Faculty and Staff,

Grade rosters will be available in the Faculty Center on __________. The deadline to approve grade rosters is __________ at 4:00 pm. Deans are notified if the deadline is missed and are asked to submit grades on behalf of the instructor. When grades are not recorded by the deadline it can impact eligibility for athletes, Veterans benefits, Dean's List, pending major changes, scholarships, and graduation.

Online grade changes will be available only for _______ Quarter starting _________ through ___________.

Grading instructions can be found in the Open Forums & Training Guides tab on the Office of the Registrar website. https://registrar.calpoly.edu/Open_Forums.

A grade of Incomplete ("I") should be assigned when faculty recognize that a clearly identifiable portion of the course requirements cannot be met within the quarter for unforeseen reasons. You will be prompted to enter Incomplete Contracts after all the grades have been entered on the roster. Students can view Incomplete Contracts on their Student Center. Please note: If you enter into an incomplete contract with a student and enter a grade other than an F (or NC) in the 'Grade without further work' field, you will need to submit a grade change form to have the grade changed to the grade indicated on the form. If the deadline for completion is before the end of the 7th week of the following term, you must enter the grade change online via your faculty center.

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”.

The “RP” symbol is used in connection with courses that extend beyond one academic term. It indicates that work is in progress but that assignment of a final grade must await completion of additional work. Work is to be completed within one year except for graduate degree theses, which have a seven-year time limit. Students should not re-enroll in the course to complete course requirements; they should instead work with the instructor to complete the additional work.

Please call our staff line, 756.2532, or email records@calpoly.edu if you have questions.

Thank you,

Office of the Registrar
registrar.calpoly.edu