
ACADEMIC PROCEDURES AND REGULATIONS

ADMINISTRATIVE GRADING SYMBOLS

The Following Lists Changes and Additions in Administrative Grading Symbols Effective Fall Quarter 2002:

- “I” (Incomplete Authorized). The “I” grade is assigned when a student is unable to complete all coursework within the required time period. The “I” grade must normally be made up within one calendar year immediately following the end of the term during which it was assigned. The “I” grade will be converted to an “IC” if within one calendar year the faculty member has yet to assign a specific letter grade. The “I” replaces the “IN” grading symbol effective Fall Quarter 2002.
- “IC” (Incomplete Charged). The “IC” symbol may be used when a student who received an authorized incomplete “I” has not completed the required course work within the allowed time limit. The “IC” grade replaces the “I” and is counted as a failing grade for grade point average and progress point computation.
- “RP” (Report in Progress). The “RP” symbol is used in connection with courses that extend beyond one academic term. It indicates that work is in progress but that assignment of a final grade must await completion of additional work. Work is to be completed within one year except for graduate degree theses.
- “WU” (Withdrawal Unauthorized). The “WU” symbol indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average and progress point computation this symbol is equivalent to an “F”.

AUDITING COURSES

Enrollment as an auditor can be approved by the class instructor only after students eligible to enroll on a credit basis have had an opportunity to do so. Students who registered for other classes may add classes *for audit only* by special arrangement with the class instructor. Regular add procedures do not apply. Students must submit a *program change* form, approved by the instructor *for audit*, at Administration 146. No entry of audited courses is made on student study lists, grade reports, or transcripts.

CAMPUS IDENTIFICATION NUMBER (CIN):

Effective Summer 2003 the current Student Identification Number (SID) was replaced with a new Campus Identification Number (CIN). All CSULA students were issued and required to use their new CIN effective Summer Quarter 2003.

The CIN is the primary key for identifying your academic records and for receiving services on campus, including course registration and all the personalized self-services available on the Golden Eagle Territory (GET) website (<https://get.calstate-la.edu>). Students with a photo on file in the Golden Eagle

Card Office will receive a new Golden Eagle Identification Card in the mail with their new CIN. Students who do not have a photo on file must obtain their new card in person at the Golden Eagle Card Office. There is no charge for replacing your current ID card.

CHANGE OF MAJOR OR OBJECTIVE

Students pursuing an *undergraduate academic degree* or a *credit certificate program* who select or change their degree and/or major objective after admission to Cal State L.A. are required to file a *Request for New Undergraduate Major* form available in Administration 146. Students who are pursuing a master’s degree or a credential are required to initiate any change in their major department or division office. Changes in degree or major objectives will go into effect the following quarter from when the request is submitted. *All students are responsible for having personal copies of transcripts from all other colleges attended available for advisement in the new major department/division.*

COMPREHENSIVE EXAMINATIONS

Comprehensive examinations carry the course number 596 in each department and division that offers them. Graduate students whose programs require a comprehensive examination must obtain major department/division approval, pay a \$10 examination fee, and complete all registration procedures for the quarter in which they wish to take the comprehensive examination. The fee must be paid each quarter the comprehensive examination or any portion thereof is attempted. No other registration fees are required when students register *only* for the comprehensive examination, and students are not entitled to the same privileges and services as students enrolled in regular classes. Comprehensive examination results are posted on students’ permanent record cards and appear on official transcripts.

CONCURRENT ENROLLMENT WITHIN CSU

The CSU intrasystem concurrent enrollment program allows students in good standing to enroll at more than one CSU campus concurrently, provided certain academic requirements are met and full registration fees are paid at the home campus. For information about requirements and procedures, inquire at Administration 409.

CREDENTIAL APPLICATION PROCESSING

Cal State L.A. charges a \$65 nonrefundable fee to cover part of the expenses of processing admission and credential applications. This fee is assessed in addition to, and separate from, the \$55 fee charged by the California Commission on Teacher Credentialing. For additional information, contact the Charter College of Education, Office for Student Services, King Hall D2078, or call the office at (323) 343-4320.

ENROLLMENT IN 500-LEVEL COURSES

Classified graduate standing or its equivalent is prerequisite to enrollment in all 500-level courses and receipt of credit for such courses toward advanced degrees. For authorized exceptions, consult the appropriate school graduate dean or refer to “*Admission to 500-Level Courses*” and “*Graduate Credit for Undergraduate Students*” in the latest *General Catalog*.

ACADEMIC PROCEDURES AND REGULATIONS (continued)

EXCLUSION FROM CLASS

Instructors establish rules for their classes at the first meeting; attendance at that meeting therefore is most important. Instructors may drop absentees to admit other students in accordance with department or division policy. Instructors also may drop students who are ineligible to take the course. If instructors choose to drop students, they must submit drop lists to the registrar by the no-record drop deadline. Students will be dropped without record of enrollment by the registrar upon receipt of the drop list initiated by the instructor or as a result of a student-initiated drop during the no-record drop period.

In courses that meet only once a week and that have a scheduled break period, students shall be deemed to be absentees if, by the end of the break period of the first class meeting of the quarter, they have failed to appear or failed to communicate to the instructor their intent to attend. In all other courses, students shall be deemed to be absentees if they have failed to appear or have failed to communicate to the instructor their intent to attend by the scheduled end of the first class meeting of the quarter.

Enrolled students who are denied admission to a class must follow regular drop procedures. Failure to drop a class officially will result in a grade of *U*, which is computed as an *F* in the student's grade point average.

GRADE REPORTS

Grades are assigned by the faculty member. Grades are described in the section on the grading system in the University General Catalog. Grades are submitted to the Records Office two working days after the end of final examination week. Quarter grades should appear on the GET website approximately 5 days following the final examination period. To reconcile a suspected error, submit a discrepancy report form at Admin. 146 within the following quarter. Any student who wishes to grieve an assigned grade should refer to "*Student Conduct: Rights and Responsibilities*" in the latest General Catalog.

When faculty members assign an Incomplete grade they must specify the work required to complete the course and the grade that will result based on the grade for the work that is to be completed. This is specified on a form which the faculty member and student are to sign when the Incomplete grade is given. An Incomplete grade may be removed by completing the outstanding work within one calendar year following the end of the quarter in which it was assigned unless the time has been extended by the Undergraduate Studies Subcommittee or the Graduate Studies Subcommittee, as appropriate, for contingencies such as military service or health problems of an incapacitating nature verified by a physician's statement. Upon completion of the required work the faculty member will determine the final grade, based upon the signed form, and submit it on a grade change form.

When a faculty member is not able to submit a grade due to circumstances beyond the student's control an RD is assigned

by the University Registrar. When the circumstances have been addressed, the faculty member submits the assigned grade on a grade change form. The RD on the student's record is then replaced by the grade assigned.

LEAVE OF ABSENCE

Students may petition for a leave of absence for reasons such as professional or academic opportunities, like travel or study abroad, employment related to educational goals and major fields of study, or participation in field study or research projects; medical reasons, including pregnancy, major surgery, or other health related situations; and financial reasons, such as the necessity to work for a specified period in order to resume study with adequate resources. Undergraduate students may request a leave for no fewer than 3 and no more than 8 quarters. Graduate students are granted a leave for a maximum of 4 quarters, subject to renewal. Continuing students' allowed absence of 2 quarters is included in these maxima.

MODERN LANGUAGE READING EXAMINATION

The Modern Language Reading Examination is included in Modern Language courses listings as Modern Language (ML) 901. Graduate students whose programs require that they pass the examination must obtain permission from the Department of Modern Languages and Literatures and pay a \$10 examination fee when they register for the examination. The fee must be paid each quarter the examination is attempted. No other registration fees are required when the student registers only for the Modern Language Reading Examination, and students are not entitled to the same privileges and services as students enrolled in regular classes. Modern Language Reading Examination results are posted on students' academic record and appear on official transcripts. This exam is not given during summer quarter.

REPEATING COURSES

Unless otherwise indicated in the description of a particular course in this catalog, students may not repeat for credit any course they have already completed with a grade of C (2.0 grade points) or higher nor may they, in any case, receive units earned more than once for each passing attempt.

REPEATING COURSES FOR GRADE SUBSTITUTION

Effective Fall 1996, students who are pursuing a baccalaureate may repeat a course one time for purposes of grade substitution if the grade of record is below a C (2.0 grade points). This procedure is limited to a maximum of 20 quarter units. All repetitions must be done at CalState L.A., either in matriculated status or through Extended Education or Open University. Grade substitution is the circumstance in which the new grade replaces the former grade in terms of the calculation of GPA, etc. Repeating courses under this policy does not result in the removal of the original record and grade from the transcript. Grade substitution shall not be applicable to courses for which the original grade was the result of a finding of academic dishonesty.

ACADEMIC PROCEDURES AND REGULATIONS (continued)

College of Engineering and Technology

Effective Fall Quarter 1990, students majoring in Engineering may repeat a course taken at Cal State L.A. within the previous five years once for purposes of grade substitution, including courses used on the major department evaluation (MDE), to a maximum of 20 quarter units, as stated in the all-University policy. However, Engineering majors who have repeated courses prior to Fall Quarter 1990 may not count those courses retroactively for grade substitution. For further information, contact the Engineering Information Center, E&T A242.

School of Nursing

School of Nursing regulations require special approval for course repetitions. For grade substitution purposes, repetitions are limited to one per course for major and prerequisite courses.

REQUESTING REMOVAL OF WORK FROM DEGREE CONSIDERATION

Under certain circumstances, up to two semesters or three quarters of previous undergraduate course work taken at any college may be disregarded from all considerations associated with requirements for the baccalaureate. Detailed eligibility and procedural information is provided in the University catalog. The basic criteria are listed below:

- Five years must have elapsed since the completion of the most recent work to be disregarded;
- Any previous removal of work from degree consideration must be included in applying the limits on work that may be disregarded;
- Since completion of the work to be disregarded, students must have maintained the following grade point average at Cal State L.A. at the time of petition:
 - 3.0 for students with 22–44 quarter units completed
 - 2.5 with 45–66 units completed
 - 2.0 with 67 or more units completed
- There must be evidence that the student would find it necessary to complete additional units and enroll for one or more additional quarters to qualify for the baccalaureate if the request was not approved.

Students are advised that they may file a petition to disregard undergraduate course work as described above if their grade point average is lower than a C (2.0) in general education, the major, or overall college units attempted (a condition preventing them from qualifying for the degree) and they meet all of the above criteria and conditions.

WITHDRAWAL FROM COURSES

Within the first seven days of the quarter, students may withdraw from any course with no record of the individual course withdrawal on their permanent academic record. After the “no-record drop” deadline, students may withdraw with a W grade from any course, but only for serious and compelling reasons. These requests are granted only with the approval of the instructor and the department/division chair on program change forms that must be submitted to

Administration 146. Beginning in Fall 2009, undergraduate students will be limited to no more than 28 quarter-units of “W” grades. Grades of “W” assigned prior to Fall 2009 will not apply to the 28 quarter-units limit. Withdrawals during the final three weeks of instruction are permitted only when the cause of withdrawal (such as accident or serious illness) is clearly beyond the student’s control and assignment of an I (Incomplete) is not practicable. Ordinarily, such withdrawals also involve total withdrawal from the University, except that CR (credit) or I (Incomplete) may be assigned for courses in which the student has completed sufficient work to permit an evaluation. Requests to withdraw under these circumstances are handled as described above, except that such requests must also be endorsed by the dean of the college. Withdrawals during the final three weeks of instruction are not counted toward the maximum 28 quarter units of “W” allowed.

WITHDRAWAL FROM THE INSTITUTION OR CANCELLATION OF REGISTRATION

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term are required to follow the university’s official withdrawal procedures. Failure to follow formal university procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on canceling registration and withdrawal procedures is available at Administration 146 or by writing a personal request to the Office of Enrollment Services.

Students who receive financial aid funds must consult with a financial aid officer prior to withdrawing from the university regarding any required return or repayment of grant or loan assistance received for that academic term or payment period. If a recipient of student financial aid funds withdraws from the institution during an academic term or a payment period, the amount of grant or loan assistance received may be subject to return and/or repayment provisions.