

Guidelines Regarding the Assignment of Course Grades of “W”, “U”, “I” and “CR/NC”

At CSUN, a student must enroll in a course either for a letter grade or for credit/no credit. Even through the campus “Change of Program” form (add/drop sheet) shows the possibility of taking a class for “audit”, students are not permitted to audit courses (officially or unofficially) at this time.

If a student enrolls in an undergraduate course for a letter grade, the instructor must assign one of the following at the end of the semester: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F+, F, U, I.

If a student enrolls in an undergraduate course for credit/no credit, the instructor must assign “CR” if the student performed work equivalent to “C” or better (not “C-”), “NC” for all other cases. Students majoring in engineering, computer science, computer engineering or information systems cannot take courses required by those undergraduate programs for CR/NC. Students can **not** take G.E. courses for CR/NC unless their G.E. catalog year is prior to 2000 in which case they may take one G.E. course each semester for CR/NC. Neither CR or NC impacts a student’s GPA. If a student receives a NC it means they did not complete a sufficient number of course’s requirements to pass the course but a “NC” is not the same as a “F”; receiving a “NC” is really the closest CSUN gets to the concept of course auditing.

A grade of “W” (authorized withdrawal) may be assigned to a student **only** by Admissions and Records. If an instructor has signed a drop form for a student but the student appears on the grade report sheet without a pre-assigned “W” by Admissions and Records, then the instructor must provide an appropriate course grade as if the student had not dropped the course.

A grade of “U” (unauthorized withdrawal) should be assigned to a student at the end of the semester if the instructor feels they have insufficient information to determine a student’s letter grade. Within computer science, a grade of “U” is normally assigned to students who do not show up to take the final exam for a course. A grade of “U” is view by Admissions and Records as equivalent to an “F”. If a student has performed an unauthorized withdrawal for a course taken for CR/NC, the instructor should assign “NC” (not “U”).

A grade of “I” (incomplete) should be assigned to a student only if the student has requested an incomplete, the student has compelling reasons for requesting an incomplete, the student has performed passing work for at least half of the semester, and an incomplete form has been completed and signed by both the student and the instructor. If the missing work that led to an incomplete is not concluded within the next two semesters after the assignment of an incomplete, the incomplete will automatically turn into a “F”. Instructors need to submit copies of all incomplete request forms with their semester grade sheets.