

ACADEMIC POLICIES AND PROCEDURES



*College of Business Administration
California State University, Sacramento*

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1. Introduction

This is the official document on academic standards for the College of Business Administration at California State University, Sacramento. Included are the appropriate definitions of terms, reviewing bodies, policies, and procedures for all matters pertaining to the standards of the College.

2. Reviewing Body

2.1. The College of Business Administration's Academic Standards Committee

The College of Business Administration's Academic Standards Committee is the primary body for interpreting and enforcing the College of Business Administration's Academic Policies and Procedures. Any proposed changes in the standards of the College of Business Administration are first reviewed by this Committee, which may then recommend changes or modifications to existing policy to the Academic Council of the College of Business Administration. The College of Business Administration's Academic Standards Committee will meet once each month to consider appeals/petitions brought before it. Each member of the College of Business Administration's Academic Standards Committee will review each request, and vote on each petition. The decision will be by majority vote.

Requests which disregard catalog policy (e.g., attempting to by-pass prerequisites to a course) will not be heard by the Committee.

The Coordinator of the Degree Programs Center or of the Graduate Programs Office will notify the student of the Committee's decision regarding the petition or appeal.

2.2. Composition

The College of Business Administration's Academic Standards Committee shall consist of the Associate Dean and the department chairs of the College of Business Administration. The Coordinators of the Degree Programs Center and the Graduate Programs Office shall serve as non-voting, ex-officio members. The Associate Dean will serve as Chair of the Committee.

3. Academic Standards and Policies

The academic standards and policies of the College of Business Administration are outlined below.

3.1. Adding and Dropping Courses

3.1.1. Principles

In registering for a course, the student makes a commitment to attend and complete the course. In offering the course, the University and College of Business Administration make a commitment to provide, through instruction in the subject matter, the opportunity to learn.

Students should carefully note the appropriate policies for the action they wish to take. For example, rules for adding and/or dropping a course during the first few weeks of a semester differ substantially from the policies in effect after that period of time. Different procedures may apply for undergraduate and graduate courses.

3.1.2. Enforcement of Academic Standards

Students are subject to being administratively dropped from business courses if they fail to meet academic standards as prescribed by the College of Business Administration or by California State University, Sacramento.

Students are subject to being administratively dropped from business courses for which they have not met the **prerequisite** requirements.

3.1.3. Procedures for Submitting Add/Drop Petitions

3.1.3.1. Adding Courses

Students normally enroll in courses during the CASPER registration periods. After the Casper registration periods students may be permitted to add courses only with the approval of the instructor **and** the department chair. After the fourth week of the academic semester, students may add a course only with the approval of the instructor, the department chair and the associate dean. Normally, the only basis for approving an add after the fourth week is an error by the University. Students may

be permitted to add summer session courses during the first week of that summer session with the permission of the instructor and the department chair.

3.1.3.2. Dropping Courses

The requirement for dropping selected courses becomes more difficult as the semester progresses. It is the responsibility of the student to maintain progress in each course in which the student is enrolled. Students who fail to continue in the course without an approved drop will receive a grade of 'U' or 'F' for the course. Students may be permitted to drop summer session courses by following the policy as articulated in the Summer Session Class Schedule. Please see the CBA 'Petition to Drop' form for additional details.

3.1.3.2.1. Dropping ALL Courses (total withdrawal from the University)

In accordance with University policy, students may withdraw from all courses in which they are enrolled for that semester by withdrawing from the University. For further information on withdrawal procedures, see *Registration and Related Procedures* in the latest California State University, Sacramento catalog.

3.1.3.2.2. Dropping SELECTED Courses from full (16 week) semesters

3.1.3.2.2.1. Dropping during the first two weeks of the semester

Until the end of the second week of the semester, students may drop courses through CASPER.

3.1.3.2.2.2. Dropping during the third through sixth week of the semester

Any student enrolled in a Business Administration course may be allowed to drop a business course through Thursday of the sixth week of the semester. The 'Petition to Drop,' the formal request to drop a course, must be completed by the student and signed by the course instructor (the course instructor's signature is the acknowledgment that the student desires to drop a course; it does not indicate approval). The petition must then be taken to the appropriate department office for review by the department chair.

Attached to the drop petition shall be a copy of the student's schedule and

detailed, typed, documentation explaining the rationale for the request. Approval of a drop is not automatic, and may be denied by the chair.

3.1.3.2.2.3. Dropping after the sixth week of the semester

Beginning Monday of the seventh week of the semester students may be allowed to drop a Business Administration course only if the student provides written documentation of verifiable serious and compelling reasons that are beyond the student's control.

3.1.3.2.3. Dropping SELECTED Courses from partial (five/eight week) terms

3.1.3.2.3.1. Dropping during first two weeks of the semester

Until the end of the second week of the semester students may drop any course through CASPER.

3.1.3.2.3.2. Dropping a course that starts mid-semester

Students enrolled in five-week Business Administration courses may be allowed to drop the course—with appropriate documentation—through Friday of the second week of the course. Students enrolled in eight-week Business Administration courses may be allowed to drop the course—with appropriate documentation—until Friday of the third week of the course. The 'Petition to Drop,' the formal request to drop a course, must be completed by the student and signed by the course instructor (the course instructor's signature is the acknowledgment that the student desires to drop a course; it does not indicate approval.) Petitions must be presented to the chair of the department offering the course. Attached to the drop petition shall be a copy of the student's schedule and detailed, typed, documentation explaining the rationale for the request. Approval of a drop is not automatic, and may be denied by the chair.

3.1.3.2.3.3. Dropping after the second/third week of the course

Beginning Monday of the third week of a five-week course or Monday of the fourth week of an eight-week course, students may be allowed to drop a

Business Administration course only if the student provides written documentation of verifiable serious and compelling reasons that are beyond the student's control. Work related reasons are not serious and compelling.

3.1.4. Appeal Policy

The decision of a department chair on a drop petition may be appealed to the Associate Dean of the College of Business Administration. The Associate Dean's decision is final.

3.2. Currency of Knowledge Requirement

All students must have what is considered "currency of knowledge" in courses they apply towards an earned degree. This applies to both majors and minors within the College of Business Administration. Courses that do not satisfy the currency of knowledge requirement must be repeated.

3.2.1. Currency of Course Prerequisites

All current course prerequisites must have been completed within seven (7) years of enrolling in any course having prerequisites. This currency requirement may be waived in cases where more advanced courses in the same area than the listed prerequisites have been completed in the last seven (7) years with a grade of C- or better.

3.2.2. Currency of Undergraduate Courses

Lower division courses used to satisfy pre-major or minor requirements must have been completed within seven (7) years of the date of admission of the business administration major or minor unless an upper division course in the same area was taken within seven (7) years of graduation. Upper division courses used to satisfy graduation requirements must have been completed within seven (7) years of the date of graduation.

Credit could be granted for courses taken beyond the seven (7) year requirement as noted above, by successfully completing a comprehensive examination administered by the department in which the course is offered. Departments are not required to offer equivalency examinations, thus this option may not be available.

The College's Academic Standards Committee may grant credit for courses taken beyond the seven (7) year requirement for extensive experience in the area. The burden rests upon the applicant to demonstrate how their experience satisfies the requirement of currency.

3.2.3. Currency of Graduate Courses

Per University policy, all program requirements, excluding the Foundation courses, must be completed within seven (7) years of the date of graduation.

During the admission cycle, courses used to fulfill Foundation course requirements must have been completed within seven (7) years of the date of admission. The College's Academic Standards Committee, however, may approve currency for Foundation courses taken beyond the seven (7) year requirement if a request is so filed. Waiving of the seven (7) year requirement shall be based on the relevancy, level of responsibility, and duration of the applicant's work experience. The burden rests upon the applicant to demonstrate how their experience satisfies the requirements for currency.

3.2.4. Appeal Policies

3.2.4.1. Undergraduate Appeal Policy

The decision of the College's Academic Standards Committee may not be appealed.

3.2.4.2. Graduate Appeal Policy

Graduate students may appeal a ruling regarding currency by the Coordinator of the Graduate Programs Office to the College's Academic Standards Committee. The decision of the College's Academic Standards Committee may not be appealed.

3.3. Course Transfer Credit

3.3.1. Articulated Courses

The College of Business Administration has articulation agreements with a number of Universities, Colleges, and Community Colleges. These agreements stipulate the College of Business Administration has agreed that certain identified undergraduate courses are

deemed to be 'equivalent' between the respective institutions, and therefore credit will be awarded for those courses taken at another (articulated) institution, towards a degree from California State University, Sacramento. Approval of courses submitted for articulation is subject to currency of knowledge stipulations.

3.3.2. Non-Articulated Courses

Courses taken at AACSB International - The Association to Advance Collegiate Schools of Business accredited colleges of business will be accepted for transfer credit if the course is regarded as equivalent to the course for which credit is requested. Business core courses and concentration courses will not be accepted for transfer credit from programs that are not AACSB accredited unless taken at institutions that have national or international reputations of high quality programs.

Petitions for equivalency for undergraduate, non-articulated courses must be submitted through the Degree Programs Center. Petitions for equivalency for graduate, non-articulated courses must be submitted to the Graduate Programs Office. The Academic Standards Committee will evaluate whether the institutions satisfy the requirement of "national or international reputations of high quality programs." Subsequently, Faculty in the appropriate department will make the final determination of course equivalency, e.g., content, method of instruction, method of evaluating students, and or course duration.

3.3.3. Extension Courses

A student may petition to have an extension course evaluated for credit only if; (1) the student has completed the course with a grade of C- (undergraduate), B- (graduate), or better; (2) the offering institution accepts the extension course for credit towards fulfilling the program requirements of an undergraduate or graduate degree in business administration; and, (3) the program crediting the extension course is accredited by the AACSB.

3.3.4. Appeal policy

The decision on course transfer credit may not be appealed.

3.4. Repeating Courses

3.4.1. Undergraduate Courses

3.4.1.1. Undergraduate Major Restrictions

Courses used for the College's major requirements may be repeated twice (*for a total of three attempts*). Courses with a grade of 'A', 'A-', 'B+', 'B', 'B-', 'C+', 'C' or 'CR' may not be repeated a second time, unless the course needs to be repeated for purposes of achieving currency of course knowledge.

If the course is a required course, and the student has not earned a grade of 'A', 'A-', 'B+', 'B', 'B-', 'C+', 'C', 'C-' in three attempts, the student will be disqualified from the College of Business Administration. If the course represents a literacy requirement, and the student has not earned a grade of 'A', 'A-', 'B+', 'B', 'B-', 'C+', 'C', 'C-' or 'CR' in three attempts, the student will not be allowed to enroll in the course a fourth time. However, the student may be given an opportunity to demonstrate literacy by passing the appropriate examination.

3.4.1.2. Undergraduate Concentration Restrictions

3.4.1.2.1. General Restrictions

Unless specifically identified below, all concentrations will follow the undergraduate major restrictions for repeating courses.

3.4.1.2.2. MIS Concentration Restrictions

Courses applied to the MIS concentration requirements may be repeated only once (for a total of two attempts)

If the course is a MIS concentration core course, and the student has not earned a grade of 'A', 'A-', 'B+', 'B', 'B-', 'C+', 'C', 'C-' in two attempts, the student will be disqualified from the MIS concentration. If the course represents a MIS concentration elective requirement, and the student has not earned a grade of 'A',

‘A-’, ‘B+’, ‘B’, ‘B-’, ‘C+’, ‘C’, ‘C-’ in two attempts, the student must use a different elective course to complete the MIS concentration.

This policy will be applied to MIS students whose second attempt at an MIS concentration course occurs after Fall 2001.

3.4.2. Graduate Courses

Graduate students may only repeat two graduate courses—one at the Foundation level and one at the MBA/MS level.

3.4.3. Effects of Repeating Courses

The grade received in the first repeat (*second attempt*) of a course will replace the grade received in the original attempt at the course. The grade received in a second repeat (*third attempt*) of a course will be averaged with the grade received in the first repeat (*second attempt*) of the course. All course grades will be shown on transcripts.

3.4.4. Appeal policy

This policy may not be waived.

3.5. Reinstatement

3.5.1. Undergraduate Reinstatement

Undergraduate students seeking reinstatement to the College must complete a Reinstatement Petition available from the Degree Programs Center. Students must file the Petition with the Degree Programs Center, attaching an explanation, with relevant documentation, supporting their request for reinstatement. The petition will be reviewed by the College’s Academic Standards Committee. Approval of a petition requires a majority vote of the Committee. Discretion will be used by the Committee in granting reinstatement, and it should be noted that *the only basis for reinstatement is the expectation (supported by evidence provided by the student) that the student is now likely to progress towards the satisfactory completion of the College’s degree requirements in a timely manner.*

3.5.2. Undergraduate Change of Major after University Reinstatement

~~Undergraduate students who have been previously disqualified from the College of Business Administration, but who have at least two semesters of good standing at the University level since reinstatement at that level, may submit a Change of Major petition for the B.S.B.A. program. It should be noted that the only basis for granting such a change of major is the expectation (supported by compelling evidence provided by the student) that the student is now likely to progress towards the satisfactory completion of the College of Business Administration's degree requirements in a timely manner.~~

3.5.3. Graduate Reinstatement

Graduate students seeking reinstatement to the College must complete a Reinstatement Petition available from the College's Graduate Programs Office. The Petition, with appropriate documentation, must be submitted to the Graduate Programs Office. The policies and procedures noted in 'Undergraduate Reinstatement' apply to graduate students as well.

3.5.4. Deferral of Action

The College's Academic Standards Committee may defer on a petition for reinstatement, pending additional input (e.g., the committee may wish to wait for an additional semester's grades before rendering a decision).

3.5.5. Appeal Policy

The decision of the College's Academic Standards Committee may not be appealed.

3.6. Minimum Grade Requirements

The purpose of this requirement is to assure that all business administration students attain the minimum level of competency in all their coursework required for the business administration degree.

3.6.1. Undergraduate

The minimum acceptable grade for any undergraduate course required for the business administration degree is 'C-.'

A minimum grade point-average of 2.0 (C) is required in the Pre-major courses presented for the degree. A minimum grade point average of 2.0 (C) is required in the Major Core courses presented for the degree. A minimum grade point average of 2.0 (C) is required in the Concentration courses presented for the degree.

3.6.2. Graduate

The minimum acceptable grade for any graduate business course is 'C.' No more than two (2) courses with the grade of 'C' will be counted for satisfaction of graduate program requirements.

A grade point average of at least 3.0 (B) is required in all foundation courses taken at California State University, Sacramento, and program requirements courses presented for the degree.

3.6.3. Appeal Policy

The minimum grade requirement may not be waived.

3.7. Incomplete Grades

3.7.1. Conditions for Incomplete Grades

Under certain conditions, students may request a grade of 'Incomplete.' Students must be passing the course at the time an 'Incomplete' is requested. The issuance of incompletes is appropriate only when required by University policy or in situations such as:

- the student misses a final exam for reasons that are fully justifiable in the eyes of the instructor; or
- the student was granted an extension of time to complete a class assignment.

Except in those cases specifically approved by University policy, the course instructor has sole discretion over what constitutes a fully justifiable reason for an 'Incomplete.'

3.7.2. Contract to Finish an Incomplete Course

An Incomplete Petition must be submitted with both the student's and course instructor's signature to the appropriate department office. The department office routes the copies to the Degree Programs Center or Graduate Programs Office showing the work to be completed, the basis by which the student's final grade will be determined, the last date for completing the incomplete work, and the grade earned by the student at the time the petition was approved.

All 'Incomplete' grade petitions must be agreed to by the student, as indicated by the student's signature and date of signing. The contract must also be signed by the course instructor and approved by the department chair.

3.7.3. Appeal Policy

The decision of the Department Chair may not be appealed.

3.8. Enrollment in Graduate Courses

The College of Business Administration restricts access to its graduate courses to insure program quality. Graduate level courses are generally only open to matriculated business graduate students.

3.8.1. Enrollment Priority

Enrollment priority is given to regularly admitted classified graduate business students.

3.8.2. Special Cases

In very rare circumstances, students other than regularly admitted classified graduate business students may be allowed to enroll in graduate level courses. This would be subject to the approvals of the course instructor, and the department chair in consultation with the Coordinator of Graduate Programs. Such cases are extremely limited.

3.8.2.1. Non-degree Seeking Students

The College may allow a limited number of courses to be taken by individuals in the community who (1) can demonstrate the ability to be successful in the course and who would clearly benefit from having access to that educational experience, and (2) a student completing a graduate degree at another AACSB accredited institution taking a course to be transferred to the student's "home" institution.

3.8.2.2. Undergraduate Students

Up to six units of graduate courses may be taken by undergraduate students who are in their final semester of undergraduate study, and who have a minimum 3.25 grade point average in their upper-division business courses. A particular course may only be applied to a single degree objective. Therefore an undergraduate student could not use a graduate course to count for both a bachelors degree and a masters degree.

3.8.2.3. Alumni

Alumni of our graduate program may enroll either as a regular student or through concurrent enrollment, in any graduate course subject to approvals of the instructor, and the department chair, in consultation with the Coordinator of Graduate Programs.

3.8.3. Appeal Policy

Decisions regarding enrollment in graduate courses may not be appealed.

3.9. Open University Enrollment

The College restricts the enrollment in courses through Open University. The purpose of Open University is to provide opportunity for individuals from the community to enroll in certain courses for purposes of professional development. Matriculating and/or matriculated students in a College degree program are not to use Open University. Limits on the application of Open University courses to a College of Business Administration degree are indicated below.

3.9.1. Required Approvals

Open University Enrollment in lower or upper division courses is subject to approvals of the instructor and the department chair. Open University in any graduate course is subject to approvals of the instructor and the department chair in consultation with the Coordinator of Graduate Programs.

3.9.2. Lower Division Open University Limit

No Limit

3.9.3. Upper Division Open University Limit

A maximum of six units of upper division Open University courses can be applied toward the College of Business Administration degree program.

3.9.4. Graduate Level Open University Limit

No graduate level course taken through Open University can be applied toward a College of Business Administration degree program.

3.9.5. Appeal Policy

Decisions regarding Open University enrollment may not be appealed.

3.10. Simultaneous Course Enrollment

3.10.1. Restriction

Students may not enroll in two or more courses that are offered on the same day and at the same time. In very rare circumstances, and with approval of the course instructors and appropriate department chairs, students may enroll in courses that overlap by no more than 15 minutes.

3.10.2. Appeal Policy

The decision regarding this policy may not be appealed.

3.11. Reversion to Pre-Major

3.11.1. Policy

Students who are declared business administration majors but who have not completed the Computer Literacy requirement and the Pre-major courses, will be administratively changed to Pre-major. When students complete the Computer Literacy requirement and Pre-major courses, they may petition to declare business administration as their major.

3.12. Change of Major

3.12.1. Petition

The Change of Major Petition is used for students who entered the University as a Pre-Business Major and have met the requirements to declare business administration as their major; for students who are declared in another major and wish to declare business administration as their major; and for students who wish to minor in business administration. Students must complete and return to the Degree Programs Center a Change of Major Petition.

3.12.2. Requirements

For students to qualify to change their major to business administration, they must be in good standing according to University standards, and they must attain a grade of C- or better in each Pre-Business course and an overall grade point average of 2.0 (C) in all Pre-Business courses.

3.12.3. Appeal Policy

The grade requirements for a change of major may not be waived.

3.13. Credit by Examination

The College of Business Administration implements the University policy for Credit by Examination by defining two possibilities: (1) a challenge for credit, and (2) a challenge for waiver.

3.14.1. Challenge for Credit

A challenge for credit may **not** be used for any courses specified by major or minor curricula, including those courses identified as elective courses for the concentrations.

Students may enroll in courses, which they wish to challenge, however, no such course may be challenged after the fourth week of the course.

3.14.2. Challenge for Waiver

The waiver by challenge policy is internal to the CBA. A challenge to waive a College of Business Administration course may be requested if the student has taken a similar course elsewhere. A request to waive may be submitted for core courses by undergraduate students and foundation courses by graduate students.

Academic credit is not earned by a waiver. The requirement for completing the course is waived, providing the student enrolls in and satisfactorily completes an elective course in that discipline. The elective course will be determined by the chair of the department offering the course that was waived.

3.14.3. Appeal Policy

Decisions related to this policy may not be appealed.

3.14. Internship Experience

The following policy and guidelines represent the standards for Business Administration courses 195A-E and 295A-C Internship.

3.14.1. Eligibility

3.14.1.1. A student enrolling in a 195 series course must:

1. Be at least a second semester junior (accumulated at least 75 units, 15 units of 100 level business courses at California State University, Sacramento) majoring in business administration.

2. Possess minimum overall California State University, Sacramento grade point average of 2.50.

a. A student pursuing a major or concentration in which an internship is a requisite for graduation, shall be exempt from the 2.5 criterion, and subject to an overall California State University, Sacramento minimum grade point average of 2.0.

3.14.1.2. A student enrolling in a 295 series course must:

1. Be a Master's degree candidate having completed the graduate foundation requirements and six (6) units of the second year.
2. Possess a minimum California State University, Sacramento graduate grade point average of 3.0

3.14.1.3. Waiver of 3.14.1.2

1. Any waiver of 3.14.1.2 above must be approved by the Associate Dean or his/her designee.

3.14.2. Unit Credit and Awarding of Grades

Undergraduate students may take 195 series courses twice for a maximum of six (6) units. No more than one 195 series course may be attempted in a given semester. Each 195 series course must be taken for three (3) units. Graduate students may not enroll in 195 series courses.

Graduate students may take 295 series courses once for a maximum of three (3) units. Grades will be assigned on a Credit/No Credit for both 195 and 295 series courses.

3.14.3. General Employment Guidelines

The internship must represent a new work experience, and not a continuation of present or previous work activity, except for prearranged, two semester assignments. The nature of the work performed must be degree enhancing and sufficiently diverse, complex and challenging to significantly contribute to the student's professional development, and

merit University credit. For each internship attempted, the internship must require at least 150 (undergraduate) / 225 (graduate) hours of direct work experience.

The intern may not work for a close relative, partner, or business associate. A student may serve as an intern in a large organization, which employs his/her relatives, if such relatives are not in the first two levels of supervision over the internship position. All internships, including those with nonprofit organizations, must be paid. However, the appropriate department chair may waive the requirement that the internship must be paid when such a decision is in the academic and/or professional interest of the student. Internships outside the regional service area of California State University, Sacramento must be approved by the Associate Dean or his/her designee.

3.14.4. Responsibilities of the Employers

In general, the employer is responsible for training and supervising the student within the domain of the work environment. Specifically, the employer is expected to:

- Provide the Associate Dean, or his/her designee, with a completed Internship Petition Form or an initial letter:
 1. Stating that the student will be employed for the minimum number of semester hours. (See 3.14.3, ¶. 1 above).
 2. Describing the type and level of the work to be performed by the student.
 3. Stating who will supervise the student within the work environment, and how this function will be accomplished.
 4. Return completed Internship Petition forms to the Internship Coordinator.
- Be available for consultation with the intern, faculty advisor and the Associate Dean, or his/her designee, as necessary or appropriate.

- Provide a letter to the faculty advisor two weeks prior to the end of the semester stating that the intern has, or has not, completed his/her work assignment, and to what extent the student has attained his/her objectives.

3.14.5. Responsibilities of the Student

3.14.5.1. Application

Prior to the beginning of the work, the student will complete an Internship Application form and return it to the Internship Coordinator. After the application has been approved, the student will provide the (prospective employer and) faculty sponsor with a detailed outline of the work assignment, stating the learning objectives and the steps intended to attain these objectives.

3.14.5.2. Report

Submit to the employer and faculty sponsor either (a) a final written report in good form demonstrating that significant achievement has been made toward the learning objectives; a mere description of activities undertaken would not satisfy this requirement, or (b) a diary that records the activities the student was involved in during the internship. The typed report (at least three pages in length for undergraduate and six pages for graduate) should minimally include the following:

- How effectively the internship served the student's objectives. Cite both the achievements and the problems encountered.
- How effectively the work experience related to the student's academic experience.
- How the internship contributed to the student's knowledge of career opportunities in the field.

3.14.6. Responsibilities of the Faculty Sponsor

In general, the faculty sponsor is responsible for ensuring the academic integrity of the internship. Faculty sponsors must be full-time tenured or probationary faculty. Specifically, the faculty sponsor is expected to:

3.14.6.1. Preparation

Ensure that the work represents a new learning experience relevant to the student's major/concentration, and is of sufficient quality to merit University credit.

Determine the number of units to be awarded to the internship.

3.14.6.2. Monitoring

Meet with the student to permit adequate review of the student's progress and to provide direction when and where necessary. Faculty are encouraged to meet with interns in a class setting at least once during the semester.

3.14.6.3. Evaluate and assign a final grade of Credit/No Credit

Prior to the awarding of a grade, the faculty sponsor will:

- Complete a final review by phone or receipt of a written evaluation of the student's work supervisor in accordance with above requirements.
- Ensure that the student submits a final report in accordance with above requirements.
- In the case of any waiver of the requirements, the faculty sponsor should exercise increased guidance and supervision as necessary to assure that the waiver was justified and that the internship benefits the student.

3.14.6.4. Responsibilities of the Associate Dean.

In general, the Associate Dean is responsible for ensuring compliance with the administrative requirements of the internship. Specifically, the Associate Dean or his/her designee is expected to:

3.14.6.4.1. Ensure Understanding

Ensure that the employer understands his/her responsibilities as stated in *3.14.4* above. This may be accomplished by a letter accompanying the Internship Petition.

3.14.6.4.2. Verify Eligibility

Verify that the student satisfies the eligibility requirements outlined in section I above. This may be accomplished by completion of the Internship Application.

3.14.6.4.3. Verify Compliance

Within reason, attempt to verify compliance with the above.

3.14.6.4.4. Verify Faculty Sponsorship

Verify that a faculty sponsor is assigned to each student intern.

3.14.6.4.5. Provide Documentation

Provide the faculty sponsor's department with documentation covering the specifics of the internship.

3.14.7. Appeal Policy

Decisions related to this policy may not be appealed.

3.15. Cooperative Education Experience

3.15.1. Definition

Cooperative Education (COOP) is defined as an in-depth, on-site student exposure to the appropriate business environment, beyond the experiences normally provided by internships.

3.15.2. Courses

Undergraduate students may enroll once in a 194 course for 6 to 12 credit hours. Graduate students may enroll once in a 294 course for 6 to 12 credit hours. A Department Chair may approve additional enrollments, if the subsequent 194/294 COOP experience(s) provide distinctly different and valuable experiences for the student (see section 3.15.6 below). The student shall provide appropriate documentation about the additional COOP experience and obtain the approval of the Department Chair prior to enrollment. Undergraduate 194-course credit will not apply to any concentration

requirements, unless specifically indicated in the concentration requirements. Graduate 294-course credit will not apply to any graduate program or concentration requirements.

3.15.3. Cooperative Education Coordinator

Each academic year, each department will elect a Cooperative Education Coordinator.

The responsibilities of the coordinator will include:

- Screening and verifying COOP opportunities to ensure they are “degree enhancing”,
- Screening and verifying qualification of students from the department applying for COOP opportunities,
- Supervising student experience in department 194 and 294 courses,
- Visiting prospective and active COOP employers, and
- Coordinating with the university Cooperative Education office.

3.15.4. Degree Enhancing COOP Experiences

COOP experiences must add value to the student’s academic experience. It is not the primary purpose of COOP to provide student employment opportunities. Types of COOP experiences that add value to a student’s academic experience include (but are not limited to) those that: (a) do not duplicate the student’s past work experience, (b) are not part of or related to the student’s current employment, (c) are not largely clerical in nature (e.g., data entry), and (d) complement the material presented in one or more courses in the concentration.

3.15.5. Student Qualifications

Undergraduate students must have at least a 2.5 California State University, Sacramento grade-point-average and have completed at least three (3) upper division concentration courses. Graduate students must have at least a 3.00 California State University, Sacramento grade-point-average and have completed at least two (2) core courses in their program. COOP students must have at least one semester remaining in their academic programs after completion of the COOP experience.

3.15.6. COOP Requirements

All other COOP requirements will be specified by the California State University, Sacramento Cooperative Education Office. Each department in the College of Business Administration may establish more stringent requirements for their respective COOP experiences.

3.15.7. Appeal Policy

The decisions related to Cooperative Education Experience by department chairs and department COOP coordinators may not be appealed.

4. Procedures for Appeals and Petitions

All petition and appeal requests must be submitted to either the Degree Programs Center (for undergraduate students) or the Graduate Programs Office (for graduate students).

5. Glossary

5.1. Academic Dismissal

Disqualified students who fail to earn a semester GPA of 2.0 or meet other requirements specified in the reinstatement contract will be academically dismissed. “Academic Dismissal” means that enrollment privilege has been withdrawn, and that based on the student’s achievement it does not appear that he or she is able to profit from further educational opportunity at this time. Academically dismissed students are not eligible for readmission without at least one semester out of enrollment. Dismissed students are not eligible to use the immediate reinstatement process.

5.2. Academic Disqualification

Probationary students whose CSUS GPA or overall GPA are below 2.0, and who fail to earn a 2.0 semester GPA in the subsequent semester are academically disqualified.

Probationary students with grade point deficiency in excess of defined class level limits who fail to earn 2.0 semester GPA are academically disqualified.

5.3. Academic Probation

Students whose semester GPA, or CSUS GPA or overall GPA falls below 2.0 will be placed on probation.

5.4. Academic Probation, Continued

Probationary students whose CSUS GPA and overall GPA are above 2.0 but who again fail to earn a semester GPA of 2.0.

Probationary students who have earned a 2.0 in the current semester but whose CSUS and overall GPA remain below a 2.0.

Probationary students who have earned a semester grade point average that maintains the grade point deficiency within class level limits. Class level limits are defined as follows:

<u>CLASS LEVEL</u>	<u>LIMIT</u>
<u>Freshman/Sophomores</u> Students with fewer than 56 semester units completed	<u>Maximum of 15 grade points below 2.0</u>
<u>Juniors</u> Students with 57-89 units completed	<u>Maximum of 9 grade points below 2.0</u>
<u>Seniors</u> Students with 90 or more units completed	<u>Maximum of 6 grade points below 2.0</u>

5.5. Academic Warning

Graduate or post baccalaureate students shall maintain a cumulative grade point average of at least 3.0 for all course work. An “Academic Warning,” essentially probation, is issued to a student for a semester when any of the following occur:

1. the cumulative grade point average falls below 3.0.
2. the semester grade point average is below 3.0 regardless of the cumulative grade point average.
3. a penalty grade (C-, D, F, U, NC) is received for any course regardless of the semester or cumulative grade point average.

If a student's academic work meets any of the conditions for an academic warning in the following semester, s/he becomes "Subject to Dismissal" i.e., disqualified. Unclassified graduate students (including second bachelors students) will be disqualified if their grade point average falls below 2.5.

5.6. Administrative Probation and Administrative Dismissal

Undergraduate students are subject to Administrative Probation for the following reasons:

1. Withdrawal from all or a substantial portion of their courses in two successive terms or in any three terms.
2. Repeated failure to progress toward a degree or other program objective, when such failure is due circumstances within the control of the student.
3. Failure to comply, after due notice, with an academic requirement or regulation. Students who do not meet the conditions for removal of administrative actions including to further administrative actions including administrative dismissal.

5.7. Appeal

An appeal is a request by a student to review (change) a decision reached by a College of Business Administration administrator or committee. Appeals are considered by a person or committee other than the original reviewing person or committee.

5.8. Articulation Agreements

These are formal agreements between the College of Business Administration at California State University, Sacramento and other Universities, Colleges, and Community Colleges that provide for the acceptance of courses taught at other Universities, Colleges, and Community Colleges towards a degree from California State University, Sacramento. Articulation Agreements are reviewed and renewed on a regular basis.

5.9. CASPER

CASPER is the acronym for Computer Access Student Phone Entry Registration. It is the telephone registration system used for adding or dropping courses at California State University, Sacramento.

5.10. Currency of Knowledge

Prior college coursework—from California State University, Sacramento or another institution—must have been taken recently enough so that the student’s knowledge of the subject matter is current and timely. Decisions on currency of knowledge are the purview of the faculty of the College of Business Administration.

5.11. Degree Programs Center

The Degree Programs Center (DPC) is the student services office within the College of Business Administration that handles all *undergraduate* advising and record keeping.

5.12. Equivalency

A decision on whether a student’s prior background, knowledge and /or coursework has provided that student with knowledge similar in kind to that which would be learned in a particular course of study. Equivalency decisions are the purview of the faculty of the College of Business Administration.

5.13. Foundation Courses

The Foundation Courses are the entry-level courses established as preparatory for all College of Business Administration’s graduate programs.

5.14. Good Standing

Continuing CSUS students with no overall or CSUS grade point deficiency and new CSUS students with no transfer grade point deficiency are in good academic standing. Students who are in good standing at the end of the semester will be eligible to enroll in the subsequent semester.

5.15. Graduate Programs Office

The College of Business Administration's Graduate Programs Office (GPO) handles all *graduate* advising and record keeping.

5.16. Incomplete

A special grade that may be given to students who are unable to complete the required coursework for reasons beyond their control. The issuance of 'Incomplete' grades is rare and granted only under very carefully defined situations. 'Incomplete' grades are not an option for a student with a failing grade in the course. An 'Incomplete' is to be assigned only with an approved contract that clearly delineates the requirements for completing the course.

5.17. Petition

An official request by a student to initiate some formal action related to academic standards.