

**College Syllabus and Record Keeping.** All faculty members shall provide students at the beginning of each semester a syllabus or outline stating course goals and objectives including grading methodology, types and number of projects, written assignments, tests, experiments, etc.

**Repeating courses.** Undergraduate students and postbaccalaureate students who are not enrolled in a master's degree program may repeat an undergraduate course at California State University, Fresno in which a grade of *D*, *F*, *U*, or *I* was received. More specifically, only postbaccalaureate students pursuing: a) a second baccalaureate degree, b) a second undergraduate major, c) a teaching credential, or d) who have no specific objective are eligible to repeat courses taken as a postbaccalaureate student for grade substitution.

All units attempted will be used to determine the student's grade point average and graduation eligibility unless the student repeats the course and requests the new grade be substituted for the original grade. A grade substitution may be made only once for each course. Graduate-level (200-series) courses may not be repeated for the purpose of grade substitution.

The petition is approved if the student receives the same or higher grade than received for the previous attempt. If the petition is approved, units attempted, units passed (if any), and grade points from the previous attempt are deleted and are not used to compute grade point averages or graduation eligibility.

The petition is not approved if the student receives a grade lower than the previous grade (*U* or *F*). In such cases, no deletions are made and both grades are used in calculating the grade point average. In all cases, all work remains legible on the record to ensure a true and complete academic history.

A course attempted at another institution may be repeated by enrolling in a regular California State University, Fresno course determined by the Evaluations Office to be essentially equivalent. A course which has been repeated successfully at another institution may not be repeated again for

grade substitution at California State University, Fresno. In the case of a course repeated at another college, the policy of the college where the course was originally taken shall be followed. If it is not possible to determine that policy, our policy will be followed.

If a student repeats a course in which the original grade earned was a *C* or *CR* or higher, the repetition is recorded on the student's transcript but will not be substituted for the original grade. Further, the units and grade points are included in the student's total units/grade points until deleted from these totals when an official evaluation is processed. *Exception:* This paragraph does not apply to those pursuing a graduate (master's or doctorate) degree. (See *Graduate Studies* section under "Repetition of Courses.")

For further information, see the *Schedule of Courses* or the Grade Substitution form which is available at the public contact windows, North Lobby, Joyal Administration Building.

**Academic Renewal.** Under certain circumstances, the university may disregard up to two semesters (three quarters) of previous undergraduate coursework taken at California State University, Fresno or at any other college from all considerations associated with requirements for the baccalaureate degree. When such action is approved, the student's permanent academic record is marked to indicate that *no* work taken during the disregarded term(s), even if satisfactory, may apply toward baccalaureate requirements. However, all work must remain legible on the record ensuring a true and complete academic history.

In order to qualify for renewal, all of the following conditions must be met:

1. Five years must have elapsed since the most recent work to be disregarded was completed.
2. It must be evident that the poor level of work represented by the term(s) under consideration is not representative (see No. 3) of the student's usual academic performance and was due to extenuating circumstances.
3. The student must have completed the following in residence at

California State University, Fresno since the most recent work to be disregarded was completed:

- a. 15 semester units with at least a 3.0 GPA or
- b. 30 semester units with at least a 2.5 GPA or
- c. 45 semester units with a 2.0 GPA

Work completed at another institution cannot be used to satisfy this request.

4. It must be evident that it would be necessary for the student to complete one or more additional terms in order to qualify for the baccalaureate degree if the request were not approved, i.e., that the student would have less than a 2.0 grade point average in one or more of the following:
  - a. Cumulative collegiate coursework
  - b. All California State University, Fresno coursework
  - c. Coursework required for the major
5. This policy may not be used in concert with any other academic forgiveness policy impacting particular academic term(s).

For further information or to apply for academic renewal, contact the Admissions Office, (209) 278-2191.

**Planned Educational Leave of Absence — Undergraduate Degree-Seeking Students.** A planned educational leave of absence is defined as a planned interruption or pause in a student's regular education during which the student temporarily ceases formal studies at California State University, Fresno, while pursuing other activities that may assist in clarifying the student's educational goals. The intent of the policy is to make it possible for a student to suspend his or her academic work and later resume studies with a minimum of procedural difficulty. A student who is approved for a planned leave will be considered a continuing California State University, Fresno student. A student with an undergraduate degree objective may, therefore, enroll for classes at the end of an approved leave without reapplying for admission and may continue at California State University, Fresno without changing graduation requirements.