

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 is 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 are deleted and are not used to compute grade point averages or graduation eligibility.

The petition is not approved if the student receives a grade lower than the previous grade (*U* or *F*). In such cases, no deletions are made and both grades are used in calculating the grade point average. In all cases, all work remains 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 essentially equivalent. A course which has been repeated successfully at another institution may not be repeated again for grade substitution at CSUF. In the case of a course repeated at another college, the policy of the college where the course was repeated shall be followed. If it is not possible to determine that policy, the CSUF policy will be followed.

If a student repeats a course in which the original grade earned was a *C/CR* or higher, the repetition is recorded on the student's transcript but will not be substituted for the original grade. Further, the units and grade points are included in the student's total units/grade points until deleted from these totals at the Advanced Standing evaluation or at the time of final evaluation for graduation.

Undergraduate students (first baccalaureate only) 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 lower-division classes. Concurrent enrollment shall not be permitted.

For further information, see the *Schedule of Courses* or the Grade Substitution form which is available at the Admissions/Records Office service windows, Joyal Administration Building.

Academic Renewal. Under certain circumstances, the university may disregard up to two semesters (three quarters) of previous undergraduate coursework 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 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 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.

Contact the Admissions Office, 278-2191, for further information or to apply for academic renewal.

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 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 and later resume studies with a minimum of procedural difficulty. A student who is approved for a planned leave will be considered 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 changing 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 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 CSU, 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 and one leave as a graduate student. Planned educational leaves are granted for up to four consecutive semesters.
3. Graduate students must be recommended by the dean of Graduate Studies; international students 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