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Undergraduate Student Advising Handbook

For Faculty, Instructors and Staff

University Regulations and Guidelines

California State University
Northridge

College of Engineering
And
Computer Science

Last reviewed – May 2004

Preface

This booklet was prepared to consolidate University rules and regulations that apply to all students at California State University, Northridge and the special requirements that apply to majors within the College of Engineering and Computer Science. It is intended as a handy reference guide for instructors, advisors, students, and other interested parties.

This booklet has been compiled from official State University documents prioritized according to:

1. CA Code of Regulations: Title 5 - Education Code
2. Executive Orders
3. Current Schedule of Classes (Spring 2004)
4. Current General Catalog (2002-2004)

Lists and links to web based documentation are provided for supplemental information.

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Appendix I – Superseded EPT exemption requirements.

- a score on the CSU English Equivalency Examination that qualifies a student for "Pass for Credit" or "Exemption" prior to July 1993. There are two passing levels: 1) high enough to exempt them from the EPT with no university credit or 2) higher still to be exempt and earn 6.0 units of university credit for ENGL 155 and ENGL 255.
- a score of 470 or above on the verbal section of the College Board Scholastic Aptitude Test (SAT) taken prior to March 1994
- a score of 470 or above on the verbal section of the College Board SAT I¹ Reasoning Test taken between March 1994 and March 1995. If taken after March 1995, see footnote.
- a score of 22 or above on the American College Testing (ACT) English Usage Test taken prior to October 1989
- a score of 600 or above on the College Board Achievement Test¹ in English Composition with essay taken prior to January 1994
- a score of 600 or above on the College Board SAT II¹¹ Writing Test taken between January 1994 and March 1995. If taken after March 1995, see footnote.
- a score of 660 or above on the College Board SAT II¹ Writing Test taken on or after April 1, 1995.

¹¹ The College Board SAT and Achievement Tests were replaced by SAT I and SAT II, respectively, beginning March 1994. Beginning April 1, 1995, the SAT I and SAT II exams are scored on a new scale

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General Education Requirements

For all students in engineering and computer science the following sections of general education requirements are automatically satisfied by their majors:

Subsection A.2 – Critical Reasoning (3 units)

Subsection A.3 – Mathematics (3 units)

Section B – Natural Sciences (9 units)

Section E – Applied Arts and Sciences (4 units)

For all engineering students (but not computer science students) the following is also automatically satisfied by the major:

Section D – Social Sciences (3 of the 9 units are satisfied)

All other general education sections as well as Title 5 (Government/U. S. History) requirements must be satisfied.

9 units must be in upper division GE (300 level and above) from two different sections **TAKEN NO SOONER THAN THE SEMESTER IN WHICH JUNIOR STANDING (60 UNITS) IS BEING ACHIEVED.**

The number of units that must be satisfied are:

A.1 - 3 units

A.4 - 3 units

C - 9 units (3 units from each subsection)

D - 6 units (9 units for CS majors; from at least two disciplines)

F - 9 units (3 units from each subsection)

Title 5 – 6 units

[Name Change Request Form](#)

Complete form and submit with valid photo ID. NOTE: If you have applied for graduation, your last name and first name on your diploma must be the same as your current name on record.

[Petition - Undergraduate](#)

Students seeking to appeal regulations other than course requirements in their major or minor. (\$10 processing fee). Instructions (Page 1) and Petition Form (Page 2).

[Redirect \(Transfer of Admission Application to another CSU campus\)](#)

For students who have been accepted for consideration at one CSU campus, but now want to be considered by another CSU campus (same term only).

[Refund Application](#)

Consult current schedule of classes for refund deadlines.

[Substitution or Waiver - Undergraduate](#)

Students who have applied for graduation may alter their departmental evaluation with approval from their major department.

[Talented Senior Application](#)

Talented High School Program Application Form.

[Transcript Request - CSUN](#)

Transcripts of courses taken at CSUN are issued only with the written request of the student concerned.

[Unofficial "Student" Transcript](#)

Using your student ID# and PIN number, you can view and print your unofficial transcript.

Incomplete Request	An incomplete may be assigned when a portion of the required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit.
International Student Financial Affidavit with Bank Verification of Funds	Necessary for all F-1 (Certificate of Eligibility for Nonimmigrant - FormI-20) and J-1 (Certificate of Eligibility for Exchange Visitor-Form IAP-66) applicants.
Intrasystem Concurrent Enrollment Application	Allows students to enroll in their classes at CSUN and at another CSU campus simultaneously. (Not approved for winter quarter)
Intrasystem Visitor Enrollment Application	Allows student to visit another CSU for one term without going through formal application process.
Investigation of Suspected Academic Program or Record Error	If you feel there is an error on a Change of Program Form or on your academic records, complete this form and submit to A&R.
Letter Request	Admissions & Records may accommodate a request for letter when students have a special need that is not met by a standard university document.
Major or Minor Change or Declaration	Currently enrolled students may change their major and/or minor with departmental approval. Students who intend to change their major should consult their advisors in order to determine how the change could affect the completion of their general education requirements.
Master's Degree and Diploma Application	Apply for graduation during the semester immediately preceding the semester in which degree conferred. (\$30 processing fee)
Master's Graduation and Diploma Date Change	If you have applied for graduation within the last two years and need to change your graduation date. (\$8 processing fee)

Mathematics and English Proficiency

Executive Order 665 mandates that all entering CSU undergraduates (freshmen and transfer students) must demonstrate proficiency in Mathematics and English. This applies to all students who enter the CSU in or after the Fall term 1998. If not otherwise exempt students must take the Entry-Level Mathematics placement examination (ELM) and English Placement Test (EPT) after admission and before enrollment in the CSU. Transfer students not otherwise exempt who enroll with 56 or more transferable semester units must complete the EPT only if they are subject to the 1986-87 or later campus catalog.

All students subject to the degree requirements of the 1977-1978 or subsequent general catalogs must demonstrate competence in writing skills at the upper division level. This applies to students seeking their first or subsequent (if not already satisfied) baccalaureate degrees. This is the Graduation Writing Assessment Requirement (GWAR). The Northridge campus satisfies this requirement with the Upper Division Writing Proficiency Examination (UDWPE). Graduate students shall demonstrate writing proficiency that is no less than the level required for GWAR certification at the baccalaureate level prior to the award of the degree.

Check the current Schedule of Classes for Registration Deadlines, Testing dates and locations for the EPT, ELM, MPT and CPT exams. Information is also available on line at: <http://www.csun.edu/testing/>

Writing Requirements

English Placement Test (EPT)

Passing = minimum total score of 151 or a minimum essay score of 8

EPT Exemptions (must show proof). Current regulations appear below. Students who satisfied requirements prior to the dates indicated should be advised according to the prior requirements in effect at the time. These details appear in Appendix I on page 11 of this booklet.

- a score of 3, 4, or 5 on either the Language and Composition or the Composition and Literature examination of the College Board Advanced Placement program
- a score of 24 or above on the enhanced ACT English Test taken October 1989 or later
- a score of 550 or above on the verbal section of the College Board SAT I¹ Reasoning Test taken on or after April 1, 1995, or
- a score of 680 or above on the College Board SAT II¹ Writing Test taken on or after May 1, 1998.
- For transfer students, completion and transfer to the CSU of a college course that satisfies the General Education requirement or the Intersegmental General Education Transfer Curriculum (IGETC) written communication requirement, provided such a course was completed with a grade of C or better.

Cross Enrollment	Undergraduate students enrolled in the CSU may enroll at a campus of either of the other systems on a space available basis. (Specific policies and procedures for eligibility on Page 2).
CSU Reclassification Request	Student's may request a reclassification of residence.
CSU Residence Questionnaire	Completing this form will ensure proper determination of your residence status for tuition purposes pursuant to Education Code Section 68041. You may submit additional information that you believe will establish your California residence.
DARS review request	Used to initiate a review on current DARS (Degree Audit Reporting System)
Demographic Information Change	Used to correct demographic information (Social Security # and Date of Birth).
Disqualification Reinstatement (Graduate)	Disqualified graduate students may submit this form requesting reinstatement.
Disqualification Readmission Undergrad Packet (PD Form)	Previously disqualified undergraduate and second bachelor students may submit this form along with transcripts of any courses completed at another college or University for review by the Academic Standards Board.
Duplicate Diploma	Student's may request a duplicate copy of their diploma. (\$8 processing fee)
Extension of Time to Remove Incomplete Request	Submit PRIOR to the end of the calendar year which follows the original assignment of the incomplete.
Extra Unit Authorization	Approval for extra units (over 19 for students in good standing), obtain approval of your department Chair or advisor.

Admissions and Records Forms

(ref:<http://www.csun.edu/anr/forms/pdf/formslst2.htm>)

[Address Correction or Change](#)

You may update your address on line at: <http://my.csun.edu> OR by printing and submitting this form to A&R.

[Application Fee Waiver & Certification of United States Citizenship or Immigration Status](#)

Admission Application Fee Waiver form (Page 1)
Certification of United States Citizenship or Immigration Status form (Pg 2).

[Baccalaureate Degree Candidate Information](#)

Information on applying for baccalaureate degree, minors and second baccalaureate degrees.

[Bachelor's Degree and Diploma Application](#)

Undergraduate students expecting to graduate within the next two years, should submit this form along with a departmental evaluation from your major department. (\$30 processing fee)

[Bachelor's Graduation and Diploma Date Change](#)

Undergraduate students who have already applied for graduation may change their date by submitting this form. (\$8 processing fee)

[Change of Objective for Graduate Students](#)

Continuing students in either Post baccalaureate or Graduate status may change their objective and seek admission to a new degree program.

[Change of Schedule Petition](#)

Change of Schedule Petition form is to be used to add or drop a class. Refer to the Schedule Adjustment and Withdrawal Approval Authorization Chart for instructions on when to use this form. (Note: This form replaces the Change of Program form.)

[Confidentiality Hold on Student Records](#)

Students may request that a confidentiality hold be placed on their student records.

English course enrollment

EPT Score	Course
Exempt or score of 151 or above	Any 155 developmental writing or freshman composition course (See LDWR section)
142 – 150	098 – developmental writing
141 or below	097 – developmental reading

Lower division writing requirement (LDWR)

Prerequisite: English Placement Test (EPT)

Must be completed no later than the semester in which 45 units are completed. Transfer students with more than 35 units who have not completed the LDWR MUST DO SO within the first semester of residence. The requirement may be met by:

1. Completing CH S 155, ENGL 155, or PAS 155
2. Passing a course equivalent to one of those above at a community or four year college
3. Receive a satisfactory score on the English Equivalency Examination (Appendix I) or the Advanced Placement Test (3, 4 or 5 on either the Language and Composition or the Composition and Literature examination)

Upper Division Writing Proficiency Examination (UDWPE)

Students who have completed 56 units and have met the lower division writing requirement shall be required to take an essay examination. Students are encouraged to take the UDWPE as early as possible but no later than the semester in which 90 units are completed. An advisement hold may be placed on subsequent registrations if the above condition is not met. Writing competence certification is transferable among CSU campuses. The test is scheduled 5 times per year and the dates are published in the Schedule of Classes.

The test is graded on a scale of 0 – 12. 8.0 is a passing score. Students who fail are permitted to retake the test. After the first two unsuccessful attempts to pass the test writing deficiencies must be corrected such as completion of an appropriate course in writing (e.g., ENGL 208, ENGL 305, JOUR 110).

Students planning on graduating in a particular term must take the test and successfully pass it at least six weeks prior to the end of the term.

90	CSU	3/23/70	Admissions - Nonresident Undergraduate Upper Division Transfers - Grade Point Average	No Prior EO
89	CSU	3/3/70	Nonresident Tuition - Designation of Residence Determination Dates for 1970-71	Revised by EO 118
88	CSU	2/23/70	Admission of "Exceptions" and Disadvantaged Students	Terminates EO 54
79	CSU	9/26/69	Individual Faculty Obligation to Meet Classes	No Prior EO
77	CSU	9/22/69	Time of Collection of Tuition and Materials and Service Fees	No Prior EO

405	CSU	11/15/82	Graduation Requirements in United States History, Constitution and American Ideals	No Prior EO
366	CSU	11/1/81	Evaluation of Nontraditional Credits and Grades in Determining Eligibility for Admission	Supersedes EO 210
365	CSU	11/1/81	CSU Credit by Evaluation	Supersedes EO 271; Revised Addendum 9/89; Revised Addendum 6/93
213	CSU	12/16/74	Academic Renewal	No Prior EO
191	CSU	1/18/74	Transfer of Extension Credit	Supersedes EO 172
181	CSU	8/28/73	Provisions for Extension and Summer Sessions Independent Study Programs Involving Foreign Travel	No Prior EO; See EO 165
167	CSU	1/26/73	Transfer of Credit	No Prior EO
160	CSU	9/27/72	Enrollment Quotas and Determination of Priority	Supersedes EO 135; Superseded by EO 273 as it pertains to locally impacted programs and impacted campuses (undergraduate)
124	CSU	6/14/71	Waiver of Application Fee for Students Who Transfer Only for the Summer Quarter	No Prior EO
118	CSU	12/16/70	Nonresident Tuition - Designation of Residence Determination Dates for 1971-72	Revises EO 89 (Summer Quarter 1971); Revised by EO 139

Mathematics Requirements

All first time freshmen need to be tested so that they can take the appropriate mathematics courses at CSUN. The two basic tests are:

1. Entry-Level Mathematics placement test (ELM)
2. Mathematics Placement Test (MPT)

Prospective students should take both the ELM and MPT tests at the earliest possible opportunity. This is to ensure that the results will be available in time for registration in the appropriate courses. The combination of the two tests determines your entry level mathematics sequence. First time freshmen must take the MPT to be eligible for Math 150A (Calculus I) regardless of their ELM core or their SAT Math score.

Entry-Level Mathematics placement examination (ELM)

Passing = 50¹

All new undergraduate students must take the examination or be exempted from it before enrolling in a course that satisfies the college level mathematics requirement of the CSU General Education program. Students entering CSUN are required to register for and take the ELM by the end of their first semester, unless they receive an exemption. However, to avoid delays in enrolling in classes, students (especially engineering and computer science majors) are urged to take the ELM examination **before their first semester**, unless they are exempt. Fall registration for classes begins in the middle of May and Spring registration usually begins in late November or Early December.

¹ Note – the passing score for tests taken before 4/92 is 550.

Entering students are exempt from taking the ELM if they present proof of one of the following:

- A score of 3 or above on the College Board Advanced Placement mathematics examination (AB or BC)
- A score of 550 or above on the mathematics section of the Scholastic Aptitude Test (SAT-Math)
- A score of 24 or above on the ACT Mathematics Test (taken prior to October 1989)
- A score of 25 or above on the ACT Mathematics Test (taken October 1989 or later)
- A score of 550 or above on the College Board Mathematics Achievement Test, Level 1 or Level 2
- For transfer students, completion and transfer to the CSU of a college course that satisfies the General Education-Breadth Requirement or the Intersegmental General Education Transfer Curriculum requirement in Quantitative Reasoning, provided such course was completed with a grade of C or better.

734	CSU	Summer 2000	Fee Waivers of CA Residents of 60 Years or Older	Supersedes EO 600
706	CSU	Summer 1999	Residence Determination Dates Commencing Fall 1999	Supersedes 215
665	CSU	Fall 1998	Determination of Competence in English and Mathematics	Supersedes EO 514 and EO 582
628	CSU	9/30/94	Student Disciplinary Procedures for the California State University	Supersedes EO 148
611	CSU	10/27/93	Delegation of Authority to Approve Fee Waivers for Graduate Students Employed as Graduate Assistants or Teaching Associates	No Prior EO
595	CSU	11/25/92	Graduation, Requirements for General Education - Breadth Requirements	Supersedes EO 338 and EO 342
586	CSU	3/1/92	Delegation of Authority to Impose Discipline	Supersedes EO 398
563	CSU	1/1/91	Impacted Programs (Undergraduate)	Supersedes EO 319
523	CSU	3/25/88	Modified Eligibility Indices for Admission	Supersedes EO 500
461	CSU	7/8/85	Waiver and Reduction of Fees for High School Students Participating in Special CSU Programs	Supersedes EO 314 and EO 397 in part; Superseded by EO 661; Reinstated by E.O 832
432	CSU	2/29/84	Additional Points for Grades in Secondary School Honors	No Prior EO
413	CSU	1/31/83	Admission of Adult Applicants	No Prior EO

Executive Orders (EO)

The following table reflects executive orders pertinent to advising and student academic issues. Included are those administered system wide as well as those specific to the Northridge campus (if relevant).

(ref:<http://www.calstate.edu/EO/>)

EO No.	Campus	Date Effective	Title	Notes
903	CSU	October 1, 2004	Electronic Admission Application Submission and Processing of Applications to Closed or Impacted Admission Categories	Supersedes EO 881 and 673
899	CSU	April 9, 2004 - September 30, 2004	Summer 2004 Special Session Fee	No Prior EO
832	CSU	July 19, 2002	Waiver and Reduction of Fees for High School Students Participating in Special Programs	Reinstates EO 461
831	CSU	July 19, 2002	Nonresident Tuition Increase	No Prior EO
823	CSU	May 29, 2002	Minimum Requirements for Probation and Disqualification	Supersedes EO 393
796	CSU	January 1, 2002	Privacy and Personal Information Management Student Records Administration	Supersedes EO 382
792	CSU	September 1, 2002	Grading Symbols, Assignment of Grades, and Grade Appeals	Supersedes EO 268 and 320
740	CSU	4/13/00	Student Fee Policy	Supersedes EO 661

Math Placement Test (MPT)

The MPT is used in addition to the ELM to determine math course enrollment eligibility. It must be taken in the year preceding enrollment in certain math courses. Students can not register for first semester calculus unless they have passed both parts of the MPT. Part I consists of questions on intermediate algebra. Part II consists of questions on trigonometry and advanced topics from intermediate algebra (precalculus).

Mathematics enrollment matrix

The following tables apply to students with ELM tests taken on or after March 23, 2002

ELM score	Math enrollment sequence
0-33	Math092→Math093→Math102→Math104→Math150A
34-49	Math093→Math102→Math104→Math150A

ELM scores above 49 requires MPT tests for placement evaluation

ELM score	MPT I score	MPT II score	Math enrollment sequence
>49 or ELM exempt	< 27 or not taken	Not taken	Math102→Math104→Math150A
	≥ 27	< 24	Math105→Math150A
	≥ 27	≥ 24	Math150A

Chemistry placement test (CPT)

All engineering majors and some computer science majors are required² to take CHEM 101/L. Students planning to enroll in CHEM 101/L must satisfy one of the following requirements prior to registration in that course³:

- Score of 40 or greater on the **CSUN CPT**
- Grade of “C” or higher (“C-“ is unacceptable) in CHEM 105⁴ taken at **CSUN**

Chemistry course enrollment

CPT score	Course
< 40	CHEM 105 (C or better) → CHEM 101/L
≥ 40	CHEM 101/L

² Computer science majors who choose Biology or Chemistry electives.

³ Engineering and Computer Science majors must satisfy these requirements. The two general catalog exemptions: 1) Score of 3, 4, or 5 on the College Board Advanced Placement Test in Chemistry; 2) Score of 48 or higher on the General Chemistry Exam of the College Level Examination Program (CLEP) are not acceptable for students in the College of Engineering and Computer Science

⁴ Successful completion of the ELM requirement is a prerequisite for enrollment in CHEM 105

while enrolled in classes. The student must submit documentation from the employer indicating that the work schedule was changed on the part of the employer and/or extended travel is involved. The explicit expectations of the employer must be provided. The student must demonstrate that the conflict exists with their ability to attend class(es) that he/she is(are) currently enrolled in. The employer documentation should be submitted on an identifiable form that indicates the company, dated and signed by an authorized company representative (owner, president, CEO, HR specialist, immediate supervisor). Student should be advised that this will normally not qualify for a drop during the last three weeks of the term.

In addition to the university drop request guidelines, computer science is willing to consider drop requests between weeks 4-12 that meet one of the following criteria:

- **Change of major** to a program that does not require the course – evidence that the degree objective has been changed must be presented
- **Corrections in course enrollments related to transfer credit** – during the first 6 weeks of instruction a student may determine that it would be in their best interest to replace an existing course enrollment with an enrollment in a prerequisite of that course for which they had previously received transfer credit but had never attempted the CSUN version of the course. The student is responsible for finding a prerequisite course instructor willing to allow them to add.

Examples of unacceptable drop criteria⁸

- Deficient academic performance
- Need to work because of ordinary financial considerations or opportunity
- Encountering a situation that should have been anticipated (*e.g., the need to have transportation, the need to pay for ordinary living expenses, the need for child care*)
- Dissatisfaction with course material, instructor, instructional method, or class intensity
- Lack of motivation or no longer relevant to academic interests
- Failing the class or receiving less-than-desired grade
- Participation in extracurricular activities
- Academic overload and cannot keep up in all classes

Examples of acceptable drop criteria^{9, 10}

- **Medical withdrawal** – must be supported with signed and dated statement from Student Health Services
This may be due to mental, emotional or physical impairment, dependent care for immediate family members, extended or chronic illness.
- **Activation for compulsory military duty**– Must be supported by activation notice and/or verification of active status in reserves
- **Relocation out of the immediate area** – Must provide adequate justification and/or documentation
- **Change in work schedule that prevents class attendance.** – This applies to students who are employed

⁸ After third week of instruction

⁹ Before final three weeks of instruction. After this time approval of the VP Student Affairs is required

¹⁰ After third week of instruction

Change of Grade

Students are responsible for reviewing their grades for accuracy. Students who believe they have received a grade in error should promptly ask the instructor to verify and, if appropriate, correct the grade. The deadline to request a grade correction is the end of the semester following that in which the grade was assigned. If the instructor is absent from campus during the subsequent semester, students should promptly consult with the department chair and/or the Associate Dean of the College about the grade in question.

If the department chair is unable to contact the instructor, he/she will notify the Associate Dean of the college in writing that an extension of the grade correction deadline, up to one year, has been granted (EPC approval April 17, 2002).

Formal Appeals

The formal appeal process is pursuant to CSU Executive Order 792. Any disputes that a student may have regarding grades, policies, procedures or inappropriate behavior on the part of a faculty member or other CSUN employee should first be attempted to be resolved through proper channels. This should start with the individual in question and proceed through their immediate and subsequent supervisors. In the event that an issue cannot be resolved to the satisfaction of all parties then a formal appeal should be filed with the Office of Student Affairs.

Formal appeals fall into two categories: Academic Grievance or Grade Appeal. A detailed description is available at: http://www.csun.edu/~studaff/studentconduct/AGGA_CompProcd.pdf

An “**academic grievance**” is a complaint that meets all of the following conditions:

1. It must concern an academic decision, action, or judgment for which no existing university complaint procedure is available; it must not involve a grade.
2. It must not be within the scope of the University’s petition procedures for waiving academic regulations.
3. It must be a matter for which the Board can identify a remedy.

A “**grade appeal**” is a complaint about a final course grade, which involves one or more of the following conditions, the existence of which the student is required to prove:

1. The instructor violated a specific University rule or policy.
2. The instructor refused to correct a clerical or administrative error made in the process of transmitting a grade to the Office of Admissions and Records.
3. The instructor refused to report any grade at all for the individual student.
4. The grade is based on an allegation of cheating or other academic dishonesty, and the instructor has chosen not to request formal disciplinary action with the Office of the Vice President for Student Affairs.
5. The grade is based on an allegation of cheating or other academic dishonesty and, pursuant to the student disciplinary process, it has been determined that (a) there was insufficient evidence to proceed with formal disciplinary action or (b) the student was found innocent of the charges.
6. The grade reflects discriminatory, threatening, abusive, exploitative, or similar personal, improper conduct towards the individual student.

Late Add/Drop Criteria

During the final three weeks of instruction the following ARE NOT PERMITTED:

- Adding a class
- Changing the basis of grading
- Registration for classes

Enrollments recorded by the end of the third week of instruction are considered official and unalterable. Unless unforeseeable events occur which in the university’s judgment justify an adjustment, students are expected to complete all courses in their academic programs. (See schedule of classes for additional details)

Late adjustments for any course after the deadlines published in the Schedule of Classes must satisfy both conditions listed below. These two conditions serve as guidelines to faculty to judge the merits of each particular situation. Students in these circumstances will be asked to provide appropriate written verification that they meet both of these criteria.

- A. **There is a serious and compelling reason.** The student’s emotional or physical health or financial condition is clearly in jeopardy. Aspirations of either the student or his/her family in regard to GPA, the dean’s list, graduate school, scholarships, etc. are not acceptable reasons.
- B. **There is no viable alternative.** Other alternatives to late change requests must be considered, such as repeating the course. The student should consult with an academic advisor on the possibility of other solutions.

All approvals on the Change of Schedule Petition Form must be dated and secured within 14 days of the first approval received. Students must submit this particular form to the office of Admissions and Records within 14 days of the last signature but no later than the posted deadline.

Useful Websites

Testing Center	http://www.csun.edu/~tc2020/
Academic Grievance and Grade Appeal forms	http://www.csun.edu/~studaff/studentconduct/A_GGA_CompProcd.pdf
Admissions and Records Forms	http://www.csun.edu/anr/forms/pdf/formslst2.htm
Executive Orders	http://www.calstate.edu/EO/
Articulation Agreements	http://www.assist.org
CA Code of Regulations: Title 5 : Education Code	http://ccr.oal.ca.gov/cgi-bin/om_isapi.dll?clientID=86604&infobase=ccr&softpage=Browse_Frame_Pg42
Testing Center	http://www.csun.edu/testing/
ELM and EPT Test Schedule	http://www.ets.org/csu

Scholastic Status

Good Standing	2.0 CSUN GPA minimum. 2.0 Cumulative GPA minimum. Also, any student eligible to enroll including those on probation.
Academic Probation	Cumulative or CSUN GPA falls below 2.0. Student continues on probation until both CSUN and cumulative GPAs are 2.0 minimum or student is disqualified.
Administrative-Academic Probation	MAY be invoked for: a) withdrawal from a substantial portion of a program in 2 consecutive terms or in any three terms (not medically related); b) repeated failure to progress toward a degree when such failure is within the control of the student c) failure to comply, after due notice, with an academic requirement or regulation that is routine for all students or for a defined group of students.
Academic Disqualification	Undergraduate students on academic probation will be disqualified when: a) they are admitted or readmitted on probation and fail to meet the conditions established at the time of their admission, or b) they have a cumulative deficiency on either their overall or CSUN record equal to or greater than the floor levels indicated below: <div style="text-align: center;"> <p><30 units: GPA < 1.50</p> <p>30 – 60 units: GPA < 1.70</p> <p>60 – 89 units: GPA < 1.85</p> <p>90+ units: GPA < 1.95</p> </div> <p>Undergraduate students NOT on probation may be disqualified when the following</p>

	<p>circumstances exist:</p> <p>a) the student has a cumulative GPA < 1.0 at the end of a term</p> <p>b) the cumulative GPA is so low that the deficiency is unlikely to be removed within a reasonable period of time</p> <p>Undergraduate students and second baccalaureate degree candidates are restricted to a maximum of two reinstatements from disqualification. After a third disqualification the student may no longer matriculate at CSUN. After a third disqualification, no courses taken through the College of Extended Learning may be used to meet degree requirements or offset grade point deficiencies.</p>
Administrative-Academic Disqualification	<p>a) the conditions for removal of administrative academic probation are not met within the period specified</p> <p>b) the student becomes subject to academic probation while on administrative academic probation</p> <p>c) the student becomes subject to administrative academic probation for the same or similar reason for which he has been placed on administrative academic probation previously</p>
Readmission	All undergraduates interested in returning to the University for a subsequent semester must submit a formal application for readmission and must submit all forms for consideration of reinstatement and transcripts of any college work completed in the interim.
Academic Renewal	Students who are having difficulty meeting graduation requirements may petition to have up to two semesters or three quarters of previous college work discounted from all considerations associated with meeting the requirements for the baccalaureate degree.

<p>“W” Withdrawal⁷</p>	Student was permitted to drop the class after the twentieth day of instruction (census) with the approval of the instructor and appropriate campus officials. It is not used in the calculation of the grade point average. The “W” is not reported if the class is dropped within the first twenty days of the semester.
<p>“WU” Withdrawal Unauthorized</p>	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. According to local campus policy it is additionally assigned when the student did not attend initial class session(s) and did not FORMALLY WITHDRAW from the course without notification of temporary absence to the instructor or chair prior to the first class session. This grade counts as an “F” for GPA computations.

⁷ Except for rare exceptions Adds will not be granted during the last three weeks of the term. It is the students responsibility to verify their course schedule if they take such action prior to the last three weeks of instruction.

Administrative Grading Symbols

<p>“I” Incomplete Authorized</p>	<p>A substantial portion of the course requirements have been completed by the end of the term with a passing grade. The student has one calendar year to complete the work. Unless an approved “Request for Extension of Time to Remove Incomplete” form has been filed with Admissions and Records before the Incomplete lapses. The Incomplete is changed to an “F”:</p> <ol style="list-style-type: none"> 1. If the student fails to complete the assigned work within one calendar year 2. If an undergraduate student re-enrolls in the course before making up the work during the calendar year. <p>A student should NEVER be advised to enroll in the same course during the same calendar year in which an “I” remains in force.</p>
<p>“SP” Satisfactory Progress</p>	<p>Is used in connection with thesis, project, developmental and similar courses where assigned work frequently extends beyond a single academic term.</p> <ol style="list-style-type: none"> 1. Work is of satisfactory progress 2. Additional units cannot be assigned in subsequent terms 3. Time period must be stipulated 4. May not exceed one year⁶

⁶ except for graduate degree theses (up to two years but not to exceed the overall time limit for degree completion)

	<p>Not applicable to students who already hold a baccalaureate degree or solely for the purpose of improving GPA. See the general catalog for conditions that must be met.</p>
<p>Grade forgiveness</p>	<p>A maximum of 15 semester units of CSUN⁵ course work in which a student earned a C- or lower grade may be repeated for the purpose of “excluding grades” Only one repeat per course is permitted for the purpose of improving the grade. A third or subsequent enrollment in a course requires the permission of the Associate Dean of the College</p>

⁵ Courses taken elsewhere do not qualify for grade forgiveness consideration

Academic Load

Undergraduate Students in Good Academic Standing may enroll in no more than 15 units during the priority registration period and in no more than 19 units during the expanded registration period for any term. Those wishing to exceed 19 units must take the Extra Unit Authorization form (available online at www.csun.edu quick links under student forms or in person at the Office of Admissions and Records) to the chair of the department of their major or their designee beginning the second week of classes to secure departmental approval of the overload.

Undeclared students should secure approval from the Advising Resource Center. If the department approves, students may then add the additional units by presenting the signed Extra Unit Authorization form and by following the usual add procedure. Failure to secure the required approval will result in administrative action to reduce the student's program to the approved level.

Undergraduate students on academic probation may register for a maximum of 12 units. Declared majors seeking approval to exceed 12 units should follow procedures described above. Undeclared students must secure the approval in the Academic Resource Center.

Additional Academic Policies

Credit by Challenge Examination	Currently enrolled undergraduate students not on probation who are especially qualified through experience or private instruction may petition to earn credit by Challenge Examination in selected courses designated by each department. Individual departments establish the criteria for Credit by Challenge Examination.
Individual Study Courses	Enrollment in Individual Study is by permission of the department chair and consent of an instructor to act as sponsor. Individual Study courses may be taken only in substitution for approved courses which are not available during the semester of enrollment and are available on a limited basis. Check with the academic department for details.

Attendance

Students are expected to attend all class meetings. A student absent from the first two meetings of a course that meets more than once a week (or the first meeting of a class that meets only once a week) loses the right to remain on the class roll and must FORMALLY WITHDRAW from the class by following University procedures and deadlines; otherwise the instructor will assign a grade of "WU" which counts as a grade of "F" in computing GPAs. An instructor (or department chair if the instructor was not assigned in advance) may allow the student to continue in the class if the student notified the instructor that the absence would be temporary.