

# **Fall 2018 Implementation Guidelines**

## **17-18 University Executive Directive 1**

### **Progress Toward Degree**

**May 25, 2018 -- Version 1.0**

#### **Purpose**

These guidelines provide detailed implementation instructions for University 17-18 Executive Directive (UED) 1 on Progress Toward Degree, which can be found at <http://www.csueastbay.edu/policies/files/docs/directives/UED18-01%20Progress%20Toward%20Degree.pdf>.

17-18 UED 1 was issued to help Cal State East Bay develop processes to maximize access for all students while supporting paths to graduation and timely progress to degree completion. Its primary goal is to support student success.

Some Academic Senate policies are used to implement this 17-18 University Executive Directive 1. These policies as well as other supporting documents, including Executive Orders, are referenced in Appendix A.

#### **Affected Students**

These implementation guidelines apply to all students, but primarily those who have not achieved the critical milestones for timely progress to degree, as outlined in the directive. They are particularly restrictive for those students who have not established and followed an approved program for timely graduation. It is also restrictive for those students whose failure to make timely progress to graduation that has been caused in part by repeatedly taking courses not required to meet their stated degree objectives.

#### **Audience**

The primary audience for guidelines is the faculty and staff advisors to provide direction for advising students who are not making progress to degree.

#### **Authors and Authority**

17-18 UED 1 states: "The Dean of Academic Programs and Services will publish implementation guides for this University Executive Directive by the end of Spring 2018."

Annual revisions of these guidelines are developed in consultation with Academic Programs & Services, the Associate Deans of the colleges, the Advising Council, the Academic Senate's Curriculum and Instruction Committee, and Institutional Research, Analysis & Decision Support.

#### **Applicable Duration**

UDE 18-01 will remain in effect until superseded. This version of the implementation guidelines will be in effect until the day before the start of the Fall 2019 semester, at which time a new version will take effect.

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### **Principles Underlying the Guidelines**

The goal of these guidelines is to ensure student progress and success. This means that the overall number of state-supported units a student can take be kept as close as possible to the total number of units needed to meet graduation requirements for each student's specific major or graduate degree of record. Most undergraduate majors require 120 units. When students accumulate more units than required for their degree, the effect is to limit opportunities for other students to earn their degrees.

There are many reasons students accumulate more units than required. One prominent factor is that students may change their minds about their program late in their academic careers. Perhaps they are not making satisfactory progress in their initial major or think that a different major maybe more promising or interesting. Late program changes that increase a student's total units may come at the expense of both the student financially and other students' access, especially in high demand and bottleneck courses.

CSUEB monitors student progress to degree far more carefully than in the past, especially given the CSU-wide Graduation Initiative. CSUEB expects students to apply for graduation in the semester that they complete 105 units. When a student reaches 120 units and has not applied for graduation, the student will be subject to advising holds limiting their ability to enroll for classes. To clear those holds, a student will need to visit both their GE advisor and major advisor.

*All students make reasonable choices to amend their programs as they learn about new opportunities or encounter unexpected difficulties in their studies. For these implementation guidelines, "fewest state-supported units possible" to include one semester (15 units) above the number of units required in the student's declared major. Proposed program changes that would exceed this number of units will be*

*carefully evaluated according to the procedures articulated in these guidelines. A student has a right to appeal a decision (see Guideline 78.0 below).*

### **Guideline 1.0 – Completing the General Education “Golden Four” Courses (General Education Areas A1, A2, A3 & B4)**

1.1 This guideline applies to first-time freshmen and lower division transfers who have not satisfied these requirements previously. Upper-division transfer students must complete these requirements before matriculating to Cal State East Bay. For upper-division international students or veterans who transfer to CSUEB without these four courses, they must complete these courses within one calendar year or be subject to administrative academic probation.

1.2 [Executive Order 1100 \(revised\)](#) mandates that students complete these courses with final course grades of “C-“ or better (Section 2.2.2a).

1.3 First-time freshmen will be enrolled in Areas A2 and B4 during their first academic year at CSUEB as per [Executive Order 1110](#), unless they have satisfied Areas A2 and B4 before matriculating at CSUEB. The General Studies office will oversee the A2 and B4 enrollment as part of the Freshmen Learning Communities.

1.4 Students are required to complete their Golden Four courses by the time they earn 60 units.

1.4.1 *Bay Advisor* will be used to track students’ progress to satisfying this requirement. AACE and the Dean of Academic Programs & Services will manage the holds.

1.4.2 Students who have earned 30 semester units and 45 semester units will be messaged to remind them to enroll and complete their Golden Four coursework before they earn 60 units.

1.4.3 For students who complete these courses before earning 60 units, they will receive a positive service indicator in *MyCSUEB* noting that they have met this requirement.

1.4.4 Students who earn 60 units but have not completed their Golden Four coursework will be instructed to meet with their AACE advisor and enroll in the course(s) for the following semester. Failure to enroll in the specified course(s) will lead to a registration hold for the next semester and administrative academic probation.

### **Guideline 2.0 – Declaring Majors**

2.1 Beginning Fall 2018, “Undeclared” or “Undeclared with an interest in nursing” students who have earned 60 semester units must be accepted into a major or their enrollment will be blocked for following terms until they are accepted into a major.

2.2 Students who have been disqualified from a major and assigned to “Undeclared” must be reinstated to the original major or apply to a new major by the end of the semester following dismissal from their majors via administrative academic disqualification. Students who are assigned to “Undeclared” should meet with an AACE advisor as soon as possible to explore possible majors and careers.

### **Guideline 3.0 – Changing Majors**

3.1 Student petitions for changes in major and minor (if applicable) will not automatically be approved.

3.2 As mandated by [16-17 CIC 9](#), beginning Fall Semester 2018 “students must obtain academic approval from any department or program in which they wish to declare a major or minor, in order to ensure that they are aware of the requirements of the selected major or minor.” This also applies to majors with concentrations.

3.3 Students with 105 or more completed units will also require approval from the Dean of Academic Programs & Services to change their major (including concentrations) or minor or to add a major or minor. For transfer students, 105 units earned are defined as up to 70 semester units earned through the two-year college system plus 35 units earned at CSUEB.

3.4 Department or program advisors and/or Dean of Academic Programs & Services may deny change of major/minor/concentration for students whose time remaining to complete the new degree requirements would significantly increase time to degree.

3.5 A student may appeal a denial or request additional time to pursue a new major, following the process outlined in Guideline 8.0 below.

### **Guideline 4.0 – Applying for Graduation**

4.1 Students may apply for graduation in the semester in which they earn 90 units, provided that they have already satisfied the University Writing Skills Requirement.

4.2 Undergraduate students who have met their degree requirements may be awarded their degree without applying for graduation, pursuant to Title 5, Section 40411 (see Appendix A). See also Guideline 5.0.

4.2.1 Registration holds will be placed to preclude them from enrolling in classes.

4.2.2 Students will be charged the graduation fee.

4.3 Undergraduate students who have earned 120 units and have not filed to graduate will be precluded from enrolling in classes without meeting with an AACE advisor.

4.3.1 Academic Programs & Services will determine students who are in this category using *Bay Advisor* and will place a registration hold on this cohort. With assistance from Academic Programs & Services, colleges will be expected to contact these students.

4.3.2 After meeting with an academic advisor, students will be placed on a contract and precluded from registering for courses other than those required for their degree programs. A contract template has been sent to the associate deans or advisors can use an Individualized Advisement Plan. The student will take the completed contract(s) signed by the advisor to AACE for review of GE and verification of remaining courses for subsequent semesters.

4.3.2.1 The contract or Individualized Advisement Plan will specify:

- All courses required to be taken, when to take them, and possible substitutions
- All remaining requirements to be completed within GE
- Any other requirements for graduation (e.g., pass the WST, maintain 2.0 GPA (major and university/wide))
- Confirmation that the student has applied for graduation

4.3.3 Consequences: Those students who fail to comply with terms of the policy and/or contract/Individualized Advisement Plan will be referred to Academic Programs & Services (APS) to be placed on Administrative Academic Probation. While on Administrative Academic Probation, any subsequent failure to comply with the contract will result in immediate Administrative Academic Disqualification from the university. APS will message students via *MyCSUEB* to inform them that they are being placed on Administrative Academic Probation or Administrative Academic Disqualification. Students may be allowed reinstatement from Administrative Academic Disqualification only once. A second Administrative Academic Disqualification is final; reinstatement will not be possible. Per [Executive Order 1037](#), students have the right to appeal their placement on Administrative Academic Probation. See Guideline 8.0 below.

## **Guideline 5.0 – Restricting Enrollment Options**

5.1 When a major advisor, AACE, or APS identifies that a student has likely completed all graduation requirements, APS will file the student's graduation application and the student will be charged the appropriate graduation fee.

5.2 The student will be graduated at the earliest possible date. If this occurs before census date for the semester, the Registrar will revoke the student's registration and

arrange to refund fees paid in full; the student will be graduated. If a student's ability to graduate is discovered after the census date, the student will be allowed to finish the term, will be graduated at the end of that term and will be precluded from taking any further courses unless they are admitted into a post-baccalaureate program. Students notified that they will be graduated in a term that they did not choose may appeal the process outlined below in Guideline 8.0.

## **Guideline 6.0 – Not Making Progress Towards Degree**

6.1 Students fail to make academic progress towards degree when they:

- As an undergraduate, fail to complete General Education Golden Four (see Guideline 1.0) by the time they earn 60 units
- Fail to pass required courses in a chosen major or do not take required courses in a timely manner
- Are dismissed from a major
- Exhaust grade forgiveness and grade averaging
- Fail to satisfy the University Writing Skills Requirement in a timely manner.

Sometimes, students cannot make academic progress when they cannot get into a required course that is full. A student who is unable to graduate because of inability to enroll into a required class that is full should notify the chair of the department in which the course is taught as soon as possible during the add period at the beginning of the semester. If the department chair cannot add the student into the course, or find a substitute course, the student should contact the Associate Dean in that college for additional assistance to see whether an acceptable substitute can be arranged.

6.2 Not completing the General Education Golden Four: See Guideline 1.

6.3 Fail to pass required courses in a chosen major: A student who has earned above 90 units and who is unable to complete a major because of *failure to earn a passing grade (as defined by the major) in a required course in the major* will be allowed to repeat the course, consistent with continuing to make progress toward completing the degree, unless the major department does not allow it. Repeated failure to pass a required course may result in probation or dismissal from the major and/or administrative academic probation and disqualification from the university. It could also result in financial aid consequences.

6.4 An unacceptable ratio of earned units to attempted units will be considered failure to make satisfactory progress to degree and will result in restrictions on future course enrollment. For students who have attempted at least 30 CSUEB semester units, the unacceptable ratio will be 60% or less earned units to attempted units, based on the CSUEB cumulative units. *Bay Advisor* will be used to monitor this cohort.

6.5 Dismissal from the major: A student who is dismissed from a major, but in good academic standing at CSUEB, will be assigned to an AACE advisor for major exploration and must be accepted into a degree granting major in no more than two semesters, including the semester of dismissal.

6.6 Exhausted Grade Forgiveness and Grade Averaging: From [16-17 CIC 57](#) and consistent with Executive Order 1037, students can only receive grade forgiveness for 16 semester units of coursework. Students may repeat an additional 12 semester units of coursework for grade averaging. Students who have repeated the maximum allowable, are otherwise making appropriate progress to degree, and still need to repeat courses to fulfill specific major or minor requirements necessary for graduation may petition for an exception to the 28-unit limit. The student may be placed on administrative academic probation for these cases.

6.7 Failure to Satisfy the University Writing Skills Requirement:

6.7.1 From [16-17 CIC 121](#), students who have earned 75 units and not taken the WST or enrolled in English 300 or 301, will be notified to take the WST during the current semester and will have a registration hold placed for the following semester. Once they take the WST, their registration hold will be removed.

6.7.2 Students who have not passed the WST by the end of the semester in which they reach 90 earned units must take English 300 or 301 or, if appropriate, an approved second-tier writing course as a condition of enrollment.

6.7.3 Registration may be withheld if necessary to ensure compliance. Students registered for a summer or winter test may be allowed to enroll for the following semester, but failure to take the exam may result in registration cancellation without an option to re-enroll until the test or class has been taken.

6.7.4 A student who cannot complete remaining courses required for his/her degree because of failure to satisfy the University Writing Skills Requirement may be placed on administrative academic probation.

## **Guideline 7.0 – Graduate Students**

7.1 University Writing Skills Requirement (UWSR): From [16-17 CIC 121](#), graduate students who have not satisfied the UWSR before beginning their graduate work must either take the Writing Skills Test or enroll in an approved course within their department by the end of their first semester as “Conditionally Classified graduate” status. If graduate students do not take the test or course when required, they may have a registration hold placed and may be dropped from their classes. The UWSR must be satisfied before a graduate student can be admitted as a “Classified

Graduate” student and, consequently, before the graduate student can be advanced to candidacy and receive a degree.

**7.2 Graduate course exemption:** Graduate students who have only to complete thesis or project courses, having successfully completed all other course work for their degree, are restricted from registration for courses outside of their degree program. However, the Dean of Academic Programs & Services, if petitioned by the department on behalf of the student, may grant an exception to this. The exemption would be based on the benefit for the student, for example, electives pertinent to the field of student that were not available earlier.

7.3 Once all requirements for the master’s degree have been met, including culminating experience, students will not be permitted to delay degree conferral and graduation, such as by filing for a change in date for award of master’s degree or by taking additional courses. The petition to delay the graduation date will be denied, and registration in additional courses as a matriculated student will be blocked.

### **Guideline 8.0 – Appeals**

8.1 Students may appeal any of the following decisions made under these guidelines:

- Request to change/add a major (including concentrations) or minor is denied;
- Assigned graduation date before his/her term of choice;
- Administrative Academic Probation.

Any of these applications of the University Executive Directive must result in timely notification to the student. Such notification must include the procedure for appealing the decision. Disqualification from a major cannot be appealed by this procedure.

8.2 This appeal must be made within one semester by filing a [\*Petition to Appeal an 17-18 UED 1 Decision\*](#) with the Office of Academic Programs & Services. The petition must include both an explanation and evidence of any extenuating circumstances that would justify an exception, such as health issues, military service, or similar circumstances. Appeals may also be granted based upon other justifications that do not violate the intentions of UED #18-01. Students may be able to demonstrate, for example, that the proposed change will not extend the number of units to graduation or that some other compelling reason exists for an exception.

8.3 The Office of Academic Programs & Services will convene an appeals panel made up of AACE and/or college advisors, always including a representative from the college(s) and/or AACE involved in the student’s request for a change. This group



will meet with the relevant Associate Dean(s) for full details supporting the original decision.

8.4 The Appeals Panel will evaluate the student's appeal and provide a decision in writing within three (3) weeks of receiving the appeal.

8.5 Students who appeal the assigned graduation date in order to be able to take additional courses not required for graduation must provide evidence of the added value of additional coursework.



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**Appendix A: Additional Policies That Are Related To This Directive**

Relevant California Code of Regulations, Title 5 Policies:

Section 40411: “The president of each campus may preclude any student from enrolling in any additional state-supported courses when that student has met all necessary requirements for the degree for which the student is matriculated, and may take the actions necessary to confer the degree.”

Section 41300.1: “An undergraduate or graduate student may also be placed on probation or may be disqualified by appropriate campus authorities for unsatisfactory scholastic progress regardless of cumulative grade point average or progress points. Such actions shall be limited to those arising from repeated withdrawal, failure to progress toward an educational objective and noncompliance with an academic requirement, and shall be consistent with guidelines issued by the Chancellor.”

Relevant Executive Orders:

- [Executive Order 1037](#)
- [Executive Order 1100-Revised](#)
- [Executive Order 1110](#)

Relevant CSUEB Academic Senate Policies

- [16-17 CIC 8:](#) Probation Status Catalog Statement for Semesters
- [16-17 CIC 9:](#) Revision to Declaration of a Major and Change of Major/Minor Policy
- [16-17 CIC 56:](#) Graduation Filing Policy
- [16-17 CIC 57:](#) Policy on Grade Forgiveness Under Semesters
- [16-17 CIC 121:](#) Policy and Procedures for Satisfying Graduation Writing Assessment Requirement under Semesters