

# REGISTRAR'S OFFICE

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The University's Office of the Registrar is responsible for the maintenance of official student records. In partnership with other campus units, Registrar staff implement, support, and uphold academic policies related to class and event scheduling, registration services, enrollment and degree verification, assessment of tuition and fees, grade processing, degree evaluation and awarding, and printing of official academic transcripts and diplomas.

## Records

The Records Office is primarily responsible for registration, keeping records, and processing student grades. The Records Office also handles academic renewals, audits, grade changes, transcript requests, enrollment verifications, and course withdrawals for both undergraduate and graduate students. The Records office also handles inquiries on CSU Intrasystem Enrollment, CSU Fully Online courses and other special enrollment-related programs.

## Evaluations

The Evaluations Office is responsible for evaluating transfer credit and certifying General Education breadth requirements. Transfer students enrolled in the university may check with this office to determine if course credit has been given for courses taken at another institution. For students nearing graduation from CSUB, the Evaluations Office verifies the completion of all graduation requirements (this process is referred to as the "grad check") that have been met or need completion for award of the degree.

The following sections are organized to provide essential information about university-wide academic policies. Policies specific to graduate and other post-baccalaureate programs can be found in the Division of Graduate Studies section of the catalog.

## Registration Full-Time Status

For undergraduate students, full-time refers to a student who is enrolled in 12 or more semester credits. For graduate and postbaccalaureate students, full-time refers to a student who is enrolled in 9 or more semester credits.

## Part-Time Status

For undergraduate students, part-time refers to a student who is enrolled with less than 12 semester credits. For graduate students, part-time refers to a student who is enrolled with less than 9 semester credits.

## Class Registration

### Steps to Registration

Registration is the final step in the matriculation process. When students have been admitted to the university and have determined which courses

they should take to meet specific requirements for their degree, they will be ready to register once registration opens for new students. In order to begin registration, admitted students must have:

- Spoken with an academic advisor
- Cleared all holds and obligations to the university
- Taken necessary tests or prerequisites
- Obtained proper registration appointment time disbursed by the Registrar's Office via e-mail

Details of registration procedures are available online before registration each semester. No student should attend classes until his or her registration has been completed. Registration is complete only when all official documents are properly filed, and all outstanding fees and deposits are paid or arrangements for a payment plan are completed. Students may not receive credit in any course for which they have not completed registration.

## Advising Holds

All freshman students with less than 30 semester units are required to meet with an advisor prior to registering for courses each semester. All students are required to meet with an advisor at least once per year. Faculty and staff advisors are trained to provide accurate information and helpful advice regarding university-wide requirements, major and minor requirements, and career opportunities within the discipline. Students can locate their advisor's contact information in their "myCSUB" account online.

Students who have not yet declared a major should meet regularly with a trained staff advisor from the Academic Advising & Resource Center (AARC). Students who have been placed on academic notice will be required to meet with advisors in the AARC until the student achieves good standing.

Regardless of class level or major, all students are encouraged to meet with their advisors every semester. Advising is particularly important prior to registration, not only for selecting courses for the coming semester but also to verify whether the student is on track regarding his/her/their program of study toward the baccalaureate degree. Regular meetings with the faculty and/or staff advisor also provide the student with the opportunity to ask questions about the scheduling of needed courses, internships, career plans, employment opportunities, etc. These meetings also provide the advisor with the opportunity to become better acquainted with the student and his/her/their academic performance, progress toward degree, and career interests, so that the advisor may be able to provide more detailed and helpful information about procuring letters of recommendation and accessing resources for career preparation.

## Registration Dates

Registration dates and the last day to register for classes are published in the Class Schedule and the University Catalog. Late registrants may experience difficulties arranging their programs due to closed classes. A \$25.00 fee is assessed for late registration.

## Online Registration and Student Information

Students are encouraged to register for courses and review their academic records online via their "myCSUB" account. The "myCSUB" student center offers the following options:

1. Registration
  - Registering for classes
  - Dropping and Adding classes
  - Verifying current and past schedules
  - Checking availability of courses
2. Student Records
  - Accessing unofficial transcripts
  - Viewing an up-to-date academic requirements report
  - Viewing semester-by-semester grades
  - Reviewing account history, charges, and payments
  - Checking current address and biographical information on file

## Use of Student Data for Marketing Programs

Please note that students' names, addresses, phone numbers, schools or colleges, and year of graduation may be used by California State University, Bakersfield for the development of university affiliated marketing programs. If you do not wish to have this information used, please notify the Office of the Registrar by writing to them at 9001 Stockdale Highway, Bakersfield, California 93311-1022.

## Course Overload

CSUB course overload policy is as follows:

- For first-term undergraduate students: a hard cap of 19 units; no petitions for more units allowed.
- For continuing undergraduate students, including transfer students, a cap of 19 units, with a two-tier petition structure for overloads:
- For students with a GPA between 2.5 and 3.3, a petition is required, accompanied by signatures from the faculty advisor and school Dean.
- For students with a GPA over 3.3, no approval is required.

## Changing Course Registration

Each student is responsible for all changes made to his/her/their official schedule of classes, i.e., adding courses, dropping courses, or complete withdrawal from the university.

## Adding Courses

Students may add courses that are "open" using the online "myCSUB" registration system through the Last Day to Add Classes of each term. For courses that are "closed" and for all course registration after the Last Day to Add Classes, students must initiate an Add/Drop or Term Withdrawal Request Form online.

## Dropping and Withdrawing from Courses

It is the responsibility of students to attend each class meeting of the courses in which they are enrolled. Students absent from any class meeting are responsible for personally contacting the instructor by the next class meeting. In addition, it is the responsibility of the student to drop any class in which they do not wish to attend. Prorated fees may apply.

### Dropping classes between the first and twentieth day of instruction

**(Census):** Students may drop classes through their "myCSUB" account through Census Day of the term; the dropped course(s) will not appear on the transcript.

**Withdrawing from classes after Census Day:** Students are permitted to withdraw from classes after Census Day only for serious and compelling reasons that make it impossible for the student to complete course requirements. "Serious and compelling reasons" include documented accident or serious illness, job change, or serious family and/or psychological reasons. Such requests must be initiated using the online Add/Drop or Term Withdrawal form and require the approval of the instructor of each course being dropped, the Department Chair of the student's major and the approval of the Dean/Designee of the School of the student's major. The completed form is then routed to the Office of the Registrar for processing. A grade of "W" will appear on the transcript. Students are still responsible for pro-rated fees for complete term withdrawals.

**Withdrawing from classes during week twelve through the end of the term:** Withdrawing from classes during week twelve through the end of the term is ordinarily not permitted unless there is verification that the student was unable to file the request to drop the course in a timely manner because of extenuating circumstances, e.g., serious illness or injury. Such requests must be initiated using the online Add/Drop or Term Withdrawal form and require the approval of the instructor of each course being dropped, the Department Chair of the student's major and the approval of the Dean/Designee of the School of the student's major. The completed form is then routed to the Office of the Registrar for processing. Because withdrawal from a course after the eleventh week is an exceptional occurrence, the student's documentation of eligibility shall be carefully scrutinized before any decision is made. All petitions for withdrawal after the eleventh week that have been approved will result in the assigned "W" grade for the course(s). Students are still responsible for pro-rated fees for complete term withdrawals.

## Limit on number of units of "W" grades

Beginning with the fall 2009 term, the university will limit the number of units of such withdrawals from classes per Executive Order 1037. Any "W" grades assigned prior to the beginning of the fall 2009 term will not count against this limit. CSUB students will be limited to a total of 18 semester units of "W" grades. The limit applies only to courses taken at CSUB (Bakersfield campus, Antelope Valley campus, and Open University). Requests to allow additional "W" units beyond the 18-unit limit may be submitted to the Academic Petitions Committee (Academic Programs Office.) Such petitions will only be approved in cases where "W" grades were assigned for "accident or serious illness" or when the student presents convincing evidence that such consideration is merited.

## Retroactive Withdrawal

Retroactive withdrawal from a course after the completion of the semester in which a student was registered in the course is ordinarily not permitted except in cases of complete withdrawal from the term. Exceptions are occasionally made if:

- The request to drop the course would have been approved if it had been filed during the semester in which the course was taken;
- There is verification that the student was unable to file the request to drop the course in a timely manner because of extenuating circumstances, e.g., serious illness or injury to self; and
- No more than 12 months have elapsed since the end of the term in which the course was taken.

All petitions for retroactive withdrawal shall be submitted using the online Add/Drop or Term Withdrawal Request Form. Such petitions require the approval of the course instructor(s), the Department Chair of the student's major and the Dean/Designee of the School of the student's

major. The completed form is then routed to the Office of the Registrar for processing. Because retroactive withdrawal from a course is an exceptional occurrence, the student's documentation of eligibility shall be carefully scrutinized before approval is granted. All petitions for retroactive withdrawal that have been approved will result in the assigned grade for the course(s) being changed to "W."

## Withdrawal From The Term

Withdrawal from the university for the term after the third week of instruction is allowed only for the most serious and compelling reasons. Serious and compelling reasons include documented accident or serious illness, job change, or serious family and or psychological difficulties or other factors beyond the student's control. Such reasons must be documented by the student. Students must submit the online Term Withdrawal Request Form. Approvals are required from:

1. Instructor(s) of the course(s)
2. Department Chair of the student's major
3. Dean/Designee of the School of the student's major
4. Student Financial Services
5. AVP for Enrollment Management
6. The completed form is then routed to the Office of the Registrar for processing.

## Cancellation of Registration or Withdrawal from the Institution

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term *are required* to follow the university's official withdrawal procedures. Failure to follow formal university procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on canceling registration and withdrawal procedures is available from the Office of the Registrar at (661) 654-3036 or registrar@csub.edu.

Students who receive financial aid funds *must consult* with the Office of Financial Aid prior to withdrawing from the university regarding any required return or repayment of grant or loan assistance received for that academic term or payment period. Students who have received financial aid and withdraw from the institution during the academic term or payment period may need to return or repay some or all of the funds received, which may result in a debt owed to the institution.

## Grading & Course Policies

### Course Grading System

Grade Symbol	Explanation	Grade Points/Course Unit
A	Excellent	4.0
A-		3.7
B+		3.3
B		3.0
B-	Good	2.7
C+		2.3
C		2.0
C-		1.7
D+	Average	1.3

D	Passing	1.0
D-		0.7
F	Failing	0.0
AU	Audit	No Effect
CR	Credit	No Effect
I	Incomplete	No Effect
IC	Incomplete-Charged	0.0
NC	No Credit	No Effect
RD	Report Delayed	No Effect
RP	Report In Progress	No Effect
W	Withdrawal	No Effect
WU	Unauthorized Withdrawal	0.0

Grade point averages (GPAs) are computed by dividing the total number of grade points earned by the total number of units attempted. Only units and grade points earned by a student while enrolled at CSUB are used to compute the CSUB GPA. Both the CSUB GPA and the overall GPA are used to determine academic standing.

## Letter Grades

The assignment of letter grades for each course is the responsibility of the course instructor.

## Change of Final Course Grade

A change in letter grade can be requested by the instructor and must be approved by the department chair. Change of grades are typically reserved for extenuating circumstances or the result of a declared clerical error. The definition of clerical error is an error made by the instructor or by an assistant in grade estimating or posting. The Change of Grade form can be found at [www.csub.edu/registrar/grades](http://www.csub.edu/registrar/grades).

## Non-Letter Grade Symbols

### AU (Audit)

Admitted students may file a request with the Office of the Registrar (SA103, 661-654-3036) to audit a course. An auditor does not receive baccalaureate credit for the audited course. Enrollment as an auditor is subject to permission of the instructor provided that enrollment in a course as an auditor shall be permitted only after students otherwise eligible to enroll on a credit basis have had an opportunity to do so. Auditors are subject to the same fee structure as credit students and regular class attendance is expected. Once enrolled as an auditor, a student may not change to credit status unless such a change is requested no later than the last day to add classes in that term. A student who is enrolled for credit may not change to audit after the first week of instruction. Auditors are not permitted to take examinations in the course. A grade of "AU" for an audited course is posted on a student's permanent record if, in the judgment of the instructor, the student has attended enough class meetings to receive a grade of "AU"; otherwise, a "W" is recorded.

### CR/NC (Credit / No-Credit)

These symbols are used in courses where letter grades are not deemed appropriate. Credit/no-credit registration is also used for all students enrolled in courses that do not count toward the baccalaureate degree, and in some performance courses such as Music and Theatre where participation is the key component. Finally, most Independent Study and Directed Research courses are graded on a credit/no-credit basis, since

accomplishment of a specified amount of work is the content of such courses. A "CR" or "NC" is not used in calculating grade point average or progress points.

A student desiring to enroll in a course on an optional credit/no-credit basis must obtain the appropriate form from the Office of the Registrar (SA 103, 661-654-3036). This form requires the advisor's signature and, if a student is requesting permission to take more than one course in a single term on an optional credit/no-credit basis, the signature of the appropriate School Dean. Students may change their enrollment among optional credit/no-credit grading and letter grading up to the 15th instructional day (Census Day). A grade of "CR" will be awarded for work of "C" (2.0) or better; the grade "NC" will be awarded for the grade of "C-" (1.7) or below.

Courses taken on an optional credit/no-credit basis may not be counted toward major, minor, concentration, or cognate requirements for the baccalaureate degree. Six units of optional credit/no-credit course work can be used in meeting the General Education requirements. Up to a maximum of 30 semester units of credit/no-credit course work (including optional credit/no-credit) completed at CSUB may be counted toward a baccalaureate degree.

### I (Incomplete-Authorized)

The symbol "I" indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the Incomplete. A formal Petition for Incomplete Grade must be signed by the instructor and filed with the Office of the Registrar. An "I" is not used in calculating grade point average or progress points. A final grade is assigned when the work agreed upon has been completed and evaluated.

An "I" must normally be made up within one semester immediately following the end of the term during which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. The student is not permitted to re-enroll in the course until the incomplete grade is removed and a final course grade is processed. 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, which would replace the "I" in the student's record after the calendar year deadline.

### IC (Incomplete Charged)

The "IC" symbol is used when a student who received an authorized incomplete ("I") fails to complete the required course work within the allowed time limit. The "IC" replaces the "I" and is counted as a failing grade (F) for grade point average and progress point computation.

### RD (Report Delayed)

The RD grade is assigned by the Office of the Registrar only in instances where a faculty member has failed to submit grades in accordance with published deadlines. A grade of "RD" shall be replaced by a substantive grading symbol as soon as possible. The Registrar may change the grade to "CR" if no other grade is assigned in a timely manner. An "RD" is not used in calculating grade point average or progress points. Students shall not be re-enrolled in a course for which they have an outstanding "RD" grade. "RD" grades may affect students by, for example, obstructing financial aid and semesterly registration. Further, students cannot

graduate with an outstanding "RD" grade on their record. The Office of the Registrar shall notify the instructor of record, the department chair, and the School Dean within one week of the assignment of "RD" grades.

### RP (Report in Progress)

The "RP" symbol is used in connection with courses that extend beyond one academic term, normally Independent Study, Directed Research, master's thesis or project, and dissertation. It indicates that work is in progress and that the progress has been judged satisfactory, but that the assignment of a final course grade must await completion of additional work. Students shall not be re-enrolled in a course for which they have an outstanding "RP" grade. Work must be completed within one year; theses or projects for master's degrees and dissertations may be authorized for a maximum of two years as long as the delay does not exceed the overall time limit for completion of the graduate degree requirements. Any extension of time limits must receive prior authorization by the appropriate School Dean and, for master's degree theses and projects and dissertations, by the Associate Dean of Graduate Studies.

### W (Withdrawal, authorized)

The "W" symbol indicates that the student was authorized to withdraw from the course after the third full week of class 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 calculating grade point average or progress points. Withdrawals are not permitted during the final four weeks of instruction except in cases such as accident or serious illness, where the cause of withdrawal is clearly beyond the student's control and the assignment of an "Incomplete" is not practical. Ordinarily, withdrawals during the last four weeks of the semester involve Complete Withdrawal from the term.

### WU (Unauthorized Withdrawal)

The "WU" symbol indicates that an enrolled student did not formally withdraw from the course and also failed to complete course requirements. It is used when, in the judgment 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 and progress point computation, the "WU" symbol is equivalent to an "F."

## Course Policies

Course Numbering	Description
0000-0999	Courses which carry no-credit toward a degree or a credential.
1000-1999	Lower-division courses designed as freshman also open to other students.
2000-2999	Lower-division courses designed as sophomore level, but also open to other students.
3000-3999	Upper-division courses designed as junior level; may be opened to "advanced" lower division students under special circumstances with prior approval.
4000-4999	Upper-division courses designed as senior level not open to lower division students and may be used for post-baccalaureate or graduate credit with prior approval.



<b>5000-5999</b>	Graduate courses open to "advanced" seniors, credential candidates, and graduate students.
<b>6000-6999</b>	Graduate courses designed primarily for Classified graduate students.
<b>7000-7999</b>	Continuous enrollment courses designed for those students who have completed all requirements for the graduate degree except the thesis/dissertation, project or examination, and who are not enrolled in any other course.
<b>8000-8999</b>	Courses receiving Continuing Education Units (CEUs) designed for re-licensure requirements. Credit for these courses is not applicable to degrees.
<b>9000-9999</b>	Courses designed for professional groups seeking vocational improvement or career development. Credit for these courses is not applicable to degrees or credentials.

## Credit Hour

On July 1, 2020, the United States Department of Education changed its definition of the student credit hour. Fundamentally, the change shifted responsibility for credit hour compliance to the accreditation agency and/or to the state.

As such, the CSU's accreditor, the WASC Senior College and University Commission (WSCUC), has published its own updated definition of student credit hour and related accreditation processes. The new regulations no longer require an accrediting agency to review an institution's credit hour policy and procedures. It does require WSCUC to review the institution's definition of credit hour and an institution's processes and policies for ensuring the credit hour policy is followed.

The CSU credit hour definition is consistent with federal law (600.2 and 600.4 revised July 1, 2020) and the requirements of the WSCUC. The CSU defines a credit hour as an amount of work represented in stated learning outcomes and verified by evidence of student achievement. Such evidence is an institutionally established equivalency that:

1. Approximates not less than:
  - a. One hour of direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester or equivalent amount of work over a different amount of time; or
  - b. At least an equivalent amount of work as required in paragraph 1.a. of this definition for other academic activities as established by the institution including laboratory work, internships, practice, studio work and other academic work leading to the award of credit hours; and
2. Permits an institution, in determining the amount of work associated with a credit hour, to take into account a variety of delivery methods, measurements of student work, academic calendars, disciplines and degree levels. Institutions have the flexibility to award a greater number of credits for courses that require more student work.

As in the past, a credit hour is assumed to be a 50-minute (not 60-minute) period. In some courses, such as those offered online asynchronously, in which "seat time" does not apply, a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement.

For purposes of accreditation, all CSUs are required to develop, communicate and implement procedures for regular, periodic review of this credit hour policy to ensure that credit hour assignments are accurate, reliable and consistently applied. WSCUC published new draft guidelines that took effect in June 2021. Universities are responsible for publishing a clearly stated practice or process that ensures they are in compliance with the student credit hour definition.

## Out-of-Class Preparation

Course instructors generally structure their courses so that the "average" student will need to devote two to three hours outside of class each week for each unit of course credit. In other words, students should expect to spend 6 to 9 hours outside of class each week for a 3-unit class in completing assigned readings, performing library or internet searches, doing homework assignments, writing papers or reports, studying for quizzes/exams, etc.

## Class Schedule

The university provides an online searchable Schedule of Classes each semester.

## Class Meetings

Classes meet at the time and place indicated in the online Schedule of Classes. Except in cases of emergency, all changes will be updated online and/or announced by the course instructor prior to subsequent class meetings. Information on any rescheduled class session may be secured from the office of the appropriate School Dean.

## University Absence Policy

Responsibilities regarding student absences are as follows:

- The university's responsibility is to facilitate learning, and to provide an environment conducive to student learning.
- The student's responsibilities include attending classes to facilitate their learning and evaluating the impact of absences on their academic success. Students must recognize that class attendance and participation are critical to their learning and in many cases are essential to the educational goals of the course.
- The responsibility of the faculty is to establish specific attendance regulations and make-up policies that will maximize student learning, while avoiding penalties, where practical and possible, for university-related absences.
- The responsibility of advisors is to assist students in choosing classes that will maximize their opportunity for class attendance.
- There are occasions when students must miss classes due to university sponsored obligations such as intercollegiate athletic competitions or student research presentations. It is the responsibility of the sponsoring programs to provide, on the first day of classes, written documentation in the form of a memorandum to the affected instructors naming the students and identifying expected dates for student absences. Sponsoring programs are to be reasonable in their expectations, with an understanding that the students are at the university for academic reasons first and foremost. If unexpected scheduling changes occur, the sponsor

will provide the student with a revised memorandum to be given to instructors as soon as possible.

When students must miss class, it is their responsibility to inform faculty members of the reason for the missed class (documentation may be required) and to arrange to make up any missed assignments, exams, quizzes, and class work, to the extent that this is possible. Excusable absences include, but are not limited to:

- Illness or injury to the student
- Death, injury, or serious illness of an immediate family member
- Religious observances (per the California Education Code section 89320)
- Military or other government obligation
- University sanctioned or approved activities, such as artistic performances, forensics presentations, participation in research conferences, intercollegiate athletic competitions, student government conferences, required class field trips, etc. Extra-curricular activities associated with campus organizations/clubs that are not part of an academic program do not qualify for excused absences.

Faculty are expected to make reasonable accommodations for excused student absences, provided there is not an unreasonable number of such absences (as per course instructor) during the semester, and provided that make-up work can be accomplished without substantial additional time or resources from the academic department or instructor. All parties must recognize that not all learning activities and exercises during class times can be made up, and therefore students may not be able to make up missed work.

This University Absence Policy will be disseminated to faculty, students, School Deans, advisors, the Athletic Director, the Faculty Athletic Representative, coaches, and through appropriate university documents.

## Instructor Initiated Drop Policy for Classes with Face-to-Face Meetings

Students who do not attend the first day of class may be administratively dropped from the class. For classes with waitlists, students who miss any class day during the schedule adjustment period may be dropped. Students who are on the waitlist and attend class during the adjustment period may be added, by waitlist order. Students should communicate any extenuating circumstances immediately to the instructor of record. Students must be notified by the instructor of record that a drop is pending with at least 24 hours' notice. An instructor-initiated drop should be processed at least one business day before the Last Day to Add in the Academic Calendar.

## Instructor Initiated Drop Policy for Online Classes

All students enrolled in online courses must log in to the course and complete any assignments or other activities that are required by the instructor during the first week. Students who fail to log in and/or who fail to complete first-week assignments within the deadline may be administratively dropped and must be notified by the instructor of record that a drop is pending with at least 24 hours' notice. Students should communicate any extenuating circumstances immediately to the instructor of record. An instructor-initiated drop should be processed

at least one business day before the Last Day to Add in the Academic Calendar.

## Instructor Initiated Drop Guidelines for Both Face-to-Face & Online Classes

Students on official university business who cannot attend the first day of class due to that business must notify the instructor of record prior to the first day of class. The student must provide proof of the official university business from the sponsoring program or office to the instructor of record.

Students who are administratively dropped under this policy will be sent an email by the instructor informing them of the drop. Students should not presume they will be dropped by their instructor for non-attendance under this policy. Students who have registered for a class, but never attended, should verify whether or not they are officially enrolled via their "myCSUB" account. It is ultimately the student's responsibility to withdraw officially from the class. It is the responsibility of all wait-listed students (face-to-face and online) to communicate with the instructor concerning readings and assignments that must be completed in the first week of class.

## Student Opinionnaire on Courses and Instruction (SOCI)

Students enrolled in each class are asked to respond to anonymous questionnaires which report their assessment of the course content and the instruction in that class. The Student Opinionnaire on Courses and Instruction (SOCI) are used both by individual faculty members and the university administration in a continuing effort to ensure the instructional program at CSUB is as effective as possible. Faculty members use the student feedback to make systematic adjustments in their courses to better serve our students. Faculty committees and university administrators use the SOCI as one mechanism to assess faculty performance in teaching for Retention, Tenure, and Promotion (RTP) for probationary tenure-track faculty, for post-tenure review of tenured faculty, and for performance review of temporary faculty.

## Repeating Courses

As declared in Executive Order 1037, the university limits the number of times an undergraduate student may repeat a course. The number of credit units counted toward the baccalaureate degree is limited to that of a single registration for that course. The limits below apply to courses taken through the main campus and through Open University. These policies apply only to courses with grades of C- or lower.

### 1. Repeats with grade forgiveness

CSUB students will be limited to 16 semester units of course repeats with forgiveness (grade replacements). These are the courses that students retake and for which the lower grade is no longer used in GPA calculations, though both grades remain on the transcript. The original coursework for which students petition to replace grades may have been taken at CSUB or some other institution. If the student took the course the first time at CSUB, they cannot retake the course elsewhere and replace the grade. Students can repeat with forgiveness at most two occurrences of an individual course. Students cannot use the repeat with forgiveness policy on any course for which the course grade was the result of a finding of academic dishonesty. Grade forgiveness is automatically applied as part of end of term grade processing. Should a student have a question

regarding course forgiveness they should see their academic advisor or visit the Office of the Registrar.

## 2. Repeats with grades averaged

Beyond the 16 semester units of "repeats for forgiveness", students will be limited to an additional 12 semester units of repeated coursework. For such courses, both (or all) grades are used in GPA calculations.

## 3. Course repetitions

In addition to the above limits on repeat units, a student is allowed to attempt a course three times without petition. Any attempts beyond the third must follow the petition process outline below.

## 4. Petitions for additional repeat with forgiveness units or for additional regular repeat units or for additional course repetitions beyond the third attempt

Students needing

- to raise either their CSUB, overall, major, or minor GPA in order to graduate; or
- to progress toward degree completion, may petition the Academic Petitions Committee (APC) to:
  - replace grades beyond the 16 semester units of repeat for forgiveness (part (a) above) allowed by the university; or
  - repeat courses beyond the 12 additional units (part (b) above) allowed by the university; or
  - repeat a course beyond the third attempt (part (c) above) allowed by the university.

Approval of such petitions is not automatic. Students should contact the Academic Programs Office (EDUC 242, 661-654-3420) to get information regarding the content and format for these petitions.

## Disregarding of Coursework from Previous Terms (Academic Renewal)

In exceptional circumstances, an undergraduate student may be granted permission to have up to two semesters of undergraduate coursework, taken at least five years earlier, disregarded from all considerations associated with requirements for the baccalaureate degree. Even though the coursework may be disregarded for GPA and other graduation purposes, the coursework will remain on the transcript. Disregarding of coursework from previous terms (academic renewal) shall be used only to assist a student to graduate with his/her baccalaureate degree, i.e., to achieve a CSUB or overall or major or minor GPA of 2.0. Under no circumstances will students be authorized to disregard coursework for previous terms solely to raise their GPAs for scholarships or honors, for admission to graduate or credential programs, or for any situation that has GPA criteria. This policy does not apply to graduate students.

To be considered for academic renewal:

- The student has formally requested such action and presented evidence that substantiates that the work in question is substandard and not representative of her/his current scholastic ability and/or performance level, and
- The previous level of performance was due to extenuating circumstances, and
- All degree requirements except the earning of at least a "C" (2.0) grade point average have or will soon have been met.

Evaluation of the petition is then done by the Academic Petitions Committee and may only be made when:

- Five years have elapsed since the most recent work to be disregarded was completed, **and**
- The student has earned in residence at the campus since the most recent work being considered was completed:
  - 15 semester (22 quarter) units with at least a 3.0 GPA or
  - 30 semester (45 quarter) units with at least a 2.5 GPA or
  - 45 semester (67 quarter) units with at least a 2.0 GPA

To qualify for Academic Renewal through removal of coursework from previous terms, an undergraduate student must demonstrate by his/her/their academic performance since that time that the coursework to be removed is not reflective of his/her/their ability. If another institution has acted to disregard coursework from consideration for a student, such action shall be honored in terms of that institution's policy. But disregarding of any coursework's consideration by another institution shall reduce by one term the two-semester maximum on the application of academic renewal to an individual CSUB student's record.

Information on how to Appeal can be found on the Academic Programs website:

<https://www.csub.edu/academicprograms/academic-petitions.shtml>  
(<https://www.csub.edu/academicprograms/academic-petitions.shtml/>)

## Students Who Have Broken "Continuous Enrollment"

Upper-division students who have broken "continuous enrollment" may discover that general education or major requirements have changed upon their readmission to CSUB. If these changes cause serious hardship for the student in terms of additional courses needed to complete the new requirements, the student may petition the Academic Petitions Committee (APC) for a return to the catalog in effect at the time the student stopped attending CSUB. Students desiring to submit such a petition to the APC can get information regarding the specific content and format of the petition at the office of the AVP for Academic Programs (EDUC 242, 661-654-3420), <https://www.csub.edu/academicprograms/Undergraduate%20Studies/Academic%20Petitions%20Committee/index.html> (<https://www.csub.edu/academicprograms/Undergraduate%20Studies/Academic%20Petitions%20Committee/>)).

## Open University Enrollment

Concurrent enrollment in regular CSUB courses by non-matriculated students is on a space available basis through Open University with the Division of Extended Education. Courses carry extension credit. No more than 24 semester units of Open University coursework can be applied towards a baccalaureate degree and no more than 9 semester units can be applied toward a graduate degree.

## Concurrent Enrollment

A student at CSUB who desires to enroll for concurrent work at another institution or through Extended Education at CSUB must file a petition with the Office of the Registrar (SA 107, 661-654-2160). A student, for whom the total units resulting from concurrent enrollment in courses at CSUB and courses from another institution, including Extended Education at CSUB, would exceed the maximum allowable unit load, must have

approval via a petition to the Dean of the student's major in accord with the university's policy for Course Overload.

## Alternatives to Classroom Structure

The university provides a variety of alternatives to the traditional classroom. Several permit the student to earn academic credit for career-related employment or community service.

- Service Learning
- Community Service Program
- Discipline-Based Internships
- Directed Research
- Independent Study
- Human Corps program
- Cooperative Education

Each of these alternatives is described below. Students are urged to explore the different programs with their advisors.

### Service Learning

Many faculty members at CSUB have developed service learning components that are integrated into their courses. Students enrolled in such courses have the opportunity to be placed with a community organization in the private, public, or non-profit sector. The Center for Community Engagement and Career Education (CECE) works cooperatively with faculty to facilitate real world experiences in support of classroom learning. Students gain professional knowledge and skills and develop valuable relationships in the community through service learning while completing academic courses. For more information about service learning, please contact CECE ([www.csub.edu/cece](http://www.csub.edu/cece)) or 661-654-3033.

### Community Service Program

The Community Service Program includes a series of General Studies courses. Most of the "class activities" for general studies courses are completed online via Blackboard. The course does include a mandatory orientation and attendance at two class sessions. Placements are identified using the RunnerLink system available at [www.csub.edu/cece](http://www.csub.edu/cece). Community service is designed to provide direct experience with appropriate professionals, while improving the quality of life in the community.

### Discipline-Based Internship Program

Under the Internship Program, students can receive academic credit for service that is directly related to the academic discipline. The Center for Community Engagement and Career Education (CECE) works cooperatively with the faculty sponsor to place qualified students in an internship site or to develop a partnership with an organization. Students register for internship credit in a discipline-based course with the units based on the number of hours served. The faculty sponsor in the student's major field of study is the instructor of record for the internship course. For more information, students should contact their faculty advisor, department chair, and/or CECE (661-654-3033). Students can also access information about these programs online at [www.csub.edu/cece](http://www.csub.edu/cece) (<http://www.csub.edu/cece/>).

### Directed Research

Faculty involved in research projects may engage students with their research. Students may earn 1 to 3 units per semester. In addition, students may engage in "independent" research under the sponsorship of

a faculty member and earn 1 to 3 units per semester. Students interested in working on research projects should contact their faculty advisor or the department chair of their major.

### Independent Study

A major goal of the university is to instill in its students a commitment to continuing self-education. Many CSUB students will reach a point during their undergraduate or graduate years at which they will have the knowledge, skills, ability, and discipline necessary to carry out independent projects under the sponsorship of a faculty member.

Undergraduate or graduate students may enroll in independent study courses for 1 to 3 units of credit. Students may apply a maximum of 12 semester units of independent study credit toward their undergraduate degree but no more than 6 units toward their major. Graduate degree requirements vary by program. The department responsible for the degree determines the application of the independent study units toward specific requirements.

Students wishing to engage in independent study must file a petition. This petition, available in the School Deans' offices, requires the signatures of the supervising faculty member, the department chair, and the School Dean. After securing the required signatures, the student follows the registration procedures required for traditional courses.

The university offers several different types of independent study courses, with the two most common being Individual Study and Individual Course. Students should discuss with their faculty advisor the alternatives offered by their department.

### Individual Study

The individual study course allows the student to explore in-depth a topic of interest or to engage in an original creative project selected by the student. The student must identify a faculty member willing to supervise the course. The university strongly recommends students wishing to enroll in an independent study course have earned a CSUB GPA of 3.00 or higher and have completed at least 20 units in residence. Grading may be by letter grade or be on a credit/no-credit basis, depending upon the nature of the independent study.

### Individual Course

When a student requires a regular course for graduation or other special purposes and the course is unavailable, the department may allow a student to enroll in that course as an independent study. A faculty member must agree to conduct this course as an independent study. The content of the course will remain the same as the regular course, with some adjustments made by the faculty member to accommodate the independent study mode. Students will earn the same number of units as the regular course. Grading will be based upon the same standards as the regular course.

## Academic Standing

The students' academic standing is determined by the quality of their academic performance and progress toward their degree objective.

### Dean's List

A full-time, undergraduate student, carrying at least six (6) units of letter-graded work during the semester, who earns a GPA of 3.25 or above in that semester will be placed on the Dean's List.



## Good Academic Standing

Good Academic Standing indicates that a student is eligible to continue in attendance at CSUB and is not on academic notice/jeopardy/disqualification or disciplinary notice/suspension/expulsion from the University.

## Academic Notice

In accord with Executive Order 1038, any undergraduate student with a CSUB GPA or overall GPA falling below 2.00 shall be placed on Academic Notice. Students on Academic Notice will have a registration hold placed on their account requiring them to participate in an Academic Intervention Program. In subsequent terms, students will remain on notice so long as either the CSUB GPA or overall GPA remains below 2.00 and their CSUB GPA and overall GPA are at or above the following limits:

1. As a freshman (fewer than 30 semester hours of college work completed) the student falls below a grade point average of 1.50 in all units attempted or in all units attempted at the campus where enrolled.
2. As a sophomore (30 through 59 semester hours of college work completed) the student falls below a grade point average of 1.700 in all units attempted or in all units attempted at the campus where enrolled.
3. As a junior (60 through 89 semester hours of college work completed) the student falls below a grade point average of 1.85 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 grade point average of 1.95 in all units attempted or in all units attempted at the campus where enrolled.

## Academic Jeopardy

Students on Academic Notice whose CSUB or overall GPA falls below these limits may be eligible for Academic Jeopardy only once during their academic career so long as they meet all of the following criteria:

1. The student has never been on Academic Jeopardy before.
2. The student has successfully completed the prescribed Academic Intervention Program while on Notice.
3. It is mathematically possible for the student's GPA to permit a return to Notice within the following term, based on current course registrations.
4. The student has signed an Academic Intervention Contract.
5. The student satisfies all of the requirements set forth in their Academic Intervention Contract, including regular meetings with an advisor.

Students on Academic Jeopardy will be subject to immediate Academic Disqualification and deregistration when they fail to meet any of these requirements.

## Academic Disqualification

Students on Academic Notice are subject to Academic Disqualification when their CSUB GPA or overall GPA drops below the following limits:

1. As a freshman (fewer than 30 semester hours of college work completed) the student falls below a grade point average of 1.50 in all units attempted or in all units attempted at the campus where enrolled.
2. As a sophomore (30 through 59 semester hours of college work completed) the student falls below a grade point average of 1.700

in all units attempted or in all units attempted at the campus where enrolled.

3. As a junior (60 through 89 semester hours of college work completed) the student falls below a grade point average of 1.85 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 grade point average of 1.95 in all units attempted or in all units attempted at the campus where enrolled.

Students on Academic Jeopardy shall be Academically Disqualified when their CSUB GPA or overall GPA drops below these limits. Students on Academic Jeopardy are subject to immediate Disqualification and deregistration when they fail to meet the requirements set forth in their Academic Intervention Contract.

## Appeal of Academic Disqualification or Academic Notice

Students who wish to appeal their Academic Disqualification or Academic Notice must submit a petition to the Academic Petitions Committee. The petition should describe the impact of any medical conditions, or other extenuating circumstances, on the student's previous unsatisfactory academic performance. The petition should also include a statement on how the student's circumstances have changed such that there is a reasonable expectation that the student will be academically successful in the future. Should the petition be approved, students' academic standing will revert back to the academic standing they had in the prior term.

## Readmission of Academically Disqualified Undergraduate Students

Students disqualified for academic reasons will be considered for readmission only when they have satisfied one of the following conditions:

1. For students who were lower-division (completed fewer than 60 semester units):
  - a. Completed college work elsewhere or in CSUB Extended Education, and brought their total college work completed to 60 or more semester units with an overall grade point average of "C" (2.0) or better, with recent work clearly indicating capability of performing college work with above average achievement, or
  - b. Attained at least a "B" (3.0) average in not less than 9 academically rigorous semester units.
2. For students who were upper-division (completed 60 semester units or more):
  - a. Earned college credit in academically rigorous courses elsewhere or in CSUB Extended Education and attained at least a "B" (3.0) average in not less than 6 academically rigorous semester units, or
  - b. Remained absent from the university for at least one year, during which time they have remedied the conditions that contributed to their academic difficulty.

Students who have satisfied one of these conditions will be considered for readmission only after filing a regular application for re-entry and furnishing transcripts of all college work taken since disqualification. Readmission is not automatic: each applicant is considered on an individual basis.

Students must file a petition for readmission with the Academic Petitions Committee (APC). The petition must clearly indicate the courses the student successfully completed to meet the above conditions. For

upper-division students who simply remained absent for at least one year, the petition must provide verifiable evidence that the student has remedied whatever difficulties contributed to the previous poor academic performance. Students interested in having the APC consider their petitions for re-admission should contact the Office of Academic Programs (EDUC 242, 661-654-3420). A student accepted for readmission will re-enter on Academic Reinstatement status. To retain that status, the student must attain a GPA of at least 2.00 every term. When the student's CSUB GPA and overall GPA both reach 2.00, the student will be removed from Academic Reinstatement status and put on Good Academic Standing status.

## Evaluations

### Evaluation and Acceptance of Transfer Credit

After a person has been accepted for admission as an undergraduate transfer student, the Registrar's Office (SA 104, 661-654-2258) will evaluate all previous college work and issue an evaluation of transfer credit to the student and to the student's major department. The evaluation remains valid as long as the student matriculates at the date specified and remains in continuous enrollment. These evaluations are conditional and are subject to revision during the first semester that the student is in attendance. Therefore, transfer students should discuss their evaluation in detail with their academic advisors to ensure that all credit earned has been granted and that no error has been made.

### Credit from a California Community College

The university will accept for full transfer credit all course work taken at a California community college which has been indicated by that college as designed or appropriate for baccalaureate credit. Community college credit is allowed to a maximum of 70 semester units. Additional courses taken at a community college may be used to fulfill course requirements but do not carry unit credit towards total units required for the baccalaureate degree. No upper division credit may be allowed for courses completed at a community college.

### Credit from an Accredited Four-Year College or University

The university will accept for full transfer credit any baccalaureate-oriented courses taken at a four-year accredited college or university.

### Credit from a Non-Accredited College or University

Credits earned in non-accredited colleges may be accepted upon review and recommendation by respective faculty for each course and approval by the appropriate Dean(s).

### Credit for Extension, Correspondence, and DANTES Work

The university will accept for credit towards a baccalaureate degree, on the basis of evaluation of courses submitted on official transcripts, no more than 24 semester units of credit earned through extension, correspondence, and/or DANTES (Defense Activity for Non-Traditional Educational Support) courses.

### Credit for Military Service

Students with active military service of one year or more will receive 6 semester units of lower-division elective credit and additional units for specified service training and courses. A copy of service separation papers (service form DD-214) must be submitted to the Admissions Office during the admissions process.

Process for awarding of credit for previous education or other acquired knowledge, including military education and experience:

- Matriculated student notifies Undergraduate Program Director or designee within 4 weeks of acceptance into the pre-licensure program of his/her request to seek course credit for previous education or other acquired knowledge, including military education and experience and specifies course(s).
- Student provides materials, documents, and evidence for consideration for a specified course(s) within 6 weeks of acceptance into the program.
- Student meets with undergraduate advisor or designee as requested.
- The appropriate faculty or faculty members designated by the undergraduate advisor or designee reviews the materials, documents and evidence and within 3 weeks of receipt of materials to the department and makes the determination to award or deny credit.
- Student is notified by the undergraduate advisor or designee of the decision within 4 weeks of receipt of materials, documents or evidence. If a "cannot award credit" decision is made, the letter of notification will indicate the rationale behind the decision. The student will be told that he/she can request a challenge course by exam and follow the CSU Bakersfield policy.

### Credit for Peace Corps Service

Students with Peace Corps service of one year or more will receive 6 semester units of lower-division elective credit and additional units for training courses completed at an accredited college. Written certification by recognized authorities of service and training must be filed with the Admissions Office during the admissions process.

### Subsequent Enrollment

Students enrolled at the university who wish to receive transfer credit for courses offered at other institutions should obtain prior approval of these courses from the appropriate department chair, School Dean, and the AVP for Academic Programs before enrolling in such courses.

## Alternative Ways to Earn Academic Baccalaureate Credit

The university provides a variety of alternatives to the traditional classroom. Some alternatives allow students to accelerate their progress toward their baccalaureate degree:

- Advanced Placement (AP) Program
- International Baccalaureate (IB) Diploma
- College Level Examination Program (CLEP)
- Credit for Courses by Challenge Examination

Other alternatives may permit the student to earn baccalaureate credit for experience or study completed prior to matriculation at CSUB:

- Credit for Non-Collegiate Instruction
- Credit for Prior Experiential Learning

Each of these alternatives is described below. Students are urged to explore the different programs with their advisors.

### Advanced Placement (AP) Program

CSUB grants credit toward its undergraduate degrees for successful completion of examinations of the Advanced Placement Program of the College Board. Students who present scores of three or better will be

granted up to six semester units (nine quarter units) of college credit. Students will receive credit for CSUB coursework most nearly equivalent to the material covered in the AP examination. The courses credited will be displayed on the transcript. Questions about AP credit should be directed to the Office of the Registrar.

## International Baccalaureate (IB) Diploma

CSUB recognizes the high scholastic quality of the International Baccalaureate (IB) program. High school students holding the IB diploma (not certificate) are eligible for admission and will receive 3 semester units of General Education credit for each higher-level examination passed with a minimum score of 4.0. Application of credit to a major or minor is at departmental discretion. Applicants who plan to enroll at CSUB should submit a copy of their official IB transcript to the Office of Admissions for evaluation. The courses credited will be displayed on the transcript. Questions about IB credit should be directed to the Office of the Registrar.

## College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) enables students who have reached the university level of education outside the classroom and before matriculation to demonstrate their knowledge and to earn baccalaureate credit. Students interested in CLEP should contact the Testing Office (661-654-3373). A student who has taken CLEP examinations should request that scores be sent to the Office of Admissions.

There are four CLEP General Examinations for which credit is awarded: Humanities, Mathematics, Natural Sciences, and Social Sciences. These General Examinations provide a comprehensive measure of undergraduate achievement in these basic areas of the liberal arts. Students who successfully pass one or more of these examinations earn credit that applies to CSUB's General Education Program. The application of the credit is displayed on the transcript.

There are also approximately 30 Subject Examinations. These differ from the General Examinations in that they are more closely tied to course content and are intended to cover material that is typical of university courses in these subjects. Before taking a Subject Examination, students should consult with the relevant department. If the department approves, the students may earn credit for specific university courses by passing a Subject Examination.

## Credit by Examination

Students may challenge courses by taking examinations developed by the CSUB faculty. Credit (units) shall be awarded to those who pass them successfully.

A student interested in challenging a CSUB lower-division course must first contact the department chair of the program that offers the course to determine whether it is eligible for challenge. If the course is eligible, the student then discusses the challenge examination with a faculty member who teaches the course. That faculty member may then develop an appropriate challenge examination. The student is required to pay applicable fees, to the Cashier's Office, for each challenge examination; the student submits the receipt to the department prior to taking the examination.

There are several restrictions on Credit by Challenge Examination:

1. Credit shall not be awarded when degree credit has already been granted through regular course work, credit by evaluation, credit

through externally developed diagnostic tests, or other instructional processes, such as correspondence;

2. Credit shall not be awarded when credit has already been granted at a level more advanced than that represented by the examination;
3. Credit by Challenge Examination shall not count as resident credit and shall be awarded only on a credit/no-credit basis;
4. Application of the Credit by Challenge Examination units to major or minor requirements shall be determined by the department responsible for the student's baccalaureate degree program; and
5. A student may earn no more than 12 semester units through Credit by Challenge Examination.

## Credit for Non-Collegiate Instruction

CSUB grants undergraduate degree credit for successful completion of non-collegiate instruction, either military or civilian, appropriate to the baccalaureate degree, which has been recommended by the Commission on Educational Credit and Credentials of the American Council on Education. The numbers of units allowed are those recommended in the Guide to the Evaluation of Educational Experience in the Armed Services and the National Guide to Educational Credit for Training Programs.

## Credit for Prior Learning

CSUB grants up to 12 semester units of credit for learning, knowledge, or skills-based experience that has been documented and evaluated according to campus policy. Students should be aware, however, that policies for earning credit for prior learning vary from campus to campus in the CSU. The amount of credit for experiential learning is determined only after self and faculty assessment of the scope and quality of the learning. Evaluation of experiential learning takes varied forms, including written examinations, portfolios, personal interviews, and demonstrations. Frequently, complementary academic study will be required prior to the awarding of credit.

There are several restrictions on Credit for Prior Experiential Learning:

1. Students shall not be awarded Credit for Prior Experiential Learning until they have completed 20 semester units in residence;
2. Credit for Prior Experiential Learning shall not count as resident credit and shall be awarded only on a credit, no-credit basis;
3. Credit for Prior Experiential Learning shall not exceed 12 semester units;
4. Only undergraduates are eligible to receive Credit for Prior Experiential Learning, and the credit may not count for post-baccalaureate credit.

Students interested in pursuing this option should consult with the appropriate School Dean or department chair. Forms are available from the Academic Programs Office (EDUC 242, 661-654-3420).

## Graduation Graduation and Commencement Graduation Requirements for Baccalaureate Degree

In order to be eligible for graduation, students seeking a baccalaureate degree must satisfy all requirements including the following:

1. A minimum of 120 semester units which consists of:
  - A minimum of 40 upper division units
  - A minimum of 30 units at CSUB, including at least 24 upper division and at least 12 major units

- A maximum of 70 transferable units from community colleges
  - A maximum of 6 total units earned in Kinesiology (KINE) activity courses and/or General Studies (GST) courses
2. A minimum of 2.00 in major, minor, CSUB, and overall GPA.
  3. Satisfy the Graduation Writing Assessment Requirement (GWAR) by course (with a grade of C- or better).

## Graduation Requirements for Graduate Degree

In order to be eligible for graduation, students seeking a graduate degree must satisfy all requirements including the following:

1. A minimum of 30 semester units which consists of:
  - A minimum of 21 units at CSUB
  - A maximum of 9 approved transfer units may be used from any other institution
  - Additional units may be required based on your program and catalog
2. A minimum of 3.00 in program GPA
3. Some programs require both a final comprehensive examination and either a thesis or project, which needs to be completed by the end of expected graduation term
4. All degree requirements must be completed within 7 years of the semester in which you attempted the first course for your program

## Application for Graduation

Once a student earns 84 semester units, they will receive an email with directions on how to apply for graduation via their "myCSUB" account. Students are urged to submit their graduation application as soon as possible once the application opens. Doing so allows students the opportunity to be notified prior to the registration period for their last semester of any deficiencies in graduation requirements and, thereby, be able enroll in appropriate classes so that their graduation plans will not be disrupted.

**No changes can be made to the official transcript or to the diploma once the degree has been conferred.** Students are therefore encouraged to ensure all necessary modifications to their student record, such as grade replacements, are complete and processed.

## Provisional Post-Baccalaureate Credit

Courses taken and passed satisfactorily by a student that are not needed to fulfill baccalaureate degree requirements may be recorded as provisional post-baccalaureate credit. It is the student's responsibility to request this post-baccalaureate credit as part of the Application for Baccalaureate Degree. The course(s) for which the student is requesting provisional post-baccalaureate credit must be taken in the semester of graduation. Liberal Studies majors may request post-baccalaureate credit for credential courses taken up to one semester prior to the semester of graduation (summer counts only if credential courses are completed in that term). The student's request for post-baccalaureate credit shall NOT be made retroactively; the student must be admitted to a post-baccalaureate program for provisional post-baccalaureate credit to be applied; the student must request this post-baccalaureate credit by contacting the Office of the Registrar's Graduation Team at [graduation@csub.edu](mailto:graduation@csub.edu).

## Graduation with Honors

An undergraduate student must have completed at least 40 letter-graded units of resident credit at CSUB to be eligible for graduation with honors.

Honors are awarded if the student's cumulative grade point average (GPA) and CSUB GPA both reach the following standard:

GPA	Honor
3.3 - 3.59	Cum Laude
3.6 - 3.89	Magna Cum Laude
3.9 - 4.0	Summa Cum Laude

## Graduation Dates

The university has three graduation dates each year. These dates coincide with the last day of the final examination period for each academic semester (Fall, Spring, and Summer). For the different sessions that may be scheduled during summer term, the graduation date will be the last day of the final examination period of the last session.

## Commencement

The university holds commencement ceremonies each year to honor all degree awardees or candidates (baccalaureate, master's, and doctoral degrees). For additional information visit the Commencement (<https://www.csub.edu/commencement/>) Office (<https://www.csub.edu/commencement/>) webpage.

## FERPA

Family Educational Rights and Privacy Act (FERPA) in compliance with the Federal Family Education Rights and Privacy Act of 1974 (FERPA), prohibits the University from providing certain information from your student records, such as information on registration, grades, billing, tuition and fees assessments, financial aid (including scholarships, grants, work-study, or loan amounts) and other student record information to a third party. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor.

You may, at your discretion, grant the University permission to release information about your student records to a third party by clicking the 'Authorize to Release' link in the Personal Information section of your myCSUB account. The specified information will be made available only if requested by the authorized third party. The University does not automatically send information to a third party.

Please note that you will set the expiration date for the authorization, and you may revoke your authorization online at any time by updating the authorization in your myCSUB account. **Note:** For the third party designee you name on this form, this release overrides all FERPA directory suppression information that you have set up in your student record. It is University policy not to release certain aspects of student records (e.g., registration, grades, GPA) over the phone or via e-mail.