

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 Degree Advising Office, 559.278.4076.

**Leave of Absence.** A leave of absence is defined as a planned interruption or pause in a student's regular academic attendance.

In effect, 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. It may also involve a military or medical leave. 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 Leave of Absence will be considered a continuing Fresno State student and will maintain "catalog rights". If the student registers at Fresno State at the conclusion of the granted leave, (an) application for readmission will not be required.

A planned educational leave must be recommended by a faculty or academic advisor and approved by the department chair (or program coordinator). A planned educational leave for graduate students must be recommended by the dean, Division of Research and Graduate Studies, Frank W. Thomas, Room 130.

The following regulations apply to a leave of absence:

1. A student currently enrolled in a fully matriculated session may be considered for a leave of absence.
2. Leave of Absences are granted for two to four consecutive semesters only.
3. In addition to recommendation by a faculty advisor 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. If you are requesting a military leave, an additional signature is required from the Veterans Services Office.
4. Petitions for leave of absence 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. 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 leave of absence 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 Leave of Absence should obtain a request form from the Registrar Office located in Joyal, North Lobby, Student Services Center, 559.278.2261. Please review the form for required documentation before submission. Students will be notified by Fresno State email with a decision and may be asked for additional information.

**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 University Advising Center. 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 Research and Graduate Studies. If a request cannot be accommodated, it is forwarded to the Graduate Committee.

Contact University Advising Center 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