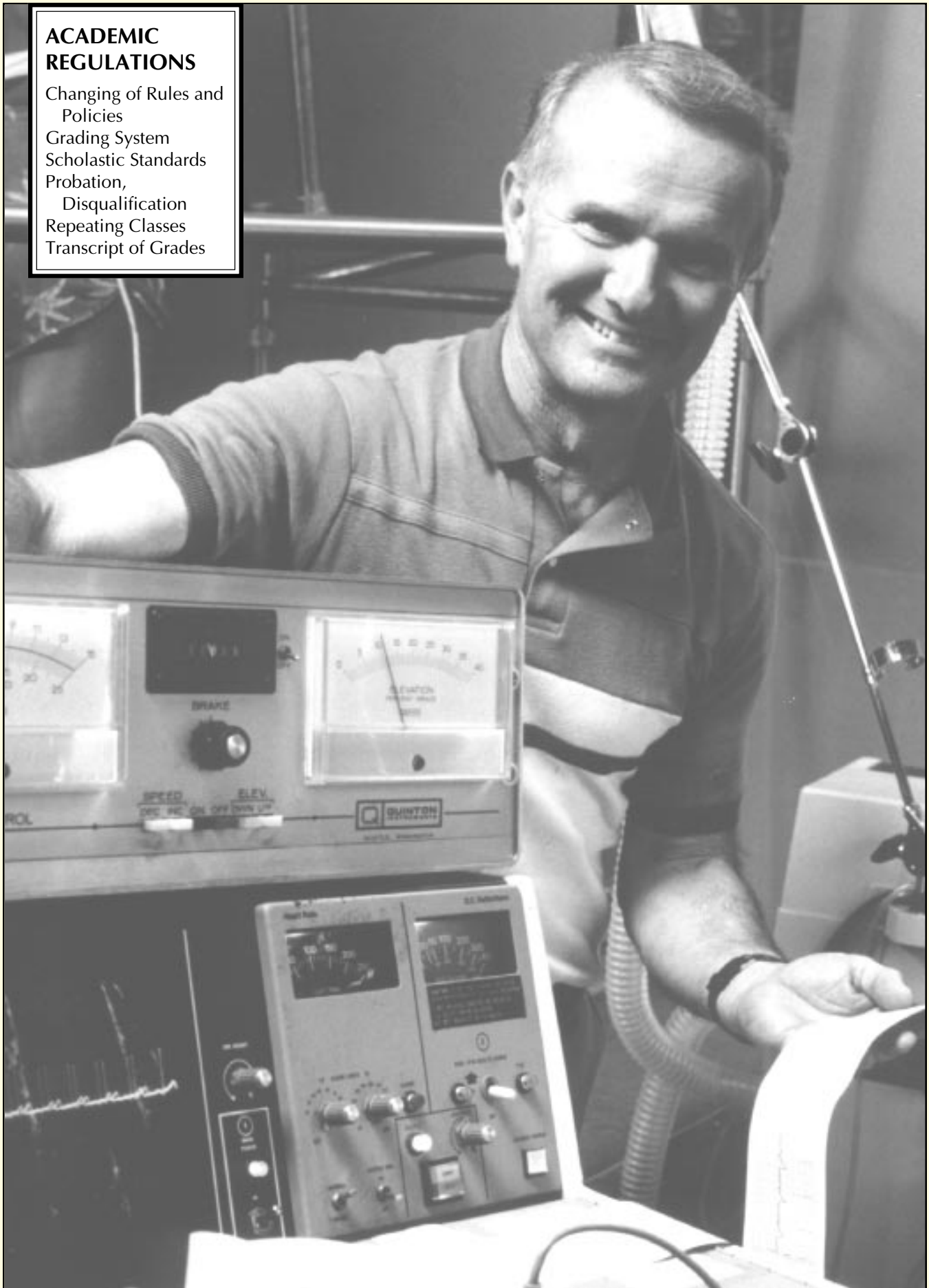


ACADEMIC REGULATIONS

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CHANGES IN RULES AND POLICIES

Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules and policies change from time to time and that these changes may alter the information contained in this publication. Changes may come in the form of statutes enacted by the Legislature, rules and policies adopted by The Board of Trustees of The California State University, by the Chancellor or designee of The California State University, or by the President or designee of the institution. Further, it is not possible in a publication of this size to include all of the rules, policies and other information which pertain to the student, the institution and The California State University. More current or complete information may be obtained from the appropriate department, school, or administrative office.

Nothing in this catalog shall be construed as, operate as, or have the effect of an abridgment or a limitation of any rights, powers, or privileges of the Board of Trustees of The California State University, the Chancellor of The California State University, or the President of the campus. The Trustees, the Chancellor and the President are authorized by law to adopt, amend or repeal rules and policies which apply to students. This catalog does not constitute a contract or the terms and conditions of a contract between the student and the institution or The California State University. The relationship of the student to the institution is one governed by statute, rules and policy adopted by the Legislature, the Trustees, the Chancellor, the President and their duly authorized designees.

GRADING SYSTEM

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

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

Certain designated courses, e.g., co-curricular courses, field work, 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.

A student's academic eligibility 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 (courses graded CR or NC are not included). A grade point average of 2.0 indicates a C average, a 3.0 indicates a B average, etc.

Grade Symbols and Grade Point Explanation

- 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. (4 grade points per unit.)
- B *Superior* achievement of the course objectives. The performance is clearly and significantly above the satisfactory fulfillment of course requirements. (3 grade points per unit.)

- C *Satisfactory* achievement of the course objectives. The student is now prepared for advanced work or study. (2 grade points per unit.) NOTE: The letter grade C does not imply satisfactory achievement at the graduate level.
- D *Unsatisfactory* achievement toward the 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. (1 grade point per unit.)
- F *Unsatisfactory* achievement toward the course objectives to an extent that the student must repeat the course to receive credit. (0 grade points per unit.)
- U *Unauthorized* withdrawal indicates that a student did not officially withdraw from a course, and attended the course after the second week of the semester, but failed to complete it. It is charged as a failing grade in GPA calculation. (0 grade points per unit.)
- CR *Satisfactory* achievement of course objectives. (Not used in CSUS grade point calculation.)
- NC *Unsatisfactory* achievement of course objectives. (Not used in CSUS grade point calculation, but is calculated as F by many graduate and professional schools.)
- I *Incomplete*; 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.
- SP *Satisfactory progress* to date on thesis, project or similar course work usually extending beyond one term. (Not used in grade point calculation.) See SP Grade Policy, which follows.
- W *Withdrawal* or drop authorized after fourth week of instruction. (Not used in grade point calculation.)

RD *Report Delayed* because a grade has not been reported to the Registrar due to unforeseen circumstances beyond control of student. (Not used in grade point calculation.)

AU *Audit* grade indicates student's status as Auditor and does not earn degree credit.

Students must report errors concerning a specific semester's grades to the Office of Admissions and Records within three months after the grade is posted.

Co-Curricular Courses

Co-curricular courses are courses designed to enhance student development, enrich the students' education experience and/or facilitate involvement in University life. Co-curricular courses are graded CR/NC (see below). No more than 15 units of co-curricular coursework may be applied toward a baccalaureate degree.

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

1. Elective courses that provide students an opportunity to practice in a field related to their major, e.g., cooperative education, field tours, workshops, tutoring, field work 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.

Credit/No Credit Grading Option (Undergraduate Students)

Certain designated courses, e.g., co-curricular courses (see above), field work, field tours, workshops, theses, supervised teaching, and similar courses, are graded Credit (CR) or No Credit (NC). Undergraduate students may choose to take a maximum of 15 letter-grade CSUS credits on a CR/NC basis subject to the following conditions:

- a. No more than 15 units taken under the CSUS CR/NC option may apply toward a bachelor's degree (this does not include credits obtained from challenge or Advanced Placement examinations).
- b. 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.
- c. Students must submit the appropriate form requesting CR/NC grading to the Admissions and Records Office by the end of the fourth week of the semester. If a student chooses the CR/NC option, then the grade CR will be given (by the Admissions and Records Office) if the student accomplishes work equivalent to C- or better. The instructor will assign a letter grade on the grade roll.

Credit/No Credit Grading Option (Graduate Students)

- a. Classified (or conditionally classified) graduate students with the consent of their advisor and department, have the right to elect Credit/No Credit grading in courses normally letter-graded. Units earned in this manner may not count toward the graduate student's degree requirements.

- b. Unclassified graduate students and postbaccalaureate credential students also may elect Credit/No Credit 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 or certificate/credential requirements (unless department policy specifies otherwise).
- c. Graduate students seeking to exercise the Credit/No Credit grading option must submit the appropriate form requesting CR/NC grading to the Admissions and Records Office by the end of the fourth week of the semester. Instructors will assign letter grades on the grade roll and the Admissions and Records Office will convert grades to CR/NC .
- d. If a student chooses the CR/NC option, then the grade CR will be given if the student accomplishes work equivalent to B- or better.

Incomplete Grades

The symbol I (Incomplete) indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons, and that there is still a possibility of earning credit. (Note that students in the military reserve whose units go on active duty during or around the final examinations period are eligible to receive an I.) It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the Incomplete. Agreement as to the conditions for removal of the Incomplete will be in writing 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) 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 changed to an F.**

A degree will not be awarded to a student who receives an I (Incomplete) grade in any course taken during the graduating year (ordinarily the student's senior year) if including this course as a grade of F will cause the student's GPA for any grade point requirements (CSUS, major, General Education or overall) to fall below the minimum level for graduation.

After course requirements have been fulfilled, the instructor who awarded the I must report the new grade to the Registrar. In those cases where the instructor is no longer teaching on campus, students should consult the appropriate department chair.

After an Incomplete grade has converted to an F (after the one-year limit has expired), the approval of both the instructor and department chair is required to replace an Incomplete grade. Incomplete grades are not considered for deletion by the Academic Standards Committee.

SP Grade Policy

Instructors may use the SP symbol in connection with courses that extend beyond one semester. SP indicates that work is in progress and has been evaluated and found to be satisfactory to date, but that assignment of a precise grade must await completion of additional work. The SP symbol must be replaced with the appropriate final grade within one year of its assign-

ment (except for Master's thesis enrollment, in which case the time limit will be two years).

GRADE CHANGES, DELETIONS AND APPEALS

Grade Change Policy

A change in letter grade can be approved by the instructor of record and the department chairperson within 90 days after being posted to the student's record only in the case of a declared clerical error. The definition of clerical error is an error made by the instructor or assistant in grade estimating or posting. Under no circumstances, except for completion of work missing when 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 CR/NC.

Grade Deletion Policy

U Grade Deletion. CSUS requires that students process an official drop by telephone or by petition in order to drop a course. Failure to withdraw properly from a course may result in assignment of a U grade in the course. Since some institutions automatically drop students for non-attendance, and since new students at CSUS may not be familiar with the CSUS drop policy, **students who receive a U grade in a course in their first semester at CSUS may petition to have the grade deleted.** To petition, the student must obtain a Grade Deletion form from the Admissions and Records Office or the Academic Advising Center and meet with an advisor from the Advising Center. The petition process must be completed within six months following the end of the semester in which the U grade was assigned. **This policy applies to students only during their first semester.** Thereafter, students are expected to have learned the CSUS drop policy.

Other Grade Deletions. A petition for grade deletion may be submitted for consideration by the Academic Standards Committee for the following reasons:

- a. To remove penalty grades assigned due to failure to complete a course for causes related to illness. Medical verification is required.
- b. To correct errors by academic departments. Department verification is required.
- c. 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.

Grade Appeal Procedures

CSUS has a University-wide grade appeal procedure available to students in all academic disciplines. While there is a presumption that grades assigned by faculty are correct, students who believe that an appropriate final grade has not been assigned, may use the Student Grade Appeal Procedure to appeal the grade. This procedure may be used only to appeal assigned letter grades or Credit/No Credit grades. Students, at the latest, must start this procedure the beginning of the 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 Procedures are available at the office of each academic department, and the offices of the Vice President, Student Affairs and Vice President, Academic Affairs.

REPEATING COURSES

A CSUS student may repeat a course in which she or he earned a grade of C-, D+, D, D-, F, NC, U, or I. The first grade earned remains on the student's transcript, but only the grade earned in the second

enrollment will be used in the calculation of grade point average. The student must file a Repeat Petition at the Admissions and Records Office as soon as she or he is registered in the repeat course. It is strongly recommended that students meet with an advisor to discuss preparation and strategies for successful completion of the course.

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

A student who elected Credit/No Credit option grading in a letter-graded course and earned CR may not repeat the course; if NC is earned, the course may be repeated, and either normal grading or CR/NC option may be chosen. A student who has earned a repeatable letter grade may elect CR/NC option grading when repeating the course, subject to the conditions governing CR/NC grading in letter-graded courses.

Students seeking to repeat courses under the following circumstances outside the cited policy must submit approved Repeat Petitions to the Admissions and Records Office by the end of the semester's third week of instruction. If petitions are submitted after the deadline, the department chair will determine whether the original grade(s) will be discounted or averaged into the GPA.

1. The chair of the CSUS department offering the course must sign the petition if the repeated or original course is taken at another accredited institution, or if the repeated course differs in title or number from the original course.
2. The student's advisor and the department chair must sign the petition if the course is being repeated a second (or subsequent) time. The student repeating a course in his or her major must have the signature of a major advisor. Undeclared students and students repeat-

ing general education courses should obtain the signature of a general advisor in the Academic Advising Center, Academic Achievement Center, Admission Counseling Office, or Evaluations Office. Some academic departments limit the number of times students may take a course. If a student exceeds the limit without department approval, the department may administratively drop the student from the class, may deny the Repeat Petition (i.e., average grades of all unauthorized attempts), and/or may disallow the course if it is presented in fulfillment of graduation requirements.

3. To repeat a grade of C or higher, or to repeat a course when more advanced credit has already been earned, a petition to the Academic Standards Committee, supported by the recommendation of the student's advisor and the department chair, is required. The Academic Standards Committee will form its decision on the basis of the advisor's and chair's explanation of why the repeat is warranted.

Note to Graduate Students:

Postbaccalaureate students may not repeat courses for which they earned credit as undergraduates, nor may they repeat courses at other institutions for the purpose of improving their CSUS GPA.

ACADEMIC RENEWAL

Under the following circumstances, CSUS may disregard previous unsatisfactory academic coursework, 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 coursework. The policy action removes the entire semester(s) deficiencies from the unit count and grade point average and does not allow for the selection/deletion of specific coursework within the

semester(s) or quarter(s). (See Grade Deletion and U Grade Deletion Policies.) CSUS **does not** consider requests to delete any course completed and applied toward a baccalaureate degree after the degree has been awarded. Courses taken in postbaccalaureate status may be considered for unit count and grade point average deletion when the additional subsequent achievement meets the sliding scale and the postbaccalaureate degree has not been awarded prior to the request.

1. Using the Academic Renewal Petition, the student may formally request the removal of courses presenting 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 met except the 2.00+ CSUS and/or overall grade point average(s).
 - c. Five years have elapsed since the most recent coursework to be disregarded was completed (e.g., Fall 1991 semester will be considered after the Fall 1996 semester),
 - d. The student has completed at this campus additional academic coursework subsequent to the work to be disregarded.
 - e. Additional academic coursework completed must be in accordance with the following sliding scale: 15 semester units with at least a 3.0 GPA, 30 semester units with at least a 2.5 GPA, to 45 semester units with at least a 2.0 GPA (work completed at another college/university cannot be used to satisfy this requirement). **Further, it is required that the petitioner is currently attending CSUS and has filed to graduate from CSUS within at least one**

semester of graduation, and has met with a degree analyst to determine if additional coursework is needed to meet baccalaureate requirements prior to submitting the petition.

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 of work which may be disregarded by CSUS.
3. When such action is taken, the student's permanent academic record will be annotated so that it is readily evident to all users of the record 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 in determination of eligibility for graduation will be based on careful review of evidence by a committee, which will include the Vice President of Academic Affairs, the School Dean of the major, a degree program analyst and the Vice President of Student Affairs.
5. Prior to petitioning for Academic Renewal, students should complete a graduation application and consult with a degree program analyst in the Evaluations Office. (Lassen Hall, 278-3901)

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 at Entrance

Entering freshmen or transfers with fewer than 13 college units who have a 3.50 grade point average on their high school grades as calculated for admission will have the notation, "Honors at Entrance" placed on their permanent academic record.

Letters of Commendation

Transfer undergraduates will qualify for a "Letter of Commendation" at admission if they have earned a 3.75 grade point average on 24 or more college units. Students who have graduated from high school and have between 12 and 23 units of college credit will also qualify for a "Letter of Commendation" if they meet both the high school and college grade point average criteria.

Honors List

Semester honors are awarded and the notation "Honors List" is posted to the permanent academic record for freshmen earning a 3.00 grade point average and other undergraduates earning a 3.25 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 is awarded to CSUS bachelor's degree graduates who have completed a minimum of 30 (graded) units in residence at the time the CSUS grade point average is calculated for awarding honors.

The GPA calculation will include all CSUS coursework, including the final semester. Honors are awarded based on the following scale:

Cum Laude:	3.50-3.74
Magna Cum Laude:	3.75-3.89
Summa Cum Laude:	3.90-4.00

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 3.50 or greater), students who have a minimum GPA of 3.25 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 honors (Cum Laude) at graduation.

Scholastic Standards For Continuation of Enrollment (Undergraduate Students)

To be eligible for a bachelor's degree, students must maintain a grade point average of at least 2.0 (C) in their overall college record, in all courses attempted at California State University, Sacramento, 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.

Overall and CSUS grade point averages are used in determining whether students are demonstrating satisfactory progress toward degree completion. Failure to maintain a 2.0 (C) average in both the overall and CSUS averages will subject the student to the loss of enrollment privileges as indicated in the rules described below.

Grade Point Deficiency Defined

Students maintain a grade point average of at least 2.0 (C) by earning at least twice as many quality points as quality hours. For example, if a student attempts 15 units and earns a C grade in each course, he/she will receive 30 quality points and have no grade point deficiency for that semester. If 15 units are attempted but only 25 quality points are earned, there is a minus 5 grade point balance (a grade point deficiency) and the student becomes subject to academic action rules.

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@sper.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."

CREDIT BY EXAMINATION

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

Systemwide Credit by Examination

CSU, Sacramento 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 are accepted for the amount of credit indicated, subject to the achievement scores noted:

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 students enrolled during Fall and Spring semesters and a course may be challenged only once. No student may challenge a course if she or he has previously enrolled in the course. Forms are available at the Admissions and Records Service Counter, Lassen Hall.

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

Conditions Governing The Award of Credit

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 coursework, 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 which 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 credit 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

Systemwide Credit-by-Examination

Examination	Passing Score	Credit
CLEP Calculus with Elementary Functions	51	3 semester hours
CLEP College Algebra/Trigonometry	49	3 semester hours
CLEP General Chemistry	48	3 semester hours
CEEB Advanced Placement	3, 4, 5	Up to 6 semester hours
Program Examinations		(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

area. A maximum of 12 units in any one foreign language may be earned by examination; the total of foreign language units earned by examination may not, however, 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 below.

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 per area which may be GE credit. Advanced Placement credit is excluded from the credit by examination limit of 30 units.

Students passing the ENGLISH EQUIVALENCY EXAMINATION administered in years later than 1972-73 may earn 6 units of credit to be applied in general education in lieu of English 1A, 1B. Students who pass the 1975 edition of the COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) General Math exam at the 50th percentile or above on both parts may earn 3 units of basic subjects credit.

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

Credit for Instruction in Non-Collegiate Settings

CSU, Sacramento grants undergraduate degree credit for successful completion of non-collegiate instruction, either military or civilian, that has been recommended by the Commission on Educational Credit and Credentials of the American Council on Education. The number of units allowed are those recommended in the Guide to the Evaluation of

Educational Experience in the Armed Services and the National Guide to Educational Credit for Training Programs. Contact the Evaluations Office for additional information.

CSU, Sacramento grants up to 6 units of credit for learning, knowledge, or skills-based experience that has been documented and evaluated according to campus policy. Students should be aware, however, that policies for earning credit for prior learning vary from campus to campus in the CSU. For further information, contact Academic Advising, Lassen Hall.

MISCELLANEOUS POLICIES

Overlapping Credit

Undergraduate

The University allows course credit to overlap in completing major and minor requirements, provided that minimum University policy has been met with regard to content requirements and total units. For the Bachelor of Arts degree, a major requires a minimum of 24 non-overlapping units of which 12 must be upper division.

For the Bachelor of Science degree, a major requires a minimum of 36 non-overlapping units of which 18 must be upper division. Any remaining units may be used for a second major or a minor.

The University does not allow upper division units used toward completion of the major to also be used toward completion of the General Education requirements. A maximum of six lower division units with the same subject designation as the major used to meet major prerequisites may also be applied to General Education requirements.

Postbaccalaureate

The University permits its graduates to have additional majors and a second bachelor's degree posted to their records upon completion of appropriate catalog requirements, and provided that a minimum number of

non-overlapping units are completed as indicated above. The University also permits transfer students holding a baccalaureate degree to complete a second bachelor's degree upon completion of appropriate catalog requirements provided that the minimum number of non-overlapping units are completed as indicated above. (See Second Bachelor's Degree page 89.)

Postbaccalaureate Credit Earned as an Undergraduate

The University will allow undergraduate students to receive postbaccalaureate credit for courses in excess of all undergraduate degree requirements (major, minor, general education, total units, residence) when such courses are taken in the semester of graduation. Such credit will be designated as "graduate credit" toward a master's degree or credential and is discounted from undergraduate statistics and honors calculations. Those wishing to use credit toward fifth year credential requirements should request approval at the time they submit their application for graduation to the Evaluations Office in Lassen Hall. Students seeking approval to use excess units toward a master's degree must submit a "Petition for Exception From Regular Procedure in Graduate Work" to the Graduate Processing Center during the last semester of undergraduate enrollment. Copies of approved petitions must be filed with the Evaluations Office prior to graduation.

Foreign Language Proficiency Posting

The Department of Foreign Languages makes it possible for students to have a notice of foreign-language proficiency recorded on their college transcripts. The language(s) so noted must be among those taught in the Foreign Languages Department at CSUS. Proficiency is evaluated by an examination containing both written and oral sections.

Proficiency is defined at CSUS as the level normally achieved in speaking, listening comprehension, reading, writing, grammar, and vocabulary at the end of the fourth semester of college-level study by excellent students.

The exam is divided into two parts, each lasting about an hour. Students must pass both parts of the exam in order to have a notice of proficiency posted to their transcripts. The exam is offered at the beginning of each semester. Students may attempt the exam only once in any calendar year.

Students may apply at the Testing Center (Lassen Hall), where they will be informed of the date and time of the examination. These dates and times are also footnoted in the Schedule of Classes. Part I of the exam is given at the Testing Center; Part II is given in the Department of Foreign Languages (Education 316), to those students who pass Part I.

Students may be required to pass the language proficiency exam in their major as a prerequisite to entering the foreign-language teaching credential program.

Nontraditional Credits and Grades in Determining Undergraduate Eligibility for Admission

CSU, Sacramento allows the following degree credit based on evaluation of nontraditional academic experiences or examination to apply in determining eligibility for admission:

1. Baccalaureate-level course credit certified by the Defense Activities in Nontraditional Education Support (DANTES). The amount of credit is limited to 24 semester units, the limit on the number of extension course units that can be applied toward the degree.

2. Standardized examinations designated for systemwide credit by the Chancellor of the California State University. The names of these examinations, the passing scores required, and the number of semester units to be awarded are listed under SYSTEMWIDE CREDIT BY EXAMINATION. The total amount of credit applied to the baccalaureate degree can not exceed 30 semester units.
3. The Advanced Placement Examinations of the College Entrance Examination Board on which the student receives a score of 3, 4, or 5. Up to six semester units are to be awarded for each Advanced Placement Examination passed.
4. Credit for basic training in the military service. The number of units allowed will be those recommended for each branch by the American Council on Education's Commission on Education Credit and Credentials.
5. Civilian and military courses and schools recommended for credit by the American Council on Education's Commission on Education Credit and Credentials. The number of semester units allowed will be those recommended by the Commission for:

- a. Lower division baccalaureate/associate degree credit courses comparable to those offered on most CSU campuses.
- b. Upper division baccalaureate degree credit.
- c. Graduate degree credit.

Additional Degree Credits Allowed

1. Selected vocational/technical courses applicable to the Special Major in Fire Services and Construction Manage-

ment and/or Mechanical Engineering Technology programs.

2. Commissions held while in the military service: 12 upper division units.
3. Allowance of Transfer Credit From Unaccredited Colleges. The University may allow credit from unaccredited institutions upon completion of 24 residence units with a C grade point average at CSU, Sacramento. Credits granted will normally be in course areas commonly taught in four-year Baccalaureate Degree programs. Credit is granted only for courses in which at least C grades are earned. No credit will be granted for courses in religion, education, psychology or philosophy if completed at a sectarian college. Credit may be restricted when the institution is specialized, e.g., offering only one or a small number of related programs. Credit to be used toward the student's major or minor must receive the recommendation of the appropriate department. Students who have attended institutions which are listed as business schools only may receive credit through challenge examination only.

WAIVER OF REGULATIONS

Rules and regulations in this catalog have been adopted by the faculty and administration to maintain appropriate academic standards and 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.