

Academic Requirements and Policies

Academic Records Office and Registration Information (805) 756-2531

Evaluations (805) 756-2396, Veterans Affairs Coordinator (805) 756-2531

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. They 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 will be 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 CST, i.e., the CSU Early Assessment Program (EAP), taken in grade 11 as part of the California Standard Test.
- 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 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.

- 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 will result in a hold on registration privileges and may lead to disenrollment from the University.

Registration materials for the EPT will be 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: Exposition or ENGL 133 Writing Exposition for English as a Secondary Language (ESL). Failure to successfully complete ENGL 103 will result 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 will 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 will be 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.

REGISTRATION HOLDS/DISENROLLMENT

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

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 will 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 will be 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 www.calpoly.edu/~math/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 will be issued an Evaluation of Transfer Credit statement, which will serve as a basis for determining the remaining requirements for the student's specific degree objective. Semester units transferred to Cal Poly will be converted to quarter units by multiplying the semester units by one and one-half.

Evaluation of Transfer Credit statements are completed automatically after students are admitted. It is important that new transfer students review their previous college work in terms of the degree and credential 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 catalog year academic requirements on which their Evaluation of Transfer Credit is based, they will be 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 in accredited community colleges will be 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 may be used only to satisfy subject and grade point requirements but they may not be applied toward the total units required for graduation.
- Upper division credit will not be allowed 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 will be 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 at 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 56 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. Exams passed with a score of 3 or higher result in nine (9) quarter units of credit, except where otherwise noted. *To request scores: ETS/AP Program, PO Box 6671, Princeton, NJ 08541-6671 or (609) 771-7300.*

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. The AP exams for May 2007 will be available after publication of this catalog. The following table indicates credit likely to be given, based on past experience. It should be viewed as a guideline only and is subject to change:

ADVANCED PLACEMENT EXAM CREDIT - 2006		
Exam Name	#	Credit Granted & GE Area (GE)
Art History	13	ART 112 plus electives (C3)
Art: Drawing	14	9 units electives
Art: 2-D Design	15	9 units electives
Art: 3-D Design	16	9 units electives
Biology:	20	Score 3 = BIO 111 or 115 plus electives (B2 & B4) Score 4 or 5 = BIO 111 or 115 or 151 or 161 or BIO 213/ENGR 213 plus electives (B2 & B4)
Calculus AB	66	MATH 141 or 161 or 221 or 112 or 118 or 118 & 119 plus GE B1 electives. (B1)
Calculus BC	68	MATH 141 & 142 or 161 & 162 or 141 & 182 or 112 or 118 or 118 & 119 or 221 plus GE B1 electives. (B1)
Calculus BC: AB Subscore	69	MATH 141 or 161 or 221 or 112 or 118 or 118 & 119 plus GE B1 electives. (B1)
<i>Note: If both Calculus AB & BC exams are passed, credit is extended only for Calculus BC, since BC duplicates AB material.</i>		
Chemistry	25	Score 3 = CHEM 110 or 111 or 124 or 127 plus electives. (B3 & B4)
		Score 4 or 5 = CHEM 110 or 111 or 124 or 127 plus electives; check with the Chemistry Dept. for possible credit for CHEM 125 or 128. (B3 & B4)
<i>Note: 2007 AP Exam Yr: Score of 3 = CHEM 110 or 111 plus electives. Score 4 or 5 MAY give credit for CHEM 124 or 127 plus electives upon consultation with the Chemistry Dept Chair and course coordinator.</i>		

ADVANCED PLACEMENT EXAM CREDIT - 2006		
Exam Name	#	Credit Granted & GE Area (GE)
Computer Sci: Test A	31	Score 3 = 9 units electives Score 4 or 5 = CSC 101 plus electives
Computer Sci: Test AB	33	Score 3 = 9 units electives Score 4 or 5 = CSC 101 plus electives
<i>Note: If both Computer Science A & AB are passed, credit is extended for Computer Science AB, since AB duplicates the A material.</i>		
Economics: Micro	34	ECON 221 plus electives
Economics: Macro	35	ECON 222 plus electives (D2)
English: Lang & Comp	36	ENGL 134 plus electives (A1)
English: Lit & Comp	37	Score 3 = ENGL 134 plus electives (A1)
English: Lit and Comp	37	Score 4 or 5 = ENGL 134 & GE C1 Lit (4 units) plus 1 elective (A1 & C1) English Majors only: ENGL 134 plus electives (A1 only)
<i>Note: If both English Lit/Comp & Lang/Comp are passed, only 4.5 units of credit are awarded for the second exam (total of 13.5 units).</i>		
Environmental Science	40	FNR 101 plus electives
European History	43	HIST 111 plus electives
French: Language	48	Score 3 = FR 121 plus electives Score 4 or 5 = FR 121 & 122 plus 1 elective
French: Literature	51	Score 3 = FR 121 plus electives Score 4 = FR 121 & 122 plus 1 elective Score 5 = FR 121 (1 unit) & 122 & 233 (233 = C1)
<i>Note: If both French Language & Literature are passed, only 4.5 units of credit are awarded for the second exam (total of 13.5 units).</i>		
German Language	55	Score 3 = GER 121 plus electives Score 4 or 5 = GER 121 and 122 plus 1 elective
Govt & Politics: Comparative	58	9 units electives
Govt & Politics: United States	57	Upon completion of POLS 111 (1 unit CA Govt.) 3 units of credit are awarded for GE D1 (no credit for USCP) plus electives
Human Geog	53	GEOG 150 plus electives (D3)
Italian Language & Culture	58	Score 3 = FORL 121 plus electives Score 4 or 5 = FORL 121 & 122 plus 1 elective

ADVANCED PLACEMENT EXAM CREDIT - 2006		
Exam Name	#	Credit Granted & GE Area (GE)
Latin: Virgil	60	Score 3 = FORL 121 plus electives Score 4 or 5 = FORL 121 & 122 plus 1 elective
Latin: Literature	61	Score 3 = FORL 121 plus electives Score 4 or 5 = FORL 121 & 122 plus 1 elective
<i>Note: If both Latin Virgil & Latin Literature are passed, only 4.5 units of credit are awarded for the second exam (total of 13.5 units).</i>		
Music Theory	75	MU 101 plus electives (C3)
Physics B	78	Score 3 = PHYS 104 plus electives. Present lab book to Physics Dept. for review and <i>possible</i> lab credit) (B3)
		Score 4 or 5 = PHYS 121 (1 unit) & 122 & 123 (B3 & B4)
Physics C: Mechanics	80	Score 3 = PHYS 121 plus electives (B3 & B4) Score 4 or 5 = PHYS 131 plus electives (B3 & B4)
<i>Note: If both Physics B & C: Mechanics are passed, credit is extended for Physics C (total of 9 units), since C duplicates the B material.</i>		
Physics C: Electricity & Magnetism	82	Score 3 = PHYS 123 plus electives (B3) Score 4 or 5 = PHYS 133 plus electives (B3 & B4)
Psychology	85	Score 3 = PSY 201 or 202 plus electives (D4)
		CD/PSY Majors only: Score 4 or 5 = PSY 201 or 202 (D4) plus lower-division concentration/ICS electives, if approved by dept. advisor.
Spanish: Language	87	Score 3 = SPAN 121 plus electives Score 4 or 5 = SPAN 121 & 122 plus 1 elective
Spanish: Literature	89	Score 3 = SPAN 121 plus electives Score 4 = SPAN 121 and 122 plus 1 elective Score 5 = SPAN 121 (1 unit), 122, and 233 (233 only = C1)
<i>Note: If both Spanish Language and Literature are passed, only 4.5 units of credit are awarded for the second exam (total of 13.5 units).</i>		
Statistics	90	Score 3 = STAT 130 plus electives (B1)
		Score 4 or 5 = STAT 211 or 217 or 218 or 221 or 251 plus electives (B1)

ADVANCED PLACEMENT EXAM CREDIT - 2006		
Exam Name	#	Credit Granted & GE Area (GE)
U. S. History	07	Upon completion of POLS 111 (1 unit CA Govt.), then 3 units of credit are awarded for GE D1 (no credit for USCP) plus electives
<i>Note: If both US History & US Govt/Politics are passed, upon completion of POLS 111, 3 units of credit are awarded for GE D1 (no credit for USCP) plus electives</i>		
World History	93	HIST 215 plus electives (D3)

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.

Credit will be 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 shall be awarded.

Course-specific credit may be granted with the concurrence of the academic department.

The following table indicates credit likely to be given, based on past experience. It should be viewed as a guideline only and is subject to change:

International Baccalaureate Exam Credit - 2006	
Exam Name	Credit Given & GE Area (GE)
Biology Grade of 5 or 6	BIO 111 or 115 plus electives (B3 & B4)
Grade of 7	BIO 111 or 115 or 151 plus electives (B3 & B4)
Chemistry:	CHEM 110 or 111 or 127+128 or 124 (see Chem Dept for possible credit for CHEM 125) plus electives <i>possible</i> (B3 & B4)
<i>Note: 2007 AP Exam Yr: CHEM 110 or 111 plus electives. Credit MAY give credit for CHEM 124 or 127 plus electives upon consultation with the Chemistry Dept Chair and course coordinator.</i>	
Computer Science	8 units electives
Economics:	ECON 222 plus electives (D2)
English: Grade of 5	8 units electives
Grade of 6 or 7	ENGL 253 plus electives (C1)
History: European	HIST 111 plus electives
American	Upon completion of POLS 111 (1 unit of Calif Govt), 3 units of IB exam credit are awarded for Area D1 (no credit for USCP) plus electives (D1)

International Baccalaureate Exam Credit - 2006	
Exam Name	Credit Given & GE Area (GE)
Language A1/A2: French	FR 305 plus electives (C4)
German	GER 305 plus electives (C4)
Spanish	SPAN 305 plus electives (C4)
Language B: French	FR 301 plus electives
German	GER 301 plus electives
Spanish	SPAN 301 plus electives
Mathematics:	MATH 141 or 161 or 221 plus electives (B1)
Philosophy	8 units electives
Physics:	PHYS 121 & 122 & 123 (B3 & B4)
Psychology:	PSY 201 or 202 plus PSY prefix electives (D4)
Social Anthropology	ANT 201 and GEOG 150 (D3)

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 will be 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 number 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 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;
- 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 will *not* be 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 will be 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. The length of the examination will be 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 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.

General Requirements – Bachelor's Degree

CHOICE OF CATALOG

Cal Poly issues a new catalog every one or two years, and the requirements for degree programs may change from one catalog to the next. Students have the right to choose the catalog they'll use, as described in Section 40401 of Title 5 of the *California Code of Regulations*.

An undergraduate student remaining in attendance in regular sessions at any California State University campus, at any California community college, or any combination of California community colleges and campuses of the California State University, may for purposes of meeting graduation requirements, elect to meet the requirements in effect at the campus from which the student will graduate either:

- (1) at the time the student began such attendance, or
- (2) at the time of entrance to the campus, or
- (3) at the time of graduation, or
- (4) as allowed by campus policy.

Campus authorities may authorize or require substitutions for discontinued courses. A campus may require a student changing his or her major or any minor field of study to complete the major or minor requirements in effect at the time of the change.

For purposes of this section, "attendance" means attendance in at least one semester or two quarters each university year. Absence due to an approved educational leave or for attendance at another accredited institution of higher learning shall not be considered an interruption in attendance, if the absence does not exceed two years. (Title 5 of the *California Code of Regulations*, Section 40401.)

Choice of Catalog Older than 10 years for Returning Students

Returning students may request to complete their degrees on a catalog older than 10 years if the only remaining degree requirements at the time they left Cal Poly do not exceed 16 units. The remaining degree requirements may include senior project, Graduation Writing Requirement, and/or United States Cultural Pluralism requirement. The decision to approve or disapprove a student's request is based on: (1) her/his willingness to commit to completing outstanding degree requirements within a specified timeframe, and (2) her/his ability to demonstrate, with written documentation, reasonable currency of knowledge and skills in her/his degree field to the satisfaction of the faculty in the applicable major, as certified by the department chair. Both the college dean and the Vice Provost for Academic Programs must give approval.

GENERAL GRADUATION REQUIREMENTS

There are nine general requirements, which all students must meet in order to earn the bachelor's degree from Cal Poly and participate in commencement. *Students must be formally admitted to the major in which they wish to graduate, and must matriculate, in order to earn a degree.* The more students understand their progress toward meeting these requirements and relate them to the many programs available, the better the chance of creating an exciting educational experience and avoiding errors which may delay graduation.

The specific requirements for each degree program are shown under the academic department offering the major and include a curriculum display with courses listed by Major, Support, General Education, and Electives. The department may have a flow chart, which shows the recommended sequence of courses leading to the degree.

Students are responsible for meeting all requirements. Advice is available from faculty advisors, college advising centers, and the Office of Academic Records. Students should plan their degree programs carefully and review them frequently with their advisors.

Minimum Requirements for Graduation

1. Minimum Number of Units

Baccalaureate degree programs..... 180 units

For the Bachelor of Arts (BA), a minimum of 18 major units must be in upper division courses and 60 units overall must be upper division. For the Bachelor of Science (BS), a minimum of 27 major units must be in upper division courses and 60 units overall must be upper division. Individual baccalaureate degree programs may require more than 180 units. (Title 5, Sections 40500, 40501, 40505, 40507)

2. Grade Point Average (GPA)

Students must earn at least a 2.0 GPA in all Higher Education units attempted (all college-level work), in Cal Poly cumulative units attempted, and in the major (the courses listed as major courses in the curriculum display). For a definition of GPA and quality points and hours, please refer to Grading.

3. U. S. Cultural Pluralism (USCP) Requirement

Students must complete the USCP requirement as indicated on page 61.

4. General Education (GE) Courses

Students must complete the GE requirements as indicated in the degree program and shown in the GE section of this catalog (see page 56).

5. Graduation Writing Requirement (GWR)

Students must demonstrate competency in writing skills as described below.

6. Senior Project

A senior project is required for all Cal Poly students as described below.

7. Academic Residence Requirements

The minimum requirements for units taken in residence at Cal Poly are:

- * 50 quarter units
- * 30 units in residence of the last 40 units counted toward the degree
- * 36 of the 50 units in residence must be upper division
- * 18 of the 36 upper division units in residence must be in the major
- * 12 units of General Education

Extension credit or credit by examination may not be used to fulfill the residence requirements. However, a maximum of 36 quarter units of extension credit may be counted toward the bachelor's degree.

8. Evaluation for Graduation

Students should request a graduation evaluation from the Office of Academic Records **four** quarters prior to their anticipated graduation date. The evaluation confirms remaining requirements for graduation and is a formal statement on the expected quarter of graduation. The actual date of graduation will be the end of the quarter in which all requirements have been met.

Graduating students will receive a complimentary diploma. Additional diplomas may be ordered through El Corral Bookstore. The diploma will not be ordered until all degree requirements have been completed. The diploma will be mailed approximately three to four weeks after the degree has been awarded.

If a student breaks attendance prior to completion of degree requirements, he or she may be required to re-enroll and may be held to catalog requirements in effect at that time.

9. Commencement

For a student to participate in graduation ceremonies, the student must satisfy *at least one* of the following:

- * shall have completed all degree requirements and not have participated in a graduation ceremony previously;
- * shall currently be enrolled in classes that would complete all of that student's degree requirements;
- * shall be registered for classes for the following term that would allow the student to complete all of his/her degree requirements.

Students completing all degree requirements in the Winter, Spring or Summer term are eligible to participate in the Spring Commencement. Students completing all degree requirements in the Fall term are eligible for Fall commencement.

Graduation Writing Requirement (GWR)

All students must demonstrate competency in writing skills as a requirement for graduation. Information on currently available ways to meet this graduation requirement may be obtained from the Writing Skills Program Office, Agriculture Building (10) Room 130 (756-2067), or on the Writing Skills webpage, www.calpoly.edu/~wrtskills.

The Board of Trustees of the California State University has mandated that all students earning undergraduate or graduate degrees in the CSU must be certified as proficient in writing at the upper-division level.

Students must earn proficiency after reaching 90 units. Students should review their program requirements to determine which option is appropriate. The GWR must be fulfilled at Cal Poly, not at another campus.

At Cal Poly students may meet the Graduation Writing Requirement (GWR) through one of the following options:

1. Pass the Writing Proficiency Exam.
2. Pass an approved upper-division course with a grade of C or better AND receive certification of proficiency in writing based on a 500-word in-class essay.

The following courses are approved for GWR credit:

- *Non-GE writing courses: ENGL 301, 302, 310, 317, or 326;
- *GE C4 literature courses: ENGL 330, 331, 332, 333, 334, 335, 339, 340, 341, 342, 343, 345, 346, 347, 349, 350, 351, 352, 354, 370, 371, 372, 380, or 381.

Senior Project

Definition: the senior project is a capstone experience required for all Cal Poly students receiving a baccalaureate degree. It integrates theory and application from across the student's undergraduate educational experiences. The senior project consists of one or more of the following:

- (1) a design or construction experience,
- (2) an experiment,
- (3) a self-guided study or research project,
- (4) a presentation,
- (5) a report based on internship, co-op, or service learning experience,
- (6) a public portfolio display or performance.

Where the senior project does not consist primarily of a written document, departments, may, where they deem appropriate, require some written documentation (length to be determined by the department) to accompany the senior project. The precise nature or form of a senior project is to be determined by the department or program of the student's major. The senior project is normally related to the student's field of study, future employment, and/or scholastics goals, and is carried out under direct faculty supervision.

Expected Outcomes

At the discretion of the major department, students are expected to have the ability to:

- Reduce a topic to specific points of analysis.
- Organize the points of analysis into a logical sequence.
- Apply acquired competencies to the successful completion of a project.
- Obtain, evaluate, synthesize, and apply project-related information.
- Develop and follow a project plan.
- Estimate hours of labor and/or cost of materials necessary to complete a project.
- Organize, illustrate, and write clear and concise project documentation.
- Accept supervision when needed.

Requirements

1. The total number of senior project units must be 1 to 6 quarter units.
2. The senior project requirement will be the same for all students in a given curriculum, but not for all students in the university, because of the nature of the various curricula.
3. Normally 30 hours of student work will be required for each unit of credit granted.
4. Projects requiring an excessive amount of time are discouraged.
5. The number of students participating in a group senior project should not be so large as to unduly limit individual experience or responsibility and initiative.
6. The student is responsible for identifying costs and potential funding sources for his or her senior project prior to initiation of the project. Costly projects are discouraged.
7. It is the student's responsibility to become informed about the university's intellectual properties policy and human subject policy (where applicable).

Library Copy

1. The academic department may send one copy of each senior project to the University Library where it will be reproduced on microfiche or in an electronic format. A microfiche or electronic copy of the project will become part of the Library's archival collection where it will be available for public use.
2. After being copied on microfiche or electronically, the original project will be returned to the academic department of its origin, as applicable. Non-print media (slides, audio/video tapes, CD's, floppy disks, etc.), however, comprising all or part of a project will be permanently retained in the Library collection.

3. All projects submitted to the Library will include a completed Senior Project Requirement Form and a title page. The Form must be signed by the student's advisor or academic department head before it can be accepted for processing by the Library. The title page should follow a standardized format.
4. Each student whose senior project is submitted to the library is required to pay a library-processing fee for making her/his senior project available.

OTHER INFORMATION

Academic Minors

A minor is an integrated, coherent group of courses (24 to 30 quarter units), which gives the student knowledge in an area that lies outside of the major field of study. At least half of the units must be from upper-division courses (300- or 400-level) and at least half of the units must be taken at Cal Poly. Please see page 12 for the list of minors.

Not more than one-third of the courses in a minor can be graded Credit/No Credit (CR/NC), except for courses that have mandatory CR/NC grading. A minimum 2.0 GPA is required in all units counted for completion of the minor (foreign language minors must have a 2.75 GPA). A minor is not required for a degree. The minor will be completed along with the requirements for the bachelor's degree. A major and a minor may not be taken in the same degree program.

Students who wish to complete a minor are to contact the department offering the academic minor as early as possible in the program and fill out the appropriate agreement form. The minor is declared when the student requests a graduation evaluation in the Evaluations Office. The completion of the minor will be noted on the student's transcript, but will not be shown on the diploma. In no case will a diploma be awarded for the minor.

Academic Honors

The **Dean's Honors List** is compiled at the end of each quarter to honor undergraduate students who have completed 12 or more letter-graded units during the quarter with a 3.5 grade point average or better for that term. The **President's Honors List** is compiled at the end of each university year to honor those undergraduate students who have demonstrated consistent achievement, as represented by being named to the Dean's Honors List for any three of the four quarters of the university year. The university year begins with summer quarter.

Candidates for bachelor's degrees with the following Cal Poly grade point averages will be awarded honors at graduation. The GPA is officially calculated at the time the student has *completed* graduation requirements:

- Summa cum laude – 3.85
- Magna cum laude – 3.70
- Cum laude – 3.50

Blended BS+MS Programs

Blended programs provide an accelerated route to a graduate professional degree, with simultaneous award of both bachelor's and master's degrees. See individual programs and/or page 75 for additional information.

Change of Major

An application for change of major will not be considered until/ unless a student has completed *at least one quarter* at Cal Poly. Students who feel they have selected an inappropriate major for their interests and abilities, and who want to change their major, must consult with the department head in the target major (the major to which a student wishes to change). Students are strongly advised also to consult with at least one of the following: department head in the current major, faculty in the target major, advising center staff in current/target major, and Career Services staff.

Applicants for changing major will be evaluated against published performance criteria. The criteria are established by each program and are designed to assess the student's likelihood of achieving success in the major. *Some majors have a limited number of available spaces and not all students who meet the performance criteria will be accepted.* At a minimum, a selection process will take place twice each year. Students should contact the target major department for specific information regarding change of major.

Admission to a new curriculum will depend on the availability of space within the limitations imposed by budget, faculty, and facilities. Once approved, students will automatically receive from the Office of Academic Records a new evaluation of completed requirements for the new major.

Transfer from one curriculum to another does not in any way change a student's scholastic standing.

Course Substitution

Although a curriculum is specified for each major, under certain conditions a student may be permitted some deviation from the established curriculum. See the major department for substitutions involving major or support courses.

All Cal Poly students are expected to complete the GE courses specified in their degree program. Cal Poly GE courses must be selected from the GE requirement list. Substitutions are not permitted except in extraordinary circumstances. Students requesting exceptions must follow petition procedures, outlined on the GE web site. This process may take several weeks.

Double Majors or Degrees

If a student has completed the requirements for two or more majors leading to the same baccalaureate degree, those majors will be acknowledged on the diploma. If a student has completed the requirements for two or more majors leading to

different baccalaureate degrees, those degrees and the completed major or majors leading to each degree will be acknowledged on the diploma. The student will be consulted regarding the order in which the student prefers the degree(s) and major(s) to appear. If a student has completed concurrently the requirements for two or more degrees, at least one of which is a graduate degree, the campus may issue a single diploma acknowledging the degrees earned or a separate diploma for each degree earned.

A student may use one senior project to fulfill the requirements for two majors. However, the program in which the student seeks to replace the senior project must grant permission before the student begins the project. Permission must be obtained using a major/support substitution.

Graduate Courses Taken by Undergraduates for Graduate Credit

Cal Poly undergraduates who have achieved senior standing may take courses in the 400 or 500 series for graduate credit while still undergraduates. If they subsequently enter a Cal Poly master's or credential program, they may petition to have such course credit applied toward their master's degree or credential program, if the units were not used for the baccalaureate degree.

Second Bachelor's Degree

A qualified student who holds a bachelor's degree from Cal Poly or from another accredited institution may be awarded a second bachelor's degree in a different major. Students must complete General Education requirements in accordance with the Chart 3 policies on the GE website under Second Baccalaureate (<http://ge.calpoly.edu>). All students must complete 12 units of GE in residence per CSU/Title 5 policy. A minimum of 45 units of coursework for Cal Poly graduates and 50 units for graduates from another accredited institution must be completed in residence after the requirements for the first degree have been fulfilled. A senior project is required for each bachelor's degree.

Student Classification

Undergraduate students are assigned a classification level according to the number of quarter units earned:

Lower Division

Freshmanfewer than 45 units
Sophomore.....45 to 89 units

Upper Division

Junior90 to 134 units
Senior.....135 or more units

General Education

Program Goals

Consistent with E.O. 595, Cal Poly's General Education Program is designed to assure graduates have made noteworthy progress toward becoming truly educated persons and to provide means whereby graduates will have

- The ability to think clearly and logically, to find information and examine it critically, to communicate orally and in writing, and to reason quantitatively;
- Appreciable knowledge about their own bodies and minds, about how human society has developed and how it now functions, about the physical world in which they live, about the other forms of life with which they share the world, and about the cultural endeavors and legacies of their civilizations;
- An understanding and appreciation of the principles, methodologies, value systems, and thought processes employed in human inquiries.

Foundational Courses

Students are encouraged to complete lower division (foundational) courses as early as possible. This coursework in Areas A-D has been designed to give students the knowledge and skills to move to more complex materials.

Technology Elective (Area F)

The elective is integrative in nature, requiring the application and generalization of basic scientific and mathematical knowledge along with the study of particular technologies with critical examination from multiple perspectives.

Advising

Students should consult academic advisors and curriculum displays for specific courses that may be required in their degree program. GE courses may change quarterly; consult PASS for the latest information. Cal Poly's GE Program changed significantly with the 2001-03 catalog. If you are following a prior catalog, you should consult with your academic advisor and refer to Chart 1 or 2 at ge.calpoly.edu.

Double-Counting

Courses from the student's Major department may not be used to fulfill upper-division electives in Area C4 or D5.

GE Course Substitutions

Students are expected to complete the GE courses specified in their degree program. Cal Poly GE courses must be selected from the GE requirement list. Substitutions will not be permitted except in extraordinary circumstances. Students requesting exceptions must follow petition procedures, outlined on the GE web site. This process may take several weeks.

Transfer Credit

Transfer credit for GE courses will be 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 at other colleges. Many Cal Poly programs require specific GE courses in the Major and/or Support; these courses must be met with articulated equivalencies. Refer to www.assist.org for California Community College CSU GE lists and articulation agreements.

GE Requirements 2001-03 – 2007-09 Catalogs www.ge.calpoly.edu/			
<p>Most Majors=Colleges of Agriculture, Food & Environmental Sciences, Architecture & Environmental Design, Business, Science & Mathematics. CLA=College of Liberal Arts. ENGR=Engineering Programs.</p> <p>Some programs indicate specific GE courses to fulfill Major and Support course requirements.</p> <p>Courses from student's Major department may not be used to fulfill Areas C4 or D5.</p> <p>✓ non-unit requirement</p> <p>All GE courses are 4 units unless otherwise indicated.</p>			
	Most Majors	CLA only	ENGR only
GE Units Taken in Residence	12	12	12
GE Upper Division Units Required	12	12	8
AREA A COMMUNICATION	12	12	12
A1 Expository Writing	4	4	4
A2 Oral Communication	4	4	4
A3 Reasoning, Argumentation, and Writing	4	4	4
AREA B SCIENCE & MATH	16	20	28
B1 Mathematics/Statistics	8	8	8
B2 Life Science	4	4	4
B3 Physical Science	4	4	4
B4 One lab taken with B2 or B3 course	✓	✓	✓
B5 elective (for CLA students only) CLA students may take B5, or any course from B1-B4		4	
B6 Upper-division (Engineering)			4
Engineering: Additional Area B			8
AREA C ARTS AND HUMANITIES	20	16	16
C1 Literature	4	4	4
C2 Philosophy	4	4	4
C3 Fine and Performing Arts	4	4	4
C4 Upper-division elective	4	4	4
Area C Elective (One from C1-C4)	4	0	0
AREA D/E SOCIETY/INDIVIDUAL	20	20	16
D1 The American Experience (40404)	4	4	4
D2 Political Economy	4	4	4
D3 Comparative Social Institutions	4	4	4
D4 Self Development (CSU Area E)	4	4	4
D5 Upper-division elective	4	4	0
AREA F TECHNOLOGY (upper-div)	4	4	0
TOTAL GE UNITS	72	72	72

General Education Courses			
	Most Majors	CLA only	ENGR only
AREA A: COMMUNICATION	12	12	12
A1 Expository Writing	4	4	4
ENGL 133 Writing: Exposition for ESL Students ENGL 134 Writing: Exposition			
A2 Oral Communication	4	4	4
COMS 101 Public Speaking COMS 102 Principles of Speech Communication HNRS 101 Public Speaking			
A3 Reasoning, Argumentation, and Writing	4	4	4
COMS 126 Argument & Advocacy COMS 145 Reasoning, Argumentation and Writing ENGL 145 Reasoning, Argumentation, and Writing ENGL 148 Reasoning, Argumentation, and Professional Writing ENGL 149 Technical Writing for Engineers HNRS 145 Reasoning, Argumentation, and Writing HNRS 148 Reasoning, Argumentation, and Professional Writing HNRS 149 Technical Writing for Engineers PHIL 126 Logic and Argumentative Writing			
	Most Majors	CLA only	ENGR only
AREA B: SCIENCE & MATH	16	20	28
B1 Mathematics/Statistics	8	8	8
HNRS 141 Calculus I HNRS 142 Calculus II HNRS 143 Calculus III MATH 112 Nature of Modern Math MATH 117 Pre-Calculus Algebra II MATH 118 Pre-Calculus Algebra MATH 119 Pre-Calculus Trigonometry MATH 141 Calculus I MATH 142 Calculus II MATH 143 Calculus III MATH 161 Calculus for the Life Sciences I MATH 162 Calculus for the Life Sciences II MATH 182 Calculus for Architecture and Construction Mgmt MATH 221 Calculus for Business and Economics STAT 130 Intro Statistical Reasoning STAT 217 Intro to Statistical Concepts and Methods STAT 218 Applied Statistics for the Life Sciences STAT 221 Intro Probability and Statistics STAT 251 Statistical Inference for Management I (5) STAT 252 Statistical Inference for Management II (5) STAT 313 Applied Experimental Design & Regression Models			
B2 Life Science (B2&4=lab course)	4	4	4
ANT 250 Biological Anthropology ASCI 112 Principles of Animal Science BIO 111 General Biology (B2&4) BIO 113 Animal Diversity and Ecology (B2&4) BIO 114 Plant Diversity and Ecology (B2&4) BIO 115 Animal/Human Structure and Function (B2&4)			

BIO 161 Introduction to Cell and Molecular Biology (B2&4) BIO 227 Wildlife Conservation Biology BOT 121 General Botany (B2&4) MCRO 221 Surv Microbiology (B2&4) MCRO 224 Gen Microbiology I (5) (B2&4) PPSC 110 Peoples, Pests and Plagues (B2&B4) <i>For Engineering students only; concurrent enrollment required:</i> BIO 213 Life Science for Engineers (2) and ENGR/BRAE 213 Bioengineering Fundamentals (2)			
B3 Physical Science (B3&4=lab course)	4	4	4
ASTR 101 Intro to the Solar System ASTR 102 Intro to Stars & Galaxies ASTR 112 Introduction to the Stars and Galaxies (B3&4) CHEM 110 World of Chemistry (B3&4) CHEM 111 Survey of Chemistry (5) (B3&4) CHEM 124 General Chemistry for Engineers I (B3&4) CHEM 125 General Chemistry for Engineers II (B3&4) CHEM 127 General Chemistry I (B3&4) GEOL 102 Introduction to Geology GEOL 205 Earthquakes HNRS 131 General Physics I (B3&4) HNRS 132 General Physics II (B3&4) HNRS 134 General Physics IA PHYS 104 Introductory Physics PHYS 107 Introduction to Meteorology PHYS 111 Contemporary Physics for Nonscientists PHYS 121 College Physics I (B3&4) PHYS 122 College Physics II (B3&4) PHYS 131 General Physics I (B3&4) PHYS 132 General Physics II (B3&4) PHYS 133 General Physics III (B3&4) PHYS 141 General Physics IA PSC 101 Physical Environment: Matter & Energy (B3&4) PSC 103 Physical Environment: Earth & Universe			
B4 One lab taken with B2 or B3 course	✓	✓	✓
CLA students: (Select one from B1-B5)	0	4	0
B5 elective (GE option for College of Liberal Arts students only)	--	--	--
BIO 112 Conservation Biology & Environmental Science BIO 302 Human Genetics BIO 305 Biology of Cancer BOT 311 Plants, People and Civilization FNR 319 Natural Resource Ecology, Theories & Applications FSN 210 Nutrition GEOL 203 Fossils and History of Life HNRS 319 Natural Resource Ecology, Theories & Applications MATH 326 Mathematics and Visual Art PSC 201 Intro to Physical Oceanography PSY 340 Biopsychology SS 121 Intro to Soil Science			
B6 Upper-division Area B (ENGR only)	0	0	4
CHEM 305 Physical Chemistry for Engineers CSC 341 Numerical Engineering Analysis GEOL 305 Fundamentals Seismology MATH 304 Vector Analysis MATH 344 Linear Analysis II MATH 408 Complex Analysis I PHYS 412 & 452 Solid State Physics & Lab PHYS 417 Nonlinear Dynamical Systems			

STAT 312 Statistical Methods for Engineers STAT 321 Probability & Statistics for Engineers and Scientists STAT 350 Probability & Random Processes for Engineers			
Engineering: Additional Area B	0	0	8
	Most Majors	CLA only	ENGR only
AREA C: ARTS AND HUMANITIES	20	16	16
C1 Literature	4	4	4
ENGL 230 Masterworks British Literature through 18 th Century ENGL 231 Masterworks British Lit: Late 18th Century - Present ENGL 240 American Tradition in Literature ENGL 251 Great Books I: Ancient & Classical World ENGL 252 Great Books II: Emergence of Europe ENGL 253 Great Books III: Age of Revolution FR 233 Critical Readings in French Literature GER 233 Critical Readings in German Literature HNRS 251 Great Books I: Ancient & Classical World SPAN 233 Introduction to Hispanic Readings			
C2 Philosophy	4	4	4
HNRS 230 Philosophical Classics: Metaphysics & Epistemology HNRS 231 Philosophical Classics: Social & Political Philosophy PHIL 230 Philosophical Classics: Metaphysics & Epistemology PHIL 231 Philosophical Classics: Social & Political Philosophy			
C3 Fine and Performing Arts	4	4	4
ARCH 217 History of Architecture ARCH 218 History of Architecture ARCH 219 History of Architecture ART 101 The Fundamentals of Drawing ART 111 Introduction to Art ART 112 Survey of Western Art ART 148 Sculpture COMS 208 Performance of Literature DANC 221 Dance Appreciation LA 211 History of Landscape Arch: Ancient Civs – Col America LA 212 History of Modern & Contemporary Landscape Arch MU 101 Introduction to Music Theory MU 120 Music Appreciation MU 221 Jazz Styles (USCP) MU 229 Music of the 60's: War and Peace (USCP) TH 210 Introduction to Theatre TH 227 Theatre History: Classical TH 228 Theatre History: 18 th Century to Contemporary			
C4 Upper-division elective	4	4	4
<i>Courses from student's Major Dept will not receive C4 credit</i> ARCH 320 Topics in Architectural History ARCH 326 Native American Architecture & Place (USCP) ART 314 History of Photography ART 318 Asian Art: National, Religion & Intel Movements COMS 308 Group Performance of Literature DANC 311 Dance in American Musical Theatre DANC 321 Cultural Influences on Dance in America (USCP) ENGL 330 Brit Lit: Age of Belief to 1485 ENGL 331 Brit Lit: Age of Discovery, 1485-1600 ENGL 332 Brit Lit: Age of Enlightenment, 1660-1798 ENGL 333 Brit Lit: Age of Romanticism, 1798-1832 ENGL 334 Brit Lit: Age of Industrialism, 1832-1914 ENGL 335 Brit Lit: Age of Modernism: 1914-Present			

ENGL 338 Intro Shakespeare: London
 ENGL 339 Intro Shakespeare
 ENGL 340 Literary Sources American Character: 1600-1865
 ENGL 341 Literary Sources American Character: 1865-1914
 ENGL 342 Literary Sources American Character: 1914-1956
 ENGL 343 Multiple Voices Contemp Amer Lit: 1956 - Present
 ENGL 345 Women Writers of 20th Century (USCP)
 ENGL 346 Ethnic American Lit (USCP)
 ENGL 347 African American Literature (USCP)
 ENGL 349 Gender in 20th-Century Literature (USCP)
 ENGL 350 Modern Novel
 ENGL 351 Modern Poetry
 ENGL 352 Modern Drama
 ENGL 353 Drama in London
 ENGL 354 Bible as Literature and in Literature and the Arts
 ENGL 370 World Cinema
 ENGL 371 Film Styles and Genres
 ENGL 372 Film Directors
 ENGL 380 Literary Themes
 ENGL 381 Diversity in 20th-Century American Lit (USCP)
 ENGL 386 Creative Nonfiction
 ENGL 387 Fiction Writing
 ENGL 388 Poetry Writing
 ES 300 Chicano/a Non-Fiction Literature (USCP)
 ES 326 Native American Architecture & Place (USCP)
 ES 360 Ethnicity & Land (USCP)
 FNR 360 Ethnicity & Land (USCP)
 FR 305 Significant Writers in French
 FR 350 French Literature in English Translation
 GER 305 Significant Writers in German
 GER 350 German Literature-English Translation
 HNRS 304 Values and Technology
 HNRS 320 Values, Media, Culture
 HNRS 380 Literary Themes
 HUM 303 Values and Technology
 HUM 310 World Cultures
 HUM 312 Chicano/a Culture (USCP)
 HUM 320 Values, Media, Culture
 HUM 361 Modernism
 MU 324 Music and Society
 MU 328 Women in Music
 PHIL 311 Greek Philosophy
 PHIL 312 Medieval Philosophy
 PHIL 313 Continental Philosophy: Descartes to Leibniz
 PHIL 314 British Philosophy: Bacon to Mill
 PHIL 315 German Philosophy: Kant to Nietzsche
 PHIL 316 Contemporary European Philosophy
 PHIL 317 Contemporary British & American Philosophy
 PHIL 320 Asian Philosophy
 PHIL 321 Philosophy of Science
 PHIL 322 Philosophy of Technology
 PHIL 331 Ethics
 PHIL 332 History of Ethics
 PHIL 333 Political Philosophy
 PHIL 334 Philosophy of Law
 PHIL 335 Social Ethics (USCP)
 PHIL 336 Ethics, Gender and Society (USCP)

PHIL 337 Business Ethics
 PHIL 338 Ethics and Education
 PHIL 339 Biomedical Ethics
 PHIL 340 Environmental Ethics
 PHIL 341 Professional Ethics
 PHIL 342 Philosophy of Religion
 PHIL 350 Aesthetics
 RELS 301 Religions of Asia
 RELS 302 Monotheisms: Judaism, Christianity, and Islam
 RELS 304 Judaism
 RELS 306 Hinduism
 RELS 307 Buddhism
 RELS 310 Christianity
 RELS 311 Islam
 RELS 370 Religion, Gender and Society (USCP)
 RELS 372 Spiritual Extremism: Asceticism, Mysticism, Madness
 RELS 374 Religion and Violence
 SPAN 305 Significant Writers in Spanish
 SPAN 340 Chicano/a Authors (USCP)
 SPAN 350 Hispanic Literature in English Translation
 SPAN 351 Latino/a Writers in U. S. (USCP)
 TH 310 Women's Theatre
 TH 320 Black Theatre (USCP)
 TH 360 Theatre in the United States
 TH 390 World Drama
 WS 370 Religion, Gender and Society (USCP)

Area C Elective (one course from C1-C4)	4	0	0
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	Most Majors	CLA only	ENGR only
AREA D/E: SOCIETY & INDIVIDUAL	20	20	16
D1 The American Experience (40404)	4	4	4

ES 112 Race, Culture, Politics in the U.S. (USCP)
 HIST 206 American Cultures (USCP)
 HIST 207 Freedom and Equality in American History (USCP)
 HNRS 112 Race, Culture, Politics in the U.S. (USCP)
 POLS 112 American and California Government

D2 Political Economy	4	4	4
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ECON 201 Survey of Economics
 ECON 222 Macroeconomics
 HIST 213 Modern Political Economy
 HIST 214 Political Economy of Latin America & Middle East
 HNRS 201 Survey of Economics
 SOC 218 International Political Economy

D3 Comparative Social Institutions	4	4	4
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ANT 201 Cultural Anthropology
 ANT 202 World Prehistory
 ES 212 Global Origins of U.S. Cultures (USCP)
[ES 241 Survey of Indigenous Studies \(USCP\)](#)
[ES 242 Survey of Africana Studies \(USCP\)](#)
[ES 243 Survey of Latino/a Studies \(USCP\)](#)
[ES 244 Survey of Asian American Studies \(USCP\)](#)
 GEOG 150 Intro to Cultural Geography
 HIST 210 World History I (5000 B.C.E. to 1789)
 HIST 215 World History II
 HNRS 212 Global Origins of U.S. Cultures (USCP)
 HNRS 215 Comparative World History
 RELS 201 Religion, Dialogue and Society
 SOC 110 Comparative Societies

D4 Self Development (CSU Area E)	4	4	4
FSN 250 Food and Nutrition: Customs & Culture (USCP) KINE 250 Healthy Living KINE 255 Personal Health: Multi-cultural Approach (USCP) PSY 201 General Psychology PSY 202 General Psychology			
D5 Upper-division elective	4	4	0
<i>Courses from student's Major Dept will not receive D5 credit</i>			
ANT 325 Precolumbian Mesoamerica ANT 330 Indigenous South Americans ANT 344 Sex, Death & Human Nature ANT 345 Human Behavioral Ecology ANT 360 Human Cultural Adaptations BUS 311 Managing Technology International Legal Environm CRP 334 Cities in Globalizing World ECON 303 Econ of Poverty Discrimination Immigration (USCP) ECON 304 Comparative Econ Systems ECON 322 Economic History of the Advanced World ES 308 Fire and Society ES 310 Hip-Hop, Poetics and Politics (USCP) ES 320 African American Cultural Images (USCP) ES 322 Asian American Cultural Images (USCP) ES 323 Mexican American Cultural Images (USCP) ES 330 Chinese American Experience (USCP) ES 335 Filipina/o American Experience (USCP) ES 380 Critical Race Theory (USCP) ES 381 The Social Construction of Whiteness (USCP) FNR 308 Fire and Society FNR 323 Human Dimensions Natural Resource Management GEOG 300 Geography of United States GEOG 301 Geography of Resource Utilization GEOG 308 Global Geography GEOG 370 Geography of Latin America HIST 306 The Witch-Hunt in Europe HIST 307 European Thought, 1800-2000 HIST 308 Trans-Atlantic Slave Trade HIST 309 Cultures of West Africa & African Diaspora HIST 310 East Asian Culture & Civilization HIST 316 Modern East Asia HIST 319 Modern South and Southeast Asia HIST 320 Colonial & Revolutionary America HIST 321 Civil War America HIST 322 Modern America HIST 323 Versions of the Past: Novels, Comics and Movies HIST 324 The Historical Novel in the U.S., '60's to Present HIST 336 Britain at War: 1939-1945 HNRS 303 Econ of Poverty Discrimination Immigration (USCP) HUM 316 London: From Roman Colony to World Capitol KINE 323 Sport and Gender (USCP) KINE 324 Sport, Media & American Popular Culture (USCP) POLS 325 Global Political Issues POLS 338 Critical Issues American Politics POLS 339 Comparative Political Regimes PSY 311 Environmental Psychology PSY 318 Psychology of Aging PSY 352 Conflict Resolution: Violent & Nonviolent SOC 315 Global Race and Ethnic Relations SOC 326 Sociology of the Life Cycle SOC 377 Sociology of Religion			

WS 301 Introduction to Women's Studies (USCP) WS 311 Women in Cross Cultural Perspectives WS 340 Sexuality Studies			
	Most Majors	CLA only	ENGR only
AREA F: TECHNOLOGY ELECTIVE (upper division)	4	4	0
AERO 310 Air and Space AG 315 Organic Agriculture AG 330 Cal Poly Land: Nature, Technology & Society AG 350 The Global Environment AG 360 Holistic Management BIO 307 World Aquaculture: Applics, Methods & Trends BIO 317 Introduction to the World of Spatial Information BOT 329 Plants, Food, and Biotechnology BRAE 340 Irrigation Water Mgmt BRAE 348 Energy for a Sustainable Society BUS 350 The Global Environment CHEM 349 Chemical and Biological Warfare CRP 338 Digital Cities CSC 302 Computers & Society CSC 310 Computers for Poets EDES 350 The Global Environment ENGR 302 Transportation & Manufacturing in 21 st Century ENGR 350 The Global Environment ENVE 324 Introduction to Air Pollution ES 350 Gender, Race, Science and Technology (USCP) FNR 312 Technology of Wildland Fire Management FNR 317 Introduction to the World of Spatial Information FNR 321 Water Systems Technology, Issues and Impacts FSN 319 Food Technology/Customer GEOG 317 Introduction to the World of Spatial Information GRC 377 Desktop Publishing for Print and World Wide Web HCS 329 Plants, Food, and Biotechnology HIST 354 History Network Technology HIST 358 Cloning HIST 359 Living in the Material World HNRS 310 Air and Space HNRS 311 Computers for Poets HUM 302 Human Values in Agriculture HUM 330 Cal Poly Land: Nature, Technology & Society HUM 350 The Global Environment IME 320 Human Factors & Technology IT 336 Textile Technology IT 341 Plastics Processes & Applications LA 317 Introduction to the World of Spatial Information MATE 359 Living in the Material World ME 320 Consumer Energy Guide ME 321 Solar Energy POLS 333 World Food Systems PSC 307 Nuclear Weapons in Post 9/11 World PSC 320 Energy and the Environment SCM 320 Technology in London SCM 325 Genetic Engineering Technology SCM 330 Ocean Discovery through Technology SCM 350 The Global Environment UNIV 330 Cal Poly Land: Nature, Technology & Society UNIV 333 World Food Systems UNIV 350 The Global Environment WS 350 Gender, Race, Science and Technology (USCP)			
Total GE Units	72	72	72

U.S. Cultural Pluralism Requirement

United States Cultural Pluralism (USCP) courses fulfill the following criteria:

1. Emphasis on one or more of these four U.S. cultures: Asian American, African American, Hispanic American, American Indian;
2. Attention to general issues of gender, diversity, equity, ethnocentricity, and ethnicity; and the relationships to problems facing contemporary society, especially those resulting from racism, discrimination and cultural conflict;
3. Application of rigorous pedagogical, scholarly methods and standards as evidenced in substantive exams, reports, papers, and projects; and
4. Attention to critical thinking skills which will allow students to address cultural, racial, and gender issues in a sensitive and responsible manner and to evaluate their own attitudes and those of others.

Students are required to complete *one* USCP course. This course will also fulfill a requirement for Major, Support, General Education, or Free Elective category.

The following courses fulfill the United States Cultural Pluralism requirement. Consult the Schedule of Classes (PASS) or your academic advisor for an up-to-date list.

* = *Course also satisfies a General Education requirement*

AGB 401 Managing Cultural Diversity in Agricultural Labor Relations (4)
 ANT 415 Native American Cultures (4)
 ARCH 326 Native American Architecture & Place (4) C4*
 COMS 416 Intercultural Communication (4)
 CRP 215 Planning for and with Multiple Publics (4)
 DANC 321 Cultural Influences/Dance in America (4) C4*
 ECON 303 Econ Poverty/Discrim/Immigration (4) D5*
 ENGL 345 Women Writers (4) C4*
 ENGL 346 Ethnic American Literature (4) C4*
 ENGL 347 African American Literature (4) C4*
 ENGL 349 Gender in 20th Century Literature (4) C4*
 ENGL 381 Diversity in 20th Century Amer. Lit. (4) (C4)*
 ES 112 Race, Culture, and Politics--United States (4) D1*
 ES 114 Race in American Culture (4)
 ES 212 Global Origins of U.S. Cultures (4) D3*
 ES 215 Planning for and with Multiple Publics (4)
 ES 240 Latino Metropolis (4)
 ES 241 Survey of Indigenous Studies (4) D3*
 ES 242 Survey of Africana Studies (4) D3*
 ES 243 Survey of Latino/a Studies (4) D3*
 ES 244 Survey of Asian American Studies (4) D3*
 ES 300 Chicano/a Non-Fiction Literature (4) C4*
 ES 310 Hip-Hop, Poetics and Politics (4) D5*
 ES 320 African American Cultural Images (4) D5*
 ES 321 Native American Cultural Images (4)
 ES 322 Asian American Cultural Images (4) D5*
 ES 323 Mexican American Cultural Images (4) D5*

ES 325 Sex & Gender in African Amer. Communities (4)
 ES 326 Native American Architecture & Place (4) C4*
 ES 330 Chinese American Experience (4) D5*
 ES 335 The Filipina/o American Experience (4) D5*
 ES 350 Gender, Race, Science and Technology (4) **Area F***
 ES 360 Ethnicity and the Land (4) C4*
 ES 380 Critical Race Theory (4)
 ES 381 The Social Construction of Whiteness (4) D5*
 FNR 360 Ethnicity and the Land (4) C4*
 FSN 250 Food and Nutrition: Customs/Culture (4) D4*
 HIST 206 American Cultures (4) D1*
 HIST 207 Freedom & Equality American History (4) D1*
 HIST 333 African American History from 1865 (4)
 HIST 435 American Women's History since 1870 (4)
 HNRS 112 Race, Culture, and Politics—U. S. (4) D1*
 HNRS 212 Global Origins of U.S. Cultures (4) D3*
 HNRS 303 Econ Poverty/Discrim/Immigration (4) D5*
 HUM 312 Chicano/a Culture (4) C4*
 KINE 255 Personal Health: Multicultural Approach (4) D4*
 KINE 323 Sport and Gender (4) D5*
 KINE 324 Sport/Media/American Popular Culture (4) D5*
 MU 221 Jazz Styles (4) C3*
 MU 229 Music of the 60s: War and Peace (4) C3*
 MU 325 America's Music (4)
 PHIL 335 Social Ethics (4) C4*
 PHIL 336 Ethics, Gender and Society (4) C4*
 POLS 310 Politics of Ethnicity and Gender (4)
 POLS 343 Civil Rights in America (4)
 PSY 472 Multicultural Psychology (4)
 RELS ~~370~~ ~~336~~ Religion, Gender and Society (4) C4*
 SOC 316 American Ethnic Minorities (4)
 SPAN 111 Elementary Hispanic Language & Culture (4)
 SPAN 123 Spanish for Heritage Speakers (4)
 SPAN 340 Chicano/a Authors (4) C4*
 SPAN 351 Latino/a Writers in the U. S. (4) C4*
 TH 320 Black Theatre (4) C4*
 WS 301 Introduction to Women's Studies (4)
 WS ~~370~~ ~~336~~ Religion, Gender and Society (4) C4*
 WS 350 Gender, Race, Science and Technology (4) **Area F***
 WS 435 American Women's History since 1870 (4)
 WS 450 Feminist Theory (4)

Registration

Students are required to enroll in courses by using the web registration system (CPRReg). The courses selected should meet the requirements specified for each student's major course of study.

Credit for coursework completed is given only when the student is properly registered. A student is not properly registered until fee requirements have been met and enrollment in classes through the CPRReg system has been confirmed. **Students are strongly advised to print copies of their schedule for their records.** Individuals are not permitted to attend courses unless they are officially registered as regular students, as approved extension students, or as enrolled auditors (see Audit).

Information concerning registration for classes is available at www.ess.calpoly.edu/records/registration. Information concerning payment of fees is available at www.fees.calpoly.edu.

ENROLLMENT POLICY

State funding is allocated to the University based on student enrollment each term. Any attendance/participation in classes where the student is not officially enrolled during the term of participation (and where appropriate registration fees have not been paid) is against campus policy. This includes enrollment in Internship courses and acceptance of a position through the Cooperative Education program. All registration should be completed by the end of the Add Period, the 8th day of the term.

Official term enrollment requires the awarding of grades for classes attempted.

CLASS ATTENDANCE

Students are expected to attend regularly to keep the quality and quantity of work high. Absence from classes is regarded as serious, and work missed is not excused.

An excused absence can be allowed only by the instructor in charge of the class upon consideration of the evidence justifying the absence presented by the student. An excused absence merely gives the individual who missed the class an opportunity to make up the work and is not an excuse from the work required.

HOLDING OF RECORDS

Student records may be placed on a "Hold" status because of financial or other obligations to the University. The Hold authorizes the University to deny registration, prevent the release of transcripts, and to withhold other services normally provided to the student. A student's records will be held until the obligation is cleared to the satisfaction of the office or department placing the Hold.

ENROLLMENT STATUS

Full-time undergraduate students are those enrolled in 12 or more units of coursework in any regular quarter. *Half-time undergraduate students* are those enrolled in 6 to 11 units, and part-time undergraduate students are those enrolled for 5 or less units. Verification of enrolled units is based on enrollment status at the time of the verification request. Full-time status for graduate students is defined in the "Graduate Studies" section of this catalog.

MAXIMUM UNIT LOAD

The maximum load for all students is 22 quarter units including audited courses and concurrent work at other colleges. Exceptions may be made with the advance approval of the student's major department head or graduate advisor. Increase in maximum unit load is not available to students on academic probation. Maximum load requirements may be waived only on presentation of evidence of ability to carry successfully such a group of

courses. A petition to carry an excess load is available from the Office of Academic Records.

ADD/DROP

All changes to individual class registration or enrollments are the **responsibility of the student**. The add/drop period continues through CPReg initial registration cycles until the end of the 8th day of instruction of each term. During this period, the student has the opportunity to add or drop classes. See specific dates for completing these transactions at www.ess.calpoly.edu/records/Calendars_Deadlines. Students are responsible for knowing and adhering to these published timelines and for their enrollments.

Adding

Closed classes: If a class is full, students may use a permission number, issued by the instructor, during the first 8 days of instruction. See www.ess.calpoly.edu/records/registration for details.

Time conflict: Students may not enroll in two classes that meet at the same time.

Eligibility: Students must meet prerequisite and Schedule of Classes footnote requirements and be in attendance at the first class meeting to remain enrolled in the class.

Late registration: Students registering late have until the end of the add/drop period to pay late registration fees and to register for classes through CPReg with a permission number issued by the instructor of the class.

Dropping

Students have until the end of the 8th day of instruction to drop a class through CPReg. No entry will be made on their academic records. At the end of the regular add/drop period the instructor must assume that any student who has not dropped voluntarily remains officially enrolled in the class. For information on withdrawing after the end of the regular add/drop period see Withdrawals from Courses.

First class meeting: An instructor **may** drop a student from a class for failure to attend the first class meeting.

Footnote requirement: An instructor **may** drop a student from a class if the footnote requirements, as stated in the Schedule of Classes, are not met.

Prerequisite missing: An instructor **may** drop a student from a class if the prerequisite requirements, as stated in the catalog course description, have not been completed.

Canceled classes: If a class is canceled, students will be automatically dropped and have no reporting responsibilities.

LEAVES OF ABSENCE

Students are permitted to take a Planned Educational Leave or a Medical Leave with a written request and approval by campus officials.

Eligibility for All Leaves

1. A student on Educational or Medical Leave will be considered to be in continuous attendance with the purpose of returning to the same curriculum that was in effect when the leave began.
2. A student on Educational or Medical Leave will not be required to apply for readmission or pay an application fee provided that the student returns to the same major and within the time period agreed upon when the application was approved.
3. No more than two leaves will be available to each student (totaling a maximum of 8 terms).
4. A student on leave may return and enroll for any term prior to the term when the leave is scheduled to end. NO leave will be extended beyond the two-year limitation for any reason.
5. Any student on leave who fails to return and enroll within the time limits specified by the leave agreement will be required to reapply for admission, pay the reapplication fee, and may be held to any new curriculum requirements which may be in effect.

Educational Leaves:

1. A Planned Educational Leave must be for a purpose that contributes to the student's educational objective and is approved by the student's major department head or chair.
2. To be considered for an Educational Leave, the student must be eligible to enroll for the term in which the leave begins and not be on academic probation.
3. The application for Educational Leave must be initiated and approved before the leave begins and will not be granted retroactively.
4. Application forms and information concerning Leaves of Absence may be obtained from the Office of Academic Records.

Medical Leaves:

1. A Medical Leave provides time for the student to receive treatment or to recover from a disabling injury or other medical condition and is approved by a medical doctor.
2. The Medical Leave begins the term following the student's last term in attendance and may be granted retroactively based on the student's personal situation.
3. A written letter together with medical documentation is required. Information concerning Leaves of Absence may be obtained from the Office of Academic Records.

RETURNING STUDENTS

Matriculated students who have not registered for two consecutive quarters and who have not been on an approved leave of absence must file an application for readmission. The application fee must accompany the application for readmission. See the Admissions section for application deadlines for returning students.

Summer Quarter is a regular quarter and is counted in determining the length of absence.

INTRASYSTEM AND INTERSYSTEM ENROLLMENT PROGRAMS

Students enrolled at any CSU campus will have access to courses at other CSU campuses on a space available basis unless those campuses or programs are impacted. This access is offered without students being required to be admitted formally to the host campus and sometimes without paying additional fees. Although courses taken on any CSU campus will transfer to the student's home CSU campus as elective credit, students should consult their home campus academic advisors to determine how such courses may apply to their degree programs before enrolling at the host campus.

There are two programs for enrollment within the CSU and one for enrollment between CSU and the University of California or California community colleges. Additional information about these programs is available from the Office of Academic Records, Admin. 222.

CSU Concurrent Enrollment – matriculated students in good standing may enroll at both their home CSU campus and a host CSU campus during the same term. Credit earned at the host campus is reported to the home campus to be included on the student's transcript at the home campus. This counts as residential credit towards the degree but will be shown as transfer credit.

CSU Visitor Enrollment – matriculated students in good standing enrolled at one CSU campus may enroll at another CSU campus for one term. Credit earned at the host campus is reported to the home campus to be included on the student's transcript at the home campus as transfer credit.

Intersystem Cross Enrollment – matriculated CSU, UC, or community college students may enroll on a "space available" basis for one course per term at another CSU, UC, or community college and request that a transcript of record be sent to the home campus and will be recorded as transfer credit.

HEALTH SCREENING

Entering CSU students are required to present proof of the following immunizations to the CSU campus they will be attending before the beginning of their first term of enrollment. **Measles and Rubella:** All new and readmitted students born after January 1, 1957 must provide proof of full immunization (two MMRs) against measles and rubella prior to enrollment. **Hepatitis B:** All new students who will be 18 years of age or younger at the start of their first term at a CSU campus must provide proof of full immunization against Hepatitis B before enrolling. Full immunization against Hepatitis B consists of three timed doses of vaccine over a minimum 4 to 6 months period. Each incoming freshman who will be residing in on-campus housing will be required to return a form indicating that they have received

information about meningococcal disease and the availability of the vaccine to prevent contracting the disease and indicating whether or not the student has chosen to receive the vaccination. These are *not* admission requirements, but are required of students as conditions of enrollment in CSU. Proof of measles and rubella immunizations shall also be required for certain groups of enrolled students who have increased exposure to these diseases. These groups include:

- Students who live in campus residence halls;
- Students who obtained primary or secondary schooling outside the United States;
- Students enrolled in dietetics, medical technology, student teaching, or field work in a health care setting or involving preschool-age children; and
- Intercollegiate Athletes.

Registration will not be permitted until these requirements have been satisfied. Contact Health Services for further information concerning clearances or special circumstances.

Grading

A grade may be changed for the purpose of correcting clerical or administrative error, or to correct an error in the calculation or recording of a grade. A change of grade shall not occur as a result of additional work performed or re-examination beyond the established course requirements.

Earned Hours are all hours for which credit was earned (excludes grades of F, WU, and NC).

Quality Hours carry grade point value (excludes CR and NC).

Quality Points are awarded for each course unit and are determined by multiplying course unit by the quality point value of the grade.

Grade Point Average (GPA) is determined by dividing Quality Points by Quality Hours.

Higher Education GPA is the grade point average of all college level work.

Transcripts are the official record of academic history. Once a degree has been posted, subsequent revision and alteration of any transcript entry is permitted only for correction of proven error as certified by the appropriate academic dean and the Registrar. No changes will be made to the academic record after 60 days following the posting of the degree.

GRADING SYMBOLS

Academic Grading Symbols Earned		Quality Points Earned
A	Superior Attainment of Course Objectives	4.0
A –	Superior Attainment of Course Objectives	3.7

B +	Good Attainment of Course Objectives	3.3
B	Good Attainment of Course Objectives	3.0
B –	Good Attainment of Course Objectives	2.7
C +	Acceptable Attainment of Course Objectives	2.3
C	Acceptable Attainment of Course Objectives	2.0
*C –	Acceptable Attainment of Course Objectives	1.7
**D +	Poor Attainment of Course Objectives	1.3
D	Poor Attainment of Course Objectives	1.0
D –	Poor Attainment of Course Objectives	0.7
F	Non-Attainment of Course Objectives	0.0
CR	Credit	–
NC	No Credit	–

Administrative Grading Symbols

AU	Audit	–
I	Incomplete (authorized)	–
RD	Report Delayed	–
RP	Report in Progress	–
W	Withdrawn	–
WU	Withdrawal Unauthorized	0

* Certain sequenced courses may have a C– prerequisite for advancement.

** If a grade of D+ is received in a course that is a prerequisite for another course, the student is encouraged to repeat the prerequisite course before attempting the next course in sequence.

Credit/No Credit Grading

Some courses, *as indicated in their catalog descriptions*, are offered on a Credit/No Credit grading basis only. The following conditions apply when a student *elects* to take for Credit/No Credit grading those courses that are *not* designated by the University as being graded on an exclusive Credit/No Credit basis.

- Students desiring to elect a course on a Credit/No Credit grading basis must be currently enrolled in the course and must elect the Credit/No Credit grading option through the registration system. This request can be made through the 8th day of the quarter. Students may **not** change from one grading system to the other after the end of the 8th day of the term.
- Undergraduate students will be given a grade of CR for accomplishment equivalent to a grade of C– or better. No credit (NC) will be given for D+ or lower grades. Graduate students will receive a grade of CR that is based on an evaluated grade of B– or higher and NC for assigned grades of C+ or lower. Instructors will submit conventional letter grades to the Registrar's Office where they will be converted to Credit/No Credit grades. **NOTE: Some post-baccalaureate programs penalize students for a grade of CR.**

- c. The applicant for a Credit/No Credit grade must have at least a 2.0 grade point average in cumulative Cal Poly work. This requirement is waived for first-time students.
- d. No more than two courses may be selected for Credit/ No Credit grading in any term.
- e. Units earned in courses for which the grade was CR will count toward satisfaction of all degree requirements.
- f. Undergraduate students may elect a maximum of 16 units of Credit/No Credit grading. Up to 4 units of Credit/No Credit grading is allowed in major or support courses (subject to the approval of the student's major department) and up to 4 units of Credit/No Credit grading is allowed in General Education courses.
- g. Credit/No Credit grading will be removed for courses not meeting the above guidelines.
- h. Non-matriculated students, including those in the Extension Program, Summer Session, and Workshops must meet the same requirements as matriculated students to elect courses on a Credit/No Credit grading basis. (The 2.0 GPA requirement is waived in the case of non-matriculated students having no previous coursework recorded at Cal Poly.)

Administrative Grading Symbols

Audit

An auditor is a student who attends a course and receives no credit for the course. Enrollment as an auditor is subject to permission of the instructor. Enrollment in a course as an auditor shall be permitted only after students otherwise eligible to enroll on a credit basis have had an opportunity to do so.

Auditors are subject to the same fee structure as credit students, and regular class attendance is expected. Once enrolled as an auditor, a student may not change to credit status unless such a change is requested prior to the last day to add classes. Courses enrolled in with audit grades are not considered when determining enrollment status (for financial aid and other purposes).

An instructor is authorized to submit a change-of-grade form to change an AU to NC for students who audit a class but do not attend or do not meet agreed-upon criteria.

The student services fee and nonresident tuition fee are determined on the basis of the total units for which the student is enrolled including courses audited.

Incomplete (Authorized)

An incomplete signifies that a portion of required coursework has not been completed and evaluated in the prescribed time period due to unforeseen but fully justified reasons and that there is still a possibility of earning credit. It is the student's responsibility to bring pertinent information to the instructor who will determine the means by which the remaining course requirements will be satisfied. A final

grade is assigned when the work agreed upon has been completed and evaluated. The student is not permitted to re-enroll in the course to complete course requirements. If the student does re-enroll, the original grade of I will be counted as an F (or NC) and the re-enrollment will be processed as a repeated course.

The instructor will designate terms of the contract and length of time allowed to complete work, not to exceed one year. Failure to complete the assigned work will result in the I being counted as equivalent to an F (or NC) for grade point average computation. All remaining grades of I will be changed to F (or NC) at the time the student's degree is awarded.

Withdrawal Unauthorized

The symbol "WU" indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average and progress point computation, this symbol is equivalent to an "F".

A student may petition to have one grade of WU changed to a Withdrawal, with appropriate approvals, within one year of enrollment of the course. For details, contact the Office of Academic Records.

Report In Progress

The "RP" symbol is used in connection with courses that extend beyond one academic term. It indicates that work is in progress but that assignment of a final grade must await completion of additional work. Work is to be completed within one year except for graduate degree theses, which have a three-year time limit.

Cumulative enrollment in units attempted may not exceed the total number applicable to the student's educational objective. Reenrollment is permitted prior to the assignment of the final grade provided that the total permissible number of units for the course or courses is not exceeded. Work is to be completed within a stipulated time period.

The RP symbol shall be replaced with the appropriate final grade within one year or the grade will be converted to an F. Grades of RP for graduate degree theses will convert to a grade of No Credit (NC) if a final grade has not been assigned within three years. All remaining RP grade symbols will be changed to F or NC at the time the student's degree is awarded.

Repeating a Course

Undergraduate students may repeat a maximum of 20 units at Cal Poly for purposes of improving GPA. A course taken at Cal Poly or at another university or college in which a grade of D+ or less was received may be repeated at Cal Poly with the new grade recorded along with the prior

grade. If the second grade is equal to or higher than the first, then the grade earned by repeating the course will replace the quality points, quality hours and earned hours which were previously earned. The original grade is "forgiven" from GPA computation, but both grades appear on the student's permanent record (transcript). Effective Summer 2007, any course is eligible for grade forgiveness one time only. Repeated attempts will be averaged in the student's GPA. With the exception of the reasons listed below, the repeat adjustment is made automatically at the end of the term in which the course is repeated. If a course is re-taken with credit/no credit grading, the original grade will not be excluded from the GPA.

A repeat petition is required for the following reasons only:

- the course was originally taken at Cal Poly before Fall 1987
- the course was originally taken at another institution
- the course has changed prefix or number
- the course was taken through Cal Poly Extended Education

Repeat petitions for the situations listed above must be turned in to the Office of Academic Records by the end of the seventh week of the quarter in which the course is repeated.

If the student repeats a course in which a C- or higher grade was earned, both grades will be calculated in the grade point average, but the duplicate earned hours will not be counted toward the degree.

WITHDRAWALS / RENEWAL

Withdrawals from Courses

The W grading symbol indicates that the student was permitted to withdraw from the course after the regular add/drop period with the approval of the appropriate campus officials. It carries no adverse connotation of quality of student performance and is not used in calculating grade point averages.

Between the end of the regular add/drop period and the end of the seventh week of instruction a student must request permission to withdraw from a course by processing a petition that is available at the Office of Academic Records. The petition will be approved and withdrawal authorized only if there are serious and compelling reasons for withdrawal in the judgment of the department head. The withdrawal petition also requires the signature of the course instructor and the student's academic advisor.

Between the end of the 7th week of instruction and the last day of instruction, withdrawals are permitted only if the withdrawal is based on an emergency situation clearly beyond the control of the student. In such cases a final or incomplete grade may be assigned for courses in which sufficient work has been completed to permit an evalua-

tion to be made. The student must request permission to withdraw as specified above, or request grade assignment, both of which are subject to approval by designated campus officials. Any student who fails to provide notification or who fails to obtain formal approval to withdraw will be subject to failing grades (WU, F, or NC).

Cancellation of Registration or Withdrawal from the Term

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term are required to follow the University's official withdrawal procedures. Failure to follow formal University procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term.

Students may drop their classes on CPReg all the way through the add/drop period, until the end of the 8th day of the term. Grades will not be assigned for courses dropped during this period.

With the approval of campus officials, a student is permitted to withdraw from all classes for the quarter for serious and compelling reasons until the end of the 7th week of instruction. After the 7th week and through the last day of instruction, withdrawals for the term must be based on an emergency situation clearly beyond the control of the student, and approved by campus officials.

The student is required to initiate a request for a term withdrawal with the Registrar and to complete required exit procedures. If the student is unable to appear in person, he/she may write or call the Office of Academic Records, 805-756-2531, to request withdrawal. The request must specify reasons for leaving the institution and include the student's signature. The date of the withdrawal will be established according to the guidelines contained in the institutional policies governing term withdrawals or as determined by the Registrar.

The student may be eligible for a full or partial refund of registration fees depending upon the time and circumstances of withdrawal. If eligible for a refund, the refund will remain in the student's account on campus, unless the student files a written application for the refund to be sent to the student. Fee refund policy information is available at www.fees.calpoly.edu.

Students who receive financial aid funds must consult with the Financial Aid and Student Account Offices prior to withdrawing from the University regarding any refunds or repayments of grant or loan assistance received for that academic term. If a Title IV financial aid recipient withdraws from the University during a payment period, the grant or loan assistance received is subject to federal refund and repayment provisions.

Withdrawal from Previous Terms

A student may petition to have all grades retroactively changed to the administrative grade of "W" if he/she can demonstrate and document that there were serious and compelling reasons or circumstances that resulted in the unofficial withdrawal for the quarter in question. A student may not retroactively withdraw from selected courses during a particular quarter, but must petition to withdraw from the entire quarter. **The petition must be submitted within one year following the end of the term.** Refunds of registration fees are not available for withdrawals following the last day of instruction. For more information, contact the Office of Academic Records.

Academic Renewal

The Trustees of the California State University have established a program of Academic Renewal whereby students who are having difficulty meeting graduation requirements due to a grade point deficiency may petition to have up to two semesters or three quarters of previous college work discounted from all considerations associated with meeting requirements for the baccalaureate degree.

Academic Renewal, as defined by campus policy, will be processed at the point of graduation. Academic Renewal is intended only to facilitate graduation from Cal Poly and is not applicable for individuals who already possess a baccalaureate degree or who meet graduation requirements without the approval of a petition for Academic Renewal.

Conditions: In order to qualify for Academic Renewal all of the following conditions established by the Trustees must be met:

1. Five years must have elapsed since the term or terms to be disregarded were completed. Terms taken at any institution may be disregarded.
2. Since completion of the term(s) to be disregarded, the student must have completed coursework at Cal Poly of at least one of the following:
 - 22 units with a GPA of 3.00,
 - 45 units with a GPA of 2.50,
 - 67 units with a GPA of 2.00
3. The student must present evidence that the coursework to be disregarded was substandard and not representative of the student's present scholastic ability and level of performance, due to extenuating circumstances.

For additional information about Academic Renewal contact the Office of Academic Records.

Academic Standards

Academic Obligations

All students are expected to be diligent in the pursuit of their courses of study in order that both they and the State

will receive maximum benefit from the educational opportunities provided. Each student is responsible for his or her enrollments and timely adds, drops and withdrawals following campus policy.

Students are expected to satisfy the academic demands required by their instructors in such ways as they may set forth, in order to satisfy the instructor that they are performing their assignments in a proper manner.

Instructors are expected to give first priority to meeting their scheduled classes and other assigned responsibilities, including keeping regular office hours for student conferences.

In classroom settings, instructors have the authority and responsibility to establish rules, maintain order, and to dismiss students from a class session for violation of the rules or misconduct. Violations or misconduct warranting more than a single dismissal from a class session should be referred by the instructor to the Office of Student Rights and Responsibilities (756-2794) for disciplinary action.

Uniform standards for academic probation or disqualification, and for administrative-academic probation or disqualification, are in effect at all campuses of the California State University. Undergraduate students may be placed on academic probation and later be disqualified, or be placed on administrative-academic probation and later be disqualified, when they do not meet these standards.

Students who have been placed on academic probation, administrative-academic probation, or who have been notified of their disqualification may request review of such action by the dean of the college taking the action. Students who have been disqualified for inadequate progress or performance will not be readmitted until presentation of satisfactory evidence that they have improved their chances of academic success. The request for readmission will be referred to the dean of the college in which the student wishes to enroll.

Students on academic probation may not participate on intercollegiate teams nor may they hold positions of leadership in student organizations or student government groups. This includes, but is not limited to, such groups as: athletic teams, debate teams, drama casts, judging teams, ASI councils, boards and committees. Such students may not hold an office in a student organization, nor may they be editors, managers, or hold similar positions on student publications. However, students on academic probation may participate in such activities as club membership, intramurals, and music that do not include travel and the official representation of the University.

Certain groups may have set higher standards than the minimum for specific positions or areas of responsibility that require considerable commitments of time and energy.

Academic Probation and Disqualification

The quality of academic performance is considered in the determination of a student's eligibility to remain enrolled. An undergraduate student becomes subject to academic probation or disqualification under the conditions shown below. For minimum scholarship standards applicable to graduate and post-baccalaureate students see the Graduate Programs section.

I. Academic Probation

An undergraduate student is automatically placed on academic probation when the grade point average drops below 2.0 (C). The grade point average applies to the current term (unadjusted for any subsequent grade forgiveness), the Cal Poly cumulative, or the higher education cumulative. The student is advised promptly, by email or other means, of being placed on probation. It is the student's responsibility to notify the Office of Academic Records of address changes.

An undergraduate student is removed from academic probation when the current term, Cal Poly cumulative, and higher education cumulative grade point averages are *all* 2.0 or higher.

II. Academic Disqualification

- A. An undergraduate student on academic probation for two consecutive terms is subject to academic disqualification.
- B. An undergraduate student on academic probation is also subject to academic disqualification when:
 - (1) As a freshman (fewer than 45 quarter units of college credit completed) the student falls below a grade point average of 1.50 in all units attempted (higher education GPA) or in all units attempted at Cal Poly (Cal Poly cumulative GPA).
 - (2) As a sophomore (45 through 89 quarter units of college credit completed) the student falls below a grade point average of 1.70 in all units attempted (higher education GPA) or in all units attempted at Cal Poly (Cal Poly cumulative GPA).
 - (3) As a junior (90 to 134 quarter units of college credit completed) the student falls below a grade point average of 1.85 in all units attempted (higher education GPA) or in all units attempted at Cal Poly (Cal Poly cumulative GPA).
 - (4) As a senior (135 or more quarter units of college credit completed) the student falls below a grade point average of 1.95 in all units attempted (higher education GPA) or in all units attempted at Cal Poly (Cal Poly cumulative GPA).
- C. In addition to the above disqualification standards applicable to students on probation, the President may designate a campus official to act to disqualify an individual not on probation when the following circumstances exist:

- (1) At the end of any term, the student has a cumulative grade point average (higher education or Cal Poly) below 1.0, and
- (2) The cumulative grade point average is so low that in view of the student's overall educational record, it seems unlikely that the deficiency will be removed within a reasonable period.

III. Notice of Disqualification

Students who are disqualified at the end of a quarter are notified before the beginning of the next consecutive regular quarter. Students disqualified at the beginning of a summer enrollment break are notified at least one month before the start of the fall quarter.

Notification may occur by email or other means. A student will be considered notified if he/she has previously received a written academic contract and has failed to meet its terms, making the student subject to disqualification. It is the student's responsibility to notify the Office of Academic Records of address changes.

In cases where a student ordinarily would be disqualified at the end of a term save for the impossibility of making timely notification, the student may be advised by the student's school dean that the disqualification is to be effective at the end of the next term. Such notification includes any condition which, if met, would result in permission to continue in enrollment. Failure to notify a student does not create the right of that student to continue enrollment.

IV. Administrative-Academic Probation

An undergraduate or graduate student may be placed on administrative-academic probation by action of the dean of the school in which the student is enrolled for any of the following reasons:

- A. Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms. (Note: a student whose withdrawal is directly associated with a chronic or recurring medical condition or its treatment is not subject to Administrative-Academic probation for such withdrawal.)
- B. Repeated failure to progress toward the stated degree or program objective, including that resulting from assignment of 15 units of NC, when such failure appears to be due to circumstances within the control of the student.
- C. Failure to comply, after due notice, with an academic requirement or regulation which is routine for all students or a defined group of students.

When such action is taken, the student is notified in writing and is provided with the conditions for removal from probation and the circumstances which would lead to disqualification, should probation not be removed.

Academic Petitions

Academic petitions are handled through the academic affairs division of the University. The process of review

may include the academic department, academic advising offices, administrative offices, and/or college dean's office. Typical academic petitions include, but are not limited to, transferring from one program to another, academic requirement or policy deviation requests, and admission/re-admission issues. Contact the appropriate office for specific academic petition procedures.

Academic Petition Appeals

Following a petition decision, and under limited circumstances, students may appeal to the Vice Provost for Academic Programs and Undergraduate Education or his/her designee. The right to an appeal is not guaranteed and an appeal will only be granted if the student can show that one or more of the following exist:

1. A requirement or policy was incorrectly applied to the petition.
2. A requirement or policy is unclear or ambiguous.
3. There is new information that should be considered in the evaluation of the petition.
4. There are special circumstances warranting the granting of the appeal.

The granting of an academic petition appeal gives students the opportunity to present the merits of their petition to the Vice Provost. The Vice Provost's decisions regarding appeals represent the University's final decision on academic petitions. Contact the Office of Academic Programs at 756-2246 for more information on the procedures for filing an academic petition appeal.

Student Grievances

The University provides students with a variety of mechanisms to address student grievances or concerns. In all such matters, the University encourages students to attempt to resolve their grievance or concern at the source of the issue (i.e., with the professor, department chair or administrator, or college associate dean). The Dean of Students Office (756-0327) is available to any campus community member to assist with identifying and clarifying appropriate campus policies and procedures for addressing student grievances or concerns.

For general questions about grievances, contact the Dean of Students Office, 756-0327. The following list contains the offices or programs designated to address the more common student grievances at the University:

Grade Grievances – The Fairness Board: Contact the Academic Senate Office, 756-1258 (See page 17 for more detail on the functions of this Board)

Student or Student Club Misconduct – Office of Student Rights and Responsibilities, 756-2794 (See page 33 for more detail on the functions of this Office)

Eligibility for Intercollegiate Athletics

Eligibility for competition in intercollegiate athletics is regulated in general by the rules of the National Collegiate Athletic Association (NCAA), and specifically by current Conference and university regulations. The Director of Athletics is responsible for maintaining up-to-date intercollegiate athletics eligibility rules applicable to the University. The Faculty Athletic Representative has the responsibility for the interpretation of the NCAA, Conference, and university rules for determining student eligibility to represent the University in intercollegiate athletic events.

Eligibility for Student Activities

Students on either academic or disciplinary probation may not participate on intercollegiate teams nor may they hold positions of leadership in chartered student organizations or coded student government groups. Students on probation may participate in such student organizations and groups as members but they may not hold an office or represent the University or the Associated Students, Incorporated, in any official capacity.

Student Conduct and Discipline

It is expected that all Cal Poly students are enrolled for serious educational pursuits and that they will conduct themselves so as to preserve an appropriate atmosphere of learning. It is also expected that all students who enroll at Cal Poly are willing to assume the responsibilities of citizenship in the campus community. Association in such a community is voluntary, and students may withdraw from it at any time that they consider the obligations of membership disproportionate to the benefits. While enrolled, students are subject to campus authority that includes the prerogative of dismissing those whose conduct is inimical to the aims of an institution of higher education.

While enrolled, students are subject to the regulations governing discipline stated in *Education Code* Section 66017 and in Title 5 of the *California Code of Regulations*, Sections 41301–41302, and to such rules and regulations as have been approved and promulgated by authority of the President. Copies of Title 5 *California Code of Regulations* 41301 and 41302, which deal specifically with student disciplinary regulations, are available to all students in the "Appendix" of this catalog. Other applicable regulations are contained in this Catalog, in the *Campus Administrative Policies*, the Standards for Student Conduct, Rights and Responsibilities, and in other official university publications, including the Cal Poly web site.