

Undergraduate Admissions

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ADMISSION REQUIREMENTS

Cal Poly's Admission Requirements

Since Cal Poly is a campus of The California State University System, all applicants must meet CSU eligibility requirements as specified below. However, Cal Poly typically receives many more applications than it can accommodate. **Consequently, admission to Cal Poly is highly competitive, and meeting the CSU eligibility requirements is insufficient by itself to gain acceptance.** Cal Poly reserves the right to select its students and deny admission to the University or any of its programs as the University, at its sole discretion, determines appropriate based on an applicant's suitability and the best interests of the University.

Unlike most other universities, Cal Poly encourages all students to take at least one course each term in their major program of study, starting immediately on entry. For this reason, all applicants, including first-time freshmen, are required to declare a major on their application for admission. Some students change their major after they have started at the University, but because competition for entry into most majors is strong, and because of Cal Poly's unusual curriculum structure, **transfer from one major to another cannot be guaranteed.**

In selection, Cal Poly looks for students who are accomplished academically and who have taken an active part in their education, in and out of the classroom. Because Cal Poly is unable to accept all of the well qualified applicants who apply, it seeks to be as fair as possible by using an objective, point-based admission selection process developed by the University's faculty. The criteria employed in this process are *in addition* to the CSU eligibility requirements.

Each applicant is screened and ranked by level within a specified major as either a freshman or a transfer applicant. **Freshman** candidates are evaluated in five separate categories, including GPA earned in specific CSU preparatory courses, overall GPA, CSU preparatory coursework, test scores, and work experience and/or extra-curricular activities.

Transfer candidates are evaluated in four categories, including major-specified coursework, general education coursework completed, GPA in completed coursework, and work experience and/or extra-curricular activities.

Each of the six undergraduate academic colleges at Cal Poly has established a minimum score that candidates are required to meet to be qualified to proceed in the admissions process. The university community has also approved consideration for admission based on other factors deemed important to the campus.

Additionally, applicants to the majors of Art and Design and Music are contacted by the major department and asked to submit supplementary information. Art and Design applicants are requested to submit a portfolio based on specific criteria and Music applicants are requested to audition either on tape or in person. Final selection for admission to Art and Design or Music is then determined by the major department.

CSU Eligibility Requirements

As mentioned above, CSU specifies *minimum* requirements for entry into Cal Poly. Meeting these requirements is necessary, but is generally insufficient by itself to gain acceptance.

FRESHMAN REQUIREMENTS

Generally, applicants qualify for regular admission to the CSU system as a first-time freshman if they:

- (1) are a high school graduate,
- (2) have a qualifiable eligibility index (see section on Eligibility Index), and
- (3) have completed with grades of C or better each of the courses in the comprehensive pattern of college preparatory subject requirements (see "Subject Requirements"). Courses must be completed prior to enrollment at Cal Poly.

Eligibility Index

<http://www.csumentor.edu/>

The eligibility index is the combination of a high school grade point average and a score on either the ACT or the SAT. A grade point average is based on grades earned in courses taken during the final three years of high school that satisfy all college preparatory "a-g" subject requirements, with bonus points for approved honors courses (excluding physical education and military science).

A CSU Eligibility Index (EI) can be calculated by multiplying a grade point average by 800 and adding a total score on the SAT I. Students who took the ACT multiply the grade point average by 200 and add ten times the ACT composite score. California high school graduates (or residents of California for tuition purposes) need a minimum index of 2900 using the SAT I or 694 using the ACT. The Eligibility

Index Table illustrates several combinations of test scores and averages that meet minimum eligibility requirements. Persons who neither graduated from a California high school or are residents of California for tuition purposes need a minimum index of 3502 (SAT I) or 842 (ACT). Graduates of secondary schools in foreign countries must be judged to have academic preparation and abilities equivalent to applicants eligible under this section.

Sample Eligibility Index Table for California High School Graduates or Residents of California

GPA	2.00*	2.20	2.40	2.60	2.80	3.00**
ACT Score .	30	26	22	18	14	
SAT I Score	1300	1140	980	820	660	

Example: With a GPA of 2.40 and an SAT I score of 980, minimum eligibility requirements are met.

* Below 2.00 does not qualify for regular admission.

** 3.00 and above qualifies with any score.

When the grade point average is 3.00 or above (3.61 for non-residents), applicants are not required to submit test scores. However, all applicants for admission are urged to take the SAT I or ACT because campuses use these test results for advising and placement purposes and may require them for admission to impacted majors or programs. (*Note that Cal Poly evaluates test scores as part of its competitive admission process. Applicants are unlikely to gain admission to Cal Poly if test scores are not submitted, regardless of grade point average.*)

Applicants qualify for regular admission when the University verifies that they have graduated from high school, have a qualifiable eligibility index, have completed the comprehensive pattern of college preparatory “a-g” subjects, and, if applying to an impacted program, have met all supplementary criteria.

Honors Courses

Up to eight semesters of honors courses taken in the last two years of high school, including up to two approved courses taken in the tenth grade, can be accepted for consideration in the overall GPA criteria. Each unit of A in an honors course will receive a total of 5 points; B, 4 points; and C, 3 points. (*Note that Cal Poly's competitive admission process takes into account all honors courses taken in the 9th through 12th grade for consideration in the College Preparatory GPA criteria.*)

Subject Requirements

CSU requires that first-time freshman applicants complete, with grades of C or better, a comprehensive pattern of college preparatory study totaling 15 units. A “unit” is one year of study in high school.

- 2 years of social science, including 1 year of U.S. history, or U.S. history and government.
- 4 years of English.
- 3 years of math (algebra, geometry, and intermediate algebra).

- 2 years of laboratory science (1 biological and 1 physical, both with labs).
- 2 years in the same foreign language (subject to waiver for applicants demonstrating equivalent competence).
- 1 year of visual and performing arts: art, dance, drama/theater, or music.
- 1 year of electives: selected from English, advanced mathematics, social science, history, laboratory science, foreign language, or visual and performing arts.

Subject Requirement Substitution for Students with Disabilities

Applicants with disabilities are encouraged to complete college preparatory course requirements, if at all possible. If an applicant is judged unable to fulfill a specific course requirement because of his or her disability, alternate college preparatory courses may be substituted for specific subject requirements.

Substitutions may be authorized on an individual basis after review and recommendation by the applicant’s academic advisor or guidance counselor in consultation with the director of Cal Poly's Disability Resource Center.

Although the distribution may be slightly different from the course pattern required of other students, students qualifying for substitutions will still be held accountable for 15 units of college preparatory study.

Students should be aware that course substitutions may limit later enrollment in certain majors, particularly those involving mathematics. For further information and substitution forms, please call the director of Disability Resource Center.

TRANSFER REQUIREMENTS

A transfer applicant meets the *minimum* requirements for admission to the CSU system if the applicant has a grade point average of 2.0 (C) or better in all transferable units attempted, is in good standing at the last college or university attended, and meets the following standards:

The applicant is an upper division transfer student (i.e., at least 60 transferable semester {90 quarter} units have been completed) *and* has made up any missing subject requirements (see “Making Up Missing College Preparatory Subjects”). Nonresidents must have a 2.4 grade point average or better. In addition:

If the applicant graduated from high school in 1988 or later, the applicant must have completed at least 30 semester units of college coursework with a grade of C or better *in each course* to be selected from courses in English, arts and humanities, social science, science and mathematics at a level at least equivalent to courses that meet general education requirements. The 30 units must include all of the general education requirements in communication in the English language and critical thinking (at least 9 semester units) and the requirement in mathematics/ quantitative reasoning (usually 3 semester units) **OR** the applicant must have completed

the Inter-segmental General Education Transfer Curriculum (IGETC) requirements in English communication and mathematical concepts and quantitative reasoning.

If the applicant graduated from high school prior to 1988, the applicant should contact the Admissions Office to inquire about alternative admission programs.

Transferable courses are those designated for baccalaureate credit by the college or university offering the courses.

Making Up Missing College Preparatory Subject Requirements

Applicants who did not complete subject requirements while in high school may make up missing subjects in any of the following ways:

1. Complete appropriate courses with a C or better in adult school or high school summer sessions.
2. Complete appropriate college courses with a C or better. One college course of at least three semester or four quarter units will be considered equivalent to one year of high school study.
3. Earn acceptable scores on specified examinations.

Please consult with the Admissions Office for further information about alternative ways to satisfy the subject requirements.

Hardship Consideration

Cal Poly will give special consideration to place-bound, domiciled, upper-division transfer candidates who are not able to leave the local area and who have completed *all* lower-division and general education courses required for degree completion in their major. After having filed an on-time application for a fall term, and if not selected, qualified candidates can be evaluated for admission based on University Interest as a Hardship Consideration. To be reviewed for Hardship Consideration, a letter that includes official college transcripts from all institutions attended must be sent to the Assistant Vice President of Admissions, Recruitment & Financial Aid.

APPLICATION PROCEDURES

<http://www.csumentor.edu>, http://www.calpoly.edu/_admiss/
Cal Poly, San Luis Obispo requires all applicants to file on-time applications for admission consideration via the Internet at CSU Mentor.

All applications must be accompanied by a \$55 non-refundable application fee that should be submitted through CSU Mentor. The application fee may not be transferred or used to apply to another term.

Importance of Filing Complete, Accurate, Authentic Application for Admission Documents

Cal Poly advises prospective students to supply complete and accurate information on the application for admission, residence questionnaire, and financial aid forms, as

changes to the self-reported information will not be considered. Applicants must also submit authentic, official transcripts sent directly from the issuing institution of *all previous academic work attempted, including work in progress*, when requested to do so by the University. Failure to file complete, accurate, and authentic application documents may result in denial of admission, cancellation of academic credit, suspension, or expulsion (Section 41301 of Title 5, *California Code of Regulations*).

Because all majors at Cal Poly are competitive at the undergraduate level, it is necessary for all applications to be submitted by the application deadline.

TEST REQUIREMENTS

All first-time freshmen need to submit either ACT or SAT I test scores.

The College Board (SAT I)
Registration Unit, Box 6200
Princeton, New Jersey 08541-6200
(609) 771-7588
www.collegeboard.org

ACT Registration Unit
P.O. Box 414
Iowa City, Iowa 52240
(319) 337-1270
www.act.org

CAL POLY APPLICATION FILING PERIODS

Under the Regular Decision process used by the vast majority of those applying, Cal Poly accepts new freshman applicants for the fall and summer terms and new transfer applicants for the fall, summer, and winter terms.

Exceptions—Applicants to the following programs are admitted for the fall term only: Art and Design, and Music.

The following majors will accept new first-time freshman applicants for fall term only and new transfer applicants for both fall and winter terms: Architectural Engineering, Architecture, City and Regional Planning, Construction Management, and Landscape Architecture.

Applications must be submitted by the following dates:

Fall Quarter November 30th of previous year
Summer Quarter Last Day of February of same year
Winter Quarter June 30th of previous year

Freshmen applicants seeking Early Decision must apply by October 31st of previous year (see below).

Notification (Regular Decision)

For a Fall Term:

- The student submits an admission application by November 30th.
- Notification of the admission decision is normally made by the second week in March. If accepted, the student must file an electronic Statement of Intent to Register (SIR).
- The SIR, together with other requested documents, must be returned or postmarked *no later than May 1st*.

Confirmation of Admission

Any offer of admission to Cal Poly is conditional on completion of outstanding requirements and submission of transcripts or other supporting documents, as applicable. Once a student has been conditionally admitted to Cal Poly, it is the student's responsibility to verify that the terms of their conditional acceptance have been met. It is *mandatory* that selected students submit their SIR on-line (and any transcripts or other supporting documents requested by the Admissions Office) by the stated deadline in order to confirm formal admission and guarantee clearance for registration.

Statement of Intent to Register Deadlines (SIR)

Fall Submitted by May 1st
 Summer Not required
 Winter Not required

Early Decision Option

Early Decision is an option offered to those first-time freshman applicants for whom Cal Poly is clearly their first choice. Applicants should have established strong and consistent academic records throughout secondary school and should have completed all the required standardized testing by October of their senior year.

Candidates are reviewed on their program of study in secondary school, academic performance in classes, standardized test scores, extra-curricular activities, and/or work experience.

Early Decision candidates must be committed to attend Cal Poly. Students admitted under this plan and who accept the terms of admission may be released only for compelling medical or financial reasons. Students who apply for Early Decision and are not selected will automatically be reviewed under the Regular Decision process.

For students who choose the Early Decision option:

- The student must submit an electronic application, along with the required \$55 application fee, by a final deadline of October 31st.
- The student is notified of the admission decision by December 15th.
- The student's reply to an offer of admission by Cal Poly must be submitted electronically by January 15th.

OTHER INFORMATION

Returning Students in Same Major

Matriculated students who have not registered for one or two consecutive quarters will be entitled to their registration priority without applying for readmission. Summer Quarter is a regular quarter and is counted in determining the length of absence.

Matriculated students who have not registered for three consecutive quarters or more (counting Summer Quarter) and have not been on an approved leave of absence may return to the University without going through the competitive admissions process providing the following criteria are met:

1. The student must return in the same major.
2. The student must be in good standing (2.0 or better Cal Poly GPA) or have received permission to return from their Academic Dean.
3. A CSU paper application for readmission must be filed or postmarked before the deadline dates listed below. The application fee must accompany the application for readmission.

Application Deadlines for Returning Students

Summer Quarter April 1st
 Fall Quarter July 1st
 Winter Quarter October 1st
 Spring Quarter February 1st

Returning Students Seeking a Different Major

Students wishing to return to Cal Poly in a different major must file an on-line application for admission, including the application fee, by the same application deadlines as new students. They will compete equally with new applicants for the available transfer openings in the new major.

International Students -- General Admissions Requirements

TOEFL Requirement

All undergraduate applicants whose native language is not English, and who have not attended schools at the secondary level or above for at least three years full-time where English is the principal language of instruction, must present a score of 550 or above on the Test of English as a Foreign Language (TOEFL). Those opting to take the Computer Based Test of English as a Foreign Language must present a score of 213 or above. These are minimum CSU requirements, which may be exceeded in Cal Poly's selective admission process. Applicants should take the TOEFL at least six months prior to the term of application to ensure the test scores are received in time for full consideration in the selection process.

Additional Admission Requirements

The CSU must assess the academic preparation of international students. For this purpose, "international students" include those who hold U.S. visas as students, exchange visitors, or those in other nonimmigrant classifications. The CSU uses separate requirements and application filing dates in the admission of international students. Verification of English proficiency (see TOEFL above), financial resources, and academic performance are all important considerations for admission. Academic records from foreign institutions must be on file by the portfolio completion dates listed below, and if not in English, must be accompanied by certified English translations.

To be considered for admission to an undergraduate or graduate program, applicants must have graduated from a secondary, higher secondary, or tertiary institution which is recognized by the Ministry of Education. International applicants must have their admission portfolios completed by the deadline dates listed below. A completed portfolio includes: official transcripts from all schools attended, showing evidence of graduation from secondary school and all coursework and any certificates or degrees received; confidential financial statement; health insurance promissory note; International Education Background form; and a Test of English as a Foreign Language with a score of 550 or more on the written exam or 213 or more on the computer exam. All official documents must be submitted in the native language and accompanied by a certified English translation. International applicants may also be required to submit a fee for an international credential analysis from a specified agency if requested by the Admissions Office.

International Application and Portfolio Completion Deadlines for Undergraduates:

Fall Quarter..... April 1st
 Winter Quarter..... August 1st
 Spring Quarter December 1st
 Summer Quarter..... February 1st

After all required forms and academic documents have been received, the University will determine the candidate's eligibility for admission and notify the applicant of the results. If admitted, students will receive a Certificate of Eligibility (I-20 form) which is necessary to obtain a student visa to enter the United States or for requesting permission from the U.S. Immigration and Naturalization Service (INS) for transfer to Cal Poly from another U.S. school. Other requirements may be imposed by INS. The I-20 form is valid for enrollment only at Cal Poly for the quarter indicated, and includes an expiration date. If it is necessary to change an application to another term, applicants must make the request to Cal Poly in writing and another application fee may be required.

Consistency with State Regulations

The philosophy of the Admissions Office is consonant with the mission of California Polytechnic State University, and is in accordance with Title 5, Chapter 1, Subchapter 3, of the California Code of Regulations. If unsure of these requirements, please view the Cal Poly Admissions website at www.ess.calpoly.edu/_admiss/ or call the Admissions Office (805-756-2311).

Graduate Admission Requirements

For information regarding graduate admission, see the "Graduate Programs" section.

Determination of Residence for Nonresident Tuition Purposes

The campus Office of Admissions determines the residence status of all new and returning students for nonresident tuition purposes. Please refer to the "Appendix" for detailed information.