

evaluated and found to be satisfactory to date, but that assignment of a final grade must await completion of additional work. It may be used only in courses designated on the approved "SP" grade course list published by the Office of the Vice President for Academic Affairs. Cumulative enrollment in units attempted may not exceed the total number applicable to the student's educational objective. Work is to be completed within a stipulated time period, which may not exceed one year except for graduate degree theses for which the time may be up to two years, but may not exceed the overall time limit for completion of all Master's degree requirements. Any extension of time limit must receive prior authorization by the Office of the Registrar.

Unauthorized Incomplete (U). The symbol "U" indicates that an enrolled student did not withdraw from the course but failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade-point average and progress point computation this symbol is equivalent to an "F". The "U" will not revert to any other grade.

Withdrawal (W). The "W" grade indicates that the student was permitted to drop the course after the fourth week of instruction for serious and compelling reasons with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in calculating grade-point average or progress points.

Grading Policies and Practices

Grading. Students are expected to complete all requirements for a class by the end of the semester unless an incomplete is permitted by the instructor in accordance with University policy. Students shall not be assigned additional work or be allowed to revise previous assignments in order to improve a final grade.

College Syllabus and Record Keeping. All faculty members shall provide students at the beginning of each semester a syllabus or outline stating course goals and objectives including grading methodology, types and number of projects, written assignments, tests, experiments, etc.

Repeating Courses. An undergraduate student may repeat a course in which a grade of "D", "F", "U" or "I" was received. (Graduate/post-baccalaureate students are not eligible for this policy even though the class is an undergraduate course.) All units attempted will be used to determine the student's grade point average and graduation eligibility unless the student repeats the course and requests the new grade be substituted for the original grade. A forgiveness substitution may be made only once for each course. To substitute a grade by repetition the student must file a petition with the Registrar before the end of the semester during which the course is being repeated.

If the student receives the same grade or a higher grade than was received for a previous attempt, the units attempted, units completed (if any) and grade points for the previous attempt will not be used to compute grade point averages or graduation requirements. If the student receives a lower grade no deletions will be made. In all cases, all work will remain legible on the record ensuring a true and complete history.

A course completed at another institution may be repeated by enrolling in a regular CSU, Fresno course determined by the Evaluations Office to be essentially equivalent. In the case of a course taken and repeated at another college the policy of the college where the course was originally taken shall be followed. If it is not possible to determine that policy, the CSU, Fresno policy will be followed.

Although not recommended, a student may repeat a course in which he earns a "C" or higher grade. Such repetition is recorded on the transcript but is not used to compute unit or grade-point totals.

Academic Renewal. Under certain circumstances, the university may disregard up to two semesters (three quarters) of previous undergraduate course work taken at CSU, 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 will be 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 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.
3. It must be evident that the poor level of work represented by the term(s) under consideration is not representative (see #4) of the student's usual academic performance and was due to extenuating circumstances.
4. Since the most recent work to be disregarded, the student must have completed in residence at CSU, Fresno 15 semester units with at least a 3.0 GPA, or 30 semester units with at least a 2.5 GPA, or 45 semester units with at least a 2.0 GPA. Work completed at another institution cannot be used to satisfy this requirement.

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 his or her formal studies at CSU, 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, leave the campus without jeopardizing his or her rights and privileges and later resume his or her studies with a minimum of procedural difficulty. A student who is approved for a planned leave will be considered as maintaining his or her status as a continuing CSU, Fresno student. A student may, therefore, enroll for classes at the end of an approved leave without reapplying for admission and may continue at CSU, Fresno without change in graduation requirements.

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 Admissions Committee, will contribute to his or her educational goals and objectives.