

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 one academic year.
3. Leaves must be recommended by a faculty member or by a member of the counseling staff. Graduate students must be recommended by the Dean of Graduate Studies; international students 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 Admissions Office before the first day of classes for the semester during which the leave is to begin.
5. A student who has registered through the Early Registration Program, and has subsequently been granted a planned leave must file a petition for Complete Withdrawal and a request for refund of registration fees before the deadlines listed in the Schedule of Courses.
6. Leaves will not be approved for students in disqualified status or on contract to remove academic deficiencies.
7. 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 Assistant to the Director of Admissions.
8. 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those who enroll elsewhere without permission of the Assistant to the Director of Admissions will be considered to have withdrawn from the university at the end of their last semester of regular enrollment at CSU, Fresno.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 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 which 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 pertaining to substitutions for major requirements.

The Student Academic Petitions Committee also has the responsibility of handling grade protests. 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 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 a written statement setting forth all pertinent details relating to the issue 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 Assistant 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).

Probation. An undergraduate student will be placed on academic probation, a type of academic warning, if his or her:

- a) grade-point average (GPA) based on total units attempted at all colleges is below a 2.0 (C average), or
- b) GPA based on all units attempted at CSU, Fresno is below a 2.0 average.

The student will be continued on academic probation until both overall and CSU, Fresno grade point averages are 2.0 or better, or until the student is disqualified under one of the provisions of the disqualification regulations.

For example, a first semester freshman would be placed on probation if he/she carried 12 units (four 3-unit classes) and earned 1 B, 2 C's and 1 F. The student would then have to earn 3 C's and 1 B or better (in four 3-unit classes) the following semester to regain satisfactory scholarship status.

These regulations also apply to all post-baccalaureate students except those enrolled in master's programs. The latter are expected to maintain a minimum GPA of 3.0. Master's students who fall below the required GPA will be placed on probation.

A student may be placed on Administrative-Academic probation for withdrawal from a substantial portion of a program in two successive terms or in any three terms; for repeated failure to progress toward a degree; or for failure to