

ACADEMIC POLICIES AND REGULATIONS

ACADEMIC ADVISING

You are responsible for knowing and meeting all degree requirements and for making every reasonable effort to obtain academic advising. Frequent communication with your faculty adviser will help insure that you have current academic information and are making adequate progress toward your educational goals. All departments require that you see your adviser at least once a semester.

To be assigned a faculty adviser, call or visit the department office of your major. In some major programs, it is important to specify your area of specific interest within the major when you request your adviser. If you are an undergraduate and have not yet declared your major, you are advised through the Office of Advising and Orientation.

Direct your general academic problems and concerns to the Office of Advising and Orientation (Meriam Library 190). If you are considering any type of teaching credential, you should also see the "Education" chapter in this catalog for detailed information on teaching credentials and programs, and where and how to get appropriate advising.

If you are a new or readmitted student, you are required to see an adviser in your major department either prior to your initial registration or during the first two weeks of the semester you first enroll.

If you change your major, you are required to see an adviser in the major to which you are changing and obtain his or her approval on the Change of Major form. You may obtain this form from the Office of Advising and Orientation.

You are invited to evaluate your academic adviser as one means of improving the quality of advising available on campus. Evaluations should be written, signed, and sent to the dean of the college sponsoring your major. The evaluation might include expressions of appreciation for excellent work as well as constructive criticism.

ACADEMIC HONESTY

You are expected to maintain a high standard of academic honesty. Dishonesty may bring grade reduction or other sanctions as provided in Section IV-A of the *Code of Student Rights and Responsibilities*. Copies of this publication are available from the Office of the Coordinator for Student Judicial Affairs, Kendall Hall 110. Also see the chapter titled "Student Judicial Affairs" in this catalog.

ATTENDANCE IN CLASS

You are expected to attend classes regularly. You should discuss absences with your instructors, but you may report an absence of more than a week's duration to the Office of Advising and Orientation when the results from circumstances beyond your control, such as illness or accident. The office will then send notification of your absence and the reason for it to your instructors. Instructors can, if they choose, drop you from a course for non-attendance.

AUDITING COURSES

You may audit classes by paying the normal registration fee. An auditor is a student who enrolls in a course for informational purposes only. Regular attendance in classes is customary, but you do not take examinations and do not receive credit for the course. Enrollment as an auditor is subject to the permission of the instructor, and only after students otherwise eligible to enroll in the course on a credit basis have had an opportunity to do so. Auditors are subject to the same fee structure as credit earning students.

As an auditor, you may not change to credit status after the last day to add classes with out special permission. Normally, if you are enrolled for credit, you may not change to audit after the second week of classes.

CLASSIFICATION OF STUDENTS BY CLASS LEVEL

Class levels are the categories used to classify students on the basis of units completed. *Freshmen or First Year Students* are those who have completed fewer than 30 semester units (45 quarter units). Students who have completed 30 to 59 semester units (45 to 89.9 quarter units) are considered *Sophomores*. *Juniors* are those who have completed 60 to 89 semester units (90 to 134.9 quarter units). Students who have completed 90 or more units (135 quarter units) have achieved *Senior* status. *Graduate Students* are those who have graduated with a bachelor's degree from an accredited college or university.

COURSE CREDIT POLICIES

Academic Credit for Prior Experience

In recognizing that intellectual growth can occur in settings other than the classroom, CSU, Chico has adopted a policy under which students may petition to have their previous non-classroom experiences evaluated for possible academic credit, up to a maximum of 30 units for undergraduates. Credit for prior experience is not available to graduate students. If, after evaluation, it is determined that such experiences resulted in learning at a level of sophistication comparable to or greater than that provided by normal classroom instruction, you will be awarded credit in an amount based on the evaluation. You will not be granted credit for the experience per se, but for academic learning which took place as a result of, or along with, the experience. The college-level learning must comprise both theory and practice, be well documented, and be presented in a portfolio for evaluation. You must be enrolled in the university for the semester in which you receive credit. Academic credit earned for prior experience does not count as residence credit. CR/NC grading is mandated for academic credit for prior experience.

You may obtain additional information and a petition to request an evaluation of previous non-classroom experiences from the Office of the Vice President for Academic Affairs (Kendall 106). You must pay the appropriate fees for any credit granted.

Challenging CSU, Chico Courses

You may apply to challenge any course listed in the current *University Catalog* by passing a special examination on the course content. Courses applied toward a master's degree may not be challenged. Credit earned by challenging courses will not apply toward residence requirements. CR/NC grading is mandated for challenged courses except in those contexts approved in advance by the Vice President for Academic Affairs. To challenge, you must be enrolled in the university and in the course for the current semester and pay the appropriate fees. You may not challenge a course if you have previously received credit for a more advanced course dealing with the same concepts.

To apply to challenge a course, you must submit an "Application for Credit by Examination" to the chair of the department offering the course by the end of the second week of classes. The application will include pertinent information concerning your educational background, readiness to challenge a course by examination, potential educational value of such a challenge in contrast to experiencing active enrollment in the course, and contact with a faculty member in the context of such enrollment. The department chair will approve or deny the application based on department policy and information on your application, and will notify you of the decision. If approved, the course instructor will administer a written examination to you. Where skills are involved, a performance test may be required in addition to the written examination.

If you pass the examination, the course instructor will submit a credit grade for you on the regular class grade sheet at the end of the semester; the department chair will send a memorandum in structuring the Registrar to enter the credit on your academic record as "passed by examination," with a grade symbol of CR. If you fail the exam, you may remain in the course and receive a letter grade upon completion of the course. (You may request the CR/NC grading option, if appropriate, in accordance with established university policy and procedures.) Your application form and the examination will be retained in the department office for at least one year.

No more than 30 semester units of credit earned by challenging courses may count toward the bachelor's degree. Certain major requirements may be waived by departmental examination, but no units will accrue.

Credit by External Examination

Chico grants credit to those students who pass examinations which have been approved for credit system-wide. These include the CSU English Equivalency Examination, Advanced Placement (AP) examinations, and some College Level Examination Program (CLEP) examinations. See "Credit by Examination" under "Records and Registration" for additional information. A maximum of 30 semester units may count toward the bachelor's degree (AP credit not included).

Extension and Correspondence Credit

Open University credit is now residence credit with limitations (refer to Regional and Continuing Programs). (The California State University does not offer correspondence courses but will accept as non-resident credit baccalaureate-level correspondence courses from other regionally accredited institutions.) The maximum amount of extension credit which may be applied toward the bachelor's degree is 24 semester units. If you are a graduate pursuing a master's degree, refer to the "Graduate Education" section for specific limitations on the use of extension credit. Extension credit may not be used to satisfy the residence requirement.

Trans fer Credit

To ob tain trans fer credit for courses com pleted else where, be sure that of fi cial and fi nal tran scripts from all schools you have pre vi ously at tended have ar rived at the Of fice of Stu dent Re cords and Reg is tra tion. If you at tend sum mer school away from CSU, Chico, also be sure to re quest that your tran script be for warded to the Stu dent Re cords Of fice upon com ple tion of your sum mer course work. The *Stu dent Data Form* you re ceive about the mid dle of each se mes ter in di cates the cu mu la tive units you have com pleted. This no ta tion will give you a clue as to whether pre vi ously com pleted units from other schools have been trans fer red. Please see the sec tion “Eval u a tion of Trans fer Credit ” in the chap ter “Re cords and Reg is tra tion” in this cat a log for ad di tional in for ma tion.

COURSE REG IS TRA TION, CHANGE OF PRO GRAM, AND WITH DRAWAL POL ICIES

Registration

Be gin ning fall 2003, reg is tra tion will be real-time and, there fore, when stu dents ac cess the reg is tra tion sys tem, they will know whether they are en rolled in classes be fore the end of each reg is tra tion ses sion. Reg is tra tion oc curs in two phases: “reg is tra tion by ap point ment pe riod” and “the add/drop and sched ule ad just ment pe riod.” The first phase will take place over a two week pe riod sev eral weeks be fore the be gin ning of each se mes ter. Sev eral weeks be fore the be gin ning of the course reg is tra tion pe riod, stu dents will be mailed an in vi ta tion to reg is ter which will in clude the date on which stu dents may be gin reg is ter ing and other in for ma tion re quired by the reg is tra tion sys tem in or der to gain ac cess to reg is tra tion. Stu dents ac cess the reg is tra tion sys tem ei ther through TRACS, our tele phone-based au to mated reg is tra tion sys tem, or through the Chico State Con nec tion, our web-based por tal. At the end of the real-time reg is tra tion pe riod, ap prox i mately three weeks be fore the be gin ning of the se mes ter, all ac cess to the reg is tra tion sys tem will be closed and stu dents will be mailed a study list con firm ing classes added and a state ment of ac count con firm ing pay ment of reg is tra tion fees or in di cat ing amount still due.

It is vi tal that the uni ver sity has your up dated per ma nent ad dress on re cord. You are re quired to keep the uni ver sity in formed of all lo cal and per ma nent ad dress changes. If you wish to have bills mailed to an ad dress which is dif fer ent from ei ther your lo cal or your per ma nent ad dress, you may sub mit a bill ing ad dress to the uni ver sity. Change of ad dress forms are avail able in the lobby of the Stu dent Re cords and Reg is tra tion Of fice in Mer iam Li brary Room 180.

Af ter the first two week of classes add ing and drop ping via TRACS or the Chico State Con nec tion portal ends. There af ter, you will need to use the “Change of Pro gram” (COP) pro cess which, de pend ing upon the amount of time that has elapsed, re quires ap pro pri ate ap prov als from the fac ul ty, de part ment chair, and dean to add and drop courses. COP forms may be re quested from the fac ul ty, de part ment of fices, or from the Of fice of Stu dent Re cords and Reg is tra tion. COP forms sub mit ted to the Of fice of Stu dent Re cords and Reg is tra tion with ap pro val dates more than ten work ing days old will not be pro cessed.

Reg is tra tion pro ce dures and poli cies may and do change more fre quently than the pub li ca tion of this cata log or the en dur ance of the cata log edi tor can stand. Please also see “An Over view of Reg is tra tion” in the chap ter, “Re cords and Reg is tra tion,” in *The Uni ver sity Cata log*, as well as an nual re vi sions and ap pro pri ate no tices in *The Class Sched ule* and on *The Chico Web*, for com plete and up- to- date in for ma tion on reg is tra tion and fee pay ment pro ce dures.

Adding and Dropping Courses, Changing Grade Options

Stu dents may add or drop courses or change grade op tions with out res tric tion or pen alty and with out in struc tor ap pro val dur ing the first two weeks of the se mes ter us ing the tele phone reg is tra tion sys tem (TRACS) or the Chico State Con nec tion or, where nec es sary, by sub mit ting a Change Of Pro gram (COP) form.

Some classes re quire per mis sion of the in struc tor or other spe cial re quire ments to reg is ter. These are nor mally noted in *The Class Sched ule* or you may be in formed by a mes sage on TRACS or on the Chico State Con nec tion when re quest ing the course. In classes re quir ing per mis sion of in struc tor to reg is ter, the in struc tor may pro vide you a TRACS ID num ber to use to add the course via TRACS or a COP form to add the class. The COP form bear ing the in struc tor’s sig na ture of ap pro val must be sub mit ted to the Stu dent Re cords and Reg is tra tion Of fice.

Ex cep tion for re quired re me dial Eng lish and math e mat ics courses.

Dur ing the first two weeks of the se mes ter, stu dents who re quest, add, or are placed in re me dial math e mat ics and Eng lish courses may *not drop those courses with out writ ten per mis sion* of the de part ment chair or the chair’s designee. You may change sec tions us ing the TRACS con di tional add/drop pro ce dure.

Stu dents who re main en rolled in classes for the se mes ter may add and drop classes dur ing the Add/Drop Pe riod with out fi nan cial pen alty and are fi nan cially li a ble for classes in which they are en rolled as of the 2nd Fri day of classes PLUS any classes in which they may sub se quently en roll. See also chap ter “Fees, Tu i tion, Re funds, and Holds” for re fund poli cies.

Dur ing the third and fourth weeks of classes, COP forms to add, drop, or change grade op tions will re quire the ap pro val sig na ture of the in struc tor.

Use of TRACS to add and drop courses stops at the end of the sec ond week of the se mes ter. There af ter you must use the COP pro cess to add, drop or change the grade op tion.

If your re quest to drop a class is re ceived and pro cessed in the Of fice of Student Re cords and Reg is tra tion be fore the end of the fourth week of classes, that class will not ap pear on your aca demic rec ord. Af ter the fourth week, a let ter grade of “W” (sig ni fy ing “With drawal”) will ap pear on your aca demic rec ord for each course ap proved for drop ping. The grade of “W” car ries no con no ta tion of qual ity of per form ance and is not used in cal cu lat ing your grade point av er age at Chico.

Af ter the end of the fourth week of the se mes ter (referred to as the “cen sus date”), all COP forms to add, drop, or change grade op tion will re quire a se ri ous and com pel ling rea son (see be low) and re quire ap pro val sig na tures of the in struc tor, de part ment chair, and dean of the col lege.

Dur ing the fi nal three weeks of the se mes ter, no drops will be per mit ted ex cept for cir cum stances clearly be yond the stu dent’s con trol (such as ac ci dent or se ri ous ill ness) and when the as sign ment of an “In complete” is not prac ti ca ble. (Re fer ence: EM 98-06)

Stu dents with draw ing from all their classes fol low a pro ce dure dif fer ent from that for stu dents re quest ing per mis sion to drop only some of their classes (see “With draw ing from the Uni ver sity” be low). Fail ure to with draw of fi cially will re sult in grades of F, U, or NC in each course. If you are con sid er ing drop ping or with draw ing, re quest as sis tance from the Of fice of Ad vis ing and Ori en ta tion and dis cuss your sit u a tion with your fac ul ty adviser.

Serious and Compelling Reasons:

The fol low ing situa tions are typi cal of those for which “se ri ous and com pel ling” is ap pro pri ate jus ti fi ca tion for ap pro ving with draw als and changes of grade op tion af ter the fourth week of classes:

1. An ex tended ab sence due to a ver i fi able ac ci dent, ill ness, or per sonal prob lem se ri ous enough to cause with drawal from the uni ver sity; for example, a one- to two-week ab sence with a doc tor’s writ ten ex cuse.
2. An ex tended ab sence due to a death in the im me di ate fam ily. This ap plies to ab sences ex ceed ing a week due to fam ily af fairs that must be at tended to by the stu dent.
3. A nec es sary change in em ploy ment sta tus which in ter feres with the stu dent’s abil ity to at tend class. This change in em ploy ment sta tus must be ver i fied in writ ing by the stu dent’s em ployer.
4. Other un usual or very spe cial cases, con sid ered on their own merit.

The fol low ing situa tions would not fall un der the in tent of “se ri ous and com pel ling”:

1. Grade an tic i pated in class is not suf fi ciently high, or stu dent is do ing fail ing work.
2. Fail ure to at tend class, com plete as sign ments, or take a test.
3. Dis sat is fac tion with course ma te rial, in struc tional method, or in struc tor.
4. Class is harder than ex pected.
5. Pres sure of other classes, par tic i pa tion in so cial ac tiv i ties, or sim ple lack of mo ti va tion.
6. A change of ma jor.

With drawing from the Uni ver sity

Stu dents who find it nec es sary to with draw from CSU, Chico af ter en roll ing for any ac a demic term are re quired to fol low the of fi cial with drawal pro ce dures. Fail ure to fol low for mal with drawal pro ce dures may re sult in the as sign ment of fail ing grades in all courses and the need to ap ply for re ad mis sion be fore be ing per mit ted to en roll in an other ac a demic term. In for ma tion on with drawal pro ce dures are avail able from Ad vis ing and Ori en ta tion, MLIB 190, 530-898-5712.

Stu dents who are re ceiv ing fi nan cial aid funds must con sult with Of fice Ad vis ing and Ori en ta tion prior to with draw ing from the uni ver sity re gard ing any re quired re turn or re pay ments of grant or loan as sis tance re ceived for that ac a demic term. If a re cip i ent of fi nan cial as sis tance un der fed eral Ti tle IV fi nan cial aid pro grams with draws from the in sti tu tion dur ing a pay ment pe riod the amount of grant or loan as sis tance re ceived is sub ject to re turn and re pay ment pro vi sions gov erned by fed eral law.

If you with draw from the uni ver sity, a por tion of your fees will be re versed for with draw als which oc cur on the first day of classes through the 60% point of the se mes ter. Fees will not be re versed for any with draw als that oc cur af ter this date, ex cept for stu dents who are un able to con tinue courses be cause of com pul sory mil i tary ser vice. See Re fund Sched ule and ad di tional

in for ma tion in the chap ter “Fees and Ex penses” and cur rent term in for ma tion in *The Class Sched ule* sec tions on “Im por tant Reg is tra tion Ac ti vities, Dates, and Dead lines” and “Fees, Tu i tion, Re funds, and Holds.”

If you find it nec es sary to with draw from the uni ver sity dur ing the se mes ter, you must com plete the nec es sary forms at the Of fice of Ad vis ing and Ori en ta tion. Af ter ob tain ing the with drawal card, you will have an exit in ter view with an ad viser and then clear any fi nan cial ob li ga tions to the uni ver sity. You may also want to ap ply for a Planned Ed u ca tional Leave (see be low) at the Stu dent Re cords and Reg is tra tion Of fice (un der grad uates only) if you are el i gi ble.

Dur ing the fi nal three weeks of the se mes ter, you are nor mally not el i gi ble to with draw and re ceive W grades, ex cept in the case of “se ri ous ill ness or ac ci dent” when as sign ment of an In com plete is not prac ti cal. Un der no cir cum stances will you be al lowed to with draw if you have taken fi nal ex a mi na tions.

Fail ure to with draw of fi cially can re sult in grades of F, U, or NC in each course. If you are con sid er ing with draw ing, re quest as sis tance in the Of fice of Ad vis ing and Ori en ta tion and dis cuss your sit u a tion with your fac ulty ad viser.

If for any rea son you are un able to with draw in per son, write or call the Of fice of Ad vis ing and Ori en ta tion, 530-898-5712, to re quest with drawal.

COURSE SELECTION POLICIES

In so far as pos si ble, you should plan your ac a demic pro gram with the as sis tance of a fac ulty ad viser. Fa mil i ar ize your self with the re quired and elec tive courses listed in the cat a log for your ma jor and with any other ma te rial pro vided by the de part ments of the uni ver sity. It is par tic u larly im por tant to note whether cer tain pre req ui sites must be com pleted be fore tak ing other re quired courses in a given pro gram. Fail ure to com plete a pre req ui site course may de lay grad u a tion or in other ways ad versely af fect your pro gram or prog ress. A typ i cal pro gram will con tain 15 or 16 units a se mes ter. If you have less than a su pe rior record of scho las tic achieve ment, you are ad vis ed to take no more than 18 units a se mes ter.

Max i mum Stu dent Course Load

As an un der grad u ate stu dent, you may usu ally en roll for up to a spec i fied max i mum num ber of units dur ing Reg is tra tion. Check *The Class Sched ule* for the cur rent max i mum units lim i ta tions. Af ter Reg is tra tion, you may add courses up to a max i mum of 21 units with out spe cial per mis sion if you are in good ac a demic stand ing.

If you are a se nior wish ing to en roll for more than 21 units, you must ob tain ap pro val from the chair of the de part ment of your ma jor and the dean of the col lege of your ma jor. If you are not a se nior, but an un der grad u ate with at least a 2.75 GPA in your two most re cent se mes ters, you may pe ti tion to en roll in more than 21 units through the same pro ce dures. Get pe ti tion forms from the Stu dent Re cords and Reg is tra tion Of fice. Re turn com pleted pe ti tions to the Stu dent Re cords Of fice be fore fil ling the COP form which brings the to tal units above the max i mum. If you are a fresh man or soph o more who has not de clared a ma jor, you must ob tain ap pro val from the Di rec tor of Ac a demic Ad vis ing Ser vices. The Acad emic Sen ate has rec om mended that stu dents on ac a demic proba tion limit course loads to no more than 14 units.

As a post grad u ate stu dent, you may en roll for up to 16 units. You must ob tain spe cial ap pro val to ex ceed 16 units from your de part men tal grad uate ad viser.

If you en roll for more than the au tho rized num ber of units, you will be disen rolled from the most re cently added courses un til your pro gram is ap proved.

Remedial/Developmental Courses

The fol low ing courses have cur rently been des ig nated as remedial/developmental: ENGL 001A, MATH 001A, MATH 001B, MATH 002A, MATH 002B, and MATH 003. These are de signed to as sist stu dents in de vel op ing ba sic skills that are es sen tial to suc cess ful uni ver sity achieve ment. Ad di tional courses may be des ig nated as re me dial or de vel op men tal when needed.

Credit for re me dial/de vel op men tal courses does not count to ward the bach e lor’s de gree. This credit will count, how ever, in es tab lish ing el i gi bil ity for fi nan cial aid and full-time en roll ment sta tus.

In de pend ent Study and Spe cial Pur pose Courses

You may reg is ter for a max i mum of 3 units per se mes ter of in de pend ent study (courses num bered 199 or 299), with a max i mum of 6 units ap plying to ward a bach e lor’s de gree. All 199 and 299 courses (ex cept hon ors) are graded CR/NC, and none will ap ply to a mas ter’s de gree pro gram.

Your pro posal for 199 and 299, as well as grad u ate 398 and 399 course work, must be ap proved by the de part ment be fore you can fi nal ize reg is tra tion in such course work. If this ap pro val is not granted un til af ter

the reg u lar add pe riod, per mis sion of the de part ment chair and col lege dean will be re quired (see in struc tions re gard ing 398 and 399 course work un der “Grad u ate Ed u ca tion”).

In tern ship and Ex pe ri ence-Based Learning Courses

In tern ship and other ex pe ri ence-based courses are num bered 089, 189, 289, 389, de pend ing on the course level. These courses in volve busi ness and other com mu nity work with place ment in a busi ness, pub lic or pri vate agency un der the su per vi sion of a qual i fied pro fes sional. A maximum of 15 in tern ship units may be ap plied to a bach e lor’s de gree at CSU, Chico.

Planned Educational Leave/PEL (Undergraduate)

Planned Ed u ca tional Leaves (PELs) are avail able to un der grad uates who are in good stand ing at CSU, Chico. Leaves may be granted to stu dents for a max i mum of two con sec u tive se mes ters. Un der lim ited ed u ca tional cir cum stances, a PEL may be ex tended for up to two ad di tional se mes ters. Re quests for ex ten sions must be made in writing to the Of fice of Stu dent Re cords and Reg is tra tion. Stu dents who are granted a PEL main tain cer tain rights and priv i leges or di nar ily as so ci ated with con tin u ing stu dent sta tus, even though not of fi cially en rolled. How ever, be ing on an ap proved PEL will not de fer your stu dent loans. Loans can only be de fer red by con tin u ous en roll ment.

To Re quest a PEL:

1. Sub mit the “Planned Ed u ca tional Leave Re quest” (Un der grad u ate) to the Of fice of Stu dent Re cords and Reg is tra tion, MLIB 180, no later than the end of the fourth week of classes dur ing the first se mes ter of the leave.
2. If you are re ceiv ing sup port ser vices from Re ten tion Ser vices (MLIB 172), meet with your re ten tion ad viser re gard ing your leave be fore sub mit ting your re quest form.
3. If you are an in ter na tional stu dent, see an In ter na tional Stu dent Ad viser in the Cen ter for In ter na tional Studies (THMA 211) prior to your de part ure.
4. If you re ceived stu dent fi nan cial aid while at tend ing CSU, Chico, con sult with the Fi nan cial Aid Busi ness Of fice (KN DL 213) prior to your de part ure.

Upon re turn af ter a PEL:

1. The uni ver sity will an tic i pate your re turn as a con tin u ing stu dent based on the se mes ter in di cated on the PEL ap pli ca tion and have you prop erly clas si fied as a con tin u ing stu dent. You do not need to do any thing if you re turn as planned. How ever, you must re turn to the uni ver sity for the se mes ter you in di cated on your PEL re quest form or ob tain ap pro val from the Of fice of Stu dent Re cords and Reg is tra tion for a change in your plans. If you do not re turn as planned, with out no ti fi ca tion, you will lose your PEL sta tus and will need to re ap ply for ad mis sion when you wish to re turn to Chico.
2. Upon your re turn or as early as the TRACS Course Re quest Pe riod for the se mes ter of your re turn (April-June for fall, No vem ber for spring) pur chase the ap pro pri ate *Class Sched ule* from the As so ci ated Stu dents Book store. Fol low the reg is tra tion pro ce dures and timeline pro vided there.
3. Call TRACS or ac cess the Chico State Con nec tion por tal to re quest or add courses as de sired and fol low all other pro ce dures for reg is tra tion, fi nan cial aid, and fee pay ment.
4. You must re quest that of fi cial tran s cripts be for warded to Stu dent Re cords if you at tended an other col lege or uni ver sity while on PEL.

For more in for ma tion and the forms you should use to re quest a PEL, in quire in the Stu dent Re cords and Reg is tra tion Of fice, MLIB 180, 530-898-5142 or down load the form at <http://em.csuchico.edu/sro/forms.asp>. If you are a grad u ate stu dent, see “Grad u ate Ed u ca tion, Con tin u ous En roll ment,” or in quire at the Of fice of Grad u ate Pro grams, THMA 209, 530-898-6880.

GRADING SYSTEM AND POL ICIES

The Functions of Grading

Un der lying the ra tio nale for grades is the theme of com mu ni ca tion. Grades com mu ni cate one or more of the fol low ing func tions:

1. To rec og nize that class room in struc tors have the right and re spon si bil ity to pro vide care ful eval u a tion of stu dent per for mance and the re spon si bil ity for tim ely as sign ment of ap pro pri ate grades;
2. To rec og nize per for mance in a par tic u lar course;
3. To act as a ba sis of screen ing for other courses or pro grams (in clud ing grad uate school);
4. To in form you of your level of achieve ment in a spe cific course;
5. To stim u late you to learn;
6. To in form pro spec tive em ploy ers and oth ers of your achieve ment.

Most courses em ploy stan dard let ter grad ing de scribed be low. In some classes all stu dents will be graded A, B, C, NC (No Credit) and in oth ers CR (Credit) or NC only, as de ter mined by the de part ment. Stu dents will be ad vis ed at the be gin ning of a course if ei ther of these pat terns is to be used.

DEFINITION OF LETTER GRADING SYMBOLS

Undergraduate Courses (numbered 1 to 299):

A — Superior Work:

A level of achievement so outstanding that it is normally attained by relatively few students.

B — Very Good Work:

A high level of achievement clearly better than adequate competence in the subject matter/skill, but not as good as the unusual, superior achievement of students earning an A.

C — Adequate Work:

A level of achievement in dictating adequate competence in the subject matter/skill. This level will usually be met by a majority of students in the class.

D — Minimally Acceptable Work:

A level of achievement which meets the minimum requirements of the course.

F — Unacceptable Work:

A level of achievement that fails to meet the minimum requirements of the course. Not passing.

Graduate Courses (numbered 300 to 399)

A — Superior Work:

A level of achievement so outstanding that it is normally attained by relatively few students.

B — Adequate Work:

A level of achievement in dictating adequate competence in the subject matter/skill. This level will usually be met by a majority of students in the class.

C — Minimally Acceptable Work:

A level of achievement which meets the minimum requirements of the course.

F — Unacceptable Work:

A level of achievement which fails to meet the minimum requirements of the course. Not passing. Because a C is the minimal acceptable grade for a 300-level course, a D grade is not allowed.

Use of Plus/Minus Symbols and Grade Points:

Standard letter symbols will be used with + and - modifiers for undergraduate and graduate grading, with the following as so cited grade points:

	A = 4.0	A- = 3.7
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	
	F = 0.0	WU = 0.0

The use of plus/minus modifiers still permits A, B, C, D, and F grades to be used in disciplines or courses where finer divisions are not possible.

Computation of Grade Point Average (GPA):

The Grade Point Average is determined by dividing the number of grade points earned by the number of units attempted. Credit/No Credit grades are not computed in a grade point average; Credit grades count toward total units passed and, therefore, toward graduation (No Credit grades do not count). Grade points are awarded on the point scale described above. Grade point averages for students in dividually and collectively, and for courses, departments, and the university will be computed and reported to four decimal places.

Grades of WU and IC are calculated in grade point average at Chico. Grades of Incomplete (I), Withdraw (W), and Audit (AU) are not calculated in grade point averages at Chico.

Credit/No Credit Grading:

Note: If you plan to transfer to graduate or professional schools, be aware that some schools in evaluating transfer credit may regard Credit (CR) grades as C's and No Credit (NC) grades as F's.

Man dated ABC/No Credit or Credit/No Credit Grading

In some classes all students will be graded ABC/NC (undergraduate level) or AB/NC (graduate level) and in others courses CR (credit) or NC (no credit). Students will be advised at the beginning of a course if either of these patterns is to be used.

CR/NC grading is mandated for courses in which standard grading procedures are not practical or possible (i.e., independent studies, credit for prior experience, or challenge exams).

Optional CR/NC Grading

Courses required for your major or minor and courses used to satisfy General Education requirements must be taken for a letter grade. In elective courses, i.e., those not taken for the major, minor, or General Education requirements, undergraduate students are allowed the option of taking courses CR/NC. Up to 30 units of elective CR/NC coursework may be applied to a bachelor's degree program. In some courses CR/NC is the only grading pattern allowed, and these will not count as part of the 30-unit limit.

In courses taken for an optional CR/NC grade, the instructor will apply the same criteria to all grades in the course. After grades are determined, reported, and recorded using the standard ABCDF scale, the grade is converted to CR/NC according to the following criteria. For courses numbered 1-299, CR is defined as C- or better; NC will be awarded for D, F, or WU work. In 300-level courses, CR is defined as a B- or better and NC will be awarded for C, D, F, or WU work.

As a graduate student you are allowed 10 units of CR/NC in a master's program; however, within the major department only 398/399 courses or courses graded CR/NC only may be taken as CR/NC. There is no restriction on the number of CR/NC courses that you can take if you are a post baccalaureate student who is not in the master's program.

You may elect CR/NC grading before the end of the second week of class by completing a CR/NC form available from the Office of Student Records and Registration. During the third and fourth week instructor approval is required. After the fourth week you will need a serious and compelling reason and the permission of the instructor, department chair, and college dean to change your grade option.

Other Grading Symbols

AU — Audit

An AU denotes registration in a course in which fees are paid but for which no credit is earned by the student. Completion of the course will result in the grade of AU being posted to the student's permanent record.

I — Incomplete:

An I signifies that a portion of required coursework has not been completed and evaluated within the prescribed time. Incompletes (I) will be assigned only in cases where instructors conclude that a clearly identifiable pattern of course requirements can not be met for unforeseen reasons.

An incomplete must be made up within one calendar year from the end of the term for which it was assigned whether or not you maintain continuous enrollment. Failure to complete the assigned work will result in a grade change from I to IC or NC, depending on the grading method for the course.

It is your responsibility to bring pertinent information to the instructor and to reach agreement on the means by which you will satisfy remaining course requirements. The conditions for removal of the incomplete shall be put in writing by the instructor and given to you with a copy placed on file in the department office. A final grade is assigned when the work agreed upon has been completed and evaluated.

You are NOT to re-enroll in a course in which you have received an incomplete, I, grade. If you do, the I reverts to an IC or NC, depending on the grading method for the course.

IC - Incomplete Charged

The IC symbol may be used when a student who received an authorized incomplete (I) has not completed the required course work within the allowed time limit. The IC replaces the I and is counted as a failing grade for grade point average computation. You have one year (two semesters) to complete all work for a course in which you received a "I" (incomplete) grade.

WU — Withdraw/Unauthorized

The symbol "WU" indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. 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 instructor shall report the last known date of attendance by the student. In courses which

are graded Credit/No Credit or in cases where the student has elected Credit/No Credit evaluation, use of the symbol WU is in appropriate and NC shall be used instead.

RD — Report Delayed/NR — Not Reported:

RD or NR indicates that the instructor has delayed or not reported a grade. It does not indicate that you failed to complete the work required. An RD or NR is due to faculty action rather than student action.

RP — Report in Progress:

The “RP” symbol is used in connection with courses that extend beyond one academic term. It indicates that work is in progress but that assignment of a final grade must await completion of additional work. Work is to be completed within one year except for graduate degrees. It is employed in connection with Independent Study (398), Master’s Study (399), and similar courses (e.g., designated Special Topics/298 courses approved for this grading option) where assigned work frequently extends beyond a single academic term and possibly requires enrollment in more than one term. Cumulative enrollment in units attempted may not exceed the total number applicable to your educational objective. Work must be completed within one year of initial enrollment for 398 courses and within the seven years allowed for the completion of the master’s degree for 399 courses.

W — With drawal:

A with drawal (W) grading symbol indicates that you were permitted to drop the course with appropriate approval after the fourth week of the semester. With drawals that occur within the first four weeks do not appear on your permanent record. The symbol carries no connotation of quality of your performance and is not used in calculating your grade point average. See the preceding sections on “Dropping Courses” and “With drawing from the University” for additional information.

Course Objectives

Each member of the faculty will write and distribute for each course, consistent with the nature of that course, clearly stated objectives which will facilitate the instructional and evaluative processes. This is commonly referred to as a course syllabus. Students should be informed by the instructor about the level of achievement that is expected for each letter or a credit grade.

In multiple-section courses, instructors usually meet to discuss goals, objectives, procedures, course materials, and criteria for evaluation. While complete uniformity is not essential, departments strive for basic uniformity of goals, subject matter, and grading patterns in multiple-section courses.

Narrative Evaluations in Major Courses

In certain courses required for the major and selected by a department, instructors will provide students with a written narrative evaluation addressing such matters as ability to express ideas in an organized way, effective participation, and motivation.

Assignment and Change of Grades

To verify that as signed grades are identical to posted grades, the office of Student Records and Registration shall provide instructors with a final copy of the posted grades for each course.

It is presumed that grades as signed by the responsible instructor are correct. For a grade to be changed, an appeal must demonstrate that the grade was not correct.

In the absence of a compelling reason for change, the grade as signed by the responsible instructor is final. Examples of compelling reasons for a change of grade include:

1. Instructor error in computing or marking the grade;
2. Clerical error by the Office of Student Records and Registration in posting the grade;
3. Prejudice on the part of the instructor in assigning the grade, or;
4. Failure by instructor to follow grade standards described in the course.

You may appeal an assigned grade to the instructor of record. Then, 1. If the instructor of record agrees there is a compelling reason to change the grade, a change of grade resulting from this review will be made on an official Change of Grade form provided by Student Records and Registration. The responsible department chair and college dean must approve the change and counter sign the form. 2. If the instructor of record does not agree there is a compelling reason to change the grade and you, the student, still believe the assigned grade to be incorrect, you may pursue the complaint through the Student Grievance Procedures as described in EM 94-22 and referenced below. 3. If the instructor of record is not available, the department chair, in concurrence with the dean and the Coordinator of Student Judicial Affairs, may authorize a change of grade.

No grades may be changed on a student academic record after a degree has been granted and posted on the academic record.

Grievance Procedures Related to Grades

Grievances related to grades, university services, and academic programs on and off campus may be resolved either by an informal or formal process through the use of the Student Grievance Procedures. Every student has the right to use these procedures. Consult the Coordinator for Student Judicial Affairs, Kendall Hall 110, 530-898-6897, for further information.

ACADEMIC PROBATION AND DISQUALIFICATION

Academic Probation

You are placed on academic probation any time either your cumulative or CSU, Chico grade point average falls below 2.0. The Academic Senate has recommended that you limit your course load to no more than 14 semester units until you are removed from probation. To avoid program probation, graduate students in master’s programs must maintain a 3.0 grade point average subsequent to admission to the master’s program (see the “Graduate Education” section for details).

If you are on academic probation, you are required to meet with your academic adviser no later than the end of the second week of classes each semester until you attain clear standing. You are also strongly encouraged to meet with a staff member in the Office of Advising and Orientation. You will be removed from academic probation when both your cumulative grade point average in all college work attempted and your CSU, Chico grade point average are 2.0 or higher.

Academic Disqualification

You become subject to academic disqualification while you are on academic probation. Disqualification is a consequence of failing to earn enough grade points based on what your class level will be at the end of the semester and the number of units you have attempted. If disqualified, you will not be allowed to continue in the university unless you are reinstated.

If your Chico or cumulative grade point average is less than 2.0, you should check whether your grade point deficit makes you subject to disqualification as follows: First, determine the number of grade points you would have if you had a 2.0 grade point average by multiplying the number of units you have attempted by two. Next, subtract from this number the number of grade points you have actually earned. The result is your grade point deficit. For electronic assistance in computing your grade point average, visit the URL at <http://em.csuchico.edu/aap/Undergrad/probation/gpa.asp>.

To determine if you will be disqualified, check the scale below. If you entered the semester on probation and your grade point deficit is equal to, or greater than the deficit listed for your class level, then you are subject to disqualification.

Grade Point Deficiency below 2.0 GPA by Class Level:

- Freshmen- Sophomores (0-59+ units) 15 or more
- Juniors (60- 89+ units) 9 or more
- Seniors, Postgraduates, Credential Candidates, and Unclassified (90 and above units) 6 or more

Most disqualification actions are taken at the end of the spring semester. Notification to students affected is made as soon after the end of the semester as possible. Disqualified students may take self-support courses through Continuing Education but will not be allowed to enroll in courses taught under the Open University program except with special permission.

You may also become subject to academic disqualification while not on academic probation if your cumulative grade point average falls below 1.0 and the cumulative grade point average is so low that in view of the student’s overall educational record, it seems unlikely that the deficiency will be removed within a reasonable period.

Administrative-Academic Probation

You may be placed on administrative-academic probation for any of the following reasons:

1. With drawal from all or a substantial portion of your program of studies in two successive terms or in any three terms.
2. Repeated failure to progress toward your stated degree objective or other program objective (when such failure appears to be due to circumstances within your control).
3. Failure to comply, after due notice, with an academic requirement or regulation which is routine for all or a defined group of students.

Academic Policies

When placed on administrative-academic probation, you will be notified in writing and provided with both the conditions for removal from probation and the circumstances which would lead to disqualification, should probation not be removed.

Administrative-Academic Disqualification:

If you are on administrative-academic probation, you may be disqualified from further enrollment if:

1. You do not meet the conditions for removal of administrative-academic probation within the period specified.
2. You become subject to academic probation while on administrative-academic probation.
3. You become subject to administrative-academic probation for the same or similar reason for which you were placed on administrative-academic probation previously, although you do not currently have such status.

When such action is taken, you will receive written notification, including an explanation of the basis for the action.

Reinstatement

You may seek academic reinstatement after one year (two semesters) has elapsed since disqualification. You must submit a letter of appeal before the established deadline. These deadlines can be found in the "Academic Calendar" in the front section of *The University Catalog*. You must also submit your application for readmission and application fees in conjunction with your letter of appeal for reinstatement. Consult the Office of Advising and Orientation for assistance. Send your letters of appeal to the Academic Status Committee, in care of the Office of Advising and Orientation.

Clear Standing

You will be removed from academic probation when your cumulative and CSU, Chico grade point averages are 2.0 or higher. You will be removed from administrative-academic probation when the conditions which led to your probation status have been removed. If you have been disqualified and since then have raised your GPA to 2.0 or higher, you must still appeal to the Academic Status Committee (see "Reinstatement" above) to gain reinstatement and clear standing at the university.

See the URL at <http://em.csuchico.edu/aap/Undergrad/probation/gpa.asp> for electronic assistance in computing your grade point average.

REPEATING COURSES

General Repeat Policy

Students may repeat courses originally taken for a letter grade if the earlier attempt resulted in a grade of C- or lower. Graduate students may repeat courses in which they earned a grade of B- or lower. The repeated course grade will be averaged with all other grades in determining the grade point average. There is no limit to the number of units which may be repeated when grades are averaged together under this policy. Except for specially designated courses, units earned for a course count only once toward degree requirements. In instances where a student repeats a course for which a grade of C or better (B or better for graduate students) was earned, neither units attempted, passed, or grade points will be counted toward degree requirements. Courses originally taken in which the student earned a grade of No Credit may be repeated. If a student enrolls in a course for which the grade of record is I, the I will revert to an IC grade and be counted as an F in the grade point average calculation.

In any course or program where enrollment demand exceeds the resources to offer sufficient openings or sections to meet that demand, the academic unit may give registration priority to students taking the course for the first time.

Undergraduate Repeat with Forgiveness

This policy applies to a course taken repeated at Chico, not elsewhere. If you have graduated, you may not use the provisions of this policy to repeat for forgiveness a course taken prior to your date of graduation.

No more than two courses may be repeated with forgiveness at CSU, Chico. Undergraduate students who wish to repeat courses at CSU, Chico and have the earlier letter grades deleted in the computation of their cumulative grade point average may do so under the following conditions:

1. if the earlier attempt resulted in a grade of C- or lower;
2. the student has already enrolled in the course;
3. there is no regression involved;
4. a petition stating that the course is being repeated with grade forgiveness is submitted by the student to the Office of Student Records and Registration;
5. the student has not exceeded the two course limit.

The Office of Student Records and Registration will determine whether the petition meets these five criteria. If the course was originally taken at another institution, the department will be responsible for determining whether there is reasonable equivalency.

Under this policy, only the last grade earned will be calculated in the grade point average. All grades will remain on the student's permanent record, but the record of a previous grade in the course will be marked to indicate that the course has been repeated. This forgiveness policy may not be invoked to remove an incomplete, nor does it apply to a course first taken Credit/No Credit.

Students may receive approval for only two repeat-with-forgiveness petitions. If a petition to repeat with forgiveness does not meet the five criteria and the course is completed, then the repeated course grade will be governed by the General Repeat Policy above.

Other schools outside the California State University system, including professional and graduate schools, may not honor this policy on repetition of courses with forgiveness. Veterans should consult the Office of Veterans Affairs to determine the impact of course repetition on their eligibility for benefits.

Forms are processed three times a year, after each grade cycle. If you are submitting a repeat petition after the grade cycle, the petition will be processed in the next grade cycle (at the end of the next semester) unless a "Rush Fee" is submitted with the petition to pay for immediate processing.

Graduate Repeat with Forgiveness

Postbaccalaureate students pursuing either a second bachelor's degree, a second major, a credential, or a minor are subject to the undergraduate repeat policy but must file their petition with the Office of Graduate Programs.

Once you have a bachelor's degree, you may not raise your undergraduate grade point average by repeating a course taken as an undergraduate. If you wish to repeat a course you have taken as a postbaccalaureate, not noted in the above categories, you must file a petition in the Office of Graduate Programs. This petition must be approved by the appropriate program adviser. Approval may be granted according to the following stipulations:

1. The earlier attempt resulted in a grade of B- or lower.
2. A maximum of one course may be repeated with forgiveness.
3. No regression is allowed.
4. A course which may be taken more than once for credit may not be repeated with forgiveness.
5. Equivalency must be clearly established for courses originally completed at another institution.
6. You may not petition to repeat at another institution a course which was originally taken at CSU, Chico.
7. You must be enrolled in the class.

If the petition is approved, only the last grade earned in the course will be calculated in the grade point average.

Veterans should consult the Office of Veterans Affairs to determine the impact of course repetition on their eligibility for benefits.

ACADEMIC FORGIVENESS

Under very restrictive circumstances, you may raise your grade point average sufficiently to graduate by petitioning the University Academic Status Committee to have one term of undergraduate work taken at CSU, Chico or elsewhere eliminated from bachelor's degree evaluation. Although the term's work will still appear on your record, grades which you received that term will not be computed into your grade point average. Any courses which you passed that term will not apply toward baccalaureate requirements. Eligibility criteria for forgiveness include:

1. Completion of all degree requirements except that your grade point average is less than the required 2.0;
2. A lapse of five years since you completed the petitioned coursework;
3. Completion of 15 semester units at CSU, Chico with at least a 3.0 grade point average, or 30 semester units with at least a 2.5 grade point average, or 45 units with a 2.0 grade point average subsequent to the petitioned coursework.

In some cases application of the campus policy on repeating courses may be more appropriate than the forgiveness policy in order to improve your academic status. Direct your petition and questions to the Office of Advising and Orientation.