

1 This policy was changed to match EO1037. All new parts are underlined.
2

3 Course Repeats and GPA Adjustment Policy 4 5

6 I. EXECUTIVE SUMMARY 7

8 The PeopleSoft student system has functionality where the system automatically calculates
9 repeated attempts and academically renewed courses.
10

11 II. PROCEDURE/APPLICATION 12

- 13 a. Upon completion of grades, the PeopleSoft student system will identify all courses
14 academically renewed and apply the corrected value to designate course repeated, along with
15 re-calculation of students' GPA.
- 16 b. Undergraduate students may repeat courses only if they earned grades lower than a C (2.0).
- 17 c. An individual course may be repeated for grade forgiveness no more than two times.
- 18 d. A maximum of 16 semester units of Course Repeats can be used for "Grade Forgiveness"
19 (Grade forgiveness is the circumstance in which the new grade replaces the former grade in
20 terms of the calculation of GPA.)
- 21 e. With regard to the limits on repeats, all such running totals begin at zero (0) at the beginning
22 of the Fall term of 2009.
- 23 f. Limits on repeated courses do apply to courses taken in matriculated status as well as
24 coursework completed via self support, e.g. extended learning, open university, etc.
25

26 III. PUBLICATION in UNIVERSITY NOTICES 27

28 Information will be updated, as follows:

- 29 a. Curriculum and Scheduling Office will publish in the General Catalog;
- 30 b. The CSUSM Enrollment Management Registration and Records website will be updated.
31

32 *Revised Catalog Copy* 33

34 **Repeat of Courses for Units** 35

36 When a course is designated in the catalog as "May be repeated," a student may repeat the course
37 up to the maximum indicated in the course description and all of the grades received will be included in
38 the calculation of the grade point average. A student may also repeat such a course for the purpose of a
39 GPA Adjustment, as listed below, but the repeat completion of the course will not result in the award of
40 additional units of credit. When a course is not designated as "May be repeated," a student may not
41 repeat the course to receive additional units and grade points.
42
43
44
45

	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 will be processed in the
Registration and Records Office

Note: If a course with variable topics is repeated, the same topic (identified by specific course number and suffix) must be repeated in order to omit the earlier grade from the GPA calculation. For additional information, refer to Item 4 of the Repeat of Courses for GPA Adjustment.

Repeat of Courses for GPA Adjustment

The following policy, applies to repeated, undergraduate courses (including courses completed via self support e.g. open university) with grades lower than a C (2.0), completed at Cal State San Marcos, that can be used for the adjustment to the GPA.

1. Grade Forgiveness:

When students repeat a course for the sake of improving upon an earlier unsatisfactory performance, they may, under certain circumstances, have the new grade replace the former grade in terms of calculation of GPA.

- a. Students may repeat an individual course for grade forgiveness no more than two times.
- b. Students may repeat up to 16 semester units with grade forgiveness. Grade forgiveness shall not be applicable to courses for which the original grade was the result of a finding of academic dishonesty.
- c. All grades for a given course will be maintained as a part of the student record and will appear on the student's transcripts.

2. Grades Averaged:

Undergraduate students may repeat an additional 12 semester units in addition to the 16 units for which grade forgiveness is permitted. In such instances the repeat grade shall not replace the original grade; instead both grades shall be calculated into the student's overall GPA. All grades for a given course will be maintained as a part of the student record and will appear on the student's transcripts.

3. The course repeated for the GPA Adjustment must have been assigned a grade of C-(1.7) or less. Repeated courses with grades of: CR, NC, I, RD, SP will not be processed for the GPA adjustment. Thus, if a course previously taken for a grade is repeated with a CR/NC, the original grade(s) will continue to be calculated in the GPA. (It is not necessary to repeat a course with a grade of NC since CR/NC grades are not calculated in the GPA.)

~~Only one adjustment may be granted for any single course. A maximum of five (5) GPA adjustments will automatically be processed for the first five courses where student received a grade of C or less. Once the fifth course renewal has been reached, students will be notified of the GPA adjustment policy and encouraged to meet with an advisor. Any additional attempts will be averaged into the GPA where all grades for a given course will be maintained as a part of the student record and will appear on the student's transcripts.~~

89 4. If a student wishes to repeat a course, and the course is not scheduled to be offered during the
90 student's expected time to degree, then the department chair/program director (or designee) of the
91 program offering the original course may approve substitution of a similar course to be repeated
92 instead. If a course with variable topics is repeated, then with the pair of exceptions stated
93 immediately below, the same topic (identified by specific course number and suffix) must be
94 repeated in order to omit the earlier grade from the GPA calculation. If the topic has been
95 converted to a new course, and is identified as such in the catalog description of the new course,
96 then the new course may be taken to repeat the topic. If the same topic is not scheduled to be
97 offered again within the term of the student's expected time to degree, the
98 department chair/program director (or designee) of the program offering the course may approve
99 substitution of a similar topic offered under the same course number. The substitute course (or
100 topic) must be taken after completion of the original course.

101
102 5. ~~Students will have an opportunity to submit a petition for a GPA adjustment for individual~~
103 ~~courses repeated in the five?? (16 units) lowest grades earned in their undergraduate career at~~
104 ~~CSU San Marcos.~~

105
106 ~~For example, a student receives a "D" grade in five different classes in their first year, repeats~~
107 ~~the courses in their second year. After grades are submitted at the end of the semester, the~~
108 ~~student system will automatically identify these courses as academic renewal and remove the~~
109 ~~"D" grade in the GPA calculation and calculate the better grade. In the third year, the student~~
110 ~~receives an "F" grade in two different courses and immediately repeats the courses. At this~~
111 ~~point in time, the original grade and improved grade will be averaged in unless the student~~
112 ~~submits a **Petition for GPA Adjustment form** to request that the "F" grades be considered~~
113 ~~as part of the maximum 5 GPA adjustments. The student will receive notification that filing a~~
114 ~~Petition for GPA Adjustment can reverse the academic renewal action for two courses in~~
115 ~~which a grade of "D" was received.~~

116
117 6. ~~Exceptions such as students requesting to have more than 5 courses count toward academic~~
118 ~~renewal and GPA adjustments, will be deferred to the Graduation Issues Committee for review~~
119 ~~and decision. The Graduation Issues Committee is comprised of members of the University~~
120 ~~Advising Services, faculty representatives or designee from the colleges, and a member of the~~
121 ~~Graduation Evaluations team in Enrollment Management Services.~~

1 This policy was updated to match EO1038. All new parts are underlined. Words were copied from
2 EO1038. We have made it clear that the policy applies to undergraduate students. We have separated
3 academic probation from administrative probation.
4

5 **Undergraduate Probation, Disqualification, and Reinstatement**

6
7 **Definition:** The policy governs the policies on probation, disqualification and reinstatement of
8 undergraduate students.

9 **Authority:** Executive Order 1038

10 **Scope:** The following policies and procedures govern undergraduate students according to their
11 class levels based on units accumulated.
12

13 **I. EXECUTIVE SUMMARY**

14
15 It is the policy of California State University San Marcos to place ~~students~~ undergraduate students on
16 academic probation if at any time the cumulative grade point average in all college work attempted or
17 cumulative grade point average at CSUSM falls below 2.0 when their overall work is less than
18 satisfactory, as reflected in a deficient cumulative grade point average, or other failure to make adequate
19 academic progress. Undergraduate students are subject to academic disqualification ~~dismissed from the~~
20 ~~university through academic disqualification~~ when their grade point average in all units attempted or in all
21 units attempted at CSUSM falls below standards established by class level ~~deficiency is so great that it is~~
22 ~~unlikely that the students will be able to graduate in a timely fashion.~~ Consideration for reinstatement is
23 provided through a petition process.
24

25 **II. ACADEMIC PROBATION**

26 An undergraduate student will be placed on academic probation if, during any academic term, the overall
27 GPA or the cumulative Cal State San Marcos GPA falls below 2.0 (a C average). The student shall be
28 advised of probation status promptly.

29 An undergraduate student shall be removed from academic probation when the overall GPA and the
30 cumulative Cal State San Marcos are both 2.0 or higher.

31 **III. ADMINISTRATIVE-ACADEMIC PROBATION**

32 A student may also be placed on administrative-academic probation by the Office of the Registration and
33 Records for any of the following reasons:

- 34 a Withdrawal from all or a substantial portion of a program of studies in two successive terms or in
35 any three terms. (Note: A student whose withdrawal is directly associated with a chronic or
36 recurring medical condition or its treatment is not to be subject to administrative- academic
37 probation for such withdrawal.)
- 38 b Repeated failure to progress toward the stated degree objective or other program objective,
39 including that resulting from assignment of 15 units of NC (No Credit), when such failure appears
40 to be due to circumstances within the control of the student.
- 41 c Failure to comply, after due notice, with an academic requirement or regulation, as defined by
42 campus policy which is routine for all student or a defined group of students (examples: failure to

complete a required CSU or campus 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).

Notification of Academic Probation and Administrative-Academic Probation:

The student shall be notified in writing by the Office of Registration and Records prior to the beginning of the next term of their probation status, and shall be provided with the conditions for removal from probation along with circumstances that would lead to disqualification, should probation not be removed.

IV. ACADEMIC DISQUALIFICATION

Undergraduate students on academic probation shall be subject to academic disqualification when:

- a As a freshman (less than 30 semester units completed) the student falls below a grade point average of 1.50 in all units attempted or in all units attempted at CSUSM;
- b As a sophomore (30-59 semester units completed) the student falls below a grade point average of 1.70 in all units attempted or in all units attempted at CSUSM;
- c As a junior (60-89 semester units completed) the student falls below a grade point average of 1.85 in all units attempted or in all units attempted at CSUSM; or
- d As a senior (90 or more semester units completed) the student falls below a grade point average of 1.95 in all units attempted or in all units attempted at CSUSM.

V. ACADEMIC DISQUALIFICATION OF STUDENTS NOT ON PROBATION:

Undergraduate students not on academic probation shall be disqualified when:

- a At the end of any term, the student has a cumulative grade point average below 1.0 (a grade of D), and
- b The cumulative grade point average is so low that it is unlikely, in light of their overall education record, that the deficiency will be removed in a reasonable period.

VI. ADMINISTRATIVE-ACADEMIC DISQUALIFICATION

Undergraduate students placed on administrative academic-probation may be disqualified if any of the following occur:

- a The conditions for removal of administrative academic-probation are not met within the period specified.
- b The student becomes subject to academic probation while on administrative academic-probation.
- c The student becomes subject to administrative academic-probation for the same or similar reason that the student has previously been placed on administrative academic probation, although the student is not currently in such status.

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

In addition, an appropriate campus administrator, in consultation with the Office of Registration and Records, may disqualify a student who at any time during enrollment has demonstrated behavior so contrary to the standards of the profession for which the student is preparing as to render him/her unfit for the profession. In such cases, disqualification will occur immediately upon notice to the student, which shall include an explanation of the basis for the action, and the campus may require the student to discontinue enrollment as of the date of the notification.

Students who have been disqualified, either academically or administratively may not enroll in any regular campus session (e.g., open university) without permission from Office of Registration and Records and may be denied admission to other educational programs operated or sponsored by the University.

Notification of Academic Disqualification and Administrative-Academic Disqualification:

Students who are academically or administratively disqualified at the end of an enrollment period shall be notified by the Office of Registration and Records before the beginning of the next consecutive regular enrollment period. Students disqualified at the beginning of a summer enrollment break should be notified at least one month before the start of the fall term. In cases where a student ordinarily would be disqualified at the end of a term, save for the fact that it is not possible to make timely notification, the student may be advised that the disqualification is to be effective at the end of the next term. Such notification should 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.

VI. REINSTATEMENT

Students who have been disqualified, either academically or administratively, may petition for reinstatement. Reinstatement must be based upon evidence that the causes of previous low achievement have been removed. Reinstatement will be approved only if compelling evidence is provided, indicating their ability to complete the degree program. Petitions are reviewed by the Office of the Dean of the college of the student's major program, or, in the case of undeclared majors, the Office of the Dean of the College of Arts and Sciences. The review must consider the probable impact of any medical condition on previous unsatisfactory academic performance.

VII. NOTICE IN CAMPUS BULLETINS

A summary of the provisions for probation and disqualification shall appear in the General Catalog. Procedures for orientation of new students shall include distribution of written materials concerning all aspects of probation and disqualification as well as provisions for review and reinstatement.