

GRADING/ACADEMIC CREDITS

ADMINISTRATIVE ACADEMIC PROBATION (AAP)

Graduate students are automatically placed on AAP by the university system when their cumulative GPA falls below the minimum GPA of 3.0 required by Title 5, California State Education Code. Upon review, a graduate evaluator will determine if the AAP notation can be removed for students who are advanced to candidacy based on coursework listed on the Petition of Advancement to Candidacy.

Advising Tips

Students should meet with their graduate program coordinator/director for guidance.

Graduate programs may also place a graduate student on AAP for the following reasons:

- Withdrawal from a substantial portion of a program in two successive terms or in any three terms,
- Repeated failure to make progress toward the graduate degree, or
- Failure to comply with an academic requirement or regulation that is routine for all students or for a defined group of students.

Required Paperwork

- Graduate Program sends a letter to the student outlining reasons for AAP with a copy to the DGS office.
- DGS office will update PeopleSoft system to AAP. Administration Academic Probation notation is placed on student's transcript.

DISQUALIFICATION

Students enrolled in graduate programs are required to maintain a minimum 3.0 post baccalaureate cumulative grade point average (GPA) prior to advancement to candidacy. Once students have advanced to candidacy, they must maintain a minimum 3.0 program GPA, which includes only coursework listed on the Petition for Advancement to Candidacy.

Students who do not meet the above criteria will be placed on Administrative Academic Probation (AAP). Effective Fall 2007, students who are placed on AAP for any two semesters will be disqualified from the university.

ACADEMIC DISQUALIFICATION

Graduate students are automatically disqualified by the university system when their postbaccalaureate GPA falls below 2.00. Graduate students who are placed on AAP (Administrative Academic Probation) for any two semesters will be disqualified from the university. Unlike undergraduates, graduate students who are academically disqualified after the posting of semester grades will not be given automatic readmission to the university for the following semester.

- You will need to be prepared for students who may want your support in recommending them for re-admission. Please keep in mind that even with extenuating circumstances, it may not be realistic for academically disqualified students to raise their GPA to the required 3.0.
- The disqualification process automatically places the notation “Academic Disqualification” on the student’s transcript. Before this is done, there is an internal checking process by campus staff to determine that the notation is placed on academic records that truly warrant the entry.
- At the end of each term, automated emails are sent to students informing them of their academic disqualification with a link to the “Petition for Readmission of Disqualified Graduate Student.”
- Programs need to establish a graduate program faculty committee and have a written internal appeals process.
- Timing and deadline dates are to be determined by graduate program faculty and the graduate program coordinator/director.

Note: The graduate program faculty could decide that the timing and availability of faculty will mean that the student will have to wait a semester before the appeal process and decision can be made. If this occurs, the student will need to reapply to Fresno State.

Appeal Process

- Students who choose to petition will need to complete the “Petition for Readmission of Disqualified Graduate Student” and attach a one-page typed appeal explaining the circumstances of their GPA, with supporting documentation if there were extenuating circumstances.
- Students should make an appointment to meet with the graduate program coordinator/director to discuss their situation. You should take this opportunity to review the student’s academic record.
- In some cases there may be extenuating circumstances to warrant a request for retroactive withdrawal. If it is evident that a student failed an entire semester and there were extenuating circumstances, with appropriate and strong supporting documentation and justification, the student should be advised to submit a “Request for Record Adjustment.” A university committee meets every Tuesday to review requests and make decisions. If approved, the adjustment may place the student back into good standing.

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ACADEMIC DISQUALIFICATION (Cont.)

- The graduate program faculty committee will be responsible for making the recommendation on whether the student will be approved or denied readmission. The committee should meet, review the student's petition, and make a recommendation (with conditions if approved) to the graduate program coordinator/director.

NOTE: It is recommended that students not continue to enroll in “new” 200-level courses until they retain the required GPA. It may be possible to allow the repeat of a failed 200-level course with program coordinator/director's approval, but grade substitution is not allowed.

- The decision letter (including conditions if approved) will be sent to the student by graduate program coordinator/director with a copy sent to the Division of Graduate Studies. Graduate program coordinator/directors will need to monitor and follow up on disqualified readmitted students and the conditions that they are expected to meet.
- Graduate students who have been readmitted back to their program after being disqualified will be allowed to continue as long as their term GPA is 3.5 or higher. A cumulative GPA of 3.0 or higher will place the student back into good standing.
- It is most important that graduate program coordinator/director contact and meet with graduate students who are on AAP to ensure that they understand the seriousness of their position and the importance of completing the term with a 3.0 cumulative GPA.

Returning to Fresno State in Academic Disqualification Status

If disqualified graduate students choose not to petition for readmission, leave the university, and at some point reapply to Fresno State, they will be required to submit the “Petition for Readmission of Disqualified Graduate Student” and not the Special Admission process.

PROGRAM DISQUALIFICATION

Graduate Programs may request that students be disqualified from graduate programs for other reasons not related to GPA.

Required Paperwork

- Graduate program sends a letter to the student outlining reasons for disqualification from the graduate program with a copy to the DGS office.
- DGS office will update the PeopleSoft system. A notation, “Disqualified From Graduate Program,” is placed on student's transcript.

CREDIT/NO CREDIT GRADING (CR/NC)

A limited number of CR-graded courses may be used toward a graduate degree program. “CR/NC graded only” coursework is identified by classnote 14 in the *Class Schedule*.

- A maximum of 6 CR-graded units may be included on a 30-unit program.
- A maximum of 12 CR-graded units may be included on a 60-unit program.
- Some programs do not allow any CR-graded coursework to be counted toward the degree.

CONTINUING EDUCATION ENROLLMENT (EXTENSION)

On rare occasions, a graduate degree student may use a limited number of extension courses toward the degree. Conditions for enrollment include:

- Students must have special permission from the graduate coordinator/director;
- the purpose of enrollment may not be to bypass the university fee structure;
- a maximum of 9 units, including any other transfer work, may be used on a 30-unit program; and
- 300-level courses may not be used to satisfy requirements toward the graduate degree.
- Students who have been disqualified from the university may not enroll in 200-level coursework through Extension.

INCOMPLETES

- All courses must be completed prior to the final day of the semester or term when a student expects to graduate.
- “T’s,” “RP’s,” and “RD’s” are types of incomplete grades.
- A student with an “I” (Incomplete grade) in a course cannot re-enroll in that course. The student must either earn a grade or wait a year for the grade to convert to an “IC.” An “IC” is a failing grade.

REPETITION OF COURSES/GRADE SUBSTITUTION

Students pursuing a graduate degree program may repeat a course; however, grade substitution is not allowed.

REQUIRED GPA

Graduate degree students must meet the following grade point average requirements:

- For university admission, a 2.5 (see “Admissions” [Section F of this handbook])
- For achievement of Classified Standing, a minimum 3.0 postbaccalaureate GPA is required.
- For Advancement to Candidacy, a 3.0 minimum on all coursework listed on his or her “Petition of Advancement to Candidacy.” No courses with grades below “C” may be listed on the student’s advancement petition.
- For graduation with distinction, a minimum 3.9 on all coursework listed on the “Petition of Advancement to Candidacy.”

For details, see the *General Catalog*.

RETROACTIVE WITHDRAWALS

Students unable to withdraw from a course within the allotted time period for withdrawals due to extenuating circumstances or university error may file a “Request for Record Adjustment” form (available on the Admissions, Records, and Evaluations (ARE) office Web site, <www.csufresno.edu/are/forms.shtml>). The form must be completed with justification for request, required signatures (instructor, graduate program coordinator/director, and Dean of the Division of Graduate Studies), and attached supporting documentation prior to submitting to the ARE office, Joyal Administration Building, room 106. Students will be notified of the committee’s decision.

SUMMER ENROLLMENT

Students applying for the degree to be granted in the summer term must be enrolled (see also Continuous Enrollment in this handbook).

UNDERGRADUATE ENROLLMENT IN 200-LEVEL COURSES

Last-semester undergraduate seniors wanting to enroll in 200-level courses must meet all criteria listed on the “Undergraduate Petition to Enroll in Graduate (200-Level) Courses” form, available from the Division of Graduate Studies and online on the DGS Web site under the “Forms” link. At the time that the petition is approved, the department will be notified and a permission number can then be issued to the student, so that they may add the course(s). Permission numbers **may not** be issued prior to the approval of the petition.

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