



California State University Monterey Bay

100 Campus Center • Seaside, CA 93955-8001

Academic Standing Policy

1.00 Purpose

The purpose of this policy is to provide students with the information they need to understand and monitor their academic standing, as students' academic standing has direct implications for financial aid eligibility and the ability to progress toward degree completion.

This policy is intended to reflect the University's commitment to the principles, goals, and ideals described in the CSU Monterey Bay Vision Statement, and to adhere to CSU Executive Orders [1037](#) and [1038](#) and to federal regulations related to satisfactory academic progress.

2.00 Academic Standing

Academic standing is a measure of students' academic achievement relative to their degree requirements. Academic standing determines students' eligibility to be admitted to and/or to proceed in their academic plan and qualify for graduation. Academic standing may also impact a student's eligibility to compete in athletic events, participate in co-curricular activities, and/or qualify for financial aid.

Students' academic standing is determined in part by their ability to make progress toward degree (see section 2.10) and in part by the grade point averages attained (see section 2.20).

Students shall consult with academic advisors, review official transcripts and academic requirements reports in a continuous effort to manage and self-assess their academic standing.

2.10 Progress to Degree

Undergraduate Students:

In order to graduate in four years (or eight semesters) and earn the 120 units needed to graduate, students need to complete 30 earned credit hours per academic year. Some programs may require more than eight semesters to complete; others have higher major GPA requirements. Students should consult with an academic advisor for additional information.

Graduate Students:

Title 5 of the CA Code of Regulations requires that students complete all coursework for their graduate degrees within a maximum timeframe of seven years. Some programs may require completion in less time. Students should consult the Graduate Program Coordinator for additional information.

2.1.1 Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) is the term used to define successful completion of coursework to maintain eligibility for student financial aid. Federal regulations require the University to establish, publish, and apply standards to monitor student progress toward completion of a certificate, credential, or degree program. See the *Financial Aid Policy* for more information.

2.20 Grade Point Average

The grade point average (GPA) is based on courses in which letter grades are earned. The grade point average is calculated by dividing the total number of grade points earned by the total number of units graded.

CSUMB uses four distinct types of GPA:

- **Cumulative Grade Point Average**
The cumulative grade point average is inclusive of all letter-graded baccalaureate coursework taken during a student's undergraduate academic career, whether the courses were taken at CSUMB or at another institution. To calculate a cumulative GPA, add the numeric grade value of all courses taken and divide that sum by the number of units graded. The resulting quotient is the cumulative GPA.
- **University Grade Point Average**
The University grade point average is inclusive of all letter-graded baccalaureate coursework taken at CSU Monterey Bay. To calculate a university GPA, add the numeric grade value of all courses taken at CSUMB and divide that sum by the number of units graded at CSUMB. The resulting quotient is the university GPA.
- **Major Grade Point Average**
The major grade point average is inclusive of all letter-graded baccalaureate coursework taken in fulfillment of major requirements; coursework may be taken at CSUMB or transferred in from another institution. To calculate major GPA, add the numeric grade value of all courses taken in fulfillment of a specific major and divide that sum by the number of units completed in the program. The resulting quotient is the major GPA.
- **Semester/Term Grade Point Average**
The semester/term grade point average is inclusive of all letter-graded coursework taken during a student's specific academic term. To calculate semester/term grade point average, add the numeric grade value of all courses taken in a specific term and divide that sum by the number of units graded in that same term. The resulting quotient is the semester/term GPA.

Per Title 5, the following values are assigned to each grading symbol¹:

A+ 4.0	A 4.0	A- 3.7
B+ 3.3	B 3.0	B- 2.7
C+ 2.3	C 2.0	C- 1.7
D+ 1.3	D 1.0	D- 0.7
	F 0.0	

Designations of CR/NC (credit and non-credit), I (incomplete), W (withdrawal), RP (report in progress), RD (report delayed), and AU (audit) shall not be calculated in the grade point average.

Designations of IC (incomplete charged) and WU (withdrawal unauthorized) shall be counted as a failing grade (F) for grade point average and progress to completion.

Other than the change in an incomplete (I), a report in progress (RP), or a report delayed (RD), a change

¹ Title 5 of the California Education Code § 40104

of grading symbol shall be made only in the case of a clerical error or other administrative grading error. Students seeking to challenge final grades based on other grounds shall follow the policy and procedures set out in the Grade Appeal Policy.

3.00 Categories of Academic Standing

Academic standing is dependent on the plan, term, and overall averages related to the progress made in the student's academic plan.

To be in good academic standing, undergraduate students must maintain a cumulative and university grade point average of at least a C (2.0); graduate and credential-seeking students must maintain a B (3.0) cumulative grade point average in all coursework included in their programs². Some programs at either the undergraduate and/or graduate level may have more rigorous standards; students shall adhere to the standards articulated by their program.

Students who are in good academic standing may be eligible to receive academic honors in recognition of their efforts (see section 4.00).

Students who do not maintain the minimum GPA thresholds identified above are not considered to be in good academic standing. Students not in good academic standing may be placed on Academic Probation and/or Financial Aid Warning Status, or may even be subject to disqualification or involuntarily separation from the University (See section 5.00).

3.10 Athletic Eligibility

In order to remain eligible to compete in athletics, student-athletes shall comply with NCAA standards and other appropriate University policies and procedures.

3.20 Student Leadership Eligibility

In order to remain eligible to participate in certain student leadership opportunities, students shall comply with the *CSUMB Student Leader Eligibility Requirements* in conformance with CSU Coded Memorandum AA 2012-05.

4.00 Academic Honors

To qualify for academic honors, undergraduate students shall complete a minimum of three semesters in residence at CSUMB and a minimum of two-thirds of earned credits must be based on letter grades.

Academic honors shall be awarded based on the student's cumulative grade point average. The designations shall be as follows:

Summa cum Laude 3.90 or greater
Magna cum Laude 3.75 to 3.89
Cum Laude 3.50 to 3.74

² For credential-seeking students: The California Commission on Teacher Credentialing will accept a credential application with a course grade of "C" as long as the student maintains a cumulative GPA of 3.0.

Academic honors are not awarded to students earning a second baccalaureate degree nor to graduate or credential-seeking students.

4.10 Dean's List

Semester honors are awarded and the notation "Dean's List" is posted to the permanent academic record for undergraduate students earning a 3.50 semester/term grade point average, or above.

To be eligible, undergraduate students must complete a minimum of 12 letter-graded units with no grade lower than a "C" and no grade of Incomplete.

4.20 Distinction in the Major

Departments offering degree programs may confer "Distinction in the Major" to students meeting the criteria developed by the department faculty. The criteria shall be officially published by each department and widely circulated to students in each of the appropriate majors.

5.00 Academic Probation and Disqualification

5.10 Academic Probation³

An undergraduate student shall be placed on academic probation if at any time the cumulative grade point average or the university grade point average falls below a C (2.0).

A graduate or credential-seeking student shall be placed on academic probation if at any time the cumulative grade point average falls below a B (3.0).

Students placed on probation shall be notified⁴ by the University and shall be provided with the conditions for removal from probation, as well as the circumstances that would lead to disqualification, should probation not be removed.

Students shall remain on academic probation until the conditions for removal have been met or until the student has been academically disqualified.

5.20 Administrative-Academic Probation⁵

A student may be placed on administrative-academic probation by action of appropriate campus officials for any of the following reasons:

1. Withdrawal from all or a substantial portion of a program of study in two successive terms or in any of three terms. Students whose withdrawal is directly associated with a chronic or recurring medical condition or its treatment are exempted.
2. Repeated failure to progress toward the stated degree objective or other program objective, including that resulting from assignment of 15 units of No Credit for undergraduates or 8 units of No Credit for graduate and credential-seekers, when such failure appears to be due to circumstances within the control of the student⁶.

³ [Executive Order 1038](#)

⁴ Wherever stated in this policy that 'students shall be notified in writing,' notification may occur through official electronic correspondence of the University, in accordance with the [Student Email Notification Policy](#).

⁵ [Executive Order 1038](#)

⁶ See *Policy on Financial Aid and Satisfactory Academic Progress Policy*

3. Failure to comply, after due notice, with an academic requirement or regulation, as defined by campus policy, which is routine for all students or a defined group of students (examples: failure to complete a required CSU or campus examination, failure to complete a required practicum, failure to comply with professional standards appropriate to the field of study, or failure to make satisfactory progress in the academic program).

When such action is taken, the student shall be notified in writing by the University and shall be provided with the conditions for removal from probation and the circumstances that would lead to disqualification, should probation not be removed.

5.30 Academic Disqualification

Academic disqualification means that the student has not maintained satisfactory academic standing and is involuntarily separated from the University. Any student that has been disqualified shall be notified by the University of the disqualification and of the right to appeal his/her standing at the University.

As authorized by Section 41300 (b) of Title 5, students on academic probation are subject to academic disqualification when:

1. As a freshman (fewer than 30 semester hours of college work completed) the student falls below a 1.50 GPA in all units attempted or in all units attempted at the campus where enrolled.
2. As a sophomore (30-59 semester hours of college work completed) the student falls below a 1.70 GPA in all units attempted or in all units attempted at the campus where enrolled.
3. As a junior (60-89 semester hours of college work completed) the student falls below a 1.85 GPA in all units attempted or in all units attempted at the campus where enrolled.
4. As a senior (90 or more semester hours of college work completed) the student falls below a 1.95 GPA in all units attempted or in all units attempted at the campus where enrolled.
5. As a second baccalaureate (student has previously earned a baccalaureate degree, and is in pursuit of a second degree at the baccalaureate level), the student falls below a 2.0 GPA in all units attempted or in all units attempted at the campus where enrolled.
6. As a graduate or credential-seeking student, when the cumulative GPA (or in applicable programs, when the student's course grades) at CSUMB is below a 3.0 for two consecutive terms.

As authorized by Section 41300 (c), students **not** on probation are subject to academic disqualification by the President or designee, when the following circumstances exist:

1. At the end of any term, the student has a cumulative GPA below 1.0, and
2. The cumulative GPA is so low that in view of the student's overall educational record, it seems unlikely that the deficiency will be removed within a reasonable period.

Veteran Students

A veteran or eligible dependent/spouse who remains on probation for a grade point deficiency below a 2.0 cumulative GPA for undergraduate programs, or a 3.0 cumulative GPA for a post-baccalaureate or graduate program beyond two terms shall have certification of his/her veteran's benefits discontinued until he/she has returned to satisfactory academic standing.

5.40 Administrative-Academic Disqualification⁷

As authorized by Section 41300.1 of Title 5, a student who has been placed on administrative-academic probation may be disqualified from further attendance if:

1. The conditions for removal from administrative-academic probation are not met within the period specified.
2. The student becomes subject to academic probation while on administrative-academic probation.
3. The student becomes subject to administrative-academic probation for the same or similar reason for which he/she has been placed on administrative-academic probation previously, although not currently in such status.

When such action is taken, the student shall receive written notification including an explanation of the basis for the action from the University.

In addition, a student who at any time during enrollment has demonstrated behavior so contrary to the standards of the profession for which the student is preparing as to render him/her unfit for the profession shall be disqualified immediately. In such cases, the student shall be notified of his/her disqualification and the basis for the action taken by the University. The University may require the student to discontinue enrollment as of the date of the notification. The decision to disqualify a student under these terms shall be made by the appropriate Dean in consultation with the Provost; the University shall notify the student. The decision of the Dean is final.

5.50 Reinstatement

Students who are disqualified from CSUMB may seek reinstatement after at least one academic year (i.e., two complete semesters) has elapsed since the disqualification.

The student shall submit a letter of appeal, an application for readmission, and the accompanying application fee to the Admissions Office for consideration prior to the established deadlines found on the Admissions website. The decision of the Reinstatement Committee of the Admissions Office is final.

6.00 Improving Academic Standing for Undergraduate Students

Undergraduate students in pursuit of their first baccalaureate degree may renew and improve their academic standing through compliance with system-wide and University policies. Students attempting to do so shall comply with the following procedures.

6.10 Academic Renewal⁸

CSUMB undergraduate students may improve their GPA through a program of academic renewal established by the Trustees of the California State University. In those instances where a student is having difficulty meeting graduation requirements because of a grade point deficiency, the student may petition to have up to two semesters or three quarters of previous college work discounted from all considerations associated with meeting requirements for the baccalaureate degree.

6.1.1 Conditions for Academic Renewal at the Baccalaureate Level⁹

In order to qualify for Academic Renewal an undergraduate student must have completed all

⁷ EO 1038

⁸ EO 1037

⁹ Ibid

requirements for graduation except the earning of at least a “C” (2.0) grade point average and must meet each of the following conditions established by the Trustees of the California State University:

1. Five years shall have elapsed since the term(s) to be disregarded were completed. Terms taken at any institution may be disregarded.
2. Since completion of the term(s) to be disregarded, the student must have completed courses at CSUMB of at least one of the following: 15 semester units with at least a 3.00 GPA, 30 semester units with at least 2.50 GPA, or 45 semester units with at least a 2.00 GPA.
3. The student shall present evidence in the petition that the coursework to be disregarded was substandard and not representative of the student’s present scholastic ability and level of performance due to extenuating circumstances.

The student shall petition the Provost or designee.

If a petition is granted, the student’s permanent academic record shall be annotated to reflect that no work taken during the disregarded term(s), even if satisfactory, shall apply toward baccalaureate graduation requirements. All work shall remain on the student’s academic record to ensure a true and complete academic history.

If another institution has acted to remove coursework from consideration, such action shall be honored in terms of that institution’s policy. But, elimination of any coursework from consideration shall reduce by one term of the two semester maximum on the application of academic renewal to an individual CSU student’s record.

6.20 Repeat of a Course for GPA Adjustment¹⁰

Only courses repeated at CSUMB may be used to adjust the GPA. Grades earned in courses taken at other institutions may not be used to replace grades in CSUMB courses, and students cannot improve grades of courses taken at another institution by repeating them at CSUMB.

Once a student has been awarded a degree, a student may not use the provisions of this policy to adjust the GPA.

These rules apply to attempted completions of a course, which include any course for which a letter grade (including a grade of WU or IC) was earned. For the purposes of this policy, students may not repeat a course for GPA adjustment in which a grade of CR, AU, RD, RP, or W was earned.

This policy does not apply to courses that are designated as “repeatable.” Repeatable courses are explicitly designed to allow students to repeat a completed course for up to a certain number of units. Examples of repeatable courses include activity courses and special topics courses.

When one requirement is met by two or more co-requisite courses (i.e., a course and a lab) and a C- or lower is earned in one of those courses, students may be required to repeat one or both courses to fulfill the requirement. Degree programs interpret co-requisite course repeats differently; students should consult an advisor to determine their obligation.

¹⁰ Ibid

In any course or program where enrollment demand exceeds the resources to offer sufficient openings or sections to meet that demand, registration priority may be given to students taking the course for the first time.

Undergraduate students may only repeat for GPA adjustment a course in which a grade C- or lower was earned. One repeat per course is permitted for GPA adjustment with no approval required. When a course is repeated, only the HIGHEST grade will count in calculating the GPA, and the other grade will be excluded from the GPA computation. However, all grades will be recorded on the official transcript as a matter of accurate academic record keeping.

When an undergraduate student repeats a course a second time, a course repeat petition must be approved by the student's advisor and the department chair of the program offering the course. Any units and grade points earned will be averaged with all other grades earned for the course. No course may be repeated more than two times (three total attempts).

A maximum of 16 semester units of CSUMB coursework may be repeated for the purpose of excluding grades (grade forgiveness) from the computation of the student's overall GPA during the entire undergraduate degree program.

An additional 12 semester units of undergraduate CSUMB coursework may be repeated for grade averaging. In such instances, the repeat grade shall not replace the original grade, but rather, both grades shall be calculated into the student's overall grade point average.

These limits (16 units of grade forgiveness and 12 units of grade averaging) apply to all courses taken at CSUMB, whether a student is matriculated or enrolled through Open University. Students are urged to meet with their academic advisor before repeating a course for GPA adjustment.

7.00 Improving Academic Standing for Graduate Students

Graduate students in pursuit of a graduate degree may renew and improve their academic standing through compliance with system-wide and University policies. Students attempting to do so shall comply with the following procedures.

7.10 Academic Renewal

CSUMB graduate students may improve their GPA through a program of academic renewal. In those instances where a student is having difficulty meeting graduation requirements because of a grade point deficiency, the student may petition to have up to two semesters of previous post-baccalaureate work taken at CSUMB discounted from all considerations associated with meeting requirements for the graduate degree.

7.1.1 Conditions for Academic Renewal at the Graduate Level

In order to qualify for Academic Renewal a graduate student must have completed all requirements for graduation except the earning of at least a "B" (3.0) grade point average and must meet one of the following conditions:

1. The student has formally requested such action, the coursework was taken seven or more years prior, and the previous coursework would prevent graduation in the current field of study; in these cases, up to two semesters may be disregarded; or

2. The student has formally requested such action, the coursework was taken five or more years prior, the student presented evidence which substantiates that the work in question is substandard and not representative of her/his current scholastic ability and/or performance level, and the previous coursework would prevent graduation in the current field of study; in these cases, only one semester may be disregarded.

The student shall petition the Provost or designee.

Final determination that one or two semesters are to be disregarded shall be based on careful review of evidence by a committee, which will include the Dean of Undergraduate & Graduate Studies and the Post Graduate Studies and Research Committee of the Academic Senate, or a sub-committee thereof, which shall include at least three faculty members.

If a petition is granted, the student's permanent academic record shall be annotated to reflect that no work taken during the disregarded term(s), even if satisfactory, shall apply toward program requirements. All work shall remain on the student's academic record to ensure a true and complete academic record.

If another institution has acted to remove coursework from consideration, such action shall be honored in terms of that institution's policy. But, elimination of any coursework from consideration shall reduce by one term the two semester maximum on the application of academic renewal to an individual CSU student's record.

Academic renewal is not intended to permit the improvement of a student's grade point average beyond what is required for completion of the post-baccalaureate degree or credential.

7.20 Repeat of a Course in Post-Baccalaureate Programs

Only courses repeated at CSUMB may be used to adjust the GPA. Grades earned in courses taken at other institutions may not be used to replace grades in CSUMB courses, and students cannot improve grades taken at another institution by repeating them at CSUMB.

Once a student has been awarded a degree, the student may not use the provisions of this policy to adjust the GPA.

These rules apply to attempted completions of a course, which includes any course for which a letter grade (including a grade of WU or IC) was earned. For the purposes of this policy, students may not repeat a course for GPA adjustment in which a grade of CR, AU, RD, RP, or W was earned.

This policy does not apply to courses that are designated as 'repeatable.' Repeatable courses are explicitly designed to allow students to repeat a completed course for up to a certain number of units. Examples of repeatable courses include activity and special topics courses.

In any course or program where enrollment demand exceeds the resources to offer sufficient openings or sections to meet that demand, registration priority may be given to students taking the course for the first time.

Post-baccalaureate students pursuing a second Bachelor's degree follow the repeat policy as described in section 6.20 of this policy.

Graduate and credential-seeking students may only repeat for GPA adjustment a course in which a grade of B- or lower was earned. When a course is repeated, all grades count toward the GPA and grade forgiveness will not be granted. No more than two different, distinct courses may be repeated during a graduate degree or credential program. Certain programs may have more stringent restrictions on course repeats; students must follow the requirements designated by the program. Students are urged to meet with their academic advisors before repeating a course for GPA adjustment.

All grades will be recorded on the official transcript as a matter of accurate academic record keeping.

8.00 Continuous Renewal

This policy shall be reviewed ten (10) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time as necessary.



President Eduardo M. Ochoa

Effective Date: *July 28, 2017*

Certification of Process:

Reviewed by: Matriculation Committee, Policy Facilitation Team, Academic Leadership Team, ASEC, Educational Planning & Policy Committee, Student Affairs and Academic Support Committee, Post Graduate Studies & Research Committee, Academic Senate, Associated Students, Enrollment Services & Student Affairs Leadership Team, Administration & Finance, Provost.

Memorandum from Policy Facilitation Team

To: President Eduardo M. Ochoa
Date: May 24, 2017
Subject: Policy Recommendation
From: Provost Bonnie Irwin
Policy: Academic Standing Policy

This 'new' campus policy on academic standing is one of five policies that originate from the existing Undergraduate and Graduate Matriculation Policies. The matriculation policies have been broken apart to improve access and understanding of critical rules, regulations, and timelines for students.

At this time, two of the five policies are recommended for your approval. In order to implement these two, while also retaining critical policy language not yet ready to be replaced, I, in concert with the Policy Facilitation Team, recommend that the new *Academic Standing Policy* be approved, and that the specific sections that show strike-through in the attached policies be sunset.



Provost Bonnie D. Irwin



Date