

Grading System

California University uses the following grading system for all courses:

<u>Grade</u>	<u>Quality Points per Credit</u>	<u>Interpretation</u>
A	4	Superior Attainment
A-	3.67	
B+	3.33	
B	3	Above Average
B-	2.67	
C+	2.33	
C	2	Average
C-	1.67	
D	1	Below Average
F	0	Failure
AU	Not calculated	Audit
I	Not calculated	Incomplete
IF	0	Incomplete Failure
P	Not calculated	Passing
W	Not calculated	Official Withdrawal
WX	Not calculated	Administrative Withdrawal
UW	Not calculated	Unofficial Withdrawal

Quality Point or Grade Point Average

To calculate a quality point average (QPA) or grade point average (GPA), divide the total number of quality points earned in regular courses at this University by the total number of graded credit hours (QHR). In computing the QPA, the following courses and credits are not included: courses and credits transferred from other institutions, advanced placement courses, courses passed by examination, courses in which a P grade was assigned, CLEP credits, credits granted for military service, or other credits earned through Prior Learning Assessment (PLA). If a student repeats a course, only the repeat grade is counted. Although developmental courses do not count towards graduation, the credits earned in them are used in determining a student's QPA.

Appealing a Grade or Other Academic Decisions

University decisions are based upon applicable policies, rational procedures, and sound decision-making principles. Concerning a student's grade, it must be understood that it is not the policy of the administration to change a properly assigned grade - i.e., one based upon recorded grades for quizzes, exams, assignments, projects, and other grade criteria as indicated on the course syllabus or outline. However, when a student alleges violations of sound academic grading procedures, the University administration and faculty mutually support a student appeal procedure that gives both the student and the faculty member a fair process to substantiate and/or refute those allegations.

In appealing a grade, a student should first contact the faculty member who issued that grade to discuss the reason for the grade. If the student is not satisfied with the faculty member's explanation, the student should then contact the faculty member's department chairperson. This contact must be in writing and must be filed with the chairperson within thirty working days after the beginning of the fall or spring semester following the term in which the grade in question was given. The chairperson shall notify in writing the student and faculty member of his/her findings and decision within 15 working days of his/her receipt of the appeal from the student.

If accord is not reached through the chairperson, the student may then appeal to

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Office of
250 Unive
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Phone: 1-
or 724-938
Fax: 724-9

www.cup
E-mail: in

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Phone: 72

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the college dean. Such appeal must be in writing and must be filed with the dean within 15 working days from the date of the final written determination of the chairperson. The dean shall notify in writing the student and faculty member of his/her findings and decision within 15 working days of his/her receipt of the appeal from the student. The final source of appeal is the Provost. This final step should be taken only if there is no possibility for resolution at an earlier stage, and only if the student is convinced that arbitrary and/or capricious standards were applied. The appeal to the Provost must be in writing and must be filed with the Provost within 15 working days from the date of the final written determination of the dean. The Provost shall review the matter and take action as necessary to provide equity in the situation.

In the case of other academic decisions, the student should follow the same appeal procedure insofar as possible. In matters relating to student conduct and discipline, the Vice President for Student Development has authority to review student appeals. In matters relating to financial aid, see the section on Financial Aid in this catalog; in matters relating to teacher certification, see the relevant section in this catalog; and in matters relating to transfer credits, contact the Articulation and Transfer Office as the first point of contact, and follow the same appeal procedure as listed above.

Cheating and Plagiarism: Academic Integrity

Truth and honesty are necessary prerequisites for all education, and students who attempt to improve their grades or class standing through any form of academic dishonesty may be penalized by disciplinary action ranging from a verbal reprimand to a failing grade in the course or dismissal from the University. If the situation appears to merit a severe penalty, the professor will refer the matter to the appropriate dean or to the Provost. The student may appeal the penalty as outlined above with the Academic Integrity Committee hearing appeals above the level of Dean.

Class Attendance

Regular class attendance is a prerequisite to successful class performance. University policy permits class absence for cause but places an obligation for successful completion of course work on the student. There is no single, University-wide policy on class attendance or on cuts; but professors may establish their particular policies on absences, assess reasonable penalties if students do not observe these policies, and treat unexplained absences as unexcused absences. The student must, in all cases, arrange to make up examinations or other work missed because of absence, according to terms and a schedule agreeable to the professors.

It is the student's responsibility to inform professors of the cause of any absence possible, in advance. Students should notify the Dean of Students of lengthy absences due to illness or other causes, and appropriate documentation is required in such cases. The Dean will in turn notify the professors concerned. Requests for absence due to official University activities, such as field trips or athletic contests, must be made to the appropriate University official.

The Health Center does not issue medical excuses. Under certain circumstances, the Health Center will notify professors about students' absences (or other failures to fulfill academic obligations) due to medical conditions; on the basis of this notification, individual professors in turn will determine whether or not to excuse the absences.

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