

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. Undergraduate students and postbaccalaureate students who are not enrolled in a master's degree program may repeat an undergraduate course at CSUF in which a grade of *D*, *F*, *U* or *I* was received. More specifically, only postbaccalaureate students pursuing a) a second baccalaureate degree, b) a second undergraduate major, c) a teaching credential, or d) who have no specific objective, are eligible to repeat courses for grade substitution. 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 grade substitution may be made only once for each course. Graduate-level (200-series) courses may not be repeated for the purpose of grade substitution.

The petition will be approved if the student receives the same or higher grade than received for the previous attempt. If the petition is approved, units attempted, units passed (if any), and grade points from the previous attempt will be deleted and will not be used to compute grade-point averages or graduation eligibility.

The petition will not be approved if the student receives a grade lower than the previous grade (*U* or *F*). In such cases, no deletions will be made and both grades will be used in calculating the grade-point average. In all cases, all work will remain legible on the record to ensure a true and complete academic history.

A course completed at another institution may be repeated by enrolling in a regular CSUF course determined by the Evaluations Office to be sufficiently comparable. In the case of a course repeated at another college, the policy of the college where the course was repeated shall be followed. Grade substitution will **not** be granted for a CSUF course repeated at another institution; nor may the course, having been repeated successfully elsewhere, be repeated again for substitution at CSUF. If it is not possible to determine that policy, the CSUF policy will be followed.

Students who received *D*, *F* or *U* grades at CSUF may repeat the same or equivalent classes at other accredited institutions with prior written departmental approval. Classes repeated under this policy shall be limited to no more than five (5) lower-division classes. Concurrent enrollment shall not be permitted. (*Policy pending—confirm with Admissions Office.*)

Notes:

1. To be eligible, a student must be an undergraduate or postbaccalaureate student, not a graduate student enrolled in a Master's Degree Program.
2. A higher grade or the same grade may be substituted for only one previous attempt.

3. A student may substitute a grade only once for a particular course and for only one previous attempt.
4. *NC* is considered "no grade" and will not be used to substitute for a *D*, *F* or *U*.
5. If either the original course or the repeat is taken through Extension, the student must request the Extension Records Office to transfer the course work to a regular CSUF matriculated academic record.
6. No petitions will be approved if filed after the end of the semester in which the baccalaureate degree was awarded, and no changes will be recorded on a student's transcript after the first or additional baccalaureate degree or major has been posted and/or credential has been issued.
7. For the purpose of grade substitution, a *U* grade is considered equivalent to an *F*.
8. Certain mathematics and foreign language courses may not be repeated after completion of higher level courses.
9. Postbaccalaureate students may repeat only lower-division and upper-division undergraduate courses taken after completion of a baccalaureate degree. Courses for which a grade is substituted may not apply toward any master's degree requirements.
10. Graduate (200-series) courses may not be repeated for grade substitution.

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