

Academic Regulations

Academic Regulations

California State University, Fresno is authorized to grant the Bachelor of Arts, Bachelor of Science, Master of Arts, Master of Science, Master of Business Administration, Master of Fine Arts, Master of Physical Therapy, Master of Public Administration, Master of Public Health, and Master of Social Work degrees. California State University, Fresno, in partnership with the University of California, Davis, also offers a Doctorate in Educational Leadership (Ed.D.) See *Kremen School of Education and Human Development* for public school credentials for which the university is authorized to recommend candidates.

Definition of Key Terms

Academic Advisement Report. The Academic Advisement Report is a tool to assist in the advising process. Advisers can request Academic Advisement Reports online. The Academic Advisement Report shows the student's progress in a chosen degree program, using courses taken at California State University, Fresno and transfer institutions. The report displays how courses apply toward the student's declared major, General Education, and degree requirements, and displays a list of approved courses for each requirement to be completed.

Additional Requirements. Courses from one or more departments or programs that are required in support of the major. Such courses are not included in the minimum 2.0 grade point average required in the major for graduation and may be waived or substituted at the discretion of the major department or program. Additional requirements normally may be applied toward a minor. Additional requirements may also be applied toward General Education unless specifically prohibited by the major department.

Certificate. A set of interdisciplinary courses comprised of a minimum of 12 units focusing on a special area of study. Students are not required to be matriculated or be undergraduates. Certificates are awarded upon completion of the program regardless of catalog year or degree status. The university awards three types of certificates. They include the Certificate of Completion, the Certificate



of Special Study, and the Certificate of Advanced Study. See page 86 for more information. Consult the index for a complete list of certificates available.

Certificate of Advanced Study. A certificate program of special study at the postbaccalaureate level.

Concentration. A specialized area of study within a major. The concentration does not appear on the diploma. Concentrations may or may not appear within majors that have also approved formal options. The term concentration is often used interchangeably with the terms emphasis, specialization, or track.

Concurrent Enrollment. The term *concurrent enrollment* is used to describe several different types of enrollment:

1. **Open University Enrollment.** Non-matriculated students may enroll in regular California State University, Fresno classes through the Continuing and Global Education. (See *Extended Education*.)
2. **Concurrent Enrollment at Other CSU Campuses.** CSU students may attend two CSU campuses simultaneously. This type of enrollment is not often used by California State University, Fresno students because of the distance to other CSU campuses. (See the registrar for details.)
3. **Concurrent Enrollment at a Non-CSU College or University.** While enrolled

at California State University, Fresno, students may enroll for additional courses at another institution outside the CSU system. The courseload in the combined enrollment program may not exceed the maximum unit load restrictions for California State University, Fresno. The completed form must be filed by the end of the first week of instruction at the Admissions and Records Office, North Lobby, Joyal Administration Building.

See also *Intrasystem and Intrasystem Enrollment Programs*, page 81.

Core. A common set of courses within a major or minor that all students are required to complete.

Double-Counting. Allowing one course to fulfill two separate requirements concurrently; e.g., allowing one course to fulfill both a major requirement and the upper-division writing skills requirement, or allowing one course to fulfill both a major requirement and General Education requirement.

Electives. Courses/units a student selects to complete the total unit requirement for the baccalaureate degree and/or to complete requirements for the major.

Grade Point Average (GPA). The grade point average is a measure of academic scholarship and performance which is computed by dividing units registered into grade points earned. Three separate GPAs are computed:

1. Cumulative GPA for all baccalaureate or postbaccalaureate units by degree objective
2. Cumulative GPA for total California State University, Fresno units
3. GPA for that semester only

A minimum of a *C* average (2.0 GPA) for units in the major, all California State University, Fresno units, and total units is required for a baccalaureate degree. (See *Grade Symbols and Grade Points, Degree Requirements*.) Master's degree students have a higher minimum GPA requirement. (See *Graduate Studies — Advancement to Candidacy, Grade Requirements*.)

Major. Set of required courses from one or more departments designed to provide students with the knowledge, skills, and experiences necessary to pursue a specific career and/or advanced study. A student must earn a 2.0 grade point average in all courses required for the major, except "additional requirements," in order to graduate. Some majors are subject to more stringent grading requirements. (Minimum Title 5 requirements: *B.A.* — 24 units of which 12 must be upper division exclusive of General Education; *B.S.* — 36 units of which 18 must be upper division exclusive of General Education.)

Minor. In addition to academic majors, the university offers a number of minors. These minors are sets of courses, totaling a minimum of 12 semester units, including a minimum of 6 upper-division residence units. Minors must be completed with a minimum GPA of 2.0. Minors offered by academic departments and programs are listed on page 88 of this catalog. Detailed descriptions are found in the listings of the particular departments and programs. Courses in the minor may not also count toward a student's major except as Additional Requirements to that major. However, courses fulfilling requirements for a minor usually may be counted toward General Education. Refer to the description of the specific minor for exceptions.

A student may earn two minors provided that the requirements above are met for each and that at least 12 units in each of the two minors are distinct and include at least 6 upper-division units in residence.

Option. Set of required courses within a major in addition to the major core

courses that emphasizes one important aspect of that school, department, or program.

Prerequisite Requirements. Prerequisite courses must be completed prior to enrollment in the listed course; corequisite courses must be completed prior to or concurrently with the listed course. Students who do not meet these requirements may be disenrolled by the instructor or by the university.

Recommended Courses. Courses that the department faculty believe would be beneficial for a student to take but are not mandated or required as part of the major.

Units. A credit or semester unit represents one hour of class work per week for one semester. It is assumed that two hours of preparation are required for each hour in class. Three hours of laboratory per week are the equivalent of one unit. In a limited number of courses two hours of laboratory per week are the equivalent of one unit. Also, two hours of activity or studio (art, dance, music, physical education) are normally equivalent to one unit of credit. One quarter unit of credit is equivalent to two-thirds of a semester unit.

Units attempted and units earned are terms that appear on the student's transcript and evaluation. Units attempted is the column used for GPA calculation. The units earned column is used to determine units completed toward the total unit requirement for the degree.

Choice of Catalog

Election of Regulations. An undergraduate student or postbaccalaureate student pursuing a second bachelor's degree or second major must fulfill degree requirements from one catalog, not the most favorable requirements from two or more catalogs. As long as a student maintains "continuous attendance,"* he or she may elect, for purposes of fulfilling graduation requirements, one of the following:

1. The catalog in effect at the time a student enters a California community college or a campus of the California State University system.
2. The catalog in effect at the time a student enters California State University, Fresno.

3. The catalog in effect at the time the student applies to graduate from California State University, Fresno.

Continuous attendance is defined as being officially enrolled at least one semester or two quarters during a calendar year. Students must demonstrate progress toward fulfillment of degree requirements to maintain registration eligibility as a continuing student. Students who enroll and withdraw from courses for two or more consecutive semesters may not be eligible for registration as a continuing student.

Once a student establishes catalog rights in the CSU or California Community College system, he or she may attend any accredited college or university for no more than two years and maintain catalog rights. A planned educational leave maintains a student's continuous attendance status. (See *Planned Educational Leave of Absence*.)

Any break in attendance of one calendar year or longer ends a student's continuous attendance status. This results in the loss of catalog rights to all catalog choices prior to the break in attendance. It should be noted that enrollment in Summer Session, Open University, and extension and correspondence courses does not establish catalog rights nor contribute toward continuous attendance to maintain catalog rights. A loss of catalog rights could result in one or more additional semesters to meet new catalog requirements especially in the major and/or General Education. Once a student graduates, however, all rights to the original catalog are terminated.

Graduate (master's) students fulfill requirements based on an approved advancement to candidacy petition. These requirements are based on departmental and university requirements as published in the current catalog at the time of advancement. Continuous enrollment is likewise defined differently for master's students. (See *Graduate Studies*.)

Transcript Evaluation

Undergraduate transfer students are generally evaluated under the degree requirements listed in the *General Catalog* at the time they enter California State University, Fresno.

*A student may not begin "continuous attendance" while still enrolled in high school.

Academic Regulations

During the first semester of enrollment, transfer students should receive a copy of a computerized evaluation (Academic Advising Report) detailing how prior coursework has transferred into the university and indicating remaining degree requirements. It is recommended that students request an updated Academic Advising Report from their major department at least once a year for review with their academic adviser. A degree evaluation is completed during the semester a student files for graduation. (See *Graduation and Commencement*.) Students should keep their personal copy current.

All transcripts submitted in support of an application for admission become the property of the Records Office and are not returnable. Students are encouraged to obtain duplicate copies of their records from high school and prior college attendance for their personal file.

Grade Symbols and Grade Points

A — Excellent. Performance of the student has demonstrated the highest level of competence, showing sustained superiority in meeting all stated course objectives and responsibilities, and exhibiting a very high degree of intellectual initiative. (4 grade points per unit.)

B — Very Good.¹ Performance of the student has demonstrated a high level of competence, showing sustained superiority in meeting all stated course objectives and responsibilities and exhibiting a high degree of intellectual initiative. (3 grade points per unit.)

C — Satisfactory.² Performance of the student has demonstrated a satisfactory level of competence, showing an adequate level of understanding of course objectives, responsibilities, and comprehension of course content. (2 grade points per unit.)

D — Unsatisfactory.^{2,3} Performance of the student has been unsatisfactory, showing inadequacy in meeting basic course objectives, responsibilities, and comprehension of course content. (1 grade point per unit.)

F — Failure. Fails to meet course objectives. Work at this level does not meet requirements for credit toward a degree. (0 grade points per unit.)

WU — Failure — Withdrawal Unauthorized.⁴ The symbol *WU* indicates

that an enrolled student did not complete course requirements and did not properly withdraw from the course. It is assigned when, in the opinion of the instructor, completed assignments or course activities, or both were insufficient to make normal evaluation of academic performance possible. (0 grade points per unit.)

CR — Credit for units allowed, work of *A*, *B*, or *C* quality in undergraduate courses and *A* or *B* quality in 200-level courses. (0 grade points per unit; units allowed for the degree.)

NC — No credit for units registered for, work of *D* or *F* quality in undergraduate courses and *C*, *D*, or *F* quality in 200-level courses. Replaces *I* grade in courses where *CR/NC* grading is used if required work is not completed within required time. (0 grade points per unit; no units allowed.)

W — Withdrawal after the fourth week of instruction. (Not used in grade point calculation.)

I — Incomplete Authorized. Required coursework has not been completed and evaluated yet. (Not used in grade point calculation.) See *Incomplete Grade — Explanation*, page 75.

IC — Incomplete Charged. Student who received an authorized Incomplete (*I*) has not completed the required coursework within the allowed time limit (0 grade points per unit).

RD — Report delayed. Grade must be cleared before a degree is awarded. (Not used in grade point calculation.)

RP — Report in Progress. Continuing work in progress. (No units allowed and not included in grade point calculation until grade is assigned.)

AU — Audit. Grade indicates student's status as auditor and does not earn degree credit.

Explanation of Grades

Audit Status (AU). Persons wishing to attend classes without matriculating or receiving college credit may register as auditors. Auditors register during the first week of instruction. Students enrolled in audit status only may not transfer to credit status without completing admission procedures. This must be done within the first two weeks of instruction.

Matriculated students may audit courses in addition to those in which they are registered for credit.

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. Regular class attendance is expected and the student may be required to participate in any or all classroom activities at the discretion of the instructor. An audited course is not listed on the student's permanent record if the requirements for auditing the class are not met. A student who is enrolled for credit may not change to audit after the fourth week of instruction.

Credit for courses audited will not subsequently be granted on the basis of the audit. (See the current *Class Schedule*.)

Credit/No Credit Grading (CR/NC). The credit/no credit grading policy at California State University, Fresno is designed to encourage academic exploration outside the major field of study. The policy also recognizes that in certain types of courses, student performance is best evaluated in terms of credit/no credit grading rather than through the traditional letter grades.

Neither the *CR* nor *NC* grade is included in the calculation of the grade point average. The grade of *CR* is assigned if the student's work is judged to be equivalent to an *A*, *B*, or *C* grade as applicable to regular enrollment in an undergraduate course or equivalent to an *A* or *B* grade in a 200-level course.

¹ Master's degree candidates are reminded that a *B* (3.0) average is required in the master's degree program and for all courses (related and unrelated; lower division, upper division, and graduate) taken concurrently with the master's degree program.

² Undergraduate students are reminded that a *C* (2.0) average is required for all college coursework completed, all courses taken at California State University, Fresno, and all courses in the major in order to graduate with a baccalaureate degree. Some majors are subject to more stringent grading requirements.

³ Master's degree candidates are reminded that a *D* is not accepted toward any master's degree program.

⁴ A *WU* is assigned only for courses graded *A* through *F*. The course can be repeated and the new grade may be substituted for the *WU* by petition, except for master's degree students. (See *Repeating Courses*.)

The *NC* grade is assigned if the student's work is not equivalent to these standards:

1. General conditions and limitations.

Some courses are not available for *CR/NC* grading (see individual course description), while others are designated as available for *CR/NC* grading only. All other courses are available for *CR/NC* grading; however, a student may not enroll in more than 6 units of *CR/NC* graded coursework per semester. The decision to enroll for *CR/NC* grading must be made prior to the end of the fourth week of instruction and the decision must be recorded by the student at the Admissions and Records Office or by using the Web registration system.

2. Undergraduate Students. A student may not elect *CR/NC* graded coursework to satisfy requirements for the major unless the courses have been designated *CR/NC* only. A maximum of 24 semester units at California State University, Fresno of *CR/NC* evaluated credit, including all coursework taken *CR/NC* only, may be applied toward the degree.

3. Graduate Students. Credit for coursework earned through *CR/NC* in fall 1978 and in subsequent semesters may not be applied toward the master's degree unless the course has been designated as available for *CR/NC* only by the Graduate Committee. A maximum of 6 units of *CR/NC* only credit may be applied to a 30-unit master's degree program and a maximum of 12 units of *CR/NC* only credit may be applied to a 60-unit program.

See the current *Class Schedule* for further information.

Incomplete (I). The symbol *I* (Incomplete Authorized) indicates that a portion of required coursework 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. Such reasons must meet the criteria of serious and compelling and occur late in the semester. The grade of *I* is only appropriate when the student requesting it has completed a minimum of two-thirds of the work for the course with a passing grade. The instructor of record retains the right to decide whether or not an *I* grade is appropriate. It is the responsibility of the student to bring pertinent information to the attention of the instructor

and to determine from the instructor the remaining course requirements that must be satisfied to remove the incomplete.

The faculty member should complete an incomplete grade form detailing the work that needs to be completed and provide the student with a copy. A final grade is assigned when the work agreed upon has been completed and evaluated. Students may not enroll in a course for which they have an *I* grade. It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the incomplete. The faculty member should complete an incomplete grade form detailing the work that needs to be completed and provide the student with a copy. A final grade is assigned when the work agreed upon has been completed and evaluated. Students may not enroll in a course for which they have an *I* grade.

Normally it is expected that the student will make up an *I* grade during the next semester; however, it must be made up within one calendar year immediately following the last day of the semester/session during which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment.

Failure to complete the assigned work will result in the *I* being counted as an *IC*, or failing grade for grade point average computation. An *I* grade not made up within one calendar year after the grade has been recorded is changed to an *IC* (or an *NC* if *CR/NC* grading was approved).

Incomplete grades must be cleared before a degree is awarded. In the absence of the instructor who has assigned the incomplete, a student seeking to make up this grade should consult the department chair.

A short-term extension of time may be granted with justification by contacting the Office of the Registrar prior to the last day of the second semester/session.

Report in Progress (RP). The *RP* symbol is used in connection with courses that extend beyond one academic term. It indicates that work in progress has been evaluated as satisfactory to date but that assignment of a final grade must await completion of additional work. The *RP*

may be used only in courses designated on the approved *RP* grade course list published by the Office of the Provost and Vice President for Academic Affairs. Cumulative enrollment in units attempted may not exceed the total number applicable to the student's educational objective.

While completing work on an *RP* or an *I*, graduate students not enrolled in regular session coursework for a letter grade are required to maintain continuous enrollment at California State University, Fresno. This may be accomplished through enrollment in "0" unit GS Continuation. Exception: Graduate students enrolled in Project 298 or Thesis 299 receive an *RP* at the end of the first semester of enrollment and are advised to complete work on the culminating experience during four additional semesters, subject to the five-year overall time limit for completion of all master's degree requirements. In addition, if an *RP* in 298/299 is not replaced by a final grade within two years as recommended, the student's major department may require him or her to reregister for the course. (See *Graduate Studies*.)

Withdrawal Unauthorized (WU). The symbol *WU* indicates that an enrolled student did not complete course requirements and did not properly withdraw from the course. It is used when, in the opinion of the instructor, completed assignments or course activities, or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average computation this symbol is equivalent to an *F*. The *WU* will not revert to any other grade.

Withdrawal (W). The *W* symbol indicates that the student was permitted to drop the course after the fourth week of instruction for serious and compelling reasons with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in calculating grade point average.

Grading Policies and Practices

Grading. Students are expected to complete all requirements for a class by the end of the semester unless an incomplete is permitted by the instructor in accordance with university policy. Students shall not

Academic Regulations

be assigned additional work or be allowed to revise previous assignments in order to improve a final grade.

College Syllabus and Record Keeping.

All faculty members shall provide students at the beginning of each semester a syllabus or outline stating course goals and objectives including grading methodology, types and number of projects, written assignments, tests, experiments, etc.

Dean's List and President's List. Students enrolled in at least 12 units during a term, earning no grade lower than a C, and earning at least a 3.5 grade point average (GPA) for the term are placed on the Dean's List for that term and a note is added to their transcript. Students meeting these requirements and having a 4.0 GPA for the term are placed on the President's List.

Grade Substitution by Repetition of Courses.

An undergraduate student may repeat an undergraduate course at California State University, Fresno. If the original grade was *D*, *F*, *WU*, or *IC*, and the subsequent grade is the same or higher, the new grade will be substituted for the original grade. Only the substituted grade will be used in determining the student's grade point average. Grade substitution can be made only once for each course. If the original grade was *C*, *CR*, or better, the course cannot be repeated for grade substitution.

A course in which a grade of *NC* was earned may be repeated but since the *NC* grade does not affect the grade point average, no substitution is necessary.

To substitute a grade, the student must file a Grade Substitution Petition form with the Admissions, Records, and Evaluations Office public service windows in the Joyal Administration Building by the last day of the semester/term in which the course is being repeated.

A course attempted at another institution may be repeated by enrolling in a regular California State University, Fresno course determined by the Evaluations Office to be equivalent. A course for which grade substitution has been granted at another institution may not be repeated for grade substitution at California State University, Fresno. *In addition, a course taken at California State University, Fresno may not be repeated for grade substitution at another institution.*

Postbaccalaureate students pursuing (1) a second baccalaureate degree, (2) a second undergraduate major, (3) a teaching credential, or (4) no specific objective, are also free to repeat a course and request grade substitution on the same basis as undergraduates provided the original course was completed when the student had postbaccalaureate standing.

Postbaccalaureate students pursuing a doctoral degree, master's degree, or certificate of advanced study may, with approval of an adviser, repeat a course for academic credit, regardless of what grade was originally earned in the course. However, the student is not eligible to petition for grade substitution. All course work taken, beginning with the first term of the student's doctoral or master's degree program is used in determining the student's grade point average and graduation eligibility.

For further information, see the *Class Schedule* or contact the Admissions, Records, and Evaluations Office located in the North Lobby, Joyal Administration Building.

Academic Renewal. Under certain circumstances, the university may disregard up to two semesters (three quarters) of previous undergraduate coursework taken at California State University, Fresno or at any other college from all considerations associated with requirements for the baccalaureate degree. When such action is approved, the student's permanent academic record is marked to indicate that *no* work taken during the disregarded term(s), even if satisfactory, may apply toward baccalaureate requirements. However, all work must remain legible on the record ensuring a true and complete academic history.

In order to qualify for renewal, **all** of the following conditions must be met:

1. Five years must have elapsed since the most recent work to be disregarded was completed.
2. It must be evident that the poor level of work represented by the term(s) under consideration is not representative (see No. 3) of the student's usual academic performance and was due to extenuating circumstances.

3. The student must have completed the following in residence at California State University, Fresno since the most recent work to be disregarded was completed:

- a. 15 semester units with at least a 3.0 GPA or
 - b. 30 semester units with at least a 2.5 GPA or
 - c. 45 semester units with a 2.0 GPA
- Work completed at another institution cannot be used to satisfy this request.

4. It must be evident that it would be necessary for the student to complete one or more additional terms in order to qualify for the baccalaureate degree if the request were not approved, i.e., that the student would have less than a 2.0 grade point average in one or more of the following:

- a. Cumulative collegiate coursework
 - b. All California State University, Fresno coursework
 - c. Coursework required for the major
5. This policy may not be used in concert with any other academic forgiveness policy impacting particular academic term(s).

For further information or to apply for academic renewal, contact the Evaluations Office, 559.278.4076.

Planned Educational Leave of Absence.

A planned educational leave of absence is defined as a planned interruption or pause in a student's regular education during which the student temporarily ceases formal studies at California State University, Fresno, while pursuing other activities that may assist in clarifying the student's educational goals. The intent of the policy is to make it possible for a student to suspend his or her academic work and later resume studies with a minimum of procedural difficulty. A student who is approved for a planned leave will be considered a continuing California State University, Fresno student.

A student with an undergraduate degree objective may enroll for classes at the end of an approved leave without reapplying for admission and may continue at California State University, Fresno without changing graduation requirements.

A planned educational leave for graduate students must be recommended by

the dean, Division of Graduate Studies. Information is available, Division of Graduate Studies, Thomas Administration Build, Room 132.

Planned educational leaves may be granted for a variety of reasons or projects, but certain characteristics must be contained in any request for a leave:

1. The student must have a definite objective, which in the judgment of the appropriate university official, contributes to his or her educational goals and objectives.
2. A student must have a verified medical condition that warrants absence from the university. Medical documentation must be submitted with request.
3. The request must be for a specific period of time which shall not exceed four consecutive semesters.
4. The student must plan to return to California State University, Fresno at the conclusion of his or her leave.

The following regulations apply to the planned educational leave:

1. A student currently enrolled in a fully matriculated session may be considered for a planned educational leave.
2. A student may be granted only one leave. Planned educational leaves are granted for up to four consecutive semesters.
3. International students must be recommended by the director of international student services and programs; educational opportunity program students by an EOP counselor.
4. Petitions for planned educational leaves must be filed (with the appropriate recommendation) at the Registrar's Office before the first day of classes for the semester during which the leave is to begin.
5. Leaves are not approved for students in disqualified status or on contract to remove academic deficiencies.
6. It is expected that a student will devote his or her leave primarily to nonclassroom activities. A leave is not approved if the student plans to attend another institution, unless the coursework the student seeks is not available at California State University, Fresno. Any academic credit earned while on a planned educational leave is accredited by California State University, Fresno only if permission is granted for that credit in advance.

7. Students who do not return to the university at the conclusion of their planned educational leave and those who enroll elsewhere will be considered to have withdrawn from the university at the end of their last semester of regular enrollment at California State University, Fresno and will have to reapply for admission upon their return.

Students wishing to apply for a planned educational leave should obtain a request form from the Registrar's Office, Joyal 106, 559.278.2191.

Student Academic Petitions. The Student Academic Petitions Committee has the authority to permit exceptions to university baccalaureate degree requirements when fulfilling the degree requirement would prove to be an undue hardship for the student and/or such an exception can be demonstrated to be educationally justifiable. The committee will take action only upon the submission of a formal petition by the student that sets forth the facts and circumstances that may warrant special consideration.

The Petitions Committee does *not* make decisions pertaining to substitutions for undergraduate and graduate major requirements. Such requests are initiated through the student's department. Requests to waive established university policy governing graduate study may be addressed to the dean, Division of Graduate Studies. If a request cannot be accommodated, it is forwarded to the Graduate Committee.

Contact Advising Services for further assistance with student academic petitions.

Grade Protests. The Student Academic Petitions Committee also has the responsibility of handling grade protests for all students, undergraduate and postbaccalaureate. Students who believe they have been graded unfairly or incorrectly by an instructor must consult first with the faculty member concerned within the first 15 working days of the following semester and make every effort to resolve the issue. The instructor has five working days to respond. For cases in which an incorrect grade was assigned due to a recording error, the instructor will submit a Grade Correction Request form to the Admissions and Records Office.

If the issue is not resolved, a student must immediately consult with the department

chair, who will give the student an answer within 10 working days. If a student still believes that the grade was assigned unfairly or incorrectly after completing this process, the student then may request that the Student Academic Petitions Committee review the issue. To request review, students must immediately make an appointment with an academic counselor in the Office of Advising Services (Joyal, Rm. 224; 559.278.1787) to discuss their particular situation and to receive a copy of the university's grade protest policy as well as additional procedural instructions.

Students then must submit a written statement no later than midsemester setting forth all pertinent details to the chair of the Petitions Committee.

Scholarship Status

Satisfactory Scholarship. Satisfactory scholarship means at least a *C* average (2.0 grade point average or twice as many grade points as units attempted) and satisfactory progress toward a degree for undergraduate and postbaccalaureate students without a master's degree objective. Graduate (master's degree) students must maintain at least a *B* average.

A student (undergraduate, postbaccalaureate or graduate) whose grade point average falls below the satisfactory scholarship level is placed on probation and is disqualified if the grade point average falls below probation levels. (For details see the copy that follows.) Only the most recent probation or disqualification action appears on the student's transcript.

Probation. Undergraduate students are placed on academic probation, a type of academic warning, for the following:

1. Their grade point average (GPA) based on total units attempted at all colleges is below a 2.0 (*C* average) or
2. Their GPA based on all units attempted at California State University, Fresno is below a 2.0 average.

Students remain on academic probation until both overall and California State University, Fresno grade point averages are 2.0 or better, or until they are disqualified under one of the provisions of the disqualification regulations.

For example, a first semester freshman would be placed on probation if he/she

Academic Regulations

carried 12 units (four 3-unit classes) and earned one *B*, two *C*s, and one *F*. A student would then have to earn three *C*s and one *B* or better (in four 3-unit classes) the following semester to regain satisfactory scholarship status.

These regulations also apply to all postbaccalaureate students except those enrolled in master's programs. The latter are expected to maintain a cumulative GPA of at least 3.0 in all units attempted subsequent to admission to the master's program. Master's students who fall below the required GPA are placed on probation.

Students enrolled in master's programs are required to maintain a minimum 3.0 postbaccalaureate cumulative grade point average (GPA) prior to advancement to candidacy. See *Graduate Studies*.

A student may be placed on administrative-academic probation for withdrawal from a substantial portion of a program in two successive terms or in any three terms; for repeated failure to progress toward a degree; or for failure to comply with an academic requirement or regulation that is routine for all students or for a defined group of students.

Disqualification. Students are disqualified if they allow their GPA to fall within the disqualified range on either the overall or California State University, Fresno record equal to or greater than that indicated in the copy that follows.

A student becomes disqualified when the campus or cumulative grade point average in college work attempted falls below 1.50 for freshmen, 1.70 for sophomores, 1.85 for juniors, and 1.95 for seniors.

- As a freshman (fewer than 30 semester hours of college work completed) the student falls below a grade point average of 1.50 in all units attempted or in all units attempted at the campus where enrolled
- As a sophomore (30 through 59 semester hours of college work completed) the student falls below a grade point average of 1.70 in all units attempted or in all units attempted at the campus where enrolled
- As a junior (60 through 89 semester hours of college work completed) the student falls below a grade point average of 1.85

in all units attempted or in all units attempted at the campus where enrolled

- As a senior (90 or more semester hours of college work completed) the student falls below a grade point average of 1.95 in all units attempted or in all units attempted at the campus where enrolled
- Postbaccalaureate students who fall below a grade point average of 1.95 in all postbaccalaureate units

The best way to regain satisfactory scholarship status is to repeat classes at California State University, Fresno in which the student previously earned *D*, *F*, or *WU* grades. Disqualified students also are advised to take no more than 13 units in attempting to bring up their GPA.

Graduate (master's) students are disqualified if their grade point average on either the overall or the California State University, Fresno postbaccalaureate record falls below a grade point average of 1.95.

Students placed on administrative-academic probation may be disqualified for the following reasons:

1. If they fail to meet the conditions for removal of probation,
2. Become subject to academic probation while on administrative-academic probation, or
3. Again become subject to administrative-academic probation for the same or similar reasons.

Readmission of Disqualified Students — Undergraduate and Graduate

Students placed on academic disqualification at the end of a semester may be placed on disqualified readmitted status or may not be allowed to attend the subsequent semester.

Undergraduate. Disqualified California State University, Fresno students who have been away one semester or longer must submit an application for readmission in addition to the appropriate petition approved by an academic adviser. Students readmitted under a special disqualification "probation" contract must fulfill the terms of that contract or again face disqualification. Contact 559.278.2191 for more information.

Postbaccalaureate/Graduate. Disqualified postbaccalaureate students who have been away one semester or longer must submit an application for readmission and schedule an advisement interview in the Division of Graduate Studies, Thomas Administration Building, Room 132. Additionally, students who seek a master's, second baccalaureate, or credential are asked to obtain the recommendation of the department/program to which they seek readmission. Students who are undeclared must have the approval of the dean of graduate studies to be readmitted to the university.

Transcripts and Reports

Transcript of Record. Students may request transcripts of their academic records at California State University, Fresno with payment in advance. The fee is \$4 for the first copy and \$2 for each additional copy (2-10) ordered at the same time. California State University, Fresno transcripts are not provided to students with unpaid financial obligations and other administrative holds as determined by university officials. Transcripts of records from other institutions submitted to California State University, Fresno are not returned to students.

Reports to Students. Students may obtain their grades via the telephone/Web systems at the end of each regular semester. For a nominal fee, students may request a copy of their grades at the Admissions/Records service windows, North Lobby, Joyal Administration Building or print a copy off of the Web system.

Enrollment in Graduate-level (200-297) Courses

Enrollment in graduate-level (200-297) courses is limited to those who have been officially admitted to a graduate degree, advanced certificate, or credential program. However, there is a special program for last-semester undergraduate seniors who want to enroll in 200-level courses. All criteria listed on the *Undergraduate Petition to Enroll in Graduate (200-level) Courses* must be met. This petition, available from the Division of Graduate Studies, should be filed prior to the semester in which the student desires enrollment in 200-level course(s).