

Since an approved leave does not affect time requirements for completion of a credential or master's degree, a planned leave — normally — does not apply to students seeking such objectives.

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 admissions official, contributes to his or her educational goals and objectives.
2. The request must be for a specific period of time which shall not exceed four consecutive semesters.
3. The student must plan to return to California State University, Fresno at the conclusion of his or her leave.

The following regulations apply to the planned educational leave:

1. A student currently 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 student. Planned educational leaves are granted for up to four consecutive semesters.
3. International students must be recommended by the director of international student services and programs; 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. 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 by the admissions officer.

7. 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leave and those who enroll elsewhere without permission of the admissions officer will be considered to have withdrawn from the university at the end of their last semester of regular enrollment at California State University, Fresno.

Students wishing to apply for a planned educational leave should obtain a request form from the admissions officer, Joyal 106, (209) 278-2191.

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.

The Student Academic Petitions Committee also has the responsibility of handling grade protests for all students, undergraduate and post-baccalaureate. Students, who believe they have been graded unfairly or incorrectly by an instructor, should 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. (On many occasions when students

contact the instructor about a grade thought to be assigned unfairly, the students learn that the instructor actually made a recording error, which is remedied when the instructor obtains a Grade Correction Request form from the departmental secretary and submits the completed form to the Petitions Committee.)

If the issue is not resolved, students should then consult with the department chair. 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 such a review, the student must submit no later than midsemester a written statement setting forth all pertinent details to the coordinator of advising services, 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 Advising Services.

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 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 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 below.) 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, for the following:

1. Their grade point average (GPA) based on total units attempted at all colleges is below a 2.0 (*C* average) or