

## 4. Measuring Academic Progress

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### Important Note for Students Who Entered UCSC Prior to Fall 2001

Beginning fall 2001, courses in which you choose the P/NP grading option, and in which you receive the grade of NP, will appear on your official transcript. This is a change from previous practice. Because of this change, if you decide not to complete a course, you must officially request a W grade notation to avoid receiving a final grade of NP. (See [Withdrawal from a Course](#), next page.) Courses that you took on a P/NP basis before fall 2001, in which you received an NP, will still not appear on your official transcript.

## Evaluating Academic Performance

UC Santa Cruz has one of the more comprehensive systems for evaluating students' academic performance of any research university in the United States. The evaluation system consists of two major components: the assignment of a final grade in the course and an accompanying evaluation of your performance.

### Evaluations

In each course for which you receive a grade of D or better (or P), you will receive an evaluation of your academic performance. Faculty may write an evaluation for a course in which you receive an F, but they are not required to do so, and the grade does appear on an official transcript. An evaluation may

- describe the strengths and weaknesses of your performance in the various areas of class activity (discussion, laboratory work, term papers, examinations);
- assess your general understanding of the course content;
- recognize additional or particularly outstanding work.

Evaluations are used at UCSC in academic advising, reviewing scholarship applications, and awarding College Honors, Honors in the major, and in selecting nominees for Phi Beta Kappa. Evaluations are a permanent part of your academic record. All students may request transcripts either with or without evaluations. An evaluation for your senior comprehensive examination or senior thesis also becomes part of your academic record.

You can view evaluations on the Student Portal.

### Grades

For each course in which you enroll, you will receive a grade notation at the end of the term. If you complete the course, you will receive a final letter grade (A–F) unless you have elected the Pass/No Pass option for the course (see [below](#)). If you withdraw from the course, you will receive a W notation. Under certain circumstances, when you have not completed all the requirements for the course, you may receive an interim grade of Incomplete (I) or In Progress (IP). Your official transcript contains a list of all of your courses and the grades that you receive.

Grade changes (except I and IP) must be submitted to the Registrar with the signature of the instructor and department chair within one year from the close of the quarter for which the original grade was submitted.

### Letter Grades

The final letter grades for courses at UCSC are A (excellent), B (good), C (fair), D (poor), F (fail). The grades of A and B may be modified by a plus (+) or minus (-). The grade C may be modified by a plus (but not by a minus).

You will not earn any credit toward graduation for a course that you fail (i.e., for a course in which you receive the final grade F). Courses in which you receive a grade of D earn credit toward graduation but cannot be used to satisfy a major requirement or a general education requirement and cannot satisfy a prerequisite for another course.

The courses in which you receive final letter grades (and only those) are used to calculate your grade-point average (GPA). [See the section on Grade Point Averages](#) on page 63 for details.

There are a few courses which are offered only for Pass/No Pass grading. These courses are listed in the [Schedule of Classes](#). The final grades in these courses are not used in calculating your GPA.

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### Pass/No Pass Option

If you enroll in a course to be graded on a Pass/No Pass basis, your final grade will be either P (Pass) or NP (No Pass). Under this grading option, you will receive a final grade of P for work that is clearly passing, i.e., which would earn a letter grade of C or better. For work below this level (i.e., equivalent to D or F), you will receive a grade of NP. Courses which are graded NP earn no credit toward graduation. The grades P and NP both appear on your official transcript.

The P/NP grading option must be selected when you are enrolling in a course. You may change your grading option before the grade option deadline, listed in the Academic Calendar. You cannot change your grading option after that date. See *the box* below for limits on the Pass/No Pass option.

#### Limits on the Pass/No Pass Grading Option

Students who entered UCSC prior to fall 2001 have different limits on selecting the P/NP grading option than students who first entered UCSC in fall 2001 or later. It is therefore important that you follow the rules appropriate for you. If you are not clear about which set of rules applies to you, consult your college academic adviser or the Office of the Registrar.

##### *Students Entering UCSC Fall 2001 or Later:*

You must be in good academic standing to choose the P/NP grading option. If you request P/NP grading during pre-enrollment for a course and you are later placed on academic probation, your P/NP grading request will be cancelled. (Note: You may enroll in a course that is only offered for P/NP grading even if you are not in good academic standing.)

No more than 25 percent of your credits earned at UCSC may be graded on a Pass/No Pass basis. You must exercise your P/NP grading option carefully. If you end up with too many UCSC credits graded P/NP, you will not be able to graduate.

While courses graded P/NP may be used to satisfy general education requirements, some departments place limits on P/NP grading in courses used to satisfy major or pre-major requirements. A few departments require that all courses used to satisfy the major must be taken for a letter grade. It is therefore important that you do not choose the Pass/No Pass option in any course for which you may eventually need a letter grade. (Grading status in a course may not be changed after the grade option deadline for the term in which you take the course.)

##### *Students Who Entered UCSC Before Fall 2001:*

There is no limit on the number of credits that may be graded on a Pass/No Pass basis. You may select the P/NP grading option even if you are not in good academic standing.

When enrolling in courses, you must choose either letter grading or P/NP grading for the course. (Grading status may not be changed after the grade option deadline for that term.)

Students who attempt at least two-thirds of their UCSC credits for letter grades have an official UCSC GPA listed on their transcript. Students who attempt more than one-third of their UCSC credits on a P/NP basis cannot have an official UCSC GPA (but read the section on UC Grade Point Average on page 63).

The Committee on Educational Policy has ruled that students who entered UCSC before fall 2001 are not subject to departmental restrictions on P/NP grading for courses used to satisfy major requirements.

### Withdrawal from a Course

Regardless of the grading option you have chosen, you may formally withdraw from a class by filing a petition to Request a W (Withdraw) grade notation at your college office. The completed petition must be filed by the deadline (see the *Academic and Administrative Calendar* at [reg.ucsc.edu/calendar](http://reg.ucsc.edu/calendar)). The grade

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notation of W will appear on your official transcript, but it is not included in your GPA calculation. Academic Senate Regulations 6.1.4 and 9.1.3 contain the general policies about W grade notations.

### Incomplete Grade Notation

You must make arrangements with the course instructor before the end of the quarter to request an Incomplete. At an instructor's discretion, an I grade notation may be assigned for work which is of passing quality but incomplete. If it becomes apparent that you will not be able to finish the final course work before the last day of the quarter, let the instructor know as soon as possible.

Because an I grade carries no credit, you should talk with your academic adviser about the possible consequences on your academic standing. Students already in academic difficulty could jeopardize their standing by taking an Incomplete.

To remove an Incomplete from a course, you must file a Petition for Removal of Incomplete *and* complete the course work no later than the last day of the following quarter. The instructor may require an earlier date. (See [Removal of an Incomplete Grade Notation](#), below.) You need not be registered. Once you have completed the course work and the instructor has submitted the paperwork, the grade change will appear permanently on your academic record.

If the course work and Petition for Removal of Incomplete are not completed by the specified deadline, or the instructor fails to submit a final grade, that course is treated as an F (Fail) or NP (No Pass), which will appear on your official transcript. A lapsed Incomplete is also noted on your internal record, which is used for academic advising.

Academic Senate Regulation 9.1.6 contains the general policy on Incomplete notations.

### Removal of an Incomplete Grade Notation

If you have received a grade notation of I (Incomplete) for a course, you must follow the steps below to convert it to a final grade. If you do not complete this process before the deadline listed in the Academic Calendar for the quarter following the one in which you earned the I, it will become a permanent failing grade (F or NP, depending on the grading option you chose for the course).

- Obtain a Petition for Removal of Incomplete form at the Office of the Registrar and complete the top section.
- Take it to the Cashier's Office before 4 P.M. on the deadline given in the Academic and Administrative Calendar and pay the \$10 fee. The Cashier's Office will validate the petition, keep one copy, and return the remaining pages of the petition to you with a receipt of payment.
- Take the validated petition with the completed course work to the instructor of the course by the same deadline. The instructor will complete the process.

The instructor will assign a final grade for the course based on the work that you submit. That final grade will be reported to the department that sponsored the course, which will forward the completed petition to the Office of the Registrar. Your final grade will be officially recorded by the Registrar and a copy of the completed petition will be sent to you at your college.

### In Progress for Multiple-Term Courses

The IP (In Progress) grade notation is restricted to certain multiple-term courses that extend over two or three quarters of an academic year. These courses are specifically described in the *UCSC General Catalog*. The grade option you select in the first quarter of the multiple term course applies to all quarters of the sequence. You receive the same notation for each course upon completion of the two- or three-quarter sequence; the final grade is applied to all quarters.

If you are unable to complete a multiple-term course sequence, arrange with the instructor of the course to receive credit for the quarter(s) of work completed. The instructor must report the notation to the Office of the Registrar.

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### Grade Notification

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## Grade Notification

### Grades

Grades are due from faculty approximately three working days after the end of the term. Access your grades via the Student Portal.

If a course in which you believe you were enrolled is not listed and does not appear on any printed grade notice, you were not officially enrolled. See your academic adviser as soon as possible to discuss your options.

### Evaluations

Academic Senate regulations require faculty to submit evaluations within 15 working days after the conclusion of the quarter. You may view your evaluations on the web as soon as they are entered on the Student Portal. If a full quarter has elapsed since you satisfactorily completed a course, and your evaluation for the course is not available on the web, check with the instructor or (in the instructor's absence) the chair of the department or the provost of the college that sponsored the course.

If you fail a course or do not complete the course, the instructor is not required to write an evaluation for you. The instructor may, however, provide an evaluation to give information about why you failed or did not complete the course. If you are placed on probation, information from such evaluations will be considered by the academic standing review committee of your college along with the evaluations of the courses that you complete successfully. Evaluations for courses for which you do not receive a passing grade are not included in your official transcript.

Academic Senate Regulation 9.2 contains the general policy on evaluations.

### Comprehensive Exam and Thesis Grades

Comprehensive examinations and senior theses are graded Honors, Pass, or Fail. When you are awarded Pass or Honors for your comprehensive examination or senior thesis, the notation is posted to your academic record after you complete graduation requirements. The faculty who administer the examination or advise on the senior thesis will write an evaluation of your performance. This evaluation becomes a part of your official academic record. See [Declaring Majors and Minors](#), on page 52 for further information.

A student who does not pass the comprehensive examination may be permitted to repeat it once. Exams or theses of students receiving Honors or Fail are read by at least two readers.

Academic Senate Regulation 9.3.1 contains the general policy on grading of comprehensive examinations.

### Honors

#### *Major Honors*

When you complete the requirements for your major, your department or committee of studies may award you Honors or Highest Honors. The notation, Honors or Highest Honors, will appear on your diploma and transcript. Some departments do not award honors in the major.

#### *College Honors*

The faculty of your college may award honors for excellence in overall academic work. The notation, College Honors, will appear on your diploma and transcript.

#### *Phi Beta Kappa*

Refer to the *UCSC General Catalog* and your academic preceptor for details. Phi Beta Kappa membership is not recorded on your diploma or transcript.

Academic Senate Regulations 11.1–11.3 contain the general policy on honors.

## UCSC Undergraduate Grading Policies

	<b>1</b>	<b>Undergraduates Entering UCSC Fall 2001 and After</b>	<b>2</b>	<b>Undergraduates Entering UCSC Fall 1997–Spring 2001</b>
<b>Enrollment</b>	<b>1</b>	When students enroll, letter grading is the default. The P/NP option is available only to students in good academic standing.	<b>2</b>	When enrolling, students are required to choose either letter grading or Pass/No Pass grading.
	<b>1 2</b>	Students may change the grading option up to the 15th day of instruction.		
<b>Withdrawal</b>	<b>1 2</b>	After the last day to drop a course, students may withdraw from a course whether enrolled for a letter grade or for Pass/No Pass grading. The Academic and Administrative Calendar lists deadlines for withdrawing from a course.		
<b>Grades</b>	<b>1 2</b>	If enrolled in a course for a letter grade, students will receive a grade of A+, A, A-, B+, B, B-, C+, C, D, F, W (Withdraw), I (Incomplete), or IP (In Progress). If enrolled in a course for Pass/No Pass, students will receive a grade of P (Pass), NP (No Pass), W (Withdraw), I (Incomplete), or IP (In Progress). Note: Beginning fall 2001, NP grades will appear on official transcripts of all students, like all other grades.		
<b>Evaluations</b>	<b>1 2</b>	For each course in which credit is earned, whether letter graded or Pass/No Pass, all students will receive an evaluation. Evaluations are a permanent part of the academic record. All students may request transcripts either with or without evaluations.		
<b>UCSC Grade Point Average</b>	<b>1</b>	For all students, a UCSC GPA is calculated from UCSC courses, courses taken through the Education Abroad Program, and courses taken on another UC campus in an intercampus exchange program. The UCSC GPA is displayed on the official transcript. Courses taken through the Domestic Exchange Program and UC Extension are not calculated in the UC or the UCSC GPA.	<b>2</b>	Students who have received a letter grade in at least 2/3 of their credits attempted at UCSC have a UCSC GPA calculated and displayed on their official transcripts. Students who receive letter grades in fewer than 2/3 of their UCSC credits attempted are not eligible for UCSC GPA. Courses taken through the Domestic Exchange Program and UC Extension are not calculated in the UC or the UCSC GPA.
<b>UC Grade Point Average</b>	<b>1 2</b>	All students have a UC GPA calculated from courses taken for a letter grade at UCSC, at other UC campuses, and through the Education Abroad Program. The UC GPA is not on the official transcript but is available from the Student Portal when checking grades from a previous quarter. Your UC GPA must be at least 2.0 in order for you to graduate. Courses taken through the Domestic Exchange Program and UC Extension are not calculated in the UC or the UCSC GPA.		
<b>Satisfying Requirements</b>	<b>1</b>	Departments may require that some or all courses used to satisfy the major must be taken for a letter grade.		
	<b>1 2</b>	A course graded D or F cannot be used to satisfy a course prerequisite or to satisfy major or general education requirements. Credits earned with a D will not count toward satisfactory academic progress. Any course graded P is equivalent to a C or better and can be used to satisfy general education requirements and will count towards satisfactory academic progress.		
<b>Incompletes</b>	<b>1 2</b>	The notation I (Incomplete) may be assigned when work for a course is of passing quality but is not complete. Prior arrangements must be made with the instructor for a grade of I. To remove the Incomplete, the student must file a petition and the completed course work by the deadline on the last day of the following quarter. If an I is not removed by the deadline, it will lapse to F or NP, depending on the grading option in effect. The F and the NP will appear on official transcripts, along with the removal of incomplete notation.		
<b>Repeats</b>	<b>1 2</b>	Undergraduates may repeat courses in which they earn a D, F, or No Pass. Courses in which a D or F is earned may not be repeated on a Pass/No Pass basis. Courses in which a grade of No Pass is earned may be repeated on the same basis or for a letter grade. Students may only repeat a maximum of 15 credits for courses in which a grade of D or F was received. In computing the GPA for these repeats, only the grade and corresponding grade points earned the last time the course was taken will be used. After the 15-credit maximum is reached, the GPA will be based on all grades assigned and total credits attempted. To repeat a course more than once, consult with your college adviser. Credit is not awarded more than once for the same course, but the grade assigned each time the course is repeated will be permanently recorded on the official transcript.		
<b>Graduation Requirements</b>	<b>1</b>	No more than 25 percent of the UCSC credits applied toward graduation may be graded on a Pass/No Pass basis. This includes any credits completed in the Education Abroad Program or on another UC campus in an intercampus exchange program. Departments may require that some or all courses used to satisfy the major must be taken for a letter grade.	<b>2</b>	There is no limit on the number of credits graded Pass/No Pass which may be applied toward graduation.
	<b>1 2</b>	Students must complete all requirements for the major with a grade of P, C (2.0), or better. All undergraduates, regardless of when they entered UCSC, must meet the minimum UC GPA requirement of 2.0 in order to receive a degree from UCSC. See the section on <i>Catalog Rights</i> (page 5) regarding graduation requirements in effect for each student.		

## 4. Measuring Academic Progress

### Grade Point Averages

- UCSC Grade Point Average
- Students Entering UCSC for the First Time in Fall 2001 or After
- Students Who Entered UCSC Between Fall 1997 and Spring 2001 (Inclusive)
- Students Who Entered UCSC Before Fall 1997
- UC Grade Point Average
- Calculating Your Grade Point Average
- Grade Points

## Grade Point Averages

A summary grade point average (GPA) can be calculated from your course grades by dividing the number of credits attempted for a letter grade into the number of grade points earned for those credits. This calculation is described in more detail in the box below. Students are expected to maintain a GPA of at least 2.0, calculated from courses taken for a letter grade within the University of California system. (See the section on the [UC Grade Point Average](#) below.)

### UCSC Grade Point Average

Students are subject to different rules for the UCSC GPA depending on date of first enrollment.

#### *Students Entering UCSC for the First Time in Fall 2001 or After:*

The registrar calculates both a current UCSC GPA, based upon courses attempted in the current term, and a cumulative UCSC GPA, based upon all courses attempted at UCSC. Both UCSC GPAs are part of your official record and appear on your transcript. They are used in calculating your academic standing. (See the section on [Academic Standing](#), page 65.) Courses that you take at other institutions are not counted in your UCSC GPA unless they become part of your official UCSC transcript. (For example, transfer work from a community college is not included in your UCSC GPA, but courses that you take while on the UC Education Abroad Program are included in your UCSC transcript and hence in your UCSC GPA.)

#### *Students Who Entered UCSC Between Fall 1997 and Spring 2001 (Inclusive):*

You will have a cumulative UCSC GPA if, and only if, you have elected letter grades in at least two-thirds of your attempted credits. If you attempt more than one-third of your credits for P/NP grading, you cannot have an official UCSC GPA. For example, if you elected letter grades for 10 of the 15 credits attempted for your first term, a grade point average based upon the 10 graded credits would be printed on your transcript at the end of the fall quarter. But if you then decide in the winter quarter to elect P/NP grading for 10 of your 15 credits, you will have changed the balance of letter-graded to P/NP credits to half and half. As a result, you would no longer have an official UCSC GPA at the end of the winter term. You should decide whether you wish to have a cumulative UCSC GPA and make your choice of grading options accordingly.

#### *Students Who Entered UCSC Before Fall 1997:*

You cannot have an official UCSC GPA, regardless of how many courses you have taken for a letter grade. No GPA appears on your transcript. However you must still maintain a minimum requirement of 2.0 in your [UC GPA](#) (immediately below).

### UC Grade Point Average

A UC GPA is different from the UCSC GPA because it is based on all courses attempted for a letter grade at any campus of the University of California system. Your UC GPA is not displayed on your official transcript; it is available from [my.ucsc.edu](http://my.ucsc.edu) on your academic summary page.

All students, regardless of when they entered UCSC, must maintain a minimum UC GPA of 2.0 even if they do not have a UCSC GPA. If your UC GPA is lower than 2.0, you will be notified by the registrar or your college that you have a UC grade point deficit. You must remove that deficit by earning letter grades above C in UC courses. Course work attempted for a letter grade at UCSC or at another UC campus can be used to improve a UC grade point average. This includes courses taken in the summer term. Consult with your college academic preceptor for advice if you are informed that you have a UC grade point deficit. You cannot earn a degree from UC if you have a UC grade point deficit.

### Grade Points

Grade points are assigned to each letter grade as shown below. Grades shown in bold (W, I, IP, P, NP) are not included in the UCSC GPA.

A+ = 4.0	D = 1.0
A = 4.0	F = 0.0
A- = 3.7	<b>W = 0.0</b>
B+ = 3.3	<b>I = 0.0</b>
B = 3.0	<b>IP = 0.0</b>
B- = 2.7	<b>P = 0.0</b>
C+ = 2.3	<b>NP = 0.0</b>
C = 2.0	

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### Grade Point Averages

- UCSC Grade Point Average
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- Students Who Entered UCSC Before Fall 1997
- UC Grade Point Average
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### Calculating Your Grade Point Average

The grade point average is determined by dividing the number of grade points earned by the number of credits attempted for a letter grade. The number of grade points earned for a course equals the number of grade points assigned multiplied by the number of course credits. For example, suppose a student takes three 5-credit courses and receives grades of A-, B-, and C+.

<b>Grade</b>	<b>Grade Points</b>	<b>Course Credits</b>	<b>Total Grade Points</b>
A-	3.7	5	18.5
B-	2.7	5	13.5
C+	2.3	5	11.5
Total		15	43.5

43.5 divided by 15 = 2.9 GPA

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### Academic Standing and Minimum Progress

- Determining Your Academic Standing
- What Grades Do You Need to Return to Good Academic Standing?
- Chart 1: Current Progress
- Chart 2: Cumulative Progress

## Academic Standing and Minimum Progress

Full-time undergraduate students at UCSC are expected to enroll in and earn a grade of C or better (or P) in an average of 15 credits per quarter, completing the 180 credits needed for graduation in four years. Extensions of enrollment beyond the equivalent of 13 full-time quarters require the approval of your college. (See page 67 for *adjustments for part-time students*.)

Your college will regularly check to insure that you are making (at least) **minimum progress** toward completing your degree and, at the end of each term, will determine whether you are in **good academic standing**. If you do not pass enough credits with a grade of C or better (or P), you may be placed on **academic probation**. If your academic standing or progress falls below minimally acceptable levels, you may be **disqualified** from further enrollment in the university.

### Determining Your Academic Standing

#### *Policy Applying to Students Entering UCSC Fall 2001 and After:*

Your academic standing is calculated at the end of each term based upon your current and cumulative UCSC GPA. If both your current and cumulative UCSC GPA are 2.0 or greater, then you are in good academic standing. If either your current or cumulative GPA is less than 2.0, then you are on academic probation. In that event, you should consult with your college academic preceptor about what you need to do to return to good standing. If your current UCSC GPA falls below 1.5 in any term, or if you are already on academic probation and your cumulative UCSC GPA falls below 2.0, then you are subject to disqualification from further enrollment in the university. See the section on *What Happens When You Are in Academic Trouble*, page 69.

#### *Policy Applying to Students Who Entered UCSC Before Fall 2001:*

Your academic standing is determined by your academic progress, a comparison of the number of credits for which you have earned a grade of C or better (or P) to the number of full-time quarters you have been at UCSC. Courses in which you earn a grade of D, F, or NP do not count toward academic progress (nor do courses from which you officially withdraw or in which you receive an Incomplete grade notation). At the end of each term, your college will determine your academic standing by measuring your **current progress** and your **cumulative progress**.

- **Current Progress.** Your current progress is determined by checking *Chart 1* for the number of credits in which you earn a grade of C or better (or P). If you have passed fewer than 30 credits in your most recent three full-time quarters, you are below minimum progress and will be reviewed for disqualification. If you have passed between 30 and 34 credits in that period, your standing based upon your current progress is Academic Probation.
- **Cumulative Progress.** Your cumulative progress is determined by comparing against *Chart 2* the number of full-time quarters you have been at UCSC with the total number of credits that you have earned at UCSC with a grade of C or better (or P). For example, if at the end of your fourth full-time quarter, you have not passed at least 40 credits, then you are below minimum progress and will be reviewed for disqualification.

Your academic standing is determined by whichever measure is lower. That is, in order to be in good academic standing, you must be in good academic standing on both the current progress chart and the cumulative progress chart. If you are below minimum progress on either the current progress chart or the cumulative progress chart, you will be reviewed for disqualification.

### Chart 1: Current Progress

You must have passed at least 30 credits in your three most recent quarters of attendance at UCSC. Minimum number of credits to be in good standing is 40 per three-quarter period.

Number of credits passed in three most current quarters	Standing
40–plus	Good Standing
35–39	Academic Warning*
30–34	Academic Probation
fewer than 30	Review for Disqualification

\* There is no warning category for students in their first two quarters of enrollment at UCSC.

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- Chart 1: Current Progress
- Chart 2: Cumulative Progress

### Chart 2: Cumulative Progress

You must pass a minimum number of credits appropriate to your total quarters of attendance at UCSC to remain in good standing.

Number of full-time quarters at UCSC	Good Standing (Satisfactory Progress)		Academic Probation (Minimum Progress)		Review for Disqualification
	from	down to	from	down to	
	<b>Number of credits passed</b>				
					<b>less than</b>
1	15	10	9	5	5
2	30	25	24	15	15
3	45	35	34	30	30
4	60	50	49	40	40
5	75	60	59	50	50
6	90	75	74	65	65
7	105	85	84	75	75
8	120	95	94	85	85
9	135	110	109	100	100
10	150	120	119	110	110
11	165	135	134	125	125
12	180	150	149	140	140

### What Grades Do You Need to Return to Good Academic Standing?

A grade point balance (GPB) is the difference between the number of grade points that you have earned and the number of grade points needed for a 2.0 GPA. In order to be in good academic standing, both your current and cumulative GPBs must be greater than (or equal to) 0. To return to good academic standing, a negative grade point balance (i.e., a grade point deficit) must be eliminated. Earning grades above the C level (C+ or better) adds points to your GPB. Grades of D or F subtract points from your GPB. (A grade of C has no effect on your GPB.)

The chart below shows the effect of grades on your grade point balance. (Note that balance points earned by a letter grade are multiplied by the number of credits for the course.)

Grade earned	Points per credit	Points for a 5-credit course
A or A+	+2.0	+10.0
A-	+1.7	+8.5
B+	+1.3	+6.5
B	+1.0	+5.0
B-	+0.7	+3.5
C+	+0.3	+1.5
C	0.0	0.0
D	-1.0	-5.0
F	-2.0	-10.0

For example, if your cumulative grade-point balance is -10 at the end of the term, your grade point deficit would be eliminated by any of the following grades in three 5-credit courses: an A with two Cs; two Bs and a C; or a B, a B-, and a C+.

## 4. Measuring Academic Progress

### Minimum Progress for All Undergraduates

- Part-Time Students
- Repeating Courses
- Questioning Grades and Evaluations
- Formally Disputing a Grade or Evaluation

## Minimum Progress for All Undergraduates

An undergraduate student who is not making minimum progress toward a degree is subject to disqualification from further enrollment. As a full-time undergraduate student, you are considered to be making minimum progress toward the degree if you have satisfied both of the following conditions:

- (1) You have passed (with a grade of D or better or P) at least 36 credits for each academic year of full-time enrollment;
- (2) You have earned an average of 12 credits or more for each additional quarter of full-time enrollment;
- (3) You have earned four-fifths of credits attempted in part-time enrollment.

In determining satisfaction of minimum progress, transfer credits that you earned before admission to UCSC are not considered. Any transfer or Summer Session credit that you earn after admission to UCSC may be considered when satisfying minimum progress after it has been officially transferred and posted to your official academic record.

### Part-Time Students

Part-time students are held to the same minimum progress standards as full-time students by treating each 15 credits attempted as the equivalent of one full-time term. Consult with your college academic adviser for assistance in this calculation if you have questions about the calculation of your academic progress.

### Workshops from the Coalition for Student Academic Success

The Coalition for Student Academic Success sponsors a series of workshops every quarter to support your goals of persevering and succeeding at the university.

Call EOP Learning Center at 459-4333 or 459-2552 for additional information.

### Repeating Courses

Courses graded P (Pass) or C or better may not be repeated for credit. A few courses are labeled “May Be Repeated for Credit” in the UCSC General Catalog. These are courses in which the course content varies from quarter to quarter. Grades are recorded for each quarter these courses are taken. Undergraduates may repeat courses in which they earn a D, F, W, or NP. Courses with a grade of D or F may be repeated only for a letter grade and may not be repeated on a Pass/No Pass basis. Courses with a grade of NP may be repeated on the same basis or for a letter grade.

Degree credit for a repeated course is given only once. Hence, if you repeat a course in which you originally earned a D grade (and therefore degree credit), you will not receive any additional degree credit. If you repeat and pass a course in which you originally earned an F or NP, you will receive credit for the course. Your official transcript will record both the original course and the repeated course and the grades you got for each. See [Repeats](#), on page 62 for additional information.

The grade you receive when you repeat a course for a letter grade is included in your GPA. However, for the first 15 credits of repeated work, the grade that you originally received will be removed from the calculation of your GPA. Hence, repeating a course in which you got a D or an F (and getting a better grade) is an effective way of improving your GPA and perhaps your academic standing as well. If you exceed the 15 credits of repeated work, however, your GPA will include both the original grade and the grade that you earned on the repetition.

Repetition of a course more than once requires approval of your college.

Each course you repeat will be coded on your transcript to indicate that your cumulative grade point average has been adjusted in accordance with UCSC academic policies on repeated courses.

Academic Senate Regulations A9.1.8, 9.4.1.E, and 10.1.2 contain the general policies about repeating courses.

### Questioning Grades and Evaluations

Your grade and evaluation for the course are based upon the instructor’s assessment of your academic performance in the course. If you have questions about how your grade or evaluation is related to the work that you did for a course, you should feel free to discuss the course requirements, criteria for evaluation, and your performance with the instructor of the course. A conversation like this will generally resolve your questions and sometimes reveals that a clerical error or other mistake was made in assessing your work. In the case of the latter, the instructor is able to revise the grade or evaluation.

## 4. Measuring Academic Progress

### Minimum Progress for All Undergraduates

- Part-Time Students
- Repeating Courses
- Questioning Grades and Evaluations
- Formally Disputing a Grade or Evaluation

### Formally Disputing a Grade or Evaluation

If after discussing your assessment with the instructor you are convinced that your grade or evaluation was based upon non-academic criteria (such as ethnicity, political views, religion, age, sex, financial status, or national origin), or capricious or arbitrary application of academic criteria in a manner not reflective of student performance in relation to course requirements, you may officially dispute the grade or evaluation and file a grievance following the procedure described below. You may only file a grievance based upon evidence that the instructor disregarded your academic performance in giving the evaluation or grade. You may not file a grievance merely because you disagree with an instructor's assessment of your work.

The procedure for undergraduate students to file a grievance for an assessment is outlined in senate regulations available on the web at [senate.ucsc.edu/cep/Appendix C.pdf](http://senate.ucsc.edu/cep/Appendix C.pdf). You must contact the instructor within one regular academic quarter of the issuance of the grade or evaluation to see if the issue can be resolved. You must initiate a grievance within one year from the date the evaluation or grade notation becomes part of your record.

## 4. Measuring Academic Progress

### Academic Trouble

- Academic Probation
- Academic Disqualification and Barred Enrollment
- Appealing Disqualification or Barred Enrollment
- Readmission After Bar or Disqualification

### Academic Trouble

The Registrar's Office and your college will contact you if you are placed on academic probation. You should immediately make an appointment to see a college adviser for advice on how to return to good academic standing.

#### Academic Probation

You are placed on academic probation when you are not passing enough courses with grades at the level of C or better. In placing you on academic probation, the college is warning you that your current level of academic performance could put you in danger of disqualification from the university. While you are on academic probation, you remain eligible for most financial aid (unless you are later barred or disqualified). The fact that you are on academic probation is not permanently entered on your academic record. However, that information is recorded on your unofficial transcript and would be indicated on any official transcript that is issued while you are on academic probation.

Academic probation is a serious call for you to take a careful look at your workload, study habits, choice of program of study, priorities, and motivation. The strategies for improving your academic standing differ depending upon the causes of your academic difficulty and whether the difficulty is a short-term problem in one term or whether it arises from a longer term pattern. Getting good advice from academic counselors will help you get back on the road to good academic standing. However, failure to actively address the problem may lead to a further decline in your academic standing to the point where you become subject to disqualification from the university.

#### Academic Disqualification and Barred Enrollment

If your academic standing declines to the point where you are subject to disqualification, your college will review your case and decide to take one of the following actions:

- to bar your enrollment for a specified period of time with conditions on your readmission;
- to disqualify you indefinitely from further enrollment in the university;
- to waive your barred enrollment or disqualification for a term, based upon indications that you may be able to improve your academic standing. In this case, your status is called "Academic Probation — Subject to Disqualification."

Students who are given "Academic Probation — Subject to Disqualification" status may still enroll in classes, live in university housing, and remain eligible for most types of financial aid.

If you are barred or disqualified, that fact is entered on your permanent academic record. Your financial aid is cancelled, and you cannot continue to live in university housing. You are not eligible to audit or attend classes during the regular academic year. You may not receive a degree while you are on barred or disqualified status.

#### Appealing Disqualification or Barred Enrollment

If you are subject to barred enrollment or disqualification, your college will notify you of the decision of the academic standing review committee regarding your status as soon as possible after the end of the term. The letter informing you of this decision will specify the time frame within which an appeal will be considered. If there is information relevant to determining your academic standing which you believe the academic standing review committee was not able to take into account, you may provide that evidence in a written appeal to your college provost. Students who appeal will receive written notification of the college's decision. If you do not appeal by the appeal deadline, the decision of the review committee will take effect immediately.

#### Readmission After Bar or Disqualification

If your college bars your enrollment for a fixed period, it may also stipulate certain conditions on your readmission to UCSC. For example, students who are subject to disqualification at the end of their first year may be barred for one full year. In addition, the college may require the student to complete the equivalent of a year's course work at another institution (for example, a community college) with a certain GPA before the student can be readmitted to UCSC. In other cases, the readmission condition might not require additional course work but would require a change of major or for personal or medical issues to be addressed (courses taken outside of UCSC will not be used to improve your UCSC GPA).

Readmission after indefinite disqualification is more difficult. Generally students are indefinitely disqualified only after they have fallen into very serious academic difficulty. Readmission is approved for disqualified students only when there is reason to think that they have addressed the sources of their original academic difficulty and then only after more than one year has elapsed since their disqualification.

In either case, you must make formal application to UCSC for readmission, observing the deadlines stated in the Academic and Administrative Calendar. Any conditions for readmission should be addressed in your application. See the section on [Readmission](#), on page 89.

## 4. Measuring Academic Progress

### Final Examinations

- Closed Week
- Examination Retention
- Religious Observance
- Accommodations for Disability

### Final Examinations

Final examinations are given during the exam week period at the time announced in the *Schedule of Classes*, usually in the same room used for class meetings during the quarter. Final examinations are required in all undergraduate courses unless the department or other agency sponsoring the course has obtained permission from the Committee on Educational Policy to evaluate students in another manner. No change in the time or date of a final examination may occur unless the course sponsoring agency has obtained the approval of the Committee on Educational Policy. When finals are administered, they must be completed at the scheduled exam time and may not require more than the scheduled three-hour time block. If a take-home examination is not assigned until the week designated for final exams, it cannot require more than three hours to complete.

Many students prefer enrolling in courses so as to avoid more than two final examinations on the same day. Instructors may bar students from taking the examination if they arrive late. If a student misses an examination due to an unavoidable emergency, the instructor may agree to give an Incomplete and schedule a makeup examination provided that the student's work is passing up to that point. Travel plans for vacation are not an emergency, and should not be made without checking the final examination schedule. When a final examination is one of the regular requirements in a course, no one taking the course may be individually exempted from it.

#### Closed Week

No examinations or tests other than laboratory exams or individual makeup exams may be given during the last week of instruction.

#### Examination Retention

An instructor may release to individual students the original final examinations (or copies). Otherwise, the instructor will retain final examination materials at least until the end of the next regular term. During that time students will be allowed to review their examinations.

#### Religious Observance

Given the diversity of religious practice within the campus community, academic and administrative units are encouraged to make reasonable accommodation when the schedule of a required campus event conflicts with an individual's religious creed. It is the official policy of the University of California, Santa Cruz, to accommodate, without penalty, requests for alternate examination times in cases where the scheduled time for the examination violates a student's religious creed.

Requests for accommodation for religious observance must be made directly to the faculty member in charge of the course within the first two weeks of the term or as soon as possible after an examination date is announced. Instructors are expected to make reasonable accommodation for such requests. Students who are unable to reach a satisfactory arrangement with an instructor should consult the head of the unit sponsoring the course or the campus ombudsman.

#### Accommodations for Disability

Students with registered disabilities that require examination modifications will be accommodated in compliance with state and federal laws. Reasonable accommodations will be made based on recommendations from the Disability Resource Center.