

# ACADEMIC POLICIES

Office of the Registrar (<http://www.csuchico.edu/registrar/>)  
 Student Services Center 110  
 530-898-5142  
 530-898-4359 (fax)  
 Email: [registrar@csuchico.edu](mailto:registrar@csuchico.edu)  
 University Registrar: Michael C Dills-Allen

## Registration, Program Changes, and Withdrawals

There are three enrollment periods for students to conduct registration activities. Initially, each semester, students are assigned an enrollment appointment which allows access for students to add and drop classes. Once the appointment period has ended and registration and tuition fees are calculated for all registered students, an open registration period begins. The open registration period ends on the day prior to the start of the term for the fall and spring semesters. The add/drop registration period starts the first day of the fall and spring term and ends on the second Friday of the term. Students receive confirmation of their registration transactions in real-time. Further confirmation may be made by accessing their class schedules online. For session dates and deadlines, please visit the Class Schedule (<http://www.csuchico.edu/schedule/>).

Beginning with the third week of classes students must obtain a Class Add/Update Request ([https://www.csuchico.edu/sro/\\_assets/documents/add-request.pdf](https://www.csuchico.edu/sro/_assets/documents/add-request.pdf)) or Class Drop Request ([https://www.csuchico.edu/sro/\\_assets/documents/drop-request.pdf](https://www.csuchico.edu/sro/_assets/documents/drop-request.pdf)) form to make any changes to their enrollment. Instructor signature is required; department chair and college dean are also required after census. These forms are available from the Office of the Registrar or online at Student Records and Registration Forms (<http://www.csuchico.edu/sro/forms/index.shtml/>). Class Add/Update and Drop Request forms submitted more than 10 working days from the last approval signature will not be processed.

Registration procedures and policies may, and often do, change more frequently than the publication of this catalog. Please also review the Student Records and Registration (<https://catalog.csuchico.edu/academic-standards-policies/student-records-registration/>) section, as well as any annual revisions and appropriate notices in the *Class Schedule*.

## Adding, Dropping, and Waitlisting Courses, Changing Grade Options

Students may add, drop, or waitlist courses or change grade options without restriction or penalty and without instructor approval during the first two weeks of the semester using the Portal or, where necessary, by submitting a Class Add/Update Request ([https://www.csuchico.edu/sro/\\_assets/documents/add-request.pdf](https://www.csuchico.edu/sro/_assets/documents/add-request.pdf)) or Class Drop Request ([https://www.csuchico.edu/sro/\\_assets/documents/drop-request.pdf](https://www.csuchico.edu/sro/_assets/documents/drop-request.pdf)) form with instructor signature.

Some classes require permission of the instructor or other special requirements to register. These classes are normally noted in the *Class Schedule*. In classes requiring permission of instructor to register, the instructor may provide you a Permission Number or a Class Add/Update Request form to add the class. The Permission Number is required to add the course through the Portal. The Class Add/Update Request form,

bearing the instructor's signature of approval, must be submitted to the Office of the Registrar within 10 days.

There is an exception for required remedial English and mathematics courses. During the first two weeks of the semester, students who are enrolled in required preparatory mathematics and English courses may not drop those courses without written permission of the department chair or the chair's designee.

Students who have paid registration and tuition fees may add and drop classes during the add/drop period without financial penalty unless the unit load changes from half-time to full-time enrollment. Students are financially liable for classes in which they are enrolled as of the first day of classes PLUS any classes in which they may subsequently enroll. See Fees, Tuition, Refunds, and Holds (<https://catalog.csuchico.edu/academic-standards-policies/fees-tuition-refunds-holds/>) for current fees, tuition, and refund policies.

During the first four weeks of classes, Class Add/Update Request and Class Drop Request forms will require the approval signature of the instructor.

If your request to drop a class is received and processed in the Office of the Registrar before the end of the fourth week of classes, that class will not appear on your academic record. After the fourth week, a letter grade of "W" (signifying "Withdrawal") will appear on your academic record for each course approved for dropping. The grade of "W" carries no connotation of quality of performance and is not used in calculating your grade point average (GPA) at the University.

After the 20<sup>th</sup> day of instruction, the University's census date, all Class Add/Update and Class Drop Request forms will require signatures of the instructor, department chair, and college dean. In addition, Class Drop Request forms will require a serious and compelling reason. See below for criteria used for evaluating a serious and compelling reason.

During the final three weeks of instruction, no withdrawals will be permitted except for circumstances clearly beyond the student's control (such as accident or serious illness) and when the assignment of an "Incomplete" is not practicable (EM 98-006 (<https://www.csuchico.edu/pres/em/1998/98-006.shtml/>)).

Students withdrawing from all their classes follow a procedure different from that for students requesting permission to withdraw from only some of their classes (see Withdrawal from the University (p. 2) below). Failure to withdraw officially will result in grades of F, WU, or NC in each course. If you are considering dropping or withdrawing, request assistance from Academic Advising Programs and discuss your situation with your faculty advisor.

## Serious and Compelling Reasons

The following situations are typical of those for which "serious and compelling" is appropriate for approving withdrawals and changes of grade option after the fourth week of classes:

1. An extended absence due to an accident, illness, or personal problem serious enough to cause withdrawal from the University.
2. An extended absence due to a death in the immediate family. This applies to absences exceeding a week due to family affairs that must be attended to by the student.
3. A necessary change in employment status which interferes with the student's ability to attend class.
4. Other unusual or very special cases, considered on their own merit.

The following situations would not fall under the intent of "serious and compelling":

1. Grade anticipated in class is not sufficiently high, or student is doing failing work.
2. Failure to attend class, complete assignments, or take a test.
3. Dissatisfaction with course material, instructional method, or instructor.
4. Class is harder than expected.
5. Pressure of other classes, participation in social activities, or simple lack of motivation.
6. A change of major.

## Cancellation of Registration or Withdrawal from the University

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term **are required** to follow the university's official withdrawal procedures (<https://www.csuchico.edu/sro/registration/withdrawal-procedures.shtml/>). Failure to follow formal university procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on withdrawal procedures is available from the Office of the Registrar (<https://www.csuchico.edu/registrar/index.shtml/>), SSC 110, 530-898-5142.

Students who are receiving financial aid funds must consult with the Financial Aid and Scholarship Office and Student Financial Services prior to withdrawing from the university regarding any required return or repayments of grant or loan assistance received for that academic term. Students who have received financial aid and withdraw from the institution during the academic term or payment period may need to return or repay some or all of the funds received, which may result in a debt owed to the institution.

Undergraduate students may withdraw from no more than 18 semester-units, except when the justification for the withdrawal is due to circumstances clearly beyond the student's control. The limits apply only to units attempted at Chico State.

If you withdraw from the University, a portion of your registration and tuition fees will be reversed for withdrawals that occur on the first day of classes through the 60% point of the semester. Registration and tuition fees will not be reversed for any withdrawals that occur after this date, except for students who are unable to continue courses because of compulsory military service. Visit Student Financial Services (<http://www.csuchico.edu/sfin/>) for registration and tuition fee policies, plus financial aid refund (distribution) information.

During the final three weeks of instruction, you are normally not eligible to withdraw and receive W grades, except in the case of "serious illness or accident" when assignment of an Incomplete is not practical. Under no circumstances will you be allowed to withdraw if you have taken final examinations or the request is received after the end of the final exam week.

Failure to withdraw officially can result in grades of F, WU, or NC in each course. If you are considering withdrawing during the final three weeks of instruction, request assistance in Academic Advising Programs and discuss your situation with your faculty advisor. If for any reason you are

unable to withdraw in person, write or call Academic Advising Programs at 530-898-5712 to request withdrawal.

You may also want to apply for a Leave of Absence at the same time.

## Leave of Absence/LOA (Undergraduate)

Leave of Absences (LOAs) are available to undergraduates who are in good standing at Chico State. Leaves may be granted to students for a maximum of two consecutive semesters. Under limited extenuating circumstances, an LOA may be extended for up to two additional semesters. Requests for extensions must be made in writing to the Office of the Registrar. Students who are granted an LOA maintain certain rights and privileges ordinarily associated with continuing student status, even though not officially enrolled. However, being on an approved LOA will not defer your student loans. Loans can only be deferred by continuous enrollment. Students in their first semester are not eligible for an LOA until after the census date of their first semester.

### To Request an LOA

1. Submit a Leave of Absence Request ([https://www.csuchico.edu/sro/\\_assets/documents/leave-of-absence-request.pdf](https://www.csuchico.edu/sro/_assets/documents/leave-of-absence-request.pdf)) (Undergraduate) to the Office of the Registrar, SSC 110, no later than the end of the fourth week of classes during the first semester of the leave.
2. If you are receiving support services from the Educational Opportunity Program (EOP), SSC 310, meet with your advisor regarding your leave before submitting your request form.
3. If you are an international student, see an advisor in International Education and Global Engagement, SSC 440, prior to your departure.
4. If you received student financial aid while attending Chico State, consult with the Financial Aid and Scholarship Office, SSC 250, prior to your departure.

### Upon return after an LOA

1. The University will anticipate your return as a continuing student based on the semester indicated on the LOA application and have you properly classified as a continuing student. You do not need to do anything if you return as planned. However, you must return to the University for the semester you indicated on your LOA request form or obtain approval from the Office of the Registrar for a change in your plans. If you do not return as planned, without notification, you will lose your LOA status and will need to reapply for admission when you wish to return to Chico State.
2. Upon your return, or as early as the registration period for the semester of your return (April-May for fall, October-November for spring), visit the online Class Schedule (<http://www.csuchico.edu/schedule/>). Follow the registration procedures and timeline provided there.
3. Access the Student Center through the University Portal to add courses as desired, and follow all other procedures for registration, financial aid, and registration and tuition fee payment.
4. You must request that official transcripts be forwarded to the Office of the Registrar if you attended another college or university while on LOA.

For more information and the form you should use to request an LOA, inquire in the Office of the Registrar (<https://www.csuchico.edu/registrar/index.shtml/>), SSC 110, 530-898-5142 or download the form at Student Records and Registration Forms (<https://www.csuchico.edu/sro/forms/index.shtml/>). If you are a graduate student inquire at Graduate Studies

(<https://www.csuchico.edu/graduatestudies/index.shtml/>), SSC 460, 530-898-6880.

## Academic Honesty

You are expected to maintain a high standard of academic honesty. Dishonesty may bring grade reduction or other sanctions as provided in Section IV-A of the Code of Student Rights and Responsibilities. Copies of this publication and answers to questions about academic honesty may be obtained from Student Rights and Responsibilities (<https://www.csuchico.edu/osrr/>), SSC 180, 530-898-6897.

## Attendance in Class

You are expected to attend classes regularly and should discuss absences with your instructors. Instructors can, if they choose, drop you from a course for non-attendance. If you anticipate an absence greater than three days from circumstances beyond your control, such as illness or accident, you will need to submit a CARE Referral ([https://cm.maxient.com/reportingform.php?CSUChico&layout\\_id=6](https://cm.maxient.com/reportingform.php?CSUChico&layout_id=6)). The CARE Team will send notification of your absences to your instructors. If you have any questions on how to submit a CARE Referral, please email the CARE Team at [care@csuchico.edu](mailto:care@csuchico.edu).

## Auditing Courses

You may audit courses by paying the regular registration and tuition fees. An auditor is a student who enrolls in a course for informational purposes only. Regular attendance is customary, but you do not take examinations and do not receive credit for the course. Enrollment as an auditor is subject to the permission of the instructor, and only after students otherwise eligible to enroll in the course on a credit basis have had an opportunity to do so. Auditors are subject to the same registration and tuition fee structure as credit earning students.

As an auditor, you may not change to credit status after the last day to add classes without special permission. Normally, if you are enrolled for credit, you may not change to audit after the second week of classes.

## Classification of Students by Class Level

Class levels are the categories used to classify students on the basis of units completed.

- Freshmen or first-year students are those who have completed fewer than 30 semester units (45 quarter units).
- Sophomores are those who have completed 30 to 59 semester units (45 to 89.9 quarter units).
- Juniors are those who have completed 60 to 89 semester units (90 to 134.9 quarter units).
- Seniors are those who have completed 90 or more units (135 quarter units).
- Graduate students are those who have graduated with a bachelor's degree from an accredited college or university.

## Correspondence Credit

The California State University does not offer correspondence courses but will accept as non-resident credit baccalaureate-level correspondence courses from other regionally accredited institutions.

## Credit Hour

On July 1, 2020, the United States Department of Education changed its definition of the student credit hour. Fundamentally, the change shifted

responsibility for credit hour compliance to the accreditation agency and/or to the state.

As such, the CSU's accreditor, the WASC Senior College and University Commission (WSCUC), has published its own updated definition of student credit hour and related accreditation processes. The new regulations no longer require an accrediting agency to review an institution's credit hour policy and procedures. It does require WSCUC to review the institution's definition of credit hour and an institution's processes and policies for ensuring the credit hour policy is followed.

The CSU credit hour definition is consistent with federal law (600.2 and 600.4 revised July 1, 2020) and the requirements of the WSCUC. The CSU defines a credit hour as an amount of work represented in stated learning outcomes and verified by evidence of student achievement. Such evidence is an institutionally established equivalency that:

1. Approximates not less than:
  - a. One hour of direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester or equivalent amount of work over a different amount of time; or
  - b. At least an equivalent amount of work as required in paragraph 1.a. of this definition for other academic activities as established by the institution including laboratory work, internships, practice, studio work and other academic work leading to the award of credit hours; and
2. Permits an institution, in determining the amount of work associated with a credit hour, to take into account a variety of delivery methods, measurements of student work, academic calendars, disciplines and degree levels. Institutions have the flexibility to award a greater number of credits for courses that require more student work.

As in the past, a credit hour is assumed to be a 50-minute (not 60-minute) period. In some courses, such as those offered online asynchronously, in which "seat time" does not apply, a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement.

For purposes of accreditation, all CSUs are required to develop, communicate and implement procedures for regular, periodic review of this credit hour policy to ensure that credit hour assignments are accurate, reliable and consistently applied. WSCUC published new draft guidelines that took effect in June 2021. Universities are responsible for publishing a clearly stated practice or process that ensures they are in compliance with the student credit hour definition.

## Course Selection Policies

Consult with a faculty advisor in your major to plan your academic program. You are responsible for knowing and meeting all degree requirements and for making every reasonable effort to obtain academic advising. Frequent communication with your faculty advisor will help ensure that you have current academic information and are making adequate progress towards your educational goals. All departments recommend, and some require, that you see your advisor at least once a semester.

To be assigned a faculty advisor, call or visit the department office of your major. In some major programs, it is important to specify your area of specific interest within the major when you request your advisor.

If you are an undergraduate and have not yet declared your major, you are advised through Academic Advising Programs (<https://>

[www.csuchico.edu/aap/](http://www.csuchico.edu/aap/)). Direct your general academic problems and concerns to Academic Advising Programs, SSC 220, 530-898-5712.

Familiarize yourself with the required and elective courses listed in this catalog for your major and with any other material provided on department web pages. It is particularly important to note whether certain prerequisites must be completed before taking other required courses in a given program. Failure to complete a prerequisite course may delay graduation or in other ways adversely affect your program or progress. A typical program will contain 15 or 16 units a semester. If you have less than a superior record of scholastic achievement, you are advised to take no more than 18 units a semester.

If you are considering a teaching credential, you should also see the Education (<https://catalog.csuchico.edu/colleges-departments/college-communication-education/education/>) section for detailed information on teaching credentials and programs, and where and how to get appropriate advising.

If you are a new or readmitted student, you are required to see an advisor in your major department either prior to your initial registration or during the first two weeks of the semester you first enroll.

If you change your major, you are required to see an advisor in the major to which you are changing and obtain approval on the Plan Change Form (<https://www.csuchico.edu/sro/forms/plan-change.shtml/>).

You are invited to evaluate your academic advisor as one means of improving the quality of advising available on campus. Evaluations should be written, signed, and sent to the dean of the college sponsoring your major. The evaluation might include expressions of appreciation for excellent work as well as constructive criticism.

## Maximum Student Course Load

Undergraduate students may enroll for up to a specified maximum number of units during the initial enrollment appointment period. Check the Class Schedule (<https://www.csuchico.edu/schedule/>) for the current maximum units' limitations. During the open and add/drop periods you may add additional courses up to a maximum of 21 units without special permission if you are in good academic standing.

Seniors wishing to enroll for more than 21 units must obtain approval from their department chair and college dean. If you are not a senior, but an undergraduate with at least a 2.75 GPA in your two most recent semesters, you may petition to enroll in more than 21 units through the same procedures. Petition forms are available in the Office of the Registrar and must be returned along with the Class Add/Update Request form which brings the total units above the maximum. If you are a freshman or sophomore who has not declared a major, you must obtain approval from the Assistant Vice President of Academic Advising Programs. The Academic Senate has recommended that students on academic notice limit course loads to no more than 14 units.

A post-graduate student may enroll for up to 18 units. You must obtain special approval to exceed 18 units from your departmental graduate advisor.

If you enroll for more than the authorized number of units, you will be disenrolled from the most recently added courses until your program is approved.

## Support/Preparatory Courses

Support/preparatory courses, numbered 001-099, are designed to assist students in developing basic skills that are essential to successful

University achievement. Credit for support/preparatory courses does not count toward the bachelor's degree. This credit will count, however, in establishing eligibility for financial aid and full-time enrollment status.

## Independent Study and Special Purpose Courses

You are strongly advised to enroll in no more than 3 units of independent study per semester (courses numbered 199, 299, 399, or 499), with a maximum of 6 units applying towards a bachelor's degree. Generally 199, 299, 399, and 499 courses (except honors) are graded CR/NC, and none will apply to a master's degree program.

Your proposal for 199, 299, 399, or 499, as well as graduate 697 and 699 coursework, must be approved by the department before you can finalize registration in such coursework. If this approval is not granted until after the regular add period, permission of the department chair and college dean will be required (see instructions regarding 697 and 699 coursework under Graduate Education Policies (<https://catalog.csuchico.edu/graduate-requirements/graduate-education-policies/#600masterclasses>)).

## Internship and Experience-Based Learning Courses

Internship and other experience-based courses are numbered 189, 289, 389, or 489, depending on the course level. These courses involve business and other community work with placement in a business, public or private agency under the supervision of a qualified professional. A maximum of 15 internship units may be applied to a bachelor's degree at California State University, Chico.

## Course Objectives

Each member of the faculty will write and distribute for each course, consistent with the nature of that course, clearly stated objectives which will facilitate the instructional and evaluative processes. This is commonly referred to as a course syllabus. Students should be informed by the instructor about the level of achievement that is expected for each letter or a credit grade.

In multiple-section courses, instructors should meet at reasonable intervals to discuss goals, objectives, procedures, course materials, and criteria for evaluation. Although complete uniformity is not essential, departments strive for basic uniformity of goals, subject matter, and grading patterns in multiple-section courses.

## Narrative Evaluations in Major Courses

In certain courses required for the major and selected by a department, instructors will provide students with a written narrative evaluation addressing such matters as ability to express ideas in an organized way, effective participation, and motivation.

## Open University

Special session credit earned by enrollment through Open University (<https://rce.csuchico.edu/openu/>) is residence credit with limitations. The maximum amount of credit earned by enrollment through Open University which may be applied towards the bachelor's degree is 24 semester units. If you are a graduate student pursuing a master's degree, refer to the Graduate Education Policies (<https://catalog.csuchico.edu/graduate-requirements/graduate-education-policies/>) section for specific limitations on the use of course credit earned by enrollment through Open University.

## Grading System and Policies

### The Functions of Grading

Underlying the rationale for grades is the theme of communication.

Grades communicate one or more of the following functions:

- Recognize that classroom instructors have the right and responsibility to provide careful evaluation of student performance and the responsibility for timely assignment of appropriate grades;
- Recognize performance in a particular course;
- Act as a basis of screening for other courses or programs (including graduate school);
- Inform you of your level of achievement in a specific course;
- Stimulate you to learn;
- Inform prospective employers and others of your achievement.

Most courses employ standard letter grading described below. In some classes, all students will be graded A, B, C, D, and in others CR (Credit) or NC (No Credit) only, as determined by the department. Students will be advised at the beginning of a course if either of these patterns is to be used.

## Definition of Letter Grading Symbols

### Undergraduate Courses (numbered 100 to 599)

#### A-Superior Work

- A level of achievement so outstanding that it is normally attained by relatively few students.

#### B-Very Good Work

- A high level of achievement clearly better than adequate competence in the subject matter/skill, but not as good as the unusual, superior achievement of students earning an A.

#### C-Adequate Work

- A level of achievement indicating adequate competence in the subject matter/skill. This level will usually be met by a majority of students in the class.

#### D-Minimally Acceptable Work

- A level of achievement which meets the minimum requirements of the course.

#### F-Unacceptable Work

- A level of achievement that fails to meet the minimum requirements of the course. Not passing.

### Graduate Courses (numbered 600 to 699)

#### A-Superior Work

- A level of achievement so outstanding that it is normally attained by relatively few students.

#### B-Adequate Work

- A level of achievement indicating adequate competence in the subject matter/skill. This level or higher will usually be met by a majority of students in the class.

#### C-Minimally Acceptable Work

- A level of achievement which meets the minimum requirements of the course.

#### F-Unacceptable Work

- A level of achievement which fails to meet the minimum requirements of the course. Not passing. Because a C is the minimal acceptable grade for a 600-level course, a D grade is not allowed.

### Use of Plus/Minus Symbols

Standard letter symbols will be used with + and - modifiers for undergraduate and graduate grading, with the following associated grade points:

- A = 4.0
- A- = 3.7
- B+ = 3.3
- B = 3.0
- B- = 2.7
- C+ = 2.3
- C = 2.0
- C- = 1.7
- D+ = 1.3
- D = 1.0
- F = 0.0
- WU/IC = 0.0

The use of plus/minus modifiers still permits A, B, C, D, and F grades to be used in disciplines or courses where finer divisions are not possible.

## Computation of Grade Point Average (GPA)

The Grade Point Average is determined by dividing the number of grade points earned by the number of letter graded units attempted. Credit/No Credit grades are not computed in a grade point average; Credit grades count towards total units passed and, therefore, towards graduation (No Credit grades do not count). Grade points are awarded on the point scale described above.

Grade point averages for students individually and collectively, and for courses, departments, and the University will be computed and reported to four decimal places.

Grades of WU and IC are calculated in grade point averages at Chico State. Grades of Incomplete (I), Withdraw (W), Report Delayed (RD) and Audit (AU) are not calculated in grade point averages at Chico State.

## Credit/No Credit Grading

Note: If you plan to transfer to graduate or professional schools, be aware that some schools in evaluating transfer credit may regard Credit (CR) grades as C's and No Credit (NC) grades as F's.

### Mandated ABC/No Credit or Credit/No Credit Grading

In some classes all students will be graded ABC/NC (undergraduate level) or AB/NC (graduate level) and in others courses CR (credit) or NC (no credit). Students will be advised at the beginning of a course if either of these patterns is to be used.

CR/NC grading is mandated for courses in which standard grading procedures are not practical or possible (i.e., independent studies, credit for prior experience, or challenge examinations).

## Optional CR/NC Grading

Courses required for your major, minor, or certificate and courses used to satisfy General Education requirements must be taken for a letter grade. In elective courses, i.e., those not taken for the major, minor, or General Education requirements, undergraduate students are allowed the option of taking courses CR/NC. Up to 30 units of elective CR/NC coursework may be applied to a bachelor's degree program. In some courses CR/NC is the only grading pattern allowed, and these will not count as part of the 30-unit limit.

In courses taken for an optional CR/NC grade, the instructor will apply the same criteria to all grades in the course. After grades are determined, reported, and recorded using the standard ABCDF scale, the grade is converted to CR/NC according to the following criteria. For courses numbered 100-599, CR is defined as C- or better; NC will be awarded for D, F, or WU work. In 600-level courses, CR is defined as a B- or better and NC will be awarded for C, D, F, or WU work.

As a graduate student you are allowed 10 units of CR/NC in a master's program; however, within the major department only 698/699 courses or courses graded CR/NC only may be taken as CR/NC. There is no restriction on the number of CR/NC courses that you can take if you are a postbaccalaureate student who is not in the master's program.

You may elect CR/NC grading before the end of the second week of class by completing a Elect Credit/No Credit ([https://www.csuchico.edu/sro/\\_assets/documents/crnc-2-2022.pdf](https://www.csuchico.edu/sro/_assets/documents/crnc-2-2022.pdf)) form available from the Office of the Registrar. During the third and fourth week instructor approval is required. After the fourth week you will need a serious and compelling reason and the permission of the instructor, department chair, and college dean to change your grade option.

## Other Grading Symbols

### AU-Audit

An AU denotes registration in a course in which registration and tuition fees are paid but for which no credit is earned by the student. Completion of the course will result in the grade of AU being posted to the student's permanent record.

### I-Incomplete

Incompletes (I) will be assigned only in cases where instructors conclude that a clearly identifiable pattern of course requirements cannot be met for unforeseen reasons. An Incomplete shall not be assigned when it is necessary for the student to attend a major portion of the class when it is next offered. An Incomplete is also prohibited where the normal practice requires extension of course requirements beyond the close of a term, e.g., thesis or project type courses. In such cases, use of the "RP" symbol is required. The conditions for removal of the Incomplete, including the time period allowed for the removal, shall be reduced to writing by the instructor and given to the student with a copy placed on file with the appropriate campus officer until the Incomplete is removed or the time limit for removal has passed.

A student may not re-enroll in a course for which he or she has received an "I" until that "I" has been converted to a grade other than "I"; e.g., A-F, IC.

An Incomplete must be completed within one calendar year after it is assigned whether or not the student is enrolled or it will be changed to IC in a letter grade situation or to NC in a CR/NC situation. An extension of the one-year time limit may be granted by petition for contingencies such as intervening military service and serious health or personal problems.

A faculty member may submit a letter grade to be assigned in the event the Incomplete is not made up within one year. If the Incomplete is not converted to a credit-bearing grade within the prescribed time limit, or any extension thereof, it shall be counted as a failing grade in calculating grade point average and progress points unless the faculty member has assigned another grade.

### IC-Incomplete Charged

The "IC" symbol may be used when a student who received an authorized incomplete (I) has not completed the required coursework within the allowed time limit. The "IC" replaces the "I" and is counted as a failing grade for grade point average computation.

### RD-Report Delayed

RD indicates that the instructor has delayed or not reported a grade. It does not indicate that the student failed to complete the work required. An RD is due to faculty action rather than student action.

### RP-Report in Progress

The "RP" symbol is used in connection with courses that extend beyond one academic term. It indicates that work is in progress but that assignment of a final grade must await completion of additional work. Work is to be completed within one year except for graduate degree theses. It is employed in connection with Independent Study (698), Master's Study (699), and similar courses (e.g., designated Special Topics/598 courses approved for this grading option) where assigned work frequently extends beyond a single academic term and possibly requires enrollment in more than one term. Cumulative enrollment in units attempted may not exceed the total number applicable to your educational objective. Work must be completed within one year of initial enrollment for 698 courses and within the seven years allowed for the completion of the master's degree for 699 courses.

### W-Withdrawal

A withdrawal (W) grading symbol indicates that you were permitted to drop the course with appropriate approval after the fourth week of the semester. Undergraduate students are limited to 18 units of "W" grades. Withdrawals that occur within the first four weeks do not appear on your permanent record. The symbol carries no connotation of quality of your performance and is not used in calculating your grade point average. See the sections on "Adding, Dropping and Waitlisting Courses, Changing Grade Options" and "Withdrawing from the University" in this section of the catalog.

### WU-Withdrawal Unauthorized

WU (Withdrawal Unauthorized) shall be used where a student, who is enrolled on the census date, does not officially withdraw from a course but fails to complete it. WU is most commonly used in those instances where a student has not completed sufficient course assignments or participated in sufficient course activity to make it possible, in the opinion of the instructor, to report satisfactory or unsatisfactory completion of the class by use of the letter grade (A-F). The instructor shall report the last known date of participation by the student. In courses which are graded Credit/No Credit or in cases where the student has elected Credit/No Credit evaluation, use of the WU is inappropriate and NC shall be used instead.

## Assignment and Change of Grades

It is presumed that grades assigned by the responsible instructor are correct. For a grade to be changed, an appeal must demonstrate that the grade was not correct.

In the absence of a compelling reason for change, the grade assigned by the responsible instructor is final. Examples of compelling reasons for a change of grade include:

- Instructor error in computing or marking the grade;
- Clerical error by the Office of the Registrar in posting the grade;
- Prejudice on the part of the instructor in assigning the grade, or;
- Failure by instructor to follow grade standards described in the course.

You may appeal an assigned grade to the instructor of record.

1. If the instructor of record agrees there is a compelling reason to change the grade, a change of grade resulting from this review will be made on an official Change of Grade form provided by Office of the Registrar. The responsible department chair and college dean must approve the change and countersign the form.
2. If the instructor of record does not agree there is a compelling reason to change the grade and you, the student, still believe the assigned grade to be incorrect, you may pursue the complaint through the Student Grievance Procedures as described in Executive Memorandum 94-022 (<https://www.csuchico.edu/pres/em/1994/94-022.shtml/>) and referenced below.
3. If the instructor of record is not available, the department chair, in concurrence with the dean and the Coordinator of Student Rights and Responsibilities may authorize a change of grade. No grades may be changed on a student academic record after a degree has been granted and posted on the academic record.

## Grievance Procedures Related to Grades

Grievances related to grades, University services, and academic programs on and off campus may be resolved either by an informal or formal process through the use of the Student Grievance Procedures (EM 20-013 (<https://www.csuchico.edu/pres/em/2020/20-013.shtml/>)). Every student has the right to use these procedures. Consult the coordinator for Student Rights and Responsibilities (<http://www.csuchico.edu/osrr/>), SSC 190, 530-898-6897, for further information.

## Academic Notice and Disqualification

### Academic Notice

As an undergraduate student, you are subject to academic notice if at any time your cumulative grade point average in all college work attempted or your cumulative grade point average at California State University, Chico falls below 2.00.

As an undergraduate student, you will be removed from academic notice when your cumulative grade point average in all college work attempted and your cumulative grade point average at Chico State is 2.00 or higher.

If you are on academic notice, you are required to meet with your faculty academic advisor no later than the end of the second week of classes each semester until you are no longer on academic notice. You are also strongly encouraged to meet with a staff member in Academic Advising Programs (<https://www.csuchico.edu/aap/>). The Academic Senate

recommends that you limit your course load to no more than 14 semester units until you are removed from academic notice.

### Academic Disqualification While on Academic Notice

As an undergraduate student on academic notice, you are subject to academic disqualification when:

- As a freshman (fewer than 30 semester hours of college work completed) you fall below a grade point average of 1.50 in all units attempted or in all units attempted at Chico State.
- As a sophomore (30 through 59 semester hours of college work completed) you fall below a grade point average of 1.70 in all units attempted or in all units attempted at Chico State.
- As a junior (60 through 89 semester hours of college work completed) you fall below a grade point average of 1.85 in all units attempted or in all units attempted at Chico State.
- As a senior (90 or more semester hours of college work completed) you fall below a grade point average of 1.95 in all units attempted or in all units attempted at Chico State.

### Academic Disqualification, Not on Academic Notice

As an undergraduate or graduate student, not on academic notice, you may be disqualified when the following circumstances exist:

- At the end of any term, you have a cumulative grade point average below 1.0, and
- Your cumulative grade point average is so low that in view of your overall educational record, it seems unlikely that your deficiency will be removed within a reasonable period.

### Notice of Disqualification

If you are disqualified at the end of an enrollment period under any of these provisions you will be notified before the beginning of the next consecutive regular enrollment period. If you are disqualified at the beginning of a summer enrollment break you will be notified at least one month before the start of the fall term. In cases where you ordinarily would be disqualified at the end of a term, save for the fact that it is not possible to make timely notification, you may be advised that the disqualification is to be effective at the end of the next term. Such notification will include any conditions which, if met, would result in permission to continue in enrollment. Failure to notify students does not create the right of a student to continue enrollment.

### Administrative-Academic Notice

As an undergraduate or graduate student, you may be placed on administrative-academic notice for any of the following reasons:

- Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms. (Note: If your withdrawal is directly associated with a chronic or recurring medical condition or its treatment, you are not subject to administrative-academic notice for such withdrawal.)
- Repeated failure to progress towards the stated degree objective or other program objective, including that resulting from assignment of 15 units of No Credit (NC) grades when such failure appears to be due to circumstances within the control of the student.
- Failure to comply, after due notice, with an academic requirement or regulation, as defined by Chico State policy, which is routine for all students or a defined group of students (examples: failure to complete a required CSU or Chico State examination, failure to complete a required practicum, failure to comply with professional

standards appropriate to the field of study, failure to complete a specified number of units as a condition for receiving student financial aid or making satisfactory progress in the academic program).

When such action is taken, you will be notified in writing and be provided with the conditions for removal from administrative-academic notice and the circumstances that would lead to disqualification, should administrative-academic notice not be removed.

## Administrative-Academic Disqualification

As an undergraduate or graduate student who has been placed on administrative-academic notice, you may be disqualified from further attendance if:

- You do not meet the conditions for removal of administrative-academic notice within the period specified.
- You become subject to academic notice while on administrative-academic notice.
- You become subject to administrative-academic notice for the same or similar reason for which you have been placed on administrative-academic notice previously, although not currently in such status.

When such action is taken, you will receive written notification including an explanation of the basis for the action.

## Procedures for Reinstatement

You may seek academic reinstatement (<https://www.csuchico.edu/aap/ap-dq-reinstatement/reinstatement.shtml/>) after at least one academic year (two complete semesters) has elapsed since your disqualification. You must submit a letter of appeal before the established deadline. These deadlines may be found in the Academic Calendar (<https://www.csuchico.edu/apss/calendar/index.shtml/>). In addition, you must also submit your application for readmission and accompanying application fees in conjunction with your letter of appeal for reinstatement. Consult Academic Advising Programs for assistance. Send your letters of appeal to the Academic Status Committee, in care of Academic Advising Programs.

## Repeating Courses

### General Repeat Policy

Undergraduate students may repeat courses originally taken for a letter grade if the earlier attempt resulted in a grade of C- or lower. Undergraduate students may repeat a maximum of 28 units. Students will be prevented from enrolling in repeated courses that exceed the 28-unit limit. Courses originally taken in which the student earned a grade of No Credit may be repeated.

Beginning fall 2009, students will be administratively dropped from courses for which the student has earned a grade of C or higher or a grade of I. Students will be prevented from enrolling in a fourth attempt of an individual course until they meet with an advisor in Academic Advising Programs.

Graduate students may repeat courses in which they earned a grade of B- or lower. The repeated course grade will be averaged with all other grades in determining the grade point average. Except for specially designated courses, units earned for a course count only once towards degree requirements. In instances where a student is allowed to repeat a course for which a grade of C or higher (B or better for graduate students) was earned, neither units nor grade points will be counted towards degree requirements. An exception to this policy point may be made for students

who have successfully reapplied to the Graduate Studies to begin a graduate program anew after nine years because an extension of their original program is no longer feasible.

In any course or program where enrollment demand exceeds the resources to offer sufficient openings or sections to meet that demand, the academic unit may give registration priority to students taking the course for the first time.

## Undergraduate Repeat with Forgiveness

Executive Memorandum 10-018 (<https://www.csuchico.edu/pres/em/2010/10-018.shtml/>) only applies to an undergraduate course repeated at Chico State, not elsewhere. If you have graduated, you may not use the provisions of this policy to repeat for forgiveness a course taken prior to your date of graduation.

No more than 16 units may be repeated with forgiveness at Chico State. Undergraduate students who wish to repeat courses at Chico State and have the earlier letter grades removed from the computation of their grade point averages may do so under the following conditions:

1. If the earlier attempt resulted in a grade of C- or lower;
2. The student has re-enrolled in the same course;
3. There is no regression involved;
4. The student will not exceed the 16 unit limit.
5. The student may utilize a repeat with forgiveness for an individual course no more than two times.
6. Students may not petition to repeat at another institution a course that was originally taken at Chico State.
7. If the student's grade in the original course was not a result of academic misconduct, documented through the Office of Student Rights and Responsibilities as a violation of the Code of Student Rights and Responsibilities (EM 08-040 (<https://www.csuchico.edu/pres/em/2008/08-040.shtml/>)) and Policy on Academic Integrity (EM 18-011 (<https://www.csuchico.edu/pres/em/2018/18-011.shtml/>)).

The Office of the Registrar will determine the procedure for implementing the policy. If the course was originally taken at another institution, the Chico State department that offers a comparable course will be responsible for determining whether there is reasonable equivalency. If a petition to repeat with forgiveness does not meet the seven criteria above and the course is completed, then the repeated course grade will be governed by the General Repeat Policy.

Under this policy, the highest grade earned will be calculated in the grade point average. All grades will remain on the student's permanent record, but the record of a previous grade in the course will be marked to indicate that the course has been repeated. This forgiveness policy may not be invoked to remove an incomplete, nor does it apply to a course first taken Credit/No Credit. Students may request to have a repeat with forgiveness transferred from one course to a different course.

Other schools outside the California State University system, including professional and graduate schools, may not honor this policy on repetition of courses with forgiveness.

Veterans should consult Veteran Education Transition Services (<https://www.csuchico.edu/vets/>) to determine the impact of course repetition on their eligibility for benefits.



## Graduate Repeat with Forgiveness

Post-baccalaureate students pursuing a second bachelor's degree, a second major, a credential, or a minor are subject to the undergraduate repeat policy but must file their petition with the Graduate Studies.

Once you have a bachelor's degree, you may not raise your undergraduate grade point average by repeating a course taken as an undergraduate. If you wish to repeat a course you have taken as a postbaccalaureate, not noted in the above categories, you must file a petition in the Graduate Studies. This petition must be approved by the appropriate program advisor. Approval may be granted according to the following stipulations:

1. The earlier attempt resulted in a grade of B- or lower.
2. A maximum of one course may be repeated with forgiveness.
3. No regression is permissible.
4. A course which may be taken more than once for credit may not be repeated with forgiveness.
5. Equivalency must be clearly established for courses originally completed at another institution.
6. You may not petition to repeat at another institution a course that was originally taken at Chico State.
7. You must be enrolled in the class.
8. If the student's grade in the original course was not a result of academic misconduct, documented through the Office of Student Rights and Responsibilities as a violation of the Code of Student Rights and Responsibilities (EM 08-040 (<https://www.csuchico.edu/pres/em/2008/08-040.shtml/>)) and Policy on Academic Integrity (EM 18-011 (<https://www.csuchico.edu/pres/em/2018/18-011.shtml/>)).

If the petition is approved, only the last grade earned in the course will be calculated in the grade point average.

Veterans should consult Veteran Education Transition Services (<https://www.csuchico.edu/vets/>) to determine the impact of course repetition on their eligibility for benefits.

## Academic Forgiveness

Under very restrictive circumstances, Chico State may disregard up to two semesters of previous undergraduate coursework taken at Chico State. If another institution has acted to remove coursework from consideration, such action shall be honored in terms of that institution's policy.

These circumstances are:

1. The student has formally requested such action and presented evidence that substantiates that the work in question is substandard and not representative of their current scholastic ability and/or performance level, and
2. The previous level of performance was due to extenuating circumstances, and
3. All degree requirements except the earning of at least a "C" (2.0) grade point average have or will soon have been met.

Final determination that one or more terms shall be disregarded shall be based on careful review of the evidence by a representative of University Academic Advising Programs and a representative of the University Registrar, subject to final approval by the Dean of Undergraduate Education.

Such final determination shall be made only when five years have elapsed since the most recent work to be disregarded was completed and the student has earned in residence at the campus since the most recent work being considered was completed:

- 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.

When such action is taken, the student's record shall be annotated so that it is readily evident to users of the record, that no work taken during the disregarded term(s), even if satisfactory, has been applied towards the meeting of degree requirements. However, all work must remain legible on the record.

In some cases, application of the campus policy on repeating courses may be more appropriate than the forgiveness policy in order to improve your academic status. Direct your petition and questions to Academic Advising Programs, SSC 220, 530-898-5712.