

# Academic Requirements and Policies

Academic Records Office and CAPTURE Information (805) 756-2531,  
Evaluations (805) 756-2396, Veterans Affairs (805) 756-5907

## Systemwide Tests Required of Most New Students

The CSU systemwide placement testing program in basic reading, writing and mathematics skills consists of the English Placement Test (EPT) and the Entry Level Mathematics (ELM) examination. Both tests are printed and scored for the CSU by Educational Testing Service (ETS).

## 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 be placed in appropriate courses. Those under-graduate students who do not demonstrate college-level skills will be directed to 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 550 or above on the verbal section of the recentered College Board SAT I: Reasoning Test taken April 1995 or after; a score of 470 or above on the verbal section of either the College Board SAT or SAT I: Reasoning Test taken before April 1995\*
- a score of 680 or above on the College Board SAT II: Writing Test taken after April 1998 (or a score of 660 or above if taken April 1995 through April 1998)\*\*; a score of 600 or above on the College Board Achievement Test in English Composition with essay or the SAT II: Writing Test taken before April 1995\*
- a score of 25 or above on the enhanced ACT English Test taken October 1989 or later; a score of 22 or above on the ACT English Usage Test taken before October 1989
- a score of 3, 4, or 5 on either the Language and Composition or the Literature and Composition examination of the College Board Advanced Placement Program
- for transfer students, completion and transfer to the CSU of a college course that satisfies the General Education requirement or the Intersegmental General Education Transfer Curriculum requirement in English composition, provided such a course was completed with a grade of C or better.

## REGISTRATION HOLDS/DISENROLLMENT

CSU Trustee policy requires that all non-exempt students take the EPT examination after admission and before enrollment in the CSU.

At Cal Poly, failure to take the EPT examination or show documented exemption before enrollment will result in a hold on registration privileges and may lead to disenrollment from the University.

In addition, students who do not demonstrate requisite competence are required to complete appropriate remedial or developmental courses during the first year of enrollment. Students who do not make adequate progress in developing foundational skills within the first year of enrollment will face disqualification from the University.

Cal Poly students **may not enroll** in ENGL 114 Writing: Exposition without taking the EPT or qualifying for an exemption from it.

Information bulletins and registration materials for the EPT will be mailed to all students subject to the requirement. The materials also may be obtained from the Test Office (805-756-1551) or the Writing Skills Program Office (805-756-2067).

## 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 mathematics courses in high school. Those undergraduate students who do not demonstrate college-level skills will be directed to courses or programs designed to help them attain these skills. The ELM is not a condition for admission to the CSU.

### 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

\* The College Board SAT and Achievement Tests were renamed SAT I and SAT II, respectively, beginning March 1994. A new, "recentered" scoring scale has been in effect since April 1995.

\*\* Beginning in May 1998, SAT II: Writing Test scores increased about 10 to 20 points. The adjustment was made to make Writing Test scores more comparable to scores on other SAT II subject tests. Although scores are now higher, their relative rank compared to scores for tests taken before May 1998 remains the same.

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 560 or above on the mathematics section of either the College Board SAT or SAT I: Reasoning Test. (Please note that recentering has not affected the exemption cut score of 560.)\*
- a score of 560 or above on Level I, IC, II, or IIC (C=Calculator) of either the College Board Mathematics Achievement Test or SAT II: Mathematics Test. (Please note that recentering has not affected the exemption cut score of 560.)\*
- a score of 25 or above on the ACT Mathematics Test taken October 1989 or later; a score of 24 or above if taken before October 1989
- a score of 3 or above on the College Board Advanced Placement Calculus AB, Calculus BC, or Statistics examinations
- for transfer students, completion and transfer to the CSU of a college course that satisfies the General Education requirement or the Intersegmental General Education Transfer Curriculum requirement in Quantitative Reasoning, provided such a course was completed with a grade of C or better.

#### REGISTRATION HOLDS/DISENROLLMENT

CSU Trustee policy requires that all non-exempt students take the ELM examination after admission and before enrollment in the CSU.

At Cal Poly, failure to take the ELM examination or show documented exemption before enrollment will result in a hold on registration privileges and may lead to disenrollment from the University.

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

At Cal Poly, students **may not** enroll in any college level mathematics or statistics course without taking the ELM examination or qualifying for an exemption from it. ELM examination results are valid for a period of two years. Students who do not pass a baccalaureate level course within two years of passing the ELM examination may be required to retake the ELM examination before enrolling in such a course.

Information bulletins and registration material for the ELM exam will be mailed to all students subject to the requirement. The materials also may be obtained from the Test Office (805-756-1551) or the ELM/MAPE Office (805-756-2268).

## Cal Poly Mathematics Placement Examination (MAPE)

The Cal Poly Mathematics Placement Exams are a series of 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.**

Students who need to take the math placement exam are expected to 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).

### Precalculus MAPE

Students who anticipate taking Finite Mathematics, Calculus, or Introduction to Modern Mathematics (MATH 124, 141, 221, or 327) must pass the precalculus MAPE if they do not have one of the following exemptions:

- SAT (I, II or College Board Achievement) math score of 600 or above;
- Calculus Advanced Placement Exam score of 3 or above;
- ACT math score of 30 or above;
- Transferable college course equivalent to MATH 120 (Precalculus Algebra/Trig) with a grade of C or better;
- MATH 120 or equivalent completed at Cal Poly.

### Intermediate Algebra MAPE

Students who anticipate taking Precalculus Algebra and Trigonometry (MATH 118, 119, or 120) must pass the intermediate algebra MAPE if they do not have one of the following exemptions:

*For MATH 118 or 119:*

- SAT (I, II or College Board Achievement) math score of 560 or above;
- ACT math score of 25 or above;
- ELM exam score of 590 or above.

*For MATH 120:*

- SAT (I, II or College Board Achievement) math score of 600 or above;
- ACT math score of 28 or above;
- ELM exam score of 610 or above.

**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.

\* The College Board SAT and Achievement Tests were renamed SAT I and SAT II, respectively, beginning March 1994. A new, "recentered" scoring scale has been in effect since April 1995.

## Evaluation of Transfer Credit

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

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

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

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

### Credit for Community College Courses

Course credit earned in accredited community colleges will be evaluated by the Office of Academic Records in accordance with the following provisions:

- (1) Community college credit is allowed up to a maximum of 105 quarter units (70 semester units). Credits and grades earned above the maximum allowable may be used only to satisfy subject and grade point requirements but they may not be applied toward the total units required for graduation.
- (2) No upper division credit may be allowed for community college work.

Cal Poly and California Community Colleges have written articulation agreements relative to the equivalency of courses. Copies of these agreements are available on the Cal Poly web pages through the Records Office, at the community colleges, and on the Cal Poly campus in the Reserve Room of the Library. Students planning to transfer to Cal Poly should consult their community college counselors if they have questions about transfer courses.

General Education-Breadth certifications will be accepted from California institutions from which the students transfer. The certification determines the completion of lower division General Education-Breadth Requirements. Students must still complete three upper division General

Education courses and three General Education courses in residence for graduation.

## Student Classification

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

### Lower Division

Freshman.....fewer than 45 units  
Sophomore.....45 to 89 units

### Upper Division

Junior .....90 to 134 units  
Senior.....135 or more units

## Other Academic Credit

### Advanced Placement Credit

Cal Poly grants credit toward its undergraduate degrees for successful completion of examinations of the Advanced Placement Program of the College Board. AP Scores should be sent from ETS to Cal Poly to receive credit. Exams passed with a score of 3 or higher result in nine (9) quarter units of credit. Credit may vary from year to year, as Cal Poly requirements and AP Exams change. As a guideline, the following chart indicates the previous year's credit, based on the Cal Poly 1998-99 Catalog and the AP Exams administered in 1998:

ADVANCED PLACEMENT EXAM CREDIT - 1998		
Exam Name	#	Credit Granted
<b>Art History:</b>	13	ART 112 plus remaining units in free electives
<b>Art General:</b>	15	9 units in free electives
<b>Art Studio:</b>	14	9 units in free electives
<b>Biology:</b> (depending upon the student's major)	20	BIO 151 plus remaining units in free electives; <b>or</b> ZOO 131 and BIO 220, plus remaining units in free electives; <b>or</b> BIO 220 plus remaining units in free elective units; <b>or</b> BIO 151 and 220; <b>or</b> BIO 101 and 105 and 220 and remaining units in free electives.
<b>Calculus AB:</b> (depending upon the student's major)	66	MATH 141 <i>or</i> 131 <i>or</i> 221 plus remaining units in free electives; <b>or</b> MATH 118 <i>or</i> 120 <i>and</i> 141 <i>or</i> 131 plus remaining units in free electives; <b>or</b> Up to 6 units of GE B2 MATH plus remaining units in free electives

ADVANCED PLACEMENT EXAM CREDIT - 1998		
Exam Name	#	Credit Granted
<b>Calculus BC:</b> (depending upon the student's major)	68	MATH 141 <i>and</i> 142 or 131 <i>and</i> 132, and one free elective unit, <b>or</b> Math 221 plus 5 free elective units; <b>or</b> Up to 6 units of GE B2 Math plus remaining units in free electives
<b>Calculus BC - AB Subscore:</b> (depending upon the student's major)	69	MATH 141 <i>or</i> 131 <i>or</i> 221 plus 5 free electives; <b>or</b> MATH 118 <i>or</i> 120 <i>and</i> 141 <i>or</i> 131 plus remaining units in free electives; <b>or</b> Up to 6 units of GE B2 MATH plus remaining units in free electives
<b>NOTE:</b>		If <b>both</b> Calculus AB and BC are taken and passed with a minimum score of 3: Credit is extended only for Calculus BC, since BC duplicates AB.
<b>Chemistry:</b> Score of 3 or higher	25	CHEM 110 <b>or</b> 111 <b>or</b> 124 <b>or</b> 127 plus remaining units in free electives.
Score of 4 or 5	25	As above and <i>possible</i> credit for CHEM 125 <b>or</b> 128 (to be determined by the Chemistry Dept.) plus remaining units in free electives
<b>Comparative Government and Politics:</b>	58	9 units in free electives
<b>Computer Science:</b> Test A :	31	CSC 101 plus remaining units in free electives
Test AB:	33	CSC 101 and 102 plus remaining units in free electives
<b>English: Language and Composition or Literature and Composition:</b> Score of 3	36 or 37	Effective Fall 1986, score of 3 results in EPT exemption plus 9 units in free electives <b>only</b> for either exam
<b>English: Language and Composition:</b> Score of 4 or 5	36	ENGL 114 plus remaining units in free electives
<b>English: Literature and Composition</b> Score of 4 or 5	37	ENGL 114 plus 5 units for ENGL 251/252/253. Once AP credit is granted, students may not take any course in this series for credit.

<b>NOTE:</b>		If student takes <i>both</i> Lit/Comp and Lang/Comp, only 4.5 units of credit are awarded for the second exam (the composition portion is duplicated both exams), therefore, a total of 13.5 units will be awarded
<b>Environmental Science:</b>	40	9 units in free electives.
<b>European History:</b>	43	HIST 111 plus remaining units in free electives
<b>French:</b> Score of 3:	48	FR 121 plus remaining units in free electives
Score of 4,5:	48	FR 121 <b>and</b> 122 plus remaining units in free electives
<b>German:</b> Score of 3:	55	GER 121 plus remaining units in free electives
Score of 4,5:	55	GER 121 <b>and</b> 122 plus remaining units in free electives
<b>Latin:</b>	61	9 units in free electives
<b>Microeconomics:</b>	34	ECON 212 <b>or</b> 221 plus remaining units in free electives
<b>Macroeconomics:</b>	35	ECON 211 <b>or</b> 222 plus remaining units in free electives
<b>Music Theory:</b>	75	MU 101 <b>and</b> 104 plus remaining units in free electives
<b>Physics B:</b> Score of 3	78	PHYS 104 plus remaining units in free electives (take lab book to Physics Dept. for review and <i>possible</i> lab credit)
Score of 4,5	78	PHYS 121 <b>and</b> 122 <b>and</b> 123
<b>Physics C: (Mechanics)</b> Score of 3	80	PHYS 104 plus remaining units in free electives (take lab book to Physics Dept. for review and <i>possible</i> lab credit)
Score of 4,5	80	PHYS 131 plus remaining units in free electives
<b>Physics C: (Electricity &amp; Magnetism)</b> Score of 3	82	PHYS 104 plus remaining units in free electives (take lab book to Physics Dept. for review and <i>possible</i> lab credit)
Score of 4,5	82	PHYS 133 plus remaining units in free electives
<b>Psychology:</b> Score of 3 or higher	85	PSY 201 <b>or</b> 202 plus remaining units in free electives
Score 4,5	85	PSY 201 <b>or</b> 202 plus 6 units in advisor approved lower-division concentration/ICS electives (Child Development/Psychology Majors only)

ADVANCED PLACEMENT EXAM CREDIT - 1998		
Exam Name	#	Credit Granted
<b>Spanish Language:</b> Score of 3:	87	SPAN 121 plus remaining units in free electives
Score of 4,5:	87	SPAN 121 <b>and</b> 122 plus remaining units in free electives
<b>Spanish Literature:</b> Score of 3:	89	SPAN 121 plus remaining units in free electives
Score of 4:	89	SPAN 121 <b>and</b> 122 plus remaining units in free electives
Score of 5	89	SPAN 121 (1 unit), 122, <b>and</b> 233
<b>Statistics:</b> Score of 3:	90	STAT 130 plus remaining units in free electives
Score of 4,5:	90	STAT 211 <b>or</b> 217 <b>or</b> 218 <b>or</b> 221 <b>or</b> 251 plus remaining units in free electives
<b>U. S. Government and Politics:</b> ( <i>Also listed as American Government</i> )	57	Nine units of elective credit. Upon completion of POLS 111 for 1 unit (California government), the units will be awarded as follows: 2 units for POLS 110 plus remaining units in free electives
<b>U. S. History:</b>	07	HIST 204 plus remaining units in free electives <b>or</b> HIST 201 plus remaining units in free electives (History majors only)

**NOTE:** To order AP scores, write to AP Exams, P. O. Box 6671, Princeton, NJ 08541-6671 or call (609) 771-7300 (8 A.M. to 4 P.M. Eastern Time).

### International Baccalaureate Exam Credit

In February 1990, the Academic Senate adopted the following policy regarding the International Baccalaureate Program:

1. The International Baccalaureate Diploma shall be considered in lieu of a high school diploma for admission to the University.
2. Credit will be awarded for classes at the **Higher** level.
3. For each exam score of 5 or higher, a maximum of 8 units of **elective credit** shall be awarded.
4. Course-specific credit may be granted with the concurrence of the academic department.
5. All credit is given on a credit/no credit basis; no units are calculated into the GPA.

Course specific credit has been approved as follows:

International Baccalaureate Exam Credit – 1995-1999	
EXAM NAME	CREDIT GIVEN
<b>Chemistry:</b>	CHEM 127-128 <b>or</b> 110 <b>or</b> 111 <b>or</b> 124 plus remaining units in free electives
<b>Computer Science:</b>	CSC 101 plus remaining units in free electives
<b>Economics:</b>	ECON 211 <b>or</b> 222 plus remaining units in free electives
<b>English:</b> <b>Grade of 5</b> <b>Grade of 6 or 7</b>	8 units in free electives ENGL 253 plus remaining units in free electives
<b>History:</b> <b>(European)</b> <b>(American)</b>	HIST 111 plus remaining units in free electives HIST 204 plus remaining units in free electives
<b>Language A1/A2:</b> <b>French</b> <b>German</b> <b>Spanish</b>	FR 305 plus remaining units in free electives GER 305 plus remaining units in free electives SPAN 305 plus remaining units in free electives
<b>Language B:</b> <b>French</b> <b>German</b> <b>Spanish</b>	FR 301 plus remaining units in free electives GER 301 plus remaining units in free electives SPAN 301 plus remaining units in free electives
<b>Mathematics:</b>	MATH 141 <b>or</b> 131 <b>or</b> 221 plus remaining units in free electives
<b>Physics:</b>	PHYS 121-122-123
<b>Psychology:</b>	PSY 201 <b>or</b> 202 plus remaining units in Psychology prefix electives

### Credit for Noncollegiate Instruction

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

### Credit for Military Service

Nine quarter units of elective credit will be allowed toward graduation to any student submitting evidence of satisfactory completion of basic training in the military

service of the United States. Credit is allowed in accordance with the recommendations by the Commission on Educational Credit and Credentials of the American Council on Education. The number of units allowed are those recommended in the *Guide to the Evaluation of Educational Experience in the Armed Services*.

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

### Credit by Examination

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

There are certain College Level Examination Program (CLEP) tests which are acceptable for credit when completed with an appropriate score. Information on which tests are acceptable, the amount of credit that will be given and how the credit will be applied for meeting degree requirements can be obtained from the Office of Academic Records.

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

- examination previously taken within the past year;
- equivalent degree credit or duplicate credit has already been granted;
- credit has been granted for previous coursework or for a previously completed more advanced or higher level examination;
- total amount of credit awarded for externally developed tests exceeds 45 quarter units (Advanced Placement Examination credit excluded from this limit).

Students may challenge courses by taking examinations developed at the campus. Credit shall be awarded to those who pass them successfully. A student may not petition for credit by examination during the same quarter that the student is 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.

A regularly enrolled student may petition for credit by examination in courses in which he or she is qualified through previous education or experience and for which credit has not otherwise been given. Such a request will not be considered for a course in which the student has ever been enrolled. A fee is charged for such an examination.

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

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

## General Requirements – Bachelor's Degree

### CHOICE OF CATALOG

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

An undergraduate student remaining in attendance in regular sessions at any California State University campus, at any California community college, or any combination of California community colleges and campuses of the 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.)

## GENERAL GRADUATION REQUIREMENTS

There are eight general requirements which all students must meet in order to earn the bachelor's degree from Cal Poly. *Students must be formally admitted 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 of the degree programs are listed under the academic department offering the major and include a curriculum display which lists major courses, support courses, general education courses and electives. The department may have a flow chart which shows in detail the recommended sequence of courses leading to your degree.

Students are responsible for meeting all requirements, although assistance is available from departmental faculty advisers, school advising centers, and the Office of Academic Records. Students should plan their degree programs carefully and review them frequently with their academic advisers.

**The basic graduation requirements are as follows:**

### 1. Total Units

Bachelor of Arts.....	186 units
Bachelor of Science .....	186–198 units
Bachelor of Science (Engineering programs).....	198–210 units
Bachelor of Architecture.....	248–263 units
Bachelor of Landscape Architecture.....	236 units

For the Bachelor of Arts, a minimum of 18 major units must be in upper division courses and 60 units overall must be upper division. For the Bachelor of Science degrees, a minimum of 27 major units must be in upper division courses and 60 units overall must be upper division.

### 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 78.

### 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 79).

### 5. Graduation Writing Requirement (GWR)

Students must demonstrate competency in writing skills as described below.

### 6. Senior Project

A senior project is a formal report of the results of a study or experiment selected and completed under faculty supervision with a minimum of 30 hours of student work required per unit of credit. Students must satisfactorily complete a senior project in order to receive any bachelor's degree.

### 7. Academic Residence Requirements

Students must earn no less than 50 quarter units in residence, and earn at least 30 of these units among the last 40 units counted toward the degree. Thirty-six of these units must be earned in upper division courses and 18 of the units must be in the major. (Title 5, Section 40403.) Extension credit or credit by examination may not be used to fulfill the residence requirement. 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 approximately **four** quarters prior to their anticipated graduation date. The evaluation confirms remaining requirements for graduation and is a formal statement on the expected quarter of graduation.

The actual date of graduation will be the end of the quarter in which all requirements have been met. Graduating students will receive a complimentary diploma. Additional diplomas may be ordered through El Corral Bookstore. The diploma will not be ordered until all degree requirements have been completed. The diploma will be mailed approximately four to six weeks after the degree has been awarded.

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

### Graduation Requirement in Writing Proficiency

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.

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

1. Pass the Writing Proficiency Exam.
2. Pass an approved 300-level composition course with a grade of C or better AND receive certification of proficiency in writing from the instructor based on a 500-word in-class essay.
3. Pass an approved 300-level literature course with a grade of C or better AND receive certification of proficiency in writing from the instructor based on a 500-word in-class essay.

The 300-level courses approved for GWR credit are listed in the *Class Schedule*.

Students must earn proficiency after reaching 90 units. Each student should review his or her curricular requirements to determine which option is appropriate. The GWR must be fulfilled at Cal Poly, not at another campus.

## OTHER INFORMATION

### Curriculum Substitution

Although a curriculum is specified for each major, under certain conditions a student may be permitted some deviation from the established curriculum. Substitutions involving General Education and Breadth courses must be approved through the department offering the GE course. Forms are available at the Office of Academic Records. See the major department office for substitutions involving major or support courses.

### Change of Major

Students who feel they have selected an inappropriate major for their interests and abilities should contact their adviser and a Counselor at Career Services (756-2501) for advice and assistance in making curriculum changes. Students should contact the prospective major department for preliminary information regarding changing majors; requirements vary depending on major. Admission to a new curriculum will depend on the availability of space within the limitations imposed by budget, faculty, and facilities. Once approved, students will automatically receive a re-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.

### Double Majors

The student will normally meet graduation requirements for a degree in one of the major curricula. A student may be granted a bachelor's degree with two majors if the complete requirements of both major curricula are satisfied at the same time.

However, no more than one diploma or degree will be granted to the same student at one commencement. In the event that a student has completed the requirements for two different degrees, such as a B.A. and a B.S., the student will be required to declare one major as the degree major in order to determine which degree will be awarded. The fact that the requirements of another program have been completed will be noted on the transcript.

A student who desires to submit only one senior project covering two graduation majors must file a petition for special consideration prior to the date of commencing the senior project.

### Second Bachelor's Degree

A qualified student who holds a bachelor's degree from Cal Poly or from another accredited institution may be awarded a second bachelor's degree in a different major. Students must complete General Education and Breadth requirements in effect at the time of admission to the additional baccalaureate degree program and all of the courses for the new degree as specified by the department. A minimum of 45 units of coursework for Cal Poly graduates and 50 units for graduates from another accredited institution must be completed in residence after the requirements for the first degree have been fulfilled. A senior project is required for each bachelor's degree.

### Graduate Credit Taken by Undergraduates

Undergraduates are not permitted to take courses in the 400 or 500 series for graduate credit until they are within 12 quarter units of graduation. Students, who subsequently enter a graduate program at Cal Poly, may petition to receive graduate credit for up to 9 units of such coursework, provided the courses were not used toward the baccalaureate degree. Students should verify the applicability of such credit toward their graduate objective.

### 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 Cal Poly grade point averages indicated below will be awarded honors at graduation. The GPA is officially calculated at the time the student has *completed* graduation requirements.

Summa cum laude – 3.85

Magna cum laude – 3.70

Cum laude – 3.50

## Commencement

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

## ACADEMIC MINORS

A minor is an integrated, coherent group of courses (24 to 30 quarter units) which gives the student knowledge in an area which 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.

Not more than one-third of the courses in a minor can be graded Credit/No Credit (CR/NC), except for courses which have mandatory CR/NC grading. A minimum 2.0 GPA is required in all units counted for completion of the minor (foreign language minors must have a 2.75 GPA). A minor is not required for a degree.

The minor will be completed along with the requirements for the bachelor's degree. A major and a minor may not be taken in the same degree program.

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

Please see pages 19-22 for the listing including minors.

## U.S. Cultural Pluralism Requirement

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

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

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

The following courses fulfill the United States Cultural Pluralism requirement. Consult the current *Class Schedule* or your academic adviser for an up-to-date list.

\* = Courses satisfy General Education requirement

AGB 401 Managing Cultural Diversity in Agricultural Labor Relations (4)  
 ANT 415 Native American Cultures (4)  
 CRP 215 Planning for and with Multiple Publics (4)  
 ECON 303 Economic Poverty, Discrimination and Immigration (4) D4b\*  
 ENGL 345 Women Writers (4) C3\*  
 ENGL 346 Ethnic American Literature (4) C3\*  
 ES 110 Introduction to Ethnic Studies (3) D4a\*  
 ES 114 Racism in American Culture (4)  
 ES 210 U.S. Cultural Heritage (3) D4a\*  
 ES 215 Planning for and with Multiple Publics (4)  
 ES 300 Chicano/a Literature (4) C3\*  
 ES 320 American Cultural Images (3) D4a\*  
 ES 321 Amer. Cultural Images: Amer. Indians (3) C3\*  
 ES 325 African American Women's Experiences (3)  
 ES 330 The Chinese American Experience (3) D4b\*  
 ES 350 Asian American & African American Environments (3)  
 ES 360 Ethnicity and the Land (4) C3\*  
 FNR 360 Ethnicity and the Land (4) C3\*  
 FSN 250 Food and Nutrition: Customs and Culture (4) E2\*  
 HIST 202 American Cultures: Consensus and Conflict from the Early Republic to the Present (4) GE D1\*  
 HIST 325 Comparative History of Amer. Minorities (3)  
 HIST 328 American Indian History (3)  
 HIST 329 American Indian Thought (3)  
 HIST 333 African American History from 1865 (4)  
 HIST 435 American Women's History since 1870 (4)  
 HUM 310 Chicano/a Culture (4) (This subtitle only) C3\*  
 JOUR 290 Multicultural Journalism (4)  
 KINE 255 Personal Health: Multicultural Approach (4) E2\*  
 MU 221 Jazz Styles (4) C2\*  
 MU 325 America's Music (4)  
 MU 329 Music of the 60s: War and Peace (4) C3\*  
 PHIL 335 Social Ethics (3) C3\*  
 PHIL 336 Ethics, Gender and Society (3) C3\*  
 POLS 310 Politics of Ethnicity and Gender (4)  
 POLS 343 Civil Rights in America (4)  
 SOC 316 American Ethnic Minorities (4)  
 SPAN 111, 112, 113 Elementary Hispanic Language and Culture (4) (4) (4)  
 SPAN 340 Chicano/a Authors (4) C3\*  
 SPAN 405 Latino/a Literature (4) (This subtitle only) C3\*  
 SPC 316 Intercultural Communication (4)  
 TH 320 Black Theatre (3) C3\*  
 WS 301 Introduction to Women's Studies (4)  
 WS 435 American Women's History since 1870 (4)

## General Education Requirements

**General Education (GE)** requirements in the CSU are so designed that, taken with the major program and elective units presented by the candidate for the bachelor's degree, they will assure that graduates from the several campuses in the CSU system have made noteworthy progress toward becoming truly educated persons. Particularly, the purpose of the breadth requirements is to provide means whereby graduates:

- will have achieved the ability to think clearly and logically, to find and critically examine information, to communicate orally and in writing, and to perform quantitative functions;
  - will have acquired appreciable knowledge about their own bodies and minds, about how human society has developed and how it functions, about the physical world in which they live, about the other forms with which they share that world, and about the endeavors and legacies of their civilizations; and
  - will have come to an understanding of the principles, methodologies, value systems, and thought processes employed in human inquiries.
- ✓ **At least 3 General Education courses shall be earned in residence.**
- ✓ **At least 3 General Education courses must be at the 300-400 level.**

All the requirements which follow are to be governed by the following general regulation:

*Except where expressly prohibited, courses taken to satisfy General Education requirements may also simultaneously satisfy requirements in any other portion of the student's curriculum.*

Courses from the student's Major department may not be used to fulfill Area C3 or Area D4b.

General Education at Cal Poly is so designed that, in addition to the objectives mentioned, graduates will have also achieved at least a rudimentary knowledge and understanding of technology.

**Students should consult academic advisers and curriculum displays for specific courses which may be required in their degree program.**

<b>GENERAL EDUCATION (GE)</b>	<b>(minimum 72 units)</b>
<i>A minimum of 72 units is required for GE. Some programs indicate specific GE courses to fulfill Major and/or Support requirements.</i>	
✓ <b>Minimum of 3 GE courses required at 300-400 level</b>	
<b>AREA A Communication</b>	<b>(minimum 11 units)</b>
<i>Take one course from A1, A2, A3:</i>	
A1 Expository Writing	
A2 Critical Thinking	
A3 Speech	
<i>If less than 11 units, take one additional course in:</i>	
A4 Argumentative Writing	
<b>AREA B Science and Mathematics</b>	<b>(minimum 15 units)</b>
<i>Take one course from B1a and one from B1b; one with lab:</i>	
B1a Physical Science	
B1b Life Science	
<i>Take two courses from B2 Mathematics and/or Statistics:</i>	
B2 Mathematics and/or Statistics	
<i>If less than 15 units, take one additional course from B1 or B2.</i>	
<b>AREA C Arts and Humanities</b>	<b>(minimum 15 units)</b>
<i>Take one course from each Area C category:</i>	
C1 Literature	
C1 Philosophy	
C2 Fine/Performing Arts	
C3 Lit/Phil/Arts (300-400 level)	
<i>If less than 15 units, take one additional course from C1, C2, C3</i>	
<b>AREA D Social, Political, Economic Inst.</b>	<b>(min. 15 units)</b>
No more than one course in any Area D category.	
<i>Take one course from D1a and one from D1b:</i>	
D1a HIST 202 or HIST 204 or LS 211	
D1b POLS 110 or LS 212	
<i>Take three courses from: D2, D3, D4a, D4b:</i>	
D2 History (300-400 level)	
D3 Economic institutions	
D4a Social institutions elective	
D4b Social institutions elective (300-400 level)	
<b>AREA E Life Understanding</b>	<b>(minimum 3 units)</b>
No more than one course in any Area E category.	
<i>Take one course from E1 or E2:</i>	
E1 Psychology	
E2 Life understanding elective	
<b>AREA F Technology</b>	<b>(minimum 2 units)</b>
<b>Non-technical programs.</b> For students in the Colleges of Business (except BS Industrial Technology), Liberal Arts, and Science and Mathematics,	
<i>Take one course from F1 or F2:</i>	
F1 Computer literacy	
F2 Technology elective	
<b>Technical programs.</b> For students in the Colleges of Agriculture, Architecture and Environmental Design, and Engineering, and the BS Industrial Technology program,	
<i>Take one course from F1:</i>	
F1 Computer literacy	
<b>Additional GE Courses</b>	
<i>To complete 72-unit requirement, select additional courses from Areas A, B, C, D, E. No more than one additional course per Area.</i>	

**AREA A Communication** (minimum 11 units)

Coursework in communication in the English language, to include both oral communication and written communication, and in critical thinking, to include consideration of common fallacies in reasoning.

All students must complete A1 Expository Writing before taking A2 Critical Thinking. A1 and A2 must be completed before taking A3 Speech.

Take one course from A1, A2, A3:

**A1 Expository Writing**

ENGL 114 Writing: Exposition (4)

**A2 Critical Thinking**

ENGL 125 Critical Thinking (3)

PHIL 125 Critical Thinking (3)

SPC 125 Critical Thinking (3)

**A3 Speech**

SPC 201 Public Speaking (3)

SPC 202 Principles of Speech Communication (3)

If less than 11 units, take one additional course in:

**A4 Argumentative Writing**

ENGL 215 Writing: Argumentation (4)

ENGL 218 Professional Writing: Argumentation and Reports (4)

**AREA B Science and Mathematics** (minimum 15 units)

Coursework to include inquiry into the physical universe and its life forms, with some immediate participation in laboratory activity, and into mathematical concepts and quantitative reasoning and their applications.

Take one course from B1a and one from B1b; one with a lab.

If less than 15 units, take additional course from B1/B2.

**B1a Physical Sciences**

ASTR any lower division course

CHEM any lower division course except 106, 200, 252, 253

GEOL any lower division course except 211.

GEOL 206 can be selected if GEOL 201 or 204 have been completed.

PHYS any lower division course except 137, 200, 202, 206, 256

PSC any lower division course (PSC 101 has a lab).

Any 300-level ASTR, CHEM, GEOL, PHYS or PSC having one of the above as a prerequisite may also be selected, except CHEM 350, PHYS 357, 363.

**B1b Life Sciences**

BIO any lower division course except 100, 207, 253.

BOT any lower division course except 238

MCRO any lower division course

ZOO any lower division course

Any 300-level BIO, BOT, MCRO or ZOO having one of the above as a prerequisite may also be selected, except BIO 300, 306, 322, 323, 324, 327, 342; ZOO 320, 335, 340.

Take two courses from B2:

**B2 Mathematics and/or Statistics**

MATH 112 The Nature of Modern Mathematics (4)

MATH 117 Pre-Calculus Algebra II (4)

(MATH 116 is a prerequisite for MATH 117; MATH 116 & 117 are equivalent to MATH 118, but are taught at a slower pace for those who need more review.)

MATH 118 Pre-Calculus Algebra (4)

MATH 119 Pre-Calculus Trigonometry (4)

MATH 120 Pre-Calculus Algebra & Trig. (5)

MATH 131 Technical Calculus (4)

MATH 141 Calculus I (4)

MATH 221 Calculus for Business and Econ. (4)

MATH 328 Introduction to Mathematics (4)

Any 100-, 200-, or 300-level MATH course having one of the above as a prerequisite may also be selected except MATH 300, 327, 329, 333, 350.

STAT 130 Introduction to Statistical Reasoning (4)

STAT 211 Elementary Probability and Statistics (3)

STAT 212 Statistical Methods (3)

STAT 221 Intro. to Probability and Statistics (5)

STAT 217 Applied Statistics for the Liberal Arts (4)

STAT 218 Applied Statistics for Life Sciences (4)

STAT 251 Statistical Inference for Mgt I (4)

STAT 312 Statistical Methods for Engineers (4)

STAT 321 Probability and Statistics for Engineers and Scientists (4)

Any 200- or 300-level STAT courses having one of the above as a prerequisite may also be chosen with the exception of STAT 200 and STAT 330.

**AREA C Arts and Humanities** (minimum 15 units)

Coursework among literature, philosophy, fine and performing arts and humanities.

**C1 Literature** (take one course)

To increase experience in expository writing, ENGL courses have a composition component of 2500 words.

ENGL 230 Masterworks of British Literature:

Through the Eighteenth Century (4)

ENGL 231 Masterworks of British Literature:

Romantic Period to the Present (4)

ENGL 240 American Tradition in Literature (4)

ENGL 251 Great Books of World Literature:

Classical and Ancient World (3)

ENGL 252 Great Books of World Literature:

Middle Ages, Renaissance and Enlightenment (3)

ENGL 253 Great Books of World Literature:

Romanticism and the Modern World (3)

FR 233 Critical Reading in French Literature (4)

GER 233 Critical Reading in German Literature (4)

SPAN 233 Critical Reading in Hispanic

Literature (4)

**C1 Philosophy** (take one course)

PHIL 230 Philosophical Classics (3)

PHIL 231 Philosophical Classics (3)

**C2 Fine and Performing Arts** (*take one course*)

ART 101 Fundamentals of Drawing (4)  
 ART 111 Introduction to Art (4)  
 ART 112 Survey of Art History (4)  
 ART 148 Beginning Sculpture (4)  
 DANC 221 Dance Appreciation (4)  
 MU 101 Introduction to Music Theory (4)  
 MU 120 Music Appreciation (4)  
 MU 221 Jazz Styles (4) *USCP*  
 TH 210 Introduction to Theatre (3)

**C3 Literature, Philosophy, Arts (300-400 level)**(*take one course*)

Courses offered by the student's major department cannot be counted in Area C3.

ARCH 316 California Arch. & California Dream (3)  
 ARCH 317 History of Architecture (3)  
 ARCH 318 History of Architecture (3)  
 ARCH 319 History of Architecture (3)  
 ART 312 Art History–Contemporary Art (4)  
 ART 314 History of Photography (4)  
 ART 317 Asian Art Survey (4)  
 ART 318 Art History - Asian Art Topics: National, Religious and Intellectual Movements (4)  
 DANC 311 Dance American Musical Theatre (4)  
 DANC 321 Dance History (3)  
 ENGL 330 British Literature: Medieval Period (4)  
 ENGL 331 British Literature: The Renaissance (4)  
 ENGL 332 British Literature: The Enlightenment (4)  
 ENGL 333 British Literature: Romanticism (4)  
 ENGL 334 British Literature: The Victorians (4)  
 ENGL 335 British Literature: 20th Century (4)  
 ENGL 338 Shakespeare in London (4)  
 ENGL 339 Introduction to Shakespeare (4)  
 ENGL 340 American Literature to 1860 (4)  
 ENGL 341 American Literature: 1860-1914 (4)  
 ENGL 342 American Literature: 1914-Present (4)  
 ENGL 345 Women Writers (4) *USCP*  
 ENGL 346 Ethnic American Literature (4) *USCP*  
 ENGL 350 Modern Novel (3)  
 ENGL 351 Modern Poetry (3)  
 ENGL 352 Modern Drama (3)  
 ENGL 353 Drama in London (4)  
 ENGL 370 World Cinema (4)  
 ENGL 372 Film Directors (4)  
 ENGL 380 Contemporary Literary Ideas (4)  
 ES 300 Chicano/a Literature (4) *USCP*  
 ES 321 American Cultural Images: American Indians (3) *USCP*  
 ES 360 Ethnicity and the Land (4) *USCP*  
 FNR 360 Ethnicity and the Land (4) *USCP*  
 FR 305 Significant Writers in French (4)  
 FR 405 French Literature in English Translation (4)  
 GER 305 Significant Writers in German (4)  
 GER 405 German Literature-English Translation (4)  
 HUM 302 Human Values in Agriculture (4)  
 HUM 310 Humanities in World Cultures (4)

HUM 361 Modernism (4)  
 HUM 362 Postmodernism (4)  
 HUM 402 Values and Technology (4)  
 HUM 403 Ethical Issues in Cyberspace (3)  
 HUM 410 Values, Media, Culture (4)  
 HUM 490 President's Seminar (4)  
 MU 324 Music and Society (4)  
 MU 328 Women in Music (4)  
 MU 329 Music of the 60s: War and Peace (4) *USCP*  
 PHIL 311 Greek Philosophy (3)  
 PHIL 312 Medieval Philosophy (3)  
 PHIL 313 Continental Phil: Montaigne–Leibniz (3)  
 PHIL 314 British Philosophy: Bacon to Mill (3)  
 PHIL 315 German Philosophy: Kant to Nietzsche (3)  
 PHIL 316 Contemporary European Philosophy (3)  
 PHIL 317 Contemporary British & Amer. Philos. (3)  
 PHIL 320 Asian Philosophy (3)  
 PHIL 321 Philosophy of Science (3)  
 PHIL 331 Ethics (3)  
 PHIL 332 History of Ethics (3)  
 PHIL 333 Political Philosophy (3)  
 PHIL 334 Jurisprudence (3)  
 PHIL 335 Social Ethics (3) (*USCP*)\*  
 PHIL 336 Ethics, Gender and Society (3) (*USCP*)\*  
 PHIL 337 Professional Ethics (3)  
 PHIL 339 Biomedical Ethics (3)  
 PHIL 340 Environmental Ethics (3)  
 PHIL 342 Philosophy of Religion (3)  
 PHIL 351 Traditional Theories of Aesthetics (3)  
 PHIL 352 Contemporary Theories of Aesthetics (3)  
 POLS 334 Jurisprudence (3)  
 RELS 304 Judaism (3)  
 RELS 305 Christian Origins (3)  
 RELS 306 Hinduism (3)  
 RELS 307 Buddhism (3)  
 RELS 308 Islam (3)  
 SPAN 305 Significant Writers in Spanish (4)  
 SPAN 340 Chicano/a Authors (4) *USCP*  
 SPAN 405 Hispanic Lit – English Translation (4)  
 SPC 330 Classical Rhetorical Theory (4)  
 TH 310 Women's Theatre (3)  
 TH 320 Black Theatre (3) *USCP*  
 TH 327 Theatre History and Literature (3)  
 TH 328 Theatre History and Literature (3)

**Area C** *If less than 15 units, take additional course from C1/2/3.*

**AREA D Social, Political, Economic Institutions**  
 (minimum 15 units)

Coursework dealing with human social, political, and economic institutions and behavior and their historical background. Courses in Area D1 fulfill American Institutions requirement, *Title 5, Section 40404*.

No more than one course in any Area D category.

**D1a** (take one course)

- HIST 202 American Cultures: Consensus and Conflict from the Early Republic to the Present (4) *USCP*
- HIST 204 History American Ideals & Institutions (3)
- LS 211 The American Enterprise: Birth of a Nation to the 1876 Centennial (4)

**D1b** (take one course)

- POLS 110 American and California Government (3)
- LS 212 The American Enterprise: The 1876 Centennial to the 21<sup>st</sup> Century (4)

Take three courses from: D2, D3, D4a, D4b:

**D2 World History (300-400 level)**

- HIST 315 Modern World History (4)

**D3 Economic Institutions**

- ECON 201 Survey of Economics (4)
- ECON 211 Principles of Economics (3)
- ECON 222 Macroeconomics (4)

**D4a Social Institutions**

- ANT 201 Cultural Anthropology (4)
- ES 110 Introduction to Ethnic Studies (3) *USCP*
- ES 210 United States Cultural Heritage (3) *USCP*
- ES 320 American Cultural Images (3) *USCP*
- GEOG 150 Introduction to Cultural Geography (4)
- SOC 105 Introduction to Sociology (4)

**D4b Social Institutions (300-400 level)**

- Courses offered by the student's major department cannot be counted in Area D4b.
- ANT 360 Human Cultural Adaptation (4)
  - BUS 404 Govern. & Social Influences Business (4)
  - ECON 303 Economic Poverty, Discrimination and Immigration (4) *USCP*
  - ECON 304 Comparative Economic Systems (4)
  - ECON 325 Underdevelopmt/Economic Growth (4)
  - ES 330 The Chinese American Experience (3) *USCP*
  - GEOG 308 Global Geography (4)
  - POLS 325 Contemporary Global Political Issues (3)
  - POLS 326 World Food Politics (3)
  - SOC 309 The World System and Its Problems (4)
  - SOC 315 Race and Ethnic Relations (4)
  - WS 411 Women in Cross-Cultural Perspective (4)

**AREA E Life Understanding** (minimum 3 units)

Coursework designed to study how to equip human beings for lifelong understanding and development of themselves as integrated physiological, social, & psychological entities.

No more than one course in any Area E category.

Take one course from E1 or E2:

**E1 Psychology**

- PSY 201 General Psychology (3)
- PSY 202 General Psychology (3)

**E2 Life Understanding**

- BIO 220 Physiology/Biological Adapt (4) (also B1b)
- FSN 210 Nutrition (4)
- FSN 250 Food & Nutrition: Customs & Culture (4) *USCP*
- KINE 250 Health Education (2)
- KINE 255 Personal Health: Multicultural App (4) *USCP*
- MCRO 221 Survey of Microbiology (4) (also B1b)
- PSY 304 Physiological Psychology (4)
- REC 100 Leisure Education & Lifestyle Management (2)

**AREA F Technology** (minimum 2 units)

Area F is designed to acquaint students with an awareness of how technology influences and is influenced by today's world.

**Non-technical programs.** For students in the Colleges of Business, Liberal Arts, and Science and Mathematics, take one course from F1 or F2.

**Technical programs.** For students in the Colleges of Agriculture, Architecture and Environmental Design, and Engineering, and the BS Industrial Technology program, take one course from F1.

**Non-technical programs,** take one course from F1 or F2:

**Technical programs,** take one course from F1:

**F1 Computer Literacy**

- AG 250 Computer Application to Agriculture (3)
- ARCH 250 Computer Applications (3)
- CSC/CPE 101 Fundamentals Computer Science I (4)
- CSC 110 Computers and Applications: Windows (3)
- CSC 111 Intro Computer Applications- Sciences (3)
- CSC 113 Computers & Applications: Macintosh (3)
- CSC 119 Principles of Business Data Processing (4)
- CSC 231/CPE Fortran for Engineering Students (2)
- CSC 234 C and UNIX (3)
- GRC 277 Computer Appl. Desktop Publishing (3)
- HUM 250 Computer Applications-Liberal Arts (4)

**F2 Technology**

- AERO 210 History of Aviation (4)
- AG 301 Agriculture and American Life (4)
- BRAE 121 Agricultural Mechanics (2)
- BRAE 340 Irrigation Water Management (4)
- CE 221 Fundamentals Transportation Engrg (3)
- CRP 211 Introduction to Urbanization (3)
- CRP 212 Introduction to Urban Planning (3)

CRSC 230 Agronomic Crop Production (4)  
 CSC 302 Computers and Society (3)  
 DSCI 230 General Dairy Husbandry (4)  
 EHS 230 Environmental Horticulture (4)  
 ENGR 301 Technology in the 20th Century (4)  
 ENVE 324 Introduction to Air Pollution (3)  
 ENVE 330 Environmental Quality Control (3)  
 FNR 101 Natural Resources Mgt & Society (3)  
 FNR 201 Intro. Forest Ecosystem Management (3)  
 FNR 202 Environmental Management (3)  
 FRSC 230 California Fruit Growing (4)  
 IME 319 Human Factors Engineering (3)  
 IT 141 Plastics Processes and Applications (3)  
 IT 301 Current Technological Issues (3)  
 LA 201 Survey of Landscape Architecture (2)  
 LA 311 History of Landscape Architecture (4)  
 LA 321 Concepts-Environmental Decision  
 Making (3)  
 ME 221 Solar Energy (4)  
 SS 121 Introductory Soils (4)  
 VGSC 230 Introduction to Vegetable Science (4)

## Registration

### CAPTURE REGISTRATION

All students are required to enroll in courses by using the telephone voice response system named CAPTURE, or the web registration system, POWER. The courses selected should meet the requirements specified for each student's major course of study.

Information concerning registration for classes and payment of fees is published in the *Class Schedule* which is on sale prior to the start of each term. Students should consult the *Class Schedule* for detailed registration procedures.

Credit for coursework completed is given only when the student is properly registered. A student is not properly registered until fees have been paid and enrollment in classes through the CAPTURE/POWER system has been confirmed. 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).

### ENROLLMENT POLICY

States 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 11<sup>th</sup> day of the term.

### CLASS ATTENDANCE

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

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

### HOLDING OF RECORDS

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

### ENROLLMENT STATUS

*Full-time undergraduate students* are those enrolled in 12 or more units of coursework in any regular quarter. *Half-time undergraduate students* are those enrolled in 6 to 11 units, and part-time undergraduate students are those enrolled for less than 6 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 undergraduate students is 20 quarter units including audited courses and concurrent work at other colleges. Maximum load for graduate students is 16 units per quarter. Exceptions may be made with the advance approval of the student's major department head. Increase in maximum unit load is not available to students on academic probation. A petition to carry an excess load is available from the Office of Academic Records. Maximum load requirements may be waived only on presentation of evidence of ability to carry successfully such a group of courses.

### ADD/DROP

Following registration, all changes to individual class enrollments become the responsibility of the student. The add/drop (change of program) period begins after the CAPTURE/POWER initial registration cycle has concluded and ends after the first two weeks of instruction of each term. During this period, the student has the opportunity to add new classes or voluntarily drop from existing classes. Specific dates for completing these transactions are published in the quarterly *Class Schedule*.

**Adding**

*First class meeting:* Students who add a class after the first class meeting must obtain the instructor's permission to remain in the class.

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

*Eligibility:* Students must meet prerequisite and Class Schedule 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 CAPTURE/POWER.

**Dropping**

Students have until the end of the second week of instruction to drop a class through CAPTURE/POWER and no entry will be made on their academic records. At the end of the regular add/drop period the instructor must assume that any student who has not dropped voluntarily remains officially enrolled in the class. For program changes 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 Class Schedule, are not met.

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

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

**LEAVES OF ABSENCE**

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

**Eligibility for All Leaves**

1. A student on Educational or Medical Leave will be considered to be in continuous attendance with the purpose of returning to the same curriculum which was in effect when the leave began.
2. A student on Educational or Medical Leave will not be required to apply for readmission or pay an application fee provided that the student returns to the same major and within the time period agreed upon when the application was approved.
3. No more than two leaves will be available to each student (totaling a maximum of 8 terms).
4. The student on leave may return and enroll for any term prior to the term when the leave is scheduled to

end. NO leave will be extended beyond the two-year limitation for any reason.

5. Any student on leave who fails to return and enroll within the time limits specified by the leave agreement will be required to reapply for admission, pay the reapplication fee, and may be held to any new curriculum requirements which may be in effect.

**Educational Leaves:**

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

**Medical Leaves:**

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

**RETURNING STUDENTS**

Matriculated students who have not registered for 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.

Matriculated students who have not registered for one quarter or two consecutive quarters need not apply for readmission. Summer Quarter is a regular quarter and is counted in determining the length of absence.

**VISITORS WITHIN CALIFORNIA STATE UNIVERSITY (CSU)**

Students enrolled at any CSU campus may transfer temporarily to another CSU campus in visitor status if they have completed 12 units with a minimum of C (2.0) grade point average at the home campus, are in good

standing, and are eligible to register in continuing status. Visitors are approved for one term only, subject to space availability and registration priority policies at the host campus. Details and applications for the Visitors Program may be obtained at the Office of Academic Records, Adm. 222.

### CONCURRENT ENROLLMENT WITHIN CALIFORNIA STATE UNIVERSITY

Students enrolled in any CSU campus may enroll concurrently at another CSU campus if they have completed 12 units at the home campus with a C (2.0) grade point average and are in good standing. Concurrent enrollment is approved for a specific term, subject to space availability and registration priority policies at the host campus. Because of overlap in academic terms of campuses on semester and quarter calendars, concurrent enrollment is subject to combinations and conditions described in the Concurrent Enrollment Application Form available at the Office of Academic Records, Adm. 222.

### HEALTH SCREENING

All new and readmitted students, born after January 1, 1957, will be notified of the requirement to present proof of measles and rubella immunizations. This is *not* an admission requirement, but shall be required of students by the beginning of their second term of enrollment in CSU. Proof of measles and rubella immunizations shall also be required for certain groups of enrolled students who have increased exposure to these diseases. These groups include:

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

Registration will not be permitted until this requirement has been satisfied. Contact the Student Health Center for information concerning clearances or immunizations.

## 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, U and NC).

**Quality Hours** carry grade point value.

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

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

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

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

### GRADING SYMBOLS

Academic Grading Symbols Earned		<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	–
Administrative Grading Symbols		
AU	Audit	–
I	Incomplete (authorized)	–
U	Incomplete (unauthorized)	0
SP	Satisfactory Progress	–
RD	Report Delayed	–
W	Withdrew	–

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

### Credit/No Credit Grading

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

- a. 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 at the time of registration. This request can be made through the third week of the quarter. Students may not change from one grading system to the other after the end of the third week.
- b. Undergraduate students will be given a grade of CR for accomplishment equivalent to a grade of C– or better. No credit (NC) will be given for D+ or lower grades. Graduate students will receive a grade of CR which is based on an evaluated grade of B– or higher and NC for assigned grades of C+ or lower. Instructors will submit conventional letter grades to the Registrar's Office where they will be converted to Credit/No Credit grades. NOTE: Some post-baccalaureate programs penalize students for a grade of CR.
- c. The applicant for a Credit/No Credit grade must have at least a 2.0 grade point average in cumulative Cal Poly work. This requirement is waived for first-time students.
- d. Units earned in courses for which the grade was CR will count toward satisfaction of all degree requirements.
- e. 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.
- f. Credit/No Credit grading will be removed for courses not meeting the above guidelines.
- g. Nonmatriculated 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 nonmatriculated students having no previous coursework recorded at Cal Poly.)

### ADMINISTRATIVE GRADING SYMBOLS

#### Audit

A grade of AU indicates that a student was officially enrolled in class, participated in class, but was not required to be examined on course materials. Enrollment as an Auditor is subject to the permission of the instructor. Procedures for auditing courses are published in the quarterly *Class Schedule*.

An auditor is a student who is attending courses for no credit. The student must be registered with fees paid for the quarter in which the course is to be audited. A student may enroll to audit a course during the add/drop period and no later than the last day to add a course. A student may change from credit to audit not later than the last day to drop a course. Courses enrolled in for audit grades are not considered when determining enrollment status (for financial aid and other purposes).

In cases where class sections must be limited in enrollment, preference will be given to students enrolling for credit.

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 fully justified reasons and that there is still a possibility of earning credit. It is the student's responsibility to bring pertinent information to the instructor who will determine the means by which the remaining course requirements will be satisfied. A final grade is assigned when the work agreed upon has been completed and evaluated. The student is not permitted to reenroll in the course to complete course requirements. If the student does reenroll, the original grade of I will be counted as an F (or NC) and the reenrollment will be processed as a repeated course.

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

#### Incomplete (Unauthorized)

A grade of U indicates that a student enrolled for a course did not withdraw from the course and 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 computation this symbol is equivalent to an F.

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

### **Satisfactory Progress**

The grade of SP is used in connection with courses that extend beyond one academic term. It indicates that work is in progress and has been evaluated and found to be satisfactory to date, but that assignment of a grade must await completion of additional work. 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 SP symbol shall be replaced with the appropriate final grade within one year or the grade will be converted to an F. Grades of SP for graduate degree theses will convert to a grade of No Credit (NC) if a final grade has not been assigned within three years. All remaining SP grade symbols will be changed to F or NC at the time the student's degree is awarded.

### **REPEATING A COURSE**

Undergraduate students may repeat a maximum of 20 units at Cal Poly for purposes of improving GPA. A course taken at Cal Poly or at another university or college in which a grade of D+ or less was received may be repeated at Cal Poly with the new grade recorded along with the prior grade. If the second grade is equal to or higher than the first, then the grade earned by repeating the course will replace the quality points, quality hours and earned hours which were previously earned. The original grade is "forgiven" from GPA computation, but both grades appear on the student's permanent record (transcript). With the exception of the reasons listed below, the repeat adjustment is made automatically at the end of the term in which the course is repeated. If a course is re-taken with credit/no credit grading, the original grade will not be excluded from the GPA.

A repeat petition is required for the following reasons only:

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

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

If the student repeats a course in which a C- or higher grade was earned, both grades will be calculated in the

grade point average, but the duplicate earned hours will not be counted toward the degree.

## **WITHDRAWALS / RENEWAL**

### **Withdrawals from Courses**

The W grading symbol indicates that the student was permitted to withdraw from the course after the regular add/drop (change of program) period with the approval of the instructor and 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 last day of instruction a student must request permission to withdraw from a course by processing a petition which is available at the Office of Academic Records. The petition will be approved and withdrawal authorized only if there are serious and compelling reasons for withdrawal in the judgment of the instructor and department head.

After the end of the 7th week 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 will be subject to failing grades (U or F).

### **Withdrawal for the Term**

A student is permitted to withdraw from all classes for the quarter upon request and without restriction or penalty 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 approved by campus officials. Disapproved, unauthorized, or unofficial withdrawal will subject the student to failing grades in all classes (U or F).

The student or duly authorized representative of the student is required to initiate a request for an "Official Withdrawal" with the Registrar and to complete required exit procedures. The request must specify reasons for leaving the institution. The date of the withdrawal will be established according to the guidelines contained in the institutional policies governing term withdrawals or as determined by the Registrar.

The student may be eligible for a full or partial refund of registration fees depending upon the time and circumstances of withdrawal. A written application for refund is required. Specific limiting dates and application procedures are published in the quarterly *Class Schedule*.

### 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 which 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 is intended only to facilitate graduation from Cal Poly and is not applicable for individuals who already possess a baccalaureate degree or who meet graduation requirements without the approval of a petition for Academic Renewal.

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

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

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

## Academic Standards

### ACADEMIC OBLIGATIONS

All students are expected to be diligent in the pursuit of their courses of study in order that both they and the State will receive maximum benefit from the educational opportunities provided. Each student is responsible for his or her enrollments and timely adds, drops and withdrawals following campus policy.

Students are expected to satisfy the academic demands required by their instructors in such ways as they may see fit, 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.

An instructor, with the President's approval, may at any time exclude from a course any student guilty of unbecoming or disorderly conduct toward the instructor or the class. The instructor may refer the case of misconduct to the Vice President for Student Affairs Office 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 school taking the action. Students who have been disqualified for inadequate progress or performance will not be readmitted until presentation of satisfactory evidence that they have improved their chances of academic success. The request for readmission will be referred to the dean of the school in which the student wishes to enroll.

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

### **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, the Cal Poly cumulative, or the higher education cumulative. All of these are provided on the student grade form.

### **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 subject to disqualification when:
  1. As a freshman or sophomore student (less than 90 quarter units of college credit completed) the student is 22.5 or more quality points below a 2.00 (C) in all units attempted (higher education GPA) or in all units attempted at Cal Poly (Cal Poly cumulative GPA).
  2. As a junior student (90 to 134 quarter units of college credit completed) the student is 13.5 or more quality points below a 2.00 (C) in all units attempted (higher education GPA) or in all units attempted at Cal Poly (Cal Poly cumulative GPA).
  3. As a senior student (135 or more quarter units of college credit completed) the student is 9 or more quality points below a 2.00 (C) 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 fewer cumulative grade points than cumulative units attempted, and
  2. The cumulative grade point deficiency is so great that in view of the student's overall educational record, it seems unlikely that the deficiency will be removed within a reasonable period.

A student who is placed on probation or who is subject to disqualification at the end of an enrollment period will be notified by a message on the grade report which is issued following the end of the term in which the student's performance fails to meet the prescribed conditions. 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.

## **ADMINISTRATIVE-ACADEMIC PROBATION OR DISQUALIFICATION**

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

- A. Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms.
- B. Repeated failure to progress toward the stated degree or program objective 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, written notice will be provided including a statement of the conditions for removal from probation and the circumstances which would lead to disqualification, should probation not be removed. If disqualified, the student will receive written notification from the dean of the school in which the student is enrolled including an explanation of the basis for the action.

## **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 GRIEVANCE PROCEDURES**

Academic procedures are handled through the academic division of the University. The process of review includes the department, dean, and academic vice president, whose decision is final. Typical academic procedures include transfer from one program to another, admissions, records, application of credit, program requirements, and academic standing. Matters reviewed by the Office of Students Affairs can be found in the section on Campus Student Relations and Judicial Affairs, and as noted below.

The University, through the Office of Campus Student Relations and Judicial Affairs, provides grievance procedures for students who feel aggrieved in their relationships with the University, its policies, practices, and procedures or its faculty and staff.

#### **The Fairness Board**

The Fairness Board is primarily concerned with providing "due process" for the students and faculty, particularly grade appeals based on the grievant's belief that the instructor has made a mistake, shown bad faith or incompetence, or been unfair.

Details and procedures relating to the operation of the Fairness Board may be obtained from the Academic Senate Office, or from the Office of Campus Student Relations and Judicial Affairs.

### **STUDENT CONDUCT AND DISCIPLINE**

It is expected that all Cal Poly students are enrolled for serious educational pursuits and that they will conduct themselves so as to preserve an appropriate atmosphere of learning. It is also expected that all students who enroll at Cal Poly are willing to assume the responsibilities of citizenship in the campus community. Association in such a community is voluntary, and students may withdraw from it at any time that they consider the obligations of membership disproportionate to the benefits. While enrolled, students are subject to campus authority which 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 41301–41304, 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, through the "Code of Student Conduct, Rights

and Responsibilities" section printed in the *Class Schedule* for each quarter, and are posted officially in the Administration Building. Other applicable regulations are contained in this Catalog, in the *Campus Administrative Manual*, the Code of Student Conduct, Rights and Responsibilities, and in other official university publications.

### **STUDENT DISCIPLINARY PROCEDURES**

The Chancellor of The California State University has established procedures for student disciplinary matters which are included in the Campus Administrative Manual, the official campus publication of policies and procedures which is available in the library for easy reference.

Educating students to their responsibilities as good citizens of the University and of the community is a campus-wide responsibility requiring the cooperation and understanding of the entire campus. Title 5 of the *California Code of Regulations* assigns to the President responsibility for enforcement of student disciplinary regulations. The President has delegated to the Office of Campus Student Relations and Judicial Affairs the responsibility and commensurate authority to administer student disciplinary regulations and has delegated decision-making authority on cases which proceed to a hearing at the local campus level to the Vice President of Student Affairs.

When the conduct or behavior of a student is such that there is an alleged violation of applicable provisions of the *Education Code*, regulations of the Board of Trustees, and campus rules and orders issued thereunder, the case is referred to the Office of Campus Student Relations and Judicial Affairs for investigation of the facts leading to the allegation. If the investigation reveals that there is reason to believe that an infraction has been committed by a student, disciplinary procedures as described in the *CSU Disciplinary Manual* will be initiated.

### **PROCEDURAL DUE PROCESS**

In all matters of student discipline, each person charged with a violation is given every courtesy, privilege, and right under the law and within the context of the uniqueness of a public institution of higher learning. Procedural Due Process is inherent and assured in all Judicial Proceedings.