

**EFFECTIVE FOR READMISSION BEGINNING SPRING 2009**

**What is Academic Disqualification?**

Academic disqualification means dismissal from CSULB and is the result of not maintaining good academic standing (2.0 GPA or above) in all classes taken at CSULB and in all transferable courses from other colleges and universities. All students are subject to academic disqualification if they do not achieve the following minimum cumulative CSULB and/or overall Grade Point Average (GPA) at the end of their first semester on academic probation:

- 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 + units completed) with a CSULB or overall GPA below 1.95

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

**Can the time of academic probation be extended?**

Yes, students may appeal their academic disqualification if they have extenuating circumstances and have met the following criteria before they become academically disqualified:

- 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.

**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, & “F” & “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 remove grade point deficiencies?**

Once academic disqualification occurs, students must demonstrate academic ability by reducing their grade point deficiency if they wish to apply for reinstatement to the University. A reduction in the student's grade point deficiency can be achieved only by earning grades of "A" or "B" in new courses. Grade "C" maintains the grade point deficiency at the same level and grades "D", "F", or "WU" increases the deficiency.

Students must show academic progress. Students who receive additional "D", "F", or "WU" grades do not show academic progress unless they receive enough "A" or "B" grades to offset the effects of the "D", "F", or "WU" grades. For example, earning a 3 unit "B" grade and a 3 unit "D" grade by themselves does not show academic progress. However, earning two (2) 3 unit "B" grades does offset one 3 unit "D" grade.

### **What is academic progress?**

Students reduce their grade point deficiency and earn a "C" or better in one or more courses that count toward General Education and Major requirements.

### **Who is eligible to repeat CSULB courses for grade forgiveness?**

All CSULB undergraduates and post-baccalaureate students who are currently pursuing a second (or subsequent) baccalaureate degree are eligible. Post baccalaureate students pursuing credential or certificate programs, master's degrees, or no specific objective are not eligible.

### **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.

### **How many times can I repeat a course?**

**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.

### **What if a student earned a “D”, “F”, or “WU” on the second attempt?**

If their grade on the second attempt is “D”, “F”, or “WU”, all grades will be counted, thus *increasing* the grade point deficiency. Students should think seriously about their chances to earn an “A” or “B” in the course before making a second attempt at a course.

### **Can I use the repeat for grade forgiveness process at any institution of higher education?**

No, repeat for grade forgiveness may only be used on courses through the regular University or through CSULB’s Open University program offered through University College and Extension Services (UCES).

### **If I am disqualified, where may I attend school?**

Students may attend school at another regionally accredited institution where you can demonstrate progress toward the degree, by reducing your grade point deficiency by half, although this will only affect your overall GPA. **More efficiently, you can attend CSULB through the University College and Extension Services’ (UCES) Open University.** Only at CSULB can you repeat for grade forgiveness CSULB courses in which you received a “D”, “F”, or “WU”. This process is definitely to your advantage if you can earn an “A”, “B”, or “C” on the second attempt (only) of taking the repeated course(s). If you do so, your first grade will be forgiven from the GPA calculation and your second grade will take its place. Because the CSULB repeat for grade forgiveness process does not count the first grade, “A”, “B”, or “C” grades will give you additional grade points.

**Effective Fall 2009, disqualified students attending UCES will be limited to 6 units per semester for up to 2 semesters.**

### **Once disqualified, how does a student become reinstated to CSULB?**

Once disqualified, students will be considered eligible for reinstatement if they have:

1. remained out of CSULB for one (1) regular semester
2. reduced their grade point deficiency by one half
3. raised their GPA
4. made progress toward their degree

Students can take courses through University College and Extension Services (UCES) at CSULB or by making equivalent grades in courses taken at other regionally accredited academic institutions. Grades earned at institutions other than CSULB, however, will not reduce the CSULB grade deficiency or change the CSULB GPA.

Appropriate grades earned elsewhere will afford students the opportunity to be reinstated to CSULB if they demonstrate that the grade point deficiency has been reduced by one half. Be aware that all courses taken at CSULB or other regionally accredited academic institutions must be applicable for degree credit toward their General Education and/or their Major requirements.

Students must submit proof of completed course work to Enrollment Services (Brotman Hall Window 101) along with a completed *Application for Reinstatement* form and a new *CSULB Undergraduate Admission Application*. The *Application for Reinstatement* includes a planned program and must be certified by the academic department advisor. Undeclared students are certified by the Academic Advising Center.

The student’s application packet will be forwarded to the Academic Appeals Committee. You can expedite the review of your *Application for Reinstatement* by having your instructor(s) forward a postcard to Enrollment Services indicating the final grade for each course taken. Grade slips will also be acceptable. The following information must be provided:

Student's Name  
Student's Social Security Number  
College Name  
Course Number and Title  
Units of Credit

Semester/Quarter Completed  
Course Grade  
Instructor's Name  
Instructor's Signature

Reports of work-in-progress cannot be used. Final verification will occur when official transcripts arrive. The **deadlines for applying for reinstatement are:**

**Fall Semester - August 1**  
**Spring Semester - December 1**

(Check Enrollment Services' website for current dates before you apply: [www.csulb.edu/enrollment](http://www.csulb.edu/enrollment))

Students may bring their application and/or grade information to: Enrollment Services, located in Brotman Hall, Window 101 or you may mail materials to the attention of:

Academic Appeals Committee  
Enrollment Services  
California State University, Long Beach  
1250 Bellflower Boulevard  
Long Beach, CA 90840-0106

### **What if I remove all grade point deficiencies?**

If all grade point deficiencies are removed, reinstatement will be approved without condition. Removing all deficiencies can only happen if the student has taken courses through CSULB Open University.

### **How much must my grade point deficiency be reduced before I can be reinstated?**

Students must reduce their grade point deficiency by at least one half at CSULB or earn equivalent grades in courses taken at other regionally accredited academic institutions. REMEMBER, classes taken at CSULB University College and Extension Services (UCES) Open University will affect both the CSULB GPA and the overall GPA. Attendance at another school will only affect the overall GPA and will not make a difference in their CSULB grade point deficiency.

### **What if I am reinstated with a grade point deficiency?**

If students are readmitted with a grade point deficiency, they will still be on academic probation. Overall GPA and CSULB GPA will be reviewed after the first semester of return. Students making progress toward the degree may continue enrollment, and maybe continued on academic probation. If they fail to make academic progress, that is, they do not reduce the grade point deficiency and do not earn a "C" or better in General Education and/or their Major classes, they will be disqualified again. Please refer to the minimum GPAs, per class level, on page 1.

### **What are my responsibilities?**

- Disqualified students must remain out of the university for at least one (1) fall or spring semester. Students must submit the following to return to CSULB: 1) *Application for Reinstatement*, 2) a new *CSU Undergraduate Application*, and 3) evidence to show that they are likely to achieve a satisfactory grade point average, and to complete requirements for the degree.
- Students may attend CSULB University College and Extension Services Open University or another

accredited school while disqualified. **Attendance at UCES Open University will affect the CSULB GPA and the overall GPA.** Attendance at another school will affect the overall GPA only. Therefore, attendance through UCES may be to the student's benefit. Classes must be acceptable for degree credit and towards fulfilling General Education and/or Major requirements to be considered for reinstatement.

- If all grade point deficiencies have been removed, reinstatement will be approved without condition.
- *Applications for Reinstatement* are available through Enrollment Services at Brotman Hall, Window 101, the Academic Advising Center in the Horn Center, Room 103, or online at:  
[http://www.csulb.edu/depts/enrollment/assets/pdf/applic\\_reinstatement.pdf](http://www.csulb.edu/depts/enrollment/assets/pdf/applic_reinstatement.pdf)

Questions regarding the reinstatement process should be directed to the Academic Advising Center at (562) 985-4837 (Horn Center, Room 103).

Marilee Samuelson, Director  
Academic Advising Center

## ACADEMIC PROBATION/DISQUALIFICATION DEFICIENCY CHART

<u>UNITS</u>	<u>GRADE POINTS</u>	<u>GRADE POINTS</u>	<u>GRADE POINTS</u>	<u>GRADE POINTS</u>	<u>GRADE POINTS</u>	<u>GRADE POINTS</u>
<b>(1) <u>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>(2) <u>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>(3) <u>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>(4) <u>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>(5) <u>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)