

studies with a minimum of procedural difficulty. A student who is approved for a planned leave will be considered as maintaining his or her status as a continuing CSU, Fresno student. A student may, therefore, enroll for classes at the end of an approved leave without reapplying for admission and may continue at CSU, Fresno without change in graduation requirements.

Planned educational leaves may be granted for a variety of reasons or projects, but certain characteristics must be contained in any request for a leave:

1. The student must have a definite objective, which in the judgment of the appropriate admissions official, will contribute to his or her educational goals and objectives.
2. The request must be for a specific period of time which shall not exceed one academic year.
3. The student must plan to return to CSU, Fresno at the conclusion of his or her leave.

The following regulations will apply to the planned educational leave:

1. A currently enrolled student, enrolled in a fully matriculated session may be considered for a planned educational leave.
2. A student may be granted only one leave as an undergraduate and one leave as a graduate student. Planned educational leaves will be granted for up to two consecutive semesters.
3. Graduate students must be recommended by the dean of Graduate Studies; international students by the director of International Student Services and Programs; Educational Opportunity Program students by an E.O.P. counselor.
4. Petitions for planned educational leaves must be filed (with the appropriate recommendation) at the Admissions Office before the first day of classes for the semester during which the leave is to begin.
5. Leaves will not be approved for students in disqualified status or on contract to remove academic deficiencies.
6. It is expected that a student will devote his or her leave primarily to nonclassroom activities. A leave will not be approved if the student plans to attend another institution, unless the course work the student seeks is not available at CSU, Fresno. Any academic credit earned while on a planned educational leave will be accredited by CSU, Fresno only if permission is granted for that credit in advance by the admissions officer.
7. Students who do not return to the university at the conclusion of their planned educational leave and those who enroll elsewhere without permission of the admissions officer will be considered to have withdrawn from the university at the end of their last semester of regular enrollment at CSU, Fresno.

Students wishing to apply for a planned educational leave should obtain a petition from the Admissions Office.

Student Academic Petitions. The Student Academic Petitions Committee has the authority to permit exceptions to university baccalaureate degree requirements when fulfilling the degree requirement would prove to be an undue hardship for the student and/or such an exception can be demonstrated to be educationally justifiable. The committee will take action only upon the submission of a formal petition by the student that sets forth the facts and circumstances that may warrant special consideration. Petitions and procedural information are available in the Office of Advising and Orientation. The Petitions Committee does *not* make decisions

“My advice to new students is not to panic when you make a bad grade on a test and don't be afraid to ask your professor for help. Their goal is to see you pass and learn as much as possible.”

— Senior,
Liberal Studies

pertaining to substitutions for undergraduate and graduate major requirements. Such requests are appropriately initiated through the student's department. Requests to waive established university policy governing graduate study may be addressed to the dean, Division of Graduate Studies and Research. If a request cannot be accommodated, it will be forwarded to the Graduate Council.

The Student Academic Petitions Committee also has the responsibility of handling grade protests for all students, undergraduate and post-baccalaureate. If a student believes that he/she has been graded prejudicially or capriciously by an instructor, the student should consult first with the faculty member concerned within the first 15 working days of the following semester and make every effort to resolve the issue. (On many occasions when a student contacts an instructor about a grade thought to be assigned unfairly, the student will learn that the instructor actually made a recording error, which will be remedied when the instructor obtains a Grade Correction Request Form from the departmental secretary and submits the completed form to the Petitions Committee.) However, if the issue is not resolved, the student should then consult with the department chair. If the student still believes that the grade was assigned prejudicially or capriciously after completing this process, the student then may request that the Student Academic Petitions Committee review the issue. To request such a review, the student must submit no later than mid-semester a written statement setting forth all pertinent details to the Director of Advising and Orientation, who chairs the Petitions Committee.

A full statement regarding “Protection Against Improper Academic Evaluation” and additional procedural instructions may be obtained from the Office of the Dean of Student Affairs. The Associate Dean of Student Affairs is available for clarification of grade protest procedures.

Scholarship Status

Satisfactory Scholarship. Satisfactory scholarship means at least a *C* average (2.0 grade point average or twice as many grade points as units attempted) and satisfactory progress toward a degree for undergraduate and post-baccalaureate students without a master's degree objective. Graduate (master's degree) students must maintain at least a *B* average.

A student (undergraduate, post-baccalaureate, or graduate) whose grade point average falls below the satisfactory scholarship level will be placed on probation and will be disqualified if the grade point average falls below probation levels. (For details see below.) All probation and disqualification actions are recorded on the student's permanent record (transcript).