

## What is Academic Probation?

The University expects all students to maintain good standing (2.0 GPA or above) in all classes taken at CSULB, and in all transferable courses from other colleges and universities. Academic probation at CSULB results when students receive deficient grade points below the 2.0 GPA in their CSULB GPA and/or overall GPA. Students are subject to academic disqualification at the end of their first semester on academic probation if they have CSULB or overall GPAs below the four minimum GPAs listed as follows:

- Freshmen (fewer than 30 units completed) with a CSULB or overall GPA below 1.5
- Sophomores (30 – 59 units completed) with a CSULB or overall GPA below 1.7
- Juniors (60 – 89 units completed) with a CSULB or overall GPA below 1.85
- Seniors (90 plus units completed) with a CSULB or overall GPA below 1.95

Students whose CSULB and overall GPAs are higher than the four minimums listed above, but below the 2.0, can remain on academic probation for two consecutive semesters before academic disqualification takes place.

Students may appeal their academic disqualification if they have extenuating circumstances and have met the following criteria before disqualification occurs:

- completed the Strategies for Academic Success Probation Intervention Program
- demonstrated academic progress
- provided documentation of extenuating circumstances
- and showed positive changes in academic behavior

If the appeal is granted, academic probation can be extended for one additional semester. Please see the Academic Advising Center’s website for more information regarding the appeal process.

**Academic progress means that students have reduced their grade point deficiency and earned a “C” or better in one or more courses that count toward General Education and Major requirements.**

### What is a grade point deficiency?

A 2.0 GPA is the minimum expectation of the University. Points below the 2.0 GPA become deficient grade points. Each letter grade has a number of points assigned to it per unit: “A” = 4, “B” = 3, “C” = 2, “D” = 1, and “F” and “WU” = 0 grade points. This number is multiplied by the number of units per course. For example a 3 unit “C” grade (2 x 3) gives six (6) grade points. A grade point deficiency occurs when students fall below the “C” grade point average (2.0 GPA).

Example:

<u>GRADE</u>	<u>GRADE POINTS</u>	<u>UNITS OF COURSE WORK</u>	=	<u>CUMULATIVE GRADE POINTS</u>	=	<u>GRADE POINT DEFICIENCY</u>	
“C”	2	X	3	=	6	=	0
“D”	1	X	3	=	3	=	-3
“F”, “WU”	0	X	3	=	0	=	-6

### How can I improve my GPA?

The University expects at least a “C” (2.0 GPA) in students’ overall and CSULB GPAs. The only way students can improve their academic standing is to receive “A”s and “B”s to offset previously earned low grades. This is how students reduce their grade point deficiency.

### 3 UNIT COURSE

Example:	A	3	X	4	=	12	(+6)
	B	3	X	3	=	9	(+3)
	C	3	X	2	=	6	(0)

### What is the repeat for grade forgiveness process?

An undergraduate student who has received grades of “D,” “F,” or “WU” in courses taken at CSULB may repeat a course **once** at CSULB for the purpose of forgiving the unsatisfactory grade without prior departmental approval. The *Notice of Intent to Repeat a Course* form, filed in Enrollment Services, is only necessary for courses taken before 1988. No departmental approval is required. If a “D,” “F,” or “WU” graded course was taken and repeated and the *Notice of Intent to Repeat a Course* form was not filed prior to 1991, a *Petition for Exception to Academic Policy* form should be filed in Enrollment Services. This form must be signed by the department in which the repeated course was taken.

In the repeat for grade forgiveness process the second grade earned at CSULB must be a “C” or better. The deletion will be automatically calculated at the end of the semester in which the course was repeated. If students’ grades are “D,” “F,” or “WU” on the second attempt, all grades will be averaged including the first “D,” “F,” or “WU.” All grades remain visible on a transcript although the grade point average is recalculated. Post-baccalaureate students who are pursuing a second (or subsequent) baccalaureate degree are also eligible for this repeat/for grade forgiveness policy and may repeat undergraduate courses. Post-baccalaureate students pursuing credential or certificate programs, master’s degrees, or no specific objective are not eligible.

**Effective Fall 2009, the new Executive Order, 1037, describes changes in the repetition of courses policy that will affect the way repeating will take place. According to EO 1037, undergraduate students may repeat a maximum of 28 units total during their undergraduate career. Up to 16 semester units of coursework may be completed for grade forgiveness. They may take an individual course no more than two times. Beyond the 16 units, repeated courses that result in grades of D, F, or WU, will count toward the GPA as “grades averaged”. Once students reach the 28 unit limit, they will not be allowed to repeat any additional courses without an approved academic appeal.**

It is important that students who are on academic probation seek advice from an academic advisor before repeating courses.

## How can I decide if I should repeat a course for grade forgiveness?

- Make a list of courses in which you received a “D,” “F,” or “WU” at CSULB.
- Consider each class. Can you do better the second time around? If you believe you can earn an “A,” “B,” “C,” or “CR” grade, enroll in the course or courses using my.csulb.edu. You can choose a different instructor but the course must be the same course in which you previously received a “D,” “F,” or “WU.”
- Understand how your grade point average (GPA) is computed. Divide CSULB units attempted into CSULB grade points earned.

Example:  $\frac{60 \text{ grade points earned}}{30 \text{ units attempted}} = 2.0 \text{ GPA ("C" grade)}$

- You are expected to maintain a 2.0 GPA in order to remain in good standing. Deficient points below the 2.0 GPA will put you on academic probation or disqualification.

Example: CSULB units graded = 5      CSULB grade points earned = 5

	5	
	x 2	(the GPA needed for a “C” grade)
Good standing =	<hr/> 10	grade points
You received	5	grade points (a “D” grade)
You are deficient	5	grade points

## Should I drop a course in which I am having trouble?

During the **first two weeks** of the semester, there are several points to consider which will help you determine if you should **withdraw early** or **drop** any classes in which you could potentially receive a “D,” “F,” or “WU.”

- A) Are there any prerequisites? Have I met them?
- B) Do I understand the instructor?
- C) Do I understand the assigned book?
- D) Will I have enough time to spend on reading, writing, or research assignments? Note: An “A” or “B” grade may require as much as nine (9) homework hours per week for each three (3) unit class.

If you have a **negative response to any of these questions, it is now important that you officially drop/withdraw within the first two weeks.** You must officially drop/withdraw from any course you do not attend. Failure to do so will result in a “WU” (an administrative “F”). You cannot afford any “D,” “F,” or “WU” grades.

Should you receive a “D,” “F,” or “WU” in a class and you believe you should have received a better grade, consider talking with the instructor of that class. Remember, it is your responsibility to prove to your instructors (with test results or other materials) that you deserve a better grade.

**Executive Order 1037 (effective fall 2009) discusses a new withdrawal policy. Under the new policy, undergraduates may withdraw from no more than 18 semester units during their CSULB undergraduate college career; early withdrawal, within the first two weeks, will not effect this new unit limit for withdrawal.**

**\*\*\*It is now imperative you review your courses carefully during the first two weeks of the semester and make any necessary adjustments.**

**Did you accumulate deficient grade points at any other institutions of higher education?**

If so, you can make up those deficient grade points. If students wish to exclude “D,” “F,” or “WU” grades in courses taken at another institution, they may do so by enrolling in equivalent courses at CSULB. Petitions must be filed in the office of Enrollment Services. The department in which the course is taught must indicate on the petition which particular course may be repeated to forgive the previous grade. An official transcript from the institution where the original courses were taken must accompany the petition. Only one repeat is allowed for the purpose of deleting a grade **and the second attempt must be a “C” or better**. The repeated grade and grade points will only be used in the overall grade point determination.

Keep in mind, successful repeating of courses taken at another institution does not change the grades on transcripts from that institution; rather, successful repetition of “D,” “F,” or “WU” courses will increase your cumulative grade point average in all college work attempted. **Students cannot repeat for grade forgiveness a CSULB grade at another institution.**

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## ACADEMIC PROBATION/DISQUALIFICATION DEFICIENCY CHART

<u>UNITS</u>					+/-	<u>GRADE POINTS</u>
<b><u>(1) One Unit</u></b>						
A	1	x	4	=	4	(+2)
B	1	x	3	=	3	(+1)
C	1	x	2	=	2	(+0, -0)
D	1	x	1	=	1	(-1)
F/WU	1	x	0	=	0	(-2)
<b><u>(2) Two Units</u></b>						
A	2	x	4	=	8	(+4)
B	2	x	3	=	6	(+2)
C	2	x	2	=	4	(+0, -0)
D	2	x	1	=	2	(-2)
F/WU	2	x	0	=	0	(-4)
<b><u>(3) Three Units</u></b>						
A	3	x	4	=	12	(+6)
B	3	x	3	=	9	(+3)
C	3	x	2	=	6	(+0, -0)
D	3	x	1	=	3	(-3)
F/WU	3	x	0	=	0	(-6)
<b><u>(4) Four Units</u></b>						
A	4	x	4	=	16	(+8)
B	4	x	3	=	12	(+4)
C	4	x	2	=	8	(+0, -0)
D	4	x	1	=	4	(-4)
F/WU	4	x	0	=	0	(-8)
<b><u>(5) Five Units</u></b>						
A	5	x	4	=	20	(+10)
B	5	x	3	=	15	(+5)
C	5	x	2	=	10	(+0, -0)
D	5	x	1	=	5	(-5)
F/WU	5	x	0	=	0	(-10)