

### Changes in Rules and Policies

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### Academic Honesty

Vice President for Student Affairs  
(916) 278-6060

The principles of truth and honesty are recognized as fundamental to a community of scholars and teachers. California State University, Sacramento expects that faculty, staff, and students will honor these principles, and in so doing, will protect the integrity of academic work and student grades. Students are expected to know and abide by University policy about cheating, including plagiarism. The entire document, Policies and Procedures Regarding Academic Honesty, may be found on the University's web site. Key points are summarized here.

#### I. Definitions of Academic Dishonesty

- A. **CHEATING.** At Sacramento State, cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Cheating at Sacramento State includes but is not limited to:
1. copying, in part or in whole, from another's test or other evaluation instrument;
  2. using crib sheets, "cheat notes," or any other device in aid of writing the exam not permitted by the instructor;
  3. submitting work previously graded in another course unless this has been approved by the course instructor or by departmental policy;

4. submitting work simultaneously presented in two courses, unless this has been approved by both course instructors or by the department policies of both departments;
5. altering or interfering with grading or grading instructions;
6. sitting for an examination by a surrogate, or as a surrogate; or
7. any other act committed by a student in the course of his or her academic work which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

B. **PLAGIARISM:** At Sacramento State plagiarism is the use of distinctive ideas or works belonging to another person without providing adequate acknowledgment of that person's contribution. Regardless of the means of appropriation, incorporation of another's work into one's own requires adequate identification and acknowledgment. Plagiarism is doubly unethical because it deprives the author of rightful credit and gives credit to someone who has not earned it. Acknowledgment is not necessary when the material used is common knowledge. Plagiarism at Sacramento State includes but is not limited to:

1. the act of incorporating the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another's work, without giving appropriate credit, and representing the product as one's own work. Examples include not only word-for-word copying, but also the "mosaic" (i.e., interspersing a few of one's own words while, in essence, copying another's work), the paraphrase (i.e., rewriting another's work while still using the other's fundamental idea or theory); fabrication (i.e., inventing or counterfeiting sources), ghost-writing (i.e., submitting another's work as one's own) and failure to include quotation marks on material that is otherwise acknowledged; and
2. representing another's artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawing, sculptures, or similar works as one's own.

#### II. Sanctions

The instructor of record in a course where academic dishonesty is alleged to have occurred and the Office of Student Affairs shall have exclusive jurisdiction of the trial of charges of academic dishonesty that may give rise to academic and administrative sanctions under this policy.

Academic and administrative sanctions may be imposed for violations of this policy. Academic sanctions are defined as those actions related to the course work and grades and are the province of the instructor. Administrative sanctions may alter a student's status on campus and are assigned by the Office of the Vice President of Student Affairs. The imposition of one type of sanction shall not preclude the additional imposition of the other.

### III. Student Rights

Nothing in this policy is intended to deny students who come within its scope appropriate due process, including the right to be informed of the charges, the nature of the evidence supporting the charges, and the right to have a meeting with the faculty member, the Judicial Affairs Officer, or other decision-maker, at which time statements and evidence on behalf of the student may be submitted. The student also has the right to a determination of the facts of the case based on a preponderance of the evidence presented. Nor is anything in this policy intended to deny the right to appeal, through appropriate University channels, any decision resulting from such a meeting. In the case where an appeal is made alleging that the grade-sanction was not proportional to the offense and therefore arbitrary, the appeal is governed by the grade appeal process.

## Grading System

Lower division courses (numbered 1-99), upper division courses (100-199), graduate level courses (200-299 and 500 and above) and some postbaccalaureate Education courses (300-499) are graded:

Grade	Grade Points	Grade	Grade Points
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	.7
C+	2.3	F	.0

Certain designated courses, e.g., co-curricular courses, fieldwork, field tours, workshops, theses, supervised teaching and similar courses are graded Credit (“CR”) or No Credit (“NC”). The Credit (“CR”) grade will equate to “A”, “B” or “C” level competence for undergraduate courses and “A” or “B” level competence for graduate courses. The University uses a plus/minus grading system for letter grades. The grade of “C-” equates to a Credit for undergraduate courses and the “B-” equates to a Credit for graduate courses.

A student’s academic standing is determined by grade point average (GPA). Grade point average is computed by dividing quality points (the total number of grade points earned) by the number of quality hours (total attempted hours excluding courses graded “CR” or “NC”). A grade point average of 2.0 indicates a “C” average, a 3.0 indicates a “B” average, etc. The University does not award a grade of “A+”.

### Definition of Grade Symbols

A *Exemplary* achievement of the course objectives. In addition to being clearly and significantly above the requirements, work exhibited is of an independent, creative, contributory nature.

- B *Superior* achievement of the course objectives. The performance is clearly and significantly above the satisfactory fulfillment of course requirements.
- C *Satisfactory* achievement of the course objectives. The student is now prepared for advanced work or study. Note: The letter grade “C” does not imply satisfactory achievement at the graduate level.
- D *Unsatisfactory* achievement of course objectives, yet achievement of a sufficient proportion of the objectives so that it is not necessary to repeat the course unless required to do so by the academic department.
- F *Unsatisfactory* achievement of course objectives to an extent that the student must repeat the course to receive credit.
- WU *Withdrawal Unauthorized* indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities, or both, were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average, this symbol is equivalent to an “F”. (See Deletion Policy, page 99.)
- CR *Satisfactory* achievement of course objectives. (Not used in Sacramento State grade point calculation.)
- NC *Unsatisfactory* achievement of course objectives. (Not used in Sacramento State grade point calculation, but is calculated as “F” by many graduate and professional schools.)
- I *Incomplete Authorized*. A portion of the requirements usually completed during one term remains to be completed and evaluated. (Not used in grade point calculation.) See Incomplete Grade policy, which follows.
- RP *Report in progress*. Work is in progress on thesis, project or similar course extending beyond one term. (Not used in grade point calculation.) See “RP” Grade Policy, which follows.
- W The symbol “W” indicates that the student was permitted to withdraw from the course after the fourth week of instruction with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in grade point calculation.
- RD *Report Delayed* because a grade has not been reported to the registrar due to circumstances beyond control of student. (Not used in grade point calculation.)
- AU *Audit* symbol indicates student’s status as auditor and does not earn degree credit. (See Admission of Auditors, page 57.)

### Incomplete Grades

The symbol “I” (Incomplete Authorized) indicates that a portion of required course work has not been completed and evaluated during the course due to unforeseen but fully justified reasons and that there is still a possibility of earning credit.\* It is the

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responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the Incomplete. Agreement as to the conditions for removal of the Incomplete will be in writing, signed by the instructor, student, and the department chair (or designee) and placed on file with the appropriate academic department until the Incomplete is removed or the time limit passed. A final grade is assigned when the work agreed upon has been completed and evaluated. An “I” (Incomplete Authorized) should not be assigned when it is necessary for the student to attend additional class meetings to complete the course requirements. An Incomplete must be made up within 12 months of the end of the term in which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment.

Failure to complete the assigned work will result in an Incomplete being converted to an “F” or “NC” on the academic transcript.

At the time of degree evaluation, the degree will not be awarded if a student has any outstanding “I” grades which, if calculated as “F”, would cause the student’s grade point average to fall below the minimum level for graduation in any grade point requirement (Sacramento State, overall, major, minor or General Education). Incomplete grades are not considered for deletion by the Academic Standards Committee.

**\*Note:** Students in the military reserve whose units go on active duty during or around the final examinations period are eligible to receive an “I” provided they meet the conditions above.

## RP Grade Policy

The “RP” symbol is used in connection with courses that extend beyond one semester. It indicates that work is in progress, but assignment of a final grade must await completion of additional work. The “RP” symbol shall be replaced with the appropriate final grade within one year of its assignment (within two years for master’s culminating requirement). If no final grade is reported by the instructor within the time limit, the “RP” will be converted to “F” or “NC” on the academic transcript.

## Credit/No Credit Grading Option

With the exception of certain designated courses, e.g., co-curricular courses, fieldwork, field tours, workshops, theses, supervised teaching and similar courses, academic achievement is evaluated on a letter grade basis (“A”-“F”). Sacramento State students may choose to substitute Credit/No Credit (“CR”/“NC”) grading for a maximum of 15 letter-graded Sacramento State credit hours/units subject to the following conditions:

### Undergraduate Students

1. No more than 15 units taken under the Sacramento State “CR”/“NC” option may apply toward a baccalaureate degree (this does not include credits obtained from challenge or Advanced Placement examinations).
2. Any course which is graded “CR”/“NC” cannot be used to satisfy requirements in the major, the minor, or general education unless the course is identified in the catalog as

graded “CR”/“NC”. This applies to all University graduation requirements.

3. Students must submit the appropriate form requesting “CR”/“NC” grading to Admissions and Records before the census date of the semester.
4. The instructor will assign a letter grade on the grade roll. If the grade earned by the student who elected the “CR”/“NC” option is “C-” or higher, “CR” will be posted to the student’s transcript. If the assigned grade is lower than “C-”, it will be posted as “NC”.

### Graduate Students

1. Classified or conditionally classified graduate students, with the consent of their advisor and department, may elect “CR”/“NC” grading in courses normally letter graded. Units earned in this manner may not count toward graduate degree requirements.
2. Unclassified graduate students and postbaccalaureate credential students also may elect “CR”/“NC” grading in courses normally letter graded. Units earned in this manner may not be used to meet course requirements for admission to classified status or be applied to meeting second bachelor’s, certificate or credential requirements (unless department policy specifies otherwise).
3. Graduate students must submit the appropriate form requesting “CR”/“NC” grading, including approved signatures if required, to Admissions and Records before the census date of the semester.
4. The instructor will assign a letter grade on the grade roll. In graduate-level courses, if the grade earned by the student who elected the “CR”/“NC” option is “B-” or higher, “CR” will be posted to the student’s transcript. If the assigned grade is lower than “B-”, it will be posted as “NC”.

## Co-Curricular Courses

Co-curricular courses are designed to enhance student development, enrich the student’s educational experience and/or facilitate involvement in University life. Co-curricular courses are graded “CR”/“NC”. No more than 15 units of co-curricular course work may be applied toward a baccalaureate degree.

Co-curricular courses include the following categories of courses (fieldwork and internships required in a major or minor program are not subsumed in this category):

1. elective courses that provide students opportunities to practice in a field related to their major, e.g., cooperative education, field tours, workshops, tutoring, fieldwork and internships;
2. courses that allow students to apply an individual talent or skill as a participant in intercollegiate competition or other extracurricular activities and events organized by the University;
3. orientation courses, e.g., introduction to college studies, academic strategies and study skills, career orientation; and
4. courses that promote student involvement in University governance and service, e.g., participation in student government, peer advising, residence hall advisor training.

## Grade Corrections, Deletions and Appeals

### Grade Correction Policy

A grade correction is possible only in the case of a declared clerical error. A correction in letter grade must be approved by the instructor of record and the department chairperson by the last day of the semester, either spring or fall, after the grade is posted to the student's record. The definition of clerical error is an error made by the instructor or assistant in grade determination or posting. Under no circumstances, except for completion of work when an "I" was issued, may a grade change be made as the result of work completed or presented following the close of a grade period. Grades cannot be changed to "W" nor can they be changed from a letter grade to Credit/No Credit.

A grade correction after the semester following grade award will be allowed only if the course instructor and chair of the department where the course was offered submit the grade change and an explanation for the late grade correction to the Registrar. In the case where the course instructor and/or department chair is unavailable, the department faculty or a committee of department faculty must approve the grade correction. In such a case, a statement of the nature of the exception, the department's method of approval, and the date of approval, must be forwarded with the grade correction.

### Deletion Policy

Sacramento State requires that students process an official drop online or by petition within published deadlines. Failure to withdraw properly from a course may result in assignment of a "WU" grade in the course. The symbol "WU" indicates that the student did not withdraw from the course and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities, or both, were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average, this symbol is equivalent to an "F".

In the first term that a student receives one or more "WU" grades, the student may petition to have these "WU" grades dropped from GPA calculation. To do so the student must obtain a "Petition to Discount First U/WU Grade" from the Admissions and Records Office or the Academic Advising Center and meet with an academic advisor prior to submitting the petition. This policy only applies to the first term in which the student receives one or more "WU" grades. This policy does not apply to "WU" grades earned in subsequent terms or "WU" grades received at institutions other than Sacramento State. The petition may be submitted anytime until a degree is conferred (i.e., posted to the transcript). While the petition will result in the "WU" grades being dropped from the GPA calculation, the grades will remain on the student's transcript.

A petition to delete grades other than the first "WU" may be submitted for consideration by the Academic Standards Committee for the following reasons only:

1. To remove penalty grades assigned due to failure to complete a course for causes related to illness. Medical verification is required.
2. To correct errors by academic departments. Department verification is required.
3. To correct errors made in registration (e.g., use of wrong class code). The Registrar's Office must confirm this error. Petitions must be submitted within one academic year from the end of the semester in which the grade was received. After a degree has been awarded, no petitions will be considered to delete grades posted prior to that award.

### Grade Appeal Procedures

While there is a presumption that grades assigned by faculty are correct, students who believe that a correct final grade has not been assigned may use the Student Grade Appeal Procedure. This procedure may only be used to appeal earned letter or "CR"/"NC" grades. Students must start this procedure no later than the beginning of the fall or spring semester following the semester in which the grade was earned. The procedure requires that students seek to resolve the matter informally with the instructor of record before initiating a formal grade appeal. Copies of the Student Grade Appeal Procedure are available at the office of each academic department and the offices of the Vice President for Student Affairs and Provost and Vice President for Academic Affairs.

## Student Complaint Hearing Policy

Vice President for Student Affairs  
(916) 278-6060

The Student Complaint Hearing Policy addresses grievances that result from alleged inequitable treatment by a University employee, enforcement of an unfair policy, or failure to adhere to a University policy that does not fall into the categories of grades, student discipline, or harassment/discrimination issues. This policy reflects the University's desire to resolve disputes within each program center at an informal level. If such a resolution is not possible, this complaint procedure provides a fair and collegial hearing process.

For a copy of the policy, contact the offices of the Vice President for Student Affairs, any Program Center administrators or refer to the governing shelf at the University Library.

### Repeating Courses

Any course taken at Sacramento State may be repeated one time at Sacramento State without departmental approval. Some academic departments may limit the number of additional times a student is allowed to repeat the same course. 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 an 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 Sacramento State 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).

After the second attempt (first repeat), grades of the second and all subsequent attempts will be averaged in grade point calculations, even if departmental permission was granted to enroll in the course a third or subsequent time. Students should file a Repeat Grade Replacement Petition with the Admissions and Records Office in order to initiate a unit and grade point adjustment.

The Repeat Grade Replacement Petition, approved by the chair of the department offering the course, is required to authorize unit and grade replacement if:

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

Under these conditions, students must obtain petition approval prior to enrollment in the repeat course since it is possible that the courses may not be considered equivalent. Approved petitions are submitted to the Admissions and Records Office, Lassen Hall.

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 Sacramento State. If it cannot be determined, Sacramento State 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 the course while an undergraduate student. In addition, grades earned at another institution will not be counted in the postbaccalaureate GPA, and therefore cannot be used to repeat Sacramento State courses.

### Academic Renewal

When all the policy conditions are met, Sacramento State may disregard previous unsatisfactory academic course work, taken at any college, from all considerations associated with requirements for the baccalaureate degree. The request is limited to two

semesters or three quarters of course work. The policy action removes the earned hours, quality hours, and quality points (grade points) for the entire semester(s) or quarter(s) under consideration. The Academic Renewal policy does not allow for partial deletion of course work within any semester or quarter. (See Grade Deletion Policy.) Sacramento State does not consider requests to delete any course completed and applied toward a baccalaureate degree after the degree has been awarded.

#### Requirements and Procedure

1. Using the Academic Renewal Petition, the student must present evidence that
  - a. the level of performance was due to extenuating circumstances;
  - b. one or more additional terms of enrollment would be required to complete baccalaureate requirements if the request was not approved, i.e., all degree requirements would be met except the required minimum Sacramento State and overall GPA (2.000);
  - c. five years have elapsed since the most recent course work to be disregarded was completed (e.g., Fall 2001 semester will be considered after the Fall 2006 semester);
  - d. the student has completed additional academic course work at Sacramento State subsequent to the work to be disregarded;
  - e. the additional academic course work completed conforms with the following sliding scale: 15 semester units with at least a 3.0 GPA, 30 semester units with at least a 2.500 GPA, or 45 semester units with at least a 2.000 GPA (work completed at another college/university cannot be used to satisfy this requirement); and
  - f. the petitioner is currently attending Sacramento State, has filed to graduate from Sacramento State and has met with a degree evaluator from the Evaluations Office to determine if additional course work is needed to meet baccalaureate requirements.
2. If another accredited college has acted to remove previous work from degree consideration, such action will be honored in terms of its policy. However, elimination of any work in a term by any other institution will reduce by one term the two-semester maximum that may be disregarded by Sacramento State.
3. When such action is taken, the student's permanent academic record will be annotated so that it is readily evident that no work taken during the disregarded term(s), even if satisfactory, may apply toward baccalaureate requirements. However, all work must remain legible on the record ensuring a true and complete academic history.
4. Final determination that one or more terms will be disregarded will be based on careful review of evidence by a committee, which will include the Provost and Vice President for Academic Affairs, the College Dean of the major, the Degree Evaluations Coordinator, and the Vice President for Student Affairs.

## Scholastic Standards

The University recognizes superior academic achievement at the time of admission, at the end of each semester and at the time of graduation. In addition, academic standards have been set for continuation of enrollment privileges based on minimum achievement required for completion of degree requirements.

### Recognition of Academic Achievement

#### *Honors List*

Semester honors are awarded and the notation “Dean’s Honor List” is posted to the permanent academic record for freshmen earning a 3.000 grade point average and other undergraduates earning a 3.250 grade point average. To be eligible in either category, students must complete a minimum of 12 letter-graded units with no Incomplete grades and no grade lower than “C-”.

#### *Graduation with Honors*

Honors at Graduation are awarded to Sacramento State bachelor’s degree graduates who complete a minimum of 30 graded units in residence with a qualifying grade point average.

Honors are awarded based on the following grade point average ranges:

Cum Laude:	3.50-3.749
Magna Cum Laude:	3.75-3.899
Summa Cum Laude:	3.90-4.000

For posting of honors on the transcript, the GPA calculation will include all Sacramento State course work, including the final semester. Second bachelor’s degree graduates are not eligible for Honors at Graduation. If fewer than 10 percent of a department’s students qualify for honors (i.e., have a GPA of 3.500 or greater), students who have a minimum GPA of 3.250 and whose GPA would place them among the top ten percent of the department’s graduates for the previous two academic years will be awarded Cum Laude honors upon graduation.

### Academic Honors Societies

#### UNIVERSITY LEVEL

- Golden Key
- Phi Beta Delta
- Phi Kappa Phi
- Sigma Xi

#### COLLEGE LEVEL

##### Arts and Letters

- Delta Phi Alpha (Foreign Languages – German)
- Lambda Pi Eta (Communication Studies)
- Phi Alpha Theta (History)
- Pi Kappa Lambda (Music)
- Sigma Delta Pi (Foreign Languages – Spanish)
- Sigma Tau Delta (English)

#### Business Administration

- Beta Alpha Psi (Accountancy)
- Beta Gamma Sigma (Business – General)

#### Education

- Chi Sigma Iota (Counselor Education)
- Phi Delta Kappa (Education – General)

#### Engineering and Computer Science

- American Society of Civil Engineers (Civil Engineers)
- American Society of Mechanical Engineers (Mechanical Engineers)
- Association for Computing Machinery
- Chicano Latino Association of Computer Scientists and Engineers
- Competitive Robotics
- Construction Management Student Association (Construction Management)
- ECS Joint Council of Student Organizations
- Institute of Electrical and Electronics Engineers (Electrical and Electronics Engineers)
- National Society of Black Engineers
- Society of Automotive Engineers
- Society of Women Engineers
- Tau Beta Pi (Engineers – General)
- Upsilon Pi Epsilon (Computer Science)

#### Health & Human Services

- Alpha Phi Sigma (Criminal Justice)
- Sigma Theta Tau (Nursing)
- Phi Alpha (Social Work)

#### Natural Sciences & Mathematics

- Biological Sciences Honors Programs (Biological Sciences)
- Pi Mu Epsilon (Mathematics)
- Sigma Pi Sigma (Physics)

### Scholastic Standards for Continuation of Enrollment

#### *Undergraduate Students*

The grade point average in all courses attempted at Sacramento State plus the overall GPA in courses attempted at all accredited colleges are used in determining whether a student is demonstrating satisfactory progress toward degree completion. Students must maintain a 2.000 (“C”) average each semester, at Sacramento State, and overall. Failure to do so will subject the student to the loss of enrollment privileges as indicated in the rules described below.

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To be eligible for a bachelor's degree, a student must earn a grade point average of 2.000 in the overall college record, in the cumulative Sacramento State record, in all upper division courses used to complete the major, in all courses used to complete the minor, and in all courses used to complete General Education.

## **Graduate Students\***

\*See Graduate Degree Requirements/Scholarship, page 93.

## **Undergraduate Academic Action Categories**

### ***Good Standing***

Undergraduate students whose Sacramento State and cumulative grade point average (GPA) is 2.0 or above are considered in good academic standing.

### ***Academic Probation***

Students whose cumulative Sacramento State grade point average or overall grade point average falls below 2.000 will be placed on academic probation. Students on probation are eligible to enroll in the subsequent semester.

### ***Continued Probation***

Students on probation will be placed on Continued Probation if they:

- earn a 2.000 in the current semester, but have a Sacramento State GPA or overall GPA below 2.000.

*Students placed on Continued Probation will be limited to a maximum course load of 14 units per semester until they return to academic good standing.*

### ***Academic Disqualification***

If a student is on academic probation and the Sacramento State or cumulative grade point average is below the following levels, the student will be academically disqualified.

- Freshman (< 30 units) will be academically disqualified if their Sac State GPA is below a 1.50;
- Sophomores (30-59.9 units) will be academically disqualified if their Sac State GPA is below 1.70;
- Juniors (60-89.9 units) will be academically disqualified if their Sac State GPA is below a 1.85;
- Seniors (90 or more units) will be academically disqualified if their Sac State GPA is below a 1.95.

Disqualified students will not be allowed to register unless they are formally reinstated and/or readmitted to the University.

### ***Academic Dismissal***

A student reinstated after disqualification who earns a semester GPA below 2.000 or fails to meet other requirements specified in the reinstatement contract will be dismissed. Academic Dismissal means that enrollment privileges have been withdrawn. Dismissed students are not eligible to use the immediate reinstatement procedure. Academically dismissed students are not eligible for readmission without at least one semester of absence from Sacramento State. Students who have been dismissed twice must sit out two years before petitioning to return.

### ***Administrative Probation and Administrative Disqualification***

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 Disqualification.

### ***Notification***

Admissions and Records, Lassen Hall Lobby  
(916) 278-7111

Students will be notified of their academic status (academic probation, continued probation, academic disqualification or academic dismissal) by letter, and/or My Sac State message and/or email at the end of each semester. Students on Probation or Continued Probation are required to meet with an advisor in their major department. Departments may block registration of students who fail to meet advising appointments. Students receiving veterans' educational benefits may be ruled ineligible for continued benefits if, after one semester of unsatisfactory achievement (probation or disqualification), they do not return to academic Good Standing at the completion of the next semester.

### ***Reinstatement of Disqualified Students***

Students who have been academically disqualified may petition for reinstatement. The Petition for Reinstatement is obtained from the Office of Admissions and Records. If reinstated, students will be placed on an academic contract that may stipulate maximum units, specific courses and achievement levels. Failure to meet the conditions of the reinstatement contract and/or failure to achieve a subsequent semester GPA of 2.000 or higher will result in academic dismissal.

Students not recommended by their academic department for continuation in the first choice major may be considered for University reinstatement into a different major when approved by the department offering that major. Students reinstated as undeclared will not be allowed to enroll in upper division major courses during the period of the contract without the permission of the department chair or designee for that major.

Deadlines to petition for immediate reinstatement are as follows:

Spring Semester: Third week of January  
Fall Semester: End of June

**NOTE:** Please check the Reinstatement Petition for specific dates. Students whose petitions are approved are subject to review each semester until the Sacramento State GPA and overall cumulative GPA reach the minimum standard of 2.00.

## ***Readmission of Academically Dismissed Students***

Students who are dismissed will not be considered for enrollment at the University for at least one semester following dismissal. Academically dismissed students should meet with an academic advisor for advice on developing a plan to remedy the conditions that led to dismissal so that returning to the University is possible.

After their mandatory interruption in enrollment, students who were dismissed must submit a “Petition for Readmission Following Dismissal” to the University Readmission Committee. The appeal must include a recommendation from the student’s major department. A student whose appeal is granted is subject to academic review each semester until the Sacramento State GPA and overall GPA reach the minimum standard of 2.00. Readmitted students who fail to meet conditions specified for readmission will be academically dismissed. A second dismissal will result in a mandatory interruption of at least two years.

Deadlines for submission of the appeal are published in the Annual Schedule of Classes and on the Admissions and Records web site, and are strictly enforced.

## ***Reinstatement Procedure for College of Business Administration Undergraduate Students***

Business students who have been disqualified or dismissed from the University for academic reasons are no longer considered business administration students. This means that disqualified or dismissed students will not be allowed to enroll in 100-level business courses until they have been reinstated into the business major.

Undergraduate students who did not enroll in the University the semester(s) immediately following their disqualification must obtain a Petition for Reinstatement or Petition for Readmission Following Dismissal from the Office of Admissions and Records. If enrolled in the University for non-business classes the semester(s) immediately following disqualification, the student must obtain a Change of Major - Reinstatement Petition from the Undergraduate Business Advising Center (UBAC), indicating the request for reinstatement into the major. All petitions, along with supporting documentation of explanation and a complete set of transcripts of all college-level courses taken, must be submitted to the UBAC, Tahoe Hall 1030, no later than the first Friday of any given month. Petitions are evaluated each month and recommendations are made for the subsequent semester.

All students must check with the Office of Admissions and Records to assure they comply with the University’s reinstatement policy and procedures.

## **Transcripts of Grades**

Admissions and Records/Transcripts  
Lassen Hall Lobby  
(916) 278-5507

Sacramento State 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). Transcripts may be ordered in person or by written request through the U.S. mail. Telephone orders or orders by FAX or email are not accepted.

To avoid delays in processing, include your full name, student identification number, date of birth, and previously used names. Submit the correct fee payment with written requests and specify any special handling instructions.\* Currently enrolled students may obtain unofficial transcripts from My Sac State. For current information on how to order transcripts and fees, please refer to the Outgoing Transcripts web site.

\*See Fees and Refunds/Fees and Debts Owed to the Institution, page 72.

## **Schedule of Final Examinations**

Final examinations, including major section exams offered in lieu of a final exam, may not be scheduled during the last week of classes. However, quizzes, lab exams, and other academic assignments may be scheduled for the last week of classes provided they are specified on the course syllabus. No unscheduled (i.e., not included in the course syllabus) or additional requirements may be imposed on students during the last week of classes. Any exceptions that necessitate giving a final prior to final exam week must be stated on the course syllabus and require prior approval of the Dean.

## **Credit by Examination**

The University offers the opportunity of earning credit by examination to students who by reason of special study, experience, or training already possess the skills, knowledge and aptitudes that are the objectives of a given course.

### **Systemwide Credit by Examination**

Sacramento State grants credit to those students who pass examinations that have been approved for credit systemwide. These include the Advanced Placement Examination, the CSU English Equivalency Examination and some CLEP examinations. The following examinations (chart below) are accepted for the amount of credit indicated, subject to the achievement scores noted.

<b>Examination</b>	<b>Passing Score</b>	<b>Credit</b>
CLEP Calculus with Elementary Functions	51	3 semester hours
CLEP General Chemistry	48	3 semester hours
CEEB Advanced Placement Program Examinations	3, 4, 5	Up to 6 semester hours (As recommended by the College Board)
American Chemical Society Cooperative Examination	50th percentile or above	3 semester hours
CSU English Equivalency Examination	Established annually by faculty scoring the examination	6 semester hours



# Academic Policies

## Amount and Use of Examination Credit for General Education

Students who present scores of three or better on the Advanced Placement Examinations may earn up to 6 units of college credit and meet applicable General Education Area Requirements. Advanced Placement credit is excluded from the credit by examination limit of 30 units.

Students passing the English Equivalency Examination administered after 1972-73 may earn up to 6 units of credit to be applied in general education in lieu of English 1A, 1B.

Students taking the CLEP Subject Examination, General Chemistry and who earn a score of 48 or above, earn 3 units of Natural Science credit.

## Campus Credit by Examination

Students may challenge courses by taking examinations developed at the campus. Results of the examination (“CR” or “NC”) will be noted on the student’s transcript. Only courses listed in the University Catalog may be challenged. Departments may exclude performance or other courses from challenge. Campus challenge procedure is open only to matriculated students enrolled during summer, fall and spring semesters. A course may be challenged only once. Forms are available at Admissions and Records.

Individual departments may require students to enroll in courses they wish to challenge. The deadline for returning forms showing challenge results to the Registrar’s Office is the last day to add a class as shown in University calendars.

## *Other Conditions Governing Award of Credit by Examination*

1. A student may not challenge a course if the course (or its equivalent) appears on the student’s transcript with any grade other than “W”.
2. Credit will not be awarded for successful passage of any systemwide examination if the student has taken that examination previously within the past term. Campus examinations may only be attempted one time.
3. Credit will not be awarded when equivalent degree credit has been granted for regular course work, credit by evaluation or other instructional process, such as correspondence, at any institution.
4. Credit will not be awarded when credit has been granted at a level more advanced than that represented by the examination in question.
5. Where there is partial overlap with prior credit granted, the amount of examination credit will be reduced accordingly.
6. The total amount of credit earned on the basis of externally or internally developed tests that may be applied to a baccalaureate degree will not exceed 30 semester units. Advanced Placement credit is excluded from the limit. Total examination credit earned toward a master’s degree may not exceed 6 units.
7. Credit earned by examination will be so identified on the student’s permanent record. The name of the examination is included for systemwide examinations; the course number and title will be shown for campus examinations. An unsuccessful challenge will result in a grade of “NC”, also noted as “by examination”.
8. Neither systemwide nor campus examination nor advanced placement examination credits count toward the degree residence requirement.
9. Additional conditions affecting campus examinations only:
  - a. Individual departments may require a specific grade point average for credit.
  - b. Departments or divisions may have established limits on the number of credits within the area. A maximum of 12 units in any one foreign language may be earned by exam; the total of foreign language units earned by examination may not exceed 16.
  - c. Credit awarded for campus examinations is for elective purposes unless approved by appropriate department chairs for use in meeting major or minor requirements. Credit by examination may not be used for General Education requirements except as noted on page 103.

## International Baccalaureate Examination

Applicants may earn advanced standing credit for passing the International Baccalaureate’s Higher Level examinations with a score of 4, 5, 6 or 7. See table of Sacramento State Equivalencies.

### Sacramento State Equivalencies for International Baccalaureate (IB Exams)

Sacramento State will accept credit for admissions and advanced standing credit for students completing the International Baccalaureate (IB), a college preparatory program. Advanced standing credit may be earned for scores of 4, 5, 6 or 7 for the "Higher Level" examination. Students will be obliged to submit a copy of their official IB transcript.

Subject	Sacramento State Course (Units)
Biology	BIO 10 (3) and BIO 31 (4)
Chemistry	GE Area B1 + GE Area B3-lab (4) and GE Area B5 (4)
Economics	ECON 1A (3) and ECON 1B (3)
History: Americas	HIST 17B (3) and HIST 51 (3)
Language A1-English	ENGL 1A (3) and ENGL 1B (3)
Language B-French	Score of 4 = FREN 2A (4) + Foreign Language Requirement Score of 5 or higher = FREN 2B (4) + Foreign Language Requirement
Language B-English	NOT ACCEPTED FOR CREDIT
Language B-Spanish	Score of 4=SPAN 2A (4) + Foreign Language Requirement Score of 5=SPAN 2B (4) + Foreign Language Requirement Score of 6 or 7= SPAN 42 (3) and SPAN 47 (3) + Foreign Language Requirement
Math	MATH 24 (3) and STAT 1 (3)
Psychology	PSYC 1 (3)

## Waiver of Regulations

Rules and regulations in this catalog have been adopted by the faculty and administration to maintain appropriate academic standards and to facilitate the administration of the programs of the University. A student who finds that extenuating circumstances might justify the waiver of a particular regulation may file a petition with the Office of Admissions and Records according to established procedures, for consideration by a faculty committee.