

## 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, NP, or W, but they are not required to do so, and the evaluation 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 MyUCSC.

### 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 64 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 64).

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.