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: \(^1\) 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.

WHEREAS, AS-384-92 RESOLUTION ON CHANGE OF GRADE specifies the policies and procedures adopted to request and submit changes of grade.

WHEREAS, the policy states, in part, “A change of grade may occur only in cases of clerical error, administrative error or where the instructor reevaluates the student’s original performance and discovers an error by the instructor or assistant in calculating or recording the grade. A change of grade shall not occur as a consequence of the acceptance of additional work”.

WHEREAS, the “I”, “SP” and “RP” symbols are used in connection with course work or courses that extend beyond one academic term and indicates that work is in progress, and assignment of a final grade must await completion of course work.

WHEREAS, the “SP” symbol is no longer used.

WHEREAS, the “I” grade symbol is typically assigned when a faculty member determines that a clearly specified portion of the course requirement(s), which was/were intended to be completed in one term, cannot be completed within the academic term for unforeseen but fully justified reasons.

WHEREAS, the “RP” grade symbol is typically assigned by a faculty member when it is expected that the course requirements would extend beyond one academic term.
WHEREAS, the “I” and "RP" symbols shall be replaced with the appropriate final grade within one year of its assignment as the student completes the required coursework.

WHEREAS, “I” and “RP” grades convert to F or NC (for CR/NC courses) after one year for some but not all of the courses that meet the senior project requirement.

WHEREAS, after one year, grade changes for courses assigned the “I” or “RP” symbol, and subsequently converted to F/NC shall only be processed for extraordinary circumstances as verified by an explanation of such circumstances and signed by the instructor, department head/chair and approved by the dean or designee before acceptance by the Registrar.

WHEREAS, extraordinary circumstances require documentation and include instances such as serious health or personal issues, an emergency, or military service.

WHEREAS, a 2004 memo from Interim Provost Robert C. Detweiler directed the Office of Academic Records (now known as the Office of the Registrar) to process any change of an I or RP symbol to a regular grade for any senior project course if approved by an academic dean without further investigation of extraordinary circumstances, even if the one-year time limit has expired.”

WHEREAS, the directive issued in the 2004 memo has never been addressed by the Academic Senate with a resolution to formalize the process; therefore be it

RESOLVED: that the Office of the Registrar will process grade changes for I or RP grades assigned by the instructor to courses that meet the senior project requirement and approved by the department and/or an academic dean, without further investigation or documentation of extraordinary circumstances after the one-year time limit has expired.

Proposed by: Academic Senate Instruction Committee and Office of the Registrar
Date: April 4, 2023

1 (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.