

doctoral or master's degree program is used in determining the student's grade point average and graduation eligibility. All appropriate grade substitutions will automatically be posted to the student's records at the end of each semester except in cases in which the first attempt was at another institution. For these cases, a Grade Substitution Petition form must be filed with the Admissions, Records, and Evaluations Office by the last day of the semester.

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For further information, contact the Admissions, Records, and Evaluations Office located in the North Lobby, Joyal Administration Building.

**Academic Renewal.** Under certain circumstances, the university may disregard up to two semesters (three quarters) of previous undergraduate coursework taken at California State University, 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 the poor level of work represented by the term(s) under consideration is not representative (see No. 3) of the student's usual academic performance and was due to extenuating circumstances.
3. The student must have completed the following in residence at California State University, Fresno since the most recent work to be disregarded was completed: (a.) 15 semester units with at least a 3.0 GPA or ( b.) 30 semester units with at least a 2.5 GPA or ( c.) 45 semester units with a 2.0 GPA. Work completed at another institution cannot be used to satisfy this request.
4. 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, i.e., that the student would have less than a 2.0 grade point average in one or more of the following: (a) Cumulative collegiate coursework (b) All California State University, Fresno coursework (c) Coursework required for the major
5. This policy may not be used in concert with any other academic forgiveness policy impacting particular academic term(s).

For further information or to apply for academic renewal, contact the Evaluations Office, 559.278.4076.

**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 of more than one semester during which the student temporarily ceases formal studies at California State University, 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 California State University, Fresno student. A student may enroll for classes at the end of an approved leave without reapplying for admission and may continue at California State University, Fresno without changing graduation requirements.

A planned educational leave must be recommended by a faculty adviser and approved by the department chair (or program coordinator).

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 faculty adviser and the chair, contributes to his or her educational goals and objectives.
2. A medical condition is not considered grounds for a planned educational leave of absence.
3. The request must be for a specific period of time which shall not exceed four consecutive semesters.
4. 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.