



CALIFORNIA STATE UNIVERSITY, SACRAMENTO  
ELECTRICAL AND ELECTRONIC ENGINEERING DEPARTMENT

**POLICY AND PROCEDURE FOR  
LETTER GRADE IN SPECIAL PROBLEMS (199 & 299) COURSES**

Purpose

The purpose of this policy and procedure is to define the conditions under which letter grades (A, B, C, D, F) may be assigned in Special Problems (199, 299) courses offered by the School of Engineering and Computer Science, in order to provide fairness and uniformity within the School

Policy

It is the policy of the School of Engineering and Computer Science that the normal grading for Special Problems (199, 299) courses shall be CR.NC. Letter grades (A, B, C, D, F) shall only be given when it is possible to evaluate precisely the work done. Such courses are not to be used to raise the grade point average (GPA) of students experiencing academic difficulties.

The only students allowed to take Special Problems courses for letter grades are:

- (1) Graduate students with an overall GPA greater than 3.0;
- (2) Undergraduate students with an overall GPA greater than 2.7.

Procedure

1. To receive a letter grade for a Special Problems course, a student must specifically request such grading on the "Special Problems Petition" prior to enrolling in the course.
2. The faculty member who is sponsoring the course must sign the petition and attach a statement justifying the need and basis for assigning a letter grade.
3. The petition must be signed by the Chair of the Department that administers the course, after verifying the student's GPA and evaluating the sponsor's justification.
4. The sponsoring faculty member, upon assigning a letter grade, will document the basis on which the evaluation was made.