



Policies Every Academic Leader Should Know

**CSUN Department Chairs and Deans Retreat
August 19, 2013**

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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Basic Skills Policy

(Approved April 11, 2012)

All four sections of GE Basic Skills coursework must be completed by students within their first 60 units. All first-time freshmen will have mandatory advisement starting with their initial enrollment at the University and continuing each semester until the completion of Basic Skills.

Coursework must be completed as follows:

Students will enroll in the appropriate writing and math courses as advised until they complete GE writing and math within the first four semesters or 60 units, whichever comes first. Students will enroll either simultaneously or within two consecutive semesters in GE oral communication and GE writing. Students will enroll in GE critical thinking after completing GE math (within their first 60 units).

1. Students will take the appropriate course in the GE Analytical Reading and Expository Writing (AREW) sequence during their first semester at CSUN. Students will continue to enroll in the appropriate GE AREW course until they have satisfied the GE AREW requirement.
2. Students will take either a GE math course or a developmental math course during their first semester at CSUN. Students will continue to enroll in a developmental or GE math course each semester until they have satisfied the GE math requirement.
3. Students will complete coursework in GE critical thinking after they complete GE math but still within their first 60 units.
4. Students will complete coursework in GE oral communication within their first 60 units.

Undergraduate Academic Internship Policy

(Approved April 11, 2012)

Internships that allow students to earn academic credit must meet credit hour and faculty workload standards (<http://www.csun.edu/epc/documents/Course%20Classification.pdf>) related to required hours and additional pedagogical and risk management standards required by the California State University and Cal State Northridge. Each College is responsible for maintaining data that will assure compliance with current academic standards, risk management and audit policies (<http://blogs.csun.edu/ugs/>).

I. Definitions

- A. For the purposes of this policy Academic Internship refers to undergraduate academic internships.
- B. Academic Internships are one category of classes in which experience is the predominant teaching-learning mode and include applied and practical experiences that are linked to students' academic study and professional preparation. This faculty-approved and -facilitated experience shall normally be in organizations other than the academic departments offering the courses. These courses shall include significant involvement of students and faculty in planning, processing, and evaluating the learning resulting from these experiences. Normally, Academic Internship courses shall be at the upper division level.
- C. For the purpose of hours and unit requirement related to this policy, Academic Internships shall not include supervised student teaching, required work in credential pathways, or clinical experiences (the specific nomenclature of which is determined by the accrediting or licensing agency which regulates the profession). Programs excluded through this provision must comply with credit hour standards, risk management and audit policy.

II. Course Elements

- A. Academic Internships shall include the following elements:
 - 1. Identified relationship to the academic discipline(s) offering the course.
 - 2. Screening or selection procedures for students seeking to enroll in these courses, which shall be designated as restricted.
 - 3. An orientation to experiential learning concepts.
 - 4. In addition to a syllabus, a written learning agreement or contract accepted by the student, faculty member and on-site supervisor describing the rules and regulations, activities, learning processes, and evaluation methods used in the course.
 - 5. At minimum, student performance shall be evaluated by the instructor at the middle and end of the semester. Input from the on-site supervisor is advisable.
 - 6. Students will be required to evaluate the quality of the field experiences.
 - 7. Facilitation of student learning by the CSUN instructor during the on-going experience.

8. Compliance with all risk management requirements.

III. Credit and Grading

- A. Academic credit shall be granted upon the faculty member's determination of student learning. This process for final determination of academic credit shall be defined in the learning agreement and may include contributions by the student and on-site supervisor.
- B. Normally, students' performances in Academic Internships shall be evaluated on a Credit/No Credit basis. For new courses, upon justification by the academic department and approval by Educational Policies Committee (EPC), a different basis of grading may be added.
- C. Academic Internship credit shall not be granted after the fact or for prior life experience.

IV. Internship Hours and Units (See I C for exemptions)

- A. 12 hours minimum of contact with CSUN faculty is required per course.
- B. 45 student hours per unit per semester is expected and may not be exceeded without approval of EPC.
- C. A maximum of three units of internship credit is normally permitted per semester.
- D. Normally, a student may count no more than 6 units of Academic Internship course credit toward an undergraduate major. However, upon justification by the department, EPC may allow up to a total of 12 units. A student may count no more than 12 units of Academic Internship course credit toward a baccalaureate degree.

V. Course Designation

Departments may not offer Academic Internships under a 499 designation as Independent Study. Departments seeking new internship courses for the first time should use the 494 designation, if available.

VI. Non-Discrimination

The University and the participating organizations shall adhere to all current CSUN and CSU non-discrimination policies.

VII. Date of Implementation

This policy will be included in the next edition of the CSUN University Catalog. However, this policy is effective immediately.

Online and Hybrid Courses Policy

(Approved May 6, 2011, Revised October 4, 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 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. Fully online courses have no on campus meetings.
2. A Campus Online Class 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 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 \geq 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.

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.**

Financial Aid University Policies: [University policies](http://www-admn.csun.edu/vp/policies/750_stu_affairs/425-40.pdf) regarding financial aid matters can be found at http://www-admn.csun.edu/vp/policies/750_stu_affairs/425-40.pdf. Information on [financial aid](http://www.csun.edu/financialaid/home.php) processes and deadlines is available at <http://www.csun.edu/financialaid/home.php>.

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. Students who drop in units after their financial aid has paid may have to repay funds after their awards are adjusted. 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. Students are only eligible to receive aid one time for retaking previously passed coursework. Wait listed courses do not count towards students enrollment status 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 http://www.csun.edu/financialaid/basics/affects_satisfactory.php. 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.). Undergraduates who attempt more than 150 units without finishing their degree will not be eligible for further aid.

To remain eligible for financial aid, all students must pass at least 80% of their units attempted (including credential and graduate level) and the conditions for undergraduate appeals are limited. Undergraduates who have completed less than 50% of their units attempted at Northridge are not allowed to appeal. Students who complete between 50% and 79% of their units attempted may be allowed to appeal if they meet certain conditions. Students are allowed one successful appeal per academic career.

Financial Distress: If students report they are unable perform adequately in their academic work or 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 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, 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.

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.

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.

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.

Students with Disabilities in the Classroom

It is the policy of the CSU (Executive Order 926) to make its programs, services and activities accessible to students, faculty, staff and the visitors with disabilities. This policy is in accordance with applicable state and federal laws, including, the Americans with Disabilities Act As Amended (ADAAA), Sections 504 and 508 of the Rehabilitation Act of 1973, as amended and applicable state laws, including the California Fair Employment and Housing Act (FEHA) and Education Code. The University is strongly committed to maintaining an environment that guarantees students with disabilities full access to its educational programs, activities and facilities.

Academic Standards and Accommodations

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 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. Under the regulations, the University is required to make modifications to academic requirements and practices as necessary in order to ensure that they do not discriminate against a qualified student. Such accommodation is referred to as a "reasonable accommodation." Examples of reasonable accommodations include, but are not limited to:

- Use of sign language interpreters in class
- Providing eligible students with classroom notetakers
- Relocating classes to accessible rooms
- Providing alternative testing arrangements such as extended time, computer for essays, or Braille
- Allowing the use of service animals
- Allowing the use of assistive devices and/or auxiliary aids, including audio recording devices and portable technology devices
- Providing alternative media for classroom use such (Braille, large print, electronic text, audio text)
- Selecting captioned media (films, videos, web pages, electronically generated presentations)
- Developing and utilizing accessible websites and electronic files

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 Disability Resources and Educational Services (DRES) offices have been designated by the Chancellor's Office to determine reasonable accommodation(s) for all students who have been verified as having disabilities in the areas served by their office. NCOD serves students that are deaf or are hard of hearing. DRES serves students with any other type of disability, including students with learning disabilities and chronic illnesses. These offices have sole responsibility for verifying documentation and determining reasonable accommodations. Faculty with concerns about accommodations conflicting with academic standards should contact NCOD or DRES to discuss the concerns.

Responsibility for Providing the Accommodation

Faculty are not solely responsible for the full provision of an accommodation. NCOD or DRES offices serve as resources for students and faculty alike and will coordinate most of the more common accommodations needed,

including providing interpreters or alternate media for textbooks. Faculty are responsible to ensure that all instructional materials and technology utilized for the course are accessible to all students. For further information about making instructional materials other than textbooks accessible, please visit the Universal Design Center's website at <http://www.csun.edu/accessibility/>.

Timely Adoption of Textbooks

It is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff and the public, regardless of disability. Faculty are responsible to ensure that all instructional materials and media, including online learning materials are accessible. As part of that policy, all CSUN faculty shall, submit their textbooks and/or instructional materials requests at least 8 weeks prior to the beginning of the semester (Policy on Timely Adoption of Textbooks/Instructional Materials for Accessibility). DRES produces alternate format for printed textbooks upon receipt of an accommodation request from the student. In order to utilize this accommodation, students need to have access to course textbook lists at least 8 weeks prior to the start of each semester.

Confidentiality

The University complies with the Federal Educational Right to Privacy Act (FERPA). FERPA ensures the confidentiality of all student records, as well as similar provisions in both the Americans with Disabilities Act As Amended and Section 504 of the Rehabilitation Act requiring that confidentiality be maintained at all times. Counselors at either Disability Resources and Educational Services 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 or disabling condition. Faculty discussions with a student about accommodations must respect the student's right to privacy. This means such discussions must not be held in the hearing range of other students or conducted via electronic or printed communication that includes third parties other than the DRES office or the NCOD.

Examinations

Students will be making accommodations and alternative testing requests through the Student Access and Accommodation System (SAAS). Once a DRES counselor has reviewed and approved the request, the student is eligible for the accommodation and the exam will be scheduled. DRES offers alternative testing in their office as a service to the student and the faculty member. It is not a requirement that the accommodations take place in DRES. **As long as faculty are providing the listed accommodations, the faculty member has the option to proctor the exam or to consent for DRES to proctor the exam at DRES.** DRES administers exams in accordance with the directions contained in the course exam profile that faculty enter in SAAS. Once faculty approve an exam schedule, it becomes an agreement between the faculty member and the listed student. Faculty may choose to give additional exam condition allowances as long as it does not change academic standards. Any testing guidelines given to all students must also be given to students taking alternative testing exams. For example, if students are allowed to use a calculator in class, a student taking a proctored exam in the DRES testing area must be allowed to use a calculator. For further information regarding SAAS, please visit the DRES website <http://www.csun.edu/dres/saas> to view the instruction manual and training videos.

* For further information about accommodating or supporting students with disabilities, please contact the NCOD at 818-677-2054 or DRES at 818-677-2684.

**Section 612.5.2.c.(2)(a)(iii) and
Section 706.3.1.c. of the Administrative Manual:
Peer Class Visit Reports Policy
(Approved May 20, 2013)**

612.5 Department Level.

2. Responsibilities.

- 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:

(2) Procedures for evaluating teaching effectiveness.

(a) Class visits . . .

- (iii) A written report of the class visit shall be placed in the candidate's campus mailbox and otherwise made available upon request within 14 calendar days after the peer class visit. The candidate may request a meeting to discuss the report, to be held within ten (10) calendar days after the written report is placed in the candidate's campus mailbox. The candidate may also submit a rebuttal statement or response in writing within the ten (10) calendar days. At the conclusion of the ten (10) calendar days, the report, and any response or rebuttal statement, will be placed in the Personnel Action File and be sent to the Chair of the Department Personnel Committee and to the Department Chair. A copy of the report shall be retained in the candidate's Personnel Action File for a period of five years.

706.3 University-wide Procedures for Evaluating Teaching Effectiveness.

1. A class visit shall be made . . .

- c. A written report of the class visit shall be placed in the lecturer's campus mailbox and otherwise made available upon request within 14 calendar days after the peer class visit. The lecturer may request a meeting to discuss the report, to be held within ten (10) calendar days after the written report is placed in the candidate's campus mailbox. The lecturer may also submit a rebuttal statement or response in writing within the ten (10) calendar days. At the conclusion of the ten (10) calendar days, the report, and any response or rebuttal statement, will be placed in the Personnel Action File and be sent to the to the Department Chair. A copy of the report shall be retained in the lecturer's Personnel Action File for at least five years.

Section 632.4. of the Administrative Manual:
Contributions to the Field of Study
(Approved March 25, 2013)

632.4 Contributions to the Field of Study

1. The University Standard

The University standard requires that the individual demonstrate continued growth as a recognized scholar and contributor to the field of study. Scholarly achievements made prior to the initial tenure-track appointment or previous promotion at California State University, Northridge shall be considered as establishing a pattern of scholarly activities. However, additional significant contributions to the field since appointment are expected for tenure and initial promotion. Additional significant contributions since previous promotion are also expected for subsequent promotion.

2. Defining Significant Scholarly and Creative Contributions

It is the responsibility of the departments to define those professional activities that constitute significant scholarly or creative contributions to their specific fields of study. Such standards, as defined by the candidate's Department Personnel Committee and approved by departmental faculty, shall be submitted to the appropriate College Personnel Committee for approval (See Section 612.4.2.b.(2)). College Personnel Committees shall submit approved departmental policies to the Personnel Planning and Review Committee for approval (see Section 612.3.2.c).

- a. Departmental standards defining significant scholarly or creative contributions to the field of study must include the principle of peer review as a means of verifying the significance of the candidate's professional achievements. Publication is a standard university measure of professional achievement. But where publication is not a, or the only, measure of achievement within a discipline, or where traditional academic peer review is not a formal part of the decision making process in the publication, dissemination, performance, or display of a candidate's work, the evaluation of the candidate must include:
 - (1) Identification of the format and public forum in which the work appears and a statement of its significance to the field of study.
 - (2) Specific procedures and criteria by which the work will be evaluated. The evaluation shall include outside reviews by peers in the field.
- b. In the absence of an approved departmental procedure defining significant scholarly or creative contributions to the field of study, the university shall recognize as significant contributions to the field of study peer-reviewed scholarly books and peer-reviewed articles that are published by recognized presses and journals (including peer-reviewed e-journals) devoted to 1) the candidate's academic discipline or closely-related field; and/or 2) pedagogical research and/or teacher education in the candidate's academic discipline or closely-related field.

3. Assistant Professor, Senior Assistant Librarian, Student Services Professional Academic-Related I.
 - a. Significant scholarly or creative contributions to the field of study as defined in Section 632.4.2 beyond terminal degree are desirable.
 - b. Functions as an active member through participation in professional organizations, institutes, etc.
 - c. Pioneering work in profession not required.
4. Associate Professor, Associate Librarian, Student Services Professional – Academic Related II.
 - a. Significant scholarly or creative contributions to the field of study as defined in Section 632.4.2 beyond terminal degree are normally required.
 - b. Participation in a program and carrying out of significant responsibilities in professional organizations, institutes, etc.
 - c. Pioneering work in profession, (i.e., organizing professional groups, promoting reforms, developing new fields) is desirable.
5. Professor, Librarian, Student Services Professional – Academic-Related III.
 - a. Significant scholarly or creative contributions to the field of study as defined in Section 632.4.2 beyond terminal degree ~~is~~ are required. The College or Department may have additional requirements of scholarly or creative contributions to the field of study. Exceptions to these requirements shall be defined and justified by the candidate and evaluated by the recommending agencies in the Department and College. No exception shall be granted unless the candidate has demonstrated outstanding contributions to the field of study in other ways. The Personnel Planning and Review Committee will evaluate all candidates requesting consideration under this provision.
 - b. Assumes leadership responsibilities; presents major papers in professional organizations, institutes, etc.
 - c. Pioneering work in profession, (i.e., organizing professional groups, promoting reforms, developing new fields) is desirable.

Section 643.1.5. of the Administrative Manual:
Accelerated Promotion Review Process
(Approved March 14, 2013)

643.1 Eligibility for Consideration.

5. Initiation of Early Review.

A faculty member will be considered for promotion before the normal time only if the faculty member notifies the Department Chair and the College Dean, in writing and prior to the start of the department-level review, that the faculty member wishes to be considered for accelerated promotion. Tenured faculty members must submit written notification early enough in the Fall semester to allow time for peer class visits as required by Section 612.5.2.c.(2)(a).

Section 612.5.2.c.(2)(b)(ii) of the Administrative Manual
Policy on Procedures for Evaluating Teaching Effectiveness
(Reaffirmed October 25, 2012)*

612.5 Department Level.

2. Responsibilities.

- 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:

(2) Procedures for evaluating teaching effectiveness.

- (b) Department Personnel Committees shall establish procedures for collecting, processing, and interpreting written student evaluations of teaching effectiveness.

- (ii) Written student questionnaire evaluations shall be required for all faculty members who teach. A minimum of two (2) classes annually for each faculty member shall have such written student evaluations. Student evaluations shall be conducted in classes representative of the faculty member's teaching assignment. Unless consultation with an academic unit has resulted in an agreement by the administration and faculty to evaluate all classes, the classes evaluated shall be jointly determined in consultation between the faculty member being evaluated and the faculty member's Department Chair. In the event of disagreement, each party shall select 50% of the total courses to be evaluated. Student evaluations of at least two classes of probationary faculty members in their first year of service at this University shall be administered in both Fall and Spring semesters.

*This policy was reaffirmed by the Faculty Senate and the University President to comply with changes to the Collective Bargaining Agreement in Fall 2012.

Section 706.3.2.b. of the Administrative Manual for Temporary Academic Personnel
Policy on Procedures for Evaluating Teaching Effectiveness (Lecturers)
(Reaffirmed December 4, 2012)*

706.3 University-wide Procedures for Evaluating Teaching Effectiveness

2. Departments shall establish procedures for collecting, processing, and interpreting written student evaluations of teaching effectiveness. Such procedures shall adhere to the following guidelines:
 - b. Written student questionnaire evaluations shall be required for all faculty members who teach. A minimum of two (2) classes annually for each faculty member shall have such written student evaluations. Those lecturers teaching only one class per year should be evaluated by students in that class. Student evaluations shall be conducted in classes representative of the faculty member's teaching assignment. Unless consultation with an academic unit has resulted in an agreement by the administration and faculty to evaluate all classes, the classes to be evaluated shall be jointly determined in consultation between the faculty member being evaluated and the faculty member's Department Chair. In the event of disagreement, each party shall select 50% of the total courses to be evaluated.

*This policy was reaffirmed by the Faculty Senate and the University President to comply with changes to the Collective Bargaining Agreement in Fall 2012.

Section 641.1 of the Administrative Manual:
Policy on Reappointment
(Approved May 22, 2012)

641.1 Policy on Reappointment

1. In order to be retained during the probationary period, a faculty member must show evidence, as demonstrated in the Professional Information File, of making progress toward meeting the requirements for tenure and promotion.
 - a. A probationary faculty member who shows little indication of success at this University shall not be retained for a third year. One who shows weakness but promise of improvement, may be retained for the third year; if, however, during the third year, marked improvement is not clearly in evidence, the faculty member shall not be reappointed for an additional probationary year.
 - b. In subsequent years, the eventual tenurability and promotability of a faculty member becomes a consideration of increasing importance when the candidate is being considered for retention.
2. Faculty who have not demonstrated that they are potentially promotable shall not be approved for tenure.

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 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 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 NOT 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

Appendix

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Important Student Forms:

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2. Last 20% of Instruction and Retroactive Change in Schedule for Undergraduate Students (*revised 12/12/2012*)
3. Medical Withdrawal for Undergraduate Students. Student Consent and Health Care Provider Guidelines (*revised 12/17/12*)
4. Student Forms Routing Grid (*revised 6/6/2013*)
5. Change of Major for Currently Enrolled Undergraduates (*revised 12/1/2010*)
6. Change of Minor for Currently Enrolled Undergraduates (*revised 4/11/2011*)
7. Undergraduate Studies Major/Minor Appeal (*revised 2/2011*)
8. Application for Exemption to Administrative Graduation
9. Administrative Withdrawal
10. Consent for Release of Student Information
11. Correction of Grade Report or Removal of Incomplete
12. Extra Unit Authorization for Fall 2013 (*revised 2/19/2013*)
13. Request for a Grade of Incomplete
14. View Contract for a Grade of Incomplete
15. Undergraduate Petition (*revised 6/5/2013*)
16. Request for Third Enrollment

Late Registration/Schedule Adjustment deadlines for the current academic term as follows:

- Use only after the deadlines published by the Tseng College of Extended Learning

Name:

[illegible]

Year:

CSUN e-mail:

Alternate e-mail: @mv.csun.edu

6

Nature of Request: (Select one option only)	Add and/or Drop Class(es)	Change in Basis of Grading	Complete Medical	Partial Medical*	Last Date of Attendance during term requested: (m/d/y)
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

[illegible]

Student Signature:

Date:

Associate Dean's Signature:

Date:

Approved:

Denied:

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

- NOTE: YOU WILL NEED AN ADDITIONAL PAGE TO MY FORM AND WHERE TO TAKE THE COMPLETED FORMS.**
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. Print out your class schedule and attach it. Log into [myNorthridge at www.csu.edu](http://myNorthridge.at.csu.edu). On the Academics tab, locate the *My Current Classes* box and click "Print View."
 2. Include this even if it shows that you are not registered in any classes.
 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. Requests for partial or complete medical withdrawals must also include a signed **Student Consent and Health Care Provider Guidelines** form at www.csun.edu/ancr/forms/UGS_pmw_healthprovider.pdf.
 4. After obtaining the required instructor and department chair signatures, submit the forms and documents 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 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.

Late Change of Academic Schedule for Undergraduate and Second Bachelor's Students, for use during Weeks 5-12 of Fall and Spring Semesters, and after the Late Registration/Schedule Adjustment deadlines of each Summer session and 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 *Last 20% of Instruction and Retroactive Change in Schedule 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 or child care, the need to pay for ordinary living expenses;
- (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 and Second Bachelor's 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 grading basis from Credit/No Credit to a letter grade (A-F) or vice versa
- Completely withdraw from the University
- Late Registration (i.e., add classes in the current term for the first time)
- Partial and complete medical withdrawals

How do I request a withdrawal during Weeks 5-12?

Students who must withdraw for reasons 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. Under no circumstances does nonattendance nor the stopping of payment of a check constitute a withdrawal from the University.

*What documentation is required for medical withdrawal requests?

Students seeking a complete or partial medical withdrawal must provide a signed **Student Consent and Health Care Provider Guidelines** form, found at www.csun.edu/anr/forms/UGS_pmw_healthprovider.pdf, and relevant medical documentation from their health care provider. Letters from doctors must be on letterhead with license number. 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.

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 email 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 prorated refund. You will need to check your portal for updated fee information. The refund policy for regularly enrolled CSUN students can be found at <http://www-admn.csun.edu/ugs/>. **Open University students** may visit: <http://tsengcollege.csun.edu/programs/openuniversity>

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

<http://blogs.csun.edu/ugs/academic-program-changes/>

Updated: 12/12/12 UGS

Last 20% of Instruction and Retroactive Change in Schedule for Undergraduate and Second Bachelor's Students, for use during Weeks 13+ and Retroactive requests in Fall and Spring Semesters, and after the Late Registration/Schedule Adjustment deadlines of each Summer session and 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 *Last 20% of Instruction and Retroactive Change in Schedule 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 or child care, the need to pay for ordinary living expenses;
- (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/adisched.html);
- (b) activation for compulsory military duty;
- (c) relocation out of the immediate area.

Which form should I use?

This **Last 20% of Instruction and Retroactive Change in Schedule** form is to be used by undergraduate students beginning weeks 13 to 17 and after the semester or term has ended (see www.csun.edu/anr/soc/adisched.html for specific dates) to request approval for the following late actions:

- Add classes late including late registration
- Drop classes late
- Change grading basis from Credit/No Credit to a letter grade (A-F) or vice versa
- Completely withdraw from the University
- Partial and complete medical withdrawals
- Retroactive requests

How do I request a withdrawal during weeks 13+ and retroactive?

Students who must withdraw for reasons 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. Under no circumstances does nonattendance nor the stopping of payment of a check constitute a withdrawal from the University.

What documentation is required for medical withdrawal requests?

Students seeking a complete or partial medical withdrawal must provide a signed **Student Consent and Health Care Provider Guidelines** form, found at www.csun.edu/anr/forms/UGS_pmw_healthprovider.pdf, and relevant medical documentation from their health care provider. Letters from doctors must be on letterhead with license number. 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.

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

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

What will happen if my request is granted?

The Office of Undergraduate Studies will transmit approved decisions directly to Admissions and Records. Any courses for which withdrawals are approved will result in a grade of W on student transcripts. Changes in the number of units might result in an increase in fees. You will need to check your portal for updated fee information. Visit <http://www-admn.csun.edu/ugs/> for additional information on fees and deadlines. **Open University students** may visit: <http://tsengcollege.csun.edu/programs/openuniversity>

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**

<http://blogs.csun.edu/ugs/academic-program-changes/>

Student Information and Release: Take this completed form to your health care provider. Then submit this form with (1) your health care provider's letter and (2) either the "Late Change of Academic Schedule Request for Undergraduate Students" or the "Last 20% of Instruction and Retroactive Change in Academic Schedule for Undergraduate Students" with required signatures to appropriate campus administrator as directed on the form.

Name:		CSUN Student ID:	
Term:		Year:	
		Major:	
Phone:		CSUN email:	
			@my.csun.edu

Authorization to Disclose Health Information

1. I authorize the use or disclosure of my health information in the medical documentation provided to professional staff in Student Affairs (Student Health Center, University Counseling Services, Disability Resources and Educational Services) and Academic Affairs (college offices, department offices, 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 treatment for alcohol and drug abuse.
3. I understand that if sufficient information to make a decision about the withdrawal is not provided in the letter, the reviewing campus administrator may contact my health care provider.

Student Signature _____ Date _____ Semester(s) _____

Health Care Provider Guidelines:

The above named student is requesting a medical withdrawal from *some or all* of his/her courses at California State University, Northridge and has authorized the release of medical information. A letter (on letterhead) by a licensed health care provider verifying the student's inability to continue class(es) must be submitted with the petition before the requested medical withdrawal can be considered. All correspondence from the student's health care provider will be kept confidential.

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

Please ensure the following information is addressed in the letter:

1. **Contact information of Health Care Provider: Name, Address, Phone number, and Practicing License Number.**
2. **Describe the serious illness or injury that is preventing the student from completing some or all of his/her classes.**
3. **From your clinical perspective, is there rationale for the student to withdraw from only part or all his/her classes?**
4. **If yes, please state your clinical rationale with some detail. Explain how the medical and/or psychological condition affects the class(es) the student is requesting to withdraw from.**
5. **Provide date(s) of examination for the condition claimed as the basis for medical withdrawal.**
6. **When do you believe the student will be well enough to resume his/her full time academic program?**

Student Forms Routing Grid

Form Name	Obtain Form	Signatures Required				Student Delivers To	Processing	Other Requirements
		Advisor	Instructor	Chair	AD			
Exemption to Administrative Graduation	UGS	No	No	Yes	Yes	UGS UN 215	Student delivers signed form	Students who have earned 140+ units and all degree requirements in any major. This form needed for exemption.
Administrative Withdrawal	Department Office	No	Yes	Yes	Responsible for initiating at the request of faculty or chair	Student takes no action. Dept. submits to AD	AD submits to A & R	AD must submit no later than the Wednesday of the third week of instruction
Consent for Release of Student Information (FERPA)	Department of Academic Office	No	No	No	No	Student signs and returns to faculty, staff or administrator	Hand deliver to faculty, staff or administrator	Federal law (FERPA) prohibits any discussion of students' academic records with anyone other than the student without this form
Correction of Grade	Department Office	No	Timely grade changes	All Changes of Grade	Late Change of Grade	Student initiates review of grade	AD or Depart delivers to A&R	A & R will not accept this form from student
Request for Incomplete	Student Forms	No	Yes	No	No	Instructor	Instructor submits to Dept. office	Must be submitted to Dept. office no later than ten days after day of last final
Extension of Time to Remove Incomplete	Student Forms	No	Yes	No	No	Dept. office	Instructor takes to dept. office. Office submits to A&R.	Must be submitted prior to time Incomplete expires. Maximum extension one year.
Removal of Incomplete	Department Office	No	For removal of Incomplete	Late removal of "I"	Late removal of "I"	Instructor delivers to Dept Office	AD or Dept delivers to A&R	Removal of Incomplete after date of original agreement or if Extension expired requires AD signature
4th Week Change Request Including Partial and Complete Medical Withdrawals	Student Forms	No	Yes	Yes	No	A&R	Student delivers signed form to A&R	Pay University Cash Services upon late registration. Student contacts UGS to have complete withdrawal noted as medical.
Late Schedule Change for Undergraduate Weeks 5-12 Including Partial and Complete Medical Withdrawals	Student Forms	No	Yes	Yes	Yes	AD	AD transmits to A&R electronically	<ul style="list-style-type: none"> • One course = signature of AD of College offering course • Multiple courses = AD of major

Student Forms Routing Grid

Form Name	Obtain Form	Signatures Required				Student Delivers To	Processing	Other Requirements
		Advisor	Instructor	Chair	AD			
Late Schedule Change for Graduate Students	Student Forms	No	Yes	No	No	AVP Grad Studies	Student delivers	The AVP of Graduate Studies must approve and sign form. Student then brings to A&R and pays University Cash Services.
Medical Withdrawal for Graduate Students (Partial and Complete)	SHC	No	No	No	No	SHC	SHC to Graduate Studies	Student must provide supporting medical documentation to SHC
Change of Major	Student Forms or SOLAR	Should see if over 75 units	No	Yes	Yes >90 units	Chair or submit online via SOLAR	AD or Chair takes to A&R or process online in SOLAR	AD will normally not approve if total is over 140 units. No signatures required if removing second major. Only <90 units submit online.
Change of Minor	Student Forms or SOLAR	Should see if over 75 units	No	Yes	Yes >90 units	Chair or submit online via SOLAR	AD or Chair takes to A&R or process online in SOLAR	AD will normally not approve if total is over 140 units. No signatures required if removing minor. Only <90 units submit online.
Major/Minor Appeal for Undergrads	Undergrad Studies	No	No	No	No	UGS	Student completes form and takes to UGS	Limited to criteria stated on form
Request for Third Enrollment	Student Forms	No	No	Yes	Yes	AD of Major	Student takes form to A&R and gets instructions on adding.	May have to pay if adding this class, moves student from part- to full-time. Students may register on the Thursday before classes begin.
Last 20% of Instruction and Retroactive Change in Schedule for UGRD including Partial and Complete Medical Withdrawals	Student Forms	No	Yes	Yes	No	UGS	UGS, UN 215	Use during last 20% of instruction and after semester is over.
Undergraduate Petition	Student Forms	No	No	No	No	A & R	Student delivers	\$10 processing fee. Read instructions carefully. Request may actually be a DPR Review.

Reducing the number of enrolled units may affect your eligibility for Campus Housing, International Student Status, Financial Aid and more. A Financial Aid student who reduces the number of units or who completely withdraws may be subject to REPAYMENT (including medical withdrawals). Before adjusting your schedule, consult the appropriate offices as described at [Information Regarding Change in Program or Schedule](#).

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? <input type="checkbox"/> Yes <input type="checkbox"/> 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 _____
<input type="checkbox"/> I would like to CHANGE my current Major/Option to: _____	
<input type="checkbox"/> 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) _____	After the units currently In Progress are completed, how many more units will it take to: _____
Number of units currently In Progress _____	Complete the new Major/Option (or 2nd major) including prereq. units _____
Does your proposed <i>new major</i> have any prerequisite units that you have NOT yet completed other than units In Progress? <input type="checkbox"/> Yes <input type="checkbox"/> No	Complete the remaining General Education requirements _____
If yes, how many prerequisite units will you need? _____	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: <input type="checkbox"/> Yes <input type="checkbox"/> No	Major Code _____	Catalog Year _____
Approve ADD a second Major: <input type="checkbox"/> Yes <input type="checkbox"/> No	Major Code _____	Catalog Year _____
Dept Chair of new Major _____	Dept Chair of new Major _____	
	<small>Print Name</small>	<small>Signature</small>
Date _____	Comments _____	

Associate Dean Authorization: Approved ☐ Yes ☐ No

Assoc Dean of new Major _____	Assoc Dean of new Major _____
	<small>Print Name</small> <small>Signature</small>
Date _____	Comments _____

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 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.

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? <input type="checkbox"/> Yes <input type="checkbox"/> 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 _____
<input type="checkbox"/> I would like to declare a Minor in _____	
<input type="checkbox"/> I would like to CHANGE my current Minor FROM _____ TO _____	
<input type="checkbox"/> 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) _____	After units In Progress are completed, how many more units will it take to: _____
Number of units currently In Progress _____	Complete the new minor (or 2nd minor) including prerequisite units _____
Does your proposed <i>new minor</i> have any prerequisite units that you have NOT yet completed other than units In Progress? <input type="checkbox"/> Yes <input type="checkbox"/> No	Complete the remaining General Education requirements _____
If yes, how many prerequisite units will you need? _____	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: <input type="checkbox"/> Yes <input type="checkbox"/> No	Minor Code _____	Catalog Year _____
Approve CHANGE of current Minor: <input type="checkbox"/> Yes <input type="checkbox"/> No	Minor Code _____	Catalog Year _____
Approve ADD a second Minor: <input type="checkbox"/> Yes <input type="checkbox"/> No	Minor Code _____	Catalog Year _____
Dept Chair of new Minor _____ <small>Print Name</small>	Dept Chair of new Minor _____ <small>Signature</small>	
Date _____	Comments _____	

Associate Dean Authorization: Approved ☐ Yes ☐ No

Assoc Dean of new Minor _____ <small>Print Name</small>	Assoc Dean of new Minor _____ <small>Signature</small>
Date _____	Comments _____

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 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.

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.

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: _____



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 _____



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 _____

Extra Unit Authorization for Fall 2013

Through July 14, 2013, students may enroll in a maximum of 13 units; graduating seniors may enroll in up to 19 units. Beginning July 15, 2013, all students in good academic standing may enroll in a maximum of 16 units. Students wishing to attempt additional units must obtain signatures of approval on this form from the Associate Dean of their major or the Associate Vice President of Undergraduate Studies if they are undeclared. Graduate students must request the signature of their graduate coordinator or credential advisor. **This form, with all necessary signatures, must be filed with the Admissions and Records BEFORE adding extra units. Extra Unit Authorization forms will be processed beginning July 15, 2013.**

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 2nd BA/BS 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 first required to seek academic advisement and signature approval from their Student Services Center/EOP Satellite (SSC/EOP) or Advising Resource Center/EOP (ARC/EOP) if undeclared **and** then the Associate Vice President 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, total of _____ units. ☐ Recommend denial.

SSC/EOP Director: Signature _____ Print Name _____ Date _____

☐ Approved for _____ additional units, total of _____ units. ☐ Request denied.

Associate Vice President 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 16 units must obtain the signature of the Associate Dean for their major or the Associate Vice President (AVP) of Undergraduate Studies (UGS) 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, total of _____ units. ☐ Request denied.

Associate Dean of Major or AVP of UGS
(for undeclared students) or Graduate Coordinator

Print Name _____ Date _____

Graduate Studies Representative
Required for PBU or Interdisciplinary students

Print Name _____ Date _____

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.

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

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

- 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.

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.

Undergraduate Petition

Processing fee is \$10.00. A response will be sent to you by email.

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): _____

Email address (required for processing): _____

ITEM PETITIONED (select one)

- ☐ CSUN Undergraduate work for postgraduate credential credit
- ☐ Academic Renewal (review policy at <http://catalog.csun.edu/policies/academic-renewal/>)

Details:

--

(Signature)

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

☐ Recommended ☐ Not Recommended

Date:

(Consulting University Official)

FINAL ACTION:

--

By: _____

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 you by email.

USE THIS PETITION TO REQUEST:

- CSUN Undergraduate work for postgraduate credential credit
- Academic Renewal (review policy at http://catalog.csun.edu/policies_/academic-renewal/)

INSTRUCTIONS FOR GRADUATE STUDENTS

Graduate students in a Master's program **must use** the Graduate Petition for all Master's degree modifications.

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)

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

NOTE: Due to recent changes in Federal law, Financial Aid will NOT pay for third enrollments.

I understand that it is my responsibility to contact the financial aid office to determine how enrollment in this course might affect my eligibility for aid. _____ (student initial here)

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. 12/08/11