

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 page 22 for the listing of minors.