Appendix

CHANGES IN RULES AND POLICIES

Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Changes may come in the form of statutes enacted by the Legislature, rules and policies adopted by the Board of Trustees of The California State University, by the Chancellor or designee of The California State University, or by the President or designee of the institution. Further, it is not possible in a publication of this size to include all of the rules, policies and other information which pertain to the student, the institution, and The California State University. More current or complete information may be obtained from the appropriate department, school, or administrative office.

Nothing in this catalog shall be construed as, operate as, or have the effect of an abridgment or a limitation of any rights, powers, or privileges of the Board of Trustees of The California State University, the Chancellor of The California State University, or the President of the campus. The Trustees, the Chancellor, and the President are authorized by law to adopt, amend, or repeal rules and policies which apply to students. This catalog does not constitute a contract or the terms and conditions of a contract between the student and the institution or The California State University. The relationship of the student to the institution is one governed by statute, rules, and policy adopted by the Legislature, the Trustees, the Chancellor, the President and their duly authorized designees.

"STUDENT-RIGHT-TO-KNOW" DISCLOSURE OF GRADUATION RATE

In 1996-97, the graduation rate for Cal Poly freshmen who entered the university in Fall 1991 was 55.1%. For more detailed information, please contact Institutional Planning and Analysis at 805 756-2461.

PRIVACY RIGHTS OF STUDENTS IN EDUCATION RECORDS

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99) and California Education Code Section 67100 et seq., set out requirements designed to protect the privacy of students concerning their records maintained by the campus. Specifically, the statute and regulations govern access to student records maintained by the campus, and the release of such records. In brief, the law provides that the campus must provide students access to records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the instructor. The law generally requires that written consent of the student be received before releasing personally identifiable data about the student from records to other than a specified list of exceptions. The institution has adopted a set of policies and procedures concerning implementation of the statutes and the regulations on the campus. Copies of these policies and procedures may be obtained at the Office of Academic Records or the Office of Campus Student Relations and Judicial Affairs. Among the types of information included in the campus statement of policies and procedures are: 1) the types of student records and the information contained therein; 2) the official responsible for the maintenance of each type of record; 3) the location of access lists which indicate persons requesting or receiving information from the record; 4) policies for reviewing and expunging records; 5) the access rights of students; 6) the procedures for challenging the content of student records; 7) the cost which will be charged for reproducing copies of records; and 8) the right of the student to file a complaint with the Department of Education. An office and review board have been established by the Department to investigate and adjudicate violations and complaints. The office designated for this purpose is: The Family Educational Rights and Privacy Act Office (FERPA), U.S. Department of Education, 330 “C” Street, Room 4511, Washington, D.C. 20202.

The campus is authorized under the Act to release "directory information" concerning students. "Directory information" includes the student's name, address, telephone listing, place of birth, email address, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The above designated information is subject to release by the campus at any time unless the campus has received prior written objection from the student specifying information which the student requests not to be released. Written objections should be sent to the University Registrar.

The campus is authorized to provide access to student records to campus officials and employees who have
legitimate educational interests in such access. These persons are those who have responsibilities in connection with the campus' academic, administrative or service functions and who have reason for using student records connected with their campus or other related academic responsibilities. Disclosure may also be made to other persons or organizations under certain conditions (e.g., as part of accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; to other institutions to which the student is transferring).

**USE OF SOCIAL SECURITY NUMBER**

Applicants are required to include their correct social security numbers (taxpayer identification numbers) in designated places on applications for admission pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code. The University uses the social security number to identify records pertaining to the student as well as to identify the student for purposes of financial aid eligibility and disbursement and the repayment of financial aid and other debts payable to the institution. Also, the Internal Revenue Service requires the University to file information returns that include the student’s social security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. That information is used to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes.

Taxpayers who claim Hope Scholarship or Lifetime Learning tax credit will be required to provide the campus with the name, address, and Taxpayer Identification Number to the campus.

**STUDENT DISCIPLINE**

Inappropriate conduct by students or by applicants for admission is subject to discipline as provided in Sections 41301 through 41304 of Title 5, California Code of Regulations. These sections are as follows:

41301. **Expulsion, Suspension and Probation of Students.** Following procedures consonant with due process established pursuant to Section 41304, any student of a campus may be expelled, suspended or placed on probation or given a lesser sanction for one or more of the following causes which must be campus related:

(a) Cheating or plagiarism in connection with an academic program at a campus.

(b) Forgery, alteration or misuse of campus documents, records, or identification or of knowingly furnishing false information to a campus.

(c) Misrepresentation of oneself or of an organization to be an agent of a campus.

(d) Obstruction or disruption, on or off campus property, of the campus educational process, administrative process, or other campus function.

(e) Physical abuse on or off campus property of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse.

(f) Theft, of, or non-accidental damage to, campus property, or property in the possession of, or owned by, a member of the campus community.

(g) Unauthorized entry into, unauthorized use of, or misuse of campus property.

(h) On campus property, the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis.

(i) Knowing possession or use of explosives, dangerous chemicals or deadly weapons on campus property or at a campus function without prior authorization of the campus president.

(j) Engaging in lewd, indecent, or obscene behavior on campus property or at a campus function.

(k) Abusive behavior directed toward, or hazing of, a member of the campus community.

(l) Violation of any order of a campus President, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this Section.

(m) Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation pursuant to this Section.

(n) For purposes of this Article, the following terms are defined:

(1) The term "member of the campus community" is defined as meaning California State University Trustees, academic, non-academic and administrative personnel, students, and other persons while such other persons are on campus property or at a campus function.
(2) The term "campus property" includes:

(A) real or personal property in the possession of, or under the control of, the Board of Trustees of the California State University, and

(B) all campus feeding, retail, or residence facilities whether operated by a campus or by a campus auxiliary organization.

(3) The term "deadly weapons" includes any instrument or weapon of the kind commonly known as a blackjack, slingshot, billy, sandclub, sandbag, metal knuckles, any dirk, dagger, switchblade knife, pistol, revolver, or any other firearm, any knife having a blade longer than five inches, any razor with an unguarded blade, and any metal pipe or bar used or intended to be used as a club.

(4) The term "behavior" includes conduct and expression.

(5) The term "hazing" means any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger, or physical or emotional harm, to any member or the campus community; but the term "hazing" does not include customary athletic events or other similar contests or competitions.

(o) This Section is not adopted pursuant to Education Code Section 89031.

(p) Notwithstanding any amendment or repeal pursuant to the resolution by which any provision of this Article is amended, all acts and omissions occurring prior to that effective date shall be subject to the provisions of this Article as in effect immediately prior to such effective date.

41302. Disposition of Fees: Campus Emergency; Interim Suspension. The President of the campus may place on probation, suspend, or expel a student for one or more of the causes enumerated in Section 41301. No fees or tuition paid by or for such student for the semester, quarter, or summer session in which he or she is suspended or expelled shall be refunded. If the student is readmitted before the close of the semester, quarter, or summer session in which he or she is suspended, no additional tuition or fees shall be required of the student on account of the suspension.

During periods of campus emergency, as determined by the President of the individual campus, the President may, after consultation with the Chancellor, place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities.

The President may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to insure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within 10 days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the President or designated representative, enter any campus of the California State University other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

41303. Conduct by Applicants for Admission. Notwithstanding any provision in this Chapter 1 to the contrary, admission or readmission may be qualified or denied to any person who, while not enrolled as a student, commits acts which, were he enrolled as a student, would be the basis for disciplinary proceedings pursuant to Sections 41301 or 41302. Admission or readmission may be qualified or denied to any person who, while a student, commits acts which are subject to disciplinary action pursuant to Section 41301 or Section 41302. Qualified admission or denial of admission in such cases shall be determined under procedures adopted pursuant to Section 41304.

41304. Student Disciplinary Procedures for the California State University. The Chancellor shall prescribe, and may from time to time revise, a code of student disciplinary procedures for the California State University. Subject to other applicable law, this code shall provide for determinations of fact and sanctions to be applied for conduct which is a ground of discipline under Sections 41301 or 41302, and for qualified admission or denial of admission under Section 41303; the authority of the campus President in such matters; conduct related determinations on financial aid eligibility and termination; alternative kinds of proceedings, including proceedings conducted by a Hearing Officer; time limitations; notice; conduct of hearings, including provisions governing evidence, a record, and review; and such other related matters as may be appropriate. The Chancellor shall report to the Board actions taken under this section.

Among the specific causes for which the University will take such disciplinary action are: the bringing or drinking of alcoholic beverages on campus; being intoxicated on campus; repeated violations of campus rules and regulations, including those pertaining to driving and parking of vehicles.

In accordance with provisions of Section 41301 above, the President has issued and posted officially an order which prohibits the consumption, possession, or use of alcoholic beverages on campus. Students who violate this order are
subject to the penalties provided for in Sections 41301 and 41302, Title 5 of the California Administrative Code.

Disciplinary action varies with the severity of the violation. If the unacceptable behavior involves use of motor vehicles, the student may be restricted from driving or parking on campus. If the unacceptable behavior involves matters pertaining to on-campus housing or dining, the student may be restricted from living or dining on campus.

INSTITUTIONAL AND FINANCIAL ASSISTANCE

The following information concerning student financial assistance may be obtained from the Director, Financial Aid, Administration 212, 756-2927:

1. student financial assistance programs, including state grants, available to students who enroll at Cal Poly;
2. the methods by which such assistance is distributed among recipients who enroll at Cal Poly;
3. the means, including forms, by which application for student financial assistance is made and requirements for accurately preparing such application;
4. the rights and responsibilities of students receiving financial assistance; and
5. the standards which the student must maintain in order to be considered to be making satisfactory progress for the purpose of establishing and maintaining eligibility for financial assistance.

The following information concerning the cost of attending Cal Poly is available from the Director, Financial Aid, Administration 212, 756-2927:

1. fees and tuition (where applicable);
2. estimated costs of books and supplies;
3. estimates of typical student room and board costs and typical commuting costs; and
4. any additional costs of the program in which the student is enrolled or expresses a specific interest.

Information concerning the refund policy of Cal Poly for the return of unearned tuition and fees or other refundable portions of costs is available from the Registrar, Administration 222, 756-2531.

Information concerning the academic programs of Cal Poly may be obtained from the Vice President for Academic Affairs, Administration 305, 756-2186. This information may include:

1. the current degree programs and other educational and training programs;
2. the instructional, laboratory, and other physical plant facilities which relate to the academic program;
3. the faculty and other instructional personnel;
4. data regarding student retention and graduation at Cal Poly and, if available, the number and percentage of students completing the program in which the student is enrolled or has expressed interest; and
5. the names of associations, agencies, or governmental bodies which accredit, approve, or license the institution and its programs, and the procedures under which any current or prospective student may obtain or review upon request a copy of the documents describing the institution’s accreditation, approval, or licensing.

Information regarding special facilities and services available to students with disabilities may be obtained from the Disability Resource Center, Student Services Bldg. (124), 756-1395.

Information concerning Cal Poly policies, procedures, and facilities for students and other to report criminal actions or other emergencies occurring on campus may be obtained from Public Safety, Building 74, 756-2281.

Information concerning Cal Poly annual campus security report may be obtained from the Office of Administration and Finance, Administration 116, 756-2171.

Information concerning the prevention of drug and alcohol abuse may be obtained from the Office of the Vice President for Student Affairs, Administration 209, 756-1521.

Information concerning grievance procedures for students who feel aggrieved in their relationships with the university, its policies, practices and procedures, or its faculty and staff may be obtained from the University Ombudsman, Office of Campus Student Relations and Judicial Affairs, Office of Student Affairs, Administration 206, 756-2794.

The federal Military Selective Service Act (the "Act") requires most males residing in the United States to present themselves for registration with the Selective Service System within thirty days of their eighteenth birthday. Most males between the ages of 18 and 25 must be registered.
Males born after December 31, 1959 may be required to submit a statement of compliance with the Act and regulations in order to receive any grant, loan, or work assistance under specified provisions of existing federal law. In California, students subject to the Act who fail to register are also ineligible to receive any need-based student grants funded by the state or a public postsecondary institution.

Selective Service registration forms are available at any U.S. Post Office, and many high schools have a staff member or teacher appointed as a Selective Service Registrar. Applicants for financial aid can also request that information provided on the Free Application for Federal Student Aid (FAFSA) be used to register them with the Selective Service. Information on the Selective Service System is available and the registration process may be initiated online at http://www.sss.gov.

**IMMIGRATION REQUIREMENTS FOR LICENSURE**

On August 27, 1996, Governor Pete Wilson issued Executive Order W-135-96 which requested that the CSU and other state agencies implement “as expeditiously as reasonably practicable” the provision of The Personal Responsibility and Work Opportunity Reconciliation Act (PRAWORA) of 1996 (P.L. 104-193). The Act, also known as the Welfare Reform Act, included provisions to eliminate eligibility for federal and state public benefits for certain categories of lawful immigrants as well as benefits for all illegal immigrants.

Students who will require a professional or commercial license provided by a local, state, or federal government agency in order to engage in an occupation for which the CSU may be training them must meet the immigration requirements of the new Personal Responsibility and Work Opportunity Reconciliation Act to achieve licensure. Information concerning the regulation is available from the Academic Programs Office (Admin Bldg Rm 315), 756-2246.

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**AVERAGE ANNUAL COST OF EDUCATION AND SOURCES OF FUNDS PER FULL-TIME EQUIVALENT STUDENT**

The 23 campuses and the Chancellor’s Office of The California State University are financed primarily through funding provided by the taxpayers of California. The total state appropriation to the CSU for 1996/97 (including capital outlay funding in the amount of $221,547,000) is $2,164,046,000. However, the total cost of education for CSU is $2,918,347,067, which must provide support for a projected 268,320 full-time equivalent students (FTES). The number of full-time equivalent students is determined by dividing the total academic student load by 15 units per term (the figure used here to define a full-time student’s academic load).

The total cost of education in the CSU is defined as the expenditures for current operations, including payments made to the students in the form of financial aid, and all fully reimbursed programs contained in state appropriations, but excluding capital outlay appropriations and lottery funds. The average cost of education is determined by dividing the total cost by the total FTES. The average cost is further differentiated into three categories: State Support (the state appropriation, excluding capital outlay), Student Fee Support, and Support from Other Sources (including federal funds).

Thus, excluding costs that relate to capital outlay, the average cost of education per FTE student is $10,876. Of this amount, the average student fee support per FTE is $1,873. (The State University Fee, application fee, and nonresident tuition are included in the average costs paid by the students; individual students may pay less or more than $1,873, depending on whether they are part-time, full-time, resident, or nonresident students.)

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Detail:

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<tr>
<td>Total Support</td>
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<tr>
<td>(including State General Fund appropriation, student fee support, and support from other sources)</td>
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* Based on final campus budget submissions subsequent to the passage of the Budget Act. Totals may differ slightly from other CSU published amounts.

** Includes a supplemental appropriations of $17.8 million for a 1 percent increase in employee compensation; $11.5 million for teacher preparation activities; $77 million in one-time funding for critical need areas (instructional equipment replacement, technology support, libraries, deferred maintenance, teacher recruitment, and distance learning); and $4 million to expand successful CSU student outreach programs. Also includes $60,861,000 that will be removed as the result of a reduction in retirement rate contributions.
Index

Absence, leaves of, 84.
Academic advising, 33.
Academic calendar, 5.
Academic freedom, statement on, 27.
Academic obligations, 88.
Academic placement, 70.
Academic probation or disqualification, 89.
   graduate students, 95.
Academic programs, 19.
Academic renewal, 89.
Academic requirements and policies, 70.
   graduate students, 95.
Academic residence requirements, 76.
Academic Skills Center, 48.
Academic standards, 88.
Academic year, 18.
Accelerated “4+1” engineering program, 181.
Access to health careers, 260.
Accounting, 165.
   (BUS) courses, 331.
Accreditation, 25.
ACT exams, 57.
Activity classes, 18.
Add/drop, 83.
Administration, university, 480.
Administrative-academic probation or disqualification, 89.
Administrative services credential, 291.
Admissions, 53.
   Cal Poly, 53.
   CSU, 55.
   confirmation of, 54.
   early, regular decision, 54.
   graduate, 92.
   undergraduate requirements, 53–57.
   subject requirements, 56.
Advanced placement, 72.
Advancement to candidacy, 96.
Advising, academic, 33.
Aeronautical engineering, 185.
   AERO courses, 296.
   M.S. program, 187.
Aeronautics concentration, 185.
Agribusiness, 109.
   AGB courses, 300.
   minor, 111.
   specialization, MBA, 173.
Agribusiness finance and appraisal concentration, 109.
Agribusiness marketing concentration, 109.
Agribusiness policy concentration, 109.
Agricultural communication minor, 103.
Agricultural education, and communication, 112.
   AGED courses, 304.
Agricultural engineering, bioresource and, 117.
   (BRAE) courses, 326.
Agricultural engineering technology, M.S. specialization, 101.
Agricultural enterprise projects, 102.
Agricultural mechanics concentration, 112.
Agricultural products and processing concentration, 112.
Agricultural science, 112.
Agricultural supplies and services concentration, 112.
Agricultural systems management, 117.
   (BRAE) courses, 326.
Agricultural teaching credentials, 112.
Agriculture, College of, 100.
   AG courses, 299.
   M.S. program, 105.
Alcohol on campus, 514.
Alexandria-Washington consortium, 149.
Alumni Association, 33.
Anthropology, 250.
   ANT courses, 306.
Anthropology/geography minor, 250.
Application filing period, 53.
Application for graduate admission, 92.
Applied social psychology concentration, 247.
Aquatic certificate, 273.
Architectural engineering, 146.
   ARCE courses, 307.
Architectural management track, 150, 172.
Architecture, 148.
   ARCH courses, 309.
   M.S. program, 151.
   Off-campus programs, 38, 148.
Architecture and Environmental Design, College of, 144.
   ART, courses, 314.
Art minor, 222.
Art and design, 220.
ASI Children's Center, 45.
Assessment and Testing Center, 48.
Associated Students, Inc. (ASI), 43.
Astronautics concentration, 187.
Astronomy, 281.
ASTR courses, 321.
Athletics, eligibility, 89.
intercollegiate, 51.
Attendance, 83.
Auditing of courses, 86.
Average annual cost of education, 516.

Bachelor's degree, definition, 17.
requirements, 75.
Bacteriology, (Microbiology) 261.
BACT (MCRO) courses, 438.
BCLAD credential, 289.
Bilingual crosscultural language and academic development (BCLAD), 289.
Biochemical engineering, M.S. specialization, 182.
Biochemistry, 267.
Bioengineering concentration, 205.
M.S. specialization, 182.
Biological sciences, 261.
M.S. program, 266.
Biology, concentration, 261.
BIO courses, 321.
Biomedical engineering concentration, 205.
M.S. specialization, 182.
Bioresource and agricultural engineering, 117.
Biotechnology minor, 260.
Botany, 261.
BOT courses, 325.
Business administration, 164.
M.B.A. program, 173.
Business and industrial economics concentration, 169.
Business, College of, 161.
BUS courses, 331.
advising center, 163.
minor, 171.

Calendar, academic, 5.
California State University, 29.
Campus dining, 33.
Campus service card, 50.
Campus map, inside back cover.
Campus student relations and judicial affairs, 28, 45.
CAPTURE, 83.
Career Services, 45.
Catalog, choice of, 75.
guide to, 17.
Center for Teacher Education, 284.
Certificate programs:
Aquatic, 273.
Coaching, 73.
TESL, 224.
Technical communication, 225.

Change of major, 77.
of objective, 96.
Change of rules and policies, 512.
Cheating and plagiarism, 28.
Chemistry, 267.
CHEM courses, 342.
Child development, 245.
CD courses, 337.
Children's Center, 45.
Chiropractic, 35.
Choice of catalog, 75.
City and regional planning, 152.
CRP courses, 351.
M.C.R.P., 154.
M.C.R.P./M.S. Engineering, 155, 184.
Civil engineering, 188.
CE courses, 338.
Civil and environmental engineering, M.S., 192.
CLAD credential, 289.
Class attendance, 83.
Classification, student, 72.
CLEP, 75.
Clinical and worksite health promotion concentration, 273.
Clinical laboratory technology, 36.
Clubs and organizations of ASI, 43.
Coaching certificate, 273.
College level examination program (CLEP), 75.
Commencement, 78.
Commercial/tourism management concentration, 138.
Community service programs, 49.
Commuter services, 34.
Comprehensive examination, 96.
Computer engineering, 194.
CPE courses, 348.
Computer facilities, 34.
Computer science, 196.
CSC courses, 357.
minor, 196.
M.S. program, 198.
Concentrations, definition, 18.
list of, 19.
Concurrent enrollment, 35.
within CSU, 85.
Conduct and discipline, 90.
Conferences, 34.
Confirmation of admission, 54.
Conservation, 261.
Construction management, 156.
CM courses, 346.
minor, 157.
Continuing education in agriculture, 34.
Cooperative education (CoOp), 46.
Counseling and family psychology concentration, 247.
Counseling and guidance, M.A. specialization, 286.
Counseling (psychological) services, 47.
Course numbering system, 18.
Courses, definition, 17.
   list by prefix, 294.
Craft Center, 44.
Credential track, liberal studies, 236.
Credentials, 289.
Credit by examination, 75.
Credit cards, use of, 62.
Credit for, community college courses, 72.
   military service, 74.
   noncollegiate instruction, 74.
Credit/no credit grading, 86.
Criminal justice concentration, 251.
Crop and soil science concentration, 112.
Crop science, 121.
   CRSC courses, 354.
   minor, 124.
Cross-cultural language and academic development
   credential (CLAD), 289.
Cross-cultural studies concentration, 251.
CSU, The, 29.
   International programs, 37.
   Culminating experience, 96.
Cultural pluralism requirement, U.S., 78.
Curriculum substitution, 77.
Curriculum and instruction, M.A. specialization, 287.

Dairy products technology, M.S. specialization, 106.
Dairy science, 125.
   DSCI courses, 363.
Dance, minor, 256.
   DANC courses, 362.
Dean's list, 77.
Debts owed to the university, 62.
Definitions, 17.
Degree, definitions, 17.
   programs, list of, 19.
   requirements, 76.
Dentistry, 36.
Design reproduction technology concentration, 227.
Developmental psychology concentration, 245.
Dining, campus, 33.
Diplomas, 76.
Disability Resource Center, 48.
Disciplinary procedures, 90.
Discrimination, statement on racism and, 27.
Dismissal, 89.
Disqualification, 89.
Distinguished teachers, 484.
Double majors, 77.
Dropping a class, 84.

Ecology and systematic biology, 263.
Economics, 168.
   ECON courses, 365.
   minor, 171.
Education, University Center for Teacher, 284.
   EDUC courses, 368.
   M.A. program, 286.
   teaching credentials, 289.
Educational administration, M.A. specialization, 287.
Educational leave, 84.
Educational Opportunity Program, 48.
Electrical engineering, 200.
   EE courses, 372.
   honors program, joint BS/MS, 201.
   M.S. program, 203.
Electronic publishing and imaging concentration, 227.
Electronics, 201.
Electronics concentration, 281.
Electro-optics concentration, 281.
Elementary education, 235, 289.
Eligibility for, athletics, 89.
   index for admissions, 55.
   student activities, 90.
ELM (Entry level mathematics), 70.
Employment, students, 46.
Engineering, College of, 176.
   advising center, 178.
   BS + MS, accelerated “4+1” program, 181.
   ENGR courses, 386.
   M.S. program, 180.
Engineering management specialization, 174, 183.
English, 223.
   ENGL courses, 381.
   M.A. program, 225.
   minor, 224.
English placement test, 70.
Enrollment, in major programs, 23.
   status, 83.
Enterprise project, 102.
Entry level mathematics (ELM) requirement, 70.
Environmental design, 145.
   concentration, 158.
   EDES courses, 367.
   specialization, 151.
Environmental engineering, 188.
   ENVE courses, 388.
Environmental geography concentration, 251.
Environmental horticultural science, 127.
   EHS courses, 378.
Environmental management concentration, 136, 141.
Environmental science and technology concentration, 141.
Escape Route, 44.
Ethics and society concentration, 241.
Ethnic Studies, 226.
   ES courses, 389.
   minor, 226.
Evaluation for graduation, 76.
Examination, credit by, 75.
   physical, 85.
Exchange programs, 38.
Expenses, 61, 63.
Experimental classes, 18.
Express club, campus, 33.
Extended Education, 35.
   course fees, 62.
Extended University Programs and Services, 35.
Facilities, 11.
Faculty, list of, 489.
   emeriti, 481.
Fairness Board, 90.
Farm and ranch management concentration, 109.
Federal work study program, 68.
Fees and expenses, 61.
FERPA, 512.
Financial aid, 63.
Financial management, concentration, 165.
   finance (BUS) courses, 331.
First class meeting, 84.
First Year Initiative (FYI), 49.
Fisheries, marine biology and, concentration, 261.
Food science, 129.
   minor, 132.
Food science and nutrition, 129.
   FSN courses, 396.
   M.S. specialization, 107.
Food service, 33.
Foreign (Modern) languages, 237.
   FORL courses, 394.
Foreign (international) students, 55, 94.
   graduate students, 94.
Forest resources, management concentration, 136.
   urban forestry concentration, 136.
   watershed, chaparral, and fire management concentration, 136.
Forestry and natural resources, 135.
   concentration, 112.
   FNR courses, 390.
Forestry sciences, M.S. specialization, 107.
Formal study plan, 96.
Foundation, 35.
Fraternities, 49.
French, minor, 237.
   FR courses, 394.
Freshman requirements, admissions, 55.
Fruit science, 121.
   FRSC courses, 395.
   minor, 141.
Full-time status, undergraduate, 83.
   graduate, 97.
Galerie, 44.
Gender harassment, 27.
General agriculture, M.S. specialization, 107.
General education requirements, 79.
General engineering, 204.
Geographic information systems minor, 104.
Geography, 250.
   GEOG courses, 399.
Geology, 277.
   GEOL courses, 400.
General agriculture, M.S. specialization, 107.
German, minor, 237.
   GER courses, 400.
Gerontology minor, 245.
Global strategy and law, 165.
Government documents and maps, 40.
Grade point average, 76, 85.
   graduate students, 97.
Grading, 85.
Graduate, academic requirements, 95.
   admission, 92.
   programs, 92.
Graduate courses taken by undergraduates, 77, 97.
Graduate Studies–Business (GSB) courses, 404.
Graduation, evaluation for, 76.
   graduate students, 97.
Graduation rate, 512.
Graduation requirements, 76.
   graduate students, 96.
Graduation with honors, 77.
Graduation writing requirement (GWR), 76.
   graduate students, 97.
Grants, financial, 68.
   research, 41.
Graphic communication, 227.
   GRC courses, 401.
   minor, 229.
Graphic design concentration, 220.
Greek organizations, 49.
Grievance procedures, 90.
Guide to using Cal Poly catalog, 17.
Harassment, sexual, 26.
   gender, 27.
Hardship consideration, 54.
Health careers, access to, 260.
Health education concentration, 273.
Health sciences, pre-professional preparation, 35.
Health services, 46.
   screening, 85.
Higher education GPA, 85.
History, 230.
   HIST courses, 407.
   minor, 230.
History of Cal Poly, 13.
Holding records, 83.
Holidays, academic, 5.
Honors, academic, 77.
   courses in high school, 56.
Honors program, university, 41.
   HNRS courses, 410.
Housing and residential life, 47.
Human development, 245.
   (CD) courses, 337.
   (PSY) courses, 457.
Human resources management concentration, 166.
Humanities, 232.
   HUM courses, 411.
   values, technology and society minor, 232.
Immigration requirements for licensure, 516.
Immunizations, 85.
Incomplete, grade of, 86.
Industrial and manufacturing engineering, 207.
   IME courses, 411.
Industrial and technical studies, M.A., 175.
Industrial engineering, 209.
   M.S. specialization, 182.
Industrial technology, 170.
   IT courses, 418.
Information technology services, 34.
Institutional and financial assistance, 515.
Integrated technology management, M.S. specialization, 182.
Integrative technology minor, 172.
Intercollegiate athletics, 51.
   eligibility, 89.
Interlibrary loan, 40.
International agricultural development, M.S. specialization, 107.
International affairs concentration, 243.
International baccalaureate examination, 74.
International business management concentration, 166.
International education and programs, 37.
International education and programs, 37.
International (foreign) students, 55.
   graduate, 94.
   services for, 39.
International relations minor, 243.
International trade and development concentration, 169.
Intramural sports, 45.
Irrigation, M.S. specialization, 108.

Italian, 237.
   ITAL courses, 421.
Japan study program, 37.
Japanese, 237.
   JPNS courses, 422.
Joint degree programs:
   MBA/MS Engineering Management, 174, 183.
   MCRP/MS Transportation Planning, 155, 184.
 Journalism, 233.
   JOUR courses, 421.
Judicial affairs, 28, 45.
Kinesiology, 273.
   KINE courses, 422.
   M.S. program, 275.
Laboratory classes, 18.
Land resources concentration, 141.
Landscape architecture, 158.
   LA courses, 427.
Late registration, 83.
Leadership program, 50.
   Learning handicapped specialist credential, 292.
   resources and curriculum development, 40.
Leaves, of absence, 84.
   medical, 84.
   planned educational, 84.
Lecture classes, 18.
Liberal Arts, College of, 218.
Liberal studies, 235.
   LS courses, 430.
Library, Robert E. Kennedy, 39.
   LIB courses, 430.
Linguistics minor, 224.
Living expenses, 61, 63.
Living/learning halls, 47.
Loans, 67.
London study program, 39.
Majors, change of, 77.
   courses, 17.
   definition, 17.
   list of programs, 19.
Management concentration, 167.
   (BUS) courses, 331.
   graduate programs, 173.
Management information systems concentration, 167.
   (BUS) courses, 331.
Manufacturing engineering, 207.
Map of campus, inside back cover.
MAPE (Mathematics placement exam), 71.
Marine biology and fisheries concentration, 261.
Marketing management concentration, 167.
    (BUS) courses, 331.
Marriage, family and child counseling license (MFCC), 249.
Master's degrees, 92.
Master of Business Administration (MBA), 173.
    MBA/MS Engineering Management, 174, 183.
Materials engineering, 212.
    MATE courses, 430.
    M.S. specialization, 182.
Mathematics, 270.
    MATH courses, 434.
    entry-level requirement (ELM), 70.
    minor, 270.
    M.S. program, 272.
    placement examination (MAPE), 71.
Maximum unit load, 83.
Master of City and Regional Planning (MCRP), 154.
    MCRP/MS Transportation Planning, 155, 184.
McPhee's games area, 44.
Meal plans, 33.
    cost of, 61, 63.
Measles immunizations, 85.
Mechanical engineering, 215.
    ME courses, 439.
    M.S. specialization, 182.
Mechatronics concentration, 215.
Medical leaves of absence, 84.
Medical services, 46.
Medical technology, 36, 261.
Medicine, 36, 261.
MESA Engineering Program (MEP), 178.
Microbiology, 261.
Military Science, 133.
    MSC courses, 442.
Military service, credit for, 74.
Minors, 78.
    definition, 18.
    list of, 22.
Modes of instruction, 18.
Modern languages and literatures, 237.
Multicultural Center, 49.
Multiple subject teaching credential, 235, 289.
Music, 239.
    MU courses, 443.
    minor, 240.
Natural resources, management, 135.
    recreation concentration, 136, 139.
Nondiscrimination policy, 26.
Nonresident tuition, 57, 61.
Nursing, 36.
Nutrition, 129.
    and food industries concentration, 132.
    minor, 129.
    science concentration, 132.
Off-campus architecture programs, 148.
Optometry, 36.
Organizations concentration, 252.
Ornamental horticulture, 127.
    (Environmental Horticultural Science)
    concentration, 112.
    (EHS) courses, 378.
Outstanding staff, 488.
Overseas programs, 37.
Pacific rim concentration, 252.
Packaging minor, 172.
Parents program, 40.
Parking fees, 61.
Parks and forest recreation, 136, 139.
Pattee, Alan, scholarships, 68.
Performing Arts Center, 40.
Pharmacy, 36.
Philosophy, 241.
    PHIL courses, 449.
    minor, 241.
Photography and digital imagery concentration, 220.
Physical education, and kinesiology, 273.
    KINE courses, 422.
    PE courses, 448.
Physical science, 278.
    PSC courses, 457.
Physical therapy, 36.
Physician assistant, 37.
Physics, 277.
    PHYS courses, 451.
Placement services, career, 46.
Placement exams, academic (AP), 70.
Plagiarism and cheating, 28.
Planned educational leave, 84.
Plant protection minor, 124.
Plant protection science, 121.
Policies on the rights of individuals, 26.
Political science, 243.
    POLS courses, 454.
Polymers and coating concentration, 268.
Postbaccalaureate applicants, 93.
Poultry management minor, 116.
    PM courses, 453.
Prefixes, colleges, departments, and courses, 294.
Pre-law concentration, 243.
Pre-physical therapy concentration, 273.
Preprofessional preparation, health sciences, 35.
Prerequisites, definition, 18.
eligibility for enrollment, 84.
graduate students, 98.
Presidents, past Cal Poly, 481.
Honors list, 77.
Printing management concentration, 227.
Privacy rights (FERPA), 512.
Probation, academic, 89.
graduate students, 95.
Professional practice, M.S. specialization, 151.
Program board, ASI, 44.
Program, change of major, 77.
Project report, 98.
Psychological services, 46.
Psychology, 245.
and human development, 245.
minor, 245.
M.S. program, 248.
PSY courses, 457.
Public administration concentration, 243.
minor, 243.
Public health, 37.
Public Safety Services, 40.
Pupil personnel services credential, 291.

Quality hours, 85.
points, 85.
Quantitative economics concentration, 169.
Quarter system, 18.
units, 18.

Racism, statement on, 27.
Reading/language arts specialist credential, 292.
Reading, M.A. specialization, 288.
Recreation administration, 139.
REC courses, 462.
Recreation and open space concentration, 158.
Recreation center, 45.
Recreational sports, 45.
Re-entry program, 50.
Reference department, 39.
Refund of fees, 62.
Regional landscape assessment concentration, 158.
Registration, 83.
fees, 61.
Religious studies, 241.
RELS courses, 465.
Renewal, academic, 88.
Repeating a course, 87.
graduate students, 98.
Requirements, for graduation, 76.
Research and project involvement, 41.

Residence, academic requirements, 76.
determination of, 57.
halls, 47.
Resident tuition, 61.
Residential life and education, 47.
Returning students, 55, 84.
graduate students, 98.
Rights of the individual, 26.
Rose float, 44.
ROTC, 133.
Rules and policies, changes in, 512.

Safety on campus, 40.
San Francisco Urban Design Internship program, 148.
SAT exams, 57.
Satisfactory progress, 87.
Scholarships, 63.
School counseling credential, 289.
Science and Mathematics, College of, 258.
Access to health careers, 260.
advising center, 259.
SCM courses, 465.
Second, bachelor's degree, 77.
master's degree, 98.
Second edition, 45.
Secondary school teaching, 289.
Seminar classes, 18.
Senior project, 76.
Sexual harassment policy, 26.
Single subject teaching credential, 289.
Social sciences, 250.
SOC courses, 467.
Social security number use, 513.
Social services concentration, 252.
Society for Women Engineers (SWE), 178.
Sociology, 250.
SOC courses, 465.
minor, 250.
Soil science, 141.
SS courses, 470.
M.S. specialization, 108.
Sororities, 49.
Spanish minor, 238.
SPAN courses, 467.
Special collections and university archives, 40.
Special education credential, 292.
M.A. specialization, 288.
Specializations, definition, 18.
list of, 219.
Special programs and resources, 33.
Speech communication, 253.
SPC courses, 468.
minor, 253.
Sports, clubs, 45.
  - intercollegiate, 51.
  - intramural, 45.
Staff emeriti, 485.
State aid to the physically handicapped, 68.
State university fee, 61.
Statement of intent to register (SIR), 54.
Statement on academic freedom, 27.
Statement on racism and discrimination, 27.
Statistics, 282.
  - STAT courses, 472.
  - minor, 282.
Student Academic Services, 48.
Student Affairs, 42.
Student classification, 72.
Student conduct and discipline, 90, 513.
Student employment, 46.
Student governance, 43.
Student grievance procedures, 90.
Student Life, 49.
Student-Right-to-Know, 512.
Studio art concentration, 220.
Study and travel, U.S. and abroad, 37.
Study--service connection, 49.
Summer Institute, 49.
Supervision courses, 18.
Support courses, 17.
Systematic biology, ecology and, 261.
Systemwide tests, 70.

Teaching credentials, 285, 289.
Teaching English as a second language (TESL) certificate program, 224.
Technical communication certificate program, 225.
Testing Center, Assessment and, 48.
Tests, admission requirements, 55.
  - English placement (EPT), 70.
  - Entry level mathematics (ELM), 70.
  - systemwide requirements, 70.
Thailand study program, 39.
Theatre, 255.
  - TH courses, 474.
  - minor, 256.
Thesis, 98.
Time limit, graduate students, 99.
TOEFL, graduate students, 94.
  - undergraduate students, 55.
Transcripts, 85.
  - fee, 62.
Transfer, credit, 72.
  - requirements, 56.
  - students, preparation for engineering, 179.
Transportation planning MCRP/MS specialization, 155, 184.
Travel Time, 45.
Travel, study and, U.S. and abroad, 37.

Trustees of the CSU, 29.
Tuition, determination of residence for nonresident tuition, 57.
  - fees, 61.
Un
  - unit load, maximum, 83.
  - number required for graduation, 76.
University administration, 480.
University advancement, 41.
University Center for Teacher Education, 284.
University Honors program, 41.
University union, 44.
University year, 18.
Upward Bound, 49.
Urban forestry concentration, 136.
U.S. cultural pluralism requirement, 78.

Values, technology and society minor, 232.
Vegetable science, 121.
  - VGSC courses, 475.
Veterinary science, 37, 115.
  - VS courses, 476.
Visitors within the CSU, 84.
Viticulture, wine and, minor, 104.
Vocational agriculture, services to, 41.
Volunteer services, 49.

Washington-Alexandria consortium, 149.
Water engineering, M.S. specialization, 183.
Water science minor, 104.
Watershed, chaparral, and fire management concentration, 136.
Week of welcome (WOW), 50.
Wildlife biology concentration, 261.
Wine and viticulture minor, 104.
Withdrawal, from courses, 87.
  - for term, 87.
  - from previous terms, 88.
Withdrawal from the institution and financial aid, 63.
Writing, graduation requirement (GWR), 76.
Women's Engineering program, 178.
Women's programs and services, 50.
Women's Studies, minor, 257.
  - WS courses, 476.
Work study programs, 68.

Zool
  - ogy, 261.
  - ZOO courses, 477.