

2. A student may be granted only one leave as an undergraduate student and one leave as a graduate student. Planned educational leaves are granted for up to four consecutive semesters.
3. In addition to recommendation by a faculty adviser and a chair, international students must be recommended by the director of international student services and programs, and educational opportunity program students by an EOP counselor.
4. Petitions for planned educational leaves must be filed (with the appropriate recommendation) at the Registrar's Office before the first day of classes for the semester during which the leave is to begin.
5. Leaves are not 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 is not approved if the student plans to attend another institution, unless the coursework the student seeks is not available at California State University, Fresno. Any academic credit earned while on a planned educational leave is accredited by California State University, Fresno only if permission is granted for that credit in advance.
7. Students who do not return to the university at the conclusion of their planned educational leave and those who enroll elsewhere will be considered to have withdrawn from the university at the end of their last semester of regular enrollment at California State University, Fresno and will have to reapply for admission upon their return.

Students wishing to apply for a planned educational leave should obtain a request form from the Admissions, Records, and Evaluations Office, North Lobby, Joyal Administration Building, 559.278.2261.

**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 Services. The Petitions Committee does *not* make decisions pertaining to substitutions for undergraduate and graduate major requirements. Such requests are 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. If a request cannot be accommodated, it is forwarded to the Graduate Committee.

Contact Advising Services for further assistance with student academic petitions.

**Grade Protests.** The Student Academic Petitions Committee also has the responsibility of handling grade protests for all students, undergraduate and postbaccalaureate. Students who believe they have been graded unfairly or incorrectly by an instructor must 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. The instructor has five working days to respond. For cases in which an incorrect grade was assigned due to a recording error, the instructor will submit a Grade Correction Request form to the Admissions and Records Office.

If the issue is not resolved, a student must immediately consult with the department chair, who will give the student an answer within 10 working days. If a student still believes that the grade was assigned unfairly or incorrectly after completing this process, the student then may request that the Student Academic Petitions Committee review the issue. To request review, students must immediately make an appointment with an academic counselor in the Office of Advising Services (Joyal, Rm. 224; 559.278.1787) to discuss their particular situation and to receive a copy of the university's grade protest policy as well as additional procedural instructions.

Students then must submit a written statement no later than midsemester setting forth all pertinent details to the chair of the Petitions Committee.

## **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) in both campus and cumulative GPAs and satisfactory progress toward a degree for undergraduate and postbaccalaureate students without a master's degree objective. Graduate (master's degree) students must maintain at least a B average.

A student (undergraduate, postbaccalaureate or graduate) whose campus or cumulative grade point average falls below the satisfactory scholarship level is placed on probation and is disqualified if the grade point average falls below probation levels. (For details see next page.) Only the most recent probation or disqualification action appears on the student's transcript.

**Probation.** Undergraduate students are placed on academic probation, a type of academic warning, if their: