Flowchart 1: Determining Academic Eligibility

Academic Eligibility does not affect graduating seniors in their final term. Academic Eligibility is only for students who plan to continue to enroll.

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.
- 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 will “clear” your ineligibility and remain eligible to enroll. See Flowchart 3
    - No → You are ineligible to continue enrollment.
    - However... → Did you complete all of the units of your approved underload?
      - Yes → Is it only because you received incomplete (I) or extension (E) grades?
        - Yes → You are ineligible to continue enrollment. See Flowchart 3
        - No → You are eligible to continue enrollment.
      - No → Is it the end of spring term?
        - Yes → See next chart on important notes on taking incompletes or receiving extensions in relation to Academic Eligibility.
        - No → You are exempt from the “108 unit rule” and remain eligible.

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 → Were you reinstated by UASH this academic year (or 3 trailing terms if not in attendance the entire year)?
  - Yes → You are eligible to continue enrollment.
  - 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.
    - No → Did you complete all 108 units over the 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 → You are ineligible to continue enrollment.

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).

* Underload petitions for graduating seniors go to the Registrar instead of the undergraduate Dean. Seniors on the standard track to graduate may be waived from the 108 or 27 rule their final year. Graduating seniors who are considering taking loads below those thresholds should contact the Registrar to discuss their options before dropping.
Flowchart 2: Academically Ineligibility 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 than the Academic Calendar’s Grade Due Date?

- Yes
  - That’s great! You’re on track to be eligible.
- No
  - I will try to become academically eligible by the start of the next term.

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
  - Look at your options and make a plan that works best for you. Determine how much time you need between now and when your professor needs your work in order to have sufficient time to grade as well as submit the final grade to the Registrar before the first day of classes.
  - Think about timing. Maybe you can afford to take 2+ incomplete grades and you only need one to reach the academic eligibility unit/GPA thresholds. In that case, you would want to ensure one grade was in by the start of the term. The other grades would just need to be in by Add Day. If that’s your situation, think about which course would be easiest to complete first.

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

If you feel you cannot finish enough in time for the start of the term, look at your options while you’re Academically Ineligible. Your next steps vary depending on if it is your first, second, or third time being ineligible. You’ll want to talk to the Deans about either taking terms off, such as looking at leaves and how best to use the time. If you feel you want to talk about any exceptions to Flowchart 3, talk to the deans about the process to see if it’s best for you. If petitioning UASH, make sure you know when they meet and when you would need to get your petition in by.

  - See next workflow, “I’m ineligible, now what?”

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 week 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 new 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 I 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.

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 eligible 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?
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: You must withdraw for two terms and then petition UASH to return after time away.
  - Yes: 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 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.

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](http://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.

**PLEASE NOTE:** YOU MAY ONLY CLEAR YOUR INELIGIBILITY FROM YOUR ACADEMIC RECORD BY THE START OF THE TERM (NOT ADD DAY)