



CAL POLY

Academic Senate

Academic Senate Meeting

Tuesday, November 18, 2025 | 3:10 p.m. – 5:00 p.m.
 UU 220 and <https://calpoly.zoom.us/j/84546848934>

AGENDA

1. **Call to Order** [Greenwood]
2. **Approval of Minutes** [Greenwood]
 - 2.1. Academic Senate Meeting on October 28, 2025 pp. 2-4
3. **Communications and Announcements** [Greenwood]
4. **Consent Agenda**
 - 4.1. [UFPP: Agreement on Cal poly RTP Process and Timeline related to Integration](#)
5. **Reports**
 - 5.1. **Academic Senate Chair** [Greenwood]
 - 5.2. **President:** Written Report [Haft]
 - 5.3. **Provost:** Written Report [Liddicoat]
 - 5.4. **Statewide Senate** [Frame, Rein, Stegner] p. 5
 - 5.5. **CFA-SLO** [Kawamura, Sinha]
 - 5.6. **ASI** [Cabeliza, Engel, Schinderle]
 - 5.7. **Strategic Enrollment Management & Student Affairs:** Written Report [Harris].... pp. 6-7
6. **Business Items**
 - 6.1. **Resolution on UFPP 12.2 Office Hours** [Kenneth Brown, Faculty Affairs Committee Chair] pp. 8-24
 - 6.2. **[TIME CERTAIN: 4:15 p.m.] Resolution on Credit/No Credit Grading Policy on Semesters** [Kris Jankovitz, Instruction Committee Chair] pp. 25-28
7. **Discussion Items:** None
8. **Adjournment** [Greenwood]



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Academic Senate

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ATTENDEES

ACADEMIC SENATE MEMBERS

Aubrie Adams (proxy – Hocheol Yang); **Benjamin N.B. Alexander** OCOB Caucus Chair; **Christian Anderson**; **Lisa Anderson**; **Jacques Belanger**; **Darin Bennett**; **Bret Betnar**; **Angela Bracco**; **Charles Camp**; **Sabrina Canady**; **John Clements**; **Matthew Cole**; **Nikhil Deb**; **Dennis Derickson**; **Shunping Ding**; **Robert Easton**; **Matthew Fairbanks**; **Samuel Frame** Vice Chair & Statewide Senator; **Scott Fraser**; **Lauren Garner**; **Christine Gray**; **Jerusha Greenwood** Academic Senate Chair; **Thomas Gutierrez** Immediate Past Senate Chair; **William Harrison**; **Brian Healy**; **Kara Hitchcock** PCS Caucus Chair; **Sean Hurley** CAFES Caucus Chair; **Eric Kantorowski**; **Sarah Lester**; **Heather Liwanag**; **Ulric Lund**; **Addison Maerz**; **Bwalya Malama**; **Casey McDonald-Liu**; **Elizabeth McNie**; **James Mealy**; **Ryan Miller**; **Keir Moorhead**; **Allison Myers**; **José Navarro**; **Phillip Nico**; **Brian Osborn**; **Erin Pearse**; **Nathan Perry**; **Steffen Peuker** CENG Caucus Chair; **Siroj Pokharel**; **Majid Poshtan**; **Steve Rein** CSU Statewide Senator; **Rebecca Richards** (proxy – Sabrina Canady); **Brian Salvatore**; **Jeanine Scaramozzino** (proxy - Kara Hitchcock); **Andrew Schaffner** BCSM Caucus Chair; **Tanner Schinderle** ASI Chief of Staff; **Dustin Stegner** Statewide Senator; **Taufik**; **Hiren Trada**; **William Tsai**; **Stamatis Vokos** (proxy – Thomas Gutierrez); **Ava Wright** CLA Caucus Chair; **Hocheol Yang**

GUESTS

Simone Aloisio; **Jeffery Armstrong** Cal Poly President; **Helen Bailey**; **Graham Benton**; **Susan Cheng**; **Bethany Conway**; **PJ Crocker**; **Jessica Darin**; **Rachel Fernflores**; **Jennifer Haft**; **Dawn Janke**; **Kris Jankovitz**; **Terrance Harris**; **Lisa Kawamura**; **Michele Kekaha**; **Maneesh Kumar**; **Amanda Lathrop**; **Meggan Levitt**; **Al Liddicoat**; **Cheryl May**; **Andrew Morris**; **Yukie Murphy**; **Patrick O'Sullivan**; **Daniel Parsons**; **Dinesh Pinisetty**; **Tracy Richmond**; **Kelly Sebastian**; **Aparna Sinha**; **Zora Sowinska**; **Shannon Sullivan-Danser**; **Cem Sunata**; **Marc Swackhamer**; **Jennifer Teramoto Pedrotti**; **Dean Wendt**; **Prema Windokun**

MINUTES

1. **Call to Order:** Jerusha Greenwood, Academic Senate Chair, called the meeting to order at 3:10 pm.
2. **Approval of Minutes**
 - 2.1. The minutes from the Academic Senate Meeting on October 7th, 2025, were approved.
3. **Communications and Announcements**
 - 3.1. [Letter of Support – Veto of AB 1400, sent to Gov. Newsom on 9/25/2025.](#)
4. **Consent Agenda:** No items
5. **Reports**
 - 5.1. **Academic Senate Chair:** Jerusha Greenwood, Academic Senate Chair, provided the Senate Orientation, the packet for which can be read [here](#). She also shared a summary



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of the Executive Committee summer business. On August 1st, the Executive Committee appointed Solano campus representatives to Senate committees. Chair Greenwood also provided a report on the decision by the Curriculum Appeals Committee to deny the appeal of Ethnic Studies to approve the NRES minor, Indigenous Studies in Natural Resources, provided that the name of the minor be changed to Indigenous Principles in Natural Resources. On September 4th, President Armstrong provided a special report before the Executive Committee, which included a preview of his remarks for convocation. In this meeting, President Armstrong consulted with the Executive Committee on the options for hiring a provost. On September 23, the Executive Committee reviewed a letter drafted by Jerusha Greenwood in support of vetoing AB 1400. Jerusha attended the CSU Graduation Initiative (GI) 2025 Symposium in Los Angeles, where the Chancellor's Office reported the results of the GI 2025 initiative. The Chancellor's Office rolled out the CSU Promise initiative.

- 5.2. **President:** The Office of the President provided a written report that can be viewed [here](#) in addition to President Armstrong's report that is summarized below.
- 5.3. **Provost:** The Office of the Provost provided a written report that can be viewed [here](#).
- 5.4. **Statewide Senate:** Steve Rein, Statewide Senator, the ASCSU supported the Governor's veto of AB 1400 and SB 640, which allowed direct admissions to CSU campuses for eligible California residents. Despite support for the zero-interest loan recently accepted by the CSU, there is concern of how it will be paid back. Rein reported that the ASCSU was not involved in discussions or asked to provide opinion regarding the loan. Dustin Stegner, Statewide Senator, shared that inter-plenary meetings were held prior to plenary. The Academic Affairs committee discussed 3-year bachelor's degrees and the failure to follow the CSU Master Plan.
- 5.5. **CFA-SLO:** Lisa Kawamura, CFA President, reported on the EEOC lawsuit filed by the CFA.
- 5.6. **ASI:** Tanner Schinderle, ASI Chief of Staff, reported that ASI approved funding for a shuttle that will take students directly to grocery stores and will launch in winter quarter and run twice a week. It will support student accessibility to food off campus. ASI will also be reviewing and approving tomorrow the model to integrate the Cal Poly and Cal Maritime student governments. ASI is also working to increase student voter registration; Cal Poly remains the highest in the CSU for voter registration. Lastly, ASI encourages students to apply for the SAGE scholarship; there is \$30,000 available, with a minimum of \$1,000 per award.
- 5.7. **Strategic Enrollment Management & Student Affairs:** Terrance Harris, Vice President of Strategic Enrollment Management and Student Affairs, provided a written report that can be read [here](#).



6. Quarterly Report

6.1. President's Report: President Armstrong reported that discussions about year-round operations continues. The integration of Cal Poly San Luis Obispo and Cal Poly Solano continues, with focus on ensuring that appropriate requirements are met with the Department of Education, integration of the PeopleSoft systems, and the merging of the Academic Senates, alumni and student government groups. For continuing students at Cal Poly Solano, additional financial aid will be provided to cover the difference in educational expenses incurred following the integration. The Kennedy Library recently celebrated its grand reopening. At the November Board of Trustees meeting, approval will be granted for the naming of the Claire and Charles Jacobson Animal Health Center and the George Wurzel Plant Science Complex. President Armstrong reported that the CSU accepted the one-time, zero-interest loan to be applied as compensation for employees. A step schedule will be implemented for staff, and an equity program is being explored, similar to what was done with the college-based fee.

7. Business Items: None

8. Discussion Items: None

9. Adjournment: This meeting was adjourned at 4:57 pm.

Minutes submitted by

P.J. Crocker

CSU Statewide Senate Report – November 18, 2025
Submitted by Samuel Frame

AS-3760-25/APEP on “Supporting the California State University (CSU) System Office Review Standards for General Education (GE) Area 6 (Ethnic Studies) Submissions” was in second reading and passed with two nay votes. I am grateful to Senator Stegner for obtaining input from the Ethnic Studies faculty and Chair Professor Jose Navarro and forwarding the feedback to the chair of APEP. I also echoed the sentiments/concerns and provided additional feedback from our Registrar’s Office. During the Friday plenary, a member of the Committee on Academic Technology and Online Education (CATOE), which I am no longer assigned to, indicated that 6% of CSU “program offerings” are “online” but are targeted to be 25%. While these terms may be unclear, it is clear that a target for online offerings has been determined by the Chancellor’s Office without meaningful faculty consultation.

Academic Senate Meeting — SEM and Student Affairs Reports

Meeting Date: Nov. 18, 2025

Student Success Center Groundbreaking Nov. 13

- Campus and community partners gathered on Nov. 13 to celebrate the groundbreaking of the new Student Success Center.
- The facility is being built at the corner of North Perimeter Drive and Village Drive — an important addition to the campus core that connects academic and residential neighborhoods, with [new housing](#) and [Building 15](#) nearby.
- When complete, the three-story, 36,000-square-foot center will feature flexible, multi-purpose rooms for classes, meetings, and small events, along with student lounges, private meeting spaces, and offices for student support programs.

Updated Enrollment Information Now Available Online

The Office of Institutional Research has updated several of its data dashboards with up-to-date enrollment data. Here are a few highlights. Further details can be explored under the data dashboards section of the ir.calpoly.edu website.

- This fall the university reached an enrollment headcount of 23,245.
- This fall was the third consecutive fall with increased unit loads (.1 increase), with students continuing to average over 14.8 units.
- In the 2024-25 academic year Cal Poly issued \$259 million in financial aid and scholarships — up from \$161 million in 2020-21.
 - Of that, \$175 million is in the form of grants and scholarships, which is up from \$82 million in 2020-21.
- Institutional aid has increased by 120% during the same time.
- Twenty-three percent of Cal Poly students are Pell recipients.

Students with Dependents Program Honored with FamilyU Seal

- The Students with Dependents program has been honored with the 2025 FamilyU Seal by Generation Hope.
- The Generation Hope FamilyU Seal is a national certification honoring higher education institutions and nonprofit organizations making significant strides in serving student parents.
- Cal Poly is one of four universities and two nonprofits to be included in the 2025 FamilyU Seal cohort.

Supporting Students Impacted by Delay in CalFresh Benefits

- The Cal Poly Food Pantry will continue to work with the SLO Food Bank and other partners to increase food inventory in the pantry and during monthly distributions. We're committed to staying flexible and responsive as this situation develops.
- Students experiencing unexpected financial hardship, like a pause in EBT benefits, are also encouraged to apply for a Cal Poly Cares Grant, which provides limited emergency funding for essential expenses. Grants do not need to be repaid. Learn more on the Dean of Students [website](#).
- As of Oct. 31, the Office of the Dean of Students has received 39 applications. Of those applications, 26 have referenced having an emergency need due to the delay of SNAP benefits.

Recently Launched Crowdfund Campaigns Supporting Students

- **Food Pantry Crowdfund Campaign**
 - "Invest in the Future of the Cal Poly Food Pantry" launched Nov.17 and will run through Jan. 9, with a goal to raise \$25,000.
 - The Cal Poly Food Pantry has seen an increase in demand in recent years and rising food prices have also made it difficult to keep shelves stocked — so donor support is more important than ever.
 - A generous donor has pledged to quadruple gifts made to the Food Pantry to fund the new Cal Poly Food Pantry endowment, ensuring this vital resource can serve students for years to come.
 - All gifts will ensure that no Mustang goes hungry!
- **Rose Float Crowdfund Campaign**
 - "Send Cal Poly Rose Float to the Pasadena Rose Parade!" launched Nov. 17 and will run through Jan. 9, with a goal to raise \$10,000.
 - The Cal Poly Rose Float needs donor support to help cover the cost of lodging and travel for students going down to Pomona and Pasadena to complete and float and attend the Rose Parade.
 - A generous donor has pledged to make a \$10,000 gift once the goal has been met, so every donation helps to unlock this gift and send even more students down to Southern California for the Rose Parade!

Adopted:

**ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS-____-26

RESOLUTION ON UFPP 12.2 Office Hours

Impact on Existing Policy: Supersedes current policy in UFPP 12.2 established by AS-886-20 and AS-929-22.

- | | | |
|----|-----------|--|
| 1 | WHEREAS, | The ability to coordinate faculty/student meetings using video |
| 2 | | conferencing software such as Zoom has continued to improve; and |
| 3 | | |
| 4 | WHEREAS, | Course units used to scale office hour requirements to faculty teaching |
| 5 | | assignments will change when Cal Poly implements its semester calendar; |
| 6 | | and |
| 7 | | |
| 8 | WHEREAS, | Colleges can best determine whether or not there is any need for faculty |
| 9 | | with instructional assignments reduced to zero units to hold office hours; |
| 10 | | and |
| 11 | | |
| 12 | WHEREAS, | The utility of a general directory of faculty office hours (as recommended |
| 13 | | in AS-886-20) remains; therefore be it |
| 14 | | |
| 15 | RESOLVED: | That UFPP 12.2 be revised effective Fall 2026 according to the attached |
| 16 | | documents; and be it further |
| 17 | | |
| 18 | RESOLVED: | That colleges and departments update their office hours policies to |
| 19 | | conform with the revisions to UFPP 12.2, especially to clarify that the |
| 20 | | standard instructional obligation to meet with students ad hoc by |
| 21 | | appointment is not a form of scheduled office hours; and be it further |
| 22 | | |
| 23 | RESOLVED: | That Cal Poly prioritize the development of a directory of faculty office |
| 24 | | hours accessible within the portal. |

Proposed by: Academic Senate Faculty Affairs Committee
Date: November 4, 2025

**UFPP 12.2 Office Hours
Proposed Revisions
Fall 2025**

EXECUTIVE SUMMARY: The Academic Senate Faculty Affairs Committee (FAC) proposes revisions to the university office hour policy.

BACKGROUND: The Academic Senate Faculty Affairs Committee (FAC) is a standing Senate committee with representation from each college, the library and professional consultative services, the Solano campus, Academic Affairs, and a student representative. FAC employs a standard process for approval of updates to University Faculty Personnel Policies (UFPP) including consultation with faculty affected by proposed changes and clear identification of which policy documents have been superseded by a proposed change. This process uses Academic Senate resolutions to establish new policy, revise existing policy, or substantially reformulate existing policy. It also allows the Senate Executive Committee to place non-controversial updates to personnel policies or addition of administrative memos to the UFPP Appendix on the Senate consent agenda.

Summary

This proposed policy revises three areas of UFPP 12.2 Office Hours.

This proposed revision strengthens the distinction between ad hoc appointments with students and scheduled office hours to clarify that scheduled office hours cannot wholly or in part be met simply by a vague willingness to meet for appointments. Office hours are scheduled on definite and regular days and times, with an obligation to meet ad hoc with students remaining as an instructional duty distinct from scheduled office hours.

This proposed revision modifies the scaling of required office hours to instructional appointments. All faculty regardless of classification would use one common scale for scheduling of office hours. An office hour remains defined as a 50-minute credit hour. Faculty teaching from 1 to 5 WTU are required to schedule one office hour. Faculty teaching 6 to 10 WTU are required to schedule two office hours, and faculty teaching more than 10 WTU are required to schedule three office hours.

This proposed revision removes a requirement that tenure-line faculty with instructional assignments reduced to zero WTU hold a minimum of one office hour if they are also supervising students. Removing this university level policies leaves that matter to colleges or departments to sort out as they see fit.

Impact on Existing Policy

UFPP 12.2 contains the university office hour policy as a subchapter of UFPP 12: Workload. UFPP 12.2 was established by AS-886-20 and revised by AS-929-22. The attached policy text would revise portions of UFPP 12.2. Colleges (and any departments with their own office hour policies) would need to revise their office hour policies to conform with UFPP 12.2.

**UFPP 12.2 Office Hours
Proposed Revisions
Fall 2025**

Implementation

FAC proposes implementation beginning Fall 2026 to correspond with the change to a semester calendar and to provide time for colleges (and any affected departments) to revise their policies to conform with these revisions.

Consultation

Consultation on this policy revision will coincide with the policy moving through the Senate. During that period colleges and departments can direct their opinions about this proposal directly to the FAC chair, to their FAC representative, and/or to their Senate representatives.

What follows are the revised policy text for UFPP and a copy showing revisions from current policy (which can be seen in the current version of UFPP posted to the Academic Personnel website).

12.2. Office Hours

- 12.2.1. Policy in 12.2 established by AS-886-20 and revised by AS-929-22. This policy supersedes the previous university policy on office hours originally in CAM 370.2.
- 12.2.2. Cal Poly's Educational Mission: "Cal Poly is committed to excellence in teaching and learning. In all disciplines, we seek to provide a student-centered, learner-focused education, facilitated by a low student-teacher ratio in classes conducted primarily by full-time, regular faculty. The cornerstone of our educational philosophy is our commitment to Learn by Doing whereby classroom instruction is complemented by practical, hands-on learning in the laboratory, the studio, and the field." (Cal Poly Catalog)
- 12.2.3. Each faculty member must schedule and conduct office hours each week for consultation with students. One-on-one, direct, personal engagement between students and their instructors and faculty advisors in regularly scheduled office hours is a vital means of contributing to the student-centered mission of Cal Poly.
- 12.2.4. Asynchronous communication (e.g. email) with students and ad hoc appointments to meet with students are expected normal instructional duties distinct from scheduled office hours. While scheduled office hours may be conducted by appointments, the normal instructional duty of holding ad hoc appointments with students and engaging in normal asynchronous communication with students is not a replacement for the duty of holding scheduled office hours.
- 12.2.5. An office hour is one credit hour (i.e. 50 minutes) of regularly scheduled time for faculty to be available to meet on regularly scheduled days and times.
- 12.2.6. Faculty with instructional assignments shall hold scheduled office hours scaled to their instructional assignments. Scheduled office hours should be held during the days and times when classes are normally scheduled, distributed across days and at times suited to the needs of students. During final exam week office hours may be rescheduled as necessary, and should be suited to the needs of the students served in the instructional assignment.
- 12.2.7. Colleges that assign duties warranting the holding of office hours shall include office hour policies in their personnel policies documents.

12.2.8. Scheduled instructional office hours

- 12.2.8.1. Minimum required weekly office hour scheduling shall be scaled to instructional assignments as follows:

<i>Instructional WTU</i>	Office Hours
<i>1 to 5 WTU</i>	1
<i>6 to 10 WTU</i>	2
<i>More than 10 WTU</i>	3

- 12.2.8.2. Faculty receiving assigned time for teaching large format classes shall schedule office hours according to the total WTU for the instructional assignment and assigned time related to that course.
- 12.2.8.3. If colleges or departments have any further provisions about the scheduling of office hours, those provisions shall be defined in their personnel policy document.

12.2.9. Scheduled advising office hours

- 12.2.9.1. Assigned time for advising duties may have an amount of office hours defined as part of the advising function. Any advising office hours attached to assigned time shall be determined by the instructional unit that issues the assigned time

and specified in the assignment. Office hours for advising duties earning assigned time contribute to the total office hour obligation of the faculty member.

- 12.2.9.2. Department chair and head responsibilities shall include the requirements for the scheduling of advising office hours required for their assignment. Colleges shall determine the minimum office hours required for department chairs and heads.

12.2.10. Mode of office hours

- 12.2.10.1. The mode of scheduled office hours should meet the needs of students for the instructional or advising function that requires the scheduling of the office hours.
- 12.2.10.2. Acceptable modes of holding scheduled office hours include office hours held in-person or held synchronously online using technology readily available to the campus community and generally available to the students served by the office hours (e.g. Zoom).
- 12.2.10.3. Scheduled office hours held in-person should be in the faculty member's office or some other definite and regular location.
- 12.2.10.4. Colleges and departments shall specify in their office hour policies any general allowances or requirements for alternate locations or synchronous online modes of conducting office hours.

12.2.11. Notification

- 12.2.11.1. Office hours shall be posted by the beginning of the second week of instruction in faculty listings on department websites. Colleges and instructional units can determine additional ways for posting office hours that conspicuously and conveniently inform the university community of when and where office hours shall be conducted, such as common boards at department offices, on placards near faculty offices, or other online directories.
- 12.2.11.2. If the university adopts a standard online directory generally accessible to the university community that is capable of presenting faculty schedules, then office hours should be posted in such an online directory.
- 12.2.11.3. Faculty should notify enrolled students and department administrators and administrative support staff of any need to cancel, reschedule, or relocate office hours in a timely manner appropriate to the needs of the students served by those office hours.

12.2.12. Exceptions

- 12.2.12.1. Exceptions to the policies about the scheduling of instructional and advising office hours should coordinate the needs of the instructor and the students given the nature of the instructional or advising assignment.
- 12.2.12.2. Exceptions require department chair/head and college dean approval.
- 12.2.12.3. Exceptions should be temporary and specific.
- 12.2.12.4. Exceptions that extend beyond a specific instructor's temporary needs should be treated as a basis for revisiting the college or department office hour policies.
- 12.2.12.5. Colleges and departments with standing needs that deviate from university policy should treat those needs as a basis for asking the Academic Senate Faculty Affairs Committee to revisit university level office hour policies.

12.2. Office Hours

- 12.2.1. Policy in 12.2 established by AS-886-20 and revised by AS-~~829929~~-22. This policy supersedes the previous university policy on office hours originally in CAM 370.2.
- 12.2.2. Cal Poly's Educational Mission: "Cal Poly is committed to excellence in teaching and learning. In all disciplines, we seek to provide a student-centered, learner-focused education, facilitated by a low student-teacher ratio in classes conducted primarily by full-time, regular faculty. The cornerstone of our educational philosophy is our commitment to Learn by Doing whereby classroom instruction is complemented by practical, hands-on learning in the laboratory, the studio, and the field." (Cal Poly Catalog)
- 12.2.3. Each faculty member must schedule and conduct office hours each week for consultation with students. One-on-one, direct, personal engagement between students and their instructors and faculty advisors in regularly scheduled office hours is a vital means of contributing to the student-centered mission of Cal Poly.
- 12.2.4. Asynchronous communication (e.g. email) with students and ad hoc appointments to meet with students are expected normal instructional duties distinct from scheduled office hours. While scheduled office hours may be conducted by appointments, the normal instructional duty of holding ad hoc appointments with students and engaging in normal asynchronous communication with students is not a replacement for the duty of holding scheduled office hours.
- 12.2.5. An office hour is one credit hour (i.e. 50 minutes) of regularly scheduled time for faculty to be available to meet on regularly scheduled days and times.
- 12.2.6. Faculty with instructional assignments shall hold scheduled office hours scaled to their instructional assignments. Scheduled office hours should be held during the days and times when classes are normally scheduled, distributed across days and at times suited to the needs of students. During final exam week office hours may be rescheduled as necessary, and should be suited to the needs of the students served in the instructional assignment.
- 12.2.7. Colleges that assign duties warranting the holding of office hours shall include office hour policies in their personnel policies documents.

12.2.8. Scheduled instructional office hours

- 12.2.8.1. Minimum required weekly office hour scheduling shall be scaled to instructional assignments as follows:

<u>Instructional WTU</u>	<u>Lecturer</u>	<u>Tenure-Line</u>
<u>> 0 up to and including 4</u>	<u>1 office hour</u>	<u>2 office hours</u>
<u>> 4 up to and including 8</u>	<u>2 office hours</u>	<u>3 office hours</u>
<u>> 8 up to and including 12</u>	<u>3 office hours</u>	<u>4 office hours</u>
<u>> 12</u>	<u>4 office hours</u>	

~~12.2.8.1.~~

<u>Instructional WTU</u>	<u>Office Hours</u>
<u>1 to 5 WTU</u>	<u>1</u>
<u>6 to 10 WTU</u>	<u>2</u>
<u>More than 10 WTU</u>	<u>3</u>

- 12.2.8.2. Faculty receiving assigned time for teaching large format classes shall schedule office hours according to the total WTU for the instructional assignment and assigned time related to that course.

~~12.2.8.3. Tenure-line faculty whose instructional assignments have been reduced to zero WTU but who are involved in research or other projects involving supervision of students shall hold a minimum of one regularly scheduled in-person office hour.~~

~~12.2.8.4-12.2.8.3.~~ If colleges or departments have any further provisions about the scheduling of office hours, those provisions shall be defined in their personnel policy document.

12.2.9. Scheduled advising office hours

12.2.9.1. Assigned time for advising duties may have an amount of office hours defined as part of the advising function. Any advising office hours attached to assigned time shall be determined by the instructional unit that issues the assigned time and specified in the assignment. Office hours for advising duties earning assigned time contribute to the total office hour obligation of the faculty member.

12.2.9.2. Department chair and head responsibilities shall include the requirements for the scheduling of advising office hours required for their assignment. Colleges shall determine the minimum office hours required for department chairs and heads.

12.2.10. Mode of office hours

12.2.10.1. The mode of scheduled office hours should meet the needs of students for the instructional or advising function that requires the scheduling of the office hours.

12.2.10.2. Acceptable modes of holding scheduled office hours include office hours held in-person or held synchronously online using technology readily available to the campus community and generally available to the students served by the office hours (e.g. Zoom).

12.2.10.3. Scheduled office hours held in-person should be in the faculty member's office or some other definite and regular location.

12.2.10.4. Colleges and departments shall specify in their office hour policies any general allowances or requirements for alternate locations or synchronous online modes of conducting office hours.

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12.2.11.2. If the university adopts a standard online directory generally accessible to the university community that is capable of presenting faculty schedules, then office hours should be posted in such an online directory.

12.2.11.3. Faculty should notify enrolled students and department administrators and administrative support staff of any need to cancel, reschedule, or relocate office hours in a timely manner appropriate to the needs of the students served by those office hours.

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- 12.2.12.1. Exceptions to the policies about the scheduling of instructional and advising office hours should coordinate the needs of the instructor and the students given the nature of the instructional or advising assignment.
- 12.2.12.2. Exceptions require department chair/head and college dean approval.
- 12.2.12.3. Exceptions should be temporary and specific.
- 12.2.12.4. Exceptions that extend beyond a specific instructor's temporary needs should be treated as a basis for revisiting the college or department office hour policies.
- 12.2.12.5. Colleges and departments with standing needs that deviate from university policy should treat those needs as a basis for asking the Academic Senate Faculty Affairs Committee to revisit university level office hour policies.



OFFICE OF THE PRESIDENT

MEMORANDUM

To: Dustin Stegner
Chair, Academic Senate

From: Jeffery D. Armstrong
President

Date: February 20, 2020

Copies: Mary Pedersen
Al Liddicoat
Amy Fleischer
Andy Thulin
Christine Theodoropoulos
Dean Wendt
Philip Williams
Kathryn Rummell
Ken Brown
Patrick O'Sullivan

Subject: Response to AS-886-20 Resolution on University Faculty Personnel Policies
Subchapter 12.2: Office Hours

I am pleased to endorse the above-entitled Academic Senate resolution with the caveat that efforts to identify a mechanism to schedule and display office hours for all faculty on campus need to transpire. This yet to be identified mechanism may require a third party software solution or support for the development of a custom solution which would require additional time and funding to implement.

Colleges as well as the library are encouraged to revise their personnel policy documents to align with Subchapter 12.2 of the University Faculty Personnel Policies (UFPP) as outlined in this resolution and supporting documentation.

Please express my appreciation to the Academic Senate members and the Academic Senate Faculty Affairs Committee for their attention to this important curricular matter.

Adopted: February 11, 2020

**ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS-886-20

**RESOLUTION ON UNIVERSITY FACULTY PERSONNEL POLICIES
SUBCHAPTER 12.2: OFFICE HOURS**

Impact on Existing Policy: The policy enacted by this resolution supersedes CAM 370.2, established by AS-91-80. Further details about its impact on existing policy is described in the attached report. ⁱ

- 1 WHEREAS, Cal Poly's office hour policy was last updated in 1980; and
- 2
- 3 WHEREAS, Office hours in the form of regularly scheduled, direct, and immediate
- 4 interaction with students remains integral to Cal Poly's instructional
- 5 mission; and
- 6
- 7 WHEREAS, Improvements in online communication with students has reduced
- 8 some of the need for office hours; and
- 9
- 10 WHEREAS, Online and hybrid forms of course delivery especially warrant the use
- 11 of synchronous online modes of office hours; and
- 12
- 13 WHEREAS, Online directories of office hours and teaching schedules facilitate the
- 14 communication of office hour availability to students and the rest of
- 15 the university community; and
- 16
- 17 WHEREAS, Office hour policies should be flexible to accommodate for varying
- 18 needs of instructors and differences in the ways faculty interact with
- 19 students in various instructional settings across the university;
- 20 therefore be it
- 21
- 22 RESOLVED: The office hour policy contained in the attached report "Proposed
- 23 Subchapter of University Faculty Personnel Policies Document:
- 24 SUBCHAPTER 12.2: Office Hours" be established as Subchapter 12.2:
- 25 Office Hours of UFPP, and be it further
- 26

- 27 RESOLVED: Colleges revise chapter 12 of their personnel policy documents by Fall
 28 2020 to include office hours suited to the needs of their faculty and
 29 the students they serve, and be it further
 30
- 31 RESOLVED: Colleges and departments seek guidance from the Center for Teaching
 32 and Learning (CTLT) about best practices for the holding of online
 33 office hours, and be it further
 34
- 35 RESOLVED: Cal Poly establish a readily accessible online directory allowing the
 36 university community to access faculty teaching and office hour
 37 schedules.

Proposed by: Academic Senate Faculty Affairs Committee
 Date: November 5, 2019

ⁱ (1) Describe how this resolution impacts existing policy on educational matters that affect the faculty. Examples include curricula, academic personnel policies, and academic standards.
 (2) Indicate if this resolution supersedes or rescinds current resolutions.
 (3) If there is no impact on existing policy, please indicate NONE.

**Proposed Subchapter of University Faculty Personnel Policies Document:
SUBCHAPTER 12.2: Office Hours**

The Academic Senate Faculty Affairs Committee (FAC) is a standing Senate committee with representation from each college, the library and professional consultative services, Academic Affairs, and a student representative. FAC employs a streamlined process for Academic Senate approval of personnel policies which specifies the nature of consultation with faculty affected by proposed changes and provides a clear accounting of which policy documents have been superseded by the proposed change. FAC has used this process to construct a new University Faculty Personnel Policies (UFPP) document and is now employing the same process to revise or create new personnel policies and place them in UFPP on an as-needed basis.

In Spring 2016 FAC recommended to the Academic Senate Executive Committee that a task force be formed to draft a new university office hour policy. In Spring 2018 the office hour task force concluded its work by proposing to the Academic Senate a resolution on office hour policies. The Academic Senate voted against that resolution. FAC agreed to take on the task of drafting a new office hour policy during AY 2018-19 for inclusion in UFPP. This proposed new office hour policy underwent extensive consultative review in Spring and Fall 2019, including meetings with the following groups:

- ASI Board of Directors
- Associate Deans Council
- Provost's Leadership Council

College deans distributed draft policy text to their department chairs and heads and to interested faculty. FAC received a great deal of feedback from all these affected parties and significantly revised the policy into the form now proposed for Senate consideration.

The rest of this document addresses all the aspects of a personnel policy revision that the FAC requires of itself when it proposes such changes to the Senate:

- Summary of the proposed policy
- Account of impact on existing policy, including the existing policy text
- How the policy would be implemented
- The text of the new policy

Summary of subchapter 12.2: Office Hours

The proposed office hour policy comprises a subchapter of UFPP Chapter 12: Workload.

The proposed office hour policy includes a statement of the contribution office hours make to the educational mission of Cal Poly. It defines what an office hour is, specifies minimum office hours for instructional faculty, and scales office hours to instructional assignments. It requires colleges to define their own more specific office hour policies and to publish them in their personnel policy documents. The policy allows for additional required scheduled office hours to be connected to various advising functions, provides guidance about how to coordinate the mode of office hours with the mode of instruction, and covers the notification of the scheduling of office hours and of changes or cancellation

**Proposed Subchapter of University Faculty Personnel Policies Document:
SUBCHAPTER 12.2: Office Hours**

of office hours. The policy also provides provisions for granting ad hoc exceptions and for considering the role of exceptions in shaping further revisions to office hour policies.

Impact on Existing Policy

Subchapter 12.2 supersedes any and all other existing university, college, and department office hour policies that are *inconsistent* with the proposed university policy. *Any subordinate policy consistent with the minimal provisions of the new office hour policy may remain in effect until that faculty unit decides to revise it.*

The Collective Bargaining Agreement includes among the professional responsibilities of faculty “maintaining office hours, and/or opportunities for student consultation connected to online teaching” (CBA 20.1b). Further policy about office hours exists at the campus level.

The current university office hour policy at Cal Poly superseded a prior and rather simple office hour policy that “...each faculty member must schedule and conduct at least one office hour each day (Monday through Friday) for consultation with students...” Campus Administrative Manual (CAM) section 370.2. In 1980 the Academic Senate revised CAM 370.2 into the current office hour policy:

“In addition to scheduled classes, each full-time faculty member must schedule and conduct at least five (5) office hours each week (not more than two hours each day) for consultation with students. The faculty members will post their office hours outside their office doors. This section does not preclude pre-arranged appointments with students. Part-time faculty and full-time faculty with reduced teaching loads will have office hours proportional to their assignments.”

CAM is no longer the governing policy document at Cal Poly. Much of CAM has been revised into provisions of Campus Administrative Policies (CAP) or distributed to a variety of other repositories of policy around campus. The provisions on faculty workload are not in CAP but instead are on the Academic Personnel website, which summarizes the office hour policy on its Working Conditions webpage as follows:

“Full-time faculty members conduct at least five office hours each week for student consultation. Part-time and full-time faculty with reduced teaching loads schedule office hours in proportion to their assignments.”

This statement is located here:

<https://academic-personnel.calpoly.edu/content/handbook/workingconditions>

Some colleges and departments include the university office hour policy in their policy documents. For instance, The Architecture Department includes the following in its list of faculty responsibilities: “[m]aintain a minimum of 5 scheduled office hours per week in a designated faculty office.”

This statement about office hours is located here:

**Proposed Subchapter of University Faculty Personnel Policies Document:
SUBCHAPTER 12.2: Office Hours**

<https://architecture.calpoly.edu/faculty/administration/workload>

The current university office hour policy predates the proliferation of online communication by many years. Online communication has relieved some of the need for in-person contact in office hours. The Academic Senate offers this interpretation of office hours in its remarks on the university office hour policy on its FAQ webpage after quoting the original CAM office hour policy:

“Can office hours be held online? Many faculty will spend time responding to students email outside of office hours. The University required office hours must be scheduled so students will have access to faculty at specific scheduled times either at a scheduled location or to be held virtually at the scheduled time.”

This Academic Senate statement about office hours is located here:

<https://academicsenate.calpoly.edu/content/faq-office-hours>

The CLA policy on office hours, distributed annually to its faculty by email, explicitly includes online communication as a basis for reducing the total number of scheduled office hours:

“OFFICE HOURS: Pursuant to university policy (CAM 370.2), all Cal Poly faculty are expected to conduct at least five office hours each week for student consultation. For faculty with reduced teaching schedules and part time faculty, the five hours are reduced in proportion thereof with no less than one face-to-face office hour per week. Faculty have the option of offering 4 hours per week of face-to-face office hours plus 1 hour per week of alternative, but demonstrable, contact with students, such as email or other on-line communication. No prior approval is required, but the format of the alternative hour should be stated in the faculty information about office hours that is given to students, and the contact method must be demonstrable should it ever be necessary to do so. Faculty still have the option of holding 5 hours per week of face-to-face office hours. For full-time faculty, the 4-5 hours of face-to-face office hours must be spread over at least three days. In accordance with this policy, faculty do have a responsibility to respond to student emails, even if it is to let students know about regularly scheduled office hours and ways to schedule an alternate appointment.” (CLA Faculty Information Memo 9/13/2018)

Implementation

The new office hour policy would go into effect no sooner than the term following its enactment by the Academic Senate and ratification by the President. The Academic Senate may propose a later date for enactment, but that should not be later than the following Fall term after ratification by the President.

Colleges need to formulate office hour policies. Any college with formulated and published office hour policies must consider whether their office hour policies are inconsistent with the new university policy. Any inconsistency with university policy must be resolved in their new office hour policy. College level office hour policies would be in Chapter 12 of the college personnel policy documents,

**Proposed Subchapter of University Faculty Personnel Policies Document:
SUBCHAPTER 12.2: Office Hours**

and would be subject to approval the same way that any personnel policy is approved as per UFPP 1.5.5 and 1.5.6.

Current subordinate office hour policies that are roughly in line with the long-standing university policy from CAM 370.2 (such as those in ARCH and CLA) may remain consistent with the new office hour policy. For instance, the subordinate policy from ARCH quoted above requiring five office hours for all faculty would be consistent with a university policy requiring a minimum of less than five because the university policy does not specify a maximum. The subordinate policy from CLA quoted above would also be consistent with the new university policy in its allowance of online modes of office hours even in cases where one's entire instructional assignment is in normal classroom settings, since it also requires at least as many in-person office hours as the university requires.

What follows is the proposed text of subchapter 12.2...

12.2. Office Hours

- 12.2.1. [CITATION OF FOUNDATIONAL SENATE ACTION] This policy supersedes the previous university policy on office hours originally in CAM 370.2.
- 12.2.2. Cal Poly's Educational Mission: "Cal Poly is committed to excellence in teaching and learning. In all disciplines, we seek to provide a student-centered, learner-focused education, facilitated by a low student-teacher ratio in classes conducted primarily by full-time, regular faculty. The cornerstone of our educational philosophy is our commitment to Learn by Doing whereby classroom instruction is complemented by practical, hands-on learning in the laboratory, the studio, and the field." (Cal Poly Catalog)
- 12.2.3. Each faculty member must schedule and conduct office hours each week for consultation with students. One-on-one, direct, personal engagement between students and their instructors and faculty advisors in regularly scheduled office hours is a vital means of contributing to the student-centered mission of Cal Poly.
- 12.2.4. Asynchronous communication (e.g. email) with students and ad hoc appointments to meet with students are expected normal instructional duties distinct from scheduled office hours.
- 12.2.5. An office hour is one credit hour (i.e. 50 minutes) of regularly scheduled time for faculty to be available to meet in a regularly scheduled location.
- 12.2.6. Faculty with instructional assignments shall hold scheduled office hours scaled to their instructional assignments. Scheduled office hours should be held during the days and times when classes are normally scheduled, distributed across days and at times suited to the needs of students. During final exam week office hours may be rescheduled as necessary, and should be suited to the needs of the students served in the instructional assignment.
- 12.2.7. Colleges that assign duties warranting the holding of office hours shall include office hour policies in their personnel policies documents.

12.2.8. Scheduled instructional office hours

- 12.2.8.1. Minimum weekly office hour scheduling shall be scaled to instructional assignments as follows:

<i>Instructional WTU</i>	<i>Lecturer</i>	<i>Tenure-Line</i>
<i>> 0 up to and including 4</i>	<i>1 office hour</i>	<i>2 office hours</i>
<i>> 4 up to and including 8</i>	<i>2 office hours</i>	<i>3 office hours</i>
<i>> 8 up to and including 12</i>	<i>3 office hours</i>	<i>4 office hours</i>
<i>> 12</i>	<i>4 office hours</i>	

- 12.2.8.2. Faculty receiving assigned time for teaching large format classes shall schedule office hours according to the total WTU for the instructional assignment and assigned time related to that course.
- 12.2.8.3. Tenure-line faculty whose instructional assignments have been reduced to zero WTU but who are involved in research or other projects involving supervision of students shall hold a minimum of one regularly scheduled in-person office hour.
- 12.2.8.4. If colleges or departments have any further provisions about the scheduling of office hours, those provisions shall be defined in their personnel policy document.

12.2.9. Scheduled advising office hours

- 12.2.9.1. Assigned time for advising duties may have an amount of office hours defined as part of the advising function. Any advising office hours attached to assigned time shall be determined by the instructional unit that issues the assigned time and

specified in the assignment. Office hours for advising duties earning assigned time contribute to the total office hour obligation of the faculty member.

- 12.2.9.2. Department chair and head responsibilities shall include the requirements for the scheduling of advising office hours required for their assignment. Colleges shall determine the minimum office hours required for department chairs and heads.

12.2.10. Mode of office hours

- 12.2.10.1. Scheduled office hours should be congruent with the mode of engagement with students for the instructional or advising function that requires the scheduling of the office hours.
- 12.2.10.2. For normal classroom instruction, scheduled office hours should be held in-person in the faculty member's office. Faculty with more than one scheduled office hour may hold up to one office hour conducted in a synchronous online mode suited to the nature of the engagement with the affected students.
- 12.2.10.3. For online courses, scheduled office hours should be conducted in a synchronous online mode suited to the nature of the engagement with the enrolled students.
- 12.2.10.4. Hybrid courses may warrant an appropriate combination of in-person and synchronous online office hours.
- 12.2.10.5. Colleges and departments shall specify in their office hour policies any general allowances or requirements for alternate locations or synchronous online modes of conducting office hours.

12.2.11. Notification

- 12.2.11.1. Office hours shall be posted by the beginning of the second week of instruction in faculty listings on department websites. Colleges and instructional units can determine additional ways for posting office hours that conspicuously and conveniently inform the university community of when and where office hours shall be conducted, such as common boards at department offices, on placards near faculty offices, or other online directories.
- 12.2.11.2. If the university adopts a standard online directory generally accessible to the university community that is capable of presenting faculty schedules, then office hours should be posted in such an online directory.
- 12.2.11.3. Faculty should notify enrolled students and department administrators and administrative support staff of any need to cancel office hours in a timely manner appropriate to the needs of the students served by those office hours.

12.2.12. Exceptions

- 12.2.12.1. Exceptions to the policies about the scheduling of instructional and advising office hours should coordinate the needs of the instructor and the students given the nature of the instructional or advising assignment.
- 12.2.12.2. Exceptions require department chair/head and college dean approval.
- 12.2.12.3. Exceptions should be temporary and specific.
- 12.2.12.4. Exceptions that extend beyond a specific instructor's temporary needs should be treated as a basis for revisiting the college or department office hour policies.
- 12.2.12.5. Colleges and departments with standing needs that deviate from university policy should treat those needs as a basis for asking the Academic Senate Faculty Affairs Committee to revisit university level office hour policies.

Adopted:

**ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS-____-26

RESOLUTION ON CREDIT/NO CREDIT GRADING POLICY ON SEMESTERS

Impact on Existing Policy: Amends provisions in AS-975-24 and rescinds AS-479-97

1 WHEREAS, semester conversion offers the opportunity to review and revise
2 instructional policies for improvement, clarity, efficiency, successful
3 implementation of the semester curriculum, and support for student
4 success; and
5

6 WHEREAS, there is no CSU Executive Order that informs on credit/no credit grading
7 policies; and
8

9 WHEREAS, this resolution refers to courses that are normally graded, not to
10 credit/no-credit (CR/NC) only courses; and
11

12 WHEREAS, the policy on credit/no-credit grading currently in place was adopted in
13 1997 in AS-479-97 and subsequently modified in AS-528-99, AS-603-03,
14 AS-906-20, AS-917-21, and AS-975-24; and
15

16 WHEREAS, at the time AS-479-97 was adopted most bachelor's degree programs at
17 Cal Poly were 198 or more units with more free electives; and
18

19 WHEREAS, the current policy allows for up to 16 units, in most cases 4 courses, to be
20 taken CR/NC; and
21

22 WHEREAS, with the current policy many students may only be able to take one GE
23 course CR/NC as part of their degree requirements, particularly, if their
24 major department does not allow CR/NC grading in major courses and
25 they have few or no free elective units in their curriculum; and
26

27 WHEREAS, AS-479-97 restricts the number of quarter units that may be taken CR/NC
28 to 16, of which no more than 4 units or one course in GE are allowed, and
29 no more than 4 units or one course in Major/Support are allowed if
30 approved by the major department or equivalent unit; and
31

32 WHEREAS, undergraduate students must earn at least a C minus to earn credit for a
 33 course (AS-528-99); and
 34
 35 WHEREAS, graduate and post-baccalaureate students must earn at least a B minus
 36 to receive credit for a course; and
 37
 38 WHEREAS, for graduate students, no courses on the formal study plan or required
 39 for the graduate degree can be taken CR/NC; and
 40
 41 WHEREAS, for post-baccalaureate teaching credential students, no courses that are
 42 required for the teaching credential can be taken CR/NC; and
 43
 44 WHEREAS, some post-baccalaureate and graduate programs penalize students for a
 45 grade of CR, therefore students are advised to carefully consider
 46 the implications of selecting CR/NC grading; and
 47
 48 WHEREAS, the current software technology does not support automation of the
 49 CR/NC grading policy in the Student Center on the Cal Poly Portal nor
 50 during the registration process; and
 51
 52 WHEREAS, CR/NC grading policy provisions that vary from program to program must
 53 be monitored and corrected for each student in a timely manner to avoid
 54 unnecessary barriers to student success or degree completion; and
 55
 56 WHEREAS, the ability to take courses CR/NC can broaden a student's academic
 57 experience, which should be encouraged; and
 58
 59 WHEREAS, students should have the option of taking a limited number of courses
 60 CR/NC to explore unfamiliar or challenging subject areas without undue
 61 risk to their GPA; and
 62
 63 WHEREAS, the option to take a limited number of courses CR/NC may offer a path to
 64 support students who enroll in a higher course load during certain
 65 semesters due to terms typically offered class scheduling; unable to
 66 enroll in the course the previous semester, to stay on track with
 67 sequenced courses, or to make progress toward degree in a more timely
 68 manner; and
 69
 70 WHEREAS, the option to take a limited number of courses CR/NC may offer a path to
 71 support students to complete coursework for a minor; and
 72
 73 WHEREAS, the option to take a limited number of courses CR/NC may offer a path to
 74 support students managing unforeseen challenging circumstances

75 affecting their academic performance and continue making progress
76 toward degree; and
77
78 WHEREAS, the provision in AS-975-24 that set the deadline for a student to select
79 the CR/NC option at 80% of instruction, had unintended consequences;
80 and
81
82 WHEREAS, students have such a limited number of units they can take CR/NC, the
83 option to select CR/NC grading should have a timeline that allows
84 students to make an informed decision and adequate time to verify they
85 are eligible to take the course CR/NC; therefore, be it
86
87 RESOLVED: that the Academic Senate of California Polytechnic State University, San
88 Luis Obispo supports the adoption of the attached Credit/No Credit
89 Grading Policy on Semesters; and be it further
90
91 RESOLVED: This policy will be effective Fall 2026; and be it further
92
93 RESOLVED: The Academic Senate recommends that the proposed Resolution on
94 Credit/No Credit Grading on Semesters, be reviewed prior to the 28-29
95 catalog cycle to determine and assure compliance for the Cal Poly
96 Maritime Academy curriculum and licensing requirements.

Proposed by: Academic Senate Instruction Committee
Date: November 4, 2025

Attachment: Credit/No Credit Grading Policy on Semesters

Students are permitted to take a maximum of 12 semester units with Credit/No Credit (CR/NC) grading with the following specifications:

For Undergraduate Students: A C minus or better is needed to earn a grade of Credit, and:

If approved by the student's major program, department or equivalent unit, no more than one course in the Major may be taken for CR/NC grading. Major courses include major core, advisor approved electives, concentration, support and technical elective courses.

If a course double counts or double-fulfills a major/support/concentration requirement as well as a GE requirement, the units would apply as major/support/concentration CR/NC units.

No more than one course in GE may be taken for CR/NC grading. One course may include a 3-, 4-, or 5-unit GE course. One unit lab courses, not embedded with a lecture course, taken to satisfy the 5C GE requirement may be taken CR/NC without counting against the one course limit for a GE course taken CR/NC, and:

For Graduate Students: no courses on the formal study plan may be taken for CR/NC. A B minus or better is needed to earn a grade of Credit.

For Post-Baccalaureate Teaching Credential Students: no courses that are pre-requisites for admission to the post-baccalaureate Multiple Subject Teaching Credential Program may be taken for CR/NC. No courses that are required for post-baccalaureate Teaching Credential Programs may be taken for CR/NC. A B minus or better is needed to earn a grade of Credit.

The deadline for students to choose the CR/NC grading option for eligible courses will be 50% of instruction for the term, or the Friday following that date, whichever is later.

This policy will be effective Fall 2026

Note: Students are advised to carefully consider the implications of selecting CR/NC grading. This policy refers to courses that are normally graded, not to credit/no credit only courses.