

## **COURSE REPEATS AND GPA ADJUSTMENT**

### **PROCEDURE/APPLICATION**

Upon completion of grades, the PeopleSoft student system will identify all courses academically renewed and apply the corrected value to designate them as repeated courses, along with re-calculation of students' GPA.

Undergraduate students may repeat courses only if they earned grades lower than a C (2.0).

An individual course may be repeated for "Grade Forgiveness" no more than two times. (Grade forgiveness is the circumstance in which the new grade replaces the former grade in terms of the calculation of GPA.)

A maximum of 16 semester units of Course Repeats can be used for "Grade Forgiveness." With regard to the limits on repeats, all such running totals begin at zero (0) at the beginning of the Fall term of 2009.

Limits on repeated courses do apply to courses taken in matriculated status as well as coursework completed via self support, e.g. extended learning, open university, etc.

## **UNDERGRADUATE PROBATION, DISQUALIFICATION, AND REINSTATEMENT**

### **ACADEMIC PROBATION**

An undergraduate student will be placed on academic probation if, during any academic term, the overall GPA or the cumulative Cal State San Marcos GPA falls below 2.0 (a C average). The student shall be advised of probation status promptly.

An undergraduate student shall be removed from academic probation when the overall GPA and the cumulative Cal State San Marcos are both 2.0 or higher.

### **ADMINISTRATIVE-ACADEMIC PROBATION**

A student may also be placed on administrative-academic probation by the Office of the Registration and Records for any of the following reasons:

1. Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms. (Note: A student whose withdrawal is directly associated with a

chronic or recurring medical condition or its treatment is not to be subject to administrative-academic probation for such withdrawal.)

2. Repeated failure to progress toward the stated degree objective or other program objective, including that resulting from assignment of 15 units of NC (No Credit), when such failure appears to be due to circumstances within the control of the student.
3. Failure to comply, after due notice, with an academic requirement or regulation, as defined by campus policy which is routine for all student or a defined group of students (examples: failure to complete a required CSU or campus 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).

#### **ACADEMIC DISQUALIFICATION**

Undergraduate students on academic probation shall be subject to academic disqualification when:

- As a freshman (less than 30 semester units completed) the student falls below a grade point average of 1.50 in all units attempted or in all units attempted at CSUSM;
- As a sophomore (30-59 semester units completed) the student falls below a grade point average of 1.70 in all units attempted or in all units attempted at CSUSM;
- As a junior (60-89 semester units completed) the student falls below a grade point average of 1.85 in all units attempted or in all units attempted at CSUSM; or
- As a senior (90 or more semester units completed) the student falls below a grade point average of 1.95 in all units attempted or in all units attempted at CSUSM.

#### **ACADEMIC DISQUALIFICATION OF STUDENTS NOT ON PROBATION**

Undergraduate students not on academic probation shall be disqualified when:

- At the end of any term, the student has a cumulative grade point average below 1.0 (a grade of D), and
- The cumulative grade point average is so low that it is unlikely, in light of their overall education record, that the deficiency will be removed in a reasonable period.

#### **ADMINISTRATIVE-ACADEMIC DISQUALIFICATION**

An undergraduate student who has been placed on administrative academic-probation may be disqualified if any of the following occur:

- The conditions for removal of administrative academic-probation are not met within the period specified.

- The student becomes subject to academic probation while on administrative academic-probation.
- The student becomes subject to administrative academic-probation for the same or similar reason that the student has previously been placed on administrative academic probation, although the student is not currently in such status.

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

### **SPECIAL CASES OF ADMINISTRATIVE-ACADEMIC DISQUALIFICATION**

In addition, an appropriate campus administrator, in consultation with the Office of Registration and Records, may disqualify a student who at any time during enrollment has demonstrated behavior so contrary to the standards of the profession for which the student is preparing as to render him/her unfit for the profession. In such cases, disqualification will occur immediately upon notice to the student, which shall include an explanation of the basis for the action, and the campus may require the student to discontinue enrollment as of the date of the notification.

### **CONSEQUENCES OF DISQUALIFICATION**

Students who have been disqualified, either academically or administratively may not enroll in any regular campus session (e.g., open university) without permission from the Office of Registration and Records and may be denied admission to other educational programs operated or sponsored by the University.

### **REINSTATEMENT**

Students who have been disqualified, either academically or administratively, may petition for reinstatement. Reinstatement must be based upon evidence that the causes of previous low achievement have been removed. Reinstatement will be approved only if compelling evidence is provided, indicating their ability to complete the degree program. Petitions are reviewed by the Office of the Dean of the college or the Director of the school of the student's major program, or, in the case of undeclared majors, the Office of the Dean of the College of Arts and Sciences. The review must consider the probable impact of any medical condition on previous unsatisfactory academic performance. Students who petition for reinstatement and have not attended for more than one regular term must also apply for admission to the University, meeting all deadlines and requirements for admissions eligibility.

## **Academic Renewal**

A student whose graduation will be delayed by a grade point average deficiency may petition to have up to two semesters or three quarters of undergraduate coursework taken at any institution disregarded from all considerations associated with requirements for the baccalaureate degree. All

coursework attempted during the term(s) approved for academic renewal will be disregarded in computing the student's cumulative GPA. In addition, any coursework successfully completed during term(s) approved for academic renewal will no longer count toward fulfillment of any degree requirements. Students may not selectively eliminate coursework. When such action is taken, the student's permanent academic record is annotated so that it is readily evident to the users of the record that no work taken during the disregarded term(s), even if satisfactory, has been applied towards the meeting of degree requirements. The record will show the adjusted grade point average, but all coursework will remain legible on the transcripts.

If another institution has acted to remove coursework from consideration, such action shall be honored in terms of that institution's policy. But, elimination of any coursework's consideration shall reduce by one term the two semester maximum on the application of academic renewal to an individual CSU student's record.

Academic renewal is intended only to facilitate graduation from Cal State San Marcos. It does not apply to individuals who already possess a baccalaureate degree or who are able to meet graduation requirements in a timely manner without the approval of a petition for academic renewal.

To qualify for academic renewal, a student must meet all of the following conditions:

- The student has formally requested such action and presented evidence that substantiates that the work in question is not representative of the student's current academic ability and/or performance level.
- The previous level of performance was due to extenuating circumstances.
- All degree requirements except the earning of at least a "C" (2.0) grade point average have or will soon have been met.
- The student must present evidence that if the petition is not approved the student will be required to enroll in additional coursework involving one or more additional terms to qualify for the degree.
- At least five years must have elapsed since the term or terms to be disregarded.
- Since the most recent work to be disregarded, the student must have achieved the following academic record at Cal State San Marcos
  - At least 15 semester units with a GPA of 3.00 or higher
  - At least 30 semester units with a GPA of 2.50 or higher
  - At least 45 semester units with a GPA of 2.00 or higher

Petitions for academic renewal are obtained from and submitted to the Office of Registration & Records. Final decisions on petitions shall be based on careful review of evidence by a committee appointed by the president, which shall include the designee of the Provost and consist of at least three faculty members.

## **GRADUATE PROBATION, DISQUALIFICATION, AND REINSTATEMENT**

### **PROBATION**

A student will be placed on academic probation if, during any academic term, the cumulative GPA in all course work in the master's program falls below 3.0.

A student may also be placed on administrative probation by the Dean of Graduate Studies for any of the following reasons:

1. Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms. (Note: A student whose withdrawal is directly associated with a chronic or recurring medical condition or its treatment is not to be subject to administrative probation for such withdrawal.)
2. Repeated failure to progress toward the stated degree objective or other program objective, including that resulting from assignment of 15 units of No Credit, when such failure appears to be due to circumstances within the control of the student.
3. Failure to comply, after due notice, with an academic requirement or regulation, as defined by campus policy, which is routine for all students or a defined group of students (examples: failure to complete a required 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).

The student shall be advised of probation status promptly, and shall be provided with the conditions for removal from probation and the circumstances that would lead to disqualification, should probation not be removed.

1. Students whose GPA places them on academic probation shall be informed in writing by the department/program's graduate coordinator or designee prior to the beginning of the next term (with a copy provided to the Dean of Graduate Studies).
2. Students shall be placed on administrative probation by the Dean of Graduate Studies, following consultation with the program/department. The probationary student shall be

informed in writing by the graduate dean (with a copy provided to the department/program).

3. The Dean of Graduate Studies shall inform Registration and Records when students have been placed on or removed from administrative probationary status so that student records can be updated.

When a student is placed on academic or administrative probation, s/he must work with the program coordinator to develop a plan for remediation, including a timeline for completion. In the case of administrative probation, the remediation plan must be approved by the Dean of Graduate Studies, who will send a letter to the student documenting the plan.

A student cannot be advanced to candidacy or continue in candidate status if s/he is on either academic or administrative probation.

### **DISQUALIFICATION**

A student who has been placed on probation may be disqualified from further attendance by the Dean of Graduate Studies if:

1. The conditions in the remediation plan are not met within the period specified.
2. The student becomes subject to academic probation while on administrative probation.
3. The student becomes subject to administrative probation for the same or similar reason for which he/she has been placed on administrative probation previously, although not currently in such status.
4. When such action is taken the student shall receive written notification including an explanation of the basis for the action.
5. In addition, an appropriate campus administrator may disqualify a student who at any time during enrollment has demonstrated behavior so contrary to the standards of the profession for which the student is preparing as to render him/her unfit for the profession. In such cases, disqualification will occur immediately upon notice to the student, which shall include an explanation of the basis for the action, and the campus may require the student to discontinue enrollment as of the date of the notification.

Disqualification may be either from further registration in a particular program or from further enrollment at the campus, as determined by the Dean of Graduate Studies. A student disqualified for academic deficiency may not enroll in any regular session of the campus without permission from the appropriate campus authority, and may be denied admission to other educational programs operated or sponsored by the campus.

In the event that a student fails the thesis/project defense, the student may repeat the thesis/project defense once. Failure at the second thesis/project defense will result in

disqualification from a program. The thesis/project committee will specify the time period and/or conditions of the repeated defense.

A student may repeat a comprehensive examination once. Failure of the second comprehensive examination results in disqualification from a program. The comprehensive exam committee will specify the time period and/or conditions of the repeated examination.

Students who are disqualified at the end of an enrollment period should be notified by the Dean of Graduate Studies before the beginning of the next consecutive regular enrollment period. Students disqualified at the beginning of a summer enrollment break should be notified at least one month before the start of the fall term. In cases where a student ordinarily would be disqualified at the end of a term, save for the fact that it is not possible to make timely notification, the student may be advised that the disqualification is to be effective at the end of the next term. Such notification should 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.

### **REINSTATEMENT**

If the student is disqualified, either academically or administratively, s/he may petition for reinstatement. Reinstatement must be based upon evidence that the causes of previous low achievement have been removed. Reinstatement will be approved only if the student is able to provide compelling evidence of her/his ability to complete the degree. If the candidate is disqualified a second time, reinstatement will normally not be considered. Students who petition for reinstatement must also apply for admission to the University, meeting all deadlines and requirements for admissions eligibility.

Master's students should submit a petition requesting reinstatement to the Dean of Graduate Studies. The petition, along with a recommendation from the student's graduate coordinator, and will be forwarded to the reinstatement subcommittee of the Graduate Studies Committee. The subcommittee will make recommendations to the Dean of Graduate Studies, who has final authority to approve reinstatement. The size of the reinstatement subcommittee may vary, depending on the volume of applications, but shall have one member representing each college at a minimum. The subcommittee must evaluate the probable impact of any medical condition on previous unsatisfactory performance. If the student is approved for reinstatement, the Dean of Graduate Studies will send a letter granting reinstatement that specifies the conditions and time frame for achieving good standing. Students must achieve good standing to advance to candidacy and to be eligible to graduate.

Reinstatement for credential students is handled by a separate process in the College of Education and is not governed by this document.

## **WITHDRAWAL FROM COURSES**

Students may withdraw on or before the Add/Drop deadline (end of the second week of semester (end of approximately 10% of the academic term) and the course will not appear on their permanent records. No symbol need be recorded in such instances. After the second week of instruction and prior to the 19<sup>th</sup> day of the semester, students may withdraw with a "W" for reasons such as inadequate preparation. In connection with all other approved withdrawals, the "W" symbol shall be used. Undergraduate students may withdraw from no more than 18 semester-units attempted at CSU San Marcos during their undergraduate career.

### **WITHDRAWALS AFTER THE 19<sup>TH</sup> DAY OF THE SEMESTER AND PRIOR TO THE END OF THE TWELFTH WEEK OF INSTRUCTION**

Withdrawal during this period is permissible only for serious and compelling reasons (see below). Permission to withdraw during this time shall be granted only with the approval of the instructor, and the department chair, school director or college dean or dean's designee. All requests to withdraw under these circumstances and all approvals shall be documented as prescribed by the campus. The requests and approvals shall state the reasons for the withdrawal. Records of such approvals shall be maintained in accordance with the campus record retention policy.

#### **SERIOUS AND COMPELLING REASONS**

The following situations are typical of those for which "serious and compelling" is appropriate justification for approving withdrawals.

An extended absence due to a verifiable accident, illness, or personal problem serious enough to cause withdrawal from the university.

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.

A necessary change in employment status which interferes with the student's ability to attend class. The student's employer must verify this change in employment status in writing for the term in which the withdrawal is being requested.

Other unusual or very special cases, considered on their own merit.

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

Grade anticipated in class is not sufficiently high, or student is doing failing work.

Failure to attend class, complete assignments, or take a test.

Dissatisfaction with course material, instructional method, or instructor.

Class is harder than expected.

Pressure of other classes, participation in social activities, or simple lack of motivation.

A change of major.

#### **DOCUMENTATION**

All requests for withdrawals after the 19<sup>th</sup> day of the semester must be for verifiable reasons and require appropriate documentation.

Withdrawals after the Twelfth Week or Retroactive Withdrawal: Requests for withdrawal from courses after the twelfth week of instruction (retroactive withdrawal) are seldom granted. Students are expected to formally withdraw from classes or the university prior to the end of the twelfth week of instruction if work, personal, or health reasons interfere with class attendance or ability to complete work or exams.

Withdrawals from classes or the university after the twelfth week of instruction will be considered only for accident or serious physical or mental illness, or serious personal or family problems where the cause of withdrawal is due to circumstances clearly beyond the student's control and the assignment of an incomplete grade is not practicable. In addition, extenuating circumstances must be shown to have prevented withdrawal in a more timely fashion. Students may not request a late withdrawal for poor academic performance. Lack of awareness of the withdrawal procedures is not an extenuating circumstance.

Requests for permission to withdraw after the twelfth week of instruction shall be handled and filed as indicated in the section for withdrawals after the 19<sup>th</sup> day of the semester and prior to the end of the twelfth week of instruction, except that such requests must also be approved by the academic administrator appointed by the president. Such withdrawals will not count against the 18 units maximum allowable to withdraw.

#### **WITHDRAWALS FROM COURSES FOR EXTENUATING CIRCUMSTANCES**

Complete Withdrawal for Medical Reasons: The University may allow a student to withdraw without academic penalty from all classes if the following criteria are met:

A completed Withdrawal Form, including any required medical documentation, is submitted to Cougar Central before the end of the semester, and

The student presents evidence to demonstrate that a severe medical or debilitating psychological condition prevented the student from attending and/or doing the required work of the courses to the extent that it was impossible to complete the courses.

A grade of "W" will be used for withdrawal from all courses for the term due to medical reasons, and will not be counted toward the maximum 18 units allowable for withdrawals.

**Repeat Complete Medical Withdrawal:** If the student has been granted a complete medical withdrawal in the preceding term, then additional medical withdrawal requests must consider the question of whether or not the student can complete appropriate educational objectives, and must be reviewed on a case-by-case basis.

After a repeat medical withdrawal is granted, the student may be required to obtain a clearance from an appropriate medical or psychological professional that states the student is well enough to return to classes with the full expectation that the student will be able to complete the semester and intended educational objectives.

**Withdrawal Procedures for Students Mobilized for Active Military Duty:** Students called for active military duty may withdraw from courses throughout the term without restriction or penalty with the appropriate documentation. For clarification of Veterans Administration policies on withdrawals, incompletes, course repeats, etc., please contact the veterans representative located in the Office of Registration and Records.

See next page for Procedures for Dropping or Withdrawing from Courses.

## PROCEDURES FOR DROPPING OR WITHDRAWING FROM COURSES

Students should consult with advisors, the Office of Enrollment Management Services Operations, or the Class Schedule for current course withdrawal procedures. For a complete medical withdrawal and withdrawal for students mobilized for active military duty, see the Withdrawal policy on page 7.

<b>DEADLINES*</b>	<b>REQUIREMENTS AND PROCEDURES</b>
On or before the Add/Drop deadline: end of the second week of semester (end of approximately 10% of the academic term).	<ul style="list-style-type: none"> <li>• Student may use my.csusm.edu or visit Cougar Central if assistance is required.</li> <li>• No record of the course appears on student records.</li> <li>• No signature approval required.</li> </ul>
After the Add/Drop deadline, and on or before the 19 <sup>th</sup> day of the semester.	<ul style="list-style-type: none"> <li>• Student may use my.csusm.edu or visit Cougar Central if assistance is required.</li> <li>• A grade of "W" appears on student records.</li> <li>• No signature approval required.</li> </ul>
After the 19 <sup>th</sup> day of the semester, and on or before the last day of the twelfth week of the semester (end of approximately 80% of instruction).	<ul style="list-style-type: none"> <li>• Student must demonstrate that the need to withdraw from the course is due to serious and compelling reasons beyond the student's control, and that a grade of "I" (where acceptable to the instructor) is impractical, given these circumstances.</li> <li>• See the withdrawal policy on page 7 for examples of typical situations for which there is a serious and compelling justification for approving withdrawals, and for examples which do not meet the intent of "serious and compelling."</li> <li>• Reasons for the withdrawal request must be verifiable; appropriate documentation is required.</li> <li>• Course Instructor, Department Chair and Dean/Director of the College/ School offering the course (or designee) must sign the Course Withdrawal Form.</li> <li>• After obtaining signature approval, student must submit the completed Course Withdrawal Form according to the instructions on the form.</li> <li>• Given approval, a grade of "W" appears on student records, and the withdrawal counts toward the maximum of 18 semester-units that undergraduate students may withdraw from during their undergraduate career at CSU San Marcos.</li> </ul>
Beyond the last day of the twelfth week of the semester (beyond the end of approximately 80% of instruction).	<ul style="list-style-type: none"> <li>• Requests for withdrawals after the twelfth week of the semester are seldom granted.</li> <li>• Withdrawals will be considered only for accident or serious physical or mental illness, or serious personal or family problems where the cause of the withdrawal is beyond the student's control, and that a grade of "I" (where acceptable to the instructor) is impractical, given these circumstances.</li> <li>• Extenuating circumstances must be presented which prevented the student from withdrawing by the end of the twelfth week of the semester; lack of awareness of the withdrawal procedures is not an extenuating circumstance.</li> <li>• Reasons for the withdrawal request and the extenuating circumstance must be verifiable; appropriate documentation is required.</li> <li>• Course Instructor, Department Chair and Dean/Director of the College/ School offering the course (or designee), and the academic administrator appointed by the President to handle review such requests must sign the Course Withdrawal Form.</li> <li>• After obtaining signature approval, student must submit the completed Course Withdrawal Form according to the instructions on the form.</li> <li>• Given approval, a grade of "W" appears on student records, but the withdrawal does not count toward the maximum of 18 semester-units that undergraduate students may withdraw from during their undergraduate career at CSU San Marcos.</li> </ul>

*\* Deadlines are strictly enforced. Students wishing to petition for an exception to a deadline based on circumstances beyond their control may do so in writing on a petition form available in Cougar Central.*