

Cal Poly Admissions

Office of Admissions and Recruitment
Administration Building (01), Room 213
(805) 756-2311, TDD (805) 756-2360
<http://www.calpoly.edu>

Fax: (805) 756-5400
Tours/Admission Advising Sessions: 756-5734
email: admissions@calpoly.edu

Overview

The philosophy of the Admissions Office is consonant with the mission of California Polytechnic State University, and is in accordance with Title 5, Chapter 1, Subchapter 3, of the California Code of Regulations. If you are unsure of these requirements, please call the Admissions Office.

Undergraduate Application Procedures

Cal Poly, San Luis Obispo has developed an electronic application, "Pony Express," which is available from the Admissions Office, any California high school or community college or at <http://www.calpoly.edu>. Prospective students are encouraged to contact the Office of Admissions directly to receive our preferred electronic application disk, which is available in Windows, Mac, or through the CSU Mentor at <http://www.csumentor.edu>.

An advantage of using Cal Poly's "Pony Express," is that it collects data for both the CSU Undergraduate Admission paper application and Cal Poly's Admission Supplemental Questionnaire (ASQ). CSU Undergraduate Admission paper applications are available for those applicants who are unable to complete the electronic admissions application. A \$55 non-refundable application fee in the form of a check or money order payable to "The California State University" and may not be transferred or used to apply to another term.

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

Cal Poly advises prospective students to supply complete and accurate information on the application for admission, residence questionnaire, and financial aid forms. Applicants must also submit, authentic, official transcripts sent directly from the issuing institution of *all previous academic work attempted* and work in progress, when requested to do so by the University. Failure to file complete, accurate, and authentic application documents may result in denial of admission, cancellation of academic credit, suspension, or expulsion (Section 41301 of Title 5, *California Code of Regulations*).

Because all majors at Cal Poly are oversubscribed, it is necessary for all applications to be postmarked during the month of the application filing period.

Application Filing Periods

Fall Quarter November 1–30
*Winter Quarter June 1–30
*Spring Quarter August 1-31
Summer Quarter February 1–28

*Call the Admissions Office for the latest information on applications for Winter and Spring Quarters prior to applying. Applications postmarked after the filing period will be considered *only* if openings are still available.

Exceptions—Applicants to the following programs are admitted to the Fall term only: Architecture, Architectural Engineering, City and Regional Planning, Construction Management, Landscape Architecture, Music, and Art and Design.

Cal Poly's Undergraduate Admission Policy

The California Polytechnic State University, San Luis Obispo, California, admission policy is based on the California Code of Regulations for the California State University System, Title 5, Section 40600. Furthermore, as an oversubscribed CSU campus, Cal Poly, San Luis Obispo, operates under the auspices of California State University Executive Order 563 for admission to impacted campuses. Admission to Cal Poly, San Luis Obispo is selective. While applicants may meet the CSU system wide admission requirements outlined on the following pages, student applicants to Cal Poly San Luis Obispo are evaluated for admission on the competitive nature of their qualifications based on factors deemed important to our faculty.

The campus has adopted a faculty-developed Multi-Criteria Admission selection tool as its formal strategy for determining undergraduate admission. These criteria are *in addition* to CSU system wide admission requirements. Each applicant is screened and ranked by level within a major as freshman, lower division transfer, or upper division transfer students. Freshman candidates are evaluated in five separate categories including GPA earned in specific CSU preparatory courses, overall GPA, electives from the CSU preparatory course requirements, test scores and related work experience and extra-curricular activities.

Transfer candidates are evaluated in four categories including major-specific courses completed, general

education courses completed, GPA in courses completed, and related work experience and extra-curricular activities. Beginning in Fall 1998, transfer candidates will also need to meet the general education and breadth requirements.

Each college has established a minimum score that candidates are required to meet to be qualified to proceed in the admissions process.

The top 60% of the students are offered admission solely on academic ranking. A supplemental ranking of the remaining qualified candidates determines other students offered admission through this process. Students may receive bonus points based on non-academic factors contributing to initiatives that are important to the campus.

The university community has also approved special consideration practices for admission based on other university interests deemed important to the campus.

Additionally, applicants to the majors of Art and Design and Music will be contacted by the department and asked to submit supplementary information. Art and Design applicants will be requested to submit a portfolio, and Music applicants will be required to provide a tape of the applicant performing or an audition will be scheduled. Final selection for admission to Art and Design or Music will then be determined by the major department rather than through the regular selection process.

ADMISSIONS OPTIONS AND NOTIFICATION

There are two options for students wishing to apply to Cal Poly for entry in the first-year class: Early Decision and Regular Decision. Both options are for students who will enter Cal Poly as first-year college students in the fall. We have no "mid-year" or "January" admission program for first-year students.

Early Decision

Early Decision is for those applicants for whom Cal Poly is a clear first choice. Applicants should have established strong and consistent academic records throughout secondary school and should have completed all the required standardized testing by October of their senior year. About 10% of our new freshmen students will be selected under our Early Decision plan.

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

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

For students who choose the Early Decision option:

- The student, parents, and counselor will be asked to sign a statement confirming the student's intention to enroll at Cal Poly if admitted, to not apply for Early Decision at other universities, and to withdraw applications to other institutions immediately upon admission to Cal Poly.
- The student will file the Pony Express application and a non-refundable \$55 application fee as soon as possible after the application is available (by October 31st).
- The student will be notified of the admissions decision by December 15th.
- The student's reply to an offer of admission is due by January 15th.

Regular Decision

This is the plan used by the vast majority of applicants. The student will:

- submit the admissions application by November 30th,
- be notified of the admissions decision in mid February,
- reply to an offer of admission by May 1st, if you choose to accept the offer.

CONFIRMATION OF ADMISSION

Students will be selected for admission based on the competitive nature of their application as it relates to their class level and major within the overall applicant pool. Students will then receive a letter confirming their selection along with a Statement of Intent to Register (SIR), which is necessary in order to reserve a space for them. It is *mandatory* that selected students return their SIR by the date indicated (as well as any transcripts or other supporting documents requested by the Admissions Office) so that we can confirm formal admission and guarantee a registration space.

Statement of Intent to Register Deadlines:

Fall	May 1st
Winter	Not required
Spring	Not required
Summer	Not required

HARDSHIP CONSIDERATION

Cal Poly will give special consideration to place-bound, domiciled, upper division transfer candidates who are not able to leave the service area and have completed *all* lower division and general education courses. They must have filed an on-time application for admission, and if not selected by the Multi-Criteria Admissions Process, can be evaluated for admission based on University Interest as a Hardship Consideration. A letter that includes official transcripts must be sent to the Director of Admissions explaining the student's situation and why he or she should be reviewed for Hardship Consideration (fall candidates only).

Other Admissions Information

RETURNING STUDENTS

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

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

Application Deadlines for Returning Students

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

INTERNATIONAL (FOREIGN) STUDENTS -- GENERAL ADMISSION REQUIREMENTS

TOEFL Requirement

All undergraduate applicants, regardless of citizenship, who have not attended schools at the secondary level or above for at least three years full time where English is the principal language of instruction must present a score of 550 or above on the Test of English as a Foreign Language (TOEFL).

Those taking the Computer Based Test of English as a Foreign Language must present a score of 173 or above.

These are minimum CSU requirements which may be exceeded in Cal Poly's selective admissions process.

Applicants should take the TOEFL at least six months prior to the term applying for in order for scores to be received in time for full consideration in the selection process.

International Application and Portfolio Completion Deadlines for Undergraduates:

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

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

To be considered for admission to an undergraduate or graduate program, you must have graduated from a secondary, higher secondary, or tertiary institution which is recognized by the Ministry of Education. International

applicants must have their admission portfolios completed by the deadline dates listed above. A completed portfolio includes: official transcripts from all schools attended showing evidence of graduation from secondary school and all course work and any certificates or degrees received. All official documents must be submitted in native language and accompanied by a certified English translation; two letters of reference from instructors or professors; confidential financial statement; certificate of health; health insurance promissory note; International Education Background form; and a Test of English as a Foreign Language with a score of 550 or more. International applicants may also be required to submit a fee for an international credential analysis from a specified agency, which will be requested by the Admissions Office.

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

CSU Undergraduate Admission Requirements

Note: Since admission to Cal Poly is highly competitive, meeting the minimum CSU admission requirements is insufficient by itself to gain acceptance. See page 53 for Cal Poly's undergraduate admission policy.

FRESHMEN REQUIREMENTS

Students applying to other CSU campuses can obtain electronic versions of the applications on the World Wide Web at <http://www.calstate.edu>. You will qualify for regular admission as a first-time freshman if you:

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

Eligibility Index

The eligibility index is the combination of your high school grade point average and your score on either the American College Test (ACT) or the Scholastic Aptitude Test (SAT I). Your grade point average is based on grades earned during your final three years of high school (excluding physical education and military science) and bonus points for approved honors courses. You can calculate the index by multiplying your grade point average by 800 and adding your total score on the SAT I. Or, if you took the ACT, multiply

your grade point average by 200 and add ten times the ACT composite score. If you are a California high school graduate (or a resident of California for tuition purposes), you need a minimum index of 2900 using the SAT I or 694 using the ACT; the Eligibility Index Table illustrates several combinations of required test scores and averages. If you neither graduated from a California high school nor are a resident of California for tuition purposes, you need a minimum index of 3502 (SAT I) or 842 (ACT).

If your grade point average is 3.00 or above (3.61 for non-residents), you are exempt from submitting test scores. However, you are urged to take the SAT I or ACT since all campuses use test results for advising and placement purposes.

You will qualify for regular admission when the University verifies that you have a qualifiable eligibility index and will have completed the comprehensive pattern of college preparatory subjects and, if applying to an impacted program, meet supplementary criteria. Graduates of secondary schools in foreign countries must be judged to have academic preparation and abilities equivalent to applicants eligible under this section.

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

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

* Below 2.00 does not qualify for regular admission.

** 3.00 and above qualifies with any score.

Honors Courses

Up to eight semesters of honors courses taken in the last two years of high school can be accepted. Each unit of A in an honors course will receive a total of 5 points; B, 4 points; and C, 3 points.

Subject Requirements

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

- English, 4 years.
- Mathematics, 3 years: algebra, geometry, and intermediate algebra.
- U.S. history or U.S. history and government, 1 year.
- Science, 1 year with laboratory: biology, chemistry, physics, or other acceptable laboratory science.
- Foreign language, 2 years in the same language (subject to waiver for applicants demonstrating equivalent competence).
- Visual and performing arts, 1 year: art, dance, drama/theater, or music.
- Electives, 3 years: selected from English, advanced mathematics, social science, history, laboratory science, foreign language, visual and performing arts, and agriculture.

Alternative Admission Criteria: UC Prepared Applicants

Applicants may be admitted who have completed either the CSU or all of the UC college preparatory (a-f) requirements.

Foreign Language Subject Requirement

The foreign language subject requirement may be satisfied by applicants who demonstrate competence in a language other than English equivalent to or higher than expected of students who complete two years of foreign language study. Consult with your school counselor or a campus admission officer for further information.

Subject Requirement Substitution for Students with Disabilities

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

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

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

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

TRANSFER REQUIREMENTS

You will qualify for admission as a transfer student if you have a grade point average of 2.0 (C) or better in all transferable units attempted, are in good standing at the last college or university attended and meet *any of the following standards*:

1. You will meet the freshman admission requirements in effect for the term to which you are applying (see "Freshman Requirements").
2. You were eligible as a freshman at the time of high school graduation except for the subject requirements, have made up the missing subjects, and have been in continuous attendance in an accredited college since high school graduation..
3. You have completed at least 56 transferable semester (84 quarter) units *and* have made up any missing subject requirements (see "Making Up Missing College Preparatory Subjects"). Nonresidents must have a 2.4 grade point average or better..

Applicants who graduated from high school *1988 or later*:

- You have completed all subject requirements in effect when you graduated from high school (you can use both high school and college coursework)* **OR**,
- You have completed at least 30 semester units of college coursework with a grade of C or better *in each course* to be selected from courses in English, arts and humanities, social science, science and mathematics at a level at least equivalent to courses that meet general education requirements. The 30 units must include all of the general education requirements in communication in the English language and critical thinking (at least 9 semester units) and the requirement in mathematics/quantitative reasoning (usually 3 semester units) **OR** the Intersegmental General Education Transfer Curriculum (IGETC) requirements in English communication and mathematical concepts and quantitative reasoning.

Applicants who graduated from high school *prior to 1988*:

- You should contact the admission office to inquire about alternative admission programs.

Transferable courses are those designated for baccalaureate credit by the college or university offering the courses. Please consult with the Admissions Office for further information about alternative ways to satisfy the subject requirements.

Making Up Missing College Preparatory Subject Requirements

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

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

TEST REQUIREMENTS

Freshman and transfer applicants who have fewer than 56 semester or 84 quarter units of transferable college credit must submit scores, unless exempt (see "Eligibility Index"), from either the Scholastic Aptitude Test (SAT) of the College Board or the ACT.

If you are applying to an impacted program and are required to submit test scores, you should take the test no later than November. Test scores are also used for advising and placement purposes. Registration forms and dates for the SAT or ACT are available from high school or college

counselors, or from a CSU campus testing office, or you may write or call:

The College Board (SAT I)

Registration Unit
P.O. Box 6200
Princeton, New Jersey 08541
(609) 771-7588

ACT

Registration Unit, P.O. Box
414
Iowa City, Iowa 52243
(319) 337-1270

GRADUATE ADMISSIONS

For information regarding graduate application procedures and admissions, see the "Graduate Programs" section.

Determination of Residence for Nonresident Tuition Purposes

The campus Office of Admissions determines the residence status of all new and returning students for nonresident tuition purposes. Responses to the Application for Admission, Residency Questionnaire, and Reclassification Request Form, and, if necessary, other evidence furnished by the student are used in making this determination. A student who fails to submit adequate information to establish a right to classification as a California resident will be classified as a nonresident.

The following statement of the rules regarding residency determination for nonresident tuition purposes is not a complete discussion of the law, but a summary of the principal rules and their exceptions. The law governing residence determination for tuition purposes by The California State University is found in *Education Code* Sections 68000–68090, 68121, 68123, 68124, and 89705–89707.5, and in Title 5 of the *California Code of Regulations*, Sections 41900–41912.

Legal residence may be established by an adult who is physically present in the state and who, at the same time, intends to make California his or her permanent home. Steps taken at least one year prior to the residence determination date to show an intent to make California the permanent home is required to establish a California residence for tuition purposes. The steps necessary to show California residency intent will vary from case to case. Included among the steps may be registering to vote and voting in elections in California; filing resident California state income tax returns; ownership of residential property or continuous occupancy or renting of an apartment on a lease basis where one's permanent belongings are kept; maintaining active resident memberships in California professional or social organizations; maintaining California vehicle plates and operator's license; maintaining active savings and checking accounts in California banks; and maintaining permanent military address and home of record in California if one is in the military service.

The student who is in the state for educational purposes only does not gain the status of resident, regardless of the length of the student's stay in California.

*For upper division transfers seeking admission to fall term 2000 or later, the first option will not be available to establish eligibility for admission. All applicants with 56 or more transferable semester (84 quarter) units will be required to have completed at least 30 semester units of courses at a level equivalent to courses that meet general education requirements. The 30 semester units must include all of the general education requirements in communication in English language (3 courses) and at least the three semester units (typically 1 course) required in mathematics.

In general, the unmarried minor citizen or noncitizen (a person under 18 years of age) derives legal residence from the parent with whom the minor maintains or last maintained his or her place of abode. The residence of a minor cannot be changed by the minor or the appointment of a guardian for the minor, so long as the minor's parents are living. A married person may establish his or her residence independent of his or her spouse.

A noncitizen may establish his or her residence, unless precluded by the Immigration and Nationality Act from establishing domicile in the United States. Nonresident students seeking reclassification are required by law to complete a supplemental questionnaire concerning their financial dependence status.

The general rule is that a student must have been a California resident for at least one year immediately preceding the residence determination date in order to qualify as a "resident student" for tuition purposes. A residence determination date is set for each academic term and is the date from which residence is determined for that term.

Residence determination dates

Fall	September 20
Winter	January 5
Spring	April 1
Summer	July 1

Questions regarding residence determination dates should be directed to the campus Office of Admissions which can give you the residence determination date for the term for which you are registering.

There are exceptions from nonresident tuition, including:

- Persons below the age of 19 whose parents were residents of California but who left the state while the student, who remained, was still a minor. When the minor reaches age 18, the exception continues for one year to enable the student to qualify as a resident student.
- Minors who have been present in California with the intent of acquiring residence for more than a year before the residence determination date, and entirely self-supporting for that period of time.
- Persons below the age of 19 who have lived with and been under the continuous direct care and control of an adult or adults, not a parent, for the two years immediately preceding the residence determination date. Such adult must have been a California resident for the most recent year.
- Dependent children and spouse of persons in active military service stationed in California on the residence determination date. The exception, once attained, is not affected by retirement or transfer of the military person outside the state.
- Military personnel in active service stationed in California on the residence determination date for purposes other than education at state-supported institutions of higher education. This exception continues until the military personnel has resided in the state the minimum time necessary to become a resident.
- Military personnel in active service in California for more than one year immediately prior to being discharged from the military. Eligibility for this exception runs from the date the student is discharged from the military until the student has resided in state the minimum time necessary to become a resident.
- Dependent children of a parent who has been a California resident for the most recent year. This exception continues until the student has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.
- Graduates of any school located in California that is operated by the United States Bureau of Indian Affairs, including, but not limited to, the Sherman Indian High School. The exception continues so long as continuous attendance is maintained by the student at an institution.
- Certain credentialed, full-time employees of California school districts.
- Full-time CSU employees and their children and spouses; State employees assigned to work outside the State and their children and spouses. This exception applies only for the minimum time required for the student to obtain California residence and maintain that residence for one year.
- Certain exchange students.
- Children of deceased public law enforcement or fire suppression employees who were California residents and who were killed in the course of law enforcement or fire suppression duties.
- Certain amateur student athletes in training at the United States Olympic Training Center in Chula Vista, California. This exception continues until the student has resided in the state the minimum time necessary to become a resident.
- Effective January 1, 1999, federal civil service employees and their natural or adopted dependent children if the employee has moved to California as a result of a military mission realignment action that involves the relocation of at least 100 employees. This exception continues until the student has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained.

Any student, following a final campus decision on his or her residence classification only, may make written appeal to:

The California State University
Office of General Counsel
401 Golden Shore
Long Beach, California 90802-4275

within 120 calendar days of notification of the final decision by the campus of the classification. The Office of General Counsel may make a decision on the issue, or it may send the matter back to the campus for further review. Students classified incorrectly as residents or incorrectly granted an exception from nonresident tuition are subject to reclassification as nonresidents and payment of nonresident tuition in arrears. If incorrect classification results from false or concealed facts, the student is subject to discipline pursuant to Section 41301 of Title 5 of the *California Code of Regulations*. Resident students who become nonresidents, and nonresident students qualifying for exceptions whose basis for so qualifying changes, must immediately notify the Office of Admissions. Applications for a change in classification with respect to a previous term are not accepted.

The student is cautioned that this summation of rules regarding residency determination is by no means a complete explanation of their meaning. The student should also note that changes may have been made in the rate of nonresident tuition, in the statutes, and in the regulations between the time this catalog is published and the relevant residence determination date.