

Adopted: June 6, 2023

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

AS-962-23

**RESOLUTION ON CHANGE OF I AND RP GRADES TO REGULAR GRADE FOR SENIOR
PROJECT COURSES**

Impact on Existing Policy: ⁱ formalizes the practice of processing grade changes for I and RP symbols for senior project courses even if the one-year time limit has expired. This resolution aligns the policy described in AS-384-92 with the directive in the 2004 memo.

- 1 WHEREAS, AS-384-92 RESOLUTION ON CHANGE OF GRADE specifies the policies and
2 procedures adopted to request and submit changes of grade.
3
- 4 WHEREAS, the policy states, in part, “A change of grade may occur only in cases of
5 clerical error, administrative error or where the instructor reevaluates
6 the student’s original performance and discovers an error by the
7 instructor or assistant in calculating or recording the grade. A change of
8 grade shall not occur as a consequence of the acceptance of additional
9 work”.
10
- 11 WHEREAS, the “I”, “SP” and “RP” symbols are used in connection with course work
12 or courses that extend beyond one academic term and indicates that
13 work is in progress, and assignment of a final grade must await
14 completion of course work.
15
- 16 WHEREAS, the “SP” symbol is no longer used.
17
- 18 WHEREAS, the “I” grade symbol is typically assigned when a faculty member
19 determines that a clearly specified portion of the course requirement(s),
20 which was/were intended to be completed in one term, cannot be
21 completed within the academic term for unforeseen but fully justified
22 reasons.
23
- 24 WHEREAS, the “RP” grade symbol is typically assigned by a faculty member when it
25 is expected that the course requirements would extend beyond one
26 academic term.

27 WHEREAS, the "I" and "RP" symbols shall be replaced with the appropriate final
28 grade within one year of its assignment as the student completes the
29 required coursework.
30
31 WHEREAS, "I" and "RP" grades convert to F or NC (for CR/NC courses) after one year
32 for some but not all of the courses that meet the senior project
33 requirement.
34
35 WHEREAS, after one year, grade changes for courses assigned the "I" or "RP"
36 symbol, and subsequently converted to F/NC shall only be processed for
37 extraordinary circumstances as verified by an explanation of such
38 circumstances and signed by the instructor, department head/chair and
39 approved by the dean or designee before acceptance by the Registrar.
40
41 WHEREAS, extraordinary circumstances require documentation and include
42 instances such as serious health or personal issues, an emergency, or
43 military service.
44
45 WHEREAS, a 2004 memo from Interim Provost Robert C. Detweiler directed the
46 Office of Academic Records (now known as the Office of the Registrar) to
47 process any change of an I or RP symbol to a regular grade for any senior
48 project course if approved by an academic dean without further
49 investigation of extraordinary circumstances, even if the one-year time
50 limit has expired."
51
52 WHEREAS, the directive issued in the 2004 memo has never been addressed by the
53 Academic Senate with a resolution to formalize the process; therefore be
54 it
55
56 RESOLVED: that the Office of the Registrar will process grade changes for I or RP
57 grades assigned by the instructor to courses that meet the senior project
58 requirement and approved by the department and/or an academic dean,
59 without further investigation or documentation of extraordinary
60 circumstances after the one-year time limit has expired.

Proposed by: Academic Senate Instruction Committee and
Office of the Registrar

Date: April 4, 2023

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.