Flowchart 1: Determining Academic Eligibility

Each Term

Did you pass 27 units with a term GPA of 1.9 by the Academic Calendar's Grade Due Date?  
Yes

You are eligible to continue enrollment.

However...

No

Did you have an approved underload by Add Day, or were you granted a one-time exception to the Add Day rule by the Deans?  
Yes

You are ineligible to continue enrollment and will be notified by the Registrar.

No

Can you pass 27 units (or all units on an approved underload) before the start of the next term?  
Yes

You are ineligible to continue enrollment.  
See Flowchart 3

No

Is it only because you received incomplete (I) or extension (E) grades?  
Yes

You will "clear" your ineligibility and remain eligible to enroll.

However...

See next chart on important notes on taking incompletes or receiving extensions in relation to Academic Eligibility.

No

Did you complete all of the units of your approved underload?  
Yes

Is it the end of spring term?

No

Did you complete 108 units over the academic year (or 3 trailing terms if not in attendance the entire year)?  
Yes

You are eligible to continue enrollment.

No

Were you reinstated by UASH this academic year (or 3 trailing terms if not in attendance the entire year)?  
Yes

You are exempt from the “108 unit rule” and remain eligible.

No

Did you have an approved underload before Add Day (or were granted a one-time exception to the Add Day rule by the Deans) for a term during the academic year (or 3 trailing terms if not in attendance for the entire year)?  
Yes

You are ineligible to continue enrollment.  
See Flowchart 3

No

Each Year

Did you complete 108 units over the academic year (or 3 trailing terms if not in attendance the entire year)?  
Yes

You are eligible to continue enrollment.

No

Did you pass 27 units with a term GPA of 1.9 by the Academic Calendar's Grade Due Date?  
Yes

You are eligible to continue enrollment.

No

Can you pass 27 units (or all units on an approved underload) before the start of the next term?  
Yes

You are ineligible to continue enrollment.  
See Flowchart 3

No

Did you complete all of the units of your approved underload?  
Yes

Is it the end of spring term?

No

Did you have an approved underload before Add Day (or were granted a one-time exception to the Add Day rule by the Deans) for a term during the academic year (or 3 trailing terms if not in attendance for the entire year)?  
Yes

You are ineligible to continue enrollment.  
See Flowchart 3

No

PLEASE NOTE: IN ADDITION TO ENROLLMENT LIMITATIONS, YOU MAY ONLY CLEAR AN ACADEMIC INELIGIBILITY FROM YOUR ACADEMIC RECORD BY THE START OF THE TERM (NOT ADD DAY).

Disclaimer: This is a tool to supplement the Catalog. Students are responsible for knowing and adhering to the Eligibility to Be Enrolled policy in the Catalog.

2020-21
Flowchart 2: Academically Ineligible because of E & I Grades
Planning to Ensure You can Continue Enrollment into the Next Term

Do you think you’ll need more time to finish your coursework before the first day of classes?

No

That’s great! You’re on track to be eligible.

Yes

Do you know how many units you need to have passed by the first day of the next term (or beginning of a SURF)?

No

I will try to become academically eligible by the start of the next term.

Yes

Yes, and I do not think I’ll be able to become academically eligible by the start of the next term.

Look at your unofficial transcript...

End of fall or winter
You have NO underload, an underload between 27-35 units, or a post-Add Day underload: You must pass 27 units with a 1.9 GPA. Make sure you know how many E’s or I’s you can afford to get and stay academically eligible.

Example: If you’re registered for 45 units, you can afford to have no more than 18 units of E’s or I’s at the start of the following term. Keep in mind that you still need a 1.9 GPA.

You have a Pre-Add Day underload that’s <27 units: You must pass all the units of the underload with a 1.9 GPA.

Example: If you’re registered for 27 units and receive one E grade, you would currently be ineligible, and you would need to have that final grade in REGIS before the first day of classes in order to be able to stay enrolled the next term.

End of spring (you meet the below criteria)
NO pre-Add Day underloads, an underload between 27-35 units, or a post-Add Day underload of any amount, and have NOT been academically ineligible within your past three terms: You must pass 27 units and 108 units over the last three terms. Make sure you know how many E’s or I’s you can afford to get and stay academically eligible.

Example: If you passed 36 units in fall, 36 units in winter, and you are registered for 36 units in the spring, you would need to pass all of your spring units before the start of the term to meet the “108 rule”. A single E or I in spring would make you Academically Ineligible even if you passed 27 units.

SURFs and End of Spring Eligibility Statuses: Your status at the end of spring also affects your ability to do a SURF or summer courses (including research). So, your faculty may have said you could finish the grade by the beginning of fall term. However, if you planned on doing a SURF, remember that you may actually need that grade much sooner.

During your past three terms - You either had a Pre-Add Day underload that’s <27 units or had been academically ineligible: You must pass 27 units with a 1.9 GPA but are waived from the “108 rule”. Make sure you know how many E’s or I’s you can afford to get and stay academically eligible.

Example: If you’re registered for 27 units and receive one E grade, you would currently be ineligible and you would need to have that final grade in REGIS before your SURF begins in order to be able to start it, summer courses, research, or fall courses.

After reviewing above, do you think your E’s or I’s will keep you from being able to meet Academic Eligibility criteria?

Tips for those with E and I grades:
- Faculty need time to grade! The last day to “clear” an ineligibility is right before the first day of classes. That’s when your grade needs to be posted in REGIS. They might be unavailable to grade the work before the term, so make a plan with them.
- Incompletes that you work on through Add Day of the following term can negatively impact your start of the next term. Depending on how much work you have to do, it can feel like you’re doing an overload those first few weeks. That can lead to a cycle of more incompletes down the line.
- Students are limited to 6 E’s during their academic career. Due date extensions beyond Add Day will count against the student’s limit of 6. If a student wishes to receive extensions beyond the limit of 6, they have to petition UASH each time. I grades do not have limits. However, the grade of E is only given in case of sickness or other emergency that justifies noncompletion of the work. Both the deans and faculty have to approve before a student can be assigned an I grade.

Flowchart 3, talk to the deans about either taking a course the next term or becoming academically eligible by the start of the next term.

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Flowchart 3: “I’m ineligible, now what?”

Is this your first ineligibility?
- Yes: Petition the deans
  Send a reinstatement petition to the deans. The Deans may reinstate a student after a first ineligibility, however they will often defer to the entire committee. It is important that students in this situation contact their Associate Dean well before the UASH deadline, in case the Dean wants UASH to review the case.
- No: Is this your second ineligibility?
  - Yes: You must withdraw for two terms and then petition UASH to return after time away.
    Students who become ineligible a second time are expected to take 2 full terms away from Caltech, before petitioning for reinstatement. If a student wishes to petition the entire UASH committee sooner, they must first get the approval of 2 of the 3 following individuals: the Chair of UASH, the Dean of Undergraduate Students, and the Registrar.
  - No: Students who become ineligible a third time will ordinarily not be considered for further reinstatement.

Is this your second ineligibility?
- Yes: Petition the deans
- No: Is this your third (or more) ineligibility?
  - Yes: Students who become ineligible a third time will ordinarily not be considered for further reinstatement.
  - No: Petition the deans

Tips for those who are academically ineligible:
- If you have to take terms off - While away from Caltech, make good use of your time such as being gainfully employed, doing an internship, volunteering, completing courses elsewhere, completing all outstanding E or I grades. Talk about these options with the deans to ensure they are appropriate for your situation.
- Reinstatement Petitions and the UASH handbook can be found at www.registrar.caltech.edu/UASH
- If looking for an exception to the above policies, please speak with the deans to learn more about possible options.

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