the original grade was *D*, *F*, *WU*, *I*, or *IC*, and the subsequent grade is the same or higher, the new grade will be substituted for the original grade. Only the substituted grade will be used in determining the student's grade point average. Grade substitution can be made only once for each course. If the original grade was *C*, *CR*, or better, the course cannot be repeated for grade substitution.

A course in which a grade of *NC* was earned may be repeated but since the *NC* grade does not affect the grade point average, no substitution is necessary.

Grade substitution will automatically be processed for the first and second attempt on the student's record once all grades have been posted for the given term. Consult the Registrar's Office for any exceptions to this policy.

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 equivalent. A course for which grade substitution has been granted at another institution may not be repeated for grade substitution at California State University, Fresno. *In addition, a course taken at California State University, Fresno may not be repeated for grade substitution at another institution.*

Postbaccalaureate students pursuing (1) a second baccalaureate degree, (2) a second undergraduate major, (3) a teaching credential, or (4) no specific objective, are also free to repeat a course and request grade substitution on the same basis as undergraduates provided the original course was completed when the student had postbaccalaureate standing.

Postbaccalaureate students pursuing a doctoral degree, master's degree, or certificate of advanced study may, with approval of an adviser, repeat a course for academic credit, regardless of what grade was originally earned in the course. However, the student is not eligible to petition for grade substitution. All course work taken, beginning with the first term of the student's doctoral or master's degree program is used in determining the student's grade point average and graduation eligibility.

For further information, see the *Class Schedule* or contact the Admissions, Records, and Evaluations Office located in the 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 Evaluations Office, **(559) 278-4076**.

Planned Educational Leave of Absence. 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 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.

A planned educational leave for graduate students must be recommended by the dean, Division of Graduate Studies. Information is available, Division of Graduate Studies, Thomas Administration Build, Room 132.

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 university official, contributes to his or her educational goals and objectives.

2. A student must have a verified medical condition that warrants absence from the university. Medical documentation must be submitted with request.

3. The request must be for a specific period of time which shall not exceed four consecutive semesters.

4. The student must plan to return to California State University, Fresno at the conclusion of his or her leave.