Academic Senate Resolution

4/AS/05/UEPC—Editorial Changes for Student Academic Policies in Faculty Handbook

RESOLVED: That the attached editorial changes be approved and incorporated into the Faculty Handbook; and be it further

RESOLVED: That these changes take effect upon approval by the President.

Approved by the Academic Senate on March 8, 2005
Reconsidered and approved by the Academic Senate on March 22, 2005

Scott Davis, Clerk

Marvalene Hughes, President
California State University, Stanislaus

ACTION OF THE PRESIDENT:

Approval ✓

Returned to Clerk with reason for not approving
Administrative Drop Instructor Withdrawal 22/AS/82/EPC. Approved February 18, 1983 Amended by the UEPC on October 23, 1990.

Students who register for a class and do not attend the first class meeting should notify the instructor or the departmental office no later than 24 hours after the first class meeting of their intent to remain in the course. A student who fails to do so may then be dropped administratively from the class by the instructor. An instructor may also administratively drop a student who does not meet the catalog prerequisites for the class. These instructor withdrawals are done by the instructor writing an “IW” next to the name on the roster, signing the roster, and submitting to the Admissions and Records Office. These administrative drops shall be without penalty and must be filed by the instructor with the Director of Admissions & Records no later than the twentieth day of instruction census date. At the end of the fourth week of instruction there shall be a campus-wide enrollment update; any student who has never attended a particular course shall be dropped administratively from the course by the instructor. These administrative drops shall be without penalty and must be filed by the instructor with the Director of Admissions & Records no later than the end of the fourth week of instruction. If the instructor fails to administratively drop a student who has not attended class, it is still the student’s responsibility to drop the class through the Office of Admissions & Records Office.

Changes in Program If a student officially changes his/her program, either by dropping or adding a class, the instructor should make a record for his/her information. After the end of the fifth-week census date, the instructor will receive a final official class roster.

Adding a Course Students may add a course section without penalty through the Last Day to Add; for Fall and Spring it is the tenth day of instruction, and through the Census Date with the instructor’s approval signature and a prepaid $10 late add fee. Instructor signatures are required after the first 5 days of the term. A student can register only by STAN Web Registration or in person at Enrollment Services or the Stockton campus. Students cannot register by an instructor adding a name to the Class Roster.

Dropping a Course/Withdrawing from the University 8/AS/91/UEPC, Approved October 31, 1991.

A student may drop a course or withdraw from the University during the dates shown in the academic calendar without academic penalty by filing the appropriate paperwork in the Admissions and Records Office. The official date for dropping the course or withdrawing from the University is the date when the University files the paperwork. Records Office receives the completed paperwork.

During the dates shown in the academic calendar Schedule of Classes, students may drop courses or withdraw from the University without academic penalty. After the last date to drop a course or withdraw from the University, a student is responsible for completion of the course(s) in which he/she is enrolled. When documented extreme circumstances beyond the student’s control -- accident, serious illness, change of working hours causing a class/work conflict, transfer out of the area, hospitalization, etc. -- make dropping withdrawing from a course(s) or withdrawing from the University necessary, and when continued enrollment would unduly penalize the student, the student may petition for an exemption to the regulation. A grade of W is assigned to
these courses. Check with the Admissions and Records Office or refer to the University Catalog for more complete information.


Students are graded A-F or CR/NC as stated below:

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<th>Grade</th>
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<td>A</td>
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Faculty members will state in their course syllabus if they use plus/minus grading.

The grading options which have been assigned to individual courses by departments and noted in class schedules are: (1) courses graded exclusively Credit/No Credit; (2) courses graded A-F—with the student's option to receive a Credit or No Credit grade; (3) courses graded A-F exclusively; (4) courses graded Credit/No Credit—with the student's option to receive a letter grade. To qualify for a baccalaureate degree, a student must maintain an average at least equal to a "C" (2.0) on the four-point system in all his/her graded courses. Probation and disqualification are based on failure to maintain a 2.0 grade point average. For more information, consult the University Catalog.

(Options 2 and 4 above are combined as option 2 in Eden Registration System.)

**Credit/No Credit** 5/AS/84/EPC Approved June 14, 1984, amended December 6, 1990

Any student may elect to be graded on a Credit/No Credit (CR/NC) basis subject to the following conditions:

1. Upper-division courses graded CR/NC taken at this or another institution may not be used to satisfy requirements for the student's major except for those courses identified as graded exclusively on a CR/NC basis.
2. No more than 24 CR/NC units taken at this institution may be offered in satisfaction of the requirements of a bachelor's degree program.
3. The student must elect the CR/NC grading policy option by the census date, the twentieth instructional day of the Fall or Spring term and by the sixth instructional day of the
Winter term, unless the instructor agrees to establish a later date, and verifies this agreement by signing the student’s Add/Drop Form requesting the grade option change.

4. The only courses which may be repeated with a CR/NC option are those which the student previously took CR/NC.

The Credit (CR) grade is earned for C work or better (B or better in graduate courses). CR and NC grades have no effect on GPA. For more information, consult the University Catalog.

Grade of "AU" (Audit) (4/GF/73) Approved March 9, 1973

Enrollment in a class for purposes of instruction only. Regular attendance expected. Students may participate in class activities or take examinations with instructor’s consent. No Credit is given for Audit courses. Student’s may May apply for regular credit prior to census date by filing an Add Form with the Admissions and Records Office, the last day to add classes as listed in the Academic Calendar. May not be posted to a student's record unless, in the opinion of the instructor, the student has attended a substantial number of class meetings. Not used in grade point average or progress points calculation.

Grade of "I" (Incomplete) (4/GF/73) Approved March 9, 1973

An incomplete (I) signifies 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 beyond the student’s control and that there is still a possibility of earning credit. 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. The conditions for removal of the incomplete shall be put in writing by the instructor and given to the student with a copy placed on file with the Department Chair. A final grade will be assigned when the agreed upon work has been completed and evaluated.

An incomplete must be made up within the time limit set by the instructor and, in any case, no more than one calendar year following the end of the term in which the incomplete was assigned. An incomplete should never be used to (1) give a failing student an opportunity to redo unsatisfactory work or complete additional work; or (2) give a student more time to complete his/her work when the reasons for the delay have been within his/her control.

For more information, consult the University Catalog.

Grade of "WU" (Withdrawal Unauthorized Incomplete) The symbol "WU" shall be used where a student who is enrolled on the Census Date does not withdraw from a course but fails to complete it. (1) Its most common use is in those instances where a student has not completed sufficient course assignments or participated in sufficient course activity to make it possible, in the opinion of the instructor, to report satisfactory or unsatisfactory completion of the class by use of the letter grade (A-F). The symbol "WU" shall be counted as units attempted but not passed (equivalent to an "F"), in computing the grade point average. (2) In courses which are graded Credit/No Credit or in cases where the student has elected Credit/No Credit evaluation, use of the symbol "WU" is inappropriate, and "NC" shall be used instead. For more information, consult the University Catalog.
Continuing Enrollment for Thesis or Projects Units 15/AS/97/GC-Approved January 9, 1998. Editorially amended August 2004. To maintain standing in a graduate program, graduate students who have completed all registrations for their graduate coursework, and who have registered for the maximum number of thesis or project per semester units required by the program, be required to enroll for one unit of thesis or project, effective Winter Term, 1998.

Note: This requirement is applicable to those students who have completed all registration for graduate coursework and who have registered for the maximum number of thesis or project units required by their program. Students must register each semester or term to maintain continuous enrollment until they have secured faculty approval for their theses or projects. Students must maintain their Graduate Standing: Classified status and be enrolled in graduate coursework in order to apply for graduation. If the program is interrupted, reapplication to the Graduate School and program is necessary.


Satisfactory Report In Progress grades shall be removed within one year after issuance of the grade, except for thesis or project. A student whose thesis or project is planned to extend over more than the term of first enrollment in 5990 or 5960 may receive a Satisfactory Report In Progress (S-RP) grade. The S-RP will remain throughout the period of the program, which is limited to a maximum of seven years. If the S-RP is not removed within these time limits, the grade will revert to a grade of NC for Grade Symbols 1, 2, and 4; and to a grade of F for Grade Option 3. An extension of time may be granted via the appropriate petition (updated per 7/AS/84/EPC). For more information, consult the University Catalog.

*note, per E.O. 792, dated November, 2001


Courses may be repeated by undergraduate students, and only the most recent grade earned will be used for unit credit and grade points. The original enrollment and the repeated effort need not be at the same college if it can be established after faculty consultation, as appropriate, that the courses are directly equivalent in terms of content and emphasis. This policy became effective Summer 1973. [A student should file a Notification of Repeated Course form at the Admissions and Records Office after the repeated course has been graded, during registration and by the Add deadline.] For more information, consult the University Catalog.

Individual Study 5/AS/93/UEPC, Approved May 7, 1993. At the option of the instructor, Individual Study courses may be available in certain fields to a student who has demonstrated capacity for independent study. A total of nine units of individual study credit earned at CSU Stanislaus is the maximum permitted toward a degree, credential, or other educational objective. These courses are numbered 4980, 5980, and 6980 following the subject field prefix. A student seeking to enroll for an Individual Study course must file the original copy of an approved Request for Course by Individual Study form at registration. Request forms are available at the Office of Admissions and Records Office; they are required to obtain signatures from the appropriate college/school Dean, instructor's Department Chair, the major adviser, and the student's individual study instructor at the time the student registers for the course. Instructor, the
major advisor, and the Department Chair. Individual Study during the Summer Term also requires a Dean’s signature.

**Credit by Examination (Challenge Examination)** Approved August 31, 1973. Amended April 27, 1993-4/AS/93/UEPC

California State University, Stanislaus provides several means by which students may accelerate their college studies. Students currently enrolled as well as prospective students are urged to acquaint themselves with the various alternatives for acceleration outlined below, and are strongly urged to take advantage of them.

Some basic rules apply to each of the alternative programs offered by the University. Essentially, they are as follows:

(a) Both subject and unit credit for either admission or transfer will be awarded to the student except under Alternative IV where subject credit only is awarded. However, no duplicate credit (for courses previously taken by and credited to the student) will be awarded under any alternative.

(b) Unit credit earned through any alternative for acceleration will not be counted as resident credit.

(c) Subject and unit credit earned through any alternative for acceleration may count toward the completion of major or minor requirements only with the approval of the student’s Major and Minor Advisors and the appropriate Department Chairman.

(d) All credit allowed will be ungraded and will be documented in the student’s academic record file.

(e) Unit credit earned under any alternative for acceleration will count toward the University's 120 semester unit graduation requirement.

The several programs available to CSUS students for acceleration of their studies are as follows:

**Alternative I - Credit by the University Entrance Examination Board Advanced Placement Program**

Some high schools give students the opportunity to take one or more courses which cover university-level material. In May of each year, the University Entrance Examination Board provides examinations for these courses.

Students who have successfully completed courses in the Advanced Placement Program and who achieve scores of 3, 4, or 5 on the University Entrance Examination Board Advanced Placement Examinations will be awarded credit as set out in the Statewide Policy on Credit by Examination promulgated by the Chancellor of the California State University. Subject and unit credit will be awarded in courses most nearly equivalent to the material covered in the Advanced Placement Examinations according to the following schedule:

**HUMANITIES:**

English: (Single Examination)

Freshman English Composition - 3 semester units

Introduction to English Literature - 3 semester units
Introduction to French Literature - 6 semester units
Third Year French Language - 6 semester units
Introduction to German Literature - 6 semester units
Introduction to Spanish Literature - 6 semester units
Fifth Semester Latin (Vergil) - 3 semester units
Fifth Semester Latin (Lyric) - 3 semester units
Fifth Semester Latin (Prose) - 3 semester units

SOCIAL SCIENCES:
American History - 6 semester units

European World History - 6 semester units

NATURAL SCIENCES AND MATHEMATICS:
Principles of Biology (No Laboratory Credit) - 6 semester units
Principles of Chemistry (No Laboratory Credit) - 6 semester units
General Physics (No Laboratory Credit) - 6 semester units
General Physics with Calculus (No Laboratory Credit) - 6 semester units
First and Second Term Calculus - 6 semester units
Second and Third Term Calculus - 6 semester units

Appropriate General Education Credit will be awarded by the Admissions Records Office upon submission of passing scores by the student.

Alternative II - Credit Through College-Level Examination Program (CLEP)

Resolution No. 10, 1972/73 as follows:

Applicants for admission to the University as well as enrolled students may already possess knowledge comparable to that expected in aspects of the General Education Program or in specific courses. Such persons may avail themselves of the opportunities presented by the College-Level Examination Program of the College Entrance Examination Board.

There are five General Examinations of which the student may write in one or more of the following areas:

ENGLISH COMPOSITION
HUMANITIES (including Fine Arts and Literature)

MATHEMATICS

NATURAL SCIENCES (including biological and Physical Sciences)

SOCIAL SCIENCES (including General Social Sciences and History)

The General Examinations are intended to provide a comprehensive measure of undergraduate achievement in these five basic areas of the Liberal Arts. They are not intended to measure advanced training in any specific discipline, but rather to assess a student's knowledge of fundamental facts and concepts, his ability to perceive relationships and his understanding of the basic principles of the subject.

There are also many Subject Examinations by which the promising student may avail himself of the opportunity to earn credit by examination. The Subject Examinations differ from the General Examinations in that the former are more closely tied to course content and are intended to cover material that is typical of college courses in these subjects.

The University will allow credit for the College-Level Examination Program (CLEP) under the following conditions:

(a) CLEP General Examinations - 6 semester units of credit for each examination passed with a score of 500 or better. General Education credit is granted.

(b) CLEP Subject Examinations - 3 semester units (term course) to 6 semester units (Year course) of subject credit for each Subject Examination passed with a score of at least 50. A higher passing score may be required by departmental policy for CSUS course equivalency credit. Departmental major and minor requirements to which CLEP Subject Examination credit may be applied are to be determined by departmental policy.

Credit for CLEP examinations successfully passed may be determined either at admission or subsequent thereto, and scores may be submitted to the Admissions Office at any time.

Full details concerning registration, costs, and arrangements for administration of the CLEP can be obtained from the Director of Testing Office.

Alternative III - Credit for Proficiency by Challenge Examination

A student who already possesses, or through independent study is able to acquire, the ideas and concepts of a course can accelerate progress through the University. Credit by Challenge Examination is not treated as part of the student's work load during a regular term, and therefore, does not require a petition for excess study load.

There are presently two types of courses at the University for which a student may receive credit through taking and passing a proficiency examination. Proficiency examinations for both types of courses are prepared, approved, and evaluated by the appropriate academic department and administered by the Testing Office.

(a) California State University, Stanislaus Courses Regularly Offered by Examination
Certain basic courses at the University are offered by examination on a regularly-scheduled basis (e.g. Junior Composition, Health Education, American Government). More will be added in future years. Credit by Examination may be earned in these courses under the following conditions:

1) A special "Challenge Examination" section of the course is listed in the Class Schedule for the term in which credit is sought.

2) The student enrolls in the course for Credit by Examination during a regular registration period.

3) The student takes the examination at the time and place specified, and passes it at a level which the academic department deems to be satisfactory. Grades of Credit (CR) or No Credit (NC) will be awarded.

(b) Challenge of a CSUS Course

A currently-enrolled student who has special preparation because of unusual opportunities and who feels that he has covered the necessary course content, may challenge courses as determined by the department by:

1. securing a Request for Credit by Challenge Examination from the Office of Admissions and Records Office, obtaining the necessary departmental approvals, paying the appropriate examination fee, and filing all copies of the completed request with the Director of Testing Office;

2. taking the Challenge Examination at the time and place specified and passing it at the level deemed satisfactory by the department. Grades of Credit (CR) and No Credit (NC) will be awarded.

Complete instructions for processing the "Request" are contained in the form.

The instructor of any challenged course, after consultation with the student and his academic adviser, will recommend approval or disapproval of the student's request to the Department Chairman. Results of the Challenge Examination will be reported to the Registrar on or before the last day of the Final Examination Schedule in the semester.

**Alternative IV - Passing of Certain Subject Requirements by Examinations**

In cases where a student wishes to satisfy specific requirements (i.e. U.S. Constitution, State and Local Government, etc.) and an appropriate course is not offered by the College, the requirement may be passed by examination under the following conditions:

(a) Special arrangements for preparation of the necessary examination are made with the appropriate academic department.

(b) A Request for Credit by Challenge Examination is completed and the necessary approvals are secured.

(c) The appropriate challenge fee is paid to the Cashier's Office.
Subject credit only is granted for this type of Challenge Examination. An appropriate notation certifying completion of the specific requirement will be placed on the student’s Permanent Academic Record (PAR); academic record.

A specific schedule of dates for all types of Challenge Examinations will be published in the Academic Calendar. These dates will usually fall near the end of the eighth week of each semester. A currently enrolled student who has special preparation because of unusual opportunities and who feels that he/she has covered the necessary course content, may challenge courses as determined by the department by: a) securing a Request for Credit by Challenge Examination from the Office of Admissions and Records, obtaining the necessary departmental approvals, paying the appropriate examination fee, and filing all copies of the completed request with the Testing Office; b) taking the Challenge Examination at the time and place specified and passing it at the level deemed satisfactory by the department. Grades of Credit (CR) and No Credit (NC) will be awarded.

Postbaccalaureate Credit 18/AS/90/EPC approved November 28, 1990

Students must secure the approval of their major advisors and department chairs when requesting post-baccalaureate credit during the term in which they intend to graduate. The Registrar will develop the appropriate form for requesting post-baccalaureate credit. May request postbaccalaureate credit for courses taken in their last semester and not needed to fulfill degree requirements. Forms may be obtained on-line or at the Admissions and Records Office. For more information, consult the University Catalog.

Procedure if Cheating is Discovered (SUAM 3831). If cheating or plagiarism is discovered, instructors should handle the situation as part of their regular classroom responsibilities. In exceptional or difficult cases, instructors should report their findings to their respective department chairs, who will then refer the matter to the Coordinator of Student Discipline for appropriate action (tracking/warning letter or discipline investigation). Contact the Coordinator of Student Discipline at ext. 3144 or see Article 2, Section 41301 of Title 5, California Code of Regulations for additional information.

*note, this is not a policy

Registration

Schedule of Classes. To facilitate academic advising for registration, the Schedule of Classes for Summer/Fall is normally available to students within the first 2 weeks of April, and for Winter/Spring within the first two weeks of November. Students should always be directed to this publication for registration/fee procedures, deadlines, and course offerings.

Registration Options. Students may register during the priority period through the beginning of a term on Stem (Student Telephone Access Network), and last day to Add without an instructor’s signature on the Web Registration System, at the Enrollment Services Admissions and Records Office or Stockton campus during in-person registration periods. See the Schedule of Classes for specific dates.
**Enrollment Census Date.** The enrollment closure Census Date is the twentieth day of instruction for Fall and Spring semesters, and sixth day of instruction for the Winter Term, and normally the tenth day of instruction for summer Session A, and the sixth day of instruction for Session B.

**Class Rosters.** Once registration begins, student enrollment in course sections may be verified on-line using campus BANNER software, or FacWeb via the internet. Official Class Rosters are distributed to departments for faculty distribution one workday before classes begin. The Enrollment Services Office also provides 4 or 5 additional updated rosters through Census Date. Class Rosters are complete and accurate as of midnight before date of issue. Instructors do **not** have authority to allow a non-registered student to remain in the course. An instructor must assume that all non-roster and waitlisted students are **not** yet officially registered in the course and should refer them to Enrollment Services if they can be accommodated, or to STAN the Web Registration System to verify their enrollment.

*not policy, just procedures*