeholders and shall be replaced by the appropriate CSU grading symbols if/when such new grading symbols are specified.
- C. “Grade Appeal” refers to the official petition process with the Student Fairness Committee (Section III.D.2).

Approved: April 13, 2009 with revisions approved May 4, 2009
Present: Branz, Brown, Cavu-Litman, Fee, Gleixner, Han, Langdon, Lee, Levy, Linder, Sivertsen (chair), Stiglitz, Sofish, Whitney
Absent: Campsey, Castillo, Hilliard, Kelley, Palumbo
Vote: 14-0-0
Financial Impact: Uncertain, but no long-term impact is anticipated
Workload Impact: Short-term impacts primarily on staff (training and implementation); long-term impact on workload should not be significant.