

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
Office of the Chancellor  
5670 Wilshire Boulevard  
Los Angeles, California 90036

Date: December 16, 1974

To: Presidents

From: H. E. Brakebill *HE Brakebill*  
Executive Vice Chancellor

Subject: Academic Renewal, Executive Order No. 213

Enclosed are five (5) copies of Executive Order No. 213 implementing academic renewal policies adopted by the Board of Trustees November 26, 1974. Both the Board and the Chancellor have indicated that this policy is to be implemented in a manner which does not erode academic standards and quality. Extreme care should be taken in establishing campus procedures to ensure that the intent of the program is upheld.

Careful record of actions taken under this Executive Order should be maintained since periodic reports will be required.

HEB:mb  
Enc.

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Distribution: Vice Presidents, Academic Affairs  
Deans of Students  
Deans, Directors of Admissions  
Registrars  
Chancellor's Staff

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5670 Wilshire Boulevard  
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December 16, 1974

ACADEMIC RENEWAL  
Executive Order No. 213

This Executive Order is issued pursuant to Section 40402 of Article 5 of Subchapter 2, of Chapter I, of Part V of Title 5, of the California Administrative Code and is effective immediately.

I. Repetition of courses: In computing grade point averages required for graduation with a baccalaureate degree, units attempted, units passed (if any) and grade point (if any) for previous attempts shall be excluded when the following conditions are met:

1. The student formally requests permission to repeat the course(s).
2. The request is in compliance with such additional requirements and limitations as the campus may establish.
3. The request is approved by a campus official designated by the President.

In the case of a course completed at another institution, repetition may be accomplished by complying with the above requirements with regard to a course offered by the campus which is determined by the approving official to be essentially equivalent to that course.

III. Removal of previous term(s) work from degree consideration: Under certain circumstances, the campus may disregard up to two semesters or three quarters of previous undergraduate coursework taken at any college from all considerations associated with requirements for the baccalaureate degree. These circumstances are:

1. The student has requested the action formally and has presented evidence that work completed in the term(s) under consideration is (are) substandard and not representative of present scholastic ability and level of performance; and
2. The level of performance represented by the term(s) under consideration was due to extenuating circumstances; and

3. There is every evidence that the student would find it necessary to complete additional units and enroll for one or more additional terms in order to qualify for the baccalaureate if the request were not approved.

Final determination that one or more terms shall be disregarded in determination of eligibility for graduation shall be based upon a careful review of evidence by a committee appointed by the President which shall include the Vice President for Academic Affairs and consist of at least three members. In the case of the Consortium, the Committee shall include the State University Dean of Academic Affairs. Such final determination shall be made only when:

1. Five years have elapsed since the most recent work to be disregarded was completed; and
2. The student has completed at the campus since the most recent work to be disregarded was completed, 15 semester units (22 quarter units) with at least a 3.0 GPA, 30 semester units (45 quarter units) with at least a 2.5 GPA, or 45 semester units (67 quarter units) with at least a 2.0 GPA. Work completed at another institution cannot be used to satisfy this requirement.

When such action is taken, the student's permanent academic record shall be annotated so that it is readily evident to all users of the record, that no work taken during the disregarded term(s) even if satisfactory, may apply toward baccalaureate requirements. However, all work must remain legible on the record ensuring a true and complete academic history.

III. Admission from other colleges: In the cases of admission from other colleges where course repetition and removal of work from degree consideration has occurred, the following procedures shall be utilized:

1. Repeated courses: The policy of the college where the course was repeated shall be followed. If it is not possible to determine the nature of such policy, the policy of The California State University and Colleges shall be followed.
2. Removal of previous work from degree consideration: If another college has acted to remove previous work from degree consideration, such action shall be honored in terms of its policy. However, elimination of any work

in a term shall reduce by one term the one-year maximum on work which may be disregarded at the college to which the applicant seeks admission.

Dated: December 16, 1974



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Glenn S. Dumke  
Chancellor

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Academic Renewal