

1997-98  
FACULTY SENATE  
California State University, Sacramento

AGENDA  
Thursday, February 19, 1998  
Forest Suite, University Union  
3:00-5:00 p.m.

**INFORMATION**

1. Moment of Silence:

MARGARET MARCH  
CSUS Foundation  
1972 - 1992

WERNER K. SUTTNER  
Professor of German Emeritus  
CSUS 1960-1982

JOHN ZICKEL  
Professor of Mechanical  
Engineering Emeritus  
CSUS 1967-1991

MIKLOS D. F. UDVARDY  
Professor of Biological Sciences Emeritus  
CSUS 1966-1984

2. Spring Senate meeting dates (tentative):

February 26  
March 5, 12, 19, 26  
April 2, 16, 23, 30  
May 7, 14, 21

3. Senate Home Page (<http://www.csus.edu/acse/> or CSUS Home Page then Departments then Faculty Senate)

4. Presentation of 1998 Faculty Merit Scholars  
Time Certain: 4:15 p.m.

**CONSENT CALENDAR**

FS 98-02/Ex. COMMITTEE APPOINTMENTS--Senate

Curriculum Policies Committee:

MING TUNG "MIKE" LEE, At-large, 1999 (repl. N. Burnett)

Faculty Endowment Fund Committee:

TED LASCHER, At-large, 2000 (repl. J. Barrena)

General Education Policies/Graduation Requirements Committee:

JOAN BAUERLY, At-large, 2000 (repl. N. Tooker)  
GREG WHEELER, Senator, 1998 (repl. L. Palmer)

FS 98-03/Ex. COMMITTEE APPOINTMENTS--UniversityOlympics Planning Committee:

TOM KRABACHER, Faculty At-large  
BRUCE OSTERTAG, Faculty At-large

Persons with Disabilities, Committee for:

MARTA WEST, Natural Sciences and Mathematics, 1999 (new position)

Student Fee Advisory Committee: President Gerth to select two from the following nominees:

MANFRED HOPFE (Management)  
JAMES HILL (Chemistry)  
MOLLYN BOHNEN (Nursing)  
JOAN BAUERLY (English)  
MARINA OSHANA (Philosophy)  
RANDALL MacINTOSH (Sociology)

**REGULAR AGENDA**FS 98-01/Flr. MINUTES

Approval of the Minutes of December 11 (#7) and December 18 (#8), 1997.

Old BusinessFS 97-22/APC, Ex. COURSE REPEAT/GRADE REPLACEMENT POLICY

*{Note: The Executive Committee, in its discussion of this item, was divided over the issues of 1) whether there should be a cut-off grade above which repeats should not be allowed, and 2) whether there should be a limit to the number of times a student may attempt to repeat a course. It therefore offers no recommendation on these questions.}*

The Faculty Senate recommends amendment of the policy on Repeating Courses (pages 79-80 of the 1996-98 CSUS Catalog, shown in **October 30, 1997, Faculty Senate Agenda Attachment E-1**; see **October 30, 1997, Faculty Senate Agenda Attachment E-2** for Academic Policies Committee rationale), as follows:

Any course taken at CSUS may be repeated one time at CSUS without departmental approval. The number of additional times a student is allowed to repeat the same course may be limited by some academic departments. If a student exceeds the repeat limit

established by a department, the department may administratively drop the student from the course, and/or disallow the course if it is presented in fulfillment of graduation requirements. Students intending to repeat a course more than one time should discuss this with their academic advisor and the Chair of the department offering the course to determine whether specific departmental repeat limits exist and if there are provisions for exceptions.

In the case of a first repeat, only the grade earned in the second attempt (even if it is lower) will be used in the CSUS calculation of grade point average. However, it should be noted that the grade earned in the first attempt remains on the student's transcript and may be used in grade point calculations by other institutions (e.g., medical schools and law schools). Grades earned in repeats after the second attempt (first repeat) will be averaged with the second and subsequent attempts in grade point calculations, even if the student was granted departmental permission to enroll in the course a third or subsequent time.

If the original course attempt and first repeat were both courses taken at CSUS, students should file a "Repeat Grade Replacement Petition" with the Office of Admissions and Records in order to initiate a unit and grade point adjustment. In this case, department approval is not required. If a "Repeat Grade Replacement Petition" is not submitted by the student, the unit and grade point adjustment will not be made until the student's graduation evaluation is completed.

However, under the following conditions, students must file with the Office of Admissions and Records, a "Repeat Grade Replacement Petition" approved by the Chair of the department offering the course to initiate unit and grade replacement: 1) the repeated or original course is taken at another accredited institution, 2) the repeated course differs in number or title from the original course. Students are strongly urged to obtain petition approval prior to enrollment in the repeated course since it is possible that the courses may not be considered equivalent.

The repeat grade replacement policy of a transfer institution, if it can be determined, applied to a student's record at the time of transfer to CSUS. If it cannot be determined, CSUS policy will apply.

**Note to Graduate Students:** Grades earned in courses repeated as a postbaccalaureate student may not be used to replace grades earned in a course as an undergraduate student. In addition, grades earned at another institution will not be counted in the postbaccalaureate GPA.

In addition, the Faculty Senate recommends:

Any department that chooses to limit the number of times a student may repeat courses must include such policy in the catalog.

***PROPOSED SUBSTITUTE under discussion [Bold, underscored materials show changes from original motion (FS 97-22). Strikeovers in lines 1-2 = amendments made at November 20, 1997, Senate meeting]:***

FS 97-22A/APC.EX. COURSE REPEAT/GRADE REPLACEMENT POLICY

Any course taken at CSUS, ~~in which the student earned a grade of C+, C, C-, D+, D, D-, F, NC, U, or I,~~ may be repeated one time at CSUS without departmental approval. The number of **additional** times a student is allowed to repeat the same course may be limited by some academic departments. **[Academic Departments with limits on course repeats will clearly publicize their specific repeat policy.]** If a student exceeds the repeat limit established by a department, the department may administratively drop the student from the course, and/or disallow the course if it is presented in fulfillment of graduation requirements. Students intending to repeat a course more than one time should discuss this with their academic advisor and the Chair of the department offering the course to determine whether specific departmental repeat limits exist and if there are provisions for exceptions.

In the case of a first repeat, only the grade earned in the second attempt (even if it is lower) will be used in the CSUS calculation for grade point average. However, it should be noted that the grade earned in the first attempt remains on the student's transcript and may be used in grade point calculations by other institutions (e.g., medical schools and law schools).

Grades earned in repeats after the second attempt (first repeat) will be averaged with the second and subsequent attempts in grade point calculations, even if the student was granted departmental permission to enroll in the course a third or subsequent time.

If the original course attempt and first repeat were both courses taken at CSUS, students should file a "Repeat Grade Replacement Petition" with the Office of Admissions and Records in order to initiate a unit and grade point adjustment. In this case, departmental approval is not required. If a "Repeat Grade Replacement Petition" is not submitted by the students the unit and grade point adjustment will not be made until the student's graduation evaluation is completed.

However, under the following conditions, students must file a **"Repeat Grade Replacement Petition," approved by the Chair of the department offering the course, with the Office of Admissions and Records** to initiate unit and grade replacement if:

- 1) the repeated or original course is taken at another accredited institution, or
- 2) the repeated course differs in number or title from the original course.

**Under these conditions,** students **must** ~~are strongly urged to~~ obtain petition approval prior to enrollment in the repeated course since it is possible that the courses may not be considered equivalent.

The repeat grade replacement policy of a transfer institution, if it can be determined, **will be** applied to a student's record at the time of transfer to CSUS. If it cannot be determined, CSUS policy will apply.



**Note to Graduate Students:** Grades earned in courses repeated as a postbaccalaureate student may not be used to replace grades earned in a course as an undergraduate student. In addition, grades earned at another institution will not be counted in the postbaccalaureate GPA.

FS 97-37B/Ex. <sup>FIR</sup> POLICY ON LEAVES WITH PAY--REFER TO FACULTY POLICIES COMMITTEE

The Faculty Senate requests that the Faculty Policies Committee meet with members of the Professional Leave Committee to review the current policy on leaves with pay for the purpose of identifying <sup>what the PLC saw as</sup> the problems that made it impossible for the PLC to implement that part of the policy that stipulates "that the Professional Leave Committee (PLC) designate as 'outstanding and exceptional' at least that number of proposals that equals 25% of the number of awards that CSUS is contractually bound to make." The Faculty Policies Committee is then requested to submit to the Senate in spring 1998 suggested revisions <sup>to any</sup> to the policy that will eliminate such problems in the future.

New Business

FS 98-04/Flr. 1998-99 COMMITTEE ON COMMITTEES

The Faculty Senate elects school representatives to the 1998-99 Committee on Committees, as follows: [see Attachment A for eligibility by school]

FS 98-04A/Flr 1998-99 COM. ON COM. - SBA MEMBER

FS 98-05/Ex. CSU SUPPORT BUDGET, ENDORSE CSU SENATE RESOLUTION (AS-2401-98) RE SUPPORT FOR AN AUGMENTATION OF PROPOSED 1998-99

The Faculty Senate of California State University, Sacramento, endorses CSU Academic Senate resolution AS-2401-98 approved unanimously January 22-23, 1998:

Support for an Augmentation to  
the Proposed 1998-99 CSU Support Budget

RESOLVED: That the Academic Senate of the California State University urge the Chancellor to develop and the Board of Trustees to approve a proposal to augment the CSU 1998-99 Support Budget by an amount appropriate to reducing the CSU faculty salary gap by at least one-third in FY 1998-99; and be it further

RESOLVED: That the Academic Senate CSU urge the Chancellor to develop and the Board of Trustees to approve and publish a plan for eliminating the entire CSU faculty salary gap by Fiscal Year 2000-2001.

*RATIONALE: Over the past 10 months, Chancellor Barry Munitz and Board of Trustees Chair Martha Fallgatter have expressed the need for and*

*intention to develop a plan for reducing the CSU faculty salary gap. At this time, no such plan exists and the gap has increased to 11.2 percent<sup>1</sup>.*

*The original CSU 1998-99 Support Budget Proposal was submitted to the Department of Finance in October, 1997, in accordance with the terms of the existing budget compact and estimates of state revenues. Since that time, state revenues have risen dramatically. It is appropriate for the CSU to formulate a proposal to augment the original budget to address this and other needs that both the faculty and the administration have agreed are vital to the future of the CSU.*

*The CSU is entering a period in which large numbers of faculty hired during the vast expansion of the system during the 1960s will be retiring. Without a competitive salary structure CSU campuses will be severely disadvantaged in hiring replacements for retiring faculty to the detriment of educational quality. In addition, existing CSU faculty, most of whom have endured the lean years of the 1990s budget reductions, deserve compensation at least equivalent to the average of their national peers.*

*As well, the CSU has other pressing needs, such as physical plant maintenance, instructional equipment replacement, and library acquisitions and support, that should be addressed in a budget augmentation proposal. The faculty would support an augmentation proposal that includes a comprehensive package of items critical to the future of the CSU so long as closing the faculty salary gap is the top priority.*

FS 98-06/APC, Ex. UNDERGRADUATE ACADEMIC ACTION CATEGORIES--  
DEFINITIONS

*[Refer to Academic Policies Committee chart on Attachment B. Current Catalog copy in Attachment C.]*

The Faculty Senate recommends that undergraduate academic action categories be defined as:

**Good Standing**

Continuing CSUS students with no overall or CSUS grade point deficiency and new CSUS students with no transfer grade point deficiency are in good academic standing. Students who are in good standing at the end of the semester will be eligible to enroll in the subsequent semester.

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<sup>1</sup> Letter from Thierry Koenig, CSU Human Resources Analyst to William Storey, California Post-Secondary Education Commission, dated December 8, 1997.

**Academic Probation**

Students whose semester GPA, or CSUS GPA or overall GPA falls below 2.0 will be placed on probation.

**Continued Academic Probation**

Probationary students whose CSUS GPA and overall GPA are **above** 2.0 but who again fail to earn a semester GPA of 2.0.

Probationary students who have earned a 2.0 in the current semester but whose CSUS and overall GPA remain below a 2.0.

**Academic Disqualification**

Probationary students whose CSUS GPA or overall GPA are **below** 2.0, and who fail to earn a 2.0 semester GPA in the subsequent semester are academically disqualified.

FS 98-07/APC, Ex. UNDERGRADUATE ACADEMIC ACTIONS--REINSTATEMENT  
FROM ACADEMIC DISQUALIFICATION

*[Refer to Academic Policies Committee chart on Attachment B. Current Catalog copy in Attachment C.]*

The Faculty Senate recommends approval of the following:

**Reinstatement of Academically Disqualified Students**

Students who have been academically disqualified may petition for reinstatement. Reinstated students must be placed on a special contract. An academically disqualified student may obtain a petition for immediate reinstatement from the Admissions and Records Office. Failure to meet the conditions of the reinstatement contract will result in academic dismissal.

The completed petition including the students' statement of circumstances, significant changes and necessary documentation are submitted to the student's major department chair or advisor as determined by department procedures. If the department recommends continuation in the major, unit maximum, specific courses and achievement levels may be stipulated. Reinstated students on academic contract are subject to Academic Dismissal in the subsequent semester if they fail to achieve a semester GPA of 2.0 or fail to meet other conditions specified in the contract.

The petition is then carried back to the Admissions and Records Office where an admissions counselor interviews the student and acts on the request based on the following information: past academic problems, test scores, outside workload, vocational interests and goals, competing time obligations and any extenuating circumstances. Students not recommended by their academic department for continuation in the first choice of major may be considered for



University reinstatement into a different major when sponsored by the department offering that major or as an undeclared student.

Students whose petitions are approved are subject to review each semester until they improve their overall and CSUS GPA's to minimum standards.

Deadlines to petition for immediate reinstatement are as follows: (except for the School of Engineering and Computer Science and the School of Business Administration):

Spring semester

Third week of January

Fall semester

End of the first week in July for CASPER registration

Third week of August for late registration

Students with majors in the School of Engineering and Computer Science and the School of Business Administration should refer to the section on special reinstatement procedures pertaining to their schools.

NOTE: Catalog statement must be revised from academically dismissed to academically disqualified students in the Special Reinstatement Procedures for the School of Engineering and Computer Science and the School of Business Administration in order to become consistent with the overall policy. Language needs to reflect that schools can only deal with academic disqualification and reinstatement, not academic dismissal and readmission.

FS 98-08/APC, Ex. UNDERGRADUATE ACADEMIC ACTIONS--ACADEMIC DISMISSAL AND ADMINISTRATIVE DISMISSAL AND PROBATION

*[Refer to Academic Policies Committee chart on Attachment B. Current Catalog copy in Attachment C.]*

The Faculty Senate recommends the following:

**Academic Dismissal**

Disqualified students who fail to earn a semester GPA of 2.0 or meet other requirements specified in the reinstatement contract will be academically dismissed. "Academic Dismissal" means that enrollment privilege has been withdrawn, and that based on the student's achievement it does not appear that he or she is able to profit from further educational opportunity at this time. Academically dismissed students are not eligible for readmission without at least one semester out of enrollment. Dismissed students are not eligible to use the immediate reinstatement process.



### Administrative Probation and Administrative Dismissal

Undergraduate students are subject to Administrative Probation for the following reasons:

1. Withdrawal from all or a substantial portion of their courses in two successive terms or in any three terms.
2. Repeated failure to progress toward a degree or other program objective, when such failure is due to circumstances within the control of the student.
3. Failure to comply, after due notice, with an academic requirement or regulation.

Students who do not meet the conditions for removal of administrative probation may be subject to further administrative actions including administrative dismissal.

### Readmission of Academically or Administratively Dismissed Students

Students who are dismissed shall not be considered for readmission to the University for at least one semester following dismissal. Academically dismissed students should meet with an academic advisor for advice on developing a plan for remedying the conditions which led to dismissal so that return to the University is possible. Former CSUS students dismissed but seeking readmission after an interruption in enrollment must submit an Appeal for Readmission following dismissal including a recommendation from the student's major department to the University Academic Action Committee. Students whose appeals for readmission are approved are subject to review each semester until they improve their overall and CSUS GPA's to minimum standards. Readmitted students who fail to meet conditions specified for readmission will be academically dismissed.

### Notification

Students will be notified of their academic status (Academic Probation, Continued Academic Probation, Academic Disqualification and Subject to Academic Dismissal) on C@sper.NET and by letter at the end of each semester.

From Senate Bylaws:

B. Committee on Committees

1. **Membership:** The Committee on Committees shall be composed of the Chair and Vice Chair of the Faculty Senate, the other five (5) voting members of the Executive Committee, the senior representative to the Senate from the Library electing unit, the senior representative to the Senate from the Student Services electing unit, and one representative from an electing unit within each school elected by the incumbent Senate.
2. **Nomination and election of school representatives:** At one of its meetings, the Faculty Senate shall nominate and elect by secret ballot the representative of each of the seven (7) schools to the Committee on Committees. Nominations shall be made from the floor; nomination of oneself shall be permitted. No one who is not then a representative of an electing unit from within one of the schools shall be eligible to be nominated to be the representative of that school. Every representative may vote for one nominee from every school. If none of the candidates from a school receives a majority of the votes cast, the Faculty Senate shall immediately decide by secret ballot which of the two candidates who have received the most votes shall become the school's representative. As between the two candidates, the candidate who receives the most votes shall be elected.
3. **Meetings:** Each spring the Chair of the Faculty Senate shall convene an initial meeting of the Committee on Committees. At a subsequent meeting, the Committee on Committees shall nominate to the Senate candidates to be appointed members of the standing committees of the Senate to serve during the following academic year.
4. **Charge:** Having considered the results of an annual survey of the faculty interest in serving on any one or more of appointed standing committees, the Committee on Committees shall make a recommendation to the Senate specifying who the members of the Senate's standing committees shall be during the following academic year. Between the annual deliberations of the Committee on Committees, the Executive Committee shall nominate candidates to fill the vacancies that occur in the membership of the standing committees.

## 1998-99 COMMITTEE ON COMMITTEES

**Committee Meeting Schedule:**

- #1: Tuesday, March 3, 3:00-5:00 p.m., SAC 275
- #2: Tuesday, March 17, 3:00-5:00 p.m., SAC 275

**Committee Members:**

Thomas Krabacher	Chair, Faculty Senate
Arthur Jensen	Vice Chair, Faculty Senate
Marjorie Gelus	Member, Executive Committee
Ted Lascher	Member, Executive Committee
Linda Palmer	Member, Executive Committee
Melinda Seid	Member, Executive Committee
Doreen Stabinsky	Member, Executive Committee
Ben Amata	Senior Library Senator
Mary Valtierra	Senior Student Services Senator
PLUS:	One Senator elected from each school

**Eligible School of Arts and Letters Senators**

<input type="checkbox"/> Henry Chambers <input type="checkbox"/> Stan Dundon <input type="checkbox"/> Ted Hornback <input checked="" type="checkbox"/> David Martin <input type="checkbox"/> Sue McKee	<input type="checkbox"/> Chevelle Newsome <input type="checkbox"/> Brad Nystrom <input type="checkbox"/> Manuel Pickett <input type="checkbox"/> Deborah Pittman <input type="checkbox"/> Estella Serrano <input type="checkbox"/> Catherine Turrill
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**Eligible School of Natural Sciences and Mathematics Senators**

<input type="checkbox"/> Juanita Barrena <input type="checkbox"/> J. Michael Bossert <input type="checkbox"/> Dennis Huff <input type="checkbox"/> Roger Leezer <input checked="" type="checkbox"/> George Parrott	<input type="checkbox"/> M. Hossein Partovi <input type="checkbox"/> James Ritchey <input type="checkbox"/> Paul Verdone <input type="checkbox"/> Greg Wheeler
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**Eligible School of Social Sciences and Interdisciplinary Studies**

<input type="checkbox"/> Ken DeBow <input type="checkbox"/> Tom Kando <input checked="" type="checkbox"/> Peter Lund <input type="checkbox"/> J. Ann Moylan <i>S. Corley</i>	<input type="checkbox"/> Otis Scott <input type="checkbox"/> Rita Cameron Wedding <input type="checkbox"/> Valerie Wheeler
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**Eligible School of Business Administration Senators**

<input type="checkbox"/> Hamid Ahmadi <input type="checkbox"/> <i>Alvany</i> (OB&E)	<input type="checkbox"/> James Mackey <input type="checkbox"/> David Scanlan
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**Eligible School of Education Senators**

<input type="checkbox"/> Sharon Alexander <input type="checkbox"/> Paula Gardner <input checked="" type="checkbox"/> Lila Jacobs	<input type="checkbox"/> Victoria Jew <input type="checkbox"/> Lynn Wilcox
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**Eligible School of Engineering and Computer Science Senators**

<input type="checkbox"/> Steven de Haas <input checked="" type="checkbox"/> George Kostyrko	<input type="checkbox"/> Kwai-Ting Lan <input type="checkbox"/> Fred Reardon
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**Eligible School of Health and Human Services Senators**

<input type="checkbox"/> Kate Allen <input type="checkbox"/> Ed Barakatt <input type="checkbox"/> Eddie Cajucom <input checked="" type="checkbox"/> Cecil Canton	<input type="checkbox"/> Elizabeth Dokimos <input type="checkbox"/> Joan Dworkin <input type="checkbox"/> Lynette Lee-Sammons <input type="checkbox"/> Bonnie Raingruber
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**UNDERGRADUATE ACADEMIC ACTION CATEGORIES  
 CURRENT POLICY/PROPOSED REVISION**

CURRENT POLICY	PROPOSED POLICY	RATIONALE
Good Standing	no change	
Probation: if cumulative grade point average in all college work attempted or cumulative grade point average at CSUS falls below 2.0	Probation: if cumulative CSUS, overall, <b>or semester</b> GPA falls below 2.0	"Catches" students earlier who are in academic difficulty; students currently remain on probation for several semesters, even when semester GPA is less than a 2.0 (note: University policy requires that students on probation meet with an academic advisor)
Continued Academic Probation: uses a sliding scale based on class level	Continued Academic Probation: eliminates sliding scale; Prob. students with overall and CSUS GPA's <b>above</b> 2.0 who again fail to earn a semester GPA of 2.0; or probationary students with CSUS or overall GPA below 2.0 who are successful in earning a semester GPA of 2.0	simplifies and clarifies policy.

Undergraduate Academic Action Categories

Current Policy/Proposed Revision

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<p>Academic Disqualification: no clear current definition. No distinction is currently made between disqualification (which requires reinstatement) and dismissal (which requires readmission). Currently the term "subject to Dismissal" may be in use to indicate academic disqualification.</p>	<p>Academic Disqualification: Probationary students with CSUS or overall GPA <b>below</b> 2.0 who fail to earn a semester GPA of 2.0 in a subsequent semester. This replaces current use of Subject to Dismissal, which is redefined in the proposed policy.</p>	<p>Current policy is unclear. Creates well defined categories of academic action increasing in severity.</p>
<p>Reinstatement: reinstated students are allowed to continue one semester at a time (forever) with achievement reviewed at each semester's end to determine if continued enrollment is appropriate.</p>	<p>Reinstatement: specifies that a contract is required and that failure to meet the conditions of the reinstatement contract, or failure to achieve a semester GPA of 2.0 in the contracted semester will result in <b>academic dismissal</b> (this is different from and more serious than academic disqualification, and cannot be followed by immediate reinstatement.</p>	<p>Current policy is unclear, internally inconsistent, and contradictory. The proposed policy creates well defined categories of academic action increasing in severity and consequence. Under current policy, the same process (immediate reinstatement) is used no matter what the circumstance or number of semesters the student has failed to make progress), even though the policy states "Only in rare circumstances will students thus disqualified be allowed to continue without two or more semesters out of enrollment"</p>

<p>Academic Dismissal: defined in terms of grade points below 2.0 below class level limits. Enrollment privileges are supposed to be withdrawn and only in <b>rare circumstances</b> are students supposed to be readmitted without two or more semesters out of enrollment. However, current policy also states “the University allows a dismissed student to appeal by petition for immediate reinstatement. The terms Academic Disqualification and Academic Dismissal are used interchangeably.</p>	<p>Academic Dismissal: reinstated students who fail to earn a semester GPA of 2.0 or meet other requirements specified in the reinstatement contract. “Academic Dismissal” means that enrollment privileges <b>shall be</b> withdrawn and students thus dismissed shall not be eligible for readmission without at least one semester out of enrollment. Dismissed students are not eligible to use the immediate reinstatement process. However, after one semester out of enrollment, dismissed students may submit an appeal for readmission following disqualification to the University Academic Action Committee. Appeals require a departmental recommendation on whether the student should be readmitted.</p>	<p>Necessary to clarify the distinction between Disqualification and Dismissal. Current policies relating to rare circumstances and two semesters out of enrollment are not enforced. The number of semesters out of enrollment is reduced to one semester (to avoid loss of catalog rights should the students be readmitted). The establishment of a University Committee ensures a uniform standard in determining whether or not circumstances leading to dismissal were extenuating, and whether the student should be readmitted.</p>
<p>Administrative-Academic Probation and Disqualification</p>	<p>Administrative Probation and Administrative Dismissal.</p>	<p>The name is changed to avoid confusion with other categories of Academic Action.</p>
<p>Readmission: Former CSUS students who were dismissed (even though there is no category called “dismissal”),</p>	<p>Readmission: Students who are dismissed shall not be considered for readmission to the University for at least one</p>	<p>Current policy is either undiscoverable or incomprehensible.</p>



Undergraduate Academic Action Categories

Current Policy/Proposed Revision

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<p>but seeking (re)admission after an interruption in enrollment (which was supposed to be required, but has never been enforced) will also be referred to their major department for a recommendation for reinstatement.</p>	<p>semester following dismissal. Former CSUS students dismissed, but seeking readmission after an interruption in enrollment must submit an Appeal for Readmission following Dismissal including a recommendation for the student's major Department to the University Academic Action Committee.</p>	<p>Proposed Policy creates a University Academic Action Committee to ensure application of uniform standards for readmission.</p>
<p>Notification:</p>	<p>Notification:</p>	<p>Editorial changes to reflect new categories.</p>
<p>Special Reinstatement Procedures. Covers reinstatements for the Schools of Business and ECS</p>	<p>Special Reinstatement Procedures: May still be included, but language must be changed to reflect revisions to the policy. Schools may only deal with Disqualifications and reinstatements (not Dismissals and Readmissions)</p>	<p>Current languages also mixes up the terms. In the proposed policy clear distinctions are made among categories. Different processes are used for reinstatement and readmission. Readmissions are to be handled by a University Committee.</p>

11/21/97—Approval recommended by the Academic Policies Committee

## Undergraduate Academic Action Categories

### Good Standing

Continuing CSUS students with no overall or CSUS grade point deficiency and new CSUS students with no transfer grade point deficiency are in good academic standing. Students who are in good standing at the end of a semester will be eligible to enroll in the subsequent semester.

### Academic Probation

Students will be subject to academic probation any time the cumulative grade point average in all college work attempted or cumulative grade point average at CSUS falls below 2.0.

Former CSUS students returning to the campus who have less than a 2.0 CSUS grade point average or overall grade point average and transfer students admitted with less than a 2.0 grade point average will be placed on academic probation provided their grade point deficiency does not exceed class level limits (see Academic Dismissal). If the grade point deficiency exceeds class level limits, the student may be admitted on an academic achievement contract, subject to review each term until good standing is attained.

### Continued Probation

Students will be placed on Continued Probation if they earn a semester grade point average that maintains the grade point deficiency within class level limits (see Academic Dismissal for definition).

### Academic Dismissal

Freshmen and sophomores (students with fewer than 56 semester units completed) will be dismissed if, while on Probation or Continued Probation, their overall or CSUS grade point average falls **15 or more grade points** below 2.0.

Juniors (57-89 units completed) on Probation or Continued Probation whose overall or CSUS grade point deficiency reaches or exceeds 9 grade points are dismissed.

Seniors (90 or more units completed) on Probation or Continued Probation whose overall or CSUS grade point deficiency reaches or exceeds 6 grade points are dismissed.

Students who are academically dismissed may petition for reinstatement immediately after academic disqualification, or when readmitted after a break in enrollment. A student who is reinstated is allowed to continue for one semester at a time with his or her achievement reviewed at each semester's end to determine if continued enrollment is appropriate.

Questions regarding academic action should be directed to the Admissions and Records Office or to Admissions Counseling, both located in Lassen Hall.

### Administrative-Academic Probation and Disqualification

Undergraduate students are subject to Administrative-Academic Probation for the following reasons:

1. Withdrawal from all or a substantial portion of their courses in two successive terms or in any three terms;
2. Repeated failure to progress toward a degree or other program objective, when such failure is due to circumstances within the control of the student;

3. Failure to comply, after due notice, with an academic requirement or regulation.

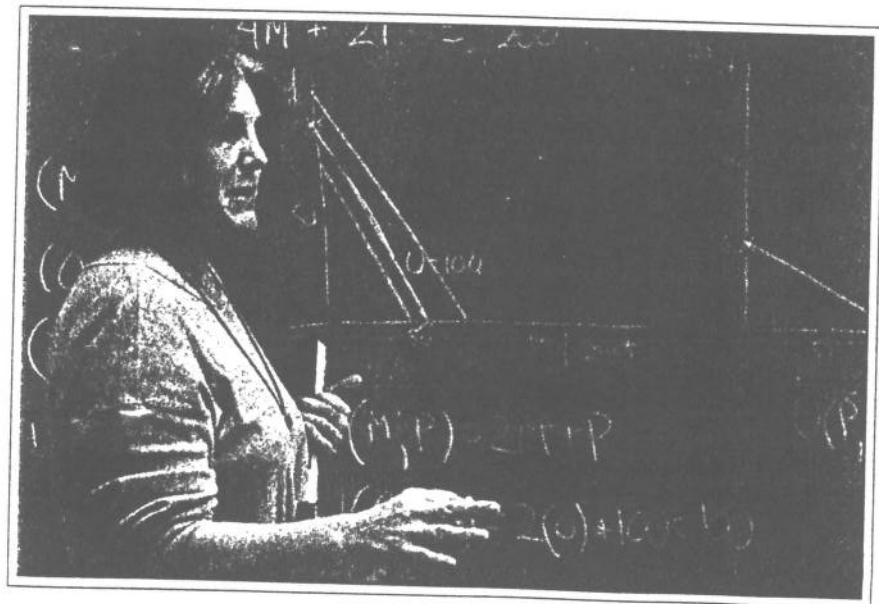
Students who do not meet the conditions for removal of Administrative-Academic Probation may be subject to further administrative academic actions including disqualification.

### Notification, Reinstatement and Readmission

Students will be notified of their academic status (Probation, Continued Probation, Subject to Dismissal) on C@sp@r.NET and by letter at the end of each semester.

"Academic Dismissal" means that enrollment privilege has been withdrawn, and that based on the student's achievement it does not appear that he or she is able to profit from further educational opportunity at this time. The University allows a dismissed student to appeal by Petition for Immediate Reinstatement. Evidence must be presented to show that academic success is likely. An academically dismissed student obtains a reinstatement petition from the Admissions and Records Office (Lassen Hall).

The completed form, the student's statement of circumstances and significant changes, and necessary documentation are submitted to the student's major department chair or advisor, as



determined by departmental procedures. The department assesses the fit between the student's abilities and interests and the major requirements. If the department recommends continuation in the major, specific courses and achievement levels will be stipulated. The petition is then carried back to the Admissions and Records Office where an admission counselor interviews the student and acts on the request in the broad context of past academic patterns, test scores, outside workload, vocational interests and goals, competing time obligations and any extenuating circumstances. Students not recommended for continuation in their first choice major may be considered for University reinstatement when recommended by another academic department.

Students whose petitions are approved continue subject to review until they improve their overall and CSUS GPAs to minimum standards. However, any increase in the grade point deficiency while on academic contract will cause the student to be dismissed by his or her counselor. Only in rare circumstances will students thus dismissed be allowed to continue without two or more semesters out of enrollment.

Deadlines to petition for immediate reinstatement are as follows, except for the School of Engineering and Computer Science, and the School of Business Administration (see below).

Spring Semester:

Third week of January

Fall Semester:

End of the first week in July for CASPER registration; third week of August for late registration.

Former CSUS students dismissed but seeking admission after an interruption in enrollment will also be referred to their major department for a recommendation as to the appropriate fit between interest, abilities and requirements. They must petition by the above deadlines.

## SPECIAL REINSTATEMENT PROCEDURES

### School of Engineering and Computer Science

A student dismissed for academic reasons in Engineering and/or Computer Science will not be allowed to enroll in classes offered by the School for two semesters.

Requests for immediate reinstatement based on non-academic reasons (illnesses, accident, etc.) must be filed with the Associate Dean of the School by January 20 for Spring semester and June 20 for Fall semester. Students out of enrollment one or more semesters must direct a petition to the Associate Dean by the end of the eighth week of the semester preceding the semester for which readmission is requested. Recommendations of a faculty committee concerning readmission to a major in Engineering must be carried by the student to the Admissions and Records Office.

### School of Business Administration Reinstatement Policy

Students who have been dismissed for academic reasons from the School of Business Administration (SBA) are no longer considered business administration students. **This means that dismissed students will not be allowed to enroll in 100-level business courses until they have been reinstated into the business major. If graduate business students are dismissed, this means they will not be allowed to enroll in 200-level business courses until they have been reinstated as graduate business students.**

To apply for immediate reinstatement for the Fall semester, a student must complete and submit the Petition for Reinstatement no later than the third Monday in June. To apply for immediate reinstatement for the Spring semester, a student must complete and submit the Petition for Reinstatement no later than the Monday prior to the first day of instruction. Petitions may be

obtained in the Admissions and Records Office in Lassen Hall, and must be submitted to the Degree Programs Center (DPC) in Business 1030.

If students do not enroll for classes the semester immediately following disqualification, a Petition for Reinstatement is used to apply for readmission to the major, obtained in the Admissions and Records Office in Lassen Hall. Students who were reinstated to the University to enroll in nonbusiness classes in the semester immediately following disqualification, must submit a Change of Major Petition, indicating their request for reinstatement. The form is obtained from the DPC, Business 1030. The completed form, with explanation and supporting documentation, and a complete set of transcripts of all college-level courses taken, must be submitted to the DPC.

## TRANSCRIPTS OF GRADES

CSUS issues official transcripts only. There is a charge of \$4 for the first copy, \$2 for each additional copy prepared at the same time (to a total of 10 copies).

During certain times of the academic year processing time of up to 2 weeks may be experienced. Therefore, students requiring evidence of completed coursework to meet deadlines imposed by other agencies should be aware of the University's inability to produce such evidence immediately. All transcript requests are processed on a first-come, first-served basis.

Transcripts may be ordered in person at the Admissions and Records Service Counter, Lassen Hall, or by written request through the U.S. mail. Telephone orders or orders by FAX are not accepted. To avoid delays in processing, include your full name, Social Security number, date of birth, and previously used names, and the correct fee payment with written requests. Be sure to specify any special handling instructions. See also "Debts owed to the institution."



Parrott /

2/19/98

2/26/98

Any courses taken at CSUS may be repeated one time at CSUS without departmental approval. The number of additional times a student is allowed to repeat the same course may be limited by some academic departments. [Academic Departments with limits on course repeats will clearly publicize their specific repeat policy.] If a student exceeds the repeat limit established by a department, the department may administratively drop the student from the course, and/or disallow the course if it is presented in fulfillment of graduation requirements. Students intending to repeat a course more than one time should discuss this with their academic advisor and the Chair of the department offering the course to determine whether specific departmental repeat limits exist and if there are provisions for exceptions.

1. Barrena / Parrott

How ever SAB

In the case of a first repeat, only the grade earned in the second attempt (even if it is lower) will be used in the CSUS calculation for grade point average. The record of the student's first enrollment in the course will disappear completely from the student's record.

failed

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Grades earned in repeats after the second attempt (first repeat) will be averaged with the second and subsequent attempts in grade point calculations, even if the student was granted departmental permission to enroll in the course a third or subsequent time.

Or.....

Grades earned in approved repeat attempts, as authorized by the student's advisor and department Chair, will also replace the original or prior record of student performance, even if the course is repeated n times. Only the last "approved enrollment" performance will remain on the student's academic record and all prior attempts are removed.

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If the original course attempt and the first repeat were both courses taken at CSUS, students should file a Repeat Grade Replacement Petition" with the Office of Admissions and Records in order to initiate a unit and grade point adjustment. In this case, department approval is not required. If a "Repeat Grade Replacement Petition" is not submitted by the students the unit and grade point adjustment will not be made until the student's graduation evaluation is completed.

Or.....

For a first repeat, the student's academic transcript will automatically reflect the most recent grade and the student's grade point average will be recomputed with this most recent data. No petition or paperwork is necessary for this process. This will apply for any "approved repeat, as described above." For individually opted repeats, without advisor and department approval, subsequent performances would be AVERAGED into the student's gpa, and the student's transcript would show ALL cumulative course attempts and those grades.

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However, under the following conditions, students must file a "Repeat Grade Replacement Petition," approved by the Chair of the department offering the course, with the Office of Admissions and Records to initiate unit and grade replacement if:

1. The repeated or original course is taken at another accredited institution, or
2. The repeated course differs in number or title from the original course.

Under these conditions, students must (are strongly urged to) obtain petition approval prior to enrollment in the repeated course since it is possible that the courses may not be considered equivalent.

The repeat grade replacement policy of a transfer institution, if it can be determined, will be applied to a student's record at the time of transfer to CSUS. If it cannot be determined, CSUS policy will apply.

Or....

These policies apply ONLY to original courses taken at CSUS. Any course taken at CSUS to repeat a course taken at ANY other institution would NOT replace the record of that work done at the other institution. Courses taken at CSUS to repeat experiences from other institutions would be fully reported on the CSUS transcript and the grades earned in those "repeats" would be treated as direct contributions to the student's CSUS academic grade point average.

Barrera 2/19/98  
2/26/98

Amendment to paragraph 2 and 3 under Reinstatement of Academically Disqualified Students (pg 7)

The completed petition including the student's statement of circumstances, significant changes and necessary documentation are submitted to the student's major department chair or major advisor as determined by ~~department~~ of the major department. If the department recommends continuation in the major, unit maximum, specific courses and achievement levels may be stipulated. ~~Reinstated students on academic contract are subject to Academic Dismissal in the subsequent semester if they fail to achieve a semester GPA of 2.0 or fail to meet other conditions specified in the contract.~~

The petition is then carried back to the Admissions and Records Office where an admissions counselor interviews the student and acts on the request made by the academic department based on the following information: ~~past academic problems, test scores, outside workload, vocational interests and goals, competing time obligations and any extenuating circumstances. Students not recommended by their academic department for continuation in the first choice of major may be considered for University reinstatement into a different major when sponsored by the department offering that major or as an undeclared student.~~

Undeclared students and students not recommended for reinstatement into a particular major by the major department must meet with an advisor/admissions counselor at the Academic Advising Center or Academic Achievement Center who may recommend reinstatement to the University as an undeclared student on academic contract. The decision to reinstate the student as an undeclared student shall be based on consideration of past academic problems, test scores, outside workload, vocational interests and goals, competing time obligations and any extenuating circumstances. In some cases, students not recommended by their academic department for continuation in the first choice of major may be considered for University reinstatement into a different major when sponsored by the department offering that major. Students reinstated as undeclared students shall be placed on academic contract and shall not be allowed to enroll in upper division major courses during the period of the contract. In order to enroll in upper division major courses in a subsequent semester, admission to the major must be approved by the major department.

All reinstated students on academic contract are subject to Academic Dismissal in the subsequent semester if they fail to achieve a semester GPA of 2.0 or fail to meet other conditions specified in the contract.