



## Academic Remediation Form

Office of Academic Affairs  
9700 West Taron Drive | Elk Grove, CA 95757  
(P) 916-686-7400 | [OAA@cnsu.edu](mailto:OAA@cnsu.edu)

### Remediation Policy

Only a course grade of D is eligible for remediation. Remediation must be completed within 10 business days after the last exam. Unsuccessful remediation may result in **Academic Probation** for the student. If a student earns a course grade of F then the student must repeat the course the next time it is offered.

The format for remediation examination is at the discretion of the course coordinator/instructor. Remediation will usually consist of taking a comprehensive remedial examination that covers the material presented throughout the course. Preparation for a remedial examination is the sole responsibility of the student, and may consist of, but is not limited to, self-study, tutoring, and/or meetings with the course coordinator/instructor.

Satisfactory mastery of the material will be decided by the course coordinator/instructor, but generally will be a score of at least 70% on the comprehensive remedial examination. A course grade of C will be reported to the Office of the Registrar if the remedial comprehensive examination is satisfactorily completed. The course grade of C earned as a result of passing the remedial examination will be used in the calculation of the student's cumulative GPA.

If the course is not successfully remediated, the initial course grade of D will remain on the student's transcript and be used in the calculation of the student's GPA.

For complete information on the Academic Progression Policy, please contact the Office of Academic Affairs.

### Remediation Form Instructions

#### Section 1: Student Information

The course coordinator/instructor should enter as much information as possible and then submit the form to the Office of Academic Affairs (OAA) for eligibility review.

#### Section 2: Eligibility

OAA will review the student's eligibility for remediation. If the student is eligible, OAA will return the form to the course coordinator/instructor. The course coordinator/instructor should then complete *Section 3B* of the form. If the student is not eligible to remediate, OAA will notify both the course coordinator/instructor and the student.

#### Section 3A: Not Eligible for Remediation

The student will meet with the Senior Associate Dean of Academic Affairs to discuss his/her academic progression plan. At the conclusion of the meeting, the student will sign the form.

OR

#### Section 3B: Remediation Plan

The course coordinator/instructor will meet with the student to discuss the remediation plan, including due date. Both the course coordinator/instructor and the student will sign the form to indicate agreement with the proposed remediation plan.

#### Section 4: Student Follow-Up

This section of the form must be completed by the course coordinator/instructor, OAA, and the student. The completed form will be submitted by OAA to the Office of the Registrar for grade processing.

