

1 Whereas, the GPA Adjustment Policy plays a critical role in allowing students to respond to past
2 deficiencies in their overall academic performance, and thus maintain progress toward
3 graduation; and

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5 Whereas, that policy enables students to repeat courses in which earlier efforts were unsuccessful,
6 improve on past substandard grades, and have the earlier, substandard grades set aside from
7 calculation into their GPA's; and

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9 Whereas, that policy currently requires the student to file a formal request with Registration and
10 Records, in order to have the GPA adjustment entered into the record; and

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12 Whereas, advising staff often identify students who would benefit from GPA adjustments, in
13 order (for example) to prevent their academic disqualification, or facilitate their immediate
14 graduation; and,

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16 Whereas, the ~~current~~ revised policy from Spring 2007 requires staff ~~or to contact students, offer~~
17 ~~appropriate advisement, and await student response, in order to~~ complete and submit a GPA
18 Adjustment form to Cougar Central in order to take (or not take) ~~whatever~~ appropriate actions
19 ~~would be warranted upon the completion of the GPA adjustment; and~~

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21 Whereas, the current policy hinders the ability to automate this process due to the requirement of
22 submitting a form; therefore, be it resolved that,

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24 The GPA Adjustment policy be revised, as detailed below, to facilitate the automation of
25 adjusting students' units and GPA in order to provide timely and accurate academic information.

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27 ~~The GPA Adjustment policy be revised, as detailed below, in order to permit University staff to~~
28 ~~order GPA adjustments on behalf of students in specific circumstances where the latter's~~
29 ~~interests would be clearly served by such adjustments.~~

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32 Definition: The policy governs the GPA Adjustment Policy.

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34 Authority: Executive Order 213 (Academic Renewal)

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36 Scope: Automated application of adjusting the GPA of courses repeated by
37 continuing students at CSU San Marcos.

38 39 40 41 42 I. EXECUTIVE SUMMARY

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44 California State University San Marcos currently requires students to submit a GPA
45 Adjustment Form to initiate the process to have their GPA corrected manually and to
46 show course(s) were academically renewed. The PeopleSoft student system has
47 functionality where the system can automatically calculate the repeated attempt and
48 academically renew courses.

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II. PROCEDURE/APPLICATION

- a. Upon completion of grades, the PeopleSoft student system will generate a program to identify all courses academically renewed and apply the corrected value to designate course repeated, along with re-calculation of students' GPA.
- b. After the 5th course renewal attempt, repeated grades are averaged into the students' overall GPA.

III. PUBLICATION in UNIVERSITY NOTICES

Information will be updated, as follows:

- a. Curriculum and Scheduling Office will publish in the General Catalog;
- b. The CSUSM Enrollment Management Registration and Records website will be updated.

Revised Catalog Copy:

Repeat of Courses ~~and GPA Adjustment Policy for Undergraduates~~

When a course is designated in the catalog as "May be repeated," a student may repeat the course up to the maximum indicated in the course description and all of the grades received will be included in the calculation of the grade point average. A student may also repeat such a course for the purpose of a GPA Adjustment, as below, but the repeat completion of the course will not result in the award of additional units of credit. e.—When a course is not designated as "May be repeated," a student may not repeat the course to receive additional units and grade points.

	Repeatable for Additional Units	Repeatable for GPA adjustment
Course designated "May Be Repeated"	Yes - Maximum allowable	Yes*
Course NOT designated "May Be Repeated"	No	Yes

*GPA Adjustment Form processed in the Records Office

~~for the course if they have already received a grade of C (2.00) or better in the course.~~

GPA Adjustment

When students repeat a course for the sake of improving upon an earlier unsatisfactory performance, they may, under certain circumstances, have their earlier grade ignored in the computation of their grade point average (GPA). The following policy, applying only to coursework completed at Cal State San Marcos, outlines the circumstances under which undergraduates students may have an request adjustment to ~~of~~ the GPA.

88 1. ~~The course repeated for the GPA Adjustment must have been assigned~~ If an
89 ~~undergraduate student has received a grade of C-(1.7) or less, Repeated courses with~~
90 ~~grades of: CR, NC, I, RD, SP will not be processed for the GPA adjustment. Thus, if~~
91 ~~a course previously taken for a grade is repeated with a CR~~ƒ~~/NC~~ƒ~~, the original grade(s)~~
92 ~~will continue to be calculated in the GPA. (It is not necessary to repeat a course with~~
93 ~~a grade of NC~~ƒ~~ since CR~~ƒ~~/NC~~ƒ~~ grades are not calculated in the GPA.)~~in a course, has
94 repeated the course in a subsequent term, and has earned a better grade, then an
95 Undergraduate Student GPA Adjustment Request form may be submitted to Cougar
96 Central. Any request confirmed as complying with this policy will be granted.

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98 2. If a student chooses to repeat a course more than once, in which a grade of C- or less
99 was earned in any earlier enrollment, the lowest grade received will be automatically
100 replaced with the highest grade received, in calculating the GPA. ~~The best grade~~
101 ~~stays included and the worst grade gets excluded from the GPA.~~ Any additional
102 attempts will be averaged into the student GPA. ~~When a request is granted, one prior~~
103 ~~grade earned in the course is ignored for the purpose of calculating the GPA.~~
104 However, where all grades for a given course will be maintained as a part of the
105 student record and will appear on the student's transcripts.

106 ~~5.—~~3. A maximum of five (5) different GPA adjustments may be granted for a student
107 over the course of the undergraduate career. Only one adjustment may be granted for
108 any single course. ~~A request may not be filed until the student has completed the~~
109 ~~repeat, and may not be filed if the student received a grade of CR, NC, F, I, RD, SP~~
110 ~~or U the last time that the course was repeated.~~

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112 4. If a student wishes to repeat a course, and the course is not scheduled to be offered
113 during the student's expected time to degree, then the program director (or designee)
114 of the program offering the original course may approve substitution of a similar
115 course to be repeated instead. If a course with variable topics is repeated, then with
116 the pair of exceptions stated immediately below, the same topic (identified by specific
117 course number and suffix) must be repeated in order to omit the earlier grade from the
118 GPA calculation. If the topic has been converted to a new course, and is identified as
119 such in the catalog description of the new course, then the new course may be taken
120 to repeat the topic. If the same topic is not scheduled to be offered again within the
121 term of the student's expected time to degree, the program director (or designee) of
122 the program offering the course may approve substitution of a similar topic offered
123 under the same course number. The substitute course (or topic) must be taken after
124 completion of the original course.