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 advisor will help you in ensuring that you have current academic information and are making adequate progress toward your educational goals. All degree requirements that you see on your degree require approval. If you are an under graduate 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 (Menard-Bray 190). If you are considering any type of transferring credit, you should also see the "Education" chapter in this catalog for detailed information on transferring credits and programs, and where and how to get approval for credit.

If you are a new or re-admitted student, you are required to see an advisor in your major department 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 advisor in your major department prior to your initial registration. You may obtain this form from the Office of Advising and Orientation.

You are in entitled to evaluate your academic advisor as one of the means of improving the quality of advising available on campus. Evaluations should be written, signed, and sent to the dean of the college or the advisor's name and major.

The evaluation should include specific expressions of appreciation for excellent work as well as constructive criticism.

ACADEMIC HONESTY

You are expected to maintain a high standard of academic honesty. Dis honors 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 Dean of Students. Advising and Orientation.

ATTENDANCE IN CLASS

You are expected to attend classes regularly. You should discontinue absences with your instructor, but you may report an absence of more than a week's duration to the Office of Advising and Orientation when it results from circumstances beyond your control, such as illness or academic concerns. The office will then send a memo to your instructor and the dean of the college, or the advisor's name and major.

ADMITTING COURSES

You may audit classes by paying the normal registration fee. An audit is a student who enrolls in a course for non-credit purposes only. Regular attendance in class is customary, but you do not take exams or receive credit for the course. In order to enter an auditor is subject to the permissibility of the in structor, and only after the instructor's consent is obtained. If you are interested in enrolling in a course, you may drop the class for free during the first two weeks of the semester.

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 classified as sophomores. Juniors are those who have completed 90 to 89.9 semester units (134.9 quarter units). Students who have completed 90 or more units (135 quarter units) have achieved the major status.

Studies is the classification used to describe your academic progress. You are classified as a freshman or transfer student if you have not completed 30 to 59 semester units (45 to 89.9 quarter units). You are classified as a sophomore if you have completed 30 to 59 semester units (45 to 89.9 quarter units). You are classified as a junior or senior if you have completed 60 to 89 semester units (90 to 134.9 quarter units). You are classified as a senior if you have completed 60 to 89 semester units (90 to 134.9 quarter units).

COURSE CREDIT POLICIES

Academic Credit for Prior Experience

In recognition that in their total educational experience will vary in setting, the class, CSU, Chico has adopted a policy in which students may pass through the degree without taking a course that would be required by the university. Credit for prior experience is not available to graduate students. If, after evaluation, it is determined that such experience is equivalent to an academic credit course, it will be granted credit in an amount based on the semester units. You may not be granted credit for the experience per se, but for a similar academic work which took place as a result of, or along with, the experience. The college-level experience must be at least the equivalent of one semester of normal academic year 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. An academic credit earned for prior experience does not count as academic credit. Credit for prior experience per se, but for a similar academic work which took place as a result of, or along with, the experience. The college-level experience must be at least the equivalent of one semester of normal academic year 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. An academic credit earned for prior experience does not count as academic credit.
**Academic Policies**

**Transfer Credit**
To obtain transfer credit for courses completed elsewhere, students must first complete a transfer evaluation (TE) process at the University. The TE form is available from the Office of Student Records and Registration. The evaluation will be based on the following criteria:

1. A grade of C or better must be earned in the course.
2. The course must be equivalent in content to a course offered at Chico State.
3. The course must be taken for credit and not on a pass/fail basis.
4. The course must be transferable to a California State University.

**Registration**
Registration occurs in two phases: 

1. **Advance Registration:** Students can register in advance for the entire semester, provided they have a sufficient number of credits to register. Registration for the next semester will be made available in the fall and spring semesters.
2. **Final Registration:** Students must register for all courses by the end of the second week of the semester. Courses not registered for by the end of the second week will not be available for registration.

**Add/Drop Courses, Changing Grade Options**
During the first two weeks of the semester, students are allowed to add or drop courses without penalty. After the second week, changes of grade options will require the approval of the instructor. The process for changing grade options is as follows:

1. **Add/Drop Courses:** Students must complete an add/drop form and submit it to the Office of Student Records and Registration. The form must be submitted by the end of the second week of the semester.
2. **Changing Grade Options:** Students must request the change of grade options by the end of the second week of the semester. The request must be submitted in writing and signed by the instructor.

**Course Withdrawal**
Students who are unable to complete a course with a passing grade must withdraw from the course by the end of the second week of the semester. Failure to withdraw may result in a grade of "W" which is recorded on the student's permanent record.

**Withdrawal from the University**
Students who are unable to complete a course with a passing grade must withdraw from the course by the end of the second week of the semester. Failure to withdraw may result in a grade of "W" which is recorded on the student's permanent record.
in formation in the chapter “Fees and Expenses” and current in formation
in The Class Schedule section “Important Registration Activities, Dates, and Deadlines” and “Fees, Tuition, Refunds, and Holds.”

DEFINITION OF LETTER GRADING SYMBOLS

Undergraduate Courses (numbered 1 to 299):

A — Superior Work
A level of achievement so outstanding that it is not readily attained by relatively few students.

B — Very Good Work
A high level of achievement clearly better than adequate competence in the subject matter, but not as good as the unusually superior achievement of students earning an A.

C — Adequate Work
A level of achievement in indicating adequate competence in the subject matter. 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 minimally required standard of the course. Not passing. Be cause a C is the minimally acceptable grade for a 300-level course, a D grade is not acceptable.

Graduate Courses (numbered 300 to 399)

A — Superior Work
A level of achievement meeting the minimally required standard of the course. Not passing. Because a C is the minimally acceptable grade for a 300-level course, a D grade is not acceptable.

B — Very Good Work
A level of achievement that fails to meet the minimally required standards of the course. Not passing. Be cause a C is the minimally acceptable grade for a 300-level course, a D grade is not acceptable.

Graduate Courses (numbered 400 to 499)

A — Superior Work
A level of achievement that fails to meet the minimally required standards of the course. Not passing. Because a C is the minimally acceptable grade for a 300-level course, a D grade is not acceptable.

Graduate Courses (numbered 500 to 599)

A — Superior Work
A level of achievement that fails to meet the minimally required standards of the course. Not passing. Because a C is the minimally acceptable grade for a 300-level course, a D grade is not acceptable.

Graduate Courses (numbered 600 to 699)

A — Superior Work
A level of achievement that fails to meet the minimally required standards of the course. Not passing. Because a C is the minimally acceptable grade for a 300-level course, a D grade is not acceptable.

Graduate Courses (numbered 700 to 799)

A — Superior Work
A level of achievement that fails to meet the minimally required standards of the course. Not passing. Because a C is the minimally acceptable grade for a 300-level course, a D grade is not acceptable.

Graduate Courses (numbered 800 to 899)

A — Superior Work
A level of achievement that fails to meet the minimally required standards of the course. Not passing. Because a C is the minimally acceptable grade for a 300-level course, a D grade is not acceptable.

Graduate Courses (numbered 900 to 999)

A — Superior Work
A level of achievement that fails to meet the minimally required standards of the course. Not passing. Because a C is the minimally acceptable grade for a 300-level course, a D grade is not acceptable.

Academic Policies

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 unadjusted grade points:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Unadjusted Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
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<tr>
<td>D+</td>
<td>1.3</td>
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<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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

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 (ungraded level) or AB/NC (graduate level) and in other courses CR (credit) or NC (no credit). Stu dents will be advised at the beginning of a course if either of these practices is to be used.

CR/NC grading is mandated for courses in which standard grading procedures are not practiced or possible (i.e., in independent studies, credit for prior course work, or credit for foreign language courses).

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, ungraded level and no credit courses CR/NC only may be taken as CR/NC. Up to 30 units of elective CR/NC coursework may be applied to a bachelor’s degree.

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, re-entered, and re-coded using the standard ABC/D scale, the grade is converted to CR/NC or, failing to the lowest in the course. 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 CRAN, except that if you are a postbaccalaureate 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 in the course approved by the instructor, you may elect CR/NC grading for the course.

It is your responsibility to bring pertinent information to the instructor to arrange credit for courses that you have in mind that may be eligible for CR/NC grading.

In order to be eligible for CR/NC grading, students must have a minimum of 30 units of graduate work completed.

Other Grading Symbols

AU — Audit
An AU grade is not recorded in a course where credit is earned for which no credit is earned by the student. Completing the course will result in the grade of AU being posted to the student’s permanent record.

I — Incomplete
An incomplete grade is assigned if a portion of required coursework has not been completed or not evaluated within the prescribed time. Incompletes will be assigned only in cases where instructors conclude that a clearly identifiable pattern of course requirements cannot be met for unforeseen reasons.

An in incomplete grade 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 within the prescribed time 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 concerning the course to the instructor to arrange credit for courses that you have in mind that may be graded CR/NC.

In order to be eligible for CR/NC grading, students must have a minimum of 30 units of graduate work completed.

IC — Incomplete Charged
The IC symbol may be used when a student who received a CR/NC in a course and who did not complete the required coursework within the allowed time limit. The IC re places the I and is counted as a failing grade for grade point average purposes. You have one year (two semesters) to complete all work for a course in which you received a "I" (Incomplete) grade.

WU — Withdrawal Unauthorised
The symbol “WU” in the calculation of course grades is equivalent to a “F.” If you fail a course, the grade of “F” will be recorded.

It is the student’s responsibility to inform the instructor that he or she will not complete the course. The instructor will notify the student in writing that the course will be marked as an “F.” If you drop a course after the fifth week, you will receive a “WU” grade.
are graded Credit/No Credit or in cases where the student has elected Credit/No Credit evaluation, use of the symbol WU in a record is not recommended, and NC shall be used in stead.

**RD — Report Delayed/NR — Not Reported:**
RD or NR in di cates that the in struc tor has de layed or not re ported a grade. It does not in di cate that you failed to com plete the work re quired. An RD or NR is due to fac ul ty ac tion rather than stu dent ac tion.

**RP — Re port in Progress:**
The “RP” sym bol is used in con nect ion with courses that ex tend bey ond one acade mic term. In di cates that work is in pro gress but that as sig nment of a fi nal grade must await com pletion of ad di tional work. Work is to be com pleted within one year ex cep t for grad u ate de gree the ses. It is em ployed in con nect ion with In de pendent Study (398), Mas ter’s Study (399), and sim ilar courses (e.g., des ign ated Spe cial Top ics). Courses ap proved for this grade op tion where as sig ned work fre quently ex tend bey ond a sin gle acade mic term and pos si bly re quires en roll ment in more than one term. Cu mu la tive en roll ment in units at tempted may not exceed the tal number ap pli cable to your edu ca tional ob jective. Work must be com pleted within one year of ini tial en roll ment for 398 courses and within the seven years al lowed for the com pletion of the mas ter’s de gree for 399 courses.

**W — With drawal:**
A with drawal (W) grad ing sym bol in di cates that you were per mit ted to drop the course with out re记 录 的 grade. The grad ing sym bol is not ap pli cable to your edu ca tional ob jective.

**Course Objectives**
Each mem ber of the fac ul ty will write and dis tribute one for each course, con sis tent with the na ture of that course, clearly stated ob jec tives which will fac il itate the in struc tional and eval uative pro cesses. This is com monly re fer red to as a course syl labus. Stu dents should be in formed in the in struc tional na ture of the le vel of achieve ment that is ex pected for each let ter or a credit grade.

In mul ti ple-section courses, in struc tors usu ally meet to dis cuss goals, ob jec tives, pro ced ures, course sen ti men tal, and cri ter ia for eval uation. While com plet e uni form ity is not es sen tial, de part ments strive for ba sic uni form ity of ob jec tives, sub ject mat ter, and grad ing pat terns in mul ti ple-section courses.

**Narrative Evaluations in Major Courses**
In cer tain courses re quired for the major and se lected by a de partment, in struc tors will pro vide stu dents with a writ ten nar ra tive eval uation ad dress ing such mat ters as ab ility to ex press ideas in an or gan ized way, effec tive ver bi cal argu ment, and mo tion bal ance.

**Assign ment and Change of Grades**
To verify that as sig ned grades are iden ti cal to posted grades, the of fice of Stu dent Re cords and Reg is tra tion shall pro vide in struc tors with a fi nal copy of the posted grades for each course.

It is pre su med that grades as sig ned by the re spon sible in struc tor are cor rect. For a grade to be changed, an ap pro val must be ob tained from the de part ment head or con trol.

In the ab sen ce of a com pel ling re ason for change, the grade as sig ned by the re spon sible in struc tor is fi nal. Ex amples of com pel ling re asons for a change of grade in clude:
1. In struc tor er ror in com puting or mark ing the grade.
2. Cler i cal er ror by the Of fice of Stu dent Re cords and Reg is tra tion in posting the grade.
3. Pre j udice on the part of the in struc tor in as sig ning the grade, or.
4. Fail ure by in struc tor to fol low grad ing stand ards de scribed in the course.

You may ap pear an as sig ned grade to the in struc tor of rec ord. Then,
1. In the in struc tor of rec ord agrees there is a com pel ling re ason to
2. If the in struc tor of rec ord does not agree there is a com pel ling re ason to
3. If the in struc tor of rec ord does not agree there is a com pel ling re ason to
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9. If the in struc tor of rec ord does not agree there is a com pel ling re ason to
10. If the in struc tor of rec ord does not agree there is a com pel ling re ason to

**Academic Policies**
No grades may be changed on a stu dent acade mic re cord after a de gree has been granted and posted on the acade mic re cord.

**Grievance Procedures Related to Grades**
Grievances related to grades, univer sity ser vices, and aca de mic pro grams on and off cam pus may be re so lved ei ther by an in for mal or for mal pro cess through the use of the Stu dent Griev ance Pro ce dures. Ev ery stu dent has the right to use these pro ce dures. Con sult the Co or di na tor for Stu dent Ju di cial Af fairs, Ken doll Hall 110, 530-898-6897, for further in form ation.

**ACADEMIC PROBATION AND DISQUALIFICATION**
**Academic Probation**
You are placed on acade mic pro ba tion any time ei ther your cu mu la tive or CSU grade point av er age falls be low 2.0. The Ac ademic Sen ate has rec om mended that you limit your course load to no more than 14 semester units un til you are re moved from pro ba tion. To avoid pro gram pro ba tion, grad u ate stu dents in mas ter’s pro grams must main tain a 3.0 grade point av er age sub se quent to ad mis sion to the mas ter’s pro gram (see the “Grad u ate Eco - nomy sec tion” for de tails).

If you are on ac ademic pro ba tion, you are re quired to meet with your ac ademic ad viser no later than the end of the sec ond week of classes each semes ter un til you attain clear stand ing. You are also en gaged in regu lar meet ing with a staff mem ber in the Of fice of Ad vising and On en ta tion.

You will be re moved from academic pro ba tion when both your cu mu la tive grade point av er age in all col le ge work at tempt ed and your CSU grade point av er age are 2.0 or higher.

**Academic Disqualification**
You be come sub ject to academic dis qual i fi ca tion while you are on an academic pro ba tion. Disqual ifica tion is ac cepted in con nection with fail ur e to re main at least in the se mester and the num ber of units you have at tempt ed. If dis qual if i fied, you will not be al lowed to con tinue in uni ver sity un less you are re in stated.

If your Chico or cu mu la tive grade point av er age is less than 2.0, you should check whether your grade point def i cit makes you sub ject to disqual i fi ca tion as fol lows:

First, de term ine the num ber of grade points you would have if you had a 2.0 grade point av er age by mul ti plying the num ber of units you have at tempt ed by two. Next, sub tract from this num ber the num ber of grade points you have ac tu ally earned. The re sult is your grade point def i cit.

Elec tronic as sis tance in com puting your grade point av er age, visit the URL at http://em.csuchico.edu/aap/Under grad/pro ba tion/gpa.asp.

To de term ine if you will be disqual i fied, check the scale be low. If you en ter the se mester on pro ba tion and your grade point def i cit is 2.0 or greater, then you are sub ject to disqual i fi ca tion.

**Grade Point De fi ciency be low 2.0 GPA by Class Level:**
Freshmen—Sophomores (0-59+ units) .......................... 15 or more
Juniors (60-89+ units) .......................... 9 or more
Seniors, Postgraduates, Creden tial Candid ate status, and Un classified (90 and above units) ................. 6 or more
Most disqual i fi cation ac tion are taken at the end of the spring semes ter.

No fi cation to stu dents af fected is made as soon as pos si ble.

Disqual i fied stu dents may take self-sus pended courses through Con tin uing Edu ca tion but will not be al lowed to re enroll in courses taught un der the Open Uni ver sity pro gram ex cept with spe cial per mis sion.

You may also be sub ject to academic dis qual i fi ca tion while not on academic pro ba tion if your cu mu la tive grade point av er age falls be low

1. 1.0.
2. 2.0.
3. 3.0.
4. 4.0.
5. 5.0.

If your Chico or cu mu la tive grade point av er age is less than 2.0, you should check whether your grade point def i cit makes you sub ject to disqual i fi ca tion as fol lows:

First, de term ine the num ber of grade points you would have if you had a 2.0 grade point av er age by mul ti plying the num ber of units you have at tempt ed by two. Next, sub tract from this num ber the num ber of grade points you have ac tu ally earned. The re sult is your grade point def i cit.

Elec tronic as sis tance in com putting your grade point av er age, visit the URL at http://em.csuchico.edu/aap/Under grad/pro ba tion/gpa.asp.

To de term ine if you will be disqual i fied, check the scale be low. If you en ter the se mester on pro ba tion and your grade point def i cit is 2.0 or greater, then you are sub ject to disqual i fi ca tion.

**Administrative-Academic Probation**
You may be placed on admin is trative-academic pro ba tion for any of the fol low ing re asons:

1. With drawal from all or a sub stan tial por tion of your pro gram of stud ies in two suc cesev at ing terms or in any three terms.
2. Re peated fail ure to progres s to ward your stated de gree ob jective or other pro gram ob jective (when such fail ure ap pears to be due to cir cum stances within your con trol).
3. Fail ure to com ply, after due no tice, with an acade mic re quire ment or regu lation which is rou tine for all or a de fined group of stu dents.
When placed on administrative academic probation, you will be notified in writing and pro vided with both the con ditions for re moval of pro ba tion and the cir cumstances which would lead to disqual i fi cation, should pro ba tion not be re moved.

**Administrative Academic Disqualification:**
If you are placed on administrative academic probation, you may be disqualified from future enroll ment if:
1. You do not meet the con ditions for re moval of admin istrative academic pro ba tion within the period specified.
2. You be come sub ject to ad min istrative pro ba tion while on admin istrative academic pro ba tion.
3. You be come subject to admin istrative academic pro ba tion for the same or simi lar reason for which you were placed on admin istrative academic pro ba tion previ ously, al though you do not currently have such status.

When a student is acti vated, you will receive written no ti fication in clud ing an ex planation of the basis for the ac tion.

**Reinstate ment:**
You may seek an admin istrative rein state ment af ter one year (two sem esters) has elas ped since disqual i fi cation. You must sub mit a letter of appeal be fore the estab lished de ad line. These de ad lines can be found in the "Aca demic Cal en dar" in the front sec tion of The Uni versity Cat al og. You must also sub mit your ap plica tion for read mis sion and ap plica tion fees in con junction with your letter of appeal for rein state ment. Con sult the Office of Ad vising and Ori en ta tion for as sistance. Send your letter of appeal to the Ac ad emic Status Com mit tee, in care of the Office of Ad vising and Ori en ta tion.

**Clear Standing:**
You will be re moved from admin istrative pro ba tion when your cu mul a tive grade point av er age is 2.0 or higher. You will be re moved from admin istrative academic pro ba tion when the con ditions which led to your pro ba tion status have been re moved. If you have been disqual i fi ed and sub se quently raised your grade point av er age to 2.0 or higher, you will ap proach your de part ment to have the re peated course grade re vert to an IC grade. Re peating a course for which the grade of record is I, the I will re vert to an IC grade point av er age. Any courses which you passed that term will not ap ply to ward degree re quire ments. Courses orig i nally taken in which the stu dent re ceived a grade of B- or lower will not be com puted into your grade point av er age. Your de part ment will be respon si ble for de ter mining whether there is rea son able equiva lency.

**General Repeat Policy:**
Stu dents may re peat courses orig i nally taken for a let ter grade if the ear li er at tempt re su lted in a grade of C- or lower. Grad u ate stu dents may re peat courses in which they ap pro ached a grade of B- or lower. You will be re moved from admin istrative academic pro ba tion when the con ditions which led to your pro ba tion status have been re moved. If you have been disqual i fi ed and sub se quently raised your grade point av er age to 2.0 or higher, you will ap proach your de part ment to have the re peated course grade re vert to an IC grade. Re peating a course for which the grade of record is I, the I will re vert to an IC grade point av er age. Any courses which you passed that term will not ap ply to ward degree re quire ments. Courses orig i nally taken in which the stu dent re ceived a grade of B- or lower will not be com puted into your grade point av er age. Your de part ment will be respon si ble for de ter mining whether there is rea son able equiva lency.

**Undergraduate Repeat with Forgiveness:**
This pol icy ap plies to a course taken re peated at Chico, not else where. If you have grad uated, you may not use the pro vi sions of this pol icy to re peat for for give ness a course taken prior to your date of gra du ation.

No more than two courses may be re peated with for give ness at CSU, Chico. Grad u ate stu dents who wish to re peat courses at CSU, Chico and have the ear li er let ter grade de leted in the com putation of their cu mul a tive grade point av er age may do so un der the fol low ing con di tions:
1. If the ear li er at tempt re su lted in a grade of C- or lower.
2. The stu dent has al ready en rolled in the course.
3. The course is not re peated for elec tronic as sis tance in com puting your grade point av er age.
4. A pe ti tion stat ing that the course is be ing re peated with for give ness is sub mi tted by the stu dent to the Of fice of Stu dent Rec ords and Re gis tration.
5. The stu dent has not ex ceeded the two course limit.

The of fice of Stu dent Re cords and Re gis tration will de ter mine whether the pe ti tion meets these five cri ter ia. If the course was or i ni tally taken at an other in sti tu tion, the de part ment will be respon si ble for de ter mining whether there is rea son able equiva lency.

Un der this pol icy, only the last grade earned will be cal cu lated in the grade point av er age. All grades will be re main on the stu dent’s per ma nent re cord, but the re cord of a pro vi sious grade in the course will be mar ked to in di cate that the course has been re peated. This for give ness pol icy may not be in voked to re peat an in com plete, nor does it ap ply to a course first taken in CSU, Chico. Stu dents may re ceive ap proval for only two re peat- with- for give ness pe ti tions. If a pe ti tion to re peat with for give ness does not meet the cri ter ia and the course is com pleted, then the re peated course grade will be cal cu lated in the grade point av er age by re peat ing a course taken as an un der grad u ate. If you wish to re peat a course you have taken as a postbac ca la u ra te, not in cluded in the above cat eg ories, you must file a pe ti tion in the Of fice of Grad u ate Pro grams. This pe ti tion must be ap proved by the ap pro pri ate grad u ate ad viser. Ap proval may be granted ac cordin g to the fol low ing sit u a tions:
1. The ear li er at tempt re su lted in a grade of B- or lower.
2. The maxi mum num ber of course terms may re peat with for give ness be ar ing in con sideration.
3. No re gres sion is al lowed.
4. A course which may be taken more than once for credit may not be re peated with for give ness.
5. Equiva lency must be clearly es tablished for courses orig i nally com pleted and trans fer red.
6. You may not re peat a term at an other in sti tu tion which is a part of the grad u ate pro grams.
7. Your grade point av er age must be at least 2.0.
8. You must file a pe ti tion to re peat a term at an other in sti tu tion, the de part ment will be respon si ble for de ter mining whether there is rea son able equiva lency.

**Graduate Repeat with Forgiveness:**
Postbaccala u ra te stu dents pur su ing a ther a sec ond bach e lor’s de gre e, a sec ond ma jor, a cre den tal, or a mi nor are sub ject to the under grad u ate re peat pol icy but must file their pe ti tion with the Of fice of Grad u ate Pro grams. Once you have a bach e lor’s de gre e, you may not raise your un der grad u ate grade point av er age by re peat ing a course taken as an un der grad u ate. If you wish to re peat a course you have taken as a postbac ca la u ra te, not in cluded in the above cat eg ories, you must file a pe ti tion in the Of fice of Grad u ate Pro grams. This pe ti tion must be ap proved by the ap pro pri ate grad u ate ad viser. Ap proval may be granted ac cordin g to the fol low ing sit u a tions:
1. The ear li er at tempt re su lted in a grade of B- or lower.
2. A maxi mum num ber of course terms may be re peated with for give ness.
3. No re gres sion is al lowed.
4. A course which may be taken more than once for credit may not be re peated with for give ness.
5. Equiva lency must be clearly es tablished for courses orig i nally com pleted and trans fer red.
6. You may not re peat a term at an other in sti tu tion which is a part of the grad u ate pro grams.
7. Your grade point av er age must be at least 2.0.
8. You must file a pe ti tion to re peat a term at an other in sti tu tion, the de part ment will be respon si ble for de ter mining whether there is rea son able equiva lency.
9. You must be in the grad u ate pro grams.
10. You must file a pe ti tion to re peat a term at an other in sti tu tion, the de part ment will be respon si ble for de ter mining whether there is rea son able equiva lency.

**Equivalent Forgiveness:**
Vet er ans should con sult the Of fice of Vet er ans Af fairs to de ter mine the im pact of course repe ti tion on their eligi bility for ben efits.