

## **What is Academic Disqualification?**

Academic disqualification means dismissal from CSULB and is the result of not maintaining good 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 remain on academic probation (below the 2.0 GPA) for two (2) consecutive semesters. The time can be extended if a student participates in a “Strategies for Academic Success” workshop and seeks assistance in one of the many campus offices, which provide probation intervention. Students must also make academic progress.

### **Once disqualified, how can I be reinstated?**

You must present tangible evidence that you have made progress toward the degree, have reduced the grade point deficiency by half, and raised your GPA. Progress toward the degree means that you are reducing the grade point deficiency and earning a grade of “C” or better in one or more courses that count toward your General Education and/or your 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, & “F” & “U” = 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”, “U”	0	X	3	=	0	=	-6

### **How can I remove grade point deficiencies?**

Once academic disqualification occurs, you must demonstrate academic ability by reducing your grade point deficiency if you wish to apply for reinstatement to the University. A reduction in your grade point deficiency can be achieved only by earning grades of “A” or “B” in new courses. Grade “C” maintains your grade point deficiency at the same level and grades “D”, “F”, or “U” increases the deficiency.

Students must show academic progress. Students who receive additional “D”, “F”, or “U” grades do not show academic progress unless they receive enough “A” or “B” grades to offset the effects of the “D”, “F”, or “U” 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.

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

You can 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 efficient, you can attend CSULB through the University College and Extension Services’ (UCES) Open University. Only at CSULB can you repeat/delete CSULB courses in which you received a “D”, “F”, or “U”. 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 deleted from the GPA calculation and your second grade will take its place. Because the CSULB repeat/delete process does not count the first grade, “A”, “B”, or “C” grades will give you additional grade points.

### **What if I earn a “D”, “F”, or “U” on the second attempt?**

If your grade on the second attempt is “D”, “F”, or “U”, all grades will be counted, thus *increasing* your grade point deficiency.

## **Who is eligible for the repeat/delete of CSULB courses?**

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.

## **Can I use the repeat/delete process at any institution of higher education?**

No! You may only repeat/delete courses through the regular university or through CSULB's Open University program offered through University College and Extension Services (UCES).

## **How can I become reinstated to CSULB?**

Once disqualified, you will be considered eligible for reinstatement if you have remained out of CSULB for one (1) regular semester and have reduced your grade point deficiency by one half. You can do so by taking 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 will not reduce the CSULB grade deficiency or change the CSULB GPA. However, appropriate grades earned elsewhere will afford students the opportunity to be reinstated to CSULB if they demonstrate that one half the grade point deficiency has been reduced. Moreover, all courses taken at CSULB or other regionally accredited academic institutions must be applicable for degree credit and toward your General Education and/or your Major requirements.

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

Your 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	Semester/Quarter Completed
Student's Social Security Number	Course Grade
College Name	Instructor's Name
Course Number and Title	Instructor's Signature
Units of Credit	

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

You may bring your application and/or grade information to: Enrollment Services, located in Brotman Hall, Window 101

Or you may mail materials to the attention of:

The 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 you remove all grade point deficiencies, your reinstatement will be approved without condition. Removing all deficiencies can only happen if you have taken courses through CSULB Open University.

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

You must reduce your 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 Open University will affect both your CSULB GPA and the overall GPA. Attendance at another school will only affect your overall GPA and will not make a difference in your CSULB grade point deficiency.

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

If you are readmitted, you 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 will be continued on academic probation. If you fail to make academic progress, that is, not reducing the grade point deficiency and not earning a “C” or better in your General Education and/or your Major classes, you will be disqualified again.

## **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 you 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 your 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 and the Academic Advising Center. Questions regarding the reinstatement process should be directed to the Academic Advising Center at (562) 985-4837 (Academic Services Room 124, *formerly Library East*).

Marilee Samuelson, Director  
Academic Advising Center

MS:SJB/rmo