

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 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 is not 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.

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 is not substituted for the original grade. Further, the units and grade points are included in the student's total units/grade points by the computer until deleted from these totals at the Advanced Standing evaluation or the final evaluation at 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.

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 is not 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 coursework to a regular CSUF matriculated academic record.
6. No petitions are approved if filed after the end of the semester in which the baccalaureate degree was awarded, and no changes are 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 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 director of admissions 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 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 appropriate admissions official, contributes to his or her educational goals and objectives.