

## ACADEMIC POLICIES

This section contains summary information about academic policies. These policies are provided in their entirety in the Policies and Regulations section of the University Catalog. Please consult the Catalog for complete information about these policies.

### Course Load for Undergraduate Students

An undergraduate student may enroll in 18 units without advisor approval. Students enrolling in 19 or more units are required to have a faculty advisor's written approval. Students who have not declared a major and are seeking permission to enroll in 19 or more units should contact the Advising Center.

### Declaration of Majors

To help ensure timely completion of graduation requirements, students who have a total of 60 units completed and in progress must have declared a major before they may register for the next term. Upper-division transfer students are required to declare their intended major on their application for admission.

### Undergraduate Minors

Students may declare any minor offered by the university, with the following restrictions. In order to declare a minor, a student must have a declared major. Generally students will not receive a minor in a discipline in which they are majoring. However, some Program Areas may allow students to major in one discipline and minor in a different discipline within that same Program Area. Each Program Area will specify in the catalog when this is allowed, clearly stating the major and minor combinations for which this is permissible.

### Academic Leave

Students who take a one semester leave of absence from CI are considered continuing students and do not need to take any action prior to registration. Any student in good academic standing may apply to take a leave of absence from the university for up to four consecutive semesters.

### Semester Honors

CI undergraduate students completing 12 or more units with a letter grade in a single semester or completing 12 or more units with a letter grade in one academic year assessed at the end of the Spring semester, shall be named to the Semester Honors list if they earn a 3.75 or higher grade point average.

### Participation in Commencement Ceremonies

Commencement is held annually at the end of the spring semester. Students who have completed degree or credential requirements the previous summer or fall terms are eligible to participate in the ceremony along with those who plan to complete their work in the spring or subsequent summer and have filed an Application for Degree and Diploma. Names of graduates and degree candidates who have applied for graduation by the published deadline will be published in the Commencement Program.

The catalog also contains information concerning:

- Program Honors
- University Honors

### Academic Probation and Disqualification

**Academic Probation:** An undergraduate student is subject to academic probation if at any time the cumulative grade point average (GPA) in all college work attempted or the cumulative GPA at CI falls below 2.0. Probationary students will be advised of their status at the end of the semester. The communication will include conditions for removal from probation and the circumstances that would lead to disqualification. All probationary students are required to receive academic advising no later than the second week of the following semester. Students shall be removed from academic probation once they have received such advising and both the cumulative GPA in all college work attempted and the cumulative GPA average at CI are at least 2.0 or higher.

**Academic Disqualification:** An undergraduate student on academic probation will be academically disqualified when the student's GPA in all units attempted or in all units attempted at CI falls below the following: as a freshman, 1.50; as a sophomore, 1.70; as a junior, 1.85; as a senior, 1.95. Students' records will be evaluated for disqualification at the end of each semester. Students cannot be placed on probation for the first time at CI and be disqualified in the same semester. However, students who have previously been on probation at CI and fall below the GPA listed above will be academically disqualified, even if the probation and disqualification semesters are non-consecutive. A student may appeal disqualification no later than three weeks before the start of the semester following the disqualification. Appeals should be made to the Office of the Provost or Designee. Appeals will be decided by the Academic Appeals Board. Typical grounds for a successful appeal include significant improvement towards meeting the GPA requirements and/or extraordinary circumstances beyond the student's control, as determined by the Academic Appeals Board. A successful petition of appeal for disqualification will result in the student remaining on academic probation. Students who appeal unsuccessfully will need to apply for reinstatement as specified in the Policy on Reinstatement if they wish to continue at CI.

**Postbaccalaureate Students:** A postbaccalaureate student will be subject to academic probation if, after attempting 12 or more graded units, his or her postbaccalaureate cumulative GPA for units attempted at CSU Channel Islands falls below a 2.50 average. The GPA will determine whether a student is subject to probation only when the student has attempted 12 semester units. A student enrolled in a graduate degree program in either conditionally classified or classified standing shall be subject to academic probation if he or she fails to maintain a cumulative GPA of at least 3.0 in all units attempted; no course in which the student receives lower than a C may be counted toward a Master's degree.

Students may also be placed on Administrative-Academic Probation or Administrative-Academic Disqualification subject to the conditions described in the Catalog.

### Reinstatement

In order to be considered for reinstatement to CI, a disqualified student must demonstrate academic ability by completing additional coursework. All classes taken must be applicable for degree credit at CI. After eliminating the grade-point deficiency, the student may petition the Academic Appeals

Board for reinstatement. *The student must submit the petition for reinstatement no later than three weeks before the beginning of the semester that the student intends to return.* The Academic Appeals Board will only consider the petition for reinstatement of students who have remained outside of the university for at least one regular (Fall or Spring) semester after their dismissal. *Students who are disqualified, reinstated, and become disqualified a second time will not be granted a second reinstatement.*

### Acceleration of University Studies

The University provides several means by which students may accelerate their studies; these are discussed below. Each of the following options may be subject to restrictions and regulations within individual academic programs. Therefore, students interested in any of these options should consult with the catalog and/or chair of the concerned program.

- Advanced Placement
- Unit Credit by Examination
- Substitution of Courses
- Waiver of Course Requirement
- Credit Toward Graduation for Courses Taken Outside CSU Channel Islands

### Graduation

To qualify for graduation, students must complete all requirements for the bachelor's/master's degree by the official graduation date listed in the Schedule of Classes. Graduation is not automatic upon the completion of requirements. Students who intend to graduate must take the initiative and file by the appropriate deadline below. While students are ultimately responsible for completing all degree requirements, assistance is available through faculty advisement, the Advising Center, and Graduation Evaluations. It is important that students meet regularly with an advisor to avoid graduation problems and delays.

The Application for Degree and Diploma, and filing fee entitle students to an official graduation evaluation of progress toward meeting degree requirements. Students qualifying for graduation by the designated graduation date may participate in the annual commencement ceremony. The application for degree is available at the Advising Center in the Bell Tower and at the Enrollment Center in Sage Hall and on-line on the Records and Registration web page. Submit your Application for Degree and Diploma to the Cashier's Office with the \$45 fee by the deadlines listed below. More information about the graduation process is available on the Records and Registration web site at <http://www.csuci.edu/students/GradFAQ.htm>.

### Undergraduate (Bachelor's) Degree Application Deadlines

To Graduate in:	Apply for Graduation by:
Spring semester 2012	September 15, 2011
Summer term 2012	November 15, 2011
Fall semester 2012	February 15, 2012

### Graduate (Master's) Degree Application Deadlines

To Graduate in:	Apply for Graduation by:
Spring semester 2012	October 15, 2011
Summer term 2012	December 15, 2011
Fall semester 2012	March 15, 2012

### Grade Policy

1. The "ABCD" is the default grading system.
2. Although it is not required, individual faculty members may add a "+" or "-" to any grade except "F." By adding a "+" to a grade, the grade points earned increase by 0.3 (except an A+ shall still be 4.0 grade points). By adding a "-" to a grade, the grade points earned shall decrease by 0.3. Course syllabi are required to state clearly whether "+/-" grading is used.
3. A student may take a course "CR/NC" if the course is designated as allowing "CR/NC" grading in the course approval process.
4. No more than 12 units of General Education courses may be taken "CR/NC."
5. The decision as to how many units of courses may be taken "CR/NC" and which courses can be taken "CR/NC" is left up to each individual program.
6. Course syllabi shall include a discussion of the instructor's grading policy.

### Other Grading Symbols Assigned:

**I (Incomplete Authorized).** The "I" symbol indicates that a portion of course required course work cannot be met within the prescribed time period due to unforeseen circumstances, and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the Incomplete. An "I" must normally be made up within one calendar year immediately following the end of the term during which it was assigned. A final grade is assigned when the work agreed upon has been completed and evaluated. Failure to complete the assigned work will result in an "I" being converted to an "IC" symbol, unless the faculty member assigns a specific letter grade at the time the Incomplete is assigned.

**IC (Incomplete Charged).** The "IC" symbol may be used when a student who received an authorized incomplete ("I") has not completed the required course work within the allowed time limit. The "IC" replaces the "I" and is counted as a failing grade for grade point average calculation.

**RP (Report in Progress).** The "RP" symbol is used in connection with courses that extend beyond one academic term. It indicates that work is in progress, but that the assignment of a final grade must await completion of additional work. Work is to be completed within one year except for graduate degree theses.

**W (Withdrawal).** The "W" symbol indicates that the student was permitted to withdraw from the course after the third week of the semester with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in calculating grade point average. See withdrawal procedures in the Catalog.

**WU (Withdrawal Unauthorized).** The “WU” symbol indicates that an enrolled student did not formally withdraw from the course according to University policy and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average, this symbol is equivalent to an “F.”

#### **Forgiveness of Previously Earned Grade (Repeat & Delete)**

The Forgiveness of Previously Earned Grade Policy may be used only by undergraduate students. It may not be used by graduate/post-baccalaureate students working on master’s degrees, graduate certificates, teaching credentials or by unclassified post-baccalaureate students, even when they might take undergraduate courses. This policy applies only to courses taken at CI and repeated at CI. In the case of a repeated course, the subsequent grade is substituted for the earlier one in the computation of units attempted and grade point average. The previous course grade(s) remain(s) on the record, but is/are annotated as being discounted from grade point average calculations.

1. Undergraduate students may repeat up to a total of sixteen (16) semester units taken at CI, for forgiveness. Beyond 16 semester units, all grades received will be averaged into the GPA.
2. Undergraduate students may repeat an individual course for grade forgiveness no more than twice (3 times total).
3. This policy may be used only on grades of “WU,” “F,” “D-,” “D,” “D+,” “C-,” “IC.”
4. This policy may not be used on grades of “A+,” “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “I.”
5. A grade assigned as a result of student disciplinary procedures cannot be forgiven and will be computed in the grade point average.

#### **Graduate / Postbaccalaureate Student Course Repeat**

A graduate/postbaccalaureate student may take a course a total of 3 times with no grade forgiveness. All grades will be calculated into the GPA. Unit credit for the courses will be granted only once unless courses are repeatable as specified in the catalog.

#### **Policy on Course Grade Appeals**

1. Each student has the right to appeal the final course grade, but only the final course grade. For example, a student may not appeal grades on individual assignments and/or examinations.
2. Appeals are limited to situations in which the student believes the grade was “prejudicially,” “capriciously,” or “arbitrarily” assigned.
3. The appeal must be initiated within the first seven weeks of the first regular semester after assignment of the grade\* (See item 6 below). A student who believes that a course grade has been assigned inappropriately must follow the proper steps in the appeal process, observing the time limits for completion of the steps as follows:

Step 1: The grade appeal must first be directed to the instructor of the course, in writing by the end of the seventh week of the semester and copied to the Chair. If the grade is not correct, the instructor can change the grade with a change of grade form. The instructor has two weeks to respond to the student’s request in writing and copied to the Chair. Students who file after

the fifth week may not have their appeals settled by the end of the semester.

- Step 2: If the grade is correct and the student is not satisfied with the instructor’s explanation, and intends to appeal the grade, the student must make an appointment to speak with the program chair. If the instructor is not available or does not respond to the student’s appeal within the given time frame, the Program Chair may act on behalf of the instructor. If the program chair is the instructor, the student should speak with the Vice President of Academic Affairs (or designee). The program chair or Vice President of Academic Affairs (or designee) cannot change the grade, but will then discuss the issue with the instructor and provide a response by the end of the ninth week of the semester to the student.
- Step 3: If the student is not satisfied after receiving the response from the appropriate administrator, the student should submit a written appeal by the end of the eleventh week of the semester to the University Appeals Committee through the office of the Dean of the Faculty.
- Step 4: The University Appeals Committee will forward the student’s statement to the instructor. The instructor will be required to respond in writing by a specified date within the semester. The student’s statement and the instructor’s response will be reviewed by the entire committee, after which the committee can:
  - a. Request more information from the student and/or the instructor
  - b. Decide to change or maintain the grade
- Step 5: When the committee has made its decision, it will notify the student and instructor in writing, and the student will be given copy of the instructor’s written response by the end of the semester.
4. The University Appeals committee shall consist of faculty and at least one student.
5. Individuals may not participate as a member of the University Appeals Committee in review of an appeal if they are a participant in the appeal. The decision of the University Appeals Committee is final.
6. If a student is a candidate for graduation, the office of the registrar must be notified in writing of the intent to appeal the grade, within 30 days of the last day of the semester. The final degree evaluation will not be performed and the degree will not be granted until the grade appeal process has been completed.
7. No grades can be appealed or changed for any reason after a degree has been granted.

#### **Academic Dishonesty**

The catalog defines academic dishonesty to include “such things as cheating, inventing false information or citations, plagiarism and helping someone else commit an act of academic dishonesty. It usually involves an attempt by a student to show possession of a level of knowledge or skill that he/she does not possess.” The catalog describes the process for evaluating cases of dishonesty and assignment of appropriate penalties.

## Honor Code

Academic integrity is the responsibility of all members of the CI community. We, as members of the university community, share equally in the responsibility to ensure that the honor code instills self-respect; fosters scholarship and achievement; builds habits of honesty; promotes ethical behavior; inspires mutual fellowship and respect; and confers prestige on California State University Channel Islands and members of the university community. All university community members should be familiar with the Honor code. Students share with faculty and staff the responsibility of sustaining a climate of integrity. These values are to be maintained at all times.

### A. Introduction

In a university community, there can be no doubt that honor and the pursuit of knowledge are inexorably intertwined.

An honor system must be believed in, supported, and administered by those who belong to it. Upon enrollment at California State University Channel Islands (CI), each student is automatically subject to the provisions of the Honor system. Each student has a duty to become familiar with the Honor Code and the provisions of the Honor system. Ignorance of what constitutes an Honor Code violation cannot be used as a defense in an honor hearing.

The Honor system at CI does not discriminate based upon race, color, religion, national origin, political affiliation, gender, sexual orientation, age, or disability.

A faculty or staff member may require examination, paper, and other written or electronically submitted assignment contain the following pledge (or similar pledge approved by the faculty or staff member) of the student(s) submitting the work: "This work complies with the CI Honor Code." The pledge shall be signed by the student(s) unless it is submitted electronically, in which case the faculty or staff member may require a different method of proof of a student's pledge.

### B. The Honor Code

Students shall observe complete honesty in all academic matters. All students are strongly urged to ask their faculty or staff members to clarify what types of conduct are authorized or unauthorized in each course.

### Catalog Rights

Undergraduate students remaining in attendance in regular sessions at a California State University campus, a California community college, or any combination of these institutions, may for the purposes of meeting all graduation requirements elect to meet the requirements in effect at CI either: (1) at the time the student began attendance, or (2) at the time of entrance to CI, or (3) at the time of graduation from CI.

If while enrolled the student declares or changes the major, a major option, or a minor, the student shall follow the requirements either in effect at the time of the declaration or change, or in effect at the time of graduation. Other catalog years may be approved by department petition. Students do not lose catalog rights for GE and other graduation requirements by declaring or changing their major, if they maintain continuous attendance.

Absence related to an approved educational leave or for attendance at another accredited institution of higher learning is not considered an interruption, providing such absence does not exceed two years. The absence must be consistent with the CSU definition of educational leave and with CSU policy.

Students who have been academically disqualified lose previously established catalog rights.

**Please consult the University Catalog for information on the following important items:**

- **Catalog Rights**
- **Double-Counting of Course Requirements**
- **Second Baccalaureate Degrees**

**Students are also encouraged to consult the University Catalog for information concerning experiences involving:**

- **Internships**
- **Service-Learning Policy**

## YOUR DEGREE PROGRESS REPORT IS A CLICK AWAY!

Go to the Student Center in [myCI](#) to View your:

- General Education Requirements
- Graduation Requirements
- Major and Minor Requirements
- Transfer Credit and Test Credit
- Unofficial Transcript
- Approved Course Substitutions

**All on this easy to use report!**

### Undeclared?

Use the What-If Option to search for a new Major

Instructions located at [www.csuci.edu](http://www.csuci.edu)  
Keyword search: **Degree Progress Report**

*For assistance interpreting your DPR contact the Advising Center. If you believe your DPR is inaccurate, file a discrepancy form available, on the website or email [dpr.help@csuci.edu](mailto:dpr.help@csuci.edu).*