

Student Affairs

*Office of the Vice President for Student Affairs
Administration Building (01) Room 209
805 756-1521*

The Office of the Vice President for Student Affairs oversees a division that provides services, leadership training, and learning experiences for all Cal Poly students. Through advocacy, program development, and serving as a liaison to student organizations on behalf of the University, Student Affairs is the key link to student life on campus. Dedicated to student learning, Student Affairs staff mentor students, encourage personal development, and support important initiatives to enhance retention and matriculation of students.

Mission Statement

The mission of the Student Affairs Division is to cultivate student learning and success. Together with the University, the Student Affairs Division is committed to the principle of integrating Student Affairs programs and services into the student's total learning environment, in and out of the classroom, and fostering within each student respect and responsibility for self and members of the greater community.

Delivery of programs and services is influenced by an ongoing assessment of student needs, the campus climate and established outcomes. It is guided by:

- The scholastic achievements of our students;
- The residential nature of our campus;
- The high staff/faculty-to-student ratio of our departments;
- The selective standards of our admissions, which draw students from around the state; and
- The learn-by-doing focus of our curricular and co-curricular activities.

The mission is carried out through teaching and personal instruction, advisement and counseling, community service learning, internships and experiential education, organized programming, and services. The mission is achieved through the following programs and services:

- Associated Students, Inc.
- Career Services
- Dean of Students
- Disability Resource Center
- Health and Counseling Services
- Office of Student Rights and Responsibilities
- Parent Program
- Student Academic Services
- Student Life and Leadership
- Testing Services
- University Housing

ASSOCIATED STUDENTS, INC. (ASI)

University Union (65), Room 212, 805 756-1281

Mission Statement

The mission of Associated Students, Inc. is to enrich the quality of student life and to complement the educational mission of Cal Poly through shared governance, student employment, student advocacy and a broad spectrum of programming, services and opportunities for leadership and social interaction.

Vision Statement

Associated Students, Inc. will be every student's connection to the ultimate college experience.

ASI Student Government

University Union (65), Room 202, 805 756-1291

Leadership opportunities are open to all interested students. This includes the elected College Council representatives who form the Board of Directors and appointed positions on the University Union Advisory Board and the ASI Executive Cabinet. ASI student leaders represent the student body on community, campus and regional committees.

Three student officers guide the organization: the ASI President, Chair of the Board, and Chair of the University Union Advisory Board. These officers and the Board of Directors are elected in spring quarter, and they are the recognized representatives of Cal Poly students. The ASI Chief of Staff is an appointed leader who guides the ASI Executive Cabinet in supporting the goals of the ASI President.

The Board of Directors oversees the policy development of ASI, an \$11 million nonprofit corporation. ASI collects quarterly fees, commercial revenue and grants, which support a wide range of campus clubs as well as student programs and services.

PROGRAMS AND SERVICES OF ASI

ASI operates a wide variety of programs and services in four facilities, the Julian A. McPhee University Union, Orfalea Family and ASI Children's Center, Recreation Center, Cal Poly Sports Complex, and the Chumash Challenge Ropes Course.

ASI Business Office

University Union (65), Room 212, 805 756-1281

The ASI Business Office provides internal business services to all ASI programs and services, including administrative support, fiscal services, human resources, project management, and information technology.

JULIAN A. MCPHEE UNIVERSITY UNION (UU)

Information Desk: *Second Floor Lobby, University Union (65), 805 756-1154 (Voice or TDD)*

The Julian A. McPhee University Union is a central place for students, faculty, staff, alumni and guests to meet, relax and exchange ideas. Facilities include: UU Plaza, UU Epicenter, two student lounges: Bishop's Lounge and San Luis Lounge, UU Gallery, ASI Events, Poly Escapes, ASI

Craft Center, Mustang Lanes, BackStage Pizza, Starbucks, SESLOC Credit Union, Student Life & Leadership, Student Community Services, Multicultural Center, Women's Center, ASI Student Government Office, Chumash Auditorium and UU Reservations.

UU Epicenter

University Union (65), Room 203, 805 756-5807

The UU Epicenter is students' one-stop shop for "Events, Programs and Ideas." Students can obtain information, materials and resources on the following programs and services: ASI Events, Cal Poly Rose Float, ASI Craft Center, UU Gallery, Club Services, Poly Escapes and the Chumash Challenge High Ropes Course.

The UU Epicenter provides services to Cal Poly clubs, sport clubs and independent student organizations.

Cal Poly Clubs

There are close to 300 active clubs and organizations affording students the opportunity to become active in campus life. Clubs include academic and professional organizations, hobby-interest clubs, honor societies, service clubs, residential groups, multicultural organizations and spiritually based groups.

A complete list of all clubs on campus, meeting dates, locations and contact information can be found on the ASI website at www.asi.calpoly.edu/static/join_club.

ASI has created club funding programs to support clubs and organizations, including those that enhance cultural activities, community services and campus-wide education efforts.

ASI Events

University Union (65), Room 203, 805 756-1112

ASI Events provides on-campus entertainment programming in four different program areas: UU Gallery, concerts, Concerts in the Plaza (formerly UU Hour) and special events. These programs, in addition to our multicultural events and celebrations, comedy, artistic expression, education programs and speaker forums on social issues, have been identified to meet the diverse needs of a comprehensive university.

UU Gallery

University Union (65), Room 203, 805 756-5807

The UU Gallery is located in the UU Epicenter and is designed to give students and community members the opportunity to showcase artwork with exhibits of painting, photography, sculpting and more.

ASI Craft Center

University Union (65), Room 111, 805 756-1266

The ASI Craft Center offers a wide variety of fun, non-academic craft classes and workshops. The facility includes a ceramics area, bike repair room, woodworking power tools, glass bead-making lab, poster-making tables with pens and paper, and a retail store.

Poly Escapes

University Union (65), Room 112, 805 756-1287

For more than 30 years ASI's Poly Escapes has been sponsoring outdoor trips and programs with students at the core of its leadership program. With a zest for spontaneous adventure and the desire to explore the unknown, Cal Poly students have looked to Poly Escapes to take them on "once in a lifetime adventures." Poly Escapes provides trip coordination, educational experiences, a climbing wall, resource library and roughly 20 trips each fall, winter and spring. Students may also rent equipment such as tents, sleeping bags, backpacks, cross-country skis, surfboards and ice cream makers at reasonable prices.

Cal Poly Rose Float

University Union (65), Room 209, 805 756-1268

One of the most exciting activities on the Cal Poly campus is building the annual Rose Parade float. Since 1949, a team of students at the Cal Poly San Luis Obispo and Pomona campuses has produced floats annually. For more than 50 consecutive years, students from all academic majors have enjoyed the thrill of watching a float they designed, built and decorated make its way down Colorado Boulevard on New Year's Day in the Tournament of Roses Parade.

Not only is the Cal Poly float a one-of-a-kind venture for college students, it is also an opportunity for students to develop new innovations such as computer-controlled animation, hydraulics systems for movement, and more.

ASI CHILDREN'S PROGRAMS

Orfalea Family and ASI Children's Center (133), 805 756-1267

The Orfalea Family and ASI Children's Center is a nationally accredited program providing quality early care and education services to children from 4 months to 6 years old. Student parents are given first priority for enrollment. Subsidized childcare is available for low-income student parents.

The ASI Children's Programs' philosophy is based on the belief that young children thrive in an environment that promotes understanding of themselves, others and the world around them. Teachers focus on facilitating children's development in the social-emotional, cognitive and physical domains. Activities are designed to meet the children's individual and age-appropriate needs. With the understanding that children learn through play, caregivers encourage them to explore, discover and have fun. Emphasis is placed on teaching children how to problem-solve and make appropriate choices, while learning to interact within a group setting.

ASI RECREATIONAL SPORTS

Recreation Center (43)

805 756-1366 (Main), 805-756-PLAY (Hotline)

www.asi.calpoly.edu/get_active

ASI Recreational Sports offers opportunities for all students to participate in aquatics, exercise and instructional classes, intramural sports, informal recreation and special events.

Registered Cal Poly students have free access to the Recreation Center, which is open seven days a week. Facilities include two sand volleyball courts, a 7,000-square-foot weight room, a 6,500-square-foot fitness room, nine racquetball courts, an Olympic-sized swimming pool and four indoor basketball courts.

ASI's Recreational Sports Program employs more than 160 students each year. Student and full-time staff members are available to assist with any questions or concerns about Recreational Sports programs.

Rec Sports Programs:

Aquatics classes are designed for all levels of swimmers, from beginning to masters. Scuba courses, stroke clinics and lifeguard training are just a few of the classes offered.

Chumash Challenge is a unique experiential education program that empowers groups and individuals through initiatives and problem solving activities using team building and High Ropes workshops. Cal Poly clubs, class labs and organizations as well as local schools, county government agencies, youth-at-risk groups and local businesses are all active participants of Chumash Challenge. Located in the hills of Stenner Canyon, it is a place of self-discovery where the "challenge by choice" philosophy is followed and participants are not pressured to move beyond their comfort zone. Group cooperation, leadership skills, decision-making skills, positive risk-taking, trust and self-confidence are all part of the Chumash Challenge experience. Call 756-2628 for more information.

Fitness and Instructional programs are designed for individuals to acquire new skills in a relaxed and enjoyable setting. Programs offered include an extensive aerobic schedule, spin classes, martial arts, pilates and yoga. Nationally certified personal trainers are on staff to assist in meeting fitness goals.

Informal Recreation provides non-structured opportunities to participate in a variety of activities such as swimming, cardiovascular exercise, free weight and weight machines, basketball, volleyball, racquetball and indoor soccer.

Intramural Sports provides a variety of structured sports leagues and tournaments in a safe, recreationally competitive environment. The program is open to all Cal Poly students and also to faculty, staff and alumni who are current members of the Recreation Center. Popular sports include: basketball, flag football, soccer, softball and volleyball.

CAREER SERVICES

Student Services (124), Room 114, 805 756-2501
www.careerservices.calpoly.edu

This centralized service is available to all students and alumni of the University. In conjunction with the seven academic colleges, Career Services assists students with exploring, formulating and implementing career plans. Career Services actively promotes and supports effective

professional relationships between the University and employers.

Career Counseling

Through individual appointments and group workshops, students are guided through the exploration and formation of personal career plans. Students considering a change of major are particularly encouraged to utilize Career Services so that they may become better informed about career options. With the assistance of department staff, students may take advantage of interest inventories; utilize computerized career guidance systems, review current literature on career profiles, trends and work environments; attend career fairs, employer/industry information sessions, and career-related events. Students are offered the opportunity to network with company representatives.

Student Employment

Student employment opportunities are available to all currently-enrolled students. Positions are centralized on-line through *Mustang Jobs* through the On-Campus Interview Program or Job Listing Service. This includes local part-time jobs (on campus and off campus), Co-op, internships, summer, and seasonal jobs. These types of jobs can support a student's future career direction, as well as allow them to earn money for college expenses.

Cooperative Education

Cooperative Education is a joint partnership between employers, Career Services and Cal Poly's academic programs. Students are able to secure professional-level work experience related to their majors, obtain professional contacts in industry, affirm career goals, obtain marketable skills, develop self-confidence, and integrate what is learned in the classroom within the world of work. Co-op assignments are primarily full-time paid positions, three to six months in duration, offered to junior- and senior-level students. Students earn academic credit for their participation.

Career Employment and Graduate School Services

Through workshops and individual advisement, students are guided through the job search or graduate school application process, which includes clarifying the career objectives; identifying, researching and contacting potential employers and graduate programs; preparing resumes and personal statements; and preparing for interviews.

Employer contacts may be generated through *Mustang Jobs* (on-campus interview program, job listings) and job fairs, as well as professional directories and publications geared toward the hiring of new college graduates.

Students are encouraged to take advantage of the Career Resource Center, which contains a variety of career resources, annual reports, salary trend information, alumni network files, and student workstations allowing Internet research and computer-assisted career exploration programs.

DEAN OF STUDENTS

Health Services Bldg. (27), Room 188, 805 756-0327

The Dean of Students Office provides leadership to support student success, strengthen campus community relations, and provide the initiatives for future student-centered programs that foster the development of the student academically, socially and ethically.

The Dean of Students supports student learning and service through:

- helping students manage academic and nonacademic situations;
- consulting extensively with faculty and staff on behalf of student concerns;
- interpreting and assisting with understanding campus policies and procedures;
- consulting with student clubs and organizations to foster a healthy student life;
- cultivating a caring, supportive campus and community environment; and
- assisting with parent concerns regarding campus life and policies.

Students with questions or concerns are encouraged to stop by or contact the office. The staff answers questions, advocates when appropriate, investigates student complaints of discrimination, and directs students to the appropriate campus or community resource as needed.

DISABILITY RESOURCE CENTER

*Student Services (124), Room 119,
805 756-1395, voice or tty*

The Disability Resource Center's mission is to assist in creating an accessible university community where students with disabilities have an equal opportunity to fully participate in all aspects of the educational environment. The Center cooperates through partnerships with students, faculty, and staff to cultivate student learning and success.

Students wishing to use disability-related services and accommodations complete an Application for Services, submit disability documentation, and then meet with an access specialist who determines eligibility and accommodations. Advance planning is strongly encouraged.

For detailed information please see www.drc.calpoly.edu.

HEALTH AND COUNSELING SERVICES

Student Health Center (27), 805 756-1211

The goal of Health and Counseling Services is to support the physical and psychological well-being of all students attending Cal Poly. A variety of services are offered for students including outpatient care, individual counseling, a pharmacy, and health education programs. Health and Counseling Services assists students by minimizing class time lost due to illness, injury, or personal problems.

Health Services

Student Health Center (27), 805 756-1211

The following services are available to all students as part of the health services fee:

- **Outpatient medical services** are available, year-round, Monday through Friday, 8:00 a.m. to 4:30 p.m. except Wednesday, 9:00 a.m. to 4:30 p.m., and includes primary physician and nursing services, men's/women's health care, laboratory and routine x-ray procedures.
- **Health education** programs on nutrition, Educational Resources On Sexuality (EROS), and Thoughtful Lifestyle Choices (TLC) are provided by staff professionals and students trained as peer health educators. Programs include nutrition counseling, alcohol and drug awareness, sexuality and lifestyle wellness.
- **Additional health services** are also available at a low cost and include pharmacy items (prescription and over-the-counter items), lab tests when specimens are sent off campus for processing, immunizations, orthopedic supplies and optometry.

Major medical insurance coverage for off-campus services is strongly recommended. Students are encouraged to have their own coverage for major medical, surgical and emergency expenses. **Due to a shortage of doctors in the community in certain specialty areas, students requiring specialty medical care are encouraged to call for appointments with local specialists well in advance.**

Counseling Services

Student Health Center (27), 805 756-2511

Counseling Services offers individual and group counseling, crisis intervention, education and outreach, and internship training. Counselors are available to assist with the normal adjustments of academic and social life; personal issues such as confidence and self-esteem, stress management, body image and sexuality; as well as more serious personal concerns such as depression, anxiety, alcohol and drug abuse.

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

Student Services (124), 805 756-2794

www.osrr.calpoly.edu

The Office of Student Rights and Responsibilities administers the California State University Standards for Student Conduct. This office ensures a fair and impartial administration of the disciplinary process, while educating students about their responsibilities and protecting the rights of all members of the university community. The Office addresses student behavioral problems in a developmental and educational manner with the goal of fostering the ethical development and personal integrity of students. The Standards for Student Conduct and disciplinary process are available at www.osrr.calpoly.edu.

PARENT PROGRAM

Health Center (27), Room 113

Parent Helpline: 805 756-6700

www.parent.calpoly.edu

e-mail: calpolyparent@calpoly.edu

The Cal Poly Parent Program is dedicated to helping families effectively support their students' transition and success and providing opportunities for them to stay connected to the university community. All of the Parent Program's services are designed to serve as resources for parents and families as they discover the best way to support their sons or daughters, while also enabling their students' independence and personal responsibility.

Parents are encouraged to sign up for the Parent E-newsletter. This monthly service provides links to University news and important dates, and features timely tips and articles on relevant topics.

The University's Parent Program Advisory Council serves in an advisory capacity to the Parent Program and offers the Cal Poly parent community experienced parent perspectives and avenues for involvement. In addition, the Parent Program welcomes parents at orientation events, hosts an annual Parents' Weekend, and encourages support of Cal Poly and its programs through the Cal Poly Fund.

STUDENT ACADEMIC SERVICES

Hillcrest (81), 805 756-2301

Student Academic Services (SAS) offers comprehensive programs that directly support academic excellence. Program services include academic and personal advising, admissions and transition services, new student first year seminars, supplemental workshops and study group assistance. Academic advisors work with each of the seven academic colleges to provide academic and personal advising assistance to students with class scheduling, assessment of academic skills, graduation planning, career clarification and related learning and study skills.

Supplemental workshops and study sessions are available for key content courses in first- and second-year curricula.

An additional emphasis of SAS is to offer support to students from backgrounds that have been traditionally underrepresented in the California State University System. The goal of SAS is to ensure that all students have equal opportunity to achieve academic success and graduation. Student Academic Services incorporates the following:

Academic Skills Center

Kennedy Library (35), Room 112, 805 756-1256

The Academic Skills Center (ASC) offers a wide variety of retention programs and campus support services, including study skills seminars, study sessions and tutor referral services.

College Bound

Hillcrest (81), 805 756-2301

The purpose of EOP College Bound is to motivate and assist in the preparation of students from low-income, first-generation college families for application and entrance to Cal Poly or another post-secondary institution of their choice. The program offers various educational outreach strategies to high school students.

Connections for Academic Success

University Union (65), Room 217A, 805 756-6774

The mission of Connections for Academic Success (CAS) is two-fold: to help increase the retention of new students by providing services in support of their academic success, and, through outreach efforts, provide educationally and/or economically disadvantaged students with information about Cal Poly and support their preparation for admission. CAS provides academic advising and referrals to other advising resources; assistance with obtaining tutoring and study session contacts; assisting students with identifying and overcoming obstacles to their academic success; and connecting students with other campus resources.

Educational Opportunity Program (EOP)

Hillcrest (81), 805 756-2301

EOP provides admissions and academic support programs for low-income, historically disadvantaged students. EOP offers academic and personal advising, study sessions, academic orientation courses, career and post-graduate advising, and referrals to campus resources.

Educational Talent Search

Hillcrest (81), 805 756-2301

Educational Talent Search (ETS) is a federally funded program designed to assist participants in reaching their academic potential. Cal Poly's program assists middle and high school students who meet federal low-income guidelines and may be the first in their family to attend college. The services of ETS support those offered through guidance offices at selected campuses in San Luis Obispo and Santa Barbara Counties. While the staff is employed at Cal Poly, San Luis Obispo, the program is not used as a recruitment tool for the University; participants receive assistance in applying to any college, university or other qualified post-secondary institution.

Partners Program

University Union (65), Room 217A, 805 756-6774

The Partners Program is a recruitment and access feeder program which collaborates with a select number of California high schools. The University has established formal partnerships with high schools throughout the state. For those student who enroll at Cal Poly, the Connections for Academic Success program (CAS) collaborates with the Admissions Office, University Housing, College Advising Centers, as well as faculty and staff, to provide support to enable students to make successful transitions from high school to Cal Poly.

The program is designed to assist students with acquiring information about support services such as tutoring, employment and academic advising; become knowledgeable about academic policies and procedures relevant to their majors; access financial aid resources; and understand how to register for classes.

Student Support Services

Student Services (124), Room 119, 805 756-1395

The purpose of this federally funded program is to provide support services to low-income, first-generation or disabled college students to enhance their academic skills, increase their retention and graduation rates, and facilitate their entrance into graduate and professional school programs.

Summer Institute

Hillcrest (81), 805 756-2301

Summer Institute (SI) is an academic scholars' program held annually at Cal Poly. Selected newly admitted freshman students have the opportunity to participate in this three-to-five-week residential program geared at helping make a successful transition from high school to the more rigorous Cal Poly environment.

Upward Bound

Hillcrest (81), 805 756-2301

Upward Bound (UB) is a federally funded program which provides a college preparatory program for low-income and/or potential first-generation college students. This program motivates and academically prepares local high school students for college. The academic program and residential summer school session at Cal Poly offer tutoring, career advisement and supplemental instruction, as well as cultural and recreational activities.

STUDENT LIFE AND LEADERSHIP

University Union (65), Room 217, 805 756-2476

www.studentlife.calpoly.edu

Student Life and Leadership offers opportunities to develop leadership skills, contribute to the community, experience diversity, participate in group dynamics, and mentor new students. Its mission is to advance and encourage the learning and personal development of students, and its programs are integrated into the student's total learning environment.

Clubs and Organizations

Student clubs and organizations provide opportunities for the enhancement of academic, cultural, social, and recreational aspects of student life through participation in group activities and programs. Being part of a campus club or organization can greatly enrich the student experience at Cal Poly.

Commencement

Commencement ceremonies are coordinated by Student Life and Leadership staff, in collaboration with the Commencement Committee, and are held each December and June.

Community Service Programs

The **Community CENTER** at Cal Poly represents the University's commitment to community involvement and civic engagement. It is dedicated to helping each individual, as well as student clubs, find meaningful and satisfying service experiences through both volunteer service and service related to academic learning.

Student Community Services provides volunteer service programs that address a variety of social issues, concerning children, homeless individuals, mentally disabled adults, seniors, animals, and the environment. Each year, thousands of students participate in service activities. Annual events include Make a Difference day, WOW Day of Service, Hunger Awareness Week, Homeless Awareness Week, Change the Status Quo Conference, Martin Luther King, Jr. Day of Service, and César Chávez Day of Service.

Service-learning courses integrate community service with course curriculum to enhance learning outcomes. Each quarter, hundreds of students are involved in community service as part of their academic coursework. The Community CENTER provides support for faculty and students in developing and implementing service learning.

The Community CENTER assists the University in recognizing students for outstanding service in a variety of ways. Each year, the University President awards the President's Community Service Award to outstanding students, clubs, and faculty. Students can have their service hours noted on their official university transcripts.

Greek Organizations

There are 34 fraternities, sororities, and cultural Greek organizations affiliated with Cal Poly. Many of the social sororities and fraternities own or lease housing near the campus. Some provide lodging and meals for their members and pledges.

Multicultural Center

The mission of the Multicultural Center (MCC) is to promote an environment where diversity is respected and celebrated, and alliances are built regardless of ethnic/racial membership or sexual orientation. The mission serves to complement the University's philosophy that affirms all students' identities and which enhances the quality of university life for all students. The Center's mission strives to prepare all students to become culturally competent citizens in a global society.

Orientation Programs

Open House encompasses many activities showcasing the excellence of Cal Poly and the surrounding community. An event preview is hosted on Thursday night at the popular Farmers' Market, and on Friday, conditionally admitted students and their supporters are invited to campus. On Saturday, campus is open to the public with many events, including the Poly Royal parade, open ceremonies, kids'

fair, and an exciting club booth and activity area with more than 200 student clubs participating.

Student Orientation, Advising and Resources (SOAR) is an academic advising session that helps new students and their families learn how to navigate the Cal Poly environment. The University invites new students to participate in SOAR to get connected to information specific to the students' majors and to prepare them to register for classes. Families and students learn about available resources and what to expect during their time at Cal Poly.

The **Week of Welcome (WOW)** orientation program is coordinated by staff and operated by students, for students, with a peer-helping method that creates a combination of excitement, learning, and new experiences for new students and their families in a fun, comfortable atmosphere. First-year and transfer students are placed in small groups that participate in activities introducing them to the campus and community for the week prior to fall classes.

The WOW experience is designed to assist new students with a successful academic, social and emotional transition to university life. Parent orientation programs provide parents with an opportunity to celebrate their student's transition as well as have their own questions and concerns addressed during Family Orientation Weekend. During this weekend, programs are also provided for first-year students, transfer students, non-traditional students, and parents and younger siblings of new students.

WOW also hosts the parents' Coffee House during Open House, summer advising sessions for parents, non-traditional student orientation day, and welcome activities for new students starting during winter and summer quarters. WOW is an exciting environment in which to meet new people, become familiar with Cal Poly and San Luis Obispo, and prepare to start a college career.

Pride Alliance: LGBT (lesbian, gay, bisexual, transgender) Center

The LGBT Center is a resource center for the entire campus community. Its mission is to provide programming, networking and resources that raise awareness and educate students of diverse backgrounds about LGBT and related issues. The center's Ally Training program prepares members of the campus community to support and be sensitive to the needs of LGBT people.

SAFER (Sexual Assault-Free Environment Resources)

SAFER's mission is to promote a caring, empowered campus community where people understand what constitutes sexual assault; understand the harmful effects of sexual assault; are motivated to intervene to prevent sexual assault; know how to reduce the risk of sexual assault for themselves and others; know who to call and what to do should they or someone else experience sexual assault; and

agree that all sexual activities should be consensual and based on respect and equality.

Sport Club Program

The Sport Club program offers the campus community a wide variety of competition, instruction, and development in the form of 16 sport clubs and related activities. The program currently has approximately 535 members and features a competitive level above the traditional intramural program. The members compete against clubs from other universities, improve their skills through instruction, and develop leadership skills through the management of their organizations. Students of all skill levels are encouraged to participate.

Women's Programs and Services

The mission of Women's Programs and Services is to create and sustain a university environment that promotes the personal, educational and professional growth of women. Students, faculty and staff work together in The Women's Center to create activities and programs which highlight women's achievements and concerns. Programs are planned and produced in collaboration with diverse campus and community groups.

TESTING SERVICES

Student Services (124), Room 121, 805 756-1551

Testing Services administers standardized tests of admission, placement and certification, such as the PRAXIS Series, Law School Admission Test, and Medical College Admission Test, and coordinates the administration of the CSU English Placement (EPT) and Entry Level Math (ELM) test programs. Testing Services provides general proctoring services to the campus community, and operates an ETS Computer-Based Testing Center that offers such tests as the GRE, TOEFL and PPST.

UNIVERSITY HOUSING

Building 031, 805 756-1226

Living on-campus can be a unique and rewarding experience. For the majority of first-year students, it is the first experience in a shared community living environment. Learning in the classroom is extended into on-campus residence halls and apartments through the "Living/Learning," "Connections," and "Transitions" Programs.

Returning students and new transfers have an opportunity to live in on-campus apartments in an environment which provides programmatic support with the goal of retention and academic success.

All students participate in a variety of social interactions and share the same community with diverse groups of individuals. Residents are provided with an environment that educates, challenges and supports their development. Activities are coordinated by hall staff and residents. Most students make lifelong friends while residing on campus.

Staff

Community programs and activities are administered by full-time live-in professionals (Coordinators of Student Development), who are available to assist residents with counseling, crisis intervention, general referrals, and judicial actions. The Coordinators also supervise front desk services and the Resident Advisors/ Community Advisors.

Resident Advisors and Community Advisors, known as RAs, and CAs, are typically upper-division students who understand the challenges faced by new students and try to make living on campus a positive and memorable experience for all residents. The RAs and CAs are trained in advising, event planning, and crisis intervention to assist students through their first year.

Residential Life Programs

Living/Learning Halls

The Living/Learning Residence Halls are for freshmen and are centered around Cal Poly's academic colleges. Faculty, administrators, and alumni meet with the students in an informal setting. The programming focuses on four fundamental areas: academic development and support, personal development, professional affiliation, and leadership development. This provides many advantages for residents including direct faculty contact, study groups, and events relating to the student's major and career planning.

The Connections Program

The "Connections" Halls offer freshmen programs that support student transition into the residence hall community and University. This program is designed to provide incoming freshmen with the information, resources and support needed to be personally and academically successful at Cal Poly. Participating students have the opportunity to get involved with leadership, community service and social activities in the halls.

The "Transitions" Program

"Transitions" offers programs and activities in the on-campus Cerro Vista Apartments for first year and transfer students who are comfortable and experienced with a more independent lifestyle. Students living here are expected to be independent and have abilities and experience to live and cook on their own. The Honors Community is located within the Cerro Vista Apartments.

The "Sophomore Success" Program

The Poly Canyon Village Apartments and the "Sophomore Success" Program are offered to returning residents through a lottery process. Student programming and activities support retention and overall academic success.

Community Involvement

Student representatives are elected in fall term to serve on governing boards in each of the halls and apartments. Participants contribute to their hall's community by planning social, recreational, and educational events, and by voicing student-related concerns. Networks in community services,

recreational sports and multicultural issues provide additional opportunities for student involvement.

ResNet

All on-campus rooms have access to the Cal Poly Network and the Internet. Cal Poly ResNet is the on-campus housing network that provides dedicated high-speed connections 24 hours a day. The ResNet Office provides this and other computing support programs for on-campus residents.

Applying for On-Campus Housing

www.housing.calpoly.edu

Information about the on-campus housing program and timeline to apply can be found at the Housing web site. Housing is offered to university-admitted students; however, spaces are limited. On-campus housing is secured on a first-come/first-served payment basis and cannot be guaranteed to all incoming freshmen due to the variance of new students admitted each year. Conditionally admitted students who have accepted their offers of admission submit housing applications via an online process through the my.calpoly.edu portal, printing the Housing License Agreement, and submitting payments to Cal Poly.

Living Expenses for Students in Campus Residence Halls and Apartments (Subject to Change)

All Housing fees are payable in advance. Quarterly installment plans are available. All fees listed below reflect 2008-09 prices and are subject to change:

Residence Hall Rooms – Double Occupancy (academic year license)	\$5,233
Residence Hall Meal Plan (mandatory)	\$4,137
Apartments – Private Rooms (academic year license)	\$700/month (approx.)

Off-Campus Housing Resources

www.housing.calpoly.edu

The Housing Office maintains information regarding the rental of off-campus houses and apartments, and an extensive list of private and shared rooms. Information is available at the Housing website. The University does not inspect, approve or disapprove of any housing offered through these rental resources.

Undergraduate Admissions

Office of Admissions, Recruitment & Financial Aid

<http://admissions.calpoly.edu/>

Administration Building (01), Room 206

(805) 756-2311 Fax: (805) 756-5400

Tour Information Line: (805) 756-5734

email: admissions@calpoly.edu

ADMISSION REQUIREMENTS

Admission to Cal Poly is competitive. Consequently, Cal Poly comprehensively reviews all applications as we look for students who have strong academic records and are active in and outside the classroom. Beyond the basic qualifications for the California State University, Cal Poly does not require a minimum standardized test score, class rank, or GPA. In fact, it is impossible to predict a candidate's chances of admission by looking at the academic record alone. That is why other factors for admission are considered, in an objective format.

FIRST-TIME FRESHMAN FACTORS

When a freshman application is reviewed, the following are considered:

- The applicant's program of study in secondary school/college (the major to which application is made)
- Completion of CSU and Cal Poly program required coursework with a grade of C or better
- Academic performance in the applicant's classes (GPA)
- Standardized test scores
- The applicant's extra-curricular activities and work experience

*UPPER-DIVISION TRANSFER FACTORS

When an upper-division transfer application is reviewed, the following are considered:

- The applicant's intended program of study (the major to which application is made)
- Completion of CSU and Cal Poly program required coursework with a grade of C or better
- Completion of General Education and Intersegmental General Education Transfer Curriculum (IGETC)
- Academic performance in the applicant's classes (GPA)
- The applicant's extracurricular activities and work experience

*Applicants have completed at least 60 semester or 90 quarter transferable units

Additionally, qualified freshman or transfer applicants to the majors of Art and Design and Music are invited to submit additional supplemental information after a secondary review of their application. Qualified Art and Design applicants are requested to submit a portfolio and qualified Music applicants are requested to audition either on tape or in person. Final selection for admission to Art and Design or Music is then determined by the major department.

Please note: All students must declare a major when submitting their application because, unlike most other universities, Cal Poly encourages all students to take at least one course each term in their major program of study, starting immediately on entry. Some students change their major after they have started at the University, but because competition for entry into most majors is strong, and because of Cal Poly's curriculum structure, transfer from one major to another cannot be guaranteed.

For a comprehensive look at Cal Poly's selection criteria, review the selection criteria *online* for the major, term and level (freshman or transfer) for which you are applying: <http://admissions.calpoly.edu/admiss/undergrad/index.html>

Hardship Consideration

Cal Poly will provide additional consideration to place-bound, domiciled, upper-division transfer candidates who are not able to leave the local area and who have completed all lower-division and general education courses required for degree completion in their major. After having filed an on-time application for a fall term, and if not selected, qualified candidates can be evaluated for admission under the hardship consideration. To be reviewed for Hardship Consideration, contact the Admissions Office for detailed information.

APPLICATION PROCEDURES

For admission consideration, Cal Poly, San Luis Obispo requires applicants to submit the online application through the CSUMentor website with a \$55 application fee that is both non-refundable and non-transferable. The application fee cannot be used to apply to another term.

Applicants should not submit additional information beyond the information gathered on the application unless requested to do so by the University.

Applicants are advised to submit complete and accurate information on the application for admission.

Failure to file complete, accurate, and authentic application documents may result in denial of admission, cancellation of academic credit, suspension, or expulsion (Section 41301 of Title 5, California Code of Regulations).

View detailed application information online:

http://admissions.calpoly.edu/undergrad/prospective_application_info.html

CAL POLY APPLICATION FILING PERIODS

Cal Poly accepts domestic undergraduates (freshmen/transfers) for the Fall Quarter only.

Freshmen Applicants have two options under which they can apply:

1. The **“Regular Decision”** option is used by the vast majority of freshmen applicants and requires applicants to:

- Submit Cal Poly’s online application with the \$55.00 fee during the application filing period of October 1st to November 30th.

Please note: Applicants will receive notifications by April 1st and admitted applicants must accept or decline Cal Poly’s offer of admission by May 1st.

2. The **“Early Decision”** option allows qualified freshmen applicants to know, around mid-December, if Cal Poly will offer them admission to fall quarter. Applicants selected will have test scores on the higher end of the scale, are in the top 5-10% of their graduating class and have established strong academic records throughout their entire secondary education. This option requires applicants to:

- Submit Cal Poly’s online application with the \$55.00 fee during the application filing period of October 1 - October 31st (note: Cal Poly will use the ACT or SAT1 (math and critical reading only) scores you have at the time of application).

Please note: Applicants will receive notifications by mid-December and admitted applicants must accept or decline Cal Poly’s offer of admission by January 15th. Applicants not selected through this option will have their application reviewed through the regular admission program.

Transfer Applicants apply through the **“Regular Decision”** option which requires its applicants to:

- Submit Cal Poly’s online application with the \$55.00 fee during the application filing period of October 1st to November 30th.

Please note: Applicants will receive notifications by April 1st and admitted applicants must accept or decline Cal Poly’s offer of admission by May 1st.

Any offer of admission to Cal Poly is conditional pending satisfactory compliance with the ‘Terms and Conditions’ of enrollment which are found online:

http://admissions.calpoly.edu/undergrad/reg_terms.html

RETURNING STUDENTS

Returning Students Seeking a Different Major

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

Returning Students into Same Major

Matriculated students who have not registered for one or two consecutive quarters will be entitled to their registration priority without applying for readmission. Summer Quarter is a regular quarter and is counted in determining the length of absence. Matriculated students who have not registered for three consecutive quarters or more (counting Summer Quarter) and have not been on an approved leave of absence may return to the University without going through the competitive admissions process providing the following criteria are met:

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

Application Deadlines for Returning Students

Summer Quarter.....	April 1st
Fall Quarter.....	*May 1 st
Winter Quarter.....	October 1st
Spring Quarter.....	February 1st

OTHER INFORMATION

Consistency with State Regulations

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

Graduate Admission Requirements

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

Determination of Residence for Nonresident Tuition Purposes

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

* This deadline may be adjusted for previously disqualified students who are on contract with their respective colleges.

International Student Admissions

Office of Admissions, Recruitment & Financial Aid
<http://admissions.calpoly.edu/admiss/international>
 Administration Building (01), Room 206
 (805) 756-2311 Fax: (805) 756-5400
 email: admissions@calpoly.edu

ADMISSION REQUIREMENTS

Cal Poly assesses the academic preparation of international students using factors such as academic performance, verification of English proficiency and financial resources. For this purpose, “international students” include those who hold U.S. temporary visas as students, exchange visitors, or those in other nonimmigrant classifications.

For admission consideration for an undergraduate or graduate program, applicants must have graduated from a secondary, higher secondary, or tertiary institution which is recognized by the respective country’s education ministry. A file completed by the deadline includes:

- official transcripts from all schools attended, showing evidence of graduation from secondary school and all coursework and any certificates or degrees received;
- confidential financial statement;
- health insurance;
- promissory note;
- International Education Background form;
- Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).

All official documents must be submitted in the native language and accompanied by a certified English translation. International applicants may also be required to submit a fee for an international credential analysis from a specified agency if requested by the Admissions Office.

After all required forms and academic documents have been received, the University determines the candidate’s eligibility for admission and notifies the applicant of the results. International applicants admitted to Cal Poly receive a Certificate of Eligibility (I-20 form) which is necessary to obtain a student visa to enter the United States or for requesting permission from the U.S. Citizenship & Immigration Services (formerly INS) for transfer to Cal Poly from another U.S. school. Other requirements may be imposed by USCIS.

Applicants should note: the I-20 form is valid for enrollment only at Cal Poly for the quarter indicated, and

includes an expiration date. If it is necessary to change an application to another term, applicants must make the request to Cal Poly in writing and another application and application fee are required.

TOEFL Requirement

All undergraduate applicants whose native language is not English must present a score of 550 or above on the Test of English as a Foreign Language (TOEFL) or a score of 7 or above on the International English Language Testing System (IELTS). Those opting to take the Computer Based Test of English as a Foreign Language must present a score of 213 or above or those opting to take the Internet Based Test must present a score of 80 or above. View detailed information online:

<http://admissions.calpoly.edu/admiss/international/toefl.html>

APPLICATION PROCEDURES

International students apply online through CSUMentor (www.csumentor.edu) and should reference this webpage for more information:

http://admissions.calpoly.edu/admiss/international/application_deadlines.html

International Application Deadlines

Cal Poly uses separate requirements and application filing dates in the application process for international students. International students must also demonstrate that they have financial resources adequate to meet expenses at the University without resorting to unauthorized employment. Cal Poly’s file completion deadlines for international students are:

Undergraduates

<i>Term</i>	<i>Application Filing Period</i>	<i>File Must Be Completed By:</i>
Fall	Oct 1 – Nov 30	April 1
* Winter	June 1 – June 30	Sept. 1

*Transfer students with 60 or more transferable semester units only.

Graduates

<i>Term</i>	<i>Application Filing Period</i>	<i>File Must Be Completed By:</i>
Fall	Oct 1 – Nov 30	April 1
Winter*	Oct 1 – June 30	Sept. 1

Fees & Expenses

www.fees.calpoly.edu

Fees, nonresident tuition and payment policies are subject to change upon approval by the President, the CSU Chancellor or Board of Trustees. Please refer to www.fees.calpoly.edu for complete information on fees, including on-campus housing, meal costs, and parking fees.

Schedule of Fees

All regularly enrolled students, both undergraduate and graduate, pay registration fees determined by the number of units per quarter. Legal residents of California are not charged tuition. In addition to registration fees, nonresident and foreign students pay nonresident tuition. Mandatory systemwide fees are waived for those individuals who qualify for such exemption under the provisions of the California Education Code (see Student Fee Waivers).

Registration Fees Per Quarter

Registration Fees are the **sum of two types of fees:**

1) **Campus-Wide Fees** that are payable irrespective of college, and 2) **Campus Academic Fees**, which vary by college/academic unit. Campus-wide fees include: State University Fee, Associated Students Fee, Health Facilities Fee, Instructionally Related Activities Fee, Health Services Fee, University Union Fee, and Campus Services Card Fee. Nonresident and foreign students are also charged per unit for nonresident tuition up to a prescribed maximum per year.

Cal Poly registration fees are due at the time of registration, and all prior term balances must be paid in full in order to register. Fees that are not paid by the fifth day following a student's registration become past due, and a registration hold is placed on the account that prevents adding or swapping classes. If registration fees are still past due as of the next published cancellation date, then the student may be canceled from all enrolled classes. Students who have accepted financial aid, have an approved third-party contract on file, or are receiving fee waivers are not subject to financial registration holds or class cancellation. Financial aid students whose awards are insufficient to pay fees in full are billed for the balance, and are unable to register for subsequent quarters until the balance has been paid.

Refund of Mandatory Fees, Including Nonresident Tuition

Regulations governing the refund of mandatory fees, including nonresident tuition, for students enrolling at the California State University are included in §41802 of Title 5, *California Code of Regulations*. For purposes of the refund policy, mandatory fees are defined as those systemwide fees and campus fees that are required to be paid in order to enroll in state-supported academic programs at the California State University. Refunds of fees and tuition

charges for self-support programs at the California State University (courses offered through extended education) are governed by a separate policy established by the University.

In order to receive a full refund of mandatory fees, including nonresident tuition, a student must cancel registration or drop all courses prior to the first day of instruction for the term. Information on procedures and deadlines for canceling registration and dropping classes is available online at www.ess.calpoly.edu/records.

For state-supported semesters, quarters, and non-standard terms or courses of four weeks or more, a student who withdraws during the term in accordance with the University's established procedures receives a refund of mandatory fees, including nonresident tuition, based on the portion of the term during which the student was enrolled. No student withdrawing after the 60 percent point in the term is entitled to a refund of any mandatory fees or nonresident tuition.

For state-supported semesters, quarters, and non-standard terms or courses of less than four (4) weeks, no refund of mandatory fees and nonresident tuition is made unless a student cancels registration or drops all classes prior to the first day in accordance with the University's established procedures and deadlines. Students receive a refund of mandatory fees, including nonresident tuition, under the following circumstances:

- The tuition and mandatory fees were assessed or collected in error;
- The course for which the tuition and mandatory fees were assessed or collected was cancelled by the University;
- The University makes a delayed decision that the student was not eligible to enroll in the term for which mandatory fees were assessed and collected and the delayed decision was not due to incomplete or inaccurate information provided by the student; or
- The student was activated for compulsory military service.

Students who are not entitled to a refund as described above may petition the University for a refund demonstrating exceptional circumstances, and the chief financial officer of the University may authorize a refund if he or she determines that the fees and tuition were not earned by the University. Information concerning any aspect of the refund of fees may be obtained from the Student Accounts Office.

Fees and Debts Owed to the University

Should a student or former student fail to pay a fee or a debt owed to the institution, the institution may "withhold permission to register, to use facilities for which a fee is authorized to be charged, to receive services, materials, food or merchandise, or any combination of the above from any person owing a debt" until the debt is paid (see Title 5, *California Code of Regulations*, Sections 42380 and 42381).

Prospective students who register for courses offered by the University are obligated for the payment of fees associated with registration for those courses. Failure to cancel registration in any course for an academic term prior to the first day of the academic term gives rise to an obligation to pay student fees including any tuition for the reservation of space in the course.

The institution may withhold permission to register or to receive official transcripts of grades or other services offered by the institution from anyone owing fees or another debt to the institution. If a person believes he or she does not owe all or part of an asserted unpaid obligation, that person may contact the campus business office. The business office, or another office on campus to which the business office may refer the person, will review all pertinent information provided by the person and available to the campus and will advise the person of its conclusions.

Credit Cards

Master Card, Discover Card, and American Express may be used for payment of registration fees, nonresident tuition, housing and certain other University fees using the web credit card system. The University also accepts electronic check payments, known as eCheck or ACH, using the web on-line payment systems. Details concerning the use of electronic checks and credit cards for fee payments may be obtained from the University website under www.fees.calpoly.edu. Credit cards may be used for the purchase of dining plans from the Cal Poly Corporation, theatre tickets from the Cal Poly Theatre Box Office, tickets for sports events from the Athletics Department, health services from the University Health Center, Bookstore purchases, payment of parking citations with University Police, and for Continuing Education program fees. Contact the individual service center for specific credit card information.

Student Fee Waivers

The California Education Code includes provisions for the mandatory waiver of systemwide fees as follows:

- § 68120 – Children and surviving spouses/registered domestic partners of deceased public law enforcement or fire suppression employees who were California residents and who were killed in the course of active law enforcement or fire suppression duties (referred to as Alan Pattee Scholarships);
- § 66025.3 – Qualifying children, spouses/registered domestic partners, or unmarried surviving spouses/registered domestic partners of a war period veteran of the U.S. military who is totally service-connected disabled or who died as a result of service-related causes; children of any veteran of the U.S. military who has a service-connected disability, was killed in action, or died of a service-connected disability and meets specified income provisions; any dependents or surviving spouse/registered domestic partner who has not remarried of a member of the California National Guard who in the line of duty and in active service of the state was killed or became permanently disabled or died of a disability as a result of an event while in active service of the state; and undergraduate students who are the recipient of

or the child of a recipient of a Congressional Medal of Honor and meet certain age and income restrictions; and

- § 68121 – Students enrolled in an undergraduate program who are the surviving dependent of any individual killed in the September 11, 2001 terrorist attacks on the World Trade Center in New York City, the Pentagon building in Washington, D.C., or the crash of United Airlines Flight 93 in southwestern Pennsylvania, if the student meets the financial need requirements set forth in Section 69432.7 for the Cal Grant A Program and either the surviving dependent or the individual killed in the attacks was a resident of California on September 11, 2001.

Students who may qualify for these benefits should contact the Admissions Office for further information and/or an eligibility determination.

Procedure for the Establishment or Abolishment of a Student Body Fee

The law governing the California State University provides that fees defined as mandatory, such as a *student body association fee* and a *student body center fee*, may be established. A *student body association fee* must be established upon a favorable vote of two-thirds of the students voting in an election held for this purpose (Ed. Code § 89300). A *student body center fee* may be established only after a fee referendum is held which approves by a two-thirds favorable vote the establishment of the fee (Ed. Code § 89304). The campus President may adjust the *student body association fee* only after the fee adjustment has been approved by a majority of students voting in a referendum established for that purpose (Ed. Code § 89300). The required fee shall be subject to referendum at any time upon the presentation of a petition to the campus President containing the signatures of 10 percent of the regularly enrolled students at the University. Once bonds are issued, authority to set and adjust *student body center fees* is governed by provisions of the State University Revenue Bond Act of 1947, including, but not limited to, Ed. Code Sections 90012, 90027, and 90068. *Student body association fees* support a variety of cultural and recreational programs, child care centers, and special student support programs.

The process to establish and adjust other campus-based mandatory fees requires consideration by the campus fee advisory committee and a student referendum. The campus President may use alternative consultation mechanisms if he/she determines that a referendum is not the best mechanism to achieve appropriate and meaningful consultation. Results of the referendum and the fee committee review are advisory to the campus President. The President may adjust campus-based mandatory fees, but must request the Chancellor establish a new mandatory fee.

For more information or questions, please contact the Financial Manager, Financing and Treasury in the CSU Chancellor's Office, at (562) 951-4570.

Financial Aid

Financial Aid Office

Administration Bldg. (01), Room 212

(805) 756-2927; Fax (805) 756-7243

<http://www.ess.calpoly.edu/finaid>

The University has a variety of scholarships, grants, part-time employment opportunities and loans designed to assist students financially. Additional current information may be obtained by accessing the Financial Aid Office website.

The application for Financial Aid is called the Free Application for Federal Student Aid (FAFSA). The FAFSA is available on the Web at www.fafsa.ed.gov or may be obtained from any university or college financial aid office or most high schools. Those who file the FAFSA by March 2 receive priority in the allocation of funds. All students are encouraged to file the FAFSA and qualified students are considered for scholarships.

Typical Student Expenses

Following are the average expenses per quarter for the 2008-09 academic year for the California resident student attending Cal Poly. Charges for room and board are payable in advance or in quarterly installments. Nonresident students should be prepared to pay additional tuition and fees. For the 2008-09 school year nonresident tuition was an extra \$226 per unit. Please see the "Fees and Expenses" section for more information. All State fees are subject to change upon approval by the Board of Trustees of the California State University.

University Estimated Expenses per Quarter

Registration fees	1,681
Room and board	3,123
Books and supplies	522
Personal and transportation	1,049
Estimated total per quarter	\$6,375

Cancellation of Registration or Withdrawal from the Institution and Financial Aid

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, the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on canceling registration and withdrawal procedures is available from the Office of Academic Records, Administration Building, Room 222, 805-756-2531.

Students who receive financial aid funds *must consult* with the Financial Aid and Student Accounts Offices prior to withdrawing from the University regarding any refunds or

repayments of grant or loan assistance received for that academic term or payment period. If a recipient of student financial aid funds withdraws from the institution during an academic term or a payment period, the amount of grant or loan assistance received may be subject to federal, state and/or institutional return provisions.

UNIVERSITY SCHOLARSHIPS

General Information

Scholarships are awarded each year. Criteria include financial need, scholastic achievement, participation in school activities, community service, honors and organizational affiliations, and educational objectives. Some scholarships have additional requirements which relate to a concentration or field of study, geographic origin, class level, and project or design portfolios.

There are numerous scholarships available due to the generous support of individuals and corporations. Please refer to the Financial Aid web site for detailed information.

Generally, a student must have at least a 3.0 grade point average. Both undergraduate and graduate students enrolled full time in the spring term are considered for scholarships.

*Annual Deadline Date to Apply
(Complete the FAFSA)
for the following academic year:
March 2*

How to Apply

The Financial Aid Office website offers the latest information at www.ess.calpoly.edu/finaid. For need-based scholarships, completing the FAFSA is required. For priority consideration for financial aid programs *and* Cal Poly scholarships, complete the FAFSA by **March 2**.

Scholarship Notifications

Scholarships are normally awarded during the spring and summer for the following academic year. During that time award offer notices are sent which include scholarship amount, disbursement and donor information. Awardees must accept on-line scholarship offers acknowledging program responsibilities and requirements. Recipients must be in good academic standing and maintain full-time enrollment while receiving a scholarship (continuing education and Open University units are excluded). Some scholarships require recipients to have earned at least one-half the value of the scholarship during the previous year.

Scholarships are awarded for an academic year and are typically disbursed in quarterly increments. Non-attendance results in cancellation or a prorated amount.

Athletic Program Grants-In-Aid

Cal Poly athletic grants-in-aid are offered to selected students participating in intercollegiate athletics. Grants are renewable on a quarterly basis, the requisites for renewal being at the discretion of the University.

The grant-in-aid is subject to the financial limitations imposed by the National Collegiate Athletic Association and any conference of which the University is a member. Financial aid, scholarships, specific outside resources and employment are considered in determining compliance with these limitations. Additional information can be provided by the Athletic Department.

Other Scholarships

In addition to University scholarships, awards from various private donors and organizations are available to assist students with University expenses. Interested students should make inquiries for such awards directly to sponsoring organizations. Currently, Cal Poly students are beneficiaries of several million dollars of outside scholarship assistance each year. Students should exercise caution in using scholarship search services; many sell information that is readily available at no cost. Other sources of scholarship funding may be available from:

- community organizations
- employers
- professional, career and trade associations

For valuable links visit the scholarship website at www.ess.calpoly.edu/finaid/types_aid/scholarships.htm.

GRANTS

Federal Pell Grants are designed to help undergraduates and teaching credential candidates pay for their education. The Pell Grant amount is determined by the Expected Family Contribution, the cost of education, full-time or part-time enrollment and terms of enrollment. To apply, complete the FAFSA by **March 2** for the upcoming year.

Academic Competitiveness Grants (ACG) are available to assist first and second year undergraduate students who show financial need and have completed a rigorous high school program. Students must be enrolled full-time, a U.S. Citizen, a Pell Grant recipient, and for second year recipients, have a GPA from their first year of at least 3.0. To apply, complete the FAFSA by **March 2** for the upcoming year.

National Science and Mathematics Access to Retain Talent (SMART) Grants are available to assist third and fourth year undergraduates pursuing a major in science (including physical, life, and computer sciences), mathematics, technology, engineering, or a critical foreign language, such as Arabic, Chinese, Korean, Japanese and Russian. Students must also be enrolled full-time, a U.S. Citizen, have a cumulative GPA of at least 3.0 and eligible for a Federal Pell Grant. To apply, complete the FAFSA by **March 2** for the upcoming year.

Federal Supplemental Educational Opportunity Grant (SEOG) is designed to assist undergraduate students who have substantial financial need. To apply, complete the FAFSA by **March 2** for the upcoming school year.

CAL GRANTS

The California Student Aid Commission (CSAC) awards entitlement and competitive Cal Grants. To qualify, students

must be California residents. If applying for a Cal Grant for the first time, students must complete the FAFSA and a Cal Grant GPA verification form. Request the GPA Verification Form from your high school or college. To apply, complete the FAFSA and mail the GPA Verification Form to CSAC by **March 2**.

For the latest information on the Cal Grant program, visit the CSAC website at www.csac.ca.gov.

Cal Grant A is awarded to middle- and low-income undergraduates. New awards are limited to students who are freshmen, sophomores or juniors. Cal Grant A covers a portion of student registration fees and eligibility is tied to the cost of attendance. Cal Grant A may be renewed until completion of four years of college attendance. Recipients must continue to meet eligibility standards. Students may be eligible for an additional year of Cal Grant A at Cal Poly if enrolled in a designated five-year program or the teaching credential program.

Cal Grant B is awarded to low-income undergraduate students. First year recipients receive stipend only. Cal Grant B renewal recipients receive stipend plus a portion of registration fees. Eligibility is tied to the cost of attendance. Cal Grant B may be renewed until completion of four years of college attendance and students must meet eligibility standards. Students may be eligible for an additional year of Cal Grant B at Cal Poly if enrolled in a designated five-year program or the teaching credential program.

State Educational Opportunity Program Grant (SEOP) assists undergraduate students who have been admitted to the University through the Educational Opportunity Program (EOP). To apply, complete the FAFSA by **March 2** for the upcoming school year.

State University Grant (SUG) covers a portion of student registration fees. SUG is available to undergraduate and graduate students who are California residents and show financial need. To apply, complete the FAFSA by **March 2** for the upcoming year.

EMPLOYMENT

Federal Work-Study (FWS) is a need-based program which provides part-time employment for students. Work-Study jobs assist students financially and may provide career related work experience. FWS positions are either on- or off-campus with approved departments/ organizations. Pay rates vary depending on job requirements and student skills. To receive priority consideration, complete the FAFSA by **March 2** for the upcoming school year.

LOANS

Loans are for educational purposes only, with specific provisions for repayment. There are four types: Federal Perkins Loans, Federal Direct Student Loans (FDSL), Federal Parent Loans (PLUS), and Cal Poly Long-Term Educational Loans. Also available are small, short-term emergency loans.

Federal Perkins Loan is a five percent interest loan available to both undergraduate and graduate students. Annual amounts are based on students' need as determined by the FAFSA data. Repayment begins nine months after the student leaves school or ceases to be enrolled at least half-time. The government pays the interest while the student is in school and during the grace period. There are cancellation and deferment provisions. To apply, complete the FAFSA by **March 2** for the upcoming school year.

Federal Subsidized Direct Loans are available to students through the U.S. Department of Education. Annual amounts are based on the students' need as determined by the FAFSA and federal limits. The federal government pays the interest on the loan while the student is in school and there are deferment provisions. To apply, complete the FAFSA by **March 2** for the upcoming year.

Federal Unsubsidized Direct Loans are available for students who are ineligible for some or all of a subsidized Federal Direct Loan. With the exception of demonstrated financial need, borrowers must meet all eligibility criteria under the Federal Direct Loan program. Interest payments begin immediately after the loan is disbursed or the borrower may elect to defer payment and add the interest to the amount owed. An additional amount of Unsubsidized Direct Loan, above the Federal Subsidized Direct limit, may be available to independent students and to dependent students whose parents are denied a PLUS Loan.

Federal Parent Loans (PLUS) enable borrowers to obtain low interest loans for educational costs through the U.S. Department of Education. PLUS loan repayment begins when the loan is disbursed. To apply, complete the FAFSA.

University Long-Term Educational Loans are available to students who demonstrate long-term financial need. Some require written application, recommendations and interviews. The interest rate is four percent on the unpaid balance during repayment. Typically, interest accrues after the specified due date, graduation or withdrawal from the University. A one percent service charge is deducted from each loan disbursement.

University Short-Term Emergency Loans are designed to help students cope with unanticipated, educationally-related financial emergencies. Registration fees, rent, or utility bills are expenses that students should plan and are not considered emergencies as defined under this program. Full-time enrollment and a minimum 2.0 GPA are required. Each application is reviewed on a case-by-case basis. For further information, visit the Financial Aid Office website at www.ess.calpoly.edu/finaid/types_aid/special_programs, or stop by the office.

University Educational and Emergency Student Loans

There are numerous loans available due to the generous support of individuals and corporations. Please refer to the Financial Aid web site for detailed information.

Alternative or Private Loans are offered by the private sector for the purpose of covering educational expenses and do not require students to demonstrate "financial need." Careful review of the interest rates, repayment options and qualification standards helps students determine which is the best loan suited for their needs. This type of loan is meant to be used **after** traditional financial aid eligibility has been exhausted or for students who do not qualify for traditional need based aid programs. Visit the Financial Aid Office website or stop by the office for more information.

Academic Requirements & Policies

Academic Records Office and Registration

Information (805) 756-2531

Evaluations (805) 756-2396

Veterans Affairs Coordinator (805) 756-2531

ACADEMIC PLACEMENT

Placement Test Requirements

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

English Placement Test (EPT)

Purpose of the EPT

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

Who Must Take the EPT

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

- a score of "Exempt" on the augmented English California Standard Test (CST), i.e., the CSU Early Assessment Program (EAP), taken in grade 11 as part of the CST.

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

REGISTRATION HOLDS/DISENROLLMENT

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

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

Remediation

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

Students who do not make adequate progress in developing foundational skills within the first year of enrollment face disqualification from the University.

Entry Level Mathematics (ELM) Exam

Purpose of the ELM

The ELM examination is designed to assess the skill levels of entering CSU students in the areas of mathematics typically covered in three years of rigorous college preparatory courses in high school (normally Algebra I, Algebra II, and Geometry). Undergraduate students who do not demonstrate

college-level skills are advised to enroll in courses or programs designed to help them attain these skills. The ELM is not a condition for admission to the CSU, but it is a condition of enrollment.

Who Must Take the ELM

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

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

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 results 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 face disqualification from the University.

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

Students who need to take the ELM exam are sent the information about the exam and how to register. This

information is also available from the ELM/MAPE Office (805-756-2268), or online at <http://math.calpoly.edu/elmmape.html>.

Cal Poly Mathematics Placement Examination (MAPE)

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

Precalculus MAPE

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

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

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

Intermediate Algebra MAPE

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

For MATH 118:

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

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

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

EVALUATION OF TRANSFER CREDIT

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

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

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

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

Credit for Community College Courses

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

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

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

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

OTHER ACADEMIC CREDIT

Advanced Placement (AP) Credit

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

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

International Baccalaureate (IB) Exam Credit

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

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

The International Baccalaureate transcript is required to receive University credit.

Credit is awarded for classes at the **Higher** level.

All credit is given on a credit/no credit basis; no units are calculated into the GPA.

For each exam score of 5 or higher, a maximum of 8 units of **elective** credit is currently awarded.

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

Credit for Non-collegiate Instruction

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

Credit for Military Service

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

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

Credit by Examination

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

CLEP tests acceptable for credit are:

- College Algebra-Trigonometry with a passing score of 49;
- Pre-Calculus with a passing score of 49;
- General Chemistry with a passing score of 48;
- Calculus with Elementary Functions with a passing score of 51.

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

Credit for CLEP and other externally developed examinations is *not* awarded if any of the following apply:

- examination previously taken within the past year;
- equivalent degree credit or duplicate credit has already been granted;
- credit has been granted for previous coursework or for a previously completed more advanced or higher level examination.

Challenging Cal Poly Courses

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

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

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

CR/NC grading only. The length of the examination is consistent with the unit value of the course.

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

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 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.

Students are not allowed to complete a degree that is no longer offered by the University.

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..... minimum 180 units

Individual baccalaureate degree programs may require more than 180 units. (Title 5, Sections 40500, 40501, 40505, 40507) A minimum of 60 units overall must be upper division.

Degree	Minimum # of major units at 300-400 level
Bachelor of Arts (BA)	18
Bachelor of Science (BS)	27
Bachelor of Fine Arts (BFA)	27
Bachelor of Architecture (BArch)	41
Bachelor of Landscape Architecture (BLA)	41

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 55.

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 50).

5. Graduation Writing Requirement (GWR)

Students must demonstrate competency in writing skills as described below.

6. Senior Project

A senior project is a 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 is the end of the quarter in which all requirements have been met.

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

If a student breaks enrollment 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/~wrtskils.

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, if taken at another CSU campus (within seven years), may be approved if the student is pursuing a Cal Poly degree.

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 (C- or below does not qualify) 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, 381, or 382.

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 is 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 is 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 is reproduced on microfiche or in an electronic format. A microfiche or electronic copy of the project becomes

part of the Library's archival collection where it is available for public use.

2. After being copied on microfiche or electronically, the original project is 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 is permanently retained in the Library collection.
3. All projects submitted to the Library 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 is 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 is noted on the student's transcript, but is not shown on the diploma. In no case is a diploma 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 are awarded honors at graduation. Only courses taken at Cal Poly calculate into the Cal Poly grade point averages. 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 69 for additional information.

Change of Major

An application for change of major is not 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 are 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 are accepted.* At a minimum, a selection process takes place twice each year. Students should contact the target major department for specific information regarding change of major.

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

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 are 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 are acknowledged on each diploma. The student is 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.

Student Classification/Standing

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. 1033, 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 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 expected to complete GE Area A classes during their freshman year. The three-course Communications sequence provides instruction and practice in the kinds of skills in writing, speaking, and critical thinking that students will need in their later courses. Completion of Area A is a prerequisite for many other GE classes. Students are also encouraged to complete their lower-division foundational GE classes in Areas B, C, and D (Science and Math, Arts and Humanities, and Society and the Individual) by the end of their sophomore year to give them the skills and knowledge to succeed in all their upper-division classes.

Technology Elective (Area F)

Most majors are required to take this upper-division elective which is integrative in nature, requiring the application and generalization of basic scientific and mathematical knowledge from foundation GE courses. Particular technologies are critically examined from multiple perspectives, which may include ethical, social, ecological, political, or economic viewpoints.

Advising

Some support courses fulfill both GE and major requirements and are listed on the program curriculum displays. Students should consult academic advisors during their freshman year for clarification on these GE/major support courses. GE course offerings are updated online each quarter in PASS.

Double-Counting

Courses from the student's Major department may not be used to fulfill GE Area C4 or D5.

GE Course Substitutions

Students are expected to complete the GE courses published for their degree program. Cal Poly GE courses must be selected from the approved GE 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.

GE Study Abroad

Students are strongly encouraged to submit a GE Study Abroad petition before going abroad in order to determine which study abroad courses will be granted GE credit.

Transfer Credit

Transfer credit for GE courses is accepted from California institutions, as approved by the CSU Chancellor's office. The GE Area letters and numbers at Cal Poly (e.g., GE A1, D4) may be different at other colleges. Some Cal Poly programs specify particular GE courses for major 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 for most current information, go to www.ge.calpoly.edu/			
<p>Most Majors=Colleges of Agriculture, Food & Environmental Sciences, Architecture & Environmental Design, Business, Science & Mathematics. CLA & LS=College of Liberal Arts and Liberal Studies major. ENGR=Engineering Programs.</p> <p>Some programs indicate specific GE courses to fulfill Major and Support course requirements. 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 & LS	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 & LS students only) CLA & LS 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		
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	
AREA F TECHNOLOGY (upper-div)	4	4	
TOTAL GE UNITS	72	72	72

General Education Courses			
	Most Majors	CLA & LS	ENGR only
AREA A: COMMUNICATION	12	12	12
A1 Expository Writing	4	4	4
ENGL 133 Writing and Rhetoric for ESL Students ENGL 134 Writing and Rhetoric			
A2 Oral Communication	4	4	4
COMS 101 Public Speaking COMS 102 Principles of Oral 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 & LS	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 MATH 227 Mathematics for Elementary Teaching I 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 115 Physics of Sound and Music 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	✓	✓	✓
B5 elective (GE option for College of Liberal Arts & Liberal Studies students)	--	--	--
CLA & LS: (Select one from B1-B5)	0	4	0
BIO 112 Conservation Biology & Environmental Science BIO 302 Human Genetics BIO 305 Biology of Cancer BOT 311 Plants, People and Civilization FSN 210 Nutrition GEOL 203 Fossils and History of Life HNRS 319 Natural Resource Ecology, Theories & Applications MATH 326 Mathematics and Visual Art NR 319 Natural Resource Ecology, Theories & Applications 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 & LS	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 18 th 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: Ethics & Political Philosophy PHIL 230 Philosophical Classics: Metaphysics & Epistemology PHIL 231 Philosophical Classics: Ethics & 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 do not receive C4 credit</i> ARCH 320 Topics in Architectural History ARCH 326 Native American Architecture & Place (USCP) ART 311 Art History – Nineteenth Century Art 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 382 LGBT Literature and Media (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 340 Cultural Production and Ethnicity
 ES 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
 NR 360 Ethnicity & Land (USCP)
 PHIL 311 Greek Philosophy
 PHIL 312 Medieval Philosophy
 PHIL 313 Early Modern Rationalism
 PHIL 314 Early Modern Empiricism
 PHIL 315 Kant and 19th Century European Philosophy
 PHIL 316 20th Century European Philosophy
 PHIL 317 History of Analytic 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 Feminist 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			
RELS 378 Religion and Contemporary Values			
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			
UNIV 361 Modernism			
WGS 370 Religion, Gender and Society (USCP)			
Area C Elective (one course from C1-C4)	4	0	0
	Most Majors	CLA & LS	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
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
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 216 Comparative Social Movements HIST 221 World History, Beginnings to 1000 HIST 222 World History, 1000-1800 HIST 223 World History, 1800 to Present HNRS 212 Global Origins of U.S. Cultures (USCP)			

HNRS 223 World History, 1800 to Present 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 do 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 Environ 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 321 Native 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) 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 317 The Lure of the Sea HIST 318 The City in the Modern World 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) HNRS 324 The Historical Novel in the U.S., '60's to Present HNRS 391 Appropriate Tech/World's People: Development HUM 315 Critical Issues in Latin American Studies HUM 316 London: From Roman Colony to World Capitol KINE 323 Sport and Gender (USCP) KINE 324 Sport, Media & American Popular Culture (USCP) NR 308 Fire and Society NR 323 Human Dimensions Natural Resource Management 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 RELS 344 Religious Studies: The Making of a Discipline SOC 315 Global Race and Ethnic Relations SOC 326 Sociology of the Life Cycle SOC 377 Sociology of Religion UNIV 391 Appropriate Tech/World's People: Development WGS 301 Introduction to Women's and Gender Studies (USCP) WGS 320 Women in Global Perspective WGS 340 Sexuality Studies			
	Most Majors	CLA & LS	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 ASTR 324 Longitude, Navigation, and Timekeeping BIO 307 World Aquaculture: Applics, Methods & Trends 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 FSN 319 Food Technology/Customer GEOG 317 The World of Spatial Data/Geographic Info Tech 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 HNRS 392 Appropriate Tech for the World's People: Design 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 330 Issues of Packaging IT 336 Textile Technology IT 341 Plastics Processes & Applications LA 317 The World of Spatial Data/Geographic Info Tech MATE 359 Living in the Material World ME 320 Consumer Energy Guide ME 321 Solar Energy NR 312 Technology of Wildland Fire Management NR 317 The World of Spatial Data/Geographic Info Tech NR 321 Water Systems Technology, Issues and Impacts			

POLS 333 World Food Systems PSC 307 Nuclear Weapons in Post 9/11 World PSC 320 Energy, Society and the Environment SCM 320 Technology in London SCM 325 Genetic Engineering Technology SCM 330 Ocean Discovery through Technology SCM 335 Nuclear Science and Society SCM 350 The Global Environment UNIV 330 Cal Poly Land: Nature, Technology & Society UNIV 333 World Food Systems UNIV 339 Disaster-Resistant Sustainable Communities UNIV 350 The Global Environment UNIV 392 Appropriate Tech/World's People: Design WGS 350 Gender, Race, Science and Technology			
Total GE Units	72	72	72

U.S. Cultural Pluralism Requirement

United States Cultural Pluralism (USCP) courses must focus on all of the following:

- One or more diverse groups, as defined in the Cal Poly Statement on Diversity, whose contributions to contemporary American society have been impeded by cultural conflict or restricted opportunities, as stated in the Diversity Learning Objectives
- Contemporary social issues resulting from cultural conflict or restricted opportunities, including, but not limited to, problems associated with discrimination based on age, ethnicity, gender, nationality, abilities, religion, sexual orientation, socioeconomic status, or race
- Critical thinking skills used by students to approach these contemporary social issues in a sensitive, responsible manner; examine their own attitudes; and consider the diverse perspectives of others
- The contributions of people from diverse groups to contemporary American society

Students are required to complete *one* USCP course. This course also fulfills 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)*

ENGL 382 LGBT Literature and Media (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) D5*
 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*
 FSN 250 Food and Nutrition: Customs/Culture (4) D4*
 HIST 206 American Cultures (4) D1*
 HIST 207 Freedom & Equality American History (4) D1*
 HIST 208 Survey of California History (4)
 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*
 JOUR 219 Multicultural Society and the Mass Media (4)
 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)
 NR 360 Ethnicity and the Land (4) C4*
 PHIL 335 Social Ethics (4) C4*
 PHIL 336 Feminist 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 and Diversity (4)
 RELS 370 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*
 WGS 301 Introduction to Women's and Gender Studies (4)
 WGS 350 Gender, Race, Science & Technology (4) Area F
 WGS 370 Religion, Gender and Society (4) C4*
 WGS 435 American Women's History since 1870 (4)
 WGS 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 class regularly to keep the quality and quantity of their work high. Absence from classes is regarded as serious. 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 in no way excuses the student from the work required.

"Excusable" Reasons for Missing Class

It is strongly urged that instructors accept the following "excusable" reasons for allowing students to make up missed work:

- Illness with a doctor's statement
- Serious illness or death of close relatives
- Active participation in university events (an instructor may require a statement from the adviser involved certifying that the student was actively participating in a recognized university event)
- Field trips
- Religious holidays
- Selective service and military reasons
- NCAA athletic competitions

- Instructionally Related Activities (IRA)/competitions
- Jury duty or any other legally required court appearances
- Job or internship interviews

Any student seeking to make up missed work pursuant to the above listed "excusable" reasons must inform the instructor of their intent in a timely manner.

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 are 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 CPRReg 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 is 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 online Schedule of Classes on PASS, 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 are 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 is 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 is not 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 are 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 is 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 is 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 is not 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 three 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 have access to courses at other CSU campuses on a space available basis unless those campuses or programs are impacted or admission to the desired program or admission categories are closed. 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 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 specific 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 on a space available basis 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 is shown as transfer credit.

CSU Visitor Enrollment – matriculated students in good standing enrolled at one CSU campus may enroll on a space available basis 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 recorded as transfer credit.

HEALTH SCREENING

Entering CSU students are required to present proof of the following immunizations to the CSU campus they are 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 are 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 resides in on-campus housing is 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 is not 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 are made to the academic record after 60 days following the posting of the degree.

GRADING SYMBOLS

Academic Grading Symbols Earned		<i>Quality Points Earned</i>
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	–

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

** If a grade of D+ or less 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.

Administrative Grading Symbols

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

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 are given a grade of CR for accomplishment equivalent to a grade of C– or better. No credit (NC) is given for D+ or lower grades. Graduate students 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 submit conventional letter grades to the Registrar's Office where they are converted to Credit/No Credit grades. **NOTE: Some post-baccalaureate programs penalize students for a grade of CR.**
- 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.
- No more than two courses may be selected for Credit/ No Credit grading in any term.
- Units earned in courses for which the grade was CR count toward satisfaction of all degree requirements.
- 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.
- Credit/No Credit grading is removed for courses not meeting the above guidelines.
- 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 determines the means by which the remaining course requirements are 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 is counted as an F (or NC) and the re-enrollment is processed as a repeated course.

The instructor designates terms of the contract and length of time allowed to complete work, not to exceed one year. Failure to complete the assigned work results in the I being counted as equivalent to an F (or NC) for grade point average computation. All remaining grades of I are 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".

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 is converted to an F, except that grades of RP for graduate degree theses convert to a grade of No Credit (NC) if a final grade has not been assigned within three years. All remaining RP grade symbols are changed to F or NC at the time the student's degree is awarded.

Repeating a Course

Undergraduate students may repeat a maximum of 16 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 replaces 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 are 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 is not 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 Continuing 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 are calculated in the grade

point average, but the duplicate earned hours are not 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 is 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 evaluation 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 is 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 CPRreg all the way through the add/drop period, until the end of the 8th day of the term. Grades are not 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 is 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 remains 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, is 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. The terms to be disregarded may have been taken at any institution.
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.

Final determination, that one or more terms shall be disregarded, shall be based on careful review of evidence by a committee appointed by the President, which shall include the designee of the chief academic officer and consist of at least three members (E.O. 1037).

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 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 are not readmitted until presentation of satisfactory evidence that they have improved their chances of academic success. The request for readmission is 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. These include, but are 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 is 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 college 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 is only 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 16 for more detail on the functions of this Board)

Student or Student Club Misconduct – Office of Student Rights and Responsibilities, 756-2794 (See page 29 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 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.

Graduate Programs

Research and Graduate Programs Office
Math and Science Bldg. (38), Room 154
805 756-1508 FAX 805 756-1725

Master's Degree Programs

Accounting, MS
Aerospace Engineering, MS *
 Research Specialization
 Space Systems Engineering Specialization
Agribusiness, MS
Agriculture, MS
 Agricultural Engineering Technology Specialization
 Agricultural Education Specialization
 Animal Science Specialization
 Crop Science Specialization
 Dairy Products Technology Specialization
 Environmental Horticulture Specialization
 Food Science and Nutrition Specialization
 Irrigation Specialization
 Plant Protection Science Specialization
 Recreation, Parks, and Tourism Management
 Specialization
 Soil Science Specialization
Architecture, MS
 Architectural Engineering Specialization
Biological Sciences, MA, MS
Biomedical Engineering, MS
Business Administration, MBA
 Agribusiness Specialization
 General Management Specialization
 Graphic Communication Document Systems
 Management Specialization
Business and Technology, MS
City and Regional Planning, MCRP
Civil and Environmental Engineering, MS
Computer Science, MS
Education, MA
 Counseling and Guidance Specialization
 Educational Leadership and Administration
 Specialization
 Literacy and Reading Specialization
 Special Education Specialization
Electrical Engineering, MS *
Engineering, MS
 Biochemical Engineering Specialization *
 Bioengineering Specialization *
 Biomedical Engineering Specialization *
 Integrated Technology Management Specialization *
 Materials Engineering Specialization *
 Water Engineering Specialization
Engineering Management, MBA/MS
English, MA
Forestry Sciences, MS
History, MA
Industrial Engineering, MS *
Kinesiology, MS
Mathematics, MS *

Mechanical Engineering, MS*
Polymers and Coatings Science, MS
Psychology, MS
Public Policy, MPP
Transportation Planning, MCRP/MS

Cal Poly offers studies leading to advanced degrees through its instructional departments. University policy governing graduate study emphasizes the need for students to demonstrate maturity, responsibility and scholarly integrity. Graduate students should have a command of the basic knowledge, techniques, and skills essential for independent and self-directed study.

In graduate courses, students cope with more complex ideas, problems, techniques and materials than in undergraduate courses. Graduate study requires searching and exhaustive analysis, identification and investigation of theories and principles; application of theory to new ideas, problems, and materials; extensive use of bibliographic and other resource materials, with emphasis on primary sources for data; and demonstration of competence in scholarly presentation of the results of independent study.

Regulations governing fees, grading, and financial aid are located elsewhere in the catalog. This section of the catalog reviews university definitions of policy and minimum requirements governing graduate studies. It is not, however, all inclusive.

Within these general requirements there are specific departmental requirements for each degree. These are found in the descriptions of master's degree programs within each school's description. It is important that graduate students, in consultation with their advisors, familiarize themselves with these requirements. Failure to do so may result in a substantial delay in progress towards the degree and graduation. It is the responsibility of the student to ascertain and comply with all university, college and departmental procedures and requirements.

Application for Admission

An application for graduate studies may be obtained from the Admissions Office of any CSU campus. The application form and official transcripts should be sent directly to the Admissions Office at Cal Poly. An electronic version of the CSU graduate application is available on the World Wide Web at www.csumentor.edu. The CSU Mentor system allows students to browse through general information about CSU's twenty-three campuses, view multimedia campus presentations, send and receive electronic responses to specific questions, and apply for admission and financial aid.

All graduate and post-baccalaureate applicants (e.g., joint PhD and EdD applicants, master's degree applicants, those seeking educational credentials, and holders of baccalaureate

* Blended BS+MS programs available, see page 69.

degrees interested in taking courses for personal or professional growth) must file a complete graduate application as described in the graduate and post-baccalaureate admission materials at www.csumentor.edu. Applicants who completed undergraduate degree requirements on a CSU campus and graduated the preceding term are also required to complete and submit an application and the \$55 nonrefundable application fee. Since applicants for post-baccalaureate programs may be limited to the choice of a single campus on each application, rerouting to alternative campuses or later change of campus choice is not guaranteed. To be assured of initial consideration by more than one campus, it is necessary to submit separate applications (including fees) to each. Applications submitted by way of www.csumentor.edu are expected unless submission of an electronic application is impossible.

The CSU advises prospective students that they must supply complete and accurate information on the application for admission, residence questionnaire, and financial aid forms. Further, applicants must submit authentic and certified transcripts of all previous academic work attempted. Transcripts must be official and sent directly from the issuing institution in a sealed envelope. Failure to file complete, accurate, and authentic application documents may result in denial of admission, cancellation of academic credit, suspension, or expulsion (Section 41301, Article 1.1, Title 5, *California Code of Regulations*).

All master's and credential applicants must submit the following documents to the Office of Admissions to establish their admission portfolio:

- Application for graduate admission
- \$55 application fee
- Certified transcripts from all schools attended

Deadlines

Master's and credential applicants may file an application for admission at any time. In order to be considered for admission in the "targeted" quarter, the portfolio must be completed by the dates provided at the following websites:

Deadlines for graduate programs are available at www.ess.calpoly.edu/admiss/grad/regular.html.

Deadlines for credential programs are available at <http://coe.calpoly.edu>.

Graduate and Post-Baccalaureate Admission Requirements

Admission Requirements

Graduate and post-baccalaureate applicants may apply for a degree objective, a credential or certificate objective. Depending on the objective, the CSU considers an application for admission as follows:

- **General Requirements** -- The minimum requirements for admission to graduate and post-baccalaureate studies at a California State University campus are in accordance

with university regulations as well as Title 5, chapter 1, subchapter 3 of the *California Code of Regulations*.

Specifically, a student shall:

- (1) have completed a four-year college course of study and hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association, or shall have completed equivalent academic preparation as determined by appropriate campus authorities;
 - (2) be in good standing at the last college or university attended;
 - (3) have attained a grade point average of at least 2.5 (A = 4.0) in the last 60 semester (90 quarter) units attempted or have earned a grade point average of at least 2.5 on the last degree completed by the candidate; and
 - (4) satisfactorily meet the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations, as appropriate campus authorities may prescribe. In unusual circumstances, a campus may make exceptions to these criteria.
- **Post-Baccalaureate Unclassified** -- To enroll in graduate courses for professional or personal growth, a candidate must be admitted as a postbaccalaureate unclassified student. By meeting the minimum requirements, the candidate is eligible for admission as a postbaccalaureate unclassified student. Some departments may restrict enrollment of unclassified students due to heavy enrollment pressure.
- Admission in this status does not constitute admission to, or assurance of consideration for admission to, any graduate degree or credential program, and requires approval from the Dean of Research and Graduate Programs.
- **Post-Baccalaureate Classified, e.g., admission to an education credential program** -- Candidates who wish to enroll in a credential or certificate program are required to satisfy additional professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus.
 - **Graduate Conditionally Classified** -- Candidates may be admitted to a graduate degree program in this category if, in the opinion of appropriate campus authority, deficiencies can be remedied by additional preparation.
 - **Graduate Classified** -- To pursue a graduate degree, candidates are required to fulfill all of the professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus.

If your transcript is not received by the Admissions Office prior to the first day of what would be your second quarter, or if your degree was not awarded for a preceding term, you are required to reapply for a subsequent quarter. A second application and fee to a post-baccalaureate program

are not accepted or processed until an official transcript is provided showing that your undergraduate degree has been awarded.

Unless proof of an undergraduate degree is provided by the registration date for your second quarter, you lose your registration priority.

Under special circumstances graduate coordinators may recommend admission of applicants who do not meet eligibility requirements. The Dean of Research and Graduate Programs acts on these recommendations.

Residency Status Determination

The campus Admissions Office determines the residency status of all new and returning students for nonresident tuition purposes. Responses to the application for admission and, if necessary, other evidence furnished by the student are used in making this determination. A student who fails to submit adequate information to establish a right to classification as a California resident is classified as a nonresident. For detailed explanation please refer to Determination of Residence for Nonresident Tuition Purposes," page 492.

International (Foreign) Student Admission Requirements

International master's and credential applicants must file an application for admission with the Office of Admissions. For this purpose, "foreign students" include those who hold U.S. temporary visas as students, exchange visitors, or in other non-immigrant classifications. The application may be filed at any time, but in order to be considered for admission in the targeted quarter the portfolio must be completed by the dates listed below.

	Application Deadline	File Completion Date
Fall Quarter	November 30	April 1 st
Winter Quarter	June 30	September 1 st

All master's and credential applicants must submit the following documents to establish their admission portfolio:

- Application form, Parts A and B
- \$55 application fee
- Certified transcripts from all schools attended, showing coursework. All official documents must be accompanied by a certified English translation from one of the following
 - Institute for International Education (IIE)
 - AMIDEAST
 - Saudi Arabian Education Mission
 - United States Embassy or Consulate
- Confidential financial statement
- Promissory note agreeing to purchase required health insurance

- International Educational Background form
- AACRAO credential analysis fee of \$75 in the form of a U.S. Postal Money Order or an International Money Order, made payable to "AACRAO" (American Association of Collegiate Registrars and Admissions Officers)
- Spouse/Dependent Declaration form

All graduate and post-baccalaureate applicants, regardless of citizenship, whose native language is not English and whose preparatory education was principally in a language other than English must demonstrate competence in English. Those who do not possess a bachelor's degree from a postsecondary institution where English is the principal language must take either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing system (IELTS) exam.

The TOEFL must have been taken within the last two years with a minimum score of 550 (paper version), 213 (computerized version) or 80 (internet based). The minimum score for the IELTS is 6.0, although individual programs may require higher scores. Applicants are advised to review program specific information.

The TOEFL or IELTS requirement is waived for applicants whose native language is English. For a list of countries please refer to the following website:

www.ess.calpoly.edu/admiss/international/toefl.html

The Office of Admissions completes an initial portfolio review that includes verification of an equivalent B.A./B.S. degree, a determination of the appropriate level of study and a narrative evaluation of all work completed. Copies are included in the applicant's file.

The Office of Admissions notifies all applicants of the documents needed to complete their portfolios. Graduate coordinators may require additional documentation to assist them in determining an applicant's eligibility.

International applicants for graduate study can receive either conditional or classified admission. The graduate coordinators make all recommendations to the Director of Admissions for conditional and classified admissions to the graduate program

HEALTH SCREENING

All new and readmitted students born after January 1, 1957 are notified of the requirement to present proof of measles and rubella immunizations (two MMRs). All students 18 years of age or younger on the first day of their first quarter of enrollment are required to present proof of immunization against hepatitis B. These are *not* admission requirements, but are required of students as conditions of enrollment in CSU. Proof of measles and rubella immunizations is also required for certain groups of enrolled students who have increased exposure to these diseases. See page 58 for more information.

Academic Requirements and Responsibilities

The following conditions and requirements are common to all master's degrees:

- All students shall attempt to satisfy the graduation writing requirement during the first quarter of enrollment.
- A student shall file an approved formal study plan before the twelfth unit of graduate study is completed.
- A student shall maintain a grade point average of 3.0 (grade of B on a scale where A = 4.0), or better, in all courses in the formal program of study for the degree. A course in which no letter grade is assigned shall not be used in computing the grade point average.
- A student shall maintain satisfactory scholarship and professional standards. Only those graduate students who continue to demonstrate a satisfactory level of scholastic competence and fitness, as determined by the appropriate university authorities, shall be eligible to continue in such curricula. Students whose performance is judged to be unsatisfactory by the authorities of the University may be required to withdraw from all graduate degree curricula offered by the University.
- A student shall be formally advanced to candidacy before being allowed to enroll for thesis or project units or to take the comprehensive examination.
- A student shall successfully complete a culminating experience (thesis, project and/or comprehensive examination).
- A student shall complete all of the graduate work in the formal study plan within the seven-year period preceding the date when all the requirements for the degree have been met.
- A student may elect to meet the graduation requirements in effect in the catalog either at the time the student was admitted to graduate standing (conditional or classified) provided that continuous enrollment was maintained, or at the time of graduation. The student may be required to make substitutions for discontinued courses.

General Policies Governing Graduate Studies

Academic Probation

A student who is enrolled in a graduate degree program in conditionally classified or classified standing shall be placed on academic probation for failure to maintain a cumulative grade point average of at least 3.0 (grade of B on a scale where A = 4.0) in all courses in the formal program of study for the degree.

A student who has been admitted as post-baccalaureate-classified in order to pursue a credential program shall be

subject to academic probation for failure to maintain a cumulative grade point average of at least 3.0 in all units taken in the credential program.

A post-baccalaureate unclassified student (one who has not been admitted to either a credential or graduate degree program) shall be subject to academic probation for failure to maintain a cumulative grade point average of at least 2.5 in all units attempted subsequent to admission to post-baccalaureate standing.

Academic Disqualification

A graduate or post-baccalaureate student shall be subject to disqualification if while on probation the student fails to achieve a sufficient grade point average to be removed from probationary status. Disqualification may be either from further registration in the program or from further enrollment at the University as determined by the student's college dean. Notification of disqualification is made by the college dean.

Administrative Academic Disqualification

A graduate student may also be placed on probation or may be disqualified by appropriate campus authorities for unsatisfactory scholastic progress regardless of grade point average. Such actions shall be limited to those arising from repeated withdrawal, failure to progress toward an educational objective or noncompliance with an academic requirement, and shall be consistent with guidelines issued by the Chancellor's Office.

Advancement to Candidacy

Advancement to candidacy recognizes that the student has demonstrated the ability to operate at and sustain a level of scholarly competence that is satisfactory for successful completion of the degree requirements. The student is then cleared for the final stages of the program, which, in addition to any remaining coursework, includes the thesis, project, and/or comprehensive examination.

The student may request advancement to candidacy only after a formal program of study has been submitted, the graduation writing requirement has been satisfied, and sufficient coursework has been completed to allow the department to make a judgment about the student's potential to complete the program.

Advisement

Soon after enrollment, students should contact the department for the assignment of an advisor in their area of study. Students should meet with their advisors prior to registration, for information concerning prerequisites, courses to be taken, and to develop an informal study plan. An informal study plan is a projection of initial coursework, including prerequisites, that the student undertakes prior to filing a formal study plan, or in lieu of the formal program of study, if the student is a post-baccalaureate student without credential or degree objective.

Departmental advisors and graduate coordinators share the responsibility for advising master's degree students throughout their work toward a degree. College or departmental graduate study committees certify completion of a master's degree program on the recommendation of the advisors. Students are urged to maintain a personal file of transcripts and other records of all undergraduate and graduate work undertaken, and to make this file available whenever they seek advising.

Blended BS+MS Programs **Academic Objectives**

Blended programs provide an accelerated route to a graduate professional degree, with simultaneous conferring of both bachelor's and master's degrees. Most blended programs allow for the possibility of students' earning graduate credit for several of their senior electives, effectively decreasing the summed unit requirements for both degrees. Blended programs provide a seamless process whereby students can progress from undergraduate to graduate status without having to apply through the Admissions Office (thereby eliminating the need to pay a \$55 fee). In addition, blended BS+MS programs provide a meaningful capstone experience that in most cases integrates the senior project with the graduate thesis/project.

Process for Changing Status

Students who are interested in pursuing blended programs should submit a request to the department head or graduate coordinator for a change of degree objective. A draft graduate study plan is prepared, but not submitted to the Graduate Programs Office until after 12 graduate units have been completed.

The department head/graduate coordinator, with assistance of the Evaluations Office, determines whether students meet the eligibility criteria (see below). If criteria are met, the coordinator sends a change of degree objective form to Evaluations. Students are notified of their acceptance upon receipt of the signed Change of Objective form.

Eligibility for Blended Programs

The following are minimum eligibility criteria; *individual departments may have more stringent requirements.*

1. Students must successfully complete a minimum of 186 units / maximum 198 units (for engineering programs the maximum number of units is 210). These units must count toward one or the other of the two degrees (BS or MS) that ultimately are awarded in the blended program; they need not be restricted to those counting toward the undergraduate degree alone.
2. Students cannot enter the blended BS+MS program if they have exceeded the maximum number of units as defined in #1.
3. Students must have a minimum 2.5 GPA in the last 90 quarter units attempted. (*Note that students, once admitted*

to graduate standing, must maintain a 3.0 GPA or better in courses counting toward the graduate degree.)

4. Students are strongly encouraged to complete the Graduation Writing Requirement (GWR).

Process to Graduate with Both Degrees

1. Students must be enrolled in BMS status a minimum of two quarters prior to graduation.
2. Students must submit the Formal Study Plan to Graduate Programs Office (only for courses counting toward MS); request Advancement to Candidacy; and maintain a minimum 3.0 GPA for courses counting toward MS.
3. When all requirements are met for both the undergraduate and graduate programs, both degrees are awarded at the same time and graduation ceremony.
4. If a student fails to complete the MS program requirements, then the BS degree may be granted when all requirements for that degree are met.

Change of Post-Baccalaureate Objective

If students wish to change their post-baccalaureate objective, they must formally file this intention by obtaining a Post-baccalaureate Change of Objective form, available in the Graduate Programs Office or at www.rgp.calpoly.edu.

Comprehensive Examination

A comprehensive examination is one of the possible culminating experiences for the master's degree and assesses the student's ability to integrate knowledge, show critical and independent thinking, and demonstrate mastery of the subject matter. The results of the examination should provide evidence of these abilities and achievement. A record of the examination questions and responses is maintained.

Courses Counting Towards Graduation and Credit/No Credit Grading

Only those letter-graded courses in which an A, B, or C is earned (C- is acceptable) count towards satisfying the total unit requirement for the degree. Courses which are offered only on a credit/no credit basis also satisfy the unit requirement if a credit grade is earned. The equivalent of an A or a B is required to earn credit in such courses.

Graduate students may elect to take courses that are not part of their formal program of study on a credit/no credit basis.

Credit by Exam for Coursework

See page 46.

Culminating Experience

The culminating experience for the granting of a graduate degree is the successful completion of a thesis, project or comprehensive examination. The quality of work accomplished, including the quality of the writing, is the major consideration in judging the acceptability of the thesis, project, or comprehensive examination. The student

must successfully complete the culminating experience required by the specific program to be granted a graduate degree.

Enrollment in Graduate Courses

To enroll in 500-level graduate courses a student must have post-baccalaureate standing, graduate standing, or permission of the instructor.

Formal Study Plan

The student should make an appointment with the advisor before the 12th unit of work is completed to develop a formal program of study for the master's degree. A formal study plan is an agreement between the student and the college on the specific coursework to be completed in order to fulfill the requirements for the master's degree. A copy of the study plan must be submitted to the Graduate Programs Office for review and final approval.

Certain 400-series courses may be completed by the graduate student as part of the degree program when this is consistent with university requirements, departmental master's degree specifications, and the candidate's formal program of study. The student should always consult the advisor to make certain that only approved courses are selected, since departmental requirements vary, and some courses are excluded. No fewer than one-half of the units required for the degree shall be in courses organized primarily for graduate students (500 level).

Only 400- and 500-level courses are allowed in an approved graduate plan of study. In those programs where specific courses below the 400-level may be essential for a student's success, the student may be conditionally accepted to the program contingent upon completing those courses. Courses below the 400-level may not constitute any part of the approved units in the plan of graduate study.

No fewer than 32 quarter units of a 45-unit program shall be completed in residence. In programs with more than 45 units an equivalent proportion (32/45) of units must be taken "in residence". A course taught "in residence" is normally a catalog offering or approved experimental course taught by a Cal Poly faculty member. Extension courses may not be used to fulfill the residency requirement. However, summer session courses, and up to 12 units taken through Open University, can be counted as courses in residence. Petitioned graduate courses taken at Cal Poly as an undergraduate count as taken in residence. Courses for which students received credit by examination may be petitioned to count as taken in residence. These situations are explained further below.

No more than 13 quarter units of approved extension courses shall be accepted for the master's degree. Regular extension courses may not be used to satisfy the residency requirement, but grades earned in these courses count in calculation of the student's grade point average if they are part of the formal study plan.

No more than 12 Open University quarter units shall be approved in the submission of a formal study plan. Open University courses are counted for "in residence" credit.

Up to 12 quarter units of summer session shall be granted credit if taken prior to the submission of a formal program of study. Summer session courses are counted as "in-residence" credit.

In addition to the above rules governing "in-residence" courses, the following apply to courses included on the formal study plan:

No more than nine quarter units shall be in student teaching.

No more than nine quarter units shall be allowed for a thesis or project.

No more than 12 quarter units of approved post-baccalaureate (unclassified) course credit is accepted for the master's degree.

Full-Time Graduate Student Status

A full-time graduate student is defined as one taking 8 or more units in a quarter. Students receiving financial aid may need to meet different requirements to be considered full-time and should consult with the Financial Aid Office. Normally students are not permitted to enroll in more than 16 units each quarter.

Grade Point Calculation for Graduate Degree

Satisfaction of the GPA requirement for the conferring of the master's degree requires a GPA of 3.0 or more in the courses taken in the formal study plan. Repeating a course does not remove a lower letter grade from the overall GPA calculation.

Graduate Courses Taken by Undergraduates for Graduate Credit

Cal Poly undergraduates 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.

Graduation

A student planning to graduate must request a final graduation evaluation from the Evaluations Office approximately two quarters prior to the anticipated date of degree completion. The Request for Graduation Evaluation is submitted to the Graduate Programs Office after both the Formal Study Plan and Advancement to Candidacy have been approved. A student cannot graduate without this evaluation.

Graduation with Distinction

Some, but not all, graduate programs choose to confer the honor "graduation with distinction" on outstanding students. To be eligible for this recognition, students must have a GPA of 3.75 or better and meet specific program criteria.

Graduation Requirement in Writing Proficiency

All students must demonstrate competency in writing skills as a requirement for graduation. Graduate students should attempt to meet the Graduation Writing Requirement in the first quarter of residence. There are three options for completing the requirement. Each student should review his or her curricular requirements to determine which of the following options is appropriate. If Option 3 is used, students must begin graduate coursework within seven years from the date the GWR was satisfied or the student is required to fulfill the requirement using one of the other options. The requirement must be met before the student can be advanced to candidacy.

Students may meet the Graduation Writing Requirement (GWR) through one of the following options:

1. Pass the Writing Proficiency Examination.
2. Pass an approved upper-division course with a grade of C (not C-) or better AND receive certification of proficiency in writing based on a 500-word, in-class essay.
3. Document that the GWR was met as part of an undergraduate program of study at Cal Poly within seven years of matriculation as a graduate student.

The following courses are approved for GWR credit:
ENGL 301, 302, 310, 317, 326, 330, 331, 332, 333, 334,
335, 339, 340, 341, 342, 343, 345, 346, 347, 349, 350,
351, 352, 354, 370, 371, 372, 380, 381 or 382.

The Graduation Writing Requirement may be waived, at the discretion of campus authorities, in the following circumstances:

1. The requirement was satisfied by the student as an undergraduate on one of the CSU campuses and no more than seven (7) years have elapsed before entering the graduate program at Cal Poly. **Documentation to support this waiver option must include date of satisfaction.**
2. An equivalent upper-division, graduation writing requirement was satisfied at another 4-year college or university. **Official, dated documentation must be provided (i.e., transcripts, catalog description, etc.).** Again, no more than seven (7) years may elapse between meeting the requirement and beginning graduate study.
3. The student has earned an advanced degree at least equivalent to the Master's. **Supporting documentation must be presented.**

Graduate students who wish to waive the GWR should present documentation to the Writing Skills Office (Bldg. 10, Rm. 130, 756-2067) in their first quarter of residence.

Leaves of Absence

See undergraduate section, page 57.

Prerequisites

Each master's degree program has specific prerequisites, both in courses and in grade-point average. Deficiencies in prerequisites must be removed prior to advancement to classified graduate status. Courses taken for this purpose normally do not count toward fulfillment of the unit requirement for the degree.

Registration

The schedule and instructions for registration and payment of fees are available through the registration and enrollment tab at the MyCalPoly web portal. Detailed descriptions of courses are found in the back of this catalog.

Repeating a Course

Students may enroll in a course for credit more than once only if the catalog course description states that the course may be repeated for credit. An exception to this policy allows the repeating of a course in cases where a grade of D or F was received. However, for graduate students both grades are reflected in the calculation of the grade point average. Graduate students are not eligible to repeat courses and remove the lower grade points from calculation of the GPA.

Research Involving Special Conditions

Research that involves the use of human subjects, vertebrate animals, or hazardous materials requires special campus review before the study begins. If your research involves any of these special conditions, check with your graduate coordinator and the Graduate Programs Office for procedures.

Residence Courses

See "Formal Study Plan."

Returning Students

Matriculated students who have not registered for three consecutive quarters and have not been on an approved leave of absence must file an application for readmission before the deadline dates listed below. The application fee must accompany the application for readmission.

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

Application Deadlines for Returning Students

Summer Quarter.....	April 1
Fall Quarter.....	May 1
Winter Quarter.....	October 1
Spring Quarter.....	February 1

Second Master's Degree

A student can earn only one master's degree in any one of the graduate programs offered. A student who wishes to complete a second master's degree in another discipline, or two master's degrees simultaneously, must complete all the requirements for both degrees. Of the units required in

common for each degree, no more than nine quarter units of coursework may be used to satisfy requirements in both master's degree programs.

Thesis or Project Report Requirements

A thesis is the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the thesis is required.

A project is a significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written report that includes the project's significance, objectives, methodology, and a conclusion or recommendation. An oral defense of the project may be required.

The following are requirements for a thesis/project committee: 1) that the graduate student have a thesis/project advisor who is a permanent full-time faculty member from the student's program; 2) that the thesis/ project advisor and the student recommend, for approval by the graduate coordinator and/or department head, a thesis/project committee comprising at least three faculty members; 3) that two of these members, one of which is the committee chair, be from the student's program. Exceptions to the thesis/project committee composition must be approved by the Graduate Programs Office.

If a thesis or project is required in a master's degree program, a committee-approved copy must be completed in accordance with university specifications. Guidelines to be followed in preparing final copy for filing with the University can be obtained from the Graduate Programs Office, or online at www.rgp.calpoly.edu.

A copy of the thesis or project report must be received and reviewed by the Thesis Editor in the Graduate Programs Office. Upon completion of any required corrections, the student submits the electronic thesis/project report to the DigitalCommons@CalPoly, a digital archive for the University. These steps must be completed before the degree is awarded.

Time Limit for Degree

The time allowed to complete all coursework in the formal study plan, including thesis and project courses, is seven years. The University, at its option, and in exceptional cases, may extend the time frame. Students who wish to extend the seven-year limit must file a petition for special consideration explaining the reasons why the extension is necessary, what courses are requested for inclusion in the

study plan that will be over seven years old at the proposed time of graduation, and what evidence is offered to support claims of currency in that coursework.

University-Wide Programs

W. David Conn, Vice Provost for Academic Programs
and Undergraduate Education
Administration Bldg (01), Room 315
(805) 756-2246
acadprog@calpoly.edu

BA Liberal Arts and Engineering Studies

David D. Gillette, Co-Director (805) 756-2331
Alypios Chatziioanou, Co-Director (805) 756-1367
laes.calpoly.edu

The BA degree program in Liberal Arts and Engineering Studies (LAES) is jointly offered by the colleges of Liberal Arts and Engineering. This program prepares students for a wide range of innovative careers in emerging professional fields that combine skills and interests in the arts, technology and culture, and also prepares them for further study in graduate school. This program is open to all students at Cal Poly. This program is not intended to be an ABET-accredited engineering program.

The curriculum allows Liberal Arts and Engineering Studies students, in collaboration with students from all other Cal Poly majors, to participate in development teams working on national and international technology and cultural projects. To further prepare students for work with diverse teams that include participants from across the globe, the program requires students to spend three to six months studying and/or working abroad.

The BA in Liberal Arts and Engineering Studies leads to careers such as:

- audio technology
- digital media production and management
- digital publishing
- environmental technology education
- film and television production
- government policy making/analysis
- international technology management
- science education, such as science instrumentation and systems procurement
- sustainable community development
- technical communications
- technology services and management

Graduates of the Liberal Arts and Engineering Studies program receive a solid foundation in engineering and scientific principles, as well as a cultural appreciation that supports them in careers requiring significant levels of

technical and cultural fluency. To support these goals, the primary learning objectives are to:

- Have a working knowledge of the essential philosophical, ethical, aesthetic and expressive aspects of our culture and their historical development.
- Communicate effectively through a variety of media in diverse, multicultural contexts.
- Understand a technical system, component, or process.
- Function effectively as a member of an interdisciplinary and international team.
- Identify technical problems and use a multidisciplinary perspective to help formulate effective solutions.
- Possess a solid understanding of the ethical and professional responsibilities associated with the creation, use, and integration of new and existing technology.
- Understand the social, political, and historical impact of technical solutions on complex modern problems.
- Be able to continue asking questions and seeking interdisciplinary solutions to technological dilemmas.
- Understand their responsibilities as informed citizens in a technological society and therefore remain engaged in helping that society improve.

Concentrations

LAES students must select *one* concentration from Engineering and *one* from Liberal Arts. Students may choose to follow an individualized course of study constructed in consultation with LAES advisors.

Engineering

Computer Graphics
Culture, Society and Technology
Electrical Engineering (Power)
System Design

Liberal Arts

Interactive Communication–Cinema
Interactive Communication–Theatre
Publishing Technology
Technical Communication

BA LIBERAL ARTS and ENGINEERING STUDIES

☐ 60 units upper division ☐ GWR
 ☐ 2.0 GPA ☐ USCP

* = Required in Major; also satisfies GE

Note: No major, support or concentration courses may be taken as credit/no credit.

MAJOR COURSES

CHEM 124 Gen Chem for Engineering (B3/B4)* ...	4
ENGL 149 Technical Writing for Engineers (A3)*	4
LAES 301 Project-Based Learning in LAES	4
LAES 411 Collab. Global Partnerships in LAES....	4
LAES 461 Senior Project (or other approved senior project course)	4
LAES 462 Capstone Senior Seminar in LAES	4
MATH 141, 142 Calculus I, II (B1)*	4,4
MATH 143 Calculus III (B5)*	4
MATH 241 Calculus IV	4
MATH 244 Linear Analysis I or advisor approved elective	4
PHYS 141 General Physics IA	4
PHYS 132, 133 General Physics II, III	4,4
STAT 312/321/350	4
Engineering concentration (minimum 8 units at 300-400 level)	34-35
Liberal Arts concentration (minimum 12 units at 300-400 level)	24
Study Abroad or Global Perspectives courses (300-400 level)	4,4
	126-127

GENERAL EDUCATION (GE)

72 units required, 20-32 of which are specified in Major, depending on concentration.

→See page 50 for complete GE course listing.

→Minimum of 12 units required at the 300 level.

Area A Communication (8 units)

A1 Expository Writing	4
A2 Oral Communication	4
A3 Reasoning, Argumentation, and Writing * 4 units in Major	0

Area B Science and Mathematics (4 units)

B1 Mathematics/Statistics * 8 units in Major	0
B2 Life Science	4
B3 Physical Science * 4 units in Major	0
B4 One lab taken with either a B2 or B3 course	
B5 * 4 units in Major	0

Area C Arts and Humanities (16 units)

C1 Literature	4
C2 Philosophy	4
C3 Fine/Performing Arts * may be in Liberal Arts concentration	0-4
C4 Upper-division elective * may be in Liberal Arts concentration	0-4

Area D/E Society and the Individual (20 units)

D1 The American Experience (40404)	4
D2 Political Economy	4
D3 Comparative Social Institutions	4
D4 Self Development (CSU Area E)	4
D5 Upper-division elective	4

Area F Technology Elective (upper division) *in conc 0-4
40-52

ELECTIVES..... **14-1**
180

ENGINEERING CONCENTRATIONS (select one)**Computer Graphics Concentration**

CSC 100 Computer Science Orientation	2
CSC 101 Fundamentals of Computer Science I	4
CSC 102 Fundamentals of Computer Science II	4
CSC 103 Fundamentals of Computer Science III	4
CSC 141 Discrete Structures I	4
CPE 129, 169 Digital Design and Lab	3,1
CPE 229, 269 Computer Des Assembly & Lab	3,1
CSC 357 Systems Programming	4
CSC 471 Intro to Computer Graphics	4
	34

Electrical Engineering (Power) Concentration

EE 111, 151 Intro to Electrical Engineering, Lab	1,1
EE 112 Electric Circuit Analysis I	2
EE 211, 241 Electric Circuit Analysis II, Lab	3,1
EE 212, 242 Electric Circuit Analysis III, Lab	3,1
EE 255, 295 Energy Conver Electromag, Lab	3,1
EE 335, 375 Electromagnetics, Lab	4,1
EE 406 Power Systems Analysis I	4
EE 407, 444 Power Systems Analysis II, Lab	4,1
Advisor approved power technical elective	4
	34

System Design Concentration

IME 101 Intro Industrial & Manuf Engr	1
IME 223 Process Improvement Fundamentals	4
IME 239 Industrial Costs & Controls	3
IME 301 Operations Research I	4
IME 303 Project Organization & Management	4
IME 314 Engineering Economics	3
IME 320 Human Factors & Tech (Area F)*	4
IME 326 Engineering Test Design & Analysis	4
IME 420 Simulation	4
IME 443 Facilities Planning and Design	4
	35

Individualized Course of Study **34**
 Courses to be selected with program advisor.
 Minimum 8 units at 300-400 level.

LIBERAL ARTS CONCENTRATIONS (select one)

Culture, Society and Technology Concentration

ES/WGS 350 Gender, Race, Science & Technology (Area F)* (USCP).....	4
HUM 303/PHIL 341/PHIL 337 (C4)*	4
POLS 451 Technology & Public Policy	4
<i>Advisor approved electives. Select from:</i>	12
ANT 360; COMS 317; GEOG 318, 333; HIST 354, 359; JOUR 331, 470; PHIL 322, 340; POLS 347; PSY 311, 494	
	24

Interactive Communication – Cinema Concentration

TH 210 Introduction to Theatre (C3)*	4
ENGL 371 Film Styles and Genres (C4)*.....	4
ENGL 411 New Media Arts I	4
<i>Advisor approved electives. Select from:</i>	12
ENGL 210, 370, 372, 412, 416, 419; COMS 311, 385, 419	
	24

Interactive Communication – Theater Concentration

TH 210 Introduction to Theatre (C3)*	4
TH 227/228 Theater History	4
ENGL 411 New Media Arts I	4
<i>Advisor approved electives. Select from:</i>	12
ENGL 210, 412; TH 220, 230/330, 310/320/360/390, 430, 434; HUM 320	
	24

Technical Communication Concentration

ENGL 317 Technical Editing.....	4
ENGL 319 Information Design & Production	4
COMS 317 Technology & Human Comm.....	4
<i>Advisor approved electives. Select from:</i>	12
ENGL 210, 310, 418/420; HUM 303; PHIL 337/341; COMS 213, 301	
	24

Publishing Technology Concentration

GRC 101 Intro to Graphic Communication	3
GRC 201 Digital Publishing Systems	3
GRC 211 Substrates, Inks and Toners	4
HUM 303/PHIL 341/PHIL 337 (C4)*	4
<i>Advisor approved electives. Select from:</i>	10
COMS 317; GRC 316, 328, 329, 402; PSY 494	
	24

Individualized Course of Study 24

Courses or a minor to be selected from College of Liberal Arts with program advisor approval.
Minimum 12 units at 300-400 level.

University Studies (UNIV) Courses

University Studies (UNIV) courses provide an opportunity for interdisciplinary study, addressing university-wide learning objectives (such as diversity, environmental literacy, sustainability, etc.). UNIV courses are to be offered across college boundaries, typically team-taught by two or more faculty, and carry GE and/or USCP credit. Proposals are solicited annually for new and existing courses. UNIV courses are administered by the Academic Programs office. The offerings are subject to available funding, which may be sufficient to offer two or three UNIV courses each quarter.