California State University
Northridge

Some Policies College Leaders Should Know

CSUN Department Chair Retreat
August 22, 2011

Policy Index: All policies passed by the Faculty Senate and approved by the University President are available in the Faculty Senate Office (OV10 or X3263). A Policy Index containing the titles of all CSUN policies that have gone through this process can be downloaded from www.csun.edu/senate/policies/senate_policy_index.pdf.

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Online and Hybrid Courses Policy

(Approved May 6, 2011)

This policy defines and identifies online and hybrid courses. In recognition of the rapid pace of technological development and the increased interest across the CSU and state as it relates to online learning, the Academic Technology Committee shall review these definitions at three-year intervals for as long as the Senate Executive Committee deems that such reviews are needed. Descriptions of online and hybrid courses should be inserted in the university catalog as part of the course numbering systems and types of courses. Courses listed in the Schedule of Classes should carry appropriate tagging to identify the presentation format being utilized. Details of online and/or CSUN campus meetings should be available in the course notes for a class and in the syllabus.

Definitions:

1. A Fully Online Class (FO) is an online course offering in which **all** class sessions and exams are presented in an online environment. If a course meets at a specified time online, the course should list the day of the week and time in the Schedule of Classes. FO courses have no on campus meetings.
2. A Campus Online Class (CO) is an online course offering in which **most** class sessions are presented in an online environment. Any face-to-face meetings are usually for activities such as orientation, special in-class presentations, exams, or other in-class proofs of competency.
3. A Hybrid Class (HY) is a course offering in which students attend class sessions on campus and in an online environment. The class typically meets **approximately** half online and half on campus.
4. A Traditional Class is a course offering in which **all or most** of the class sessions take place on the CSUN campus. Most CSUN courses make use of some web-based tools to supplement or enhance a course, so even a traditional class may include online components and activities (e.g., view a syllabus, take quizzes/exams, participate in discussions).

Upper Division Writing Proficiency Exam Policy

(Approved December 15, 2010)

The University has implemented the CSU Trustee Policy for the Writing Skills Graduation Requirement for all Upper-Division students. All students must pass the Upper Division Writing Proficiency Examination (UDWPE) as a requirement for graduation.

1. Undergraduate students are encouraged to attempt the UDWPE as early as possible after completing 56 units and meeting the Lower Division writing requirement. Students must take the UDWPE no later than the semester in which 75 units are completed. Students who have not taken the UDWPE by the completion of 75 units will have a registration hold placed on their subsequent registration.
2. The UDWPE shall consist of an essay on an assigned topic evaluated by the faculty.
3. The evaluation criteria shall include: 1) a demonstration of analytic skills, (2) use of relevant evidence to support an argument, (3) effective organization, (4) use of standard English grammar, diction and mechanics.
4. Transfer students are encouraged to take the UDWPE as early as possible after being admitted for transfer. Transfer students must attempt the examination no later than the semester in which 75 units are completed. Transfer students coming into the university with 75 units already completed must attempt the examination during their first semester at CSUN.
5. Students who fail the exam shall be permitted to repeat the examination. However, before repeating the exam, it is recommended that students take further steps to improve their writing skills by contacting the Learning Resource Center or completing an appropriate writing course.
6. Administrations of the examination will be announced on CSUN's UDWPE and Testing Center websites.
7. The examination will be scheduled at least five times within an academic year.
8. Students may register for the exam at University Cash Services.

According to CSU policy, certification of graduation writing competence shall be transferable from one CSU campus to another.

Major and Minor Policy

(Approved May 25, 2010)

Maximum Number of Majors and Minors:
A maximum of up to two majors and up to two minors is permitted, provided all work can be completed within 140 units. A major and an honors major in the same program are considered to be a single major. Exceptions to the 140-unit completion rule can be made for CSUN bachelor's degrees that require more than 120 units to complete. Students who receive an exception must be able to complete the second major and any additional minors within 20 units beyond the number of units required for the bachelor's degree in their first major.

Declaring a Major:
Students who start at CSUN must declare a major by the completion of 60 units. Students who are currently Undecided or Undeclared and wish to declare a major must have the major approved by the department chair of the new major. Transfer students must declare a major in their transfer application. Students who have earned 60 units and have not declared a major will have a registration hold placed on their ability to register for the following semester's courses. These students will not be able to register for courses until they declare a major. Note: Courses numbered below the 100 level do not count toward the 60 units. Advanced Placement (high school) units do count toward the 60 units.

Adding a Second Major:
Students can add a second major (double major) only if they can complete both majors within 140 units. Students may not add a second major after completing the requirements for their first major. Student requests to add a second major must be approved by the Department chairs of the existing major and the second major. If the student seeking to add a major has 90 or more earned units, the request also must be approved by the associate dean of the new major. All requests to add a second major must be accompanied by a plan demonstrating that the additional major can be completed within 140 units. When a student completes two majors, both majors will be recorded on the diploma. Courses taken to satisfy the requirements for one major may be double counted if they satisfy requirements in the second major.

Changing Major or Option:
Students seeking to change majors /options must be able to complete the new major/option within 140 units. Student requests to change a major/option must be approved by the Department chair of the new major/option. If the student has 90 or more earned units, the request also must be approved by the associate dean of the new major/option. Requests to change majors or options must be accompanied by a plan demonstrating that the new major/option can be completed within 140 units.

Adding a Minor:
Students can add a minor only if they can complete both their major and the minor within 140 units. Student requests to add a minor must be approved by the Department chair of the new minor. If the student has 90 or more earned units, the request also must be approved by the associate dean of the new minor. Requests to add a minor must be accompanied by a plan demonstrating that the minor can be completed within 140 units.

Changing a Minor:
Students may drop their current minor at any time. They may add a new minor as long as they satisfy the policies and procedures for adding a new minor.

Earning a Major and Minor or More than One Minor from the Same Department:
Students may earn a major and a minor from the same department, or more than one minor if the major and minor(s) are associated with different academic degree programs. Note that different options in the same degree program are not considered different academic degree programs for this policy.

Transfer Units:
When computing the earned unit limits on adding majors and minors, a maximum of 70 community college transfer earned units or a maximum of 90 four-year college/community college combination transfer earned units will be counted.

Appeals Process:
Students who wish to appeal this policy or a related decision can apply to a Majors/Minors Appeals Board composed of an associate dean, a representative of Undergraduate Studies, the AS President or designee, and two faculty members selected by the Faculty President. For example, students who cannot complete their current major because of an inability to complete/pass a requirement may file a request with the Majors/Minors Appeals Board to change majors even though they may need to exceed the 140-unit limit to complete their new major.

Summary of approvals needed for adding or changing majors, minors and options.

	Student has < 90 earned units	**Student has ≥ 90 earned units**
Add second major	**Approval by dept chairs of both majors. Must complete within 140 units.**	**Approval by dept chairs of both majors and associate dean of second major. Must complete within 140 units.**
Changing major/option	**Approval by dept chair of new major/option. Must complete within 140 units.**	**Approval by dept chair of new major/option and associate dean of new major/option. Must complete within 140 units.**
Dropping second major	**Approval by dept chair of second major.**	**Approval by dept chair of second major.**
Adding a first or second minor	**Approval by dept chair of new minor. Must complete within 140 units.**	**Approval by dept chair of new minor and associate dean of new minor. Must complete within 140 units.**
Changing a minor	**Approval by dept chair of new minor. Must complete within 140 units.**	**Approval by dept chair of new minor. Must complete within 140 units.**
Dropping a minor	**No approval required.**	**No approval required.**

Implementation:

EPC shall report to the Faculty Senate twice per semester during the 2010-2011 academic year on the impacts of this policy.

Administrative Graduation Policy

(Approved May 25, 2010)

Upon review by the Office of Undergraduate Studies, students who accumulate over 140 earned units may be graduated administratively if they have completed all of the degree requirements in any major, whether or not they have declared that major. Enrollment beyond the 140 units will be restricted to courses required to graduate in the major for which the student has accomplished the highest percentage of requirements. The decision on administrative graduation will be made in consultation with the Associate Dean, Department Chair or designee, and the student.

Implementation:
The policy would affect all students, current and new, beginning in Fall 2010.

Undergraduate Programs, Policies, and Procedures

Academic Advisement

Academic advising helps students connect their needs, values, abilities and goals to CSUN's educational program. It helps students realize their academic and professional goals and facilitates timely graduation. Regular contact with an academic advisor is the best way to assure that all required classes are taken at the proper time, in the proper order. Academic advisors can answer questions about policies, procedures, resources, and information posted on a student's portal.

Academic Standing

Academic standing is defined by the student's Grade Point Average (GPA). The GPA is calculated by dividing the number of grade points earned in courses that assign letter grades by the number of units attempted. Courses in which grades of CR, NC, I and W are assigned are not used in GPA calculation.

A student's academic status takes into account both the (1) Cumulative Total GPA, which includes coursework transferred from other institutions as well as coursework taken at CSUN, and (2) the CSUN GPA, which only includes coursework taken at CSUN.

The four categories of undergraduate academic status and the regulations pertaining to each are listed below:

1. **Good Standing:** Students are in good standing at the conclusion of any matriculated term in which they have both a Cumulative Total GPA and a CSUN GPA of 2.00 or higher. Students in good standing are eligible to enroll in the University through the regular enrollment process. Students can enroll in the maximum number of units determined by the University for the coming semester. To request enrollment in more than the maximum units, students must complete the Extra Unit Authorization form and obtain the appropriate approvals by the posted timeline: http://www.csun.edu/anr/index.html.
2. **Probation:** Students are placed on probation if either their Cumulative Total GPA or CSUN GPA falls below 2.00 at the conclusion of any term. Students remain on probation until they either regain good standing or are placed in disqualified status. Students on probation are eligible to enroll in the University through the regular enrollment process. However, they receive registration holds and are not able to register for classes until they have received advisement, to review progress toward improving academic status. Declared majors on probation will typically receive advisement from the Student Service Center (SSC/EOP) Satellite office in their College. Undecided students will receive advisement in the Advising Resource Center/EOP. Students on probation can enroll in a maximum of 13 units in a semester or summer term. To request more than 13 units, students must complete the Extra Unit Authorization form and obtain the signatures of the Director of their College SSC/EOP Satellite and the Director of Undergraduate Studies. Students on probation will be disqualified if either their Cumulative Total GPA or CSUN GPA falls below the GPA listed for each class level in the chart below under "disqualified status."
3. **Disqualified Status:** Students who were on probation the previous semester are placed in disqualified status if, at the end of the next semester, either their Cumulative Total or CSUN GPA falls below the GPA listed for each class level in the table below.

Class Level	GPA at the Time of Disqualification
Freshman (1-29 units earned)	1.50
Sophomore (30-59 units earned)	1.70
Junior (60-89 units earned)	1.85
Senior (90 + units earned)	1.95

Units of developmental coursework are included in determining class level. Students in disqualified status are not eligible to enroll in the University through the regular enrollment process. They can enroll in CSUN courses only through Open University in the Tseng College. Students seeking to enroll in courses should refer to the Tseng College website: www.tsengcollege.csun.edu. Only 24 units of course credit earned in the Tseng College can be counted toward a CSUN degree.

Before students in disqualified status can be readmitted under an Academic Performance Agreement (APA), they must demonstrate acquired skills or achievements that support a successful return to the University. Such evidence may include successful completion of courses in the student's degree program at another institution or through the Tseng College with grades that demonstrate the student can achieve good standing in a reasonable time frame if readmitted to CSUN. Students are strongly urged to meet with their CSUN academic advisor to discuss the requirements that must be completed in order to be readmitted to the University. When all requirements have been met, students may apply to the University for readmission.

4. **Readmitted under Academic Performance Agreement (APA):** Students who have been academically disqualified, but who are readmitted to the University under terms of a special type of probation, are classified as readmitted under an APA. Students who are readmitted under an APA have registration holds and are not able to register for classes until they have received advisement. During advisement, the student and advisor examine the student's progress toward improving academic status and set goals for the next semester. Declared majors typically receive advisement from the SSC/EOP satellite in their College. Undecided students receive advisement in the Advising Resource Center/EOP.

   Students who are readmitted under APA can enroll in a maximum of 13 units in a semester or summer term. To request additional units, students must complete the Extra Unit Authorization form and obtain the signatures of the Director of their College SSC/EOP satellite and the Director of Undergraduate Studies.

   Students in this status, whether they have one or two disqualifications must fulfill all of the following requirements until they reach good standing: 1) earn a minimum 2.00 semester GPA, 2) enroll in classes each semester and 3) have in place a signed APA that details the academic progress that must be achieved to move the student toward completion of the baccalaureate degree within a designated time period.

   Students who are readmitted under an APA, but who fail to maintain continuous enrollment in classes each semester, revert back to disqualified status. They must reapply and be readmitted to the University as a previously disqualified student in order to be eligible to enroll in classes through the regular enrollment process. See section below entitled Readmission of Previously Disqualified Students.

   Academic disqualification is a permanent notation in a student's academic record and has serious consequences that can impact attainment of a baccalaureate degree. The consequences of academic disqualification depend upon whether it is the first, second or third disqualification that the student receives.

Categories of Disqualification

First Disqualification: Any student whose cumulative GPA is below a 1.0 will be disqualified immediately without first being placed on probation. In addition, students who were on probation the previous semester are placed in disqualified status if, at the end of the next semester, either their Cumulative Total or CSUN GPA falls below the GPA listed for each class level (See Table under Academic Standing item 3. "Disqualified status.") Students who receive a first disqualification will not be eligible to enroll at CSUN through the regular enrollment pro-

cess for at least one semester. They will need to apply for readmission as a previously disqualified student by posted deadlines. Disqualified students can enroll in Open University through CSUN's Tseng College for up to 24 units, or can take courses at other institutions that can be transferred. In order to gain readmission students will be expected to demonstrate ability to succeed in university-level classes. For admission deadlines, see www.csun.edu/anr/AdmissionStatus.html.

Second Disqualification: Students who receive a second disqualification are not permitted to continue to enroll in CSUN courses through the regular enrollment process for at least one semester. They must reapply to the University and be readmitted under an APA in order to be eligible to enroll in classes through the regular enrollment process. Readmitted students are subject to all of the regulations described above in the section entitled readmitted under APA. Students who fail to earn a minimum 2.00 semester GPA will receive a third disqualification. For admission deadlines, see www.csun.edu/anr/AdmissionStatus.html.

Third Disqualification: Students who receive a third disqualification are not eligible to seek readmission to the University for a minimum of five years after the final day of the semester during which they received the third disqualification. Students who have been disqualified three times may not retake classes or finish an Incomplete contract for the purpose of raising grades to avoid a third disqualification.

Readmission of Previously Disqualified Students

Students in disqualified status who are interested in returning to the University for a subsequent semester must reapply to the University.

Students in disqualified status seeking readmission must submit: (1) a formal application for readmission through CSU Mentor (www.csumentor.edu), (2) official transcripts of course(s) completed at another college or university during the period in which the student has been in disqualified status and (3) a Previously Disqualified Student Questionnaire. These documents must be filed in the Office of Admissions and Records by the published deadline before campus review can begin. For admission deadlines, see www.csun.edu/anr/AdmissionStatus.html.

Academic Reinstatement to the University after a Third Disqualification

Five years from the final day of the semester during which the student received a third disqualification, the student may reapply to the University during the appropriate application filing period. The student must provide evidence that demonstrates acquired skills or achievements that support a successful return to the University. Reinstated students are readmitted under an APA and are subject to all of the regulations that apply to students in this status. Students who fail to earn a minimum 2.00 semester GPA will receive a final disqualification and will be given no further opportunities for readmission. For admission deadlines, see www.csun.edu/anr/AdmissionStatus.html.

Schedule Adjustments

Students are permitted to change their initial enrollment by following the University's Adjustment of Schedule procedure. Ordinarily during the first three weeks of a semester, a student may add, drop or change the basis of grading in SOLAR, sometimes using permission numbers, or later by filing a Late Change in Academic Schedule for Undergraduate Students form. For additional details concerning approvals required, time deadlines and fees, consult the current Schedule of Classes Registration Guide. Forms may be obtained on the CSUN website: www.csun.edu/anr/forms, or from Admissions and Records.

Adding: The last day to add a class is the end of the third week of instruction. Students may add with the approval of the course instructor using a permission number.

Dropping: Students are responsible for attending all courses in which they are registered. During the first two weeks of instruction, students may withdraw without academic penalty and without the course instructor's approval by accessing SOLAR. **Non-attendance does not constitute withdrawal and will result in a failing grade.**

Changing the Basis of Grading: Changing the basis of grading from regular letter grading to Credit/No Credit or conversely may be accomplished through SOLAR only during the first three weeks of instruction.

Late Requests for Change in Academic Schedule: To withdraw from classes after the third week of instruction, students must complete a Late Change in Academic Schedule for Undergraduate Students form. Students can obtain forms and procedural information at the Office of Admissions and Records or on the CSUN website, www.csun.edu/anr/forms.

All late requests for Changes in Academic Schedule must be filled during the semester in which classes are taken. Late changes in academic schedule that have been previously denied will not be reconsider as retroactive requests after the semester is over.

Simultaneous Enrollment In Classes

Students may not enroll simultaneously in two or more classes meeting during the same time period. Exceptions to this policy will be permitted only if one of the classes does not meet on a regular basis, such as independent study or internship that permits independent lab work. Students who meet the acceptable criteria must submit a completed Time Conflict Petition form to Admissions and Records no later than Friday of the third week of classes. Petitions will not be considered after the deadline.

Withdrawals

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. Students who withdraw without permission need to apply for readmission before being permitted to enroll in another academic term. Information on canceling registration and withdrawal procedures is available in the Schedule of Classes Registration Guide or from Admissions and Records.

Students who receive financial aid funds must consult with the Financial Aid and Scholarships Department 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.

Withdrawals During the First 20 Days of Instruction: Students wishing to completely withdraw from the University prior to or during the first 20 days of instruction may do so on SOLAR by accessing System Registration. University Cash Services will automatically process (and mail) checks based on withdrawal information. New and returning students who completely withdraw from the University prior to the 20th day of instruction are not considered continuing students and must reapply to attend any subsequent semester. Those students who are continuing from the previous semester will automatically be placed on a Leave of Absence if they meet the criteria. (See Leave of Absence under Categories of Enrollment for further information.)

Withdrawals After the 20th day of Instruction: Students who must withdraw after the twentieth day of instruction and prior to the last three

weeks of instruction for reasons clearly beyond their control, and who can justify serious and compelling circumstances, may withdraw without academic penalty by securing the approval of the instructor and the appropriate campus officials. For further information, go to http://www.csun.edu/anr/soc/. If approved, the grade of "W" will be assigned for withdrawals after the twentieth day of instruction. Students completely withdrawing after the 20th day of instruction will be considered continuing students for the next semester. Under no circumstances does nonattendance nor the stopping of payment of a check constitute a withdrawal from the University.

Withdrawals During the Last Three Weeks of the Semester: Withdrawals are not permitted during the final three weeks of instruction or thereafter except in cases such as accident or serious illness where the cause of the withdrawal is clearly beyond the student's control and the assignment of an Incomplete grade is not practical. Ordinarily it is expected that withdrawals during this period will be complete withdrawals from the University except in circumstances where sufficient work has been completed in one or more of the courses to permit an evaluation of coursework and an assignment of a grade. Students may obtain forms and procedural information at the Office of Admissions and Records.

Withdrawals After the Semester is Over (Retroactive Withdrawals): After the conclusion of the semester from which you are requesting a withdrawal, any changes in academic schedules are rarely approved. Requests for Retroactive Withdrawals will be considered only in cases where the student can provide written proof of extraordinary circumstances that have arisen from events beyond his or her control. The form can be found at http://www.csun.edu/anr/forms/. Petitions requesting retroactive withdrawals beyond one year after the conclusion of the semester for which the withdrawal is requested will not be considered.

Complete Medical Withdrawals

Students seeking complete medical withdrawals from the University may complete the necessary forms at the Student Health Center. Upon receipt of verifying information from a student's personal physician, the Director of the Student Health Center will evaluate the case. A medical withdrawal usually constitutes complete withdrawal from the university for the academic period in question. Requests for complete medical withdrawals should be submitted as soon as possible after the medical condition impairs the students' ability to complete the coursework for which the student is registered. Requests may also be submitted by an authorized representative of the student.

Requests for conditions or circumstances that arise during the final three weeks of instruction or thereafter, will only be considered in cases of severe illness or injury. For less serious conditions or circumstances, students should investigate the possibility of an Incomplete with the course instructor. Petitions requesting retroactive withdrawals beyond one year after the conclusion of the semester for which the withdrawal is requested will not be considered.

Partial Medical Withdrawals

In cases where medical evidence and the physical demands of a class overwhelmingly support withdrawal form only a portion of a student's program of study, partial medical withdrawals will be permitted when there is a clear link between the class and the medical condition. Requests solely seeking a reduced course load without specific and focused medical justification do not demonstrate the required link. Two forms, a Request for a Partial Medical Withdrawal for undergraduate students and a Health Provider Report, must be completed and submitted to the office of Undergraduate Studies. These forms are available at www.csun.edu/forms.

Requests for conditions or circumstances that arise during the final three weeks of instruction or thereafter, will only be considered in cases of severe illness or injury. For less serious conditions or circumstances, students should investigate the possibility of an Incomplete with the course instructor. Partial medical withdrawals will not be granted if students have taken final exams. In cases of severe illness, students are advised to provide written permission for a representative or, if mentally incapacitated, a student's legal representative to request a withdrawal on their behalf, Petitions requesting retroactive withdrawals beyond one year of the conclusion of the semester for which the withdrawal is requested will not be considered.

Withdrawals Due to Illness in the Family

Withdrawals due to illness in the family will be granted only if the attending physician stipulates that the student is the primary caregiver for the family member. Withdrawals due to illness in the family should be requested on Late Change in Academic Schedule for Undergraduate Students at www.csun.edu/anr/forms and submitted according to directions on the form.

Academic Leave (Leave of Absence)

Undergraduate students in good standing may take a two-semester leave of absence. Though no formal approval is required, it is suggested that students seek academic advisement. For more information, see section A-3 in Appendices.

Enrolling in Courses with Prerequisites

Students must fulfill a course's prerequisite(s) prior to enrollment in the course. For the most updated information regarding prerequisite enforcement see the Schedule of Class Registration Guide at www.csun.edu/anr/soc.

Administrative Action on Prerequisites

Although it is the student's responsibility to drop classes, the University may withdraw a student, within the first three weeks, from a course if he or she fails to meet the prerequisite(s) or other requirements as indicated in the catalog. These prerequisites may include:

1. Completion of prior coursework.
2. Passing of qualifying examinations.
3. Class year standing.
4. Admission to, or special requirements of, special programs such as Honors or Credential.
5. Completion of prior coursework with a required minimum credit.
6. Consent of instructor.

Such an Administrative Withdrawal may be initiated only by the Associate Dean of the College, upon recommendation from the instructor or the department chair.

Syllabi for all Undergraduate Courses

To better inform students about the requirements, content and methodology of the University's undergraduate curricula, all faculty teaching undergraduate courses will distribute a written syllabus to each student in the course and/or post it online no later than the second week of classes. The syllabus should contain the following information:

1. Course objective(s).
2. A brief list or summary of topics or projects covered.
3. Course requirements and methods of evaluation.
4. Grading criteria including whether or not the plus/minus system will be used.
5. Contact information (instructor's name, office hours, office location, and campus phone number).
6. For a General Education course, the syllabus should describe how it meets the currently approved goals of the General Education section in which it resides.
7. For an upper-division General Education course, the syllabus should include a statement that informs students that the course is an upper-division General Education course and that it requires completion of writing assignments totaling a minimum of 2,500 words.

Attendance (Class Attendance)

Students are expected to attend all class meetings. Students who are absent from the first two meetings of a class that meets more than once a week, or from the first meeting of a class that meets once a week, lose the right to remain on the class roll and must **formally withdraw** from the class, following University procedures and deadlines. Failure to formally withdraw from a class will result in the instructor assigning to the student a grade of "WU" (Unauthorized Withdrawal), which, in computing a student's GPA, counts as a grade of "F."

In a compressed term or session of fewer than 15 weeks, the rule applies if the first class meeting is missed. An instructor may allow a student to continue in the class if the student notified the instructor that the absence would be temporary. If no instructor was assigned to the course in advance, students must notify the department chair that their absence from the class will be temporary.

Missed Classes While Representing the University in Official Curriculum Related, University Approved Activities

When representing the University in official curriculum-related, University-approved activities requires a student to miss classes, faculty are expected to provide, within reason, opportunity to make up any work or exams that are missed.

To be eligible for such accommodation, the student is obligated to provide the instructor of the class with written documentation signed by the faculty, staff member or administrator supervising the activity, giving specific information concerning the activity, its location, and the dates and times when class attendance is not possible. This documentation must be submitted to the instructor during the first week of the semester or as soon as the information becomes known. Instructors may set limits on the number of classes that may be missed for which special accommodation to make up missed work will be allowed. The process for making up missed class work is the prerogative of the instructor and shall be communicated to the affected students during the first week of classes or as soon as the need for accommodation becomes known.

For the purposes of this policy, if a question arises as to which events meet the definition of official, curriculum-related, University-approved activities the determination shall be made by the Associate Vice President for Undergraduate Studies.

Absence from class for official curriculum-related, University-approved activities does not relieve students from responsibility for any part of the course work required during the period of absence.

University sponsors of these activities have an obligation to respect the importance of regular class attendance for successful academic performance and to minimize the number of such absences. Instructional faculty have an obligation to respect the importance of such student participation, and to assist student participants in meeting their academic obligations.

Grading Systems and Policies

The University uses a combination of the following grading options: A-F Letter-grading: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F. Grades A, A-, B+, B, B-, C+, C, C-, D+, D, D- indicate passing grades; F indicates failure. Faculty define the grading criteria for all courses. Any changes in grading policies should be provided in writing to students before such changes are implemented.

Grading Symbols:

Grade	Definition	Points	Date
A	Outstanding	4.0	1958 -
A-		3.7	1987 -
B+		3.3	1987 -
B	Very Good	3.0	1958 -
B-		2.7	1987 -
C+		2.3	1987 -
C	Average	2.0	1958 -
C-		1.7	1987 -
D+		1.3	1987 -
D	Barely Passing	1.0	1958 -
D-		0.7	1987 -
F	Failure	0.0	1958 -
CR	Credit	0.0	1967 -
NC	No Credit	0.0	1973 -
U	Unauthorized Incomplete	0.0	1977 - 02
AU	Audit	0.0	1958 -87
RP	Report in Progress	0.0	2008-
SP	Satisfactory Progress	0.0	1973-2008
I	Incomplete	0.0	1958 -
IC	Incomplete Charged	0.0	2008-
W	Withdrawal	0.0	1958 -
WU	Unauthorized Withdrawal	0.0	1958 -73, 2002-

Credit/No Credit Grading

A grade of CR, indicating passed with credit, is given for work equivalent to C or better for undergraduate students and for work equivalent to B or better for postbaccalaureate and graduate students. NC, indicating no credit, is given for work equivalent to C-, D+, D, D-, or F for undergraduate students and for work equivalent to B-, C+, C, C, D+, D, D-, or F for postbaccalaureate and graduate students.

Restrictions concerning the nontraditional grading option given undergraduate students can be found under the Credit/No Credit Policy that follows. Postbaccalaureate and graduate students should refer to the Grading System discussion under the Graduate Programs section for further information regarding grading options.

Credit/No Credit Policy: Undergraduate students who are not on probation may elect the Credit/No Credit (CR/NC) option for one or more courses each term, up to a maximum of 18 units applicable to the bachelor's degree. If 18 or more semester credit-graded units are accepted on transfer from other institutions, no additional credit-graded CSUN courses may be used to satisfy degree requirements. The CR or NC grade will not be considered in the computation of the student's grade point average. Courses taken on a CR/NC basis cannot be applied toward the satisfaction of ANY of the following degree requirements:

- General Education
- Title 5
- The Major, except those courses offered on a CR/NC basis only, subject to departmental approval. (Note: Additional courses in the discipline of the major beyond those used to satisfy major requirements may not be taken for CR/NC.).
- The Minor, except those courses offered on a CR/NC basis only, subject to departmental approval.

Grading Symbols, Policies and Assistance

Administrative Grading Symbols

Incomplete (I): The symbol "I" indicates that a portion of required coursework has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified reasons, but that a substantial portion of the course requirement has been completed with

a passing grade and that there is still a possibility of earning credit. The work that is incomplete normally should be of such a nature that it can be completed independently by the student for later evaluation by the instructor. An Incomplete shall not be assigned when a student would be required to attend a major portion of the class when it is next offered.

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. A final grade is assigned when the agreed-upon work has been completed and evaluated. An "I" must normally be made up within one calendar year immediately following the end of the term during which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment.

Students who believe they meet the necessary conditions to be assigned an Incomplete should secure a Request for a Grade of Incomplete form from: www.csun.edu/anr/forms.

Students should complete the form and submit it in person to the course instructor on or before the day of the Final Exam. The instructor should check all appropriate boxes in the Instructor Information section of the form and complete the information that describes the assignment(s) to be completed and the due date. If students fail to submit the Request by this deadline, they should receive the grade that they have earned for the entire course, including work completed and penalties for work not completed. No retroactive Incomplete grades are permitted. If the request for an Incomplete is granted, the instructor will assign a grade of Incomplete on the SOLAR class grade roster and add an Incomplete contract.

When the required work is completed, the instructor will fill out a Correction of Grade or Removal of Incomplete form and turn it in to the Department office.

Incomplete Charged (IC): If the Correction of Grade or Removal of Incomplete form is not submitted by the due date, Admissions and Records will automatically change the Incomplete (I) to an Incomplete Charged, (IC) which is equivalent to an F. The IC replaces the I and is counted as a failing grade for grade point average and progress point computation.

Report in Progress (RP): This grade replaces the SP. The RP symbol shall be used in connection with thesis, project, and similar courses in which assigned work frequently extends beyond a single academic term and may include enrollment in more than one term. The RP symbol shall be replaced with the appropriate final grade within one year of its assignment except for master' thesis enrollment, in which case the time limit shall be established by the appropriate campus authority. The president or designee may authorize extension of established time limits.

Satisfactory Progress (SP): The symbol SP is used in connection with thesis, project, developmental and similar courses where assigned work frequently extends beyond a single academic term. It indicates that work is in progress and has been evaluated and found to be satisfactory to date, but that the assignment of a precise grade must await completion of additional work. Enrollment for more units of credit than the total number of units which can be applied to the fulfillment of the student's educational objective is expressly prohibited. Work is to be completed within a stipulated time period.

Withdrawal (W): The symbol W indicates that the student was permitted to drop the course after the twentieth day of instruction with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in the calculation of grade point average. (See Change of Program under Changes of Official Enrollment section for further information.) Change of Schedule Petition Forms are available online at www.csun.edu/anr/forms.

Withdrawal Unauthorized (WU): For purposes of grade point computation, the WU grade is equivalent to an F. The symbol WU indicates that an enrolled student did not officially withdraw from the course and failed to complete course requirements. If a student has stopped attending class without formally withdrawing, an F or WU should be given. For a Credit/No Credit class the appropriate grade is NC.

Credit (CR) is assigned for work equivalent to A, A-, B+, B, B-, C+, C for undergraduate courses; and to A, A-, B+, B for postbaccalaureate and graduate courses. CR grades are not included in the calculation of grade point average. (GE and Title 5 courses may not be taken for CR/NC. They must be taken for a grade.)

No Credit (NC) is assigned for work equivalent to C-, D+, D, D-, or F for undergraduate courses; and to B-, C+, C, C-, D+, D, D-, or F for postbaccalaureate and graduate courses. NC grades are not included in the calculation of grade point average. (GE and Title 5 courses may not be taken for CR/NC. They must be taken for a grade.)

Repeating Courses (Grade Forgiveness)

The University recognizes that undergraduate students may need to repeat one or more courses in order to fulfill degree requirements and/or enhance previously acquired skills. However, students should seek academic advisement before deciding to repeat any course. Students should be aware that other institutions (e.g., medical schools, graduate programs, law schools) might not recognize this repeat policy and will use the forgiven grades in recalculating grade point averages. The following rules apply:

1. A maximum of 16 semester units of CSU Northridge coursework in which a student earned less than a C grade may be repeated for the purpose of excluding grades (grade forgiveness) from the computation of the student's overall GPA. Only the first 16 semester units are eligible for grade forgiveness.
2. An additional 12 semester units of coursework may be repeated for grade averaging, i.e. both the original grade and the repeat(s) shall be calculated into the student's total GPA.
3. Students cannot improve grades of courses taken at CSUN by repeating them at another institution. Students cannot improve grades of courses taken at another institution by repeating them at CSUN.
4. The stated limits (16 units for grade forgiveness and 12 units for grade averaging) apply only to units completed at CSU Northridge. The limits apply to all courses taken at CSUN, whether a student is matriculated or enrolled through self-support such as Extended Learning.
5. Registration in repeated courses may be limited to certain registration periods. Check Admissions and Records for permissive dates: http://www.csun.edu/anr/
6. Undergraduate students may take an individual course no more than three times. Only one repeat per course is permitted for improving the grade, with the higher of the two grades counted in the student's GPA. If a student enrolls in a course for a third time, the units attempted and any grade points earned will be averaged with all other grades earned for the course (except ones that were awarded grade forgiveness). On the third enrollment in a course, permission of the Associate Dean of the college of the student's major (or the Director of Undergraduate Studies if the student is Undecided) is necessary.
7. Subsequent enrollment must be on the same basis of grading as the first.
8. Grade forgiveness is not permitted for courses for which the original grade was the result of a finding of academic dishonesty.
9. This policy does not pertain to repeats in courses such as Music Ensembles and Independent Study where the curriculum allows, permits or requires repeats.
10. This policy applies only to baccalaureate units, i.e., those that count toward the degree.

Majors and Minors

Maximum Number of Majors and Minors

A maximum of up to two majors and up to two minors is permitted, provided all work can be completed within 140 units. A major and an honors major in the same program are considered to be a single major. Exceptions to the 140-unit completion rule can be made for CSUN bachelor's degrees that require more than 120 units to complete. Students who receive an exception must be able to complete the second major and any additional minors within 20 units beyond the number of units required for the bachelor's degree in their first major. See table below for procedures related to majors, minors, and options.

Declaring a Major

Students who start at CSUN must declare a major by the completion of 60 units. Students who are currently Undecided or Undeclared and wish to declare a major must have the major approved by the department chair of the new major. Transfer students must declare a major in their transfer application. Students who have earned 60 units and have not declared a major will have a registration hold placed on their ability to register for the following semester's courses. These students will not be able to register for courses until they declare a major. Note: Courses numbered below the 100 level do not count toward the 60 units. Advanced Placement (high school) units do count toward the 60 units.

Adding a Second Major

Students can add a second major (double major) only if they can complete both majors within 140 units. Students may not add a second major after completing the requirements for their first major. Student requests to add a second major must be approved by the Department chairs of the existing major and the second major. If the student seeking to add a major has 90 or more earned units, the request also must be approved by the associate dean of the new major. All requests to add a second major must be accompanied by a plan demonstrating that the additional major can be completed within 140 units. When a student completes two majors, both majors will be recorded on the diploma. Courses taken to satisfy the requirements for one major may be double counted if they satisfy requirements in the second major.

Changing Major or Option

Students seeking to change majors /options must be able to complete the new major/option within 140 units. Student requests to change a major/option must be approved by the Department chair of the new major/option. If the student has 90 or more earned units, the request also must be approved by the associate dean of the new major/option. Requests to change majors or options must be accompanied by a plan demonstrating that the new major/option can be completed within 140 units.

Adding a Minor

Students can add a minor only if they can complete both their major and the minor within 140 units. Student requests to add a minor must be approved by the Department chair of the new minor. If the student has 90 or more earned units, the request also must be approved by the associate dean of the new minor. Requests to add a minor must be accompanied by a plan demonstrating that the minor can be completed within 140 units.

Changing a Minor

Students may drop their current minor at any time. They may add a new minor as long as they satisfy the policies and procedures for adding a new minor.

Transfer Units

When computing the earned unit limits on adding majors and minors, a maximum of 70 community college transfer earned units or a maximum of 90 four-year college/community college combination transfer earned units will be counted.

Appeals Process

Students who wish to appeal this policy or a related decision can apply to a Majors/Minors Appeals Board composed of an associate dean, a representative of Undergraduate Studies, the AS President or designee, and two faculty members selected by the Faculty President. For example, students who cannot complete their current major because of an inability to complete/pass a requirement may file a request with the Majors/Minors Appeals Board to change majors even though they may need to exceed the 140-unit limit to complete their new major.

Earning a Major and Minor or More than One Minor from the Same Department

Students may earn a major and a minor from the same department, or more than one minor if the major and minor(s) are associated with different academic degree programs. Note that different options in the same degree program are not considered different academic degree programs for this policy.

Final Examination Policy

In lecture courses, no final examination may be scheduled by an instructor prior to the regularly scheduled time. Any student who finds it impossible to take a final examination on the date scheduled must make arrangements in advance with the instructor either to take the examination at another time prior to the deadline for reporting grades, or request that a grade of Incomplete be assigned, and must then follow the regulations concerning the removal of the Incomplete. No exceptions will be made to these regulations without the written approval of the instructor, the department chair, and the dean of the college in which the course is offered.

Procedures for Adding or Changing Majors, Minors and Options

	Student has < 90 earned units	Student has ≥ 90 earned units
Add second major	Approval by dept chairs of both majors. Must complete within 140 units.	Approval by dept chairs of both majors and associate dean of second major. Must complete within 140 units.
Changing major/option	Approval by dept chair of new major/option. Must complete within 140 units.	Approval by dept chair of new major/option and associate dean of new major/option. Must complete within 140 units.
Dropping second major	Approval by dept chair of second major.	Approval by dept chair of second major.
Adding a first or second minor	Approval by dept chair of new minor. Must complete within 140 units.	Approval by dept chair of new minor. Must complete within 140 units.
Changing a minor	Approval by dept chair of new minor. Must complete within 140 units.	Approval by dept chair of new minor. Must complete within 140 units.
Dropping a minor	No approval required.	No approval required.

Dean's List

Students who carry a minimum of 12 graded semester units (CR/NC courses do not apply), and who achieve a grade point average of 3.5 or better, are awarded Dean's List standing for that semester.

Students whose minimum unit load includes courses from the Tseng College may apply for Dean's List standing if the Extension courses are required for the student's major and if the Tseng College courses are taught by members of CSUN's faculty. If a grade change brings a student's grade point average up to 3.5, the student may apply at Admissions and Records to have the honor awarded retroactively.

Students working on second undergraduate degrees or graduate degrees are not eligible for Dean's List awards.

Honors at Graduation

To receive honors at graduation, a student must:

1. Complete a minimum of 45 units of work in letter-graded courses in this University;
2. Earn a grade point average of 3.50 or above in all work taken in this University;
3. Earn the following grade point average in all undergraduate courses, including transfer work:

Summa Cum Laude	GPA of 3.90 or above
Magna Cum Laude	GPA of 3.75 to 3.89
Cum Laude	GPA of 3.50 to 3.74

For questions about Honors at Graduation, visit the Office of Admissions and Records Graduation Evaluations department in BH 150 or call (818) 677-3781.

Bachelor's Degree Requirements

1. Completion of the applicable General Education program, which includes Title 5 requirements in American History and Government.
2. Completion of the requirements for a major.
3. Writing Skills Requirements:

Lower Division Requirement: The University requires of all students a 3-unit Lower Division course in composition. Students must complete the Lower Division writing requirement no later than the semester in which 45 units are completed. Transfer students with more than 35 units who have not completed the Lower Division writing requirement must do so within the first semester of residence. Students may meet this requirement by

a. completing one course from AAS 115, AAS 155, CAS 115, CAS 155, CHS 115, CHS 155, ENGL 115, ENGL 155, PAS 115 or PAS 155 or an equivalent course at an accredited community or 4-year college; or completing one of the following two-semester course sequences: AAS 113A/113B, CAS 113A/113B, CHS 113A/113B, ENGL 113A/113B, PAS 113A/113B or AAS 114A/114B, CAS 114A/114B, CHS 114A/114B, ENGL 114A/114B, PAS 114A/114B; or

b. receiving a satisfactory score on the English Equivalency Examination or the Advanced Placement Test in English Language or the Advanced Placement Test in English Literature.

Completion of this requirement fulfills a portion of the Basic Skills Section of the General Education Program. Note: Completion of the Lower Division writing requirement is a prerequisite for all Upper Division General Education courses.

Upper Division Requirement: The University has implemented the Trustee Policy for the Writing Skills Graduation Requirement for all Upper Division students who will graduate in Spring 1982 or thereafter in the following manner:

a. Students who have completed 56 units and have met the Lower Division writing requirement shall be required to take an essay examination.

b. Undergraduate students are encouraged to take the Upper Division Writing Proficiency Examination (UDWPE) as early as possible after (a) above has been met, but must take the UDWPE no later than the semester in which 90 units are completed. Students who have not taken the UDWPE by the completion of 90 units may have an advisement hold placed on their subsequent registration(s).

c. Students who fail the exam shall be permitted to repeat the examination. Students are strongly urged to make an appointment with a writing consultant at the Learning Resource Center by calling (818) 677-2033. This service is offered at no cost to students. Consultations may be available during the summer (from June to August) on a limited basis.

d. The examination shall consist of an essay on an assigned topic evaluated by two faculty.

e. The criteria of evaluation shall include (1) a demonstration of analytic skills, (2) use of relevant evidence to support an argument, (3) effective organization, (4) use of standard English grammar, diction and mechanics.

f. Administrations of the examination will be announced on the Testing Center website as well as in other official University publications.

g. The examination will be scheduled at least five times within an academic year.

h. Registration cards are available at University Cash Services and at the Testing Office.

i. Certification of graduation writing competence shall be transferable from one CSU campus to another. However, students must pass the UDWPE at the campus at which they are enrolled.

4. Grade Point Average Requirement. Each student shall complete with a grade point average of 2.0 (grade "C" on a 4-point scale) or better:
   a. All units attempted, including those accepted by transfer from another institution
   b. All Upper Division units required in the major
   c. All Upper Division units required in the minor (if student chooses to declare a minor)
   d. All units attempted at CSUN
5. Residency Requirement. Completion of 30 units in residence at CSU Northridge; 24 of the 30 units must be completed in Upper Division. Twelve of the units must be in the major, and 9 of the units must be in General Education. (CSU Northridge coursework taken in Open University is considered residence, with a maximum of 24 special session units.)
6. Total unit minimums B.A. 120 (40 Upper Division), B.S. 120 (36-47 Upper Division), B.M. 132 (40 Upper Division).
   At least 120-124 units for the B.A. degree.
   At least 120-128 units for the B.S. degree.
   Unit Distribution:
   At least 40 Upper Division units for the B.A. degree.
   At least 36 Upper Division units for the B.S. degree.
   At least 9 Upper Division units in General Education.
7. Formal approval by the faculty of the University. Application for Graduation, Graduation Evaluation and Diploma: Undergraduate students must file an Application for Bachelor's Degree and Diploma (approved by the major department) with the Office of Admissions and Records before they can be officially evaluated for graduation.

Administrative Graduation

Upon review by the Office of Undergraduate Studies, students who accumulate over 140 earned units may be graduated administratively if they have completed any major, whether or not they have declared that major. Enrollment beyond the 140 units will be restricted to courses required to graduate in the major for which the student has accomplished the highest percentage of requirements.

Grade Correction Procedures for the Semester of Graduation

See Grade Correction Procedure (E-5) in the Appendices for deadlines and procedures.

Applying for Your Bachelor's Degree

1. When you have completed 90 units of course work, print a copy of the Application for Bachelor's Degree and Diploma, located at http://www.csun.edu/anr/forms/applba.pdf and a copy of your MAP. Schedule an appointment with a faculty advisor to discuss the major curriculum and major catalog year. If you plan to graduate with a second major or minor, include the major, and/or minor, and the catalog year on the form. Secure the faculty advisor's approval in the designated area on the application. This signed application constitutes formal approval of your program by the faculty.
2. Turn in your completed Application for Bachelor's Degree and Diploma and a copy of your MAP to Admissions and Records. You will be required to pay a filing fee upon submission of the application. Deadline dates for filing are published each semester on the Graduation Evaluation web site at http://www.csun.edu/anr/grad/index.html. There is a late fee if you do not file on time. Paying the late fee does not insure receiving your Graduation Check prior to your last semester.
3. You will receive an email from Admissions and Records when your graduation evaluation is complete. A copy of your graduation evaluation will be available on line through the myNorthridge Portal. Call your departmental advisor or your Graduation Evaluator if you have any questions about your evaluation. The Graduation Evaluation reflects units applicable toward degree requirements only. Therefore, this figure may be lower than the cumulative units reflected on other CSUN documents.
4. You decide whether to participate in the graduation ceremony. You will be invited to the commencement ceremony for the academic year in which you graduate. If you decide to participate in the annual spring commencement ceremony, follow the instructions in the commencement handbook. Note: participation in the ceremony does not mean that you have officially graduated and qualified for your bachelor's degree. If, in your final semester, you don't complete a course or earn a grade as anticipated, you will need to change your graduation date at Admissions and Records for the semester or summer of actual completion.
5. Your diploma and letter of congratulations will be mailed to you **three to six weeks** after your official graduation is posted. Note that there are three official graduation dates each calendar year: the final day of the Fall semester, the final day of the Spring semester; and the final day of the last Summer session. These are the only dates on CSUN diplomas.

COMMITTEE ON EDUCATIONAL POLICY

Proposed Title 5 Revision: California Code of Regulations - Conferral of Degree upon Completion of Degree Requirements (REP 07-09-03)

RESOLVED, by the Board of Trustees of the California State University, acting under the authority prescribed herein and pursuant to Section 89030.1 of the Education Code, that Title 5 is amended to add Section 40411 as follows:

Title 5, California Code of Regulations
Division 5 -- Board of Trustees of the California State Universities
Chapter 1 -- California State University
Subchapter 2 – Educational Program
Article 5 – General Requirements for Graduation

§ 40411. Conferral of Degree upon Completion of Degree Requirements.

The president of each campus may preclude any student from enrolling in any additional state-supported courses when that student has met all necessary requirements for a degree, and may take the actions necessary to confer the degree. 1

NOTE: Authority cited: Section 89030, Education Code. Reference: Section 89030, Education Code.

NEW AND EXISTING FINANCIAL AID POLICIES

The Financial Aid and Scholarship Department looks forward to working with you to provide the support needed to enroll, retain and graduate students. Federal, State and Institutional aid exists to provide support to students who are matriculated in a degree or certificate program and who are making satisfactory academic progress towards their academic goal. Students should consider their enrollment decisions carefully. Students who enroll full-time will receive the maximum aid possible. However, full-time enrollment may not be appropriate or possible for a student, based on family, medical, employment or other conditions. Students who enroll full-time to get maximum aid, but then need to withdraw or reduce enrollment may have immediate and/or future negative consequences. To remain eligible for aid **students must complete the units they enroll in and must finish their academic program within a reasonable and defined time frame.**

Enrollment: Financial Aid is awarded based on projected full-time enrollment. Students who enroll in less than half-time will automatically have their awards adjusted prior to payment based on actual enrollment. Some awards can be adjusted for less than full-time enrollment, while others will be canceled. Students with financial aid awards can consult with the Financial Aid Department to check on the impact of their planned enrollment to the financial aid they have been awarded. **Students should not enroll in classes to qualify for maximum aid**, if the classes are not required to complete their educational program for graduation. Such action can result in the loss of financial aid in the future due to the Satisfactory Academic Progress requirements for financial aid.

Withdrawals: Medical and non-medical withdrawals can cause a student to lose current and/or future financial aid. Prior to withdrawing completely from a term, **a student receiving financial aid should consult with the financial aid department** on possible consequences. The Satisfactory Academic Progress policy takes into account all units attempted, even those from which the student withdrew (officially or unofficially).

Satisfactory Academic Progress: The complete policy and appeal procedures can be found at www.csun.edu/finaid. Progress is measured in units completed versus units attempted (at CSUN only), total units attempted (including transfer institutions), and willingness to complete their academic program (as measured by enrollment appropriate to academic program, repeated withdrawals, etc.). The updated policy which goes into effect for the 2009-10 academic year and recently approved by President Koester, reduces the maximum units attempted cap for undergraduate students to 150. **Undergraduates who attempt more than 150 units without finishing their degree will not be eligible for further aid.**

Although the pass rate of 70% remains in effect for all students (including credential and graduate level), the conditions for undergraduate appeals have been limited by the updated policy. Undergraduates who have completed less than 55% of their units attempted at Northridge will not be allowed to appeal, unless the completion rate failure is due to medical withdrawal(s). Students who complete between 55% and 65% of their units attempted may be allowed to appeal if they meet certain conditions. Students who complete between 65% and 70% of their units attempted will be approved for a one year probationary period.

Financial Distress: If students report they are unable perform adequately in their academic work or who want to withdraw because they now need to work more hours because of a change in financial circumstances, please refer them to the Financial Aid and Scholarship Department to meet with a financial aid counselor. We cannot help all students, but we may be able to reconsider their aid based on recent job loss or other extreme circumstances. Many times we may only be able to offer low-cost, federally-insured loans and students will need to be willing to accept them in order to reduce working hours or address other financial issues. However, many students have not yet applied for aid and may find themselves eligible for grants.

Undergraduate Policy on Withdrawals

(Approved May 21, 2009)

Withdrawal (W): The symbol "W" indicates that the student was permitted to drop the course after the twentieth day of instruction with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in the calculation of grade point average.

Withdrawals During the First 20 Days of Instruction: Students wishing to completely withdraw from the University prior to or during the first 20 days of instruction may do on SOLAR by accessing System Registration. University Cash Services will automatically process (and mail) checks based on withdrawal information. New and returning students who completely withdraw from the University prior to the 20th day of instruction are not considered continuing students and must reapply to attend any subsequent semester. Those students who are continuing from the previous semester will automatically be placed on a Leave of Absence if they meet the criteria. (See Leave of Absence under Categories of Enrollment for further information.)

Withdrawals After the 20th day of Instruction: Students who must withdraw after the twentieth day of instruction and prior to the last three weeks of instruction for reasons clearly beyond their control, and who can justify serious and compelling circumstances, may withdraw without academic penalty by securing the approval of the instructor and the appropriate campus officials, as designated in the current Schedule of Classes. If approved, the Grade of "W" will be assigned for withdrawals after the twentieth day of instruction. Students completely withdrawing after the 20th day of instruction will be considered continuing students for the next semester. Under no circumstances does nonattendance nor the stopping of payment of a check constitute a withdrawal from the University.

Withdrawals During the Last Three Weeks of the Semester: Withdrawals are not permitted during the final three weeks of instruction or thereafter except in cases such as accident or serious illness where the cause of the withdrawal is clearly beyond the student's control and the assignment of an incomplete is not practical. Ordinarily it is expected that withdrawals during this period will be complete withdrawals from the University except in circumstances where sufficient work has been completed in one or more of the courses to permit an evaluation of coursework and an assignment of a grade. Students may obtain forms and procedural information at the Office of Admissions and Records.

Medical Withdrawal: Students seeking complete medical withdrawals may complete the necessary forms at the Student Health Center. Upon receipt of verifying information from a student's personal physician, the Director of the Health Center will evaluate the case. A medical withdrawal usually constitutes complete withdrawal from the University for the academic period in question.

In cases where medical evidence and the specific physical demands and environment of the classes overwhelmingly support withdrawal from only a portion of a student's program of study, partial withdrawals will be permitted prior to the final three weeks of the instruction, except in cases of accident or serious illness. A request for a partial medical withdrawal for undergraduate students and a partial medical withdrawal Health Provider Report must be completed and submitted to the office of Undergraduate Studies. These forms are available at

www.csun.edu/forms. Partial medical withdrawals will be granted solely for established medical purposes prior to a student taking final exams.

Withdrawals due to illness in the family will be granted only if the attending physician stipulates that the student is the primary caregiver for the family member. Withdrawals due to illness in the family should be requested on late change in academic schedule for undergraduate students at www.csun.edu/anr/forms and submitted according to directions on the form.

Additional Withdrawal Rules

1. Undergraduate students may withdraw from no more than 18 semester units of CSU Northridge courses. This 18 semester unit limit does not apply to the first 20 days of each semester when withdrawals from courses are permitted without restriction or penalty.

2. Medical withdrawals, whether partial or complete, do not count toward the maximum 18.

3. The maximum of 18 semester units applies only to units completed at CSU Northridge. The limits apply to all courses taken at CSUN, whether a student is matriculated or enrolled through self-support such as Extended Learning.

4. This policy applies only to baccalaureate units, i.e., those that count toward the degree.

5. All other CSU Northridge current policies related to withdrawals remain the same, except as stated in items 1-4, above.

Undergraduate Policy on Repeating Courses

(Approved May 21, 2009)

The University recognizes that undergraduate students may need to repeat one or more courses in order to fulfill degree requirements and/or enhance previously acquired skills. However, students should seek academic advisement before deciding to repeat any course. Students should be aware that other institutions (e.g., medical schools, graduate programs, law schools) might not recognize this repeat policy and may use "forgiven" grades in recalculating grade point averages. The following rules apply:

1. A maximum of 16 semester units of CSU Northridge coursework in which a student earned less than a C grade may be repeated for the purpose of excluding grades (grade forgiveness) from the computation of the student's overall GPA. Only the first 16 semester units are eligible for grade forgiveness.

2. An additional 12 semester units of coursework may be repeated for grade averaging, i.e. both the original grade and the repeat shall be calculated into the student's total GPA.

3. Students cannot improve grades of courses taken at CSUN by repeating them at another institution. Students cannot improve grades of courses taken at another institution by repeating them at CSUN.

4. The stated limits (16 units for grade forgiveness and 12 units for grade averaging) apply only to units completed at CSU Northridge. The limits apply to all courses taken at CSUN, whether a student is matriculated or enrolled through self-support such as Extended Learning.

5. Registration in repeated courses is limited to the Nonrestrictive and Late Registration periods and is prohibited during the Registration-by-Appointment period.* (see note below)

6. Undergraduate students may take an individual course no more than three times. Only one repeat per course is permitted for improving the grade, with the higher of the two grades counted in the student's GPA. If a student enrolls in a course for a third time, the units attempted and any grade points earned will be averaged with all other grades earned for the course (except ones that were awarded grade forgiveness). On the third enrollment in a course, permission of the associate dean of the college of the student's major (or the Director of Undergraduate Studies if the student is Undecided) is necessary.

7. Subsequent enrollment must be on the same basis of grading as the first.

8. Grade forgiveness is not applicable in courses for which the original grade was the result of a finding of academic dishonesty.

9. This policy does not pertain to repeats in courses such as Music Ensembles and Independent Study where the curriculum allows, permits or requires repeats.

10. This policy applies only to baccalaureate units, i.e., those that count toward the degree.

*In Fall 09, no student may enroll in any course ***for the purpose of repeating*** until the first day of classes. Such repeating students will need to get permission of the instructor to enroll. SOLAR will block a student's ability to repeat enrollment in a course until the first day of classes.

Petition/Appeal Process for Honors at Graduation Policy
(Approved November 5, 2008)

All petitions for waiver of any of the established requirements for graduation with honors shall be sent to the department of the student's major for recommendation, and then forwarded to the Associate Vice President of Undergraduate Studies for final approval. No action will be taken by Undergraduate Studies without a positive recommendation from the chair of the student's major department in keeping with departmental policies and procedures, as appropriate.

Repeating Course for Third or Subsequent Time Policy

(Approved November 5, 2008)

On the third or subsequent enrollment in a course, permission of the associate dean of the college of the student's major (or the Director of Undergraduate Studies if the student is Undecided) is necessary.

Timely Adoption of Textbooks/Instructional Materials for Accessibility
(Approved February 28, 2008)

It is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff and the general public regardless of disability. As part of that policy all CSUN faculty shall, whenever possible, submit their textbooks and/or instructional materials requests by a University deadline established by Academic Affairs that is to be included in the University calendar and that is not less than (8) weeks prior to the beginning of the semester.*

*Academic Affairs interprets the recommended Senate Policy as follows:

Faculty members must submit book orders and other instructional materials orders no later than eight weeks before the beginning of the semester; and departments must submit orders for sections that do not yet have instructors assigned to them no later than eight weeks before the beginning of the semester.

This policy does not apply, however, to instructional web sites, links from those web sites, and supplementary materials that are attached to them. See the other policy at http://www.csun.edu/accessibility for details. In brief, all new instructional web sites must be compliant by fall 2008, with older sites updated for accessibility as they are used publicly. The appropriate administrator can allow alternative ways of meeting this requirement if indeed compliance is excessively challenging or burdensome.

"Whenever possible" cannot be invoked willy-nilly to get around compliance with applicable law, or with the practical requirement to submit textbook and other instructional materials orders at least 8 weeks prior to the beginning of the semester for all instructors and for all scheduled sections not yet staffed.

"Whenever possible" is not to be interpreted or implemented as a matter of convenience, department or faculty preference, or department or faculty past practice. For instance, one cannot invoke travel, work schedule, or academic freedom to support a claim that it is not possible to comply. A sudden cancellation of a preferred textbook, an unanticipated illness, and/or other circumstances completely outside the control of an individual faculty member or department may constitute such grounds, subject to review and agreement by the dean based on the specific circumstances. In the case of disagreement, the dean will submit that judgment and relevant explanation to the department chair.

Reinstatement after Third Disqualification
(Approved February 25, 2008)

Students who receive a third disqualification may reapply to the University after a minimum waiting period of five years. Students must provide evidence that demonstrates acquired skills or achievements that support a successful return to the University. Students reinstated to the University must meet each semester all criteria established by the University for continued enrollment of readmitted previously disqualified students until both their cumulative total GPA and CSUN GPA return to 2.0. Those who fail to do so will receive a *final disqualification* and will be given no further opportunities for readmission.

Criterion for Continued Enrollment of Readmitted Previously Disqualified Students
(Approved February 25, 2008)

Students who have been academically disqualified, but who are readmitted to the University under terms of probation with an Academic Performance Agreement are allowed to continue to enroll in subsequent semesters only if they earn a GPA of 2.00 or higher each semester until both their cumulative total GPA and CSUN GPA return to 2.0.

Policy on Graduating-Senior Registration Priority
(Approved June 30, 2005)

A student who receives graduating-senior registration priority twice and who does not graduate will not receive graduating-senior registration priority a third time and will return to senior registration priority status. This policy will take effect one year after approval by the Senate and the President.

Policy on Missed Classes Due to Participation in University-Approved Activities
(Approved February 25, 2005)

When representing the university in official curriculum-related, university-approved activities requires a student to miss classes, faculty are expected to provide, within reason, opportunity to make up any work or exams that are missed.

To be eligible for such accommodation**,** the student is obligated to provide the instructor of the class with written documentation signed by the faculty, staff member or administrator supervising the activity, giving specific information concerning the activity, its location, and the dates and times when class attendance is not possible. This documentation must be submitted to the instructor during the first week of the semester or as soon as the information becomes known.

Instructors may set limits on the number of classes that may be missed for which special accommodation to make up missed work will be allowed. The process for making up missed class work is the prerogative of the instructor and shall be communicated to the affected students during the first week of classes or as soon as the need for accommodation becomes known.

For the purposes of this policy, if a question arises as to which events meet the definition of "*official curriculum-related, university-approved activities"* the determination shall be made by the Associate Vice President for Undergraduate Studies.

Absence from class for official curriculum-related, university-approved activities does not relieve students from responsibility for any part of the course work required during the period of absence.

University sponsors of these activities have an obligation to respect the importance of regular class attendance for successful academic performance and to minimize the number of such absences. Instructional faculty have an obligation to respect the importance of such student participation, and to assist student participants in meeting their academic obligations.

Revised Policy on Retention of Student Work
(Approved February 25, 2005)

A. Document Retention Timeframes:

Faculty shall retain the final examination and other materials, including materials in an electronic form, which contribute to the student's final grade, and which are not returned to the student or otherwise not made available in class to the student, in accordance with the following timeframes:

1. *Spring Semester*: Materials from the spring semester will be retained until the end of the first week of the following spring semester.

2. *Summer Term*: Materials from the summer term will be retained until the end of the first week of the following spring semester.

3. *Fall Semester*: Materials from the fall semester will be retained until the end of the first week of the following fall semester.

4. *Winter Intersession*: Materials from the winter intersession will be retained until the end of the first week of the following fall semester.

When a faculty member has received notice as to the filing of an academic grievance or grade appeal from the Office of the Vice President for Student Affairs, all related course materials, including materials in an electronic form, shall be retained until the case is resolved.

B. Student's Responsibility: It is the student's responsibility to pick up from the faculty materials that have been made available to students in class.

C. Departing Faculty: Departments are encouraged to collect from departing faculty all materials as specified above, including materials in an electronic form, which contribute to the student's final grade and retain such materials for a period consistent with the time frames provided above.

WRITTEN SYLLABI FOR ALL UNDERGRADUATE COURSES

(Approved 5/8/01; modified 3/25/03)

To better inform students about the requirements, content and methodology of the university's undergraduate curricula, all faculty teaching undergraduate courses will distribute a written syllabus to each student in the course and/or post it on-line no later than the second week of classes.

The syllabus should contain the following information:

- Course objective(s).
- A brief list or summary of topics or projects covered.
- Course requirements and methods of evaluation.
- Grading criteria including whether or not the plus/minus system will be used.
- Contact information (instructor's name, office hours, office location, and campus phone number).
- For a General Education course, the syllabus should describe how it meets the currently approved goals of the General Education section in which it resides.
- For an upper-division General Education course, the syllabus should include a statement that informs students that the course is an upper-division General Education course and that it requires completion of writing assignments totaling a minimum of 2,500 words.

Policy on Written Syllabi for All Graduate Courses
(Approved 2/2/06)

To better inform students about the requirements, content and methodology of the university's graduate curricula, all faculty teaching graduate courses will distribute a written syllabus to each student in the course and or/post it online no later than the second week of classes. The syllabus should contain at least the following information.

- Course objective(s)
- A brief list or summary of topics or projects covered
- Course requirements and methods of evaluation
- Grading criteria including whether or not the plus/minus system will be used
- Contact information (instructor's name, office hours, office location, and campus phone number)

Students With Disabilities in the Classroom
A Guide for Faculty

The Rehabilitation Act of 1973, Section 504 as amended, and the regulations adopted thereafter, as well as the **1990 Americans with Disabilities Act** provide that:

> ...no qualified handicapped person shall, on the basis of handicap, be excluded from participation, be denied the benefits of, or otherwise be subject to discrimination under any academic, research, occupational training, housing, health insurance, counseling, financial aid, physical education, athletics, recreation, transportation, other extracurricular or other postsecondary education program or activity ...

A qualified handicapped person is defined as:

> ... a handicapped person who meets the academic and technical standards requisite to admission or participation in the ... education program or activity ...

The University is strongly committed to maintaining an environment that guarantees students with disabilities full access to its educational programs, activities and facilities.

Under the regulations, we are required to make modifications to our academic requirements and practices as necessary in order to ensure that they do not discriminate against a qualified student. Such accommodation is commonly referred to as a "reasonable accommodation." Some examples are, but are not limited to:

- use of interpreters in class
- identifying notetakers
- relocating classes to accessible rooms
- providing extended time on tests
- providing alternative testing arrangements
- allowing the use of service animals
- allowing the use of assistive devices and or auxiliary aids, including tape recorder
- providing alternative text (Braille, large print, electronic text, audio text)
- selecting captioned media (films, videos, web pages, electronically generated presentations
- developing and utilizing accessible websites

Determination of Accommodation

Faculty responsibilities are encompassed in the University's obligations to federal mandates. **Faculty are not responsible for determining what is and is not a reasonable accommodation for the student.** The National Center on Deafness (NCOD) and the Center on Disabilities (CoD) office have been designated by the Chancellor to prescribe reasonable accommodation for all students who have been certified as having disabilities in the areas served by their office – including learning disabilities or psychological disabilities. These offices have sole responsibility for verifying documentation and determining reasonable accommodations.

Responsibility for Providing the Accommodation

Faculty are not solely responsible for the full provision of an accommodation. NCOD or CoD offices serve as resources for students and faculty alike and will coordinate most of the more common accommodations needed, including providing interpreters or alternate format for print material.

Confidentiality

The University is in compliance with the Federal Educational Right to Privacy Act (FERPA) ensuring the confidentiality of all student records, as well as similar provisions in both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act requiring that confidentiality be maintained. With written permission from the student, counselors at either Center on Disabilities or the National Center on Deafness may discuss accommodations that have been approved for the student, but may not discuss the specifics of the diagnosis. Faculty discussions with a student about accommodations must respect that student's right to privacy. This means such discussions must not be held in the hearing of other students.

Institutional Standards

The University is not required to change the fundamental nature of programs to meet the needs of persons with disabilities. Students with disabilities must meet the institution's academic standards, and the stipulated accommodations are designed to help students meet such standards. While reasonable accommodations may include alterations in classroom pedagogy that do not impact the fundamental nature of an academic program, faculty are not required to alter academic standards.

Examinations

A student presenting a proctor form is registered with the Center on Disabilities, and the documented disability has been verified. The specific accommodation(s) the student is eligible to receive are listed in Section 2 of this document. While CoD prefers that you allow the student to take the exam in their proctoring area, you may choose to proctor the exam yourself. **As long as you are providing the listed accommodations, the decision to proctor the exam yourself or send the student to the CoD is yours to make.** CoD administers tests in accordance with the directions contained on this form. Once the form is signed, it becomes an agreement between you and the listed student. You may choose to give additional accommodations. Any testing guidelines you give to all students must also be given to students taking proctored exams. For example, if you allow students to use a calculator in class, a student taking a proctored exam in the CoD testing area must also be allow to use a calculator.

** For further information, call Jodi Johnson, Associate Director at 2684.*

Sections 612.4.2.b. and 612.5.2. of the Administrative Manual: Effective Date of New or Revised Personnel Procedures

(Approved May 19, 2011)

612.4.2.b. College Level Responsibilities

(6). If a College elects to change the criteria in its personnel procedures, those criteria will become effective three (3) years after they have been approved at the University level.

During this three-year period, all candidates appointed before the approval at the University level of the new College Personnel Procedures shall be evaluated under the old criteria unless a candidate specifically elects to be evaluated under the new criteria. A candidate who elects the new criteria must notify, in writing, the Department Chair and the Dean no later than the date when the Professional Information File is submitted for review. The Dean will place a copy of the request in the candidate's Personnel Action File. If a candidate elects the new criteria, the candidate cannot subsequently elect to be evaluated under older criteria.

All faculty members appointed after the approval at the University level of the new College Personnel Procedures shall be evaluated under these new criteria.

612.5.2. Department Level Responsibilities

g. If a Department elects to change the criteria in its personnel procedures, those criteria will become effective three (3) years after they have been approved at the University level.

During this three-year period, all candidates appointed before the approval at the University level of the new Department Personnel Procedures shall be evaluated under the old criteria unless a candidate specifically elects to be evaluated under the new criteria. A candidate who elects the new criteria must notify, in writing, the Department Chair and the Dean no later than the date when the Professional Information File is submitted for review. The Dean will place a copy of the request in the candidate's Personnel Action File. If a candidate elects the new criteria, the candidate cannot subsequently elect to be evaluated under older criteria.

All faculty members appointed after the approval at the University level of the new Department Personnel Procedures shall be evaluated under these new criteria.

Section 604 of the Administrative Manual:
Statement of Professional Responsibility
(Approved December 15, 2009)

604 Professional Responsibility

This statement shall serve as a guide for the professional conduct of the members of the faculty of this University. The responsibilities of a faculty member may be considered from four major perspectives: 1) as a member of an academic profession; 2) as a teacher; 3) as a colleague; 4) as a part of an academic institution.

604.1 As a member of an academic profession, the faculty member:

1. Devotes energies to developing and improving scholarly competence.

2. Accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge.

3. Practices, fosters, and defends intellectual honesty, freedom of inquiry and instruction, and free expression.

4. Respects the ethical and legal principles and guidelines of the faculty member's discipline(s).

604.2 As a teacher, the faculty member:

1. Encourages the free pursuit of students' learning and promotes the free and open exchange of ideas as related to the subject matter.

2. Exhibits and upholds the highest scholarly and ethical standards of the faculty member's relevant discipline(s); fosters honest academic conduct; and does not instruct, advise, or supervise students with whom the faculty member has personal or professional conflicts of interest.

3. Serves as an intellectual guide and mentor.

4. Does not participate in the formal evaluation of any student or in any institutional decisions involving a direct benefit to a student who is a member of the faculty member's immediate family, a blood relative, or with whom there is an economic, sexual, and/or romantic involvement which could reasonably be perceived as impairing objectivity.

5. Makes reasonable efforts to assure that evaluations of students are based on stated academic criteria.

6. Treats students with civility, understanding, and respect.

7. Makes reasonable efforts to assure that students treat each other with civility, understanding, and respect.

8. Respects the confidential nature of the relationship between faculty member and student except when obligated to disclose information based on University policy or law.

9. Does not refuse to enroll or teach students on the grounds of their beliefs or the possible uses to which they may put the knowledge to be gained in a course.

10. Does not require students, by the authority inherent in the instructional role, to engage in particular political activities.

11. Does not persistently introduce material which has no relation to a subject into the presentation of that subject.

12. Adheres to published descriptions of course content and grading practices, such as those contained in syllabi, course outlines, and University catalogs.

13. Allows students the freedom to take reasoned exception to the data or views offered in a course of study.

14. Does not exploit students.

15. Acknowledges significant academic or scholarly collaboration with, or assistance from, students.

604.3 As a colleague, the faculty member:

1. Respects and defends the free inquiry of colleagues.

2. Shows due respect for the opinions of others in exchanges of criticism and ideas.

3. Acknowledges the contributions of others to the faculty member's academic work.

4. Strives to be objective when engaged in the professional judgment of colleagues.

5. Does not participate in personnel evaluations, such as appointment, retention, tenure, or promotion, of a member of the faculty member's immediate family, a blood relative, or a person with whom the faculty member has an economic, sexual and/or romantic involvement that could reasonably be perceived as impairing objectivity.

6. Does not participate in decisions, such as awarding of grants, sabbaticals, or other awards that involve a direct personal economic benefit or benefit to a member of the faculty member's immediate family, a blood relative, or a person with whom the faculty member has an economic, sexual and/or romantic involvement that could reasonably be perceived as

impairing objectivity.

7. Does not engage in exploitative, harassing, or discriminatory behavior.

604.4 As a member of an academic institution, the faculty member:

1. Seeks above all to be an effective teacher and scholar.

2. Observes the stated regulations of the institution provided they do not contravene academic freedom.

3. Maintains the right to criticize regulations and seek their revision.

4. Does not engage in outside employment that conflicts with normal work assignments or satisfactory performance of duties.

5. When considering the interruption or termination of services, recognizes the effect of such a decision upon the program of the institution, and gives due notice of intentions.

6. Accepts a share of faculty responsibilities for the governance of the institution.

7. Helps ensure that the University meets its commitment to maintain an environment that promotes diversity and that is free from discrimination and harassment.

8. Makes reasonable efforts to distinguish publicly between speaking or acting as a private citizen and speaking or acting as a representative of the University.

Section 672 of the Administrative Manual: Sabbatical and Difference-in-Pay Leaves

(Approved May 21, 2009)

672.2. Sabbatical Procedures

672.2.6 The College Personnel Committee shall review all sabbatical applications. It should be the policy of the College Personnel Committee to recommend every applicant who is legally entitled to a leave and to rank these applicants by taking into consideration the evaluative criteria as specified in 672.2.7.b The probationary and tenured faculty members of the College may choose to elect a Professional Leave Committee to act in lieu of the College Personnel Committee for purposes of evaluating the sabbatical applications.

As a result of this review, the College Personnel Committee will place a proposal into one of four possible groups:

a. Those that are judged by the College Personnel Committee to be outstanding;

b. Those that are judged by the College Personnel Committee to be meritorious;

c. Those that are judged by the College Personnel Committee to be outstanding or to be meritorious, but because of severe curriculum hardship created in the Departments – as indicated by the Department Chair's statement – granting of leave is inadvisable;

d. Those that the College Personnel Committee judges cannot be recommended for funding at this time.

Of the four categories, it is the intention of this policy that the first category, those projects judged to be outstanding, be reserved for those proposals which, by virtue of some feature or features of extraordinary value or promise, warrant that the proposal be approved for funding regardless of equity, defined as accrued service since the establishment of initial eligibility for sabbatical leave. It is anticipated that, in any given year, not all proposals recommended for funding by the College Personnel Committee will be in the outstanding category.

The College Personnel Committee shall recommend to the President that all proposals for projects placed in the second category, those judged to be meritorious, be ranked in order of accrued service since their last sabbatical (no other ranking shall be produced, except that ties of length since last sabbatical shall be broken by length of full-time service at CSUN; if a tie still exists, the applicant to be recommended shall be determined by lot and forwarded to the President with a recommendation that sabbaticals be awarded in order of ranking until available funds are exhausted). All proposals placed

in the third category shall be forwarded to the President with the indication that they are outstanding or meritorious but because of hardship to the University granting of leave is inadvisable. All proposals placed in the fourth category shall be forwarded to the President without a recommendation for funding.

The College Personnel Committee shall provide the President with a written statement of the reasons for recommending or not recommending funding of each proposal, including a justification for recommending outstanding projects for funding irrespective of accrued service. A copy of the recommendation shall be provided to the applicant. In conveying its recommendations to the President, the College Personnel Committee shall include the Departmental statements and responses by applicants to the recommendations. The College Personnel Committee shall not submit more sabbatical leave applications ranked as outstanding than the total number of sabbatical leaves allocated to that College under Section 672.2.1.

Section 620 of the Administrative Manual:
Recruitment, Selection, Appointment, and Evaluation
"Training for Equity and Diversity Representatives on Search Committees for Full-Time Faculty"
(Approved February 18, 2009)

620 Recruitment, Selection, Appointment, and Evaluation

620.1 General Policy

620.2 Affirmative Action

California State University, Northridge is committed. . .

1. Each Department committee. . .

2. Each College's Personnel Committee. . .

3. All Department and College search and screen committee Equity and Diversity Representatives shall receive special training from the Director of Equity and Diversity. The Equity and Diversity Representative or designee from the search committee is required to participate in a hiring workshop on the hiring process as jointly offered by the Director of the Office of Equity and Diversity, the Faculty Senate Educational Equity Committee, and the Associate Vice President for Faculty Affairs. All other committee members are encouraged to attend. Those members who attend the workshop are responsible for disseminating this information to every committee member who did not attend. The entire search committee is responsible for ensuring that the search has been conducted in compliance with the provisions of the *Manual of Procedures for Search and Screen Committees for Full-Time Faculty Positions*.

Section 645 of the Administrative Manual:
Periodic Review of Tenured Faculty
(Approved May 6, 2008)

645 Periodic Review of Tenured Faculty

645.1 The Collective Bargaining Agreement Between the CSU and CFA, Unit 3-Faculty (May 15, 2007 – June 30, 2010) mandates that there be periodic evaluation of tenured faculty. The purpose of Section 645 is to outline campus processes for implementation of the mandated periodic evaluation. Should the provisions related to periodic evaluation of tenured faculty be removed from this or future Faculty Contracts, these provisions shall become null and void.

645.2 The purpose of periodic evaluation of tenured faculty ("post tenure review") is to facilitate continued faculty development and improvement.

645.3 Each tenured faculty unit employee shall be reviewed at least once every five years. A performance review for promotion shall be considered to be such review in calculating the five-year intervals. Tenured faculty unit employees shall not be reviewed while on sabbatical leave or leave of absence.

645.4 The Peer Review Committee of the Department or equivalent unit and the College Dean, separately and in writing, shall provide a review. The Peer Review Committee shall be comprised of tenured faculty unit employees at the rank of Professor or equivalent. Where there are insufficient department faculty to form a Peer Review Committee, tenured faculty at the rank of Professor from related academic disciplines may serve.

1. The Department Peer Review Committee shall provide a written report of the evaluation to the faculty member under review ten (10) calendar days before it is sent to the College Dean and placed in the faculty member's Personnel Action File.

2. The faculty member may request a meeting with the committee to discuss the report. The meeting shall be held within those ten (10) calendar days. The faculty member may also submit a written rebuttal statement or response within that period. This statement or response shall be placed in his or her Personnel Action File.

3. The Chair of the Department Peer Review Committee, or designee, and the College Dean shall meet with the tenured faculty unit employee under review to discuss his or her strengths and weaknesses along with suggestions, if any, for improvement.

4. The College Dean shall provide a written report of his or her evaluation to the faculty member under review ten (10) days before it is placed in the faculty member's Personnel Action File and sent to the Department Chair and Chair of the Department Peer Review Committee.

5. The faculty member may request a meeting with the College Dean to discuss the report. The meeting is to be held within those ten (10) calendar days. The faculty member may also submit a written rebuttal statement or response within that period. This statement or response shall be placed in his or her Personnel Action File.

645.5 Tenured faculty unit employees shall be reviewed based on their actual work assignments only. For those faculty members with teaching responsibilities, consideration shall include student evaluations of teaching performance.

645.6 Departments may establish additional policies and criteria consistent with The criteria described in this section.

1. Department criteria for review of tenured faculty shall be reviewed and approved by the tenured and probationary faculty in the Department. The criteria shall be submitted to the College Dean for review and approval and to the Personnel Planning and Review Committee for final review and approval for consistency with Section 645 and the Faculty Collective Bargaining Agreement. PP&R may designate the Chair of PP&R to review the criteria and approve on behalf of PP&R.

2. Department criteria, policies and procedures, even if unchanged, shall be reviewed in their entirety every five years to assure consistency with College and University policies and procedures. Procedures not forwarded and approved by the Personnel Planning and Review Committee at the five-year limit will be considered obsolete, and Department criteria, policies, and procedures will revert to Section 600.

Section 652 of the Administrative Manual:
Grant-Related/Specially-Funded Instructional Faculty Appointments
(Approved May 6, 2008)

652 Grant-Related/Specially-Funded Instructional Faculty Appointments

652.1 Preamble

The purpose of the Grant-Related/Specially-Funded Instructional Faculty (GRIF) classification policy is to establish the means by which instructional faculty engaged in substantial grant activity can be granted a GRIF classification. GRIF appointments allow California State University, Northridge (CSUN) to recognize outstanding research contributions through the use of non-state resources to supplement or augment salary during the period of the GRIF appointment.

652.2 Definition

The Grant-Related/Specially-Funded Instructional Faculty (GRIF) member serves as a California State University Northridge instructional faculty member. GRIF members may be appointed to a non-permanent academic year or a 12-month GRIF classification. The classification can be used for grant-funded faculty assignments as well as faculty assignments funded by gifts and bequests or by Foundation allocations. The GRIF classifications provide for additional salary at a range specified by the Faculty Collective Bargaining Agreement.

652.3 Eligibility

1. In order to be considered for a GRIF appointment, the faculty member must meet the following criteria:

    a. The faculty member must be primarily responsible for annual grant and contract awards exceeding $500,000 in 2008 constant dollars (per faculty member in the case of co-Principal Investigators ("co-PIs")) in volume, administer multiple awards, and supervise multiple staff.

    b. The faculty member's grant and contract funds must buy out a minimum of 40% of the faculty member's 1.0 time base appointment during the academic year. In the case of co-PIs, the grant and contract funds must buy out a minimum of 40% of each faculty member's 1.0 time base appointment during the academic year.

    c. Non-state funds must be identified to cover the GRIF salary differential percentage (including related benefits) to be added to the General Fund portion of the GRIF position. The source of non-state funds cannot be a direct charge to the grant.

d. The faculty member's grant and contract activity must clearly be related to the faculty member's regular University responsibilities and must make a substantial contribution to CSUN's mission and vision.

e. The faculty member must be involved in the instructional program through classroom/laboratory teaching and/or mentoring students in training, research, or creative activities.

f. The faculty member appointed to a GRIF classification shall demonstrate exceptional professional merit in scholarship and teaching as evidenced by regional or national stature in his or her discipline with a continuous record of recognized leadership and significant achievement in creative or scholarly work.

g. Generally, an individual appointed to the GRIF classification shall have the responsibility as a Project Director and/or Principal Investigator.

h. Faculty members who have been awarded a sabbatical or difference-in-pay leave are not eligible for GRIF appointments for the duration of the sabbatical or difference-in-pay leave.

2. Duration

a. Appointment to a GRIF classification automatically expires at the end of the period stated and does not establish a right to a subsequent GRIF appointment. Faculty seeking an additional or renewed GRIF appointment must re-apply through the same process as first-time applicants.

b. Since a GRIF appointment is contingent on the availability of adequate funding from grants, gifts, or other non-state funds, should the funding not be available, the GRIF appointment will terminate.

652.4 Application Process

1. No later than March 1 of the year before the GRIF appointment is requested, the faculty member submits a letter to the Dean, copied to the Department Chair, requesting a GRIF appointment. The eligible faculty member must specify in writing the GRIF additional salary differential percentage requested. The Dean is responsible for obtaining written confirmation from the Office of Graduate Studies, Research, and International Programs that the faculty member has sufficient external support to cover all costs. This includes identification of the source(s) of external funds from which the GRIF differential will be paid.

2. The application is reviewed by the Department Chair who submits a recommendation, no later than March 15, copied to the applicant, which includes a review of the criteria listed in Section 652.3.1.d. through g. and a recommendation for approval or denial of the GRIF appointment.

3. The application and recommendation from the Department Chair is reviewed by the College Dean. The Dean submits a letter of recommendation, no later than April 1, to the Provost and Vice President for Academic Affairs, copied to the applicant, that confirms the identified sources of funding and, if the College Dean supports the appointment, he or she specifies the recommended GRIF salary differential.

4. The Provost and Vice President for Academic Affairs reviews the application letter and recommendations from the Department and College-level reviewers and approves or denies the GRIF appointment and if approved, specifies the amount of the GRIF salary differential. The Provost's decision to approve or deny a GRIF appointment is final. The Provost communicates his or her decision to the applicant by letter, no later than April 15, with copies to the College Dean and Department Chair.

652.5 Terms of Appointment

1. Appointments to this classification are not permanent and shall be made only for one academic year (for academic year instructional faculty) or one 12-month period (for 12-month instructional faculty).

2. Appointees to these classifications shall receive compensation comprising the base salary of their normal faculty appointment plus a salary augmentation within the range specified for GRIF by the Faculty Collective Bargaining Agreement above such base salary. The letter of appointment from the Provost shall state the amount of the differential salary.

    a. Changes in compensation during the course of a GRIF appointment shall be limited to any general salary increase, service salary increase, promotion as determined by the campus retention, tenure, and promotion process or any other contractual compensation adjustment granted to the faculty member during this time.

    b. When the appointment to a GRIF position is concluded, the faculty member shall revert back to the salary classification of his or her prior faculty position with any intervening salary adjustments.

    c. In addition to responsibilities as a GRIF faculty member, the GRIF faculty member shall also have normal Departmental, College, and University service responsibilities expected of all other faculty in their regular appointments.

d. No tenure or salary rights attach to either GRIF classification separate from the tenure rights and salary normally accruing from regular full-time faculty appointment. Appointment to either classification does not constitute a promotion nor does termination of a GRIF appointment without renewal constitute a demotion.

e. GRIF appointments shall begin on the first day of the Fall semester for both academic year and 12-month appointments. The end date for academic year appointments shall be the last day of the following Spring semester. The end date for 12-month appointments shall be the day prior to the first day of the following Fall semester.

f. There is no automatic renewal of a GRIF appointment.

g. The CSU and the California Faculty Association have agreed that the CSU will not employ systemwide more than one hundred (100) faculty members in the GRIF classifications at any one point in time.

652.6 Review of Policy

This policy shall be assessed in five years from its effective date to determine its utility and effectiveness. The policy may be assessed before that time if changes in the Faculty Collective Bargaining Agreement mandate campus changes.

Section 612.5.2.c.(2)(a) of the Administrative Manual:
Procedures for Evaluating Teaching Effectiveness - Class Visit Policy
(Approved February 22, 2007)

612.5. Department Level

1. Composition and Eligibility.

2. Responsibilities.

   a. The Department Committee . . .
   b. The Department Committee . . .
   c. Each Department shall have on record . . .
      (1) Criteria for retention, . . .
      (2) Procedures for evaluating teaching effectiveness.
         (a) Class visits, not excluding online, distance learning, service-learning, and laboratory classes, shall be made at least once each academic year for all probationary faculty and faculty under consideration for promotion. Class visits shall be conducted early enough in the academic year for use during the annual personnel cycle.

Revision of Policy on Periodic Review of College and Department Personnel Procedures
(Approved June 23, 2005)

Section 612.4.2.b.(5) of the *Administrative Manual* is revised as follows:

(5) College criteria, policies, and procedures, even if unchanged, shall be reviewed in their entirety at least every five years to assure consistency with University policies and procedures. This review shall begin no later than the fall of the fifth academic year. After College review, the procedures shall be submitted to PP&R for review and approval. Procedures not forwarded to, and approved by, PP&R at the five-year limit will be considered obsolete, and College criteria, policies and procedures will revert to Section 600. See Section 612.4.2.b. (6) for effective date for new or revised criteria.

Section 612.4.2.b. (6) is added as follows:

(6) If a College elects to change the criteria in its personnel procedures, those criteria will become effective three (3) years after they have been approved at the University level. An alternative effective date may be proposed by the College for approval by the Personnel Planning and Review Committee based on the appropriateness of the date to the change in criteria. However, any candidate under review may elect to be considered under the new criteria at an earlier time or under the old criteria for three years from the date the new criteria were approved at the University level. Candidates who elect to be considered under either of these alternative effective dates must notify the Department Chair and the Dean in writing, with a copy to the Personnel Action File, no later than the end of the second week of the academic year during which they are being reviewed.

Section 612.5.2. is revised as follows:

2. Responsibilities.

   a. The Department Committee…

   b. The Department Committee…

   c. Each Department shall have on record in the College Dean's office its approved personnel procedures which shall include but not be limited to:

      (1) Criteria for retention, tenure, and promotion. . . .
      (2) Procedures for evaluating teaching effectiveness. . . .

   d. Each Department Chair shall distribute a copy of approved procedures to all faculty members in the Department.

   e. Unresolved differences between a College Committee and a Department Committee shall be referred to the Personnel Planning and Review Committee.

f. Department criteria, policies and procedures, even if unchanged, shall be reviewed in their entirety every five years to assure consistency with College and University policies and procedures. This review shall begin no later than the fall of the fifth academic year. After Department review, the procedures shall be forwarded to the College Committee for review, and then be submitted to PP&R for review and approval. Procedures not forwarded to, and approved by, the College Committee and PP&R at the five-year limit will be considered obsolete, and Department criteria, policies and procedures will revert to Section 600. See Section 612.5.2.g. for effective date for new or revised criteria.

g. If a Department elects to change the criteria in its personnel procedures, those criteria will become effective three (3) years after they have been approved at the University level. An alternative effective date may be proposed by the Department for approval by the College Committee and the Personnel Planning and Review Committee based on the appropriateness of the date to the change in criteria However, any candidate under review may elect to be considered under the new criteria at an earlier time or under the old criteria for three years from the date the new criteria were approved at the University level. Candidates who elect to be considered under either of these alternative effective dates must notify the Department Chair and the Dean in writing, with a copy to the Personnel Action File, no later than the end of the second week of the academic year during which they are being reviewed.

Clarification of Policy on Lecturers' Role in Elections of Search and Screen Committees for Deans, Associate Deans, and Department Chairs

(Approved April 22, 2005)

Section 609 of the *Administrative Manual* is revised as follows:

609 Election Guidelines

609.1 General Considerations

These guidelines apply generally to department and college personnel committees, search and screen committees, and other relevant faculty committees. More explicit procedures may apply to committees described separately in this manual.

Faculty personnel elections mandated by Section 600 shall be conducted so as to assure confidentiality and to avoid conflict of interest or any possible improprieties.

609.2 Election Procedures

Departments and colleges shall observe the following guidelines when conducting faculty personnel elections or when establishing their own election procedures:

1. Setting reasonable timelines and clear deadlines.

2. Providing for faculty oversight in the preparation, distribution, and collection of ballots.

3. Clarifying voter eligibility and conditions for ballot validity.

4. Insuring voter confidentiality (e.g., use of double envelopes).

5. Specifying methods for counting votes, handling ties, and possible post-election storage and future use of ballots.

6. Where written college election procedures so specify, lecturers may vote for members of search and screen committees for deans and associate deans. In the absence of such specification, voting for committee members is restricted to full-time, tenure track faculty.

7. Where written department election procedures so specify, and subject to the limitations of Section 622.6.2.a.(2), lecturers may vote for members of search and screen committees for department chairs. In the absence of such specification, voting for committee members is restricted to full-time, tenure track faculty.

-----Original Message-----
From: harry hellenbrand [mailto:harry.hellenbrand@csun.edu]
Sent: Friday, May 20, 2005 9:58 PM
To: PROV.COUNCIL-L@csun.edu
Subject: some files runneth over

READ DOWN::
1. THE PAST TWO WEEKS I'VE READ FILES THE SIZE OF SANDSTONE BLOCKS. CHEOPS'S SLAVES HEFTED SMALLER ONES.

LET MY PEOPLE GO.

DO READ 11.7 BELOW . SHARE IT WITH YR CHAIRS. NOTE THAT IT ALLOWS FOR AN INDEX TO REFER TO ITEMS THAT ARE NOT PHYSICALLY IN THE PAF OR PIF; THE INDEX ITSELF REMAINS PERMANENTLY IN THE PAF. I'M NOT MAKING THIS UP. THIS IS IN THE MOU.

SANE PEOPLE--AND PEOPLE WITH JEWISH BICEPS-- HAVE INTERPRETED THIS TO LEAD TO THE FOLLOWING BEHAVIOR. ATTACH, SAY, AN ARTICLE OR A PYRAMID ONCE IN A REVIEW. INSCRIBE SAID OBJECT, BY TITLE, IN THE INDEX. HAVE THE OBJECT SCRUTINIZED BY REVIEWERS. THE NEXT YEAR, THAT OBJECT NEED NOT BE PHYSICALLY RE-INSERTED SINCE THE INDEX, PERMANENTLY IN THE PAF, STANDS FOR IT WHILE IT HAS BEEN REVIEWED IN A LETTER THAT NOW IS EVIDENCE IN THE PAF. AND PRESUMABLY THE VITA REFERS TO IT. IN A SUBSEQUENT YR OF PERFORMANCE REVIEW, THE OBJECT/PYRAMID CAN BE RE-INSERTED IN THE PIF, IF ONE WANTS.

WE CAN DEBATE THE NUANCES OF THIS WAY TO GO, BUT FRANKLY FILES SHOULD NOT WEIGH IN AT 50 LBS.

2. THE MOU DOES NOR FORBID LAMINATING, HERMETICALLY SEALING, OR VACUUM TUBING PAGES IN PLASTIC IN THE PIF. HOWEVER, I MUST CONFESS: I HAVE MANY KINKS AND FLAWS. FOR EXAMPLE, I BITE MY NAILS. THAT MEANS I NEED TO SPIT ON MY FINGERS TO GAIN TRACTION TO OPEN THESE PLASTICIZED WONDERS. OR I MUST UNBEND PAPER CLIPS AND STICK ENDS INTO NARROW SLOTS AND THEN PRY AND PULL. THIS REQUIRES MANUAL DEXTERITY AND PATIENCE. I HAVE THE FORMER BUT AM BEREFT OF THE LATTER. THE FIRST BEHAVIOR MEANS I CONTAMINATE THE FILE WITH SPITTLE; THE SECOND CAN LEAD TO SELF-STABBING (SEE PATIENCE, LACK THEREOF) AND BLEEDING.
I HOPE YOU FIND THIS DISGUSTING. BECAUSE.....

PLASTICIZATION IS NOT THE WAY TO GO.

MOU

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
POLICY ON CERTIFICATES
(Approved May 25, 2009)

The primary responsibility of the University is to provide educational experiences leading to a baccalaureate, master's or doctoral degree. It also provides education for professional licenses or credentials offered by off-campus authorities.

In addition, the University offers coursework which serves a more specialized purpose, but which is of significant value to individuals. To encourage the development of these programs, and to recognize the individuals who complete them, the University has approved the following policy governing the issuance of certificates. University and Advanced Professional Development certificates consist of formally constructed and approved areas of study designed to meet requirements for professional competence, expand access to specialized knowledge, and meet occupational needs for advanced interdisciplinary work. Certificates attest to the acquisition of specialized knowledge and skills in particular academic, professional or service areas.

I. Types of Certificates

The University authorizes the issuance of three types of certificates:

1. The University Certificate (Credit)
2. The Certificate in Advanced Professional Development (Non-credit)
3. The Certificate of Participation

All certificates bearing the name of the University shall be one of these three types. Furthermore, no member of the University faculty, administration, or staff other than those who are authorized, as outlined in this document, shall issue a certificate bearing the University name; or the name of any of the University's colleges, departments, units, or study centers; or the University seal; or the University logo.

Before considering the development of a certificate program, carefully review both this policy and the attached document, "Basic Principles for the Creation of Certificate Programs."

II. The University Certificate

Students may earn a University Certificate in recognition of satisfactory completion of a planned sequence of courses at the graduate or upper division undergraduate levels designed and approved in accordance with the following:

A. University Certificate programs generally shall be designed for post-baccalaureate students.

B. The program shall consist of at least 15 graduate or upper division semester units specified for the program.

C. Any prerequisites for the courses in the program shall be clearly stated.

D. No more than twenty-five percent of the units required for the program shall be transfer units. The program coordinator will evaluate all transfer units.

E. Students may not earn more than four semester units (or the equivalent) in the program through internships or independent study.

F. All credit courses in the program shall be graded in the traditional manner (e.g., A through F), except for those courses that are offered only on a Credit/No Credit basis.

G. A University Certificate program shall not infringe upon existing degree or credential programs. A graduate degree program may have an embedded University Certificate(s).

H. A student must complete the University Certificate program within five years after acceptance to the program or enrollment in courses credited to the program. Departments may make an exception to this rule if the student is pursuing a degree at Northridge in conjunction with the certificate program in question.

I. Approval of the program's curriculum shall follow standard University curricular procedures. Approval by the graduate studies committee of the Faculty Senate and the provost and vice-president for academic affairs is required.

J. The dean of the appropriate college will coordinate the approved program. In turn, the dean in consultation with the relevant chair(s) will designate a faculty member to take responsibility for implementing the program.

K. As an additional step, the University Certificate programs that envision self-support funding should be planned by the relevant academic college and/or department in collaboration with The Tseng College of Extended Learning and must be approved for self-support financing by the dean of The Tseng College of Extended Learning.

L. The provost and vice president for academic affairs or designee will review University Certificate programs every five years, or earlier, if necessary. The office of the provost will be responsible for tracking the creation of certificate programs, the review schedule for each, and the results of the program review so that the history of each certificate program and the outcome of reviews can be considered by subsequent review committees. The department chair or the dean of the college offering the program, the graduate studies committee, or the associate vice president of graduate studies, research and international programs, may identify a need for a University Certificate program review and/or recommend termination of a University Certificate program.

If the graduate studies committee recommends termination of a University Certificate program, existing procedures for the termination of academic degree programs will be followed.

M. All literature published and circulated in connection with the program shall have the prior approval of both the appropriate college dean, and the provost and vice president of academic affairs. Approved descriptions of programs may be included in the University catalog. When the certificate is issued, it may bear the seal of the University.

Admission to University Certificate Programs

University policies and requirements for admission to graduate study as established for graduate degree programs also apply to students pursuing a university certificate.

- New students applying for admission to University Certificate Programs must submit the Graduate/Postbaccalaureate Application for Admission to the university accompanied by prior degrees and scores on appropriate standardized tests.
- Continuing postbaccalaureate students must submit a request for a Change of Objective form to the Graduate Studies Office.
- Only students who meet Graduate Studies admission requirements for post-baccalaureate standing will be considered. This includes submission of acceptable TOEFL scores for international students.
- Upon recommendation of the certificate program faculty, successful applicants will be admitted to classified postbaccalaureate standing.

University Certificate Program Requirements

- A Certificate Program form must be filed with the Office of Graduate Studies no later than the student's second semester of study.
- Traditional letter grades are required in all courses taken except as noted above.
- Course credit must be earned through regular or extended learning enrollment at California State University, Northridge.
- No more than 9 units of the certificate program may be transferred for the completion of any other degree/program.
- Additional graduate-level units may be double counted toward a graduate degree with prior permission of the graduate program.

Application and Eligibility for Certificates

- An application for the award of a University Certificate must be filed no later than the first two weeks of the semester or term in which the program is to be completed.
- Candidates are eligible for the certificate when recommended by the faculty certificate coordinator and upon completion of the program within a 5-year period with a minimum grade point average of 3.0 (a "B" average) in the program coursework. Grades below a "C" and grades of "I", "RP/SP", or "RD" are not permitted toward the certificate.
- A completed University Certificate Program form must be filed with the Office of Graduate Studies after all coursework has been completed. Following review the form is returned to the certificate program coordinator for signature. The Graduate Studies office will update Solar so that the certificate appears on the student transcript.

Approval of New Certificate Programs

All new University certificate programs are reviewed under the prevailing processes required for new degree programs. Review and approval by the Graduate Studies Committee is required.

III. The Certificate In Advanced Professional Development

Students may earn The Tseng College of Extended Learning Program Certificate in Advanced Professional Development in recognition of satisfactory completion of a planned sequence of not-for-credit courses and workshops designed and approved in accordance with the following:

A. The program shall consist of at least one hundred hours of instruction (or the equivalent) specified for the program.

B. All requirements for the certificate program shall be clearly identified and announced.

C. Courses in the program shall be graded in the traditional manner (e.g., A through F). Even though graded, these courses cannot be transferred to graduate and credential programs.

D. A 2.5 minimum overall GPA is required in the certificate program for an Advanced Professional Development program. However, certificate programs may set higher standards.

E. Criteria for assessment of satisfactory performance in the program must be stipulated at the time program approval is sought.

F. A time limit not to exceed five years shall exist for completion of all certificate requirements. Programs may set shorter time limits for completion.

G. Programs may be proposed by departments, colleges, institutes, centers, or by the dean of The Tseng College of Extended Learning. When programs contain a distinct departmental orientation, the dean of The Tseng College of Extended Learning will consult with the department and college concerned. All proposals shall be reviewed by The Tseng College of Extended Learning Committee prior to approval by the dean of The Tseng College of Extended Learning.

H. The dean of The Tseng College of Extended Learning shall designate an appropriate individual as coordinator of an approved program.

I. The office of the provost and vice president of academic affairs working with The Tseng College of Extended Learning will review all certificate programs every five years or earlier if necessary.

J. All literature published and circulated in connection with the program shall have the prior approval of the dean of The Tseng College of Extended Learning. Descriptions of approved programs are not authorized for inclusion in the University catalog, but may be announced in brochures or schedules prepared by The Tseng College of Extended Learning. With the approval of the provost and vice president of academic affairs and the graduate studies committee, web site links to such programs may be inserted in the electronic University catalog.

K. The Tseng College of Extended Learning shall develop and circulate procedures for processing applications for certificates and arranging for issuance.

IV. The Certificate of Participation

A Certificate of Participation may be awarded in recognition of any of a wide variety of educational experiences sponsored by some segment of the University. Such certificates are not meant to connote any specific level of competence and may not be designed or used for such purpose. The rules governing the issuance of such a certificate bearing the University's name or the name of any of its colleges, departments, units, or study centers, are as follows:

A. The certificate shall not bear the University seal.

B. Certificates shall not be awarded for completion of regular University credit courses individually or in clusters.

C. All wording on the certificate should be such that there is no implication of any kind that the University by issuing this kind of certificate is attesting to any level of skills gained or educational achievement.

D. Requests to issue a Certificate of Participation shall be reviewed and approved by the head of the relevant sponsoring unit (dean for academic units and relevant vice president for other administrative units).

E. Approved Certificates of Participation apply only to the specific experience or time period approved.

Appendix

Index

Important Student Forms:

1. Change of Major for Currently Enrolled Undergraduates *(revised 12/1/2010)*
2. Change of Minor for Currently Enrolled Undergraduates *(revised 4/11/2011)*
3. Undergraduate Studies Major/Minor Appeal *(revised 2/2011)*
4. Application for Exemption to Administrative Graduation
5. Administrative Withdrawal
6. Consent for Release of Student Information
7. Correction of Grade Report or Removal of Incomplete
8. Extra Unit Authorization for Fall 2011 *(revised 4/26/2011)*
9. Late Change in Academic Schedule for Undergraduate Students
10. Partial Medical Withdrawal Health Provider Report
11. Petition for Complete Withdrawal for Medical Reason (5 pages)
12. Request for a Grade of Incomplete
13. View Contract for a Grade of Incomplete
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16. Undergraduate Petition *(revised 3/14/2011)*
17. Request for Third Enrollment *(revised 2/28/2011)*

California State University
Northridge

Office of Admissions and Records
Student Services Center, Bayramian Hall
18111 Nordhoff Street
Northridge, CA 91330-8207
(818) 677-3700 - Fax (818) 677-3766

Change of Major for Currently Enrolled Undergraduates

Currently enrolled students may change their major (plan) with departmental approval. Carefully review the University policy on page 2 of this form prior to submitting a **Change** or **Declare** Major request to Admissions and Records. *Note: If your request is approved, you MUST enroll only in the courses needed to complete the remaining requirements or this approval may be revoked.*

Section A *- **All** students must complete Section A. Use your **Degree Progress Report** (DPR) and the CSUN catalog to determine the units requested.*
Section B *- Students with **75 units** or more completed must also complete Section B.*
Section C *- Students seeking only to remove a major should complete Section C.*

Students with **90 units** or more completed must also: 1) Obtain the Associate Dean's approval and 2) Provide a copy of your My Academic Planner (MAP) showing all planned requirements for the new major/option.

SECTION A (Print Clearly)

Name _____ CSUN ID number _____

Message phone number _____ Email address _____

Have you applied for graduation? ☐ Yes ☐ No Anticipated graduation term _____

Current Major _____ Anticipated graduation term with new Major _____

Total number of degree units earned (from DPR) _____ Current option (if changing major option only) _____

Number of units currently ***In Progress*** _____

☐ I would like to **CHANGE** my current Major/Option to: _____

☐ I would like to **ADD** a second Major in: _____

SECTION B (Consult with an advisor to assist you in determining the information for this section, after you have reviewed your DPR and MAP.)

Number of degree units earned (from DPR) _____

Number of units currently ***In Progress*** _____

Does your proposed *new major* have any prerequisite units that you have NOT yet completed other than units In Progress? ☐ Yes ☐ No

If yes, how many prerequisite units will you need? _____

After the units currently ***In Progress*** are completed, how many more units will it take to:

Complete the new Major/Option (or 2nd major) including prereq. units _____

Complete the remaining General Education requirements _____

Complete the current Major requirement (if adding a 2nd major) _____

Total: _____

SECTION C

☐ Remove 2nd Major/Option/Concentration in: _____

OFFICE USE ONLY

Program/Department Chair Authorization:

Approve **CHANGE** of current Major/Option: ☐ Yes ☐ No Major Code _____ Catalog Year _____

Approve **ADD** a second Major: ☐ Yes ☐ No Major Code _____ Catalog Year _____

Dept Chair of new Major _____ *Print Name* Dept Chair of new Major _____ *Signature*

Date _____ Comments _____

Associate Dean Authorization: Approved ☐ Yes ☐ No

Assoc Dean of new Major _____ *Print Name* Assoc Dean of new Major _____ *Signature*

Date _____ Comments _____

California State University
Northridge

Major and Minor Policy

(Approved by Faculty Senate on May 25, 2010)

Maximum Number of Majors and Minors:
A maximum of up to two majors and up to two minors is permitted, provided all work can be completed within 140 units. A major and an honors major in the same program are considered to be a single major. Exceptions to the 140unit completion rule can be made for CSUN bachelor's degrees that require more than 120 units to complete. Students who receive an exception must be able to complete the second major and any additional minors within 20 units beyond the number of units required for the bachelor's degree in their first major.

Declaring a Major:
Students who start at CSUN must declare a major by the completion of 60 units. Students who are currently Undecided or Undeclared and wish to declare a major must have the major approved by the department chair of the new major. Transfer students must declare a major in their transfer application. Students who have earned 60 units and have not declared a major will have a registration hold placed on their ability to register for the following semester's courses. These students will not be able to register for courses until they declare a major. Note: Courses numbered below the 100 level do not count toward the 60 units. Advanced Placement (high school) units do count toward the 60 units.

Adding a Second Major:
Students can add a second major (double major) only if they can complete both majors within 140 units. Students may not add a second major after completing the requirements for their first major. Student requests to add a second major must be approved by the Department chairs of the existing major and the second major. If the student seeking to add a major has 90 or more earned units, the request also must be approved by the associate dean of the new major. All requests to add a second major must be accompanied by a plan demonstrating that the additional major can be completed within 140 units. When a student completes two majors, both majors will be recorded on the diploma. Courses taken to satisfy the requirements for one major may be double counted if they satisfy requirements in the second major.

Changing Major or Option:
Students seeking to change majors /options must be able to complete the new major/option within 140 units. Student requests to change a major/option must be approved by the Department chair of the new major/option. If the student has 90 or more earned units, the request also must be approved by the associate dean of the new major/option. Requests to change majors or options must be accompanied by a plan demonstrating that the new major/option can be completed within 140 units.

Adding a Minor:
Students can add a minor only if they can complete both their major and the minor within 140 units. Student requests to add a minor must be approved by the Department chair of the new minor. If the student has 90 or more earned units, the request also must be approved by the associate dean of the new minor. Requests to add a minor must be accompanied by a plan demonstrating that the minor can be completed within 140 units.

Changing a Minor:
Students may drop their current minor at any time. They may add a new minor as long as they satisfy the policies and procedures for adding a new minor.

Earning a Major and Minor or More than One Minor from the Same Department:
Students may earn a major and a minor from the same department, or more than one minor if the major and minor(s) are associated with different academic degree programs. Note that different options in the same degree program are not considered different academic degree programs for this policy.

Transfer Units:
When computing the earned unit limits on adding majors and minors, a maximum of 70 community college transfer earned units or a maximum of 90 four-year college/community college combination transfer earned units will be counted.

Appeals Process:
Students for whom a request for Change of Major or Minor has been denied may appeal the decision by applying to the Majors/Minors Appeals Board composed of an associate dean, a representative of Undergraduate Studies, the AS President or designee, and two faculty members selected by the Faculty President. The appeal form may be obtained in UN 215.

California State University
Northridge

Office of Admissions and Records
Student Services Center, Bayramian Hall
18111 Nordhoff Street
Northridge, CA 91330-8207
(818) 677-3700 - Fax (818) 677-3766

Change of Minor for Currently Enrolled Undergraduates

Currently enrolled students may change their minor (plan) with departmental approval. Carefully review the University policy on page 2 of this form prior to submitting a **Change** or **Declare** Minor request to Admissions and Records. *Note: If your request is approved, you MUST enroll only in the courses needed to complete the remaining requirements or this approval may be revoked.*

Section A *- **All** students must complete Section A. Use your **Degree Progress Report** (DPR) and the CSUN catalog to determine the units requested.*
Section B *- Students with **75 units** or more completed must also complete Section B.*
Section C *- Students seeking only to remove a minor should complete Section C.*

Students with **90 units** or more completed must also obtain the Associate Dean's approval.

SECTION A (Print Clearly)

Name _____ CSUN ID number _____

Message phone number _____ Email address _____

Have you applied for graduation? ☐ Yes ☐ No Anticipated graduation term _____

Current major _____ Anticipated graduation term with new Minor _____

Total number of degree units earned (from DPR) _____ Number of units currently ***In Progress*** _____

☐ I would like to declare a Minor in _____

☐ I would like to **CHANGE** my current Minor FROM _____ TO _____

☐ I would like to **ADD** a second Minor in _____

SECTION B (Consult with an advisor to assist you in determining the information for this section, after you have reviewed your DPR and MAP.)

Number of degree units earned (from DPR) _____

Number of units currently ***In Progress*** _____

Does your proposed *new minor* have any prerequisite units that you have NOT yet completed other than units In Progress? ☐ Yes ☐ No

If yes, how many prerequisite units will you need? _____

After units ***In Progress*** are completed, how many more units will it take to:

Complete the new minor (or 2nd minor) including prerequisite units _____

Complete the remaining General Education requirements _____

Complete the current minor requirement (if adding a 2nd minor) _____

Complete the current major(s) _____

Total: _____

SECTION C

☐ Remove Minor in: _____

OFFICE USE ONLY

Program/Department Chair Authorization:

Approve **Declaration of** Minor: ☐ Yes ☐ No Minor Code _____ Catalog Year _____

Approve **CHANGE** of current Minor: ☐ Yes ☐ No Minor Code _____ Catalog Year _____

Approve **ADD** a second Minor: ☐ Yes ☐ No Minor Code _____ Catalog Year _____

Dept Chair of new Minor _____ *Print Name* Dept Chair of new Minor _____ *Signature*

Date _____ Comments _____

Associate Dean Authorization: Approved ☐ Yes ☐ No

Assoc Dean of new Minor _____ *Print Name* Assoc Dean of new Minor _____ *Signature*

Date _____ Comments _____

California State University
Northridge

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(Approved by Faculty Senate on May 25, 2010)

Maximum Number of Majors and Minors:
A maximum of up to two majors and up to two minors is permitted, provided all work can be completed within 140 units. A major and an honors major in the same program are considered to be a single major. Exceptions to the 140unit completion rule can be made for CSUN bachelor's degrees that require more than 120 units to complete. Students who receive an exception must be able to complete the second major and any additional minors within 20 units beyond the number of units required for the bachelor's degree in their first major.

Declaring a Major:
Students who start at CSUN must declare a major by the completion of 60 units. Students who are currently Undecided or Undeclared and wish to declare a major must have the major approved by the department chair of the new major. Transfer students must declare a major in their transfer application. Students who have earned 60 units and have not declared a major will have a registration hold placed on their ability to register for the following semester's courses. These students will not be able to register for courses until they declare a major. Note: Courses numbered below the 100 level do not count toward the 60 units. Advanced Placement (high school) units do count toward the 60 units.

Adding a Second Major:
Students can add a second major (double major) only if they can complete both majors within 140 units. Students may not add a second major after completing the requirements for their first major. Student requests to add a second major must be approved by the Department chairs of the existing major and the second major. If the student seeking to add a major has 90 or more earned units, the request also must be approved by the associate dean of the new major. All requests to add a second major must be accompanied by a plan demonstrating that the additional major can be completed within 140 units. When a student completes two majors, both majors will be recorded on the diploma. Courses taken to satisfy the requirements for one major may be double counted if they satisfy requirements in the second major.

Changing Major or Option:
Students seeking to change majors /options must be able to complete the new major/option within 140 units. Student requests to change a major/option must be approved by the Department chair of the new major/option. If the student has 90 or more earned units, the request also must be approved by the associate dean of the new major/option. Requests to change majors or options must be accompanied by a plan demonstrating that the new major/option can be completed within 140 units.

Adding a Minor:
Students can add a minor only if they can complete both their major and the minor within 140 units. Student requests to add a minor must be approved by the Department chair of the new minor. If the student has 90 or more earned units, the request also must be approved by the associate dean of the new minor. Requests to add a minor must be accompanied by a plan demonstrating that the minor can be completed within 140 units.

Changing a Minor:
Students may drop their current minor at any time. They may add a new minor as long as they satisfy the policies and procedures for adding a new minor.

Earning a Major and Minor or More than One Minor from the Same Department:
Students may earn a major and a minor from the same department, or more than one minor if the major and minor(s) are associated with different academic degree programs. Note that different options in the same degree program are not considered different academic degree programs for this policy.

Transfer Units:
When computing the earned unit limits on adding majors and minors, a maximum of 70 community college transfer earned units or a maximum of 90 four-year college/community college combination transfer earned units will be counted.

Appeals Process:
Students for whom a request for Change of Major or Minor has been denied may appeal the decision by applying to the Majors/Minors Appeals Board composed of an associate dean, a representative of Undergraduate Studies, the AS President or designee, and two faculty members selected by the Faculty President. The appeal form may be obtained in UN 215.

California State University
Northridge

Undergraduate Studies
Major/Minor Appeal

If you believe you are eligible to appeal the University's denial of your request to add/change a Major/Minor and your request was denied due to one of the reasons below, please complete this form and submit it with all of the required attachments. You must include a narrative of no more than one page that explains the reason(s) for this request. Attach any materials that document your circumstances.

Deadline for filing an appeal in Spring 2011 is March 11, 2011. Deadline in Fall 2011 is October 14, 2011.

Name _____ Student ID# _____ Major_____

Address _____ City _____ State _____ Zip _____
Email _____ Anticipated graduation semester _____ Year _____
(Provide CSUN email address only)

I am appealing the denial of my request to:

- ☐ Change current major/Option to _____
- ☐ Add a second major in _____
- ☐ Change current minor to_____
- ☐ Add a minor in _____
- ☐ Add a second minor in _____

The following situations DO NOT meet the criteria of an appeal:

- Desire to add a major/minor to improve the chances of future employment;
- Desire to improve chances of admission to graduate school;
- Change of academic interests late in your undergraduate education;
- The new policy impacts plans you had made earlier in your academic career.

The following attachments must accompany this appeal. Only complete packets will be considered.

(1) A one-page, double-spaced typed statement that offers a thorough explanation of the reason for your request to add/change a major/minor.
(2) Written documentation or evidence that supports the reason(s) given in your statement. Please attach photocopies. Original documents will not be returned.
(3) Your Degree Progress Report (DPR)
(4) An unofficial CSUN transcript
(5) Request that the Office of Undergraduate Studies obtain the original petition for "Change of Undergraduate Major / Minor."

My signature certifies the information contained on this form and any attachments are complete and accurate. It also authorizes Undergraduate Studies to obtain necessary documents and to verify submitted information.

Student Signature _____ Date_____

SUBMIT COMPLETED PACKET TO UNDERGRADUATE STUDIES, 215 UNIVERSITY HALL

Appeal is _____Approved _____ Denied

Director of Undergraduate Studies Signature: _____ Date: _____

California State University
Northridge

Application for Exemption to Administrative Graduation

Effective Fall 2010, students who accumulate over 140 earned units may be graduated administratively if they have completed all of the degree requirements in any major, whether or not they have declared that major. In addition, enrollment beyond 140 units will be restricted to courses required to graduate in the major for which the student has accomplished the highest percentage of requirements. The decision on administration graduation will be made in consultation with the Associate Dean, Department Chair or designee. Students requesting an exemption to this policy must (1) complete this form, (2) attach a one-page narrative explaining the reason for the exemption and (3) return the signed form to Undergraduate Studies, 215 University Hall.

A. Student Information

Name (print) _____ _____ _____
(last) (first) (middle)

Student ID # ___ ___ ___ ___ ___ ___ ___ ___ ___

Current Major/Option _____ Number of units completed _____

Current Second Major/Option Number of units completed _____

Current Minor/Option _____ Number of units completed _____

Number of units completed _____

Anticipated graduation date _____

Have you applied for graduation? Yes No

B. Narrative

Attach a one-page statement explaining the reason you are requesting an exemption to administrative graduation. Exemptions will **not** be granted for reasons such as desire to add additional majors/minors to improve the chances of future employment, desire to improve chances of admission to graduate school, or change of academic interests.

C. Required Consultations

In order to provide students with complete information about policies and options, students seeking exemptions from administrative graduation must meet and confer with:

Department Chair _____ Date of Meeting _____

Recommend Exemption _____ Do Not Recommend Exemption _____

Terms of Exemption:

_____

_____

Associate Dean of College of Major _____ Date of Meeting _____

Recommend Exemption _____ Do Not Recommend Exemption _____

Terms of Exemption:

California State University
Northridge

Administrative Withdrawal

Students who fail to meet course prerequisite(s) or other requirements as indicated below and by the current *University Catalog* may be administratively dropped from class through the first three weeks of instruction. An Administrative Withdrawal may be initiated only by the Associate Dean of the College, upon recommendation from the course instructor or the chair of the department.

Administrative Withdrawals must be submitted to the Office of Admissions and Records no later than Wednesday of the third week of instruction.

---------- **Administrative Withdrawal Action** ----------

The following student has failed to meet course prerequisite(s) or other requirements as indicated in the University catalog.

Student Name _____ ID Number _____

Course from which student is to be withdrawn: Department _____ Course _____
Class # _____ _____ Semester _____ Year _____

Instructor/Chair Name _____ Instructor/Chair Signature _____

Reason for Withdrawal

☐ Lack of Prerequisite_____

☐ Non-Attendance (FALL 2009 ONLY) _____

☐ Unauthorized Third Enrollment_____

☐ Other_____

_____

Associate Dean Signature _____ Date _____

Processed in the Office of Admissions and Records Date _____

☐ Student Notified Date _____

California State University
Northridge

Name of Department

CONSENT FOR RELEASE OF STUDENT INFORMATION

Permission is hereby given to:

_____ of _____
(Name of Faculty Member/Administrator) (Name of Department)

to provide the following information to:

_____ _____
(Name of parent, guardian or other person to whom information about the student can be released) Relationship to Student

Indicate specific information that may be released:

_____

_____

_____

I hereby authorize the persons named above to release the information described above. I also understand that I have the right to cancel my permission to release information at any time before it is released and that this signed consent will expire on the date indicated below.

_____ _____
Student's Signature signature of parent/guardian, if minor

_____ _____
Student print name expiration date

_____
date

Add contact information: location of department, phone number, fax number and email address.

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
Office of Admissions and Records

Correction of Grade Report
or Removal of Incomplete

This form is to be used to submit (1) a correction of grade or (2) a grade when the work has been completed for an assigned grade of Incomplete. This form is not to be used to assign a grade of W.

Student's Name _____ Student ID Number _____

Dept. and Course Number _____ Semester Class Originally Taken _____

Change Grade from _____ to _____ Work completed on _____

Instructor's reason for requesting a correction of grade. (Please provide a complete explanation.)

Grade Correction Procedure:
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. If the instructor is absent from the campus during the subsequent semester, students should promptly consult with the Department Chair. The deadline to request a grade correction is the end of the semester following that in which the grade was assigned.

Required Signatures:
Removal of an Incomplete – Instructor
Removal of Incomplete after the deadline – Instructor, Department Chair, and Associate Dean

- If the work is completed after the date designated by the instructor on the original Request for an Incomplete form or an approved Extension of Incomplete form, an exception must be approved by the Associate Dean of the college in which the course is offered before this form is submitted by campus mail to the Office of Admissions and Records.

Correction of Grade – Instructor and Department Chair
Correction of Grade after the deadline – Instructor, Department Chair, and Associate Dean

- If the correction of grade is not made by the end of the semester following that in which the original grade was assigned, an exception must be approved by the Associate Dean of the college in which the course is offered before this form is submitted by campus mail to the Office of Admissions and Records. **Admissions and Records will not accept this form from a student.**

_____ _____
Instructor's Signature and Date Department Chair's Signature and Date

Exception Approved _____
Associate Dean of College Signature and Date

---------- Admissions and Records Use Only ----------

Recorded by _____ Date _____

Revised: February 2008

California State University
Northridge

Extra Unit Authorization for Fall 2011

Through July 17, 2011, students may enroll in a maximum of 13 units; graduating seniors may enroll in up to 19 units. Beginning July 18, 2011, all students in good academic standing may enroll in a maximum of 19 units. Students wishing to attempt more than 19 units must get signatures of approval on this form from the department chair of their major, the Director of the Advising Resource Center if they are undeclared, or their graduate coordinator. **This form, with all necessary signatures, must be filed with Admissions & Records BEFORE adding extra units. Extra Unit Authorization Forms will be processed by Admissions & Records beginning July 18.**

PRINT CLEARLY ***(form will not be accepted if illegible)***

Name: _____ **CSUN Student ID:** _____

Term: _____ Year: _____ Major: _____

Phone: _____ CSUN email: _____ **@csun.edu**

Alternative email: _____ @ _____

Fill in the following information. Circle your class level: FR SO JR SR GRAD

Have you applied for graduation? _____ If yes, when do you expect to graduate? _____

How many hours do you work each week? _____ How many units are you currently enrolled in? _____

How many additional units are you requesting? _____

CSUN GPA _____ Cumulative GPA _____ Number of units completed toward your degree _____

Additional planned course work:

Dept	Course #	Title	Units

Students on Probation – Maximum 13 units

Undergraduate students on probation or on an Academic Performance Agreement are required to seek academic advisement and signature approval from both their Student Services Center/EOP Satellite (SSC/EOP) and the Director of Undergraduate Studies. You will be notified of the decision. If approved, pick up this form from Undergraduate Studies (UN 215) and take it to Admissions and Records.

[ ] Recommend Approval for _____ additional units. [ ] Recommend Denial.

SSC/EOP Director: Signature_____ Print Name_____ Date _____

[ ] Approved for _____ additional units. [ ] Request Denied.

Director of Undergraduate Studies: _____ Date _____

Students not on Probation – See above for maximum number of units allowed and deadlines.

Undergraduate students requesting to take more than 19 units must obtain the signature of the department chair for their major or the Director of the Advising Resource Center if undeclared, and submit the signed form to Admissions and Records. Graduate students must obtain the signature of their graduate coordinator or credential advisor. PBU or Interdisciplinary MA/MS students must obtain the signature of the AVP of Graduate Studies (UN 265).

[ ] Approved for _____ additional units. [ ] Request Denied.

_____ _____

Dept. Chair of Major or Director of Advising Resource Center (undeclared) or Grad Coordinator

AVP of Graduate Studies
Required for PBU or Interdisciplinary students

Print Name_____ Date_____ Print Name_____ Date_____

California State University
Northridge

Late Change in Academic Schedule for Undergraduate Students

Use this from to request a change of academic schedule only after the Late Registration/Schedule Adjustment deadlines for the current academic term as follows:

- ***Fall and Spring Semesters:*** Use only during Weeks 5-17
- ***Summer Term:*** Use only after the second Friday of each session
- ***Winter Term:*** Use only after the deadlines published by the Tseng College of Extended Learning

See instructions on Page 2
For this semester's deadlines, go to:
www.csun.edu/anr/soc/adjsched.html

Personal Data **PRINT CLEARLY** (form will not be accepted if illegible)

Name: **CSUN Student ID:** | | | | | | | | | |

Terms (circle one) Sp Su Fa Wi Year: Major:

Phone: CSUN e-mail: @my.csun.edu Alternate e-mail: @

Nature of Request: *(Select one option only)*	☐ **Register Late and Add Class(es)**	☐ **Add and/or Drop Class(es)**	☐ **Change in Basis of Grading**	☐ **Complete Withdrawals** *(non- medical: drop all classes)*

Requested Change:

(check boxes) Add (grade)	Add (CR/NC)	Drop	Change Grade Basis	Dept and Course Number	5-digit Class Number	INSTRUCTOR (or designee) Print Name / Sign Name	Recommendation Approve	Deny	Is this student passing? Yes	No	Recommendation Chair of Department Offering Course Signature / Date	Approve	Deny
☐	☐	☐	☐										
☐	☐	☐	☐										
☐	☐	☐	☐										
☐	☐	☐	☐										

I understand that reduction in units may affect my Financial Aid, Campus Housing, and/or International Student Status. I will check with each office to learn the consequences because once a change is processed the decision cannot be reversed. To learn how the change in your schedule may affect you, click www.csun.edu/ugs/academicprogramchanges.html.

Student Signature: _____ **Date:** _____

Associate Dean's Signature: _____ **Date:** _____ **Approved:** ☐ **Denied:** ☐

What do I need in additional to my form and where do I take the completed request?

1. Attach a **typed** statement that describes the serious and compelling reason for your request and the consequences to you if your request is not granted. Your statement is an important factor in the decision on your request.
2. Print out your class schedule and attach it. Log into *my*Northridge at www.csun.edu. Under *My Path to Graduation*, click *Student Center (SOLAR)* and then *View Class Schedule*. Include this even if it shows that you are not registered in any classes. **Extended Learning students** can go to the *College of Extended Learning* box, click on *Student Center*. Then click on *View My Class Schedule* to view and print the schedule.
3. Attach written documentation or evidence that supports the reason you have described in your statement. This might include a letter from an employer, medical information, court document (documents must be on letterhead), or information from relevant CSUN departments (e.g., Financial Aid, Admissions and Records print outs, emails, etc.). All must explain a direct connection between the requested action and the serious and compelling reason you cited in your statement.
4. Submit the form to the appropriate Associate Dean. If your request involves one course or courses within only one College, submit your request to the Associate Dean of the College that offers that course or courses. If your request involves courses from more than one academic college, submit your request to the Associate Dean of the College for your Major. A list of Associate Deans is at http://www.csun.edu/~assocdeans. Click "Find information by course or major" to identify **the correct Associate Dean** for your course or major. **Open University students** must contact the Associate Dean of the department offering the class, not the Dean of the college of your major.

Updated: 2/11/10

Late Change of Academic Schedule for Undergraduate Students
For Use during Weeks 5-17 of Fall and Spring Semesters, after of the second Friday of each Summer Term session, and after the Late Registration/Schedule Adjustment deadlines for Winter Term

Frequently Asked Questions

Will my request be approved?

Changes in academic schedules after the Late Registration/Schedule Adjustment deadline for the current academic term and session are rarely approved and will be considered only in cases where the student can provide written proof of extraordinary circumstances that have arisen from events beyond his or her control.

The situations listed in the paragraph below DO NOT meet the criteria of extraordinary circumstances. Furthermore, there must be no viable alternative to the requested change, such as repeating the course or enrolling in the course in the following semester. Completion of this form is the first step in the review process and does not imply that the request will be approved. Any request received after the last day of the semester will be considered retroactive and must be submitted on the form entitled *Request for Retroactive Action for Undergraduate Students.*

The following situations **ARE NOT** considered extraordinary circumstances and **WILL NOT** be approved to justify a change in schedule after the Late Registration/Schedule Adjustment deadline for the current academic term/session:

(a) failing the class or receiving less-than-desired grade;

(b) waiting for the instructor to give a permission number;

(c) failing to take action to add or drop a class prior to the end of the third week of instruction;

(d) failing to make payment of registration and/or waiting for Financial Aid;

(e) the need to work because of financial considerations or opportunities;

(f) encountering a situation that should have been anticipated, such as the need to have transportation, the need to pay for ordinary living expenses, the need for child care;

(g) aspirations of either the student or his/her family in regard to GPA, the dean's list, graduate school, scholarships, etc.;

(h) dissatisfaction with course material, instructor, instructional method, or class intensity;

(i) lack of motivation, change in academic interests, or change of major;

(j) participation in extracurricular activities; or

(k) academic overload and inability to keep up in all classes.

The following situations are typically the only ones that **WOULD** meet the standard of extraordinary circumstances for which there is no viable alternative and would justify a change in schedule after the Late Registration/Schedule Adjustment deadline:

(a) medical documentation that the academic schedule is detrimental to the student's physical or mental health (see the Change of Schedule Policy for Complete and Partial Medical Withdrawals at www.csun.edu/anr/soc/adjsched.html);
(b) activation for compulsory military duty;

(c) Relocation out of the immediate area.

Which form should I use?

This **Late Change of Academic Schedule Form** is to be used by undergraduate students beginning with the first business day after the Late Registration/Schedule Adjustment deadline for the current academic term or session (see www.csun.edu/anr/soc/adjsched.html. for specific dates) to request approval for the following late actions:

- Add classes late
- Drop classes late
- Change basis of grading from Credit/No Credit (CR/NC) to a letter grade (A-F) or vice versa
- Completely withdraw from the University for non-medical reasons
- Register late and add classes (i.e., add classes in the current term for the first time)

Complete Medical Withdrawals are handled by the Student Health Center (818-677-3691). The form is available at www.csun.edu under "Quick Links," then clicking on "Student Forms", scroll to "Withdrawals" and click on "Complete Medical Withdrawal."

Partial Medical Withdrawals from one or more, but not all, classes are initiated by completing the **Partial Medical Withdrawal for Undergraduate Students** form. Students seeking a Partial Medical Withdrawal must have their treating medical professional complete the **Partial Medical Withdrawal Health Provider Report**. Both forms are available at www.csun.edu under "Quick Links," then clicking on "Student Forms", scroll to "Withdrawals."

Students seeking any of the above actions, including Complete Medical Withdrawals after the last day of the term or semester as published in the *Schedule of Classes* should submit the **Request for Retroactive Actions for Undergraduate Students** form. However, petitions requesting retroactive withdrawals beyond one year after the conclusion of the semester for which the withdrawal is requested will not be considered. The form is available at www.csun.edu under "Quick Links," then clicking on "Student Forms", scroll to "Withdrawals" and click on "Retroactive Actions for Undergraduate Studies."

How will I be notified of the decision and what should I do while waiting?

Associate Deans of Colleges will normally make their decisions within one week of receiving the form and will inform students of their decision by e-mail to their CSUN e-mail address. Students should continue to attend class while waiting for decisions.

What will happen if my request is granted?

The Associate Dean will transmit approved decisions directly to Admissions and Records. Any courses for which withdrawals are approved will result in a W on student transcripts. Changes in the number of units might result in an increase in fees or a partial refund. You will be notified if you owe additional fees or are due a partial refund. The refund policy for regularly enrolled CSUN students can be found at http://www-admn.csun.edu/ucs/. **Open University students** may visit: http://tsengcollege.csun.edu/openuni-dates.html

How is Financial Aid affected by changes in academic program?

Please contact Financial Aid before completing this petition to ensure you understand the financial impact of this withdrawal. Your Financial Aid may be reduced or canceled and/or you may be asked to repay Financial Aid dollars to CSUN. For more information contact Financial Aid at (818) 677-4085. **Open University students** are not eligible for Financial Aid.

BEFORE YOU SUBMIT THIS PETITION learn how the change in your schedule may affect you, click www.csun.edu/ugs/academicprogramchanges.html

Updated: 2/11/10

California State University
Northridge

Partial Medical Withdrawal
Health Provider Report

Name: _____ CSUN Student ID: _____

Term: _____ Year: _____ Major: _____

Phone: _____ CSUN email: _____ **@csun.edu**

Alternative email: _____ @_____

The above named student is requesting a medical withdrawal from ***some*** of his/her courses at California State University, Northridge and has authorized you to release information. A Statement of Disability must be completed by a licensed heath care provider and submitted before the requested partial medical withdrawal can be considered.

In order for us to make a well informed decision as to whether we can grant this partial medical withdrawal request, we ask you to provide us with as much detail as possible regarding the clinical picture of the student's disability. Feel free to use the back side.

Name of Health Care Provider: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: ( ) _____

1) Describe the serious illness or injury that is preventing the student from completing all of his/her classes.

_____

_____

2) From your clinical perspective, is there rationale for the student to withdraw from only part of, but not all of his/her classes, yes or no?

_____

3) If yes, please state your clinical rationale with some detail.

_____

_____

4) Dates of examination for the condition claimed as the basis for partial medical withdrawal:

_____

5) When do you believe the student will be well enough to resume his/her full time academic program?

_____

License #: _____ **Signature:** _____ **Date:** _____

Authorization to Disclose Health Information

1. I authorize the use or disclosure of my health information as stated on this form to professional staff at the Student Health Center, University Counseling Services and the Office of Undergraduate Studies at California State University, Northridge, 18111 Nordhoff Street, Northridge, CA 91330.
2. I understand that the information in my health record may include general information about physical, behavioral, or mental health, and/or about treatment for alcohol and drug abuse.

Student Signature _____ Date _____ Semester(s) _____

Revised 9-27-07

California State University
Northridge

PETITION FOR COMPLETE WITHDRAWAL FOR MEDICAL REASON

Section A

Name:_____Student ID#_ _ _ - _ _ _ _ - _ _ _ _

Address_____ City:_____Zip:_____

Phone: (___)_____ email:_____@_____

Female____ Male____ Other: _____

Freshman____ Sophomore____ Junior____ Senior____ Grad_____
Other: (explain) _____ 2nd **Baccalaureate** Yes_____No_____

Units enrolled in this semester:_____

Number of previous medical withdrawals:____
Semester(s) previous medical withdrawal taken:_____

Semester from which you wish to withdraw: _____ Year: _____

Have you taken any final examinations this semester? Yes No

***What was the last day you participated in an academic related activity such as classroom attendance, turned in an assignment or took a test for which you received a grade, emailed your professor, visited a counselor or advisor, responded on a classroom blog, attended an on-campus activity, etc? _____/_____/_____
MONTH DAY YEAR

******PLEASE NOTE: ADMISSIONS AND RECORDS WILL USE THIS DATE AS YOUR WITHDRAWAL DATE. THE WITHDRAWAL DATE MAY AFFECT YOUR FINANCIAL SITUATION AND MAY RESULT IN THE REDUCTION OR CANCELLATION OF YOUR FINANCIAL AID FOR THIS SEMESTER. YOUR PROFESSOR WILL BE NOTIFIED BY CHECKING THE ROSTER IN SOLAR.***

I have read and understood the above.

Student's signature: _____ **Today's Date:** _____
(Signature of parent or guardian if student is a minor) _____

Telephone: 818-677-3691

Student Health Center-Attn: Sylvia
California State University, Northridge
18111 Nordhoff Street
Northridge, California 91330-8270

California State University
Northridge

Section A continued

Name:_____ Student ID.# _____

Please circle yes or no for each of the following items that apply:

1. Receiving financial aid Yes No
   PLEASE NOTE: Financial Aid Recipients: Please check with Financial Aid before completing this application to ensure you understand the financial impact of this withdrawal. Your Financial Aid may be reduced or canceled and/or you may be asked to re-pay Financial Aid dollars to CSUN.

2. Registered with Disability Resources and Educational Services Yes No

3. Registered with International Students Office Yes No
   PLEASE NOTE: International Students: Please check with the International Students Office before completing this application to ensure you understand the Immigration/Visa impact of this withdrawal. You may lose your eligibility to stay in the United States.

4. Reside in Campus Housing Yes No
   PLEASE NOTE: Housing Residents: Please check with Housing before completing this application to ensure you understand the financial impact of this withdrawal on your Housing Bill. You may be not be able to get your Housing payments refunded for this semester.

5. Registered with Veterans Services Office Yes No
   PLEASE NOTE: Registered Veterans: You must notify the Veterans Services Office immediately upon completing your application.

6. Purchased insurance through Associated Students Yes No
   PLEASE NOTE: Policy holders: Please visit www.csuhealthlink.com to explore the impact of this withdrawal on your insurance policy.

Student's signature:_____ **Today's Date:** _____
(Signature of parent or guardian if student is a minor)

_____

Telephone: 818-677-3691

Student Health Center-Attn: Sylvia
California State University, Northridge
18111 Nordhoff Street
Northridge, California 91330-8270

California State University
Northridge

Section B

Name:_____ Student ID.# _____

AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION

Please be assured that the record of correspondence from your provider will be kept in your confidential medical record at the Klotz Student Health Center. If sufficient information to make a decision about the withdrawal is not provided in the letter/note, the Klotz Student Health Center may contact your provider.

I hereby authorize my provider_____ to
NAME OF MEDICAL PROVIDER and degree

release any medical information contained in my records regarding this medical withdrawal to the CSUN Klotz Student Health Center.

Student's signature:_____ **Today's Date:** _____
(Signature of parent or guardian if student is a minor)

This permission expires on Date: _____ **Provider phone #:** _____

Telephone: 818-677-3691

Student Health Center-Attn: Sylvia
California State University, Northridge
18111 Nordhoff Street
Northridge, California 91330-8270

California State University
Northridge

Section C below must be filled in by the student

Name_____ Student ID.# _____

Medical reason for request:

In the space below, please provide the Klotz Student Health Center with a brief explanation of your medical condition and why it necessitates the request for withdrawal.

UNDERGRADUATE Students: Withdrawals due to illness or death in the family should be requested on the *Late Change In Academic Schedule for Undergraduate Students* form available through Admissions & Records or from the CSUN website at **http://www.csun.edu/anr/forms/**

Explain medical reason that kept you or is keeping you from attending CSUN:

Telephone: 818-677-3691

Student Health Center-Attn: Sylvia
California State University, Northridge
18111 Nordhoff Street
Northridge, California 91330-8270

California State University
Northridge

Instructions To Medical Provider:

INFORMATION REQUIRED IN A LETTER. This is not a form to fill out.

Your patient _____(STUDENT NAME) has applied for a withdrawal for medical reason from this University. This means the student receives either no credit for the semester or no credit for the classes being dropped. If the request is for retroactive action, existing failing grades are removed, and there is no penalty to the student's academic record. We need your help to evaluate this request. The student has signed a release for this information which will be kept in the student's confidential medical record in the Klotz Student Health Center.

The following information is required on your ***official letterhead stationery***, which should include date of the letter, your full name, title, address, telephone number, and signature.

1. Diagnosis, nature of illness, and complications.

2. In your opinion, does the student's medical condition prevent them from progressing and/or completing class(es)?

3. Date student will be able to return to class(es).

Telephone: 818-677-3691

Student Health Center-Attn: Sylvia
California State University, Northridge
18111 Nordhoff Street
Northridge, California 91330-8270

California State University
Northridge

Request for a Grade of Incomplete

STUDENT INFORMATION. PRINT CLEARLY *(form will not be accepted if illegible)*

Last Name: _____ First Name _____ CSUN Student ID: _____

Term: _____ Year: _____ Major: _____

Phone: _____ CSUN email: _____ **@csun.edu**

Date of Request: _____ Alternate email: _____ @

Mailing address Number and street _____

City: _____ State: _____ Zip code: _____

	Dept & Course Number	5-Digit Class Number	Instructor's Name
Course for which an Incomplete is requested:			

PART I: Justification for Request of Grade of Incomplete and plan to complete the course.

1. State clearly and briefly the reason(s) why you are requesting a grade of Incomplete.

2. List the assignments that you have not completed for the course and state how you plan to complete the work. Note that your instructor will make the final determination of the assignments due and the date by which they must be completed if your request is granted.

Student Signature _____ Date _____

PART II. Instructor's Response to Request for Grade of Incomplete.

☐ The request for Incomplete is denied and the student has been assigned a grade based on work completed.

☐ The request for Incomplete is approved and the student has been assigned a grade of Incomplete. The student meets the criteria of having a passing grade in the work completed and having completed a substantial portion of the work for the course.

1. The following assignment(s) must be completed to remove this incomplete:

2. Date by which the above assignments must be completed: _____

(This date cannot be more than one calendar year from the last official day of the semester in which the Incomplete is assigned. A time limit of less than a year can be specified.)

Instructor Signature _____ Date _____

Instructor's Name (print) _____

This form must be submitted to the Department Office no later than ten business days after the last day of the Final Examination Period.

Revised 02/15/08, Admissions & Records

Request for a Grade of Incomplete

Important Information for Student and Instructor

In order to be considered for a grade of Incomplete, the **student** must:

1. Initiate the request for an Incomplete by filling out the reverse side of this form and submitting it to the instructor of the class for which the Incomplete is being requested. **The instructor cannot initiate the Incomplete request.**
2. Have a passing grade in the work completed.
3. Have completed a substantial portion of the work in course for which an "Incomplete" is being requested (e.g. only one or two assignments need completion).
4. Be able to complete the remaining work independently **within one year**, with minimal assistance from the instructor.

Directions to the Student

1. Complete the Student Information section and Part I on the opposite side of this form.
2. Submit the completed form in person to the course instructor **on or before the day of the Final Exam for this course**. If you fail to submit the Request by the deadline, you will receive the grade that you have earned for the entire course, including work completed and penalties for work not completed. No retroactive "Incomplete" grades are permitted.
3. Verify your Incomplete grade on the Portal after grades are posted.
4. If your request is granted, obtain a copy of the completed "Request for a Grade of Incomplete" form from the instructor or department office. Part II of the form, completed by the instructor, describes the assignments that must be completed in order to replace the Incomplete with a letter grade or CR/NC and specifies the date by which this work must be completed. Part II of this form serves as the official contract for completing the Incomplete.
5. If the work described by the Instructor is not completed by the designated date, the "Incomplete" will automatically be converted to an Incomplete Charged (IC), which is equivalent to an F. The instructor CANNOT allow more than one calendar year from the last official day of the semester in which the Incomplete is assigned.
6. DO NOT enroll in the same course before the time limit for completing the Incomplete has elapsed. If you do so, the "Incomplete" will automatically be converted to an F.

Directions to the Instructor and Department

1. Check all appropriate boxes in the "Instructor Information" section.
2. Fill out the information that describes the assignments to be completed AND the date by which they are due. The maximum amount of time that you can allow for completion is one year from the last official day of the semester in which the Incomplete is assigned, but you can specify a shorter time frame. If you do so, it is your responsibility to enforce the earlier deadline.
3. If you grant the request, assign a grade of "Incomplete" on the SOLAR grade roster. If you deny the request, give the student a grade based on the work completed and penalties for the work not completed.
4. Submit the completed form to your department office *no later than ten business days after the last day of the Final Examination Period.*
5. When the required work is completed, the instructor will fill out a "Correction of Grade or Removal of Incomplete" form and turn it in to the Department office. If the form is not submitted, the grade of Incomplete will automatically be changed to an Incomplete Charged (IC), which is equivalent to an F, after a period of one year from the original assignment of the Incomplete grade.
6. The department will obtain all additional requested signatures and submit the form to Admissions and Records. The Department must retain the "Request for a Grade of Incomplete" form or a digital copy AND a copy of the "Correction of Grade or Removal of Incomplete" form or a digital copy for a minimum of three years from the last day of the semester in which it was originally filed.

VIEW CONTRACT FOR A GRADE OF INCOMPLETE

This is a tutorial only. No log in is required.

Introduction

Students can view and accept a contract to change a **grade of Incomplete ("I")** to an earned grade by logging into the **Student Center** (SOLAR) and selecting **View My Grades**. You can only view an **Incomplete Contract** online when:

1. You've completed and received approval in paper form —*and*—
2. Your professor has entered the contract in SOLAR.

Request an Incomplete

- Ask your professor for an "I" by completing the **Request for a Grade of Incomplete** in paper form and by taking it to him/her **in person *on* or *before*** the day of the final exam.

Accept an Incomplete Contract

- You are not required to accept your Incomplete Contract online, but the electronic record is there for reference.

Remove an Incomplete

- Complete the coursework no later than **one calendar year** from the last official day of the semester in which the Incomplete is assigned. Your professor may give you an earlier deadline. **IMPORTANT!** Failure to complete the assigned work before the deadline will result in a grade of **Incomplete Charged ("IC")**, which is equivalent to an **"F."**

Grade of Incomplete Policy

- Go to Undergraduate Policies and Procedures and search for Grading Symbols, Policies and Assistance > Incomplete (I)

Step 1

Go to the **CSUN home page** at www.csun.edu and log in with your CSUN User ID and Password.

Step 2

Your **myNorthridge** page displays. In the **My Path to Graduation** box, select **Student Center** (SOLAR).

Step 3

The **Student Center** (SOLAR) displays. In the Academics section, select **View My Grades**.

Step 4

On the **View My Grades** page, select the desired term. Then click **Continue**.

Step 5

Your grades for the selected term will display. If you submitted the Request for a Grade of Incomplete paper form and your professor created the contract online, you will see the **Review Contract** link.

Click the **Review Contract** link to view the Incomplete Contract.

Step 6

The **Incomplete Contract** page displays a policy reminder: If you do not complete the work on time, your "I" grade will convert to an "IC," which is equivalent to an "F."

The **Incomplete Contract Data** box displays:

- The **reason** for the Incomplete (i.e., Extenuating, Medical, or Other)
- Your grade without further work (if you had not requested an Incomplete), for documentation purposes only.
- Your **deadline** to complete the work. **Note:** After one year, your "I" will convert to an "IC," which is equivalent to an "F."
- The **work required** for removal of the "I" grade

If you have any questions, contact your professor.

To accept the contract online, check the "I acknowledge that I have read and agree to the above Terms and Conditions" box.

Step 7

A confirmation page displays.

Click **Yes** to accept the contract.

Reminder: Your electronic acceptance is only for reference. Your paper contract is the one that counts.

Step 8

Once you've agreed to the contract terms and conditions online, an acceptance date will display.

Your professor will be able to see the acceptance date, too.

Click the **Return** button to go back to the **View My Grades** page.

Step 9

On the **View My Grades** page, the **Official Grades** table shows that you have accepted the Incomplete Contract. Your grade of Incomplete ("I") will display about one week after finals.

Notes:

- If you don't see a grade, wait a few days until grades are posted in the system.
- No grade points display for the "Incomplete" class because the work is not yet complete.

Step 10

When you complete the coursework and your instructor evaluates it, s/he will enter the date it was completed.

The **Completed** box on the contract page will be checked and the date you completed the work will display.

Click **Return** to go back to **View My Grades**.

Step 11

You'll be able to view your new grade and the grade points earned a few business days after your professor reports the grade change to Admissions and Records.

Contact your professor, or the department offering the course, with questions about the Incomplete Contract, course work, due date, and removal of the Incomplete grade.

California State University
Northridge

Request for Partial Medical Withdrawal for Undergraduate Students

Name: CSUN Student ID: | | | | | | | | | |

Terms (circle one) Sp Su Fa Wi Year: Major:

Phone: CSUN email: @my.csun.edu Alternative email: @

***REQUIRED*: LAST DAY YOU PARTICIPATED IN AN ACADEMIC ACTIVITY DURING THE REQUESTED TERM:** ____ / ____ / ____ (Month / Day / Year)

Requested Change

Dept Course Number	5-digit Class Number	INSTRUCTOR (or designee) Print Name / Sign Name	Recommend Approve	Recommend Deny	Is this student passing? Yes	Is this student passing? No	Chair of Department Offering Course Signature / Date	Recommend Approve	Recommend Deny

This form will not be accepted unless completed as directed with required signatures and attachments.

I understand that reduction in units may affect my Financial Aid, Campus Housing, and/or International Student Status. I will check with each office to learn the consequences because once a change is processed the decision cannot be reversed. To learn how the change in your schedule may affect you, click www.csun.edu/ugs/academicprogramchanges.html

Student Signature: _____ **Date:** _____

Director of Undergraduate Studies Signature: _____ **Date:** _____ **Approved:** ☐ **Denied:** ☐

Partial Medical Withdrawal Guidelines

In cases where medical evidence and the physical demands of a class overwhelmingly support withdrawal from only a portion of a student's program of study, partial medical withdrawals will be permitted only when there is a clear link between the class and the medical condition. Requests solely seeking a reduced course load without specific and focused medical justification do not demonstrate the required link.

Students seeking PMWs must (1) complete this form, during the current semester, (2) submit a typed, personal statement that describes the reason for the PMW request, (3) have their treating medical professional complete the **PMW Health Provider Report,** available at www.csun.edu/anr/forms/healthprovider_rpt.pdf, and (4) attach a print-out of their Class Schedule (log into *my*Northridge, click Student Center (SOLAR), and then *View My Class Schedule*). Additional documents from institutions such as hospitals, police departments, social services agencies or letters or emails from CSUN offices or personnel may be submitted to support the request. Students should continue to attend class while waiting for a decision about their PMW. Complete Medical withdrawals for the current semester are initiated via a different form through the Student Health Center.

Requests submitted during the final three weeks of instruction, will not be approved except in cases such as accident or newly occurring serious illness. A partial medical withdrawal will not be granted if the student has taken final exams. Petitions requesting retroactive withdrawals beyond one year after the conclusion of the semester for which the withdrawal is requested will not be considered.

SUBMIT COMPLETED FORMS TO UNDERGRADUATE STUDIES, UNIVERSITY HALL 215. for more info www.csun.edu/ugs/academicprogramchanges.html.

Print and read the information regarding the consequences of changing your schedule on page 2.

Updated: 2/11/10

INFORMATION REGARDING CHANGES IN SCHEDULE OF PROGRAM

Approval of your request to withdraw or add classes, either during the current semester or retroactively, may have consequences in other areas of the University. Reducing the number of enrolled units may affect the student's fees and/or eligibility for Campus Housing, International Student Status, and/or Financial Aid.

The Office of Undergraduate Studies and individual Colleges make only academic decisions. When these are made, documents are submitted to Admissions and Records (A&R) for processing. A & R may alert additional University programs about your change, causing potential adjustments in the areas listed below. Neither the Office of Undergraduate Studies nor individual Colleges are responsible for refunds nor any of the areas listed below. Before withdrawing, students should contact any relevant programs directly for additional information.

Cash Services: Schedule changes can result in tuition adjustments, causing a possible increase or decrease in the student's balance. Students may contact the Manager of University Cash Services for an appointment to review their account and related financial obligations. Please contact may.ligh@csun.edu or call University Cash Services at (818) 677-8000 and choose option #3.

Financial Aid: Withdrawal from all of some classes may cause reductions in a student's financial aid and may create a balance due on Financial Aid accounts. Student's Satisfactory Academic Progress (SAP) may also be affected and future aid eligibility may be jeopardized. Students are encouraged to contact Financial Aid for clarification before completing this application at 818-677-4085 to speak to a Financial Aid Representative, www.csun.edu/finaid, or email financial.aid@csun.edu

Health Insurance: Associated Students offers a low-cost health insurance policy, designed especially for California State University students. For more information, call CSU HealthLink (800) 853-5899, or visit www.CSUHealthLink.com

Housing: Undergraduate students must be continuously enrolled in 12 or more units, and graduate students in 8 or more units, to remain in Student Housing. Students who completely withdraw from the University must cancel housing contracts and contact the Housing Office for information about additional charges or credits. Please call 818-677-2160 for details or visit http://housing.csun.edu/.

Insurance: Some health, automobile or auxiliary insurance policies require that you be a full-time undergraduate student (i.e., enrolled a minimum of 12 units) in order to have coverage. Check your policies, or those of your parent or guardian, to learn if you are covered under their insurance.

International Students: Please check with the International Students Office before completing this application to learn how changes in academic program or schedule may affect student visas and/or eligibility to remain in the United States. International Programs is at 818-677-3053. http://www.csun.edu/international/

Loans: Repayment of student loans must begin immediately if students remain in less than half time status when their grace periods expire. For more information, contact Financial Aid at 818-677-4085 to speak to a Financial Aid Representative about student loans, www.csun.edu/finaid, or email financial.aid@csun.edu

Meal Plan: If students withdraw from the University, meal plan contracts should be cancelled. The student should contact the Meal Plan Office at 818- 677-2655 to learn about additional charges or credits.

Open University/Tseng College Students: Please refer to our website, for the policies and procedures that apply to changes to your academic schedule and financial matters at http://tsengcollege.csun.edu. or call 818 677-2504.

Veterans: Program or schedule changes may affect Veteran's benefits. Veterans should call (818) 677-5928.

Updated: 2/11/10

California State University
Northridge

Request for Retroactive Action for Undergraduate Students

(to be used after semester has ended)

Personal Data **PRINT CLEARLY** *(form will not be accepted if illegible)*

Name: CSUN Student ID: ☐☐☐☐☐☐☐☐☐

Terms (circle one) Sp Su Fa Wi Year: Major:

Phone: CSUN email: @my.csun.edu Alternative email: @

Requested Change (check appropriate boxes)

REQUIRED: **LAST DAY YOU PARTICIPATED IN AN ACADEMIC ACTIVITY DURING THE REQUESTED TERM:** ____ / ____ / ____ (Month / Day / Year)

Add	Add (CR/NC)	Drop	Change Grade Basis	Complete Withdrawal *(medical or non-medical: drop all classes)*	Dept.	Course Number	5-digit Class Number
☐	☐	☐	☐	☐			
☐	☐	☐	☐	☐			
☐	☐	☐	☐	☐			
☐	☐	☐	☐	☐			

I understand that reduction in units may affect my Financial Aid, Campus Housing, and/or International Student Status. I will check with each office to learn the consequences because once a change is processed the decision cannot be reversed. To learn how the change in your schedule may affect you, click www.csun.edu/ugs/academicprogramchanges.html

Student Signature: _____ **Date:** _____

Director of Undergraduate Studies Signature: _____ **Date:** _____ **Approved:** ☐ **Denied:** ☐

Retroactive Actions

After the semester is over changes in academic schedules are rarely approved and will be considered only in cases where the student can provide written proof of extraordinary circumstances that have arisen from events beyond his or her control. Petitions requesting retroactive withdrawals beyond one year after the conclusion of the semester for which the withdrawal is requested will not be considered. The situations listed in the paragraph below DO NOT meet the criteria of extraordinary circumstances. Furthermore, there must be no viable alternative to the requested change, such as repeating the course or enrolling in the course in the following semester.

1. You must provide a **typed,** written statement that describes (1) the serious and compelling reason for your request; (2) an explanation of why you did not take care of your requested action during the semester in question. Retroactive requests will only be granted for reasons clearly beyond the student's control
2. Print out your class schedule of the *appropriate retroactive* semester and attach it. Log into *my*Northridge, click Student Center (SOLAR) and then *View My Class Schedule*.
3. Attach written documentation or evidence to support the reason you have stated on your request. This might include a letter from an employer, medical information, court document (documents must be on letterhead), or information from relevant CSUN departments (i.e. Financial Aid, Admissions and Records print outs, etc.) All must explain a direct connection between the requested action and the serious and compelling reason you cited in your statement. Documents from CSUN offices may be copies of e-mails.
4. Students seeking withdrawals due to serious and compelling **medical** circumstances must **also** (a) attach a letter from their treating medical professional (on letterhead), which must describe a direct correlation between the medical condition and the courses being petitioned., and (b) attach any additional documents from institutions such as hospitals, police departments, or social services agencies or letters or emails from CSUN offices or personnel may be submitted to support the request.

The following situations **ARE NOT** considered extraordinary circumstances and **WILL NOT** be approved as retroactive actions:
(a) failing the class or receiving less-than-desired grade; (b) the need to work because of financial considerations or opportunities; (c) encountering a situation that should have been anticipated, such as the need to have transportation, the need to pay for ordinary living expenses, the need for child care; (d) aspirations of either the student or his/her family in regard to GPA, the dean's list, graduate school, scholarships, etc.; (e) dissatisfaction with course material, instructor, instructional method, or class intensity; (f) lack of motivation, change in academic interests, or change of major; (g) participation in extracurricular activities; (h) academic overload and inability to keep up in all classes; or (i) on-going health-related conditions for which you were treated throughout the semester or prior to the start of the semester in question.

How is Financial Aid affected by changes in academic program?
Please contact Financial Aid before completing this petition to ensure you understand the financial impact of this withdrawal. Your Financial Aid may be reduced or canceled and/or you may be asked to repay Financial Aid dollars to CSUN. For more information contact Financial Aid at (818) 677-4085. **Open University students** are not eligible for Financial Aid.

SUBMIT COMPLETED FORMS TO UNDERGRADUATE STUDIES, UNIVERSITY HALL 215. for more info www.csun.edu/ugs/academicprogramchanges.html

Updated: 2/17/10

California State University
Northridge

Office of Admissions & Records
Student Services Center, Bayramian Hall

PAYMENT STAMP

Undergraduate Petition

Processing fee is $10.00. A response will be sent to your CSUN Gmail address.
Read instructions on page 2 before paying the $10.00 fee.

Student's Name: _____ CSUN ID: _____

Major: _____ Last 4 digits of Social Security #: _____

Have you already applied to Graduate? _____ Anticipated Grad Date (Term & Year): _____

ITEM PETITIONED (select one)

☐ CSUN Undergraduate work for postgraduate credential credit

☐ Academic Renewal (review policy at *http://www.csun.edu/catalog/appendices.html#H3*)

Details:

_____
(Signature)

Please do not write below this line (Admissions and Records Use Only)

☐ Recommended ☐ Not Recommended _____ Date: _____
(Consulting University Official)

FINAL ACTION:

By: _____

Suzan Brownlee
[For the Petitions Advisory Board]

California State University
Northridge

Office of Admissions & Records
Student Services Center, Bayramian Hall

Undergraduate Petition

Carefully read the instructions and policy below. Discuss the petition with an Admissions and Records representative before paying fees. For GE or other modifications, please submit a DPR Review Request.

INSTRUCTIONS FOR UNDERGRADUATE STUDENTS

Complete the petition, clearly stating your request and bring it to Admissions and Records with the $10 required processing fee. The decision will be sent to your CSUN Gmail address.

USE THIS PETITION TO REQUEST:

- CSUN Undergraduate work for postgraduate credential credit
- Academic Renewal (review policy at *http://www.csun.edu/catalog/appendices.html#H3*

INSTRUCTIONS FOR GRADUATE STUDENTS

Graduate students in Master's programs must use the Graduate Petition for all Master's degree modifications at *http://www.csun.edu/coe/elps/forms/grad_petition.pdf* or visit the Graduate Studies office, UN 265.

POLICY

Per Title 5 of the California Code, the following regulations cannot be modified or waived:

1. **UNIT REQUIREMENTS:**
   - 120 minimum total units for all degrees (some require more)
   - 40 minimum upper division units for a BA; 36 upper division units for a BS
   - 30 minimum **RESIDENCE UNITS**, 24 must be upper division, 12 major units and 9 GE units (CSUN Extension and Exam credits are NOT RESIDENCE)

2. **2.00 GPA REQUIREMENTS IN:**
   - ALL units attempted (CSUN plus transfer)
   - ALL units in the major (2.00 in Upper Division units required in the Major)
   - ALL units at CSUN

3. **AMERICAN INSTITUTIONS REQUIREMENTS IN**:
   - American History
   - United States Constitution
   - California State and Local Government

4. **UNIT LIMITATIONS AND MAXIMUMS:**
   - 70 community college units
   - No upper division units from community colleges
   - 24 Extension and/or Correspondence units
   - 24 Special Session units (CSUN Concurrent enrollment in Open University and/or Interim)

California State University
Northridge

Request for Third Enrollment

Only one repeat per course (e.g., grade forgiveness) is permitted for improving the grade with the higher of the two grades counted in the student's GPA. All grades for the course will remain on the student's official transcript. During a third enrollment, the units attempted and any grade points earned will be considered with all other grade points earned for the course. Prior to submitting this request, it is recommended that you review the entire new Repeat Policy at: http://www.csun.edu/senate/policies/undergrad_repeating_courses.pdf

Repeats for grade forgiveness are limited to grades of "C-" or lower. Grades assigned as part of disciplinary procedures may not be repeated for grade forgiveness. A maximum of 16 semester units of CSUN coursework may be repeated for grade forgiveness. A maximum of an additional 12 semester units of CSUN coursework may be repeated for grade averaging.

Name _____ **CSUN Student ID** _____

CSUN GPA _____ **UD MAJOR GPA** _____

Term_____ **Year**_____ **Major/Minor** _____

Phone ( ) ____ - _____ **Email** _____ **Alt. Email** _____

What course do you want to repeat? Course and Number_____ (e.g., BIOL 100)

Previous attempts:

First attempt: Semester _____ Year _____ Grade _____

Second attempt: Semester _____ Year _____ Grade _____

Why do you need to repeat this course? What are your other alternatives instead of repeating this course?

What prevented you from earning an acceptable grade in this course during your previous enrollment(s)? What has changed that will enable you to complete this course with an acceptable grade this time?

Instructions for use of this form:

1) Please take this completed form to the Associate Dean of your major.* A list of Associate Deans is located at http://www.csun.edu/~assocdeans .
2) Attach a current copy of your Degree Progress Report.
3) The Department Chair and Associate Dean will review your request. If your request is approved, the Associate Dean's Office will provide instructions on where you should go to seek a permission number, from a faculty member or department chair or a position on a waitlist for the class you have been cleared to add. This form does not give priority to the student who has a signed form, nor does it supersede any College, Department or faculty decision on the order or rank of student add requests.
4) When you receive a permission number, you must take this form to the Admissions and Records counter in Bayramian Hall, and they will tell you how to add this class.

****

Student's Signature_____ **Date**_____

Department Chair's Signature *(COBAE ONLY)* _____ **Approved** ☐ **Denied** ☐

ASSOCIATE DEAN'S RECOMMENDATION: **APPROVED** ☐ **DENIED** ☐ **Course ID Number** _____

Associate Dean's Signature _____ **College** _____ **Date**_____

Chair/Associate Dean's Comments _____

*Students in COBAE should take the form directly to the Department Chair or Program Director of your major. 2/28/11