

California State University  
**Northridge**

Minutes of EPC Meeting:	March 25, 2009
Approved by Committee	April 22, 2009
Submitted to Executive Committee	_____
Submitted to Academic Senate	_____
Approved by Academic Senate	_____

MEMBERS PRESENT: R. Horowitz, N. Dermendjian, S. Morgan, R. Cohen, T. Black, H. Hertzog (Chair), L. Lampert, R. Veddd, C. Rawitch, K. Baker

MEMBERS ABSENT: A. Akers

GUESTS PRESENT: A Sanchez-Munoz, D. Rodriguez, P. Faiman, D. Bleich, J. Dow, S. Svorny, J. Hennessey, M. Afifi, B. Cortez, E. Adams, G. Uba, M. Ruzgar, R. Talbott, P. Herman, K. Kearns, M. Filbeck, W. Birky, C. Von Mayrhauser, R. Espinoza

STAFF: G. Mena

#### I. Announcements

- A. The April 22, 2009 meeting will take place in UN 277

#### II. Business

- A. The minutes from February 25, 2009 were **MSP**. The March 11, 2009 minutes will be reviewed on April 22.
- B. Cynthia Rawitch distributed the Repeat and Withdrawal policies drafted as a response to Executive Order 1037. These policies **were MSP** to go to Senate with edits for the following issues: [**Attachment IIB**]
  - 1. Clarification of whether or not the repeat policy includes developmental coursework.
  - 2. Clarification of the signature required for a third repeat.
- C. Review of College of Humanities Regular Curricula  
The following non-GE New Courses were **MSP**:
  - 1. CAS 421: Central American Literature Seminar
  - 2. ENGL 459: Selected Topics in Writing and Rhetoric
  - 3. RS 384: Approaching the Qur'an Spring 2010 implementation.This Course Modifications was **tabled**:
  - 4. CHS 433: Language Acquisition of the Chicana/o and ESL Speakers. It will be reviewed again on April 22, 2009.Program Modifications.
  - 5. The CAS Program Modifications (3) (Inclusion of CAS 421 in Major, Double major, and Minor was **MSP**).
  - 6. The ENGL Program Modification (Inclusion of ENGL 459 in Writing and Rhetoric Minor) was **MSP**.
  - 7. The GWS Program Modification (to restructure Minor) **was withdrawn by the College**.
  - 8. LRS Program Modification (Update ART course options) **MSP**
  - 9. LRS Program Modification (Include CAS 100 and CAS 102) **MSP**
  - 10. LRS Program Modification (Include CAS 201) **MSP**
  - 11. LRS Program Modification (Include ENGL 303 in Freshman ITEP Program) **MSP**
  - 12. LRS Program Modification (Include RS 255) **MSP**
  - 13. MCLL Program Modification (Language and Cultures, to include FLIT 383 and 384) **MSP**

General Education

New Courses

14. CAS 155: Approaches to University Writing. Department was asked to revise from to show IC and Letter-grade only checked on the form. **MSP.**
15. CHS 333: Language and Society for Chicano/as and Other Minority Children. **This proposals was tabled with CHS 433.**
16. RS 240: History of Religions **MSP with a title change** to “Approaches to the History of Religions”.

Course Modifications

17. CHS 101: Spanish for Chicanos I **MSP. Implemented Fall 2009.**
18. CHS 102: Spanish for Chicanos II **MSP.**
19. ENGL 306: Report Writing **MSP**
20. ENGL 312: Literature and Film **This course was not approved, reversed and then tabled.**
21. GWS 200: Introduction to Gender and Women’s Studies **MSP**
22. GWS 300: Women as Agents of Change **MSP**

D. Review of College of Business and Economics.

All of the CBE Course Modifications were **MSP.**

1. FIN 430: Change prerequisites – add grade requirement in FIN 303 ~~for FIN majors~~
2. FIN 431: Change prerequisites – add grade requirement in FIN 303 ~~for FIN majors~~
3. FIN 432: Change prerequisites – add grade requirement in FIN 303 ~~for FIN majors~~
4. FIN 433: Change prerequisites – add grade requirement in FIN 303 ~~for FIN majors~~
5. FIN 434: Change prerequisites – add grade requirement in FIN 303 ~~for FIN majors~~
6. FIN 435: Change prerequisites – add grade requirement in FIN 303 ~~for FIN majors~~
7. FIN 436: Change prerequisites – add grade requirement in FIN 303 ~~for FIN majors~~
8. FIN 437: Change prerequisites – add grade requirement in FIN 303 ~~for FIN majors~~
9. FIN 438: Change prerequisites – add grade requirement in FIN 303 ~~for FIN majors~~
10. FIN 439: Change prerequisites – add grade requirement in FIN 303 ~~for FIN majors~~
11. FIN 442: Change prerequisites – add grade requirement in FIN 303 ~~for FIN majors~~
12. MGT 462: Name Change
13. MGT 466: Name Change
14. MKT 304: Change prerequisites – add grade requirement in MKT 304 for MKT majors
15. MKT 346: Change prerequisites – add grade requirement in MKT 304 for MKT majors
16. MKT 348: Change prerequisites – add grade requirement in MKT 304 for MKT majors
17. MKT 440: Change prerequisites – add grade requirement in MKT 304 for MKT majors
18. MKT 441: Change prerequisites – add grade requirement in MKT 304 for MKT majors
19. MKT 442: Change prerequisites – add grade requirement in MKT 304 for MKT majors
20. MKT 443: Change prerequisites – add grade requirement in MKT 304 for MKT majors
21. MKT 445: Change prerequisites – add grade requirement in MKT 304 for MKT majors
22. MKT 449: Change prerequisites – add grade requirement in MKT 304 for MKT majors
23. MKT 498: Change prerequisites – add grade requirement in MKT 304 for MKT majors
24. MKT 499: Change prerequisites – add grade requirement in MKT 304 for MKT majors

General Education

New Course Proposals

25. ECON 150: GE **MSP: Proposal form should reflect a letter grade only.**

Course Modification Proposals

26. FIN 302: Change prerequisites **MSP.**

Program Modifications

27. Economics: Change requirement from BUS 205 to ENGL 205 (BUS 205 is no longer available; the equivalent course has been changed to ENGL 205)

28. Financial Services: Modify double major restriction and reduce the number of required courses (by 2) and increase the number of elective courses (by 2)

- E. Regarding Hybrid Courses: As part of the Give Students a Compass Project, Institutional Research will be collecting data related to online instruction. H. Hertzog asked EPC to send any suggested questions that they would like to be considered for inclusion in the survey instrument.

### III. Pending Issues

- A. EO 1033
- B. Course Numbers
- C. Curriculum Forms
- D. GE Recertification Reports

### **[Attachment IIB]**

#### **COMMITTEE REPORT OF ADOPTION OF POLICY RECOMMENDATION**

**DATE: March 19, 2009**

**TO:** Jennifer Matos, Faculty President

**FROM:** Educational Policies Committee

**BY:** Cynthia Z. Rawitch

**Name of proposed policy: Undergraduate Policy on Repeating Courses**

At its meeting on March 25, 2009, the Committee adopted a policy recommendation by passing the following motion:

**MSP:**

## **Current policy or catalog copy:**

### **Repeating Courses**

The university recognizes that undergraduate students may need to repeat one or more courses in order to fulfill degree requirements and/or enhance previously acquired skills. However, students should seek academic advisement before deciding to repeat any course. Students should be aware that other institutions (e.g., medical schools, graduate programs, law schools) might not recognize this repeat policy and will use the forgiven grades in recalculating grade point averages. The following rules apply:

1. A maximum of 15 semester units of CSU Northridge coursework in which a student earned a C minus or lower grade may be repeated for the purpose of excluding grades (or grade forgiveness) from the computation of a student's overall GPA. Only the first 15 semester units repeated are eligible for grade forgiveness. All subsequent repeats will be averaged into the student's total GPA.
2. Students cannot improve grades of courses taken at CSUN by repeating them at another institution. Students cannot improve grades of courses taken at another institution by repeating them at CSUN.
3. Registration in repeated courses is limited to the Nonrestrictive and Late Registration periods and is prohibited during the Registration-by-Appointment period.
4. Only one repeat per course is permitted for the purpose of improving the grade. The higher of the two grades is counted in the student's grade point average. The lower grade is forgiven from GPA computation, but both grades appear on the student's permanent record (transcript).
5. If a student enrolls in a course for a third or additional time, the units attempted and any grade points earned will be averaged with all other grades earned for the course (except ones that were awarded grade forgiveness). On the third or subsequent enrollment in a course, permission of the Associate Dean of the college is necessary.
6. Subsequent enrollment must be on the same basis of grading as the first.
7. Grades assigned as part of a disciplinary action cannot be forgiven.
8. This policy does not pertain to repeats in courses such as Music Ensembles and Independent Study where the curriculum allows, permits or requires repeats.

## **Proposed policy showing changes:**

### Repeating Courses

The uUniversity recognizes that undergraduate students may need to repeat one or more courses in order to fulfill degree requirements and/or enhance previously acquired skills. However, students should seek academic advisement before deciding to repeat any course. Students should be aware that other institutions (e.g., medical schools, graduate programs, law schools) might not recognize this repeat policy and may use "forgiven" grades in recalculating grade point averages. The following rules apply:

1. A maximum of 1516 semester units of CSU Northridge coursework in which a student earned a C minus or lower less than a C grade may be repeated for the purpose of excluding grades (grade forgiveness) from the computation of the student's overall GPA. Only the first 1516 semester units are eligible for grade forgiveness. All subsequent repeats will be averaged into the student's total GPA.
2. Students cannot improve grades of courses taken at CSUN by repeating them at another institution. Students cannot improve grades of courses taken at another institution by repeating them at CSUN.
2. An additional 12 semester units of coursework may be repeated for grade averaging, i.e. both the original grade and the repeat shall be calculated into the student's total GPA.
3. Registration in repeated courses is limited to the Nonrestrictive and Late Registration periods and is prohibited during the Registration-by-Appointment period.
3. Students cannot improve grades of courses taken at CSUN by repeating them at another institution. Students cannot improve grades of courses taken at another institution by repeating them at CSUN.
4. Only one repeat per course is permitted for the purpose of improving the grade. The higher of the two grades is counted in the student's grade point average. The lower grade is forgiven from GPA computation, but both grades appear on the student's permanent record (transcript).

4. The stated limit (16 units for grade forgiveness and 12 units for grade averaging) applies only to units completed at CSU Northridge. The limits apply to all courses taken at CSUN, whether a student is matriculated or enrolled through self-support such as Extended Learning.

5. If a student enrolls in a course for a third or additional time, the units attempted and any grade points earned will be averaged with all other grades earned for the course (except ones that were awarded grade forgiveness). On the third or subsequent enrollment in a course, permission of the Associate Dean of the college is necessary.

5. Registration in repeated courses is limited to the Nonrestrictive and Late Registration periods and is prohibited during the Registration-by-Appointment period.

6. Subsequent enrollment must be on the same basis of grading as the first.

6. Undergraduate students may repeat an individual course no more than three times—one original and two repeats. Only one repeat per course is permitted for improving the grade, with the higher of the two grades counted in the student's GPA. If a student enrolls in a course for a third time, the units attempted and any grade points earned will be averaged with all other grades earned for the course (except ones that were awarded grade forgiveness). On the third enrollment in a course, permission of the Associate Dean of the college is necessary.

7. Grades assigned as part of a disciplinary action cannot be forgiven.

7. Subsequent enrollment must be on the same basis of grading as the first.

8. This policy does not pertain to repeats in courses such as Music Ensembles and Independent Study where the curriculum allows, permits or requires repeats.

8. Grade forgiveness is not applicable in courses for which the original grade was the result of a finding of academic dishonesty.

9. This policy does not pertain to repeats in courses such as Music Ensembles and Independent Study where the curriculum allows, permits or requires repeats.

10. This policy applies only to baccalaureate units, i.e., those that count toward the degree.

### **Proposed policy**

**[This is the content of the new policy without the changes tracked.]**

#### Repeating Courses

The University recognizes that undergraduate students may need to repeat one or more courses in order to fulfill degree requirements and/or enhance previously acquired skills. However, students should seek academic advisement before deciding to repeat any course. Students should be aware that other institutions (e.g., medical schools, graduate programs, law schools) might not recognize this repeat policy and may use “forgiven” grades in recalculating grade point averages. The following rules apply:

1. A maximum of 16 semester units of CSU Northridge coursework in which a student earned less than a C grade may be repeated for the purpose of excluding grades (grade forgiveness) from the computation of the student's overall GPA. Only the first 16 semester units are eligible for grade forgiveness.

2. An additional 12 semester units of coursework may be repeated for grade averaging, i.e. both the original grade and the repeat shall be calculated into the student's total GPA.

3. Students cannot improve grades of courses taken at CSUN by repeating them at another institution. Students cannot improve grades of courses taken at another institution by repeating them at CSUN.

4. The stated limited (16 units for grade forgiveness and 12 units for grade averaging) apply only to units completed at CSU Northridge. The limits apply to all courses taken at CSUN, whether a student is matriculated or enrolled through self-support such as Extended Learning.

5. Registration in repeated courses is limited to the Nonrestrictive and Late Registration periods and is prohibited during the Registration-by-Appointment period.

6. Undergraduate students may repeat an individual course no more than three times—one original and two repeats. Only one repeat per course is permitted for improving the grade, with the higher of the two grades counted in the student's GPA. If a student enrolls in a course for a third time, the units attempted and any grade points earned will be averaged with all other grades earned for the course (except ones that were

awarded grade forgiveness). On the third enrollment in a course, permission of the Associate Dean of the college is necessary.

7. Subsequent enrollment must be on the same basis of grading as the first.

8. Grade forgiveness is not applicable in courses for which the original grade was the result of a finding of academic dishonesty.

9. This policy does not pertain to repeats in courses such as Music Ensembles and Independent Study where the curriculum allows, permits or requires repeats.

10. This policy applies only to baccalaureate units, i.e., those that count toward the degree.

**Summary of Supporting Reasons:**

Executive Order 1037 goes into effect for all CSU campuses on August 1, 2009. The proposed policy aligns CSU Northridge's current policy with that of the system while integrating items that are uniquely this campus'.

**Procedures (if applicable):**

This new counting of maximum repeats for grade forgiveness and grade averaging starts anew in Fall 2009. Any repeats used prior to the start of the Fall 2009 semester will not be counted in these new maximums.

Admissions & Records is working with CMS statewide so that our SOLAR system will be able to count the repeats automatically. The new system will prevent students from exceeding these limits. This is different from the current arrangement in which the University resolves these matters long after the fact of enrollment.

**COMMITTEE REPORT OF ADOPTION OF POLICY RECOMMENDATION**

**DATE:** March 18, 2009

**TO:** Jennifer Matos, Faculty President

**FROM:** Educational Policies Committee

**BY:** Cynthia Z. Rawitch

**Name of proposed policy: Undergraduate Policy on Withdrawals**

At its meeting on March 25, 2009, the Committee adopted a policy recommendation by passing the following motion:

**MSP:**

**Current Catalog Copy:**

**Withdrawal (W):** The symbol “W” indicates that the student was permitted to drop the course after the twentieth day of 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 the calculation of grade point average.

Withdrawals During the First 20 Days of Instruction: Students wishing to completely withdraw from the University prior to or during the first 20 days of instruction may do on SOLAR by accessing System Registration. University Cash Services will automatically process (and mail) checks based on withdrawal information. New and returning students who completely withdraw from the University prior to the 20th day of instruction are not considered continuing students and must reapply to attend any subsequent semester. Those students who are continuing from the previous semester will automatically be placed on a Leave of Absence if they meet the criteria. (See Leave of Absence under Categories of Enrollment for further information.)

Withdrawals After the 20<sup>th</sup> day of Instruction: Students who must withdraw after the twentieth day of instruction and prior to the last three weeks of instruction for reasons clearly beyond their control, and who can justify serious and compelling circumstances, may withdraw without academic penalty by securing the approval of the instructor and the appropriate campus officials, as designated in the current Schedule of Classes. If approved, the Grade of “W” will be assigned for withdrawals after the twentieth day of instruction. Students completely withdrawing after the 20<sup>th</sup> day of instruction will be considered continuing students for the next semester. Under no circumstances does nonattendance nor the stopping of payment of a check constitute a withdrawal from the University.

Withdrawals During the Last Three Weeks of the Semester: Withdrawals are not permitted during the final three weeks of instruction or thereafter except in cases such as accident or serious illness where the cause of the withdrawal is clearly beyond the student’s control and the assignment of an incomplete is not practical. Ordinarily it is expected that withdrawals during this period will be complete withdrawals from the University except in circumstances where sufficient work has been completed in one or more of the courses to permit an evaluation of coursework and an assignment of a grade. Students may obtain forms and procedural information at the Office of Admissions and Records.

Medical Withdrawal: Students seeking complete medical withdrawals may complete the necessary forms at the Student Health Center. Upon receipt of verifying information from a student’s personal physician, the

Director of the Health Center will evaluate the case. A medical withdrawal usually constitutes complete withdrawal from the University for the academic period in question.

In cases where medical evidence and the specific physical demands and environment of the classes overwhelmingly support withdrawal from only a portion of a student's program of study, partial withdrawals will be permitted prior to the final three weeks of the instruction, except in cases of accident or serious illness. A request for a partial medical withdrawal for undergraduate students and a partial medical withdrawal Health Provider Report must be completed and submitted to the office of Undergraduate Studies. These forms are available at [www.csun.edu/forms](http://www.csun.edu/forms). Partial medical withdrawals will be granted solely for established medical purposes prior to a student taking final exams.

Withdrawals due to illness in the family will be granted only if the attending physician stipulates that the student is the primary caregiver for the family member. Withdrawals due to illness in the family should be requested on late change in academic schedule for undergraduate students at [www.csun.edu/anr/forms](http://www.csun.edu/anr/forms) and submitted according to directions on the form.

**Proposed policy or catalog copy:**

**[There are no revisions to the existing policy. The new policy from EO 1037 will be added to the existing policy and procedures.]**

**Withdrawal (W):** The symbol "W" indicates that the student was permitted to drop the course after the twentieth day of 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 the calculation of grade point average.

Withdrawals During the First 20 Days of Instruction: Students wishing to completely withdraw from the University prior to or during the first 20 days of instruction may do on SOLAR by accessing System Registration. University Cash Services will automatically process (and mail) checks based on withdrawal information. New and returning students who completely withdraw from the University prior to the 20th day of instruction are not considered continuing students and must reapply to attend any subsequent semester. Those students who are continuing from the previous semester will automatically be placed on a Leave of Absence if they meet the criteria. (See Leave of Absence under Categories of Enrollment for further information.)

Withdrawals After the 20<sup>th</sup> day of Instruction: Students who must withdraw after the twentieth day of instruction and prior to the last three weeks of instruction for reasons clearly beyond their control, and who can justify serious and compelling circumstances, may withdraw without academic penalty by securing the approval of the instructor and the appropriate campus officials, as designated in the current Schedule of Classes. If approved, the Grade of "W" will be assigned for withdrawals after the twentieth day of instruction. Students completely withdrawing after the 20<sup>th</sup> day of instruction will be considered continuing students for the next semester. Under no circumstances does nonattendance nor the stopping of payment of a check constitute a withdrawal from the University.

Withdrawals During the Last Three Weeks of the Semester: Withdrawals are not permitted during the final three weeks of instruction or thereafter except in cases such as accident or serious illness where the cause of the withdrawal is clearly beyond the student's control and the assignment of an incomplete is not practical. Ordinarily it is expected that withdrawals during this period will be complete withdrawals from the University except in circumstances where sufficient work has been completed in one or more of the courses to permit an evaluation of coursework and an assignment of a grade. Students may obtain forms and procedural information at the Office of Admissions and Records.

Medical Withdrawal: Students seeking complete medical withdrawals may complete the necessary forms at the Student Health Center. Upon receipt of verifying information from a student's personal physician, the Director of the Health Center will evaluate the case. A medical withdrawal usually constitutes complete withdrawal from the University for the academic period in question.



In cases where medical evidence and the specific physical demands and environment of the classes overwhelmingly support withdrawal from only a portion of a student's program of study, partial withdrawals will be permitted prior to the final three weeks of the instruction, except in cases of accident or serious illness. A request for a partial medical withdrawal for undergraduate students and a partial medical withdrawal Health Provider Report must be completed and submitted to the office of Undergraduate Studies. These forms are available at [www.csun.edu/forms](http://www.csun.edu/forms). Partial medical withdrawals will be granted solely for established medical purposes prior to a student taking final exams.

Withdrawals due to illness in the family will be granted only if the attending physician stipulates that the student is the primary caregiver for the family member. Withdrawals due to illness in the family should be requested on late change in academic schedule for undergraduate students at [www.csun.edu/anr/forms](http://www.csun.edu/anr/forms) and submitted according to directions on the form.

### **Additional Withdrawal Rules**

1. Undergraduate students may withdraw from no more than 18 semester units of CSU Northridge courses. This 18 semester unit limit does not apply to the first 20 days of each semester when withdrawals from courses are permitted without restriction or penalty.
2. Medical withdrawals, whether partial or complete, do not count toward the maximum 18.
3. The maximum of 18 semester units applies only to units completed at CSU Northridge. The limits apply to all courses taken at CSUN, whether a student is matriculated or enrolled through self-support such as Extended Learning.
4. This policy applies only to baccalaureate units, i.e., those that count toward the degree.
5. All other CSU Northridge current policies related to withdrawals remain the same, except as stated in items 1-4, above.

### **Summary of Supporting Reasons:**

Executive Order 1037 goes into effect for all CSU campuses on August 1, 2009. The proposed policy aligns CSU Northridge's current policy with that of the system while integrating items that are unique to this campus.

### **Procedures (if applicable):**

The counting of withdrawals to a maximum of 18 units starts anew in Fall 2009. Any withdrawals used prior to the start of the Fall 2009 semester will not be counted in these new maximums. Admissions & Records is working with CMS statewide so that our SOLAR system will be able to count withdrawals automatically. The new system will prevent students from exceeding these limits. This is different from the current arrangement in which the University resolves these matters long after the fact of enrollment.