ACADEMIC STANDING PROCEDURES FOR STUDENTS
IN A MASTER’S DEGREE PROGRAM

Academic Probation
As a student admitted to a master’s degree program, you must maintain a minimum 3.0 grade point average (GPA) in the following three categories to maintain good standing in the program: all coursework taken at any accredited institution subsequent to admission to the master's program; all coursework taken at CSU, Chico subsequent to admission to the program; and all courses taken in fulfillment of your approved program. Failure to maintain the required GPA in your CSU, Chico and graduate cumulative grade point averages in all coursework taken subsequent to your admission to the program will result in academic probation in the master’s program.

As a student on probation you are eligible to enroll for a subsequent semester, and you should seek advising from your graduate coordinator on the appropriate coursework and unit load to take. You should typically take no more than 9 units unless approved by your advisor to take more, and your record will be reviewed again after your next semester of coursework enrollment.

- If your graduate GPAs have been raised to 3.0 or higher, you will be returned to clear standing.
- If your graduate GPAs remain below 3.0 but you earned a GPA of 3.0 or higher in the coursework taken during your semester on probation, you will be allowed to continue on probation for a second semester of enrollment.
- If your graduate GPAs remain below 3.0 and you earned a GPA less than 3.0 in the coursework taken during your semester on probation, you will be academically disqualified.

If you are allowed to continue on probation for a second semester, you should again seek advising from your graduate coordinator on the courses to take, and enroll in no more than 9 units. If you fail to raise your graduate GPAs to 3.0 or higher by the end of your second semester on probation will be academically disqualified.

If you receive grades of incomplete in coursework while enrolled for your initial semester on probation, your graduate coordinator will be consulted for a determination as to whether or not you have made sufficient progress to continue for a second probationary semester. However, if you fail to complete sufficient coursework to raise your graduate GPAs to 3.0 or higher by the end of the second semester, you will be academically disqualified.

For cohort programs that offer or require enrollment in an established summer session of graduate program coursework, the summer enrollment will count as the second semester on probation. However, for programs not requiring summer enrollment, summer session will not count as the second semester on probation and can allow an additional opportunity to correct the GPA deficiency.
**Academic Disqualification**

If you are academically disqualified from your master’s program you may take Special Session courses through Regional and Continuing Education or enroll in coursework through Open University to correct any deficiencies in your background preparation for graduate study and to raise your graduate GPAs. Any courses that you take should be approved by your graduate coordinator prior to enrollment, and approval signatures will be required by the instructor, department chair, and Office of Graduate Studies for each course taken through Open University.

As a disqualified student you may not take any new graduate coursework that you intend to count toward an eventual program if reinstated and readmitted. However, with the approval of your graduate coordinator you may repeat graduate courses in which you have earned a grade of B- or lower to raise your GPAs and establish your ability to succeed in graduate study. You may also use your option to repeat one course with forgiveness if you have not already done so. Otherwise, the general repeat policy for graduate students will apply, and the grades received in the repeated courses will be averaged with the original grade. Graduate program courses that may be taken more than once for credit may not be repeated as this would be considered new graduate coursework.

You may complete graduate courses in which you have been assigned a grade of Incomplete (I) or Report in Progress (RP) to raise your GPAs, unless the courses are associated with the culminating activity for your intended program. You may not begin, continue, or complete a required culminating activity while disqualified from the program.

**Reinstatement and Readmission**

When you have significantly raised your graduate GPAs and established your ability to succeed in graduate study, you may petition for reinstatement and apply for readmission to your original graduate program or a different program. Both your petition for reinstatement and your application for readmission need to be submitted by the deadlines published in the University Academic Calendar for the semester that you are seeking to return. An academic status committee organized by the Office of Graduate Studies will review your record and make a decision concerning reinstatement. You must also be readmitted to the University and into the graduate program.

You can be reinstated in clear standing if your graduate GPAs have been raised to 3.0 or higher, or you may be reinstated on probation with an academic contract if you remain below the required 3.0. Failure to meet the conditions of an academic contract would once again result in academic disqualification.