Academic Requirements & Policies

Academic Records Office and Registration
Information (805) 756-2531
Evaluations (805) 756-2396
Veterans Affairs Coordinator (805) 756-2531

ACADEMIC PLACEMENT

Placement Test Requirements
The California State University requires that each entering undergraduate, except those who qualify for an exemption, take the CSU Entry Level Mathematics (ELM) examination and the CSU English Placement Test (EPT) after admission and prior to enrollment. These placement tests are not a condition for admission to the CSU, but they are a condition of enrollment. These examinations are designed to identify entering students who may need additional support in acquiring college entry-level English and mathematics skills necessary to succeed in CSU baccalaureate-level courses. Undergraduate students who do not demonstrate college-level skills in English and/or mathematics should enroll in appropriate remedial courses or programs during the first term of their enrollment.

English Placement Test (EPT)

Purpose of the EPT
The EPT is designed to assess the level of reading and writing skills of entering undergraduate students so that they can enroll in appropriate courses. Those undergraduate students who do not demonstrate college-level skills are advised to enroll in courses or programs designed to help them attain these skills. The test is not a condition for admission to the CSU, but it is a condition of enrollment. Students may take the EPT only once. It may not be repeated.

Who Must Take the EPT
The CSU English Placement Test must be completed by all entering undergraduates with the exception of those who present proof of one of the following.

- a score of “Exempt” on the augmented English California Standard Test (CST), i.e., the CSU Early Assessment Program (EAP), taken in grade 11 as part of the CST.
- a score of 550 or above on the Verbal section of the College Board SAT taken on or after April 1, 1995 or later.
- a score of 680 or above on the re-centered and adjusted College Board SAT II Writing Test taken May 1998 or later.
- a score of 660 on the writing portion of the SAT Reasoning Test.
- a score of 24 or above on the enhanced ACT English Test taken October 1989 or later.
- a score of 3, 4, or 5 on either the Language and Composition or the Composition and Literature examination of the College Board Advanced Placement program. These scores also earn ENGL 134 credit, GE Area A1.
- for transfer students, completion and transfer of a course that satisfies the General Education or the Intersegmental General Education Transfer Curriculum (IGETC) written communication requirement, provided this course was completed with a grade of C or better.

REGISTRATION HOLDS/DISENROLLMENT

CSU Trustee policy requires that all non-exempt students take the EPT examination after admission and before enrollment in the CSU. At Cal Poly, failure to take the EPT examination or show documented exemption before enrollment results in a hold on registration privileges and may lead to disenrollment from the University.

Registration materials for the EPT are mailed to all students subject to the requirement. The materials also may be obtained from the Test Office (805-756-1551).

Remediation
In addition, students who do not demonstrate requisite competence are required to enroll in appropriate remedial or developmental courses beginning in their first term in order to complete the requirements during the first year of enrollment (ENGL 102, 103, 112, or 113). All students who score low on the EPT are required to enroll in ENGL 103 Writing Lab concurrently with ENGL 134 Writing and Rhetoric or ENGL 133 Writing and Rhetoric for English as a Secondary Language (ESL) Students. Failure to successfully complete ENGL 103 results in a grade of F in ENGL 134 or ENGL 133. Students who do not make adequate progress in developing foundational skills within the first year of enrollment face disqualification from the University.

Entry Level Mathematics (ELM) Exam

Purpose of the ELM
The ELM examination is designed to assess the skill levels of entering CSU students in the areas of mathematics typically covered in three years of rigorous college preparatory courses in high school (normally Algebra I, Algebra II, and Geometry). Undergraduate students who do not demonstrate
college-level skills are advised to enroll in courses or programs designed to help them attain these skills. The ELM is not a condition for admission to the CSU, but it is a condition of enrollment.

Who Must Take the ELM
All entering undergraduates must take the ELM examination before enrolling in a course that satisfies the college-level mathematics requirement of the General Education-Breadth program. Exemptions from the test are given only to those students who can present proof of one of the following:

- a score of “Exempt” on the augmented mathematics California Standards Test, i.e., the CSU Early Assessment Program (EAP), taken in grade 11.
- a score of “Conditionally Exempt” on the augmented CST, i.e., the CSU Early Assessment Program (EAP) PLUS successful completion of a Senior-Year Mathematics Experience (SYME).
- a score of 550 or above on the mathematics section of the College Board SAT or on the College Board SAT Subject Tests-Mathematics Tests Level I, IC (Calculator), II, or IIC (Calculator).
- a score of 23 or above on the ACT Mathematics Test.
- a score of 3 or above on the College Board Advanced Placement Calculus examination (Calculus AB or BC) or Statistics examination.
- for transfer students, completion and transfer of a course that satisfies the General Education or Intersegmental General Education Transfer Curriculum (IGETC) quantitative reasoning requirement, provided the course was completed with a grade of C or better.

In addition, students who do not demonstrate requisite competence are required to enroll in appropriate remedial or developmental programs during the first term of enrollment and each subsequent term until such time as they demonstrate competence. Students who do not demonstrate proficiency within the first year of enrollment face disqualification from the University.

At Cal Poly, students may not enroll in any college level mathematics or statistics course without satisfying the ELM requirement.

Students who need to take the ELM exam are sent the information about the exam and how to register. This information is also available from the ELM/MAPE Office (805-756-2268), or online at http://math.calpoly.edu/elmmape.html.

Cal Poly Mathematics Placement Examination (MAPE)
The Cal Poly Mathematics Placement Exams are diagnostic exams given by the Mathematics Department to place students who have satisfied the ELM requirement in the appropriate math course. The MAPE is not intended for all students, so please read the following information carefully.

Precalculus MAPE
Students who anticipate taking Trigonometry, Calculus, or Mathematics for Elementary Teaching (MATH 119, 141, 161, 221, or 327) must pass the precalculus MAPE unless they have presented proof of one of the following exemptions:

- a score of 600 or above on the mathematics section of the SAT I Test or on the SAT II Mathematics Tests Level I, IC (Calculator), II, or IIC (Calculator);
- a score of 30 or above on the American College Testing (ACT) Mathematics Test;
- a score of 3 or above on the College Board Advanced Placement Mathematics (Calculus AB or BC) examination;
- completion of MATH 118 at Cal Poly or transfer of a college course equivalent to MATH 118.

NOTE: For MATH 141, students must also have credit for college or high school trigonometry, completed with grade C or better.

Intermediate Algebra MAPE
Students who anticipate taking Precalculus Algebra (MATH 118) must pass the intermediate algebra MAPE unless they have presented proof of one of the following exemptions:

For MATH 118:
- a score of 550 or above on the mathematics section of the SAT I Test or on the SAT II Mathematics Tests Level I, IC (Calculator), II, or IIC (Calculator);
- a score of 23 or above on the American College Testing (ACT) Mathematics Test; or
- a score of 65 or above on the ELM test.

NOTE: Students who have satisfied the ELM requirement and are planning to take MATH 112 or MATH 116 do not need to take the MAPE.

Students who need to take a math placement exam must do so prior to enrollment. The MAPE is free and offered regularly throughout the year. For information, contact the ELM/MAPE Office (805-756-2268) or the Math Department Office (805-756-2206).
EVALUATION OF TRANSFER CREDIT

The Office of Academic Records evaluates previous college work as it relates to the requirements at Cal Poly. Each student seeking a degree is issued an Evaluation of Transfer Credit, which serves as a basis for determining the remaining requirements for the student's specific degree objective. Semester units transferred to Cal Poly are converted to quarter units by multiplying the semester units by one and one-half.

An Evaluation of Transfer Credit is completed for every student admitted with transfer credit. It is important that new transfer students review their previous college work in terms of the degree requirements outlined in the catalog to make a tentative selection of courses for their first quarter of enrollment. Students should consult a faculty advisor in their major department or the appropriate Advising Center for assistance in the selection of courses.

The evaluation remains valid as long as the student matriculates for the term specified, pursues the objective declared, and remains in continuous attendance.

While students may follow the specific academic requirements for the catalog year on which their Evaluation of Transfer Credit is based, they are responsible for complying with changes in other regulations, policies, and procedures, which may appear in subsequent catalogs.

Credit for Community College Courses

Course credit earned at accredited community colleges is evaluated by the Evaluations Unit in the Office of Academic Records in accordance with the following provisions:

- Community college credit is allowed up to a maximum of 105 quarter units (70 semester units). Credits and grades earned above the maximum allowable are used only to satisfy subject and grade point requirements; they may not be applied toward the total units required for graduation.
- Upper division credit is not granted for community college work.

Cal Poly maintains articulation agreements at www.assist.org with all of the California Community Colleges (CCC), the California State University (CSU) and University of California (UC) campuses. The CCC campuses publish the CSU General Education (GE) and Intersegmental General Education Transfer Core (IGETC) course lists on the ASSIST website.

Transfer credit for GE courses is accepted from California institutions, as approved by the CSU Chancellor’s office. The GE Area letters and numbers at Cal Poly (e.g., GE A1, D4) may be different from other colleges’. Many Cal Poly programs require specific GE courses in the Major and/or Support; these courses must be met with articulated equivalencies. See catalog page 50 and following for General Education requirements.

OTHER ACADEMIC CREDIT

Advanced Placement (AP) Credit

Cal Poly grants credit for AP exams successfully completed through the College Board AP program. AP scores may be requested from Educational Testing Service (ETS)/AP Programs and should be sent to Cal Poly electronically. To request scores: ETS/AP Program, PO Box 6671, Princeton, NJ 08541-6671 or (609) 771-7300.

Exams passed with a score of 3 or higher result in nine (9) quarter units of credit, except where otherwise noted. All credit is given on a credit/no credit basis; units do not calculate into the GPA. Credit may vary from year to year, as Cal Poly requirements and AP Exams change. AP credit matrices are available on the Office of Academic Records website: www.ess.calpoly.edu/records/Degree_Progress/. Please refer to the matrix for the specific year the exam was taken.

International Baccalaureate (IB) Exam Credit

The Cal Poly Academic Senate adopted a credit policy regarding the IB program in February 1990, as follows:

The International Baccalaureate Diploma shall be considered in lieu of a high school diploma for admission to the University.

The International Baccalaureate transcript is required to receive University credit.

- Credit is awarded for classes at the Higher level.
- All credit is given on a credit/no credit basis; no units are calculated into the GPA.
- For each exam score of 5 or higher, a maximum of 8 units of elective credit is currently awarded.
- Course-specific credit may be granted with the concurrence of the academic department.

Credit for Non-collegiate Instruction

Cal Poly grants undergraduate degree credit for successful completion of non-collegiate instruction, either military or civilian, appropriate to the baccalaureate, which has been recommended by the Commission on Educational Credit and Credentials of the American Council on Education. The number of units allowed are those recommended in the Guide to the Evaluation of Educational Experience in the Armed Services and the National Guide to Educational Credit for Training Programs.

Credit for Military Service

Nine quarter units of elective credit are allowed toward graduation to any student submitting evidence of satisfactory completion of basic training in the military service of the United States. Credit is allowed in accordance with the recommendations by the Commission on Educational Credit and Credentials of the American Council on Education. The numbers of units allowed are those recommended in the Guide to the Evaluation of Educational Experience in the Armed Services. Credit is not given for college level General

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Educational Development Tests. No grade points are assigned in connection with units of credit allowed for military service. The units allowed are not included in scholarship computations.

Credit by Examination
Cal Poly grants credit to those students who pass examinations that have been approved for credit systemwide. These include the Advanced Placement Examination and some College Level Entrance Program (CLEP) examinations.

CLEP tests acceptable for credit are:
- College Algebra-Trigonometry with a passing score of 49;
- Pre-Calculus with a passing score of 49;
- General Chemistry with a passing score of 48;
- Calculus with Elementary Functions with a passing score of 51.

4.5 quarter units of credit may be earned with an assigned grade of credit (CR), which is not included in the GPA calculation.

Credit for CLEP and other externally developed examinations is not awarded if any of the following apply:
- examination previously taken within the past year;
- equivalent degree credit or duplicate credit has already been granted;
- credit has been granted for previous coursework or for a previously completed more advanced or higher level examination.

Challenging Cal Poly Courses
A student may challenge a course in which he or she is qualified through previous education by taking an examination developed at the campus. Credit shall be awarded to those who pass them successfully. A student may not petition for credit by examination if the student has ever been enrolled in the course. Credit shall not be awarded when credit has been granted at a level more advanced than that represented by the course.

The credit by examination option is only available to regular Cal Poly students during a term in which they are officially enrolled. The graded credit by examination petition must be received by the Office of Academic Records prior to the beginning of the term after which credit is to be granted. A fee is charged for such an exam.

The examination may include written, oral, or skills tests, or a combination of all three types, and is sufficiently comprehensive to determine that the student has essentially the same knowledge and skills as those students who successfully complete the course. The grade received is entered on the student's permanent record. The grade may not be Credit/No Credit (CR/NC), except for courses which have CR/NC grading only. The length of the examination is consistent with the unit value of the course.

Arrangements to obtain course credit by exam may be made with the head of the department in which the course is taught. Units of credit received through this procedure do not apply toward the residence requirements or the Cal Poly GPA for any of the degrees or credentials offered by the University. Detailed instruction for applying for credit by examination may be obtained from the Office of Academic Records.