PLACEMENT TEST REQUIREMENTS

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

English Placement Test (EPT)

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

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

- a score of “Exempt” on the augmented English CST taken in grade 11.
- a score of 550 or above on the Verbal section of the College Board SAT I Reasoning Test taken on or after April 1, 1995 or later.
- a score of 680 or above on the re-centered and adjusted College Board SAT II Writing Test taken May 1998 or later.
- a score of 24 or above on the enhanced ACT English Test taken October 1989 or later.
- a score of 3, 4, or 5 on either the Language and Composition or the Composition and Literature examination of the College Board Scholastic Advanced Placement program.

for transfer students, completion and transfer of a course that satisfies the General Education or the Intersegmental General Education Transfer Curriculum (IGETC) written communication requirement, provided 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.

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).

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

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

Entry Level Mathematics (ELM) Exam

Purpose of the ELM
The ELM examination is designed to assess the skill levels of entering CSU students in the areas of mathematics typically covered in three years of rigorous college preparatory mathematics courses in high school (normally Algebra I, Algebra II, and Geometry). Undergraduate students who do not demonstrate college-level skills will be advised to enroll in courses or programs designed to help them attain these skills. The ELM is not a condition for admission to the CSU, but it is a condition of enrollment.
Who Must Take the ELM

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

- a score of “Exempt” on the augmented mathematics California Standards Test (CST) taken in grade 11.
- a score of “Conditionally Exempt” on the augmented mathematics California Standards Test (CST) taken in grade 11 PLUS successful completion of a CSU-approved math or math-related course or activity taken before enrollment at a CSU campus.
- a score of 550 or above on the mathematics section of the College Board SAT I Reasoning Test or on the College Board SAT II Mathematics Tests Level I, IC (Calculator), II, or IIC (Calculator).
- a score of 23 or above on the American College Testing (ACT) Mathematics Test.
- a score of 3 or above on the College Board Advanced Placement Mathematics examination (Calculus AB or BC) or Statistics examination.
- for transfer students, completion and transfer of a course that satisfies the General Education or Intersegmental General Education Transfer Curriculum (IGETC) quantitative reasoning requirement, provided 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 passing 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 mathematics or statistics course within two years of passing the ELM examination may be required to retake the ELM examination before enrolling in such a course.

Information and registration materials for the ELM exam will be mailed to all students subject to the requirement. The materials also may be obtained from the ELM/MAPE Office (805-756-2268), or online at www.calpoly.edu/~math/elmmape.html

Cal Poly Mathematics Placement Examination (MAPE)

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

Precalculus MAPE

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

- a score of 600 or above on the mathematics section of the SAT I Test or on the SAT II Mathematics Tests Level I, IC (Calculator), II, or IIC (Calculator);
- a score of 30 or above on the American College Testing (ACT) Mathematics Test;
- a score of 3 or above on the College Board Advanced Placement Mathematics (Calculus AB or BC) examination;
- completion and transfer of a college course equivalent to MATH 118 and 119 (Precalculus Algebra/Trig) with a grade of C or better; or
- MATH 118 and 119 or equivalent completed at California Polytechnic State University.

Intermediate Algebra MAPE

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

For MATH 118:

- a score of 550 or above on the mathematics section of the SAT I Test or on the SAT II Mathematics Tests Level I, IC (Calculator), II, or IIC (Calculator);
- a score of 23 or above on the American College Testing (ACT) Mathematics Test;
- a score of 3 or above on the College Board Advanced Placement Mathematics (Calculus AB or BC) examination;
- completion and transfer of a college course equivalent to MATH 118 and 119 (Precalculus Algebra/Trig) with a grade of C or better; or

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

Students who need to take a math placement exam are expected to do so prior to enrollment. The MAPE is free and offered regularly throughout the year. For
GE certifications will be accepted from California institutions from which the students transfer. The certification determines the completion of lower division GE requirements. Students must still complete twelve units of upper division GE courses and twelve units of GE courses in residence for graduation.

Students planning to transfer to Cal Poly should consult with their school counselors if they have questions about transfer courses.

OTHER ACADEMIC CREDIT

Advanced Placement Credit

Cal Poly grants credit toward its undergraduate degrees for examinations successfully completed through the College Board Advanced Placement (AP) program. AP scores may be requested from the College Board and must be sent to Cal Poly to receive credit. Exams passed with a score of 3 or higher result in nine (9) quarter units of credit, except where otherwise noted. To request scores: AP Exams, PO Box 6671, Princeton, NJ 08541-6671 or (609) 771-7300 (8am-4pm ET).

Credit may vary from year to year, as Cal Poly requirements and AP Exams change. The AP exams for May 2005 will be available after publication of this catalog. The following table indicates credit likely to be given, based on past experience. It should be viewed as a guideline only and is subject to change:

<table>
<thead>
<tr>
<th>Exam Name</th>
<th>#</th>
<th>Credit Granted &amp; GE Area (GE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>13</td>
<td>ART 112 plus electives (C3)</td>
</tr>
<tr>
<td>Art: Drawing</td>
<td>14</td>
<td>9 units electives</td>
</tr>
<tr>
<td>Art: 2D Design</td>
<td>15</td>
<td>9 units electives</td>
</tr>
<tr>
<td>Art: 3D Design</td>
<td>16</td>
<td>9 units electives</td>
</tr>
<tr>
<td>Biology:</td>
<td>20</td>
<td>Score 3 = BIO 111 or 115 plus electives (B2 &amp; B4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Score 4 or 5 = BIO 111 or 115 or 151 or BIO 213/ENGR 213 plus electives (B2 &amp; B4)</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>66</td>
<td>MATH 141 or 161 or 221 or 112 or 118 or 118 &amp; 119 or 120 plus GE B1 electives. (B1)</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>68</td>
<td>MATH 141 &amp; 142 or 161 &amp; 162 or 141 &amp; 182 or 112 or 118 or 118 or 119 or 120 or 221 plus GE B1 electives. (B1)</td>
</tr>
<tr>
<td>Calculus BC:</td>
<td>69</td>
<td>MATH 141 or 161 or 221 or 112 or 118 or 118 &amp; 119 or 120 plus GE B1 electives. (B1)</td>
</tr>
</tbody>
</table>

Note: If both Calculus AB & BC exams are passed, credit is extended only for Calculus BC, since BC duplicates AB material.
### ADVANCED PLACEMENT EXAM CREDIT - 2004

<table>
<thead>
<tr>
<th>Exam Name</th>
<th>#</th>
<th>Credit Granted &amp; GE Area (GE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>25</td>
<td><strong>Score 3 =</strong> CHEM 110 or 111 or 124 or 127 plus electives. <em>(B3 &amp; B4)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Score 4 or 5 =</strong> CHEM 110 or 111 or 124 or 127 plus electives; check with the Chemistry Dept. for possible credit for CHEM 125 or 128. <em>(B3 &amp; B4)</em></td>
</tr>
<tr>
<td>Comparative Govt &amp; Politics</td>
<td>58</td>
<td>9 units electives</td>
</tr>
<tr>
<td>Computer Sci: Test A</td>
<td>31</td>
<td><strong>Score 3 =</strong> 9 units electives</td>
</tr>
<tr>
<td></td>
<td>33</td>
<td><strong>Score 4 or 5 =</strong> CSC 101 plus electives</td>
</tr>
<tr>
<td>Computer Sci: Test AB</td>
<td>31</td>
<td><strong>Score 3 =</strong> 9 units electives</td>
</tr>
<tr>
<td></td>
<td>33</td>
<td><strong>Score 4 or 5 =</strong> CSC 101 plus electives</td>
</tr>
<tr>
<td>German Language</td>
<td>55</td>
<td><strong>Score 3 =</strong> GER 121 plus electives</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Score 4 or 5 =</strong> GER 121 and 122 plus 1 elective</td>
</tr>
<tr>
<td>Human Geog</td>
<td>53</td>
<td>GEOG 150 plus electives</td>
</tr>
<tr>
<td>Latin: Virgil or Literature</td>
<td>60</td>
<td><strong>Score 3 =</strong> FORL 121 plus electives</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Score 4 or 5 =</strong> FORL 121 &amp; 122 plus 1 elective</td>
</tr>
<tr>
<td>Latin: Virgil or Literature</td>
<td>61</td>
<td><strong>Score 3 =</strong> FORL 121 plus electives</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Score 4 or 5 =</strong> FORL 121 &amp; 122 plus 1 elective</td>
</tr>
<tr>
<td>Music Theory</td>
<td>75</td>
<td><strong>Score 3 =</strong> MU 101 plus electives</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Score 4 or 5 =</strong> MU 104 plus electives</td>
</tr>
<tr>
<td>Music Theory: Aural</td>
<td>76</td>
<td><strong>Score 3 =</strong> MU 104 plus electives</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Score 4 or 5 =</strong> MU 104 plus electives</td>
</tr>
<tr>
<td>Music Theory: Nonaural</td>
<td>77</td>
<td><strong>Score 3 =</strong> MU 101 plus electives</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Score 4 or 5 =</strong> MU 101 plus electives</td>
</tr>
<tr>
<td>Physics B</td>
<td>78</td>
<td><strong>Score 3 =</strong> PHYS 104 plus electives. Present lab book to Physics Dept. for review and possible lab credit <em>(B3)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Score 4 or 5 =</strong> PHYS 121 (1 unit) &amp; 122 &amp; 123 <em>(B3 &amp; B4)</em></td>
</tr>
<tr>
<td>Physics C: Mechanics</td>
<td>80</td>
<td><strong>Score 3 =</strong> PHYS 121 plus electives <em>(B3 &amp; B4)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Score 4 or 5 =</strong> PHYS 131 plus electives <em>(B3 &amp; B4)</em></td>
</tr>
<tr>
<td>Psychology</td>
<td>85</td>
<td><strong>Score 3 =</strong> PSY 201 or 202 plus electives <em>(D4)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Score 3 =</strong> PSY 201 or 202 plus electives <em>(D4)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Score 4 or 5 =</strong> PSY 201 or 202 <em>(D4)</em> plus lower-division concentration/ICS electives if approved by dept. advisor.</td>
</tr>
</tbody>
</table>

**Note:** If both Computer Science A & AB are passed, credit is extended for Computer Science AB, since AB duplicates the A material.

**Note:** If both Computer Science A & AB are passed, only 4.5 units of credit are awarded for the second exam *(total of 13.5 units).*

**Note:** If both Latin Virgil & Latin Literature are passed, only 4.5 units of credit are awarded for the second exam *(total of 13.5 units).*

**Note:** If exam 75 and/or exam 77 are passed in conjunction with exam 76, credit will be awarded for MU 101 & 104 plus electives *(total of 9 units), since material is duplicated in the exams.*

**Note:** If both Physics B & C: Mechanics are passed, credit is extended for Physics C *(total of 9 units), since C duplicates the B material.*

**Note:** If both Physics B & C: Mechanics are passed, credit is extended for Physics C *(total of 9 units), since C duplicates the B material.*

**Note:** If both French Language & Literature are passed, only 4.5 units of credit are awarded for the second exam *(total of 13.5 units).*
### Advanced Placement Exam Credit - 2004

<table>
<thead>
<tr>
<th>Exam Name</th>
<th>#</th>
<th>Credit Granted &amp; GE Area (GE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish: Language</td>
<td>87</td>
<td><strong>Score 3</strong> = SPAN 121 plus electives</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Score 4 or 5</strong> = SPAN 121 &amp; 122 plus 1 elective</td>
</tr>
<tr>
<td>Spanish: Literature</td>
<td>89</td>
<td><strong>Score 3</strong> = SPAN 121 plus electives</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Score 4</strong> = SPAN 121 and 122 plus 1 elective</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Score 5</strong> = SPAN 121 (1 unit), 122, and 233 (233 only = C1)</td>
</tr>
<tr>
<td>Statistics</td>
<td>90</td>
<td><strong>Score 3</strong> = STAT 130 plus electives</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Score 4 or 5</strong> = STAT 211 or 217 or 218 or 221 or 251 plus electives (B1)</td>
</tr>
<tr>
<td>U. S. Government and Politics</td>
<td>57</td>
<td>Upon completion of POLS 111 (1 unit CA Govt.) 3 units of credit are awarded for GE D1 (no credit for USCP) plus electives</td>
</tr>
<tr>
<td>U. S. History</td>
<td>07</td>
<td>Upon completion of POLS 111 (1 unit CA Govt.), then 3 units of credit are awarded for GE D1 (no credit for USCP) plus electives</td>
</tr>
<tr>
<td>World History</td>
<td>93</td>
<td>HIST 215 plus electives (D3)</td>
</tr>
</tbody>
</table>

Note: If both Spanish Language and Literature are passed, only 4.5 units of credit are awarded for the second exam (total of 13.5 units).

### International Baccalaureate Exam Credit - 2004

<table>
<thead>
<tr>
<th>Exam Name</th>
<th>Credit Given &amp; GE Area (GE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td></td>
</tr>
<tr>
<td>Grade of 5 or 6</td>
<td>BIO 111 or 115 plus electives</td>
</tr>
<tr>
<td>Grade of 7</td>
<td>BIO 111 or 115 or 151 plus electives</td>
</tr>
<tr>
<td>Chemistry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHEM 110 or 111 plus electives or 127+128 or 124 plus electives (in lieu of electives with 124, credit for 125 possible with Chem Dept review)</td>
</tr>
<tr>
<td>Economics</td>
<td></td>
</tr>
<tr>
<td>Grade of 5</td>
<td>ECON 222 plus electives (D2)</td>
</tr>
<tr>
<td>Grade of 6 or 7</td>
<td>ENGL 253 plus electives (C1)</td>
</tr>
<tr>
<td>History</td>
<td></td>
</tr>
<tr>
<td>European</td>
<td>HIST 111 plus electives</td>
</tr>
<tr>
<td>American</td>
<td>Upon completion of POLS 111 (CA Govt.) 3 units of credit are awarded for Area D1 (no credit for USCP) plus electives</td>
</tr>
<tr>
<td>Language A1/A2:</td>
<td></td>
</tr>
<tr>
<td>French</td>
<td>FR 305 plus electives</td>
</tr>
<tr>
<td>German</td>
<td>GER 305 plus electives</td>
</tr>
<tr>
<td>Spanish</td>
<td>GER 301 plus electives</td>
</tr>
<tr>
<td>Language B:</td>
<td></td>
</tr>
<tr>
<td>French</td>
<td>FR 301 plus electives</td>
</tr>
<tr>
<td>German</td>
<td>GER 301 plus electives</td>
</tr>
<tr>
<td>Spanish</td>
<td>SPAN 305 plus electives</td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MATH 141 or 161 or 221 plus electives (B1)</td>
</tr>
<tr>
<td>Physics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PHYS 121 &amp; 122 &amp; 123 (B3 &amp; B4)</td>
</tr>
<tr>
<td>Psychology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSY 201 or 202 plus PSY prefix electives</td>
</tr>
<tr>
<td>Social Anthropology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ANT 201 and GEOG 150 (D3)</td>
</tr>
</tbody>
</table>

### Credit for Noncollegiate Instruction

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

### Credit for Military Service

Nine quarter units of elective credit 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 College Level Entrance Program (CLEP) examinations.

There are certain CLEP tests that 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).

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

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

The examination may include written, oral, or skills tests, or a combination of all three types, and 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 exam may be made with the head of the department in which the course is taught. Units of credit received through this procedure do not apply toward the residence requirements for any of the degrees or credentials offered by the University.

Detailed instruction for applying for credit by examination may be obtained from the Office of Academic Records.

**General Requirements – Bachelor’s Degree**

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

An undergraduate student remaining in attendance in regular sessions at any California State University campus, at any California community college, or any combination of California community colleges and campuses of the California State University, may for purposes of meeting graduation requirements, elect to meet the requirements in effect at the campus from which the student will graduate either:

1. at the time the student began such attendance, or
2. at the time of entrance to the campus, or
3. at the time of graduation, or
4. as allowed by campus policy.

Campus authorities may authorize or require substitutions for discontinued courses. A campus may require a student changing his or her major or any minor field of study to complete the major or minor requirements in effect at the time of the change.

For purposes of this section, "attendance" means attendance in at least one semester or two quarters each university year. Absence due to an approved educational leave or for attendance at another accredited institution of higher learning shall not be considered an interruption in attendance, if the absence does not exceed two years. (Title 5 of the *California Code of Regulations*, Section 40401.)

**Choice of Catalog Older than 10 years for Returning Students**

Students may request to complete their degrees on a catalog older than 10 years if the only remaining degree requirements at the time they left Cal Poly do not exceed 16 units. The remaining degree requirements may include senior project, Graduation Writing Requirement, and/or U. S. Cultural Pluralism requirement. The decision to approve or disapprove a student's request is based on:

1. her/his willingness to commit to completing
outstanding degree requirements within a specified timeframe, and (2) her/his ability to demonstrate, with written documentation, reasonable currency of knowledge and skills in her/his degree field to the satisfaction of the faculty in the applicable major, as certified by the department chair. Both the college dean and the Vice Provost for Academic Programs must give approval.

GENERAL GRADUATION REQUIREMENTS

There are nine general requirements, which all students must meet in order to earn the bachelor's degree from Cal Poly and participate in commencement. Students must be formally admitted to the major in which they wish to graduate, and must matriculate, in order to earn a degree. The more students understand their progress toward meeting these requirements and relate them to the many programs available, the better the chance of creating an exciting educational experience and avoiding errors which may delay graduation.

The specific requirements for each degree program are shown under the academic department offering the major and include a curriculum display with courses listed by Major, Support, General Education, and Electives. The department may have a flow chart, which shows the recommended sequence of courses leading to the degree.

Students are responsible for meeting all requirements. Advice is available from faculty advisors, college advising centers, and the Office of Academic Records. Students should plan their degree programs carefully and review them frequently with their advisors.

Minimum Requirements for Graduation

1. **Minimum Number of Units**
   Baccalaureate degree programs......................... 180 units
   For the Bachelor of Arts (BA), 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 (BS), a minimum of 27 major units must be in upper division courses and 60 units overall must be upper division. Individual baccalaureate degree programs may require more than 180 units. (Title 5, Sections 40500, 40501, 40505, 40507)

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 74.

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 69).

5. **Graduation Writing Requirement (GWR)**
   Students must demonstrate competency in writing skills as described below.

6. **Senior Project**
   A senior project is a required for all Cal Poly students as described below.

7. **Academic Residence Requirements**
   The minimum requirements for units taken in residence at Cal Poly are:
   * 50 quarter units
   * 30 units in residence of the last 40 units counted toward the degree
   * 36 of the 50 units in residence must be upper division
   * 18 of the 36 upper division units in residence must be in the major.

   Extension credit or credit by examination may not be used to fulfill the residence requirements. However, a maximum of 36 quarter units of extension credit may be counted toward the bachelor's degree.

8. **Evaluation for Graduation**
   Students should request a graduation evaluation from the Office of Academic Records four quarters prior to their anticipated graduation date. The evaluation confirms remaining requirements for graduation and is a formal statement on the expected quarter of graduation. The actual date of graduation 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 three to four 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.

9. **Commencement**
   For a student to participate in graduation ceremonies, the student must satisfy at least one of the following:
   * shall have completed all degree requirements and not have participated in a graduation ceremony previously;
   * shall currently be enrolled in classes that would complete all of that student's degree requirements;
   * shall be registered for classes for the following term that would allow the student to complete all of his/her degree requirements.
Students completing all degree requirements in the Winter, Spring or Summer term are eligible to participate in the Spring Commencement. Students completing all degree requirements in the Fall term are eligible for Fall commencement.

**Graduation Writing Requirement (GWR)**

All students must demonstrate competency in writing skills as a requirement for graduation. Information on currently available ways to meet this graduation requirement may be obtained from the Writing Skills Program Office, Agriculture Building (10) Room 130 (756-2067).

The Board of Trustees of the California State University has mandated that all students earning undergraduate or graduate degrees in the CSU must be certified as proficient in writing at the upper-division level. Students must earn proficiency after reaching 90 units. Students should review their program requirements to determine which option is appropriate. The GWR must be fulfilled at Cal Poly, not at another campus.

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

1. Pass the Writing Proficiency Exam.
2. Pass an approved upper-division course with a grade of C or better AND receive certification of proficiency in writing based on a 500-word in-class essay.

The upper-division courses approved for GWR credit are listed in the Class Schedule and on the General Education website, www.ge.calpoly.edu. Some, but not all, GWR-approved courses also meet GE and USCP requirements.

**Senior Project**

**Definition:** the senior project is a capstone experience required for all Cal Poly students receiving a baccalaureate degree. It integrates theory and application from across the student's undergraduate educational experiences. The senior project consists of one or more of the following:

1. a design or construction experience,
2. an experiment,
3. a self-guided study or research project,
4. a presentation,
5. a report based on internship, co-op, or service learning experience,
6. a public portfolio display or performance.

Where the senior project does not consist primarily of a written document, departments, may, where they deem appropriate, require some written documentation (length to be determined by the department) to accompany the senior project. The precise nature or form of a senior project is to be determined by the department or program of the student's major. The senior project is normally related to the student's field of study, future employment, and/or scholastics goals, and is carried out under direct faculty supervision.

**Expected Outcomes**

At the discretion of the major department, students are expected to have the ability to:

- Reduce a topic to specific points of analysis.
- Organize the points of analysis into a logical sequence.
- Apply acquired competencies to the successful completion of a project.
- Obtain, evaluate, synthesize, and apply project-related information.
- Develop and follow a project plan.
- Estimate hours of labor and/or cost of materials necessary to complete a project.
- Organize, illustrate, and write clear and concise project documentation.
- Accept supervision when needed.

**Requirements**

1. The total number of senior project units must be 1 to 6 quarter units.
2. The senior project requirement will be the same for all students in a given curriculum, but not for all students in the university, because of the nature of the various curricula.
3. Normally 30 hours of student work will be required for each unit of credit granted.
4. Projects requiring an excessive amount of time are discouraged.
5. The number of students participating in a group senior project should not be so large as to unduly limit individual experience or responsibility and initiative.
6. The student is responsible for identifying costs and potential funding sources for his or her senior project prior to initiation of the project. Costly projects are discouraged.
7. It is the student's responsibility to become informed about the university's intellectual properties policy and human subject policy (where applicable).

**Library Copy**

1. The academic department may send one copy of each senior project to the University Library where it will be reproduced on microfiche or in an electronic format. A microfiche or electronic copy of the project will become part of the Library's archival collection where it will be available for public use.
2. After being copied on microfiche or electronically, the original project will be returned to the academic department of its origin, as applicable. Non-print media (slides, audio/video tapes, CD's, floppy disks, etc.), however, comprising all or part of a project will be permanently retained in the Library collection.

3. All projects submitted to the Library will include a completed Senior Project Requirement Form and a title page. The Form must be signed by the student's advisor or academic department head before it can be accepted for processing by the Library. The title page should follow a standardized format.

4. Each student whose senior project is submitted to the library is required to pay a library-processing fee for making her/his senior project available.

OTHER INFORMATION

Academic Minors
A minor is an integrated, coherent group of courses (24 to 30 quarter units), which gives the student knowledge in an area that lies outside of the major field of study. At least half of the units must be from upper-division courses (300- or 400-level) and at least half of the units must be taken at Cal Poly. Please see page 15 for the list of minors.

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

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

Blended BS+MS Programs
Blended programs provide an accelerated route to a graduate professional degree, with simultaneous award of both bachelor's and master's degrees. See individual programs and/or page 89 for additional information.

Change of Major
An application for change of major will not be considered until/ unless a student has completed at least one quarter at Cal Poly. Students who feel they have selected an inappropriate major for their interests and abilities, and who want to change their major, must consult with the department head in the target major (the major to which a student wishes to change). Students are strongly advised also to consult with at least one of the following: department head in the current major, faculty in the target major, advising center staff in current/target major, and Career Services staff.

Applicants for changing major will be evaluated against published performance criteria. The criteria are established by each program and are designed to assess the student's likelihood of achieving success in the major. Some majors have a limited number of available spaces and not all students who meet the performance criteria will be accepted. At a minimum, a selection process will take place twice each year. Students should contact the target major department for specific information regarding change of 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 from the Office of Academic Records a re-evaluation of completed requirements for the new major.

Transfer from one curriculum to another does not in any way change a student's scholastic standing.

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

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 majors must file a petition for special consideration prior to the date of starting the senior project.

Graduate Credit Taken by Undergraduates
Undergraduates are not permitted to take courses in the 400 or 500 series for graduate credit until they have achieved senior standing. 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.

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 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.

Student Classification
Undergraduate students are assigned a 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