

## 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 insure that you have current academic information and are making adequate progress towards your educational goals. All departments recommend, and some require, that you see your advisor at least once a semester.

To be assigned a faculty advisor, 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 advisor. If you are an undergraduate and have not yet declared your major, you are advised through Academic Advising Programs.

Direct your general academic problems and concerns to Academic Advising Programs, Student Services Center 120. If you are considering a teaching credential, you should also see "Professional Education, Teaching Credentials, and Other Programs" on page 320 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 advisor 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 advisor in the major to which you are changing and obtain approval on the Undergraduate Plan Change Form at <http://em.csuchico.edu/sro/planchange.asp>.

You are invited to evaluate your academic advisor 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 Student Judicial Affairs, Kendall Hall 112. Also see "Student Judicial Affairs" on page 45.

### 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 Academic Advising Programs when it 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 without 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 Provost, Kendall Hall 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 towards a master's degree may not be challenged. Credit earned by challenging courses will not apply towards 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 a letter, no later than the end of the second week of classes, to the chair of the department offering the course. Your letter must 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 department chair will send a memorandum instructing 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 towards 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 Advanced Placement (AP) examinations and some College Level Examination Program (CLEP) examinations. See "Credit by Examination" on page 96 for additional information. A maximum of 30 semester units may count towards 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 towards 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 course credit. Extension credit may not be used to satisfy the residence requirement.

### Transfer Credit

To obtain transfer credit for courses completed elsewhere, be sure to send final official transcripts from all schools you have previously attended to the Office of Admissions. If you attend summer school away from CSU, Chico, be sure to also send that transcript to the Office of Admissions. The transfer credit will then appear on your Degree Progress Report, which you can access through your Portal account. Please see "Transfer Credit Evaluation" on page 95 for additional information.

## Course Registration, Change of Program, and Withdrawal Policies

### Registration

Students register for classes using their Portal account. There are two enrollment periods for students to conduct registration activities. Initially, each semester, students are assigned an enrollment appointment which allows access for students to add and drop classes. Once the appointment period has ended and fees are calculated for all registered students, an open add/drop period begins. The open add/drop period ends on the Friday of the second week of classes for the fall and spring semesters. Students receive confirmation of their registration transactions in real-time. Further confirmation may be made by accessing their class schedules online. For session dates and deadlines, please visit the Chico State homepage at <http://www.csuchico.edu/schedule>.

Beginning with the third week of classes students must obtain a "Class Add/Update Request" or "Class Drop Request" form to make any changes to their enrollment. Signature of the instructor is required; department chair and college dean may also be required. These forms are available online under Student Records & Registration Forms at <http://www.csuchico.edu/sro/> or from the department office or the Student Records and Registration Office. **Class Add and Drop Request** forms submitted more than 10 working days from the last approval signature will not be processed.

Registration procedures and policies may, and often do, change more frequently than the publication of this catalog. Please also review the "Records and Registration" chapter in the *University Catalog*, as well as any annual revisions and appropriate notices in the *Class Schedule*. You may access the most up to date version of the *University Catalog* or *Class Schedule* on the Chico State homepage, <http://www.csuchico.edu/>.

It is vital that the University has accurate and timely address information on record. You are required to keep the University informed of all local and permanent address changes. If you wish to have bills mailed to an address which is different from either your local or your permanent address, you may specify a billing address. To change your address information log on to your Portal account or visit the Student Records and Registration Office, Meriam Library 180.

### Adding and Dropping Courses, Changing Grade Options

**Students may add or drop courses or change grade options without restriction or penalty and without instructor approval during the first two weeks of the semester using the Portal or, where necessary, by submitting a Class Add/Update Request or Class Drop Request form.**

Some classes require permission of the instructor or other special requirements to register. These classes are normally noted in the *Class Schedule*. In classes requiring permission of instructor to register, the instructor may provide you a Permission Number or a **Class Add/Update Request** form to add the class. The Permission Number is required to add the course through the Portal. The **Class Add/Update Request** form, bearing the instructor's signature of approval, must be submitted to the Student Records and Registration Office within 10 days.

### Exception for required remedial English and mathematics courses.

During the first two weeks of the semester, students who are enrolled in required remedial mathematics and English courses may not drop those courses without written permission of the department chair or the chair's designee.

Students who have paid fees may add and drop classes during the add/drop period without financial penalty, unless the unit load changes from half time to full time enrollment. Students are financially liable for classes in which they are enrolled as of the first day of classes PLUS any classes in which they may subsequently enroll. See also "Fees, Tuition, Refunds, and Holds" on page 101 for refund policies.

**During the third and fourth weeks of classes, Class Add and Drop Request forms to add, drop, or change grade options will require the approval signature of the instructor.**

If your request to drop a class is received and processed in the Student Records and Registration Office before the end of the fourth week of classes, that class will not appear on your academic record. After the fourth week, a letter grade of "W" (signifying "Withdrawal") will appear on your academic record for each course approved for dropping. The

grade of "W" carries no connotation of quality of performance and is not used in calculating your grade point average at the University.

**After the end of the fourth week of the semester, the University's census date, all Class Add and Drop Request forms to add, drop, or change grade option will require a serious and compelling reason and signatures of the instructor, department chair, and college dean. See below for criteria used for evaluating a serious and compelling reason.**

**During the final three weeks of the semester, no drops will be permitted except for circumstances clearly beyond the student's control (such as accident or serious illness) and when the assignment of an "Incomplete" is not practicable. (Reference: EM 98-06)**

Students withdrawing from all their classes follow a procedure different from that for students requesting permission to drop only some of their classes (see "Withdrawing from the University" below). Failure to withdraw officially will result in grades of F, WU, or NC in each course. If you are considering dropping or withdrawing, request assistance from Academic Advising Programs and discuss your situation with your faculty advisor.

### Serious and Compelling Reasons:

The following situations are typical of those for which "serious and compelling" is appropriate justification for approving withdrawals and changes of grade option after the fourth week of classes:

1. An extended absence due to a verifiable accident, illness, or personal problem serious enough to cause withdrawal from the University. For example, a one- to two-week absence with a doctor's written excuse.
2. An extended absence due to a death in the immediate family. This applies to absences exceeding a week due to family affairs that must be attended to by the student.
3. A necessary change in employment status which interferes with the student's ability to attend class. This change in employment status must be verified in writing by the student's employer.
4. Other unusual or very special cases, considered on their own merit.

The following situations would not fall under the intent of "serious and compelling":

1. Grade anticipated in class is not sufficiently high, or student is doing failing work.
2. Failure to attend class, complete assignments, or take a test.
3. Dissatisfaction with course material, instructional method, or instructor.
4. Class is harder than expected.
5. Pressure of other classes, participation in social activities, or simple lack of motivation.
6. A change of major.

### Withdrawing from the University

Students who find it necessary to withdraw from CSU, Chico beginning with the first day of classes in a term are required to follow the official withdrawal procedures. Failure to follow formal withdrawal procedures may result in the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Undergraduate students may withdraw from no more than 18 semester-units, except when the justification for the withdrawal is due to circumstances clearly beyond the student's control. The limits apply only to units attempted at CSU, Chico. Information on withdrawal procedures is available from Student Records and Registration, Student Services Center 220, 898-5142. You may also want to apply for a Planned Educational Leave at the same time.

If you withdraw from the University, a portion of your fees will be reversed for withdrawals which occur on the first day of classes through the 60% point of the semester. Fees will not be reversed for any withdrawals that occur after this date, except for students who are unable to continue courses because of compulsory military service. See "Refund Schedule for Registration Fees and Non-Resident Tuition" on page 102 and current term information on the *Class Schedule* Web site sections on "Important Registration Activities, Dates, and Deadlines" and "Fees, Tuition, Credits, and Refunds."

During the final three weeks of the semester, you are normally not eligible to withdraw and receive W grades, except in the case of "serious illness or accident" when assignment of an Incomplete is not practical. Under no circumstances will you be allowed to withdraw if you have taken final examinations.

Failure to withdraw officially can result in grades of F, U, WU, or NC in each course. If you are considering withdrawing during the final three weeks of the semester, request assistance in Academic Advising Programs and discuss your situation with your faculty advisor. If for any reason you are unable to withdraw in person, write or call Academic Advising Programs, 530-898-5712, to request withdrawal.



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Students who are receiving financial aid funds must consult with the Financial Aid Office and Student Financial Services prior to withdrawing from the University regarding any required return or repayments of grant or loan assistance received for that academic term. If a recipient of financial assistance under federal Title IV financial aid programs withdraws from the institution during a payment period, the amount of grant or loan assistance received is subject to return and repayment provisions governed by federal law.

**Disclaimer:** Changes to the repeat policy will be forthcoming. Please refer to the Web catalog for the most current information.

### Course Selection Policies

Consult with a faculty advisor in your major to plan your academic program (Undeclared students receive advising in Academic Advising Programs). Refer to the Major Academic Plan (MAP) for your major, available online at <http://em.csuchico.edu/aap/ProgramSearch/>. Familiarize yourself with the required and elective courses listed in the catalog for your major and with any other material provided by departments or the University. It is particularly important to note whether certain prerequisites must be completed before taking other required courses in a given program. Failure to complete a prerequisite course may delay graduation or in other ways adversely affect your program or progress. A typical program will contain 15 or 16 units a semester. If you have less than a superior record of scholastic achievement, you are advised to take no more than 18 units a semester.

#### Maximum Student Course Load

Undergraduate students may enroll for up to a specified maximum number of units during the initial enrollment appointment period. Check the *Class Schedule* for the current maximum units' limitations. During the open add/drop period you may add additional courses up to a maximum of 21 units without special permission if you are in good academic standing.

Seniors wishing to enroll for more than 21 units must obtain approval from their department chair and college dean. If you are not a senior, but an undergraduate with at least a 2.75 GPA in your two most recent semesters, you may petition to enroll in more than 21 units through the same procedures. Petition forms are available in the Student Records and Registration Office and must be returned along with the **Class Add/Update Request** form which brings the total units above the maximum. If you are a freshman or sophomore who has not declared a major, you must obtain approval from the Director of Academic Advising Programs. The Academic Senate has recommended that students on academic probation limit course loads to no more than 14 units.

A postgraduate student may enroll for up to 16 units. You must obtain special approval to exceed 16 units from your departmental graduate advisor. If you enroll for more than the authorized number of units, you will be disenrolled from the most recently added courses until your program is approved.

#### Remedial/Developmental Courses

The following courses have currently been designated as remedial/developmental: ENGL 030, MATH 011, MATH 012, MATH 031, MATH 032, and MATH 051. These are designed to assist students in developing basic skills that are essential to successful University achievement. Additional courses may be designated as remedial or developmental when needed.

Credit for remedial/developmental courses does not count towards the bachelor's degree. This credit will count, however, in establishing eligibility for financial aid and full-time enrollment status.

#### Independent Study and Special Purpose Courses

You are strongly advised to enroll in no more than 3 units of independent study per semester (courses numbered 199, 299, 399, or 499), with a maximum of 6 units applying towards a bachelor's degree. All 199, 299, 399, and 499 courses (except honors) are graded CR/NC, and none will apply to a master's degree program.

Your proposal for 199, 299, 399, or 499, as well as graduate 697 and 699 course work, must be approved by the department before you can finalize registration in such course work. If this approval is not granted until after the regular add period, permission of the department chair and college dean will be required (see "Independent Study (697), Comprehensive Examination (696), and Master's Study (699)" on page 153 for instructions regarding 696, 697 and 699 course work).

#### Internship and Experience-Based Learning Courses

Internship and other experience-based courses are numbered 189, 289, 389, or 489, depending on the course level. These courses involve business and other community work with placement in a business, public or private agency under the supervision of a qualified professional. A maximum of 15 internship units may be applied to a bachelor's degree at CSU, Chico.

### Planned Educational Leave/PEL (Undergraduate)

Planned Educational Leaves (PELs) are available to undergraduates who are in good standing at CSU, Chico. Leaves may be granted to students for a maximum of two consecutive semesters. Under limited educational circumstances, a PEL may be extended for up to two additional semesters. Requests for extensions must be made in writing to the Student Records and Registration Office. Students who are granted a PEL maintain certain rights and privileges ordinarily associated with continuing student status, even though not officially enrolled. However, being on an approved PEL will not defer your student loans. Loans can only be deferred by continuous enrollment.

#### To Request a PEL:

1. Submit the "Planned Educational Leave Request" (Undergraduate) to the Student Records and Registration Office, Student Services Center 220, no later than the end of the fourth week of classes during the first semester of the leave.
2. If you are receiving support services from Educational Opportunity program (EOP), Student Services Center 310, meet with your advisor regarding your leave before submitting your request form.
3. If you are an international student, see an International Student advisor in the Center for International Studies, Student Services Center 440, prior to your departure.
4. If you received student financial aid while attending CSU, Chico, consult with the Financial Aid Business Office, Student Services Center 250, prior to your departure.

#### Upon return after a PEL:

1. The University will anticipate your return as a continuing student based on the semester indicated on the PEL application and have you properly classified as a continuing student. You do not need to do anything if you return as planned. However, you must return to the University for the semester you indicated on your PEL request form or obtain approval from the Student Records and Registration Office for a change in your plans. If you do not return as planned, without notification, you will lose your PEL status and will need to reapply for admission when you wish to return to Chico.
2. Upon your return, or as early as the Registration Period for the semester of your return (April–June for fall, October–November for spring), visit the online *Class Schedule* at <http://www.csuchico.edu/schedule/>. Follow the registration procedures and timeline provided there.
3. Access the Portal to add courses as desired, and follow all other procedures for registration, financial aid, and fee payment.
4. You must request that official transcripts be forwarded to Student Records if you attended another college or university while on PEL.

For more information and the forms you should use to request a PEL, inquire in the Student Records and Registration Office, Student Services Center 220, 530-898-5142 or download the form at <http://em.csuchico.edu/sro/forms.asp>. If you are a graduate student, see "Continuous Enrollment" on page 152 or inquire at the Graduate School, Student Services Center 440, 530-898-6880.

## Grading System and Policies

### The Functions of Grading

Underlying the rationale for grades is the theme of communication. Grades communicate one or more of the following functions:

1. Recognize that classroom instructors have the right and responsibility to provide careful evaluation of student performance and the responsibility for timely assignment of appropriate grades;
2. Recognize performance in a particular course;
3. Act as a basis of screening for other courses or programs (including graduate school);
4. Inform you of your level of achievement in a specific course;
5. Stimulate you to learn;
6. Inform prospective employers and others of your achievement.

Most courses employ standard letter grading described below. In some classes all students will be graded A, B, C, NC (No Credit) and in others CR (Credit) or NC only, as determined by the department. Students will be advised at the beginning of a course if either of these patterns is to be used.

### Definition of Letter Grading Symbols

#### Undergraduate Courses (numbered 100 to 599):

##### 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.

**Highlighted text** indicates a change from the original publication.

**C—Adequate Work:**

A level of achievement indicating 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 600 to 699)****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 indicating adequate competence in the subject matter/skill. This level or higher 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 600-level course, a D grade is not allowed.

**Use of Plus/Minus Symbols:**

Standard letter symbols will be used with + and – modifiers for undergraduate and graduate grading, with the following associated 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/IC = 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 letter graded units attempted. Credit/No Credit grades are not computed in a grade point average, but count towards total units passed and, therefore, towards graduation. Grade points are awarded on the point scale described above.

Grade point averages for students individually 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 averages at CSU, Chico. Grades of Incomplete (I), Withdraw (W), and Audit (AU) are not calculated in grade point averages at CSU, 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.

**Mandated 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 examinations).

**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 course work 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 100–599, CR is defined as C– or better; NC will be awarded for D, F, or WU work. In 600-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 698/699 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 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 Student Records and Registration Office. 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:**

Incompletes (I) will be assigned only in cases where instructors conclude that a clearly identifiable pattern of course requirements cannot be met for unforeseen reasons. An Incomplete shall not be assigned when it is necessary for the student to attend a major portion of the class when it is next offered. An Incomplete is also prohibited where the normal practice requires extension of course requirements beyond the close of a term, e.g., thesis or project type courses. In such cases, use of the "RP" symbol is required. The conditions for removal of the Incomplete, including the time period allowed for the removal, shall be reduced to writing by the instructor and given to the student with a copy placed on file with the appropriate campus officer until the Incomplete is removed or the time limit for removal has passed.

A student may not re-enroll in a course for which he or she has received an "I" until that "I" has been converted to a grade other than "I"; e.g., A-F, IC.

An Incomplete must be made up within one calendar year after it is assigned whether or not the student is enrolled or it will be changed to IC in a letter grade situation or to NC in a CR/NC situation. An extension of the one-year time limit may be granted by petition for contingencies such as intervening military service and serious health or personal problems. A faculty member may submit a letter grade to be assigned in the event the Incomplete is not made up within one year. If the Incomplete is not converted to a credit-bearing grade within the prescribed time limit, or any extension thereof, it shall be counted as a failing grade in calculating grade point average and progress points unless the faculty member has assigned another grade.

**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 and progress point computation.

**RD—Report Delayed:**

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

**RP—Report in Progress:**

Report in Progress (RP) shall be used in connection with thesis, project, and similar courses in which assigned work frequently extends beyond a single academic term and may include enrollment in more than one term. The "RP" symbol shall be replaced with the appropriate final grade within one year of its assignment except for master's thesis enrollment, in which case the time limit shall be established by the appropriate campus authority. The president or designee may authorize extension of established time limits.

**W—Withdrawal:**

A withdrawal (W) grading symbol indicates that you were permitted to drop the course with appropriate approval after the fourth week of the semester. Withdrawals 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 "Adding and Dropping Courses, Changing Grade Options" on page 141 and "Withdrawing from the University" on page 141 for additional information.

### WU—Withdrawal Unauthorized

WU (Withdrawal Unauthorized) shall be used where a student, who is enrolled on the census date, does not officially withdraw from a course but fails to complete it. WU is most commonly used in those instances where a student has not completed sufficient course assignments or participated in sufficient course activity to make it possible, in the opinion of the instructor, to report satisfactory or unsatisfactory completion of the class by use of the letter grade (A-F). The instructor shall report the last known date of participation 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 WU is inappropriate and NC shall be used instead.

### 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 should meet at reasonable intervals 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 assigned grades are identical to posted grades, the Student Records and Registration Office shall provide instructors with a final copy of the posted grades for each course.

It is presumed that grades assigned 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 assigned 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 Student Records and Registration Office 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 countersign 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

As an undergraduate student, you are subject to academic probation if at any time your cumulative grade point average in all college work attempted or your cumulative grade point average at CSU, Chico falls below 2.00.

As an undergraduate student, you will be removed from academic probation when your cumulative grade point average in all college work attempted and your cumulative grade point average at CSU, Chico is 2.00 or higher.

If you are on academic probation, you are required to meet with your faculty academic advisor no later than the end of the second week of classes each semester until you are no longer on Academic Probation. You are also strongly encouraged to meet with a staff member in Academic Advising Programs. The Academic Senate recommends that you limit your course load to no more than 14 semester units until you are removed from academic probation.

### Academic Disqualification While on Academic Probation

- As an undergraduate student on academic probation, you are subject to academic disqualification when:
- As a freshman (fewer than 30 semester hours of college work completed) you fall below a grade point average of 1.50 in all units attempted or in all units attempted at CSU, Chico.
- As a sophomore (30 through 59 semester hours of college work completed) you fall below a grade point average of 1.70 in all units attempted or in all units attempted at CSU, Chico.
- As a junior (60 through 89 semester hours of college work completed) you fall below a grade point average of 1.85 in all units attempted or in all units attempted at CSU, Chico.
- As a senior (90 or more semester hours of college work completed) you fall below a grade point average of 1.95 in all units attempted or in all units attempted at CSU, Chico.

### Academic Disqualification, Not on Academic Probation

As an undergraduate or graduate student, not on probation, you may be disqualified when the following circumstances exist:

- At the end of any term, you have a cumulative grade point average below 1.0, and
- Your cumulative grade point average is so low that in view of your overall educational record, it seems unlikely that your deficiency will be removed within a reasonable period.

### Notice of Disqualification

If you are disqualified at the end of an enrollment period under any of these provisions you will be notified before the beginning of the next consecutive regular enrollment period. If you are disqualified at the beginning of a summer enrollment break you will be notified at least one month before the start of the fall term. In cases where you ordinarily would be disqualified at the end of a term, save for the fact that it is not possible to make timely notification, you may be advised that the disqualification is to be effective at the end of the next term. Such notification will include any conditions which, if met, would result in permission to continue in enrollment. Failure to notify students does not create the right of a student to continue enrollment.

### Administrative-Academic Probation

As an undergraduate or graduate student, you may be placed on administrative-academic probation for any of the following reasons:

- Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms. (Note: If your withdrawal is directly associated with a chronic or recurring medical condition or its treatment, you are not subject to Administrative-Academic probation for such withdrawal.)
- Repeated failure to progress towards the stated degree objective or other program objective, including that resulting from assignment of 15 units of No Credit (NC), grades when such failure appears to be due to circumstances within the control of the student.
- Failure to comply, after due notice, with an academic requirement or regulation, as defined by CSU, Chico policy, which is routine for all students or a defined group of students (examples: failure to complete a required CSU or CSU, Chico examination, failure to complete a required practicum, failure to comply with professional standards appropriate to the field of study, failure to complete a specified number of units as a condition for receiving student financial aid or making satisfactory progress in the academic program).

When such action is taken, you will be notified in writing and be provided with the conditions for removal from probation and the circumstances that would lead to disqualification, should probation not be removed.

### Administrative-Academic Disqualification

As an undergraduate or graduate student who has been placed on administrative-academic probation, you may be disqualified from further attendance if:

- You do not meet the conditions for removal of administrative-academic probation within the period specified.
- You become subject to academic probation while on administrative-academic probation.



- You become subject to administrative-academic probation for the same or similar reason for which you have been placed on administrative-academic probation previously, although not currently in such status.

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

### Procedures for Reinstatement

You may seek academic reinstatement after at least one academic year (two complete semesters) has elapsed since your disqualification. You must submit a letter of appeal before the established deadline. These deadlines may be found in the "Academic Calendar" in the front section of the *University Catalog*. In addition, you must also submit your application for readmission and accompanying application fees in conjunction with your letter of appeal for reinstatement. Consult Academic Advising Programs for assistance. Send your letters of appeal to the Academic Status Committee, in care of Academic Advising Programs. For more information visit <http://em.csuchico.edu/aap/Undergrad/probation/>

## 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. Undergraduate students may repeat a maximum of 28 units. 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. Except for specially designated courses, units earned for a course count only once towards 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 nor grade points will be counted towards degree requirements. An exception to this policy point may be made for students who have successfully reapplied to the Graduate School to begin a graduate program anew after nine years because an extension of their original program is no longer feasible.

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 three courses, not to exceed 16 units, 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 averages may do so under the following conditions:

- If the earlier attempt resulted in a grade of "C–" or lower;
- The student has already enrolled in the course;
- There is no regression involved;
- a petition stating that the course is being repeated with grade forgiveness is submitted by the student to the Student Records and Registration Office;
- The student has not exceeded the 16 unit limit.
- The student may utilize a repeat with forgiveness for an individual course no more than two times.
- Students may not petition to repeat at another institution a course which was originally taken at CSU, Chico.
- If the student's grade in the original course was not a result of academic misconduct, documented through the Office of Student Judicial Affairs as a violation of the Code of Student Rights and Responsibilities (EM 96-38) and Policy on Academic Integrity (EM 04-36).

The Student Records and Registration Office will determine whether the petition meets these criteria. If the course was originally taken at another institution, the CSU, Chico 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.

If a petition to repeat with forgiveness does not meet the eight 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 Veteran's 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

Post baccalaureate students pursuing 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 Graduate School.

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 Graduate School. This petition must be approved by the appropriate program advisor. Approval may be granted according to the following stipulations:

- The earlier attempt resulted in a grade of B– or lower.
- A maximum of one course may be repeated with forgiveness.
- No regression is permissible.
- A course which may be taken more than once for credit may not be repeated with forgiveness.
- Equivalency must be clearly established for courses originally completed at another institution.
- You may not petition to repeat at another institution a course which was originally taken at CSU, Chico.
- You must be enrolled in the class.
- The grade in the original course was not a result of academic misconduct, documented through the Office of Student Judicial Affairs as a violation of the Code of Student Rights and Responsibilities (EM 08–40) and Policy on Academic Integrity (EM 04–36).

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 Veteran's Affairs to determine the impact of course repetition on their eligibility for benefits.

### Academic Forgiveness

Under very restrictive circumstances, CSU Chico may disregard up to two semesters of previous undergraduate coursework taken at CSU, Chico. If another institution has acted to remove coursework from consideration, such action shall be honored in terms of that institution's policy.

These circumstances are:

- The student has formally requested such action and presented evidence that substantiates that the work in question is substandard and not representative of her/his current scholastic ability and/or performance level, and
- The previous level of performance was due to extenuating circumstances, and
- All degree requirements except the earning of at least a "C" (2.0) grade point average have or will soon have been met.

Final determination that one or more terms shall be disregarded shall be based on careful review of the evidence by a representative of University Academic Advising Programs and a representative of the University Registrar, subject to final approval by the Dean of Undergraduate Education.

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 Academic Advising Programs.