Withdrawal Grade – W
The symbol “W” indicates that you were permitted to drop a course after the first 10 class days of the semester because of a verified serious and compelling reason, and you have obtained the signature of the instructor and the approval of the dean or designee of the college in which the class is located.

Dropping a class is not permitted after 6 p.m. on the 10th class day of the semester, except in cases such as accident or serious illness where the cause of dropping the class is due to circumstances clearly beyond your control, and the assignment of an incomplete is not practicable. All such requests must be accompanied by appropriate verification. Ordinarily, withdrawals in this category will involve total withdrawal from the university, except that credit, or an Incomplete, may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Requests to withdraw under such circumstances must be signed by each instructor, who indicates your grade status in the class, and approved by the dean or designee of the college of your major.

After the last day of the semester, if you wish to change assigned grades to W grades you must request to withdraw from the full semester’s work; no requests for individual classes will be accepted. Such requests may be granted only in verified cases such as accident or serious illness where the cause for substandard performance was due to circumstances clearly beyond your control. Only those retroactive changes from an assigned grade to a W which are approved by the instructor who assigned the original grade will be considered. Incomplete grades to W grades you must request to withdraw from the full 12th class day of instruction. If you are enrolled for credit, you may not change to audit after 6 p.m. on the 12th class day of instruction.

Auditing – AU
Enrollment as an auditor is subject to permission of the instructor, provided that enrollment in a course as an auditor shall be permitted only after students otherwise eligible to enroll on a credit basis have had an opportunity to do so. Auditors are subject to the same fee structure as credit students and regular class attendance is expected. Failure to meet required class attendance may result in an administrative drop of the course. Units taken for audit are not used in the calculation of enrollment status. To enroll as an auditor, obtain the Change to Audit Grade form from the Office of the Registrar. Obtain instructor approval and return the completed form by 6 p.m. on or before the 12th class day of instruction to the Office of the Registrar. Once enrolled as an auditor, you may not change to credit status unless such a change is requested by 6 p.m. prior to the end of the 12th class day of instruction. If you are enrolled for credit, you may not change to audit after 6 p.m. on the 12th class day of instruction.

Credit/No Credit – Cr/NC
Students may not take course listed on their program of study for Cr/NC grade unless the course is specifically designated as credit/no credit only.

The symbol “Cr” is used to report the satisfactory completion of courses 797, 798, 799A, and certain 500-600-700- and 800-numbered courses specifically designated in this bulletin and the Class Schedule. Failure to complete satisfactorily such courses will result in the assignment of “NC.” No other 600, 700-, or 800-numbered courses may be taken for credit/no credit. No 500-numbered courses graded credit/no credit, except those offered only for credit/no credit, are acceptable on an advanced degree program.

A grade of “Credit” in graduate level courses is awarded for work equivalent to all grades that earn 3.0 or more grade points (A through B). “No Credit” is awarded for work equivalent to all grades which earn less than 3.0 grade points (B– through F).

Some specified sections of graduate level topics courses may be offered for credit/no credit provided the following statement is included in the course description in the Graduate Bulletin: “Specified sections of this course may be offered for credit/no credit. Refer to the Class Schedule.”

Incomplete Authorized Grade – I
The symbol I (incomplete authorized) indicates that a portion of the student’s work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. It is your responsibility to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. The conditions for removal of the Incomplete shall be reduced to writing by the instructor and given to you with a copy placed on file with the department chair until the Incomplete is removed or the time limit for removal has passed. A final grade is assigned when the work agreed upon has been completed and evaluated. An Incomplete shall not be assigned when the only way you could make up the work would be to attend a major portion of the class when it is next offered. Contract forms for Incomplete grades are available at department offices or the Office of the Registrar Web site at http://www.sdsu.edu/registrar.

Failure to complete the assigned work within one calendar year will result in an Incomplete being converted to an “IC” symbol, which would replace the “I” in the student’s record at the end of the calendar year deadline. An Incomplete may not be removed by reenrollment in the course.

Candidates for graduation whose record carries a grade of Incomplete will be graduated provided they are otherwise eligible for graduation. However, the Incomplete cannot be made up after the degree has been granted, and it will be counted as an “F” for grade point purposes at the time of graduation. If students do not wish to be graduated with the grade of Incomplete on their record, they must officially cancel their application for graduation.