

## ADMISSIONS

### ADMISSIONS PROCEDURES AND POLICIES

Requirements for admission to California State Polytechnic University, Pomona, are in accordance with Title 5, Chapter 1, Subchapter 3, of the California Code of Regulations. If you are not sure of these requirements, you should consult a high school or community college counselor or the Cal Poly Pomona Office of Admissions and Outreach

Electronic versions of the CSU undergraduate and graduate applications are accessible on the World Wide Web at [www.csumentor.edu](http://www.csumentor.edu). The CSUMentor system allows students to browse through general information about CSU's 23 campuses, view multimedia campus presentations, send and receive electronic responses to specific questions, and apply for admission and financial aid.

Applications may be obtained online or at any California high school or community college or from the Admissions Office at any of the campuses of the California State University.

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

Cal Poly Pomona advises prospective students that they must supply complete and accurate information on the application for admission, residence questionnaire, and financial aid forms. Further, applicants must submit authentic and official transcripts of all previous academic work attempted. Failure to file complete, accurate, and authentic application documents may result in denial of admission, cancellation of academic credit, suspension, or expulsion (Section 41301, Article 1.1, of Title 5, California Code of Regulations).

Transcripts can be mailed directly to the Office of Admissions and Outreach at California State Polytechnic University, Pomona, from each institution attended. We will also accept sealed, hand-carried transcripts. In some cases, original or certified copies of official academic records from non-U.S. institutions submitted by the applicant may be accepted.

### HEALTH SCREENING, IMMUNIZATION REQUIREMENTS

Entering CSU students are required to present proof of the following immunizations to the CSU campus they will be attending before the beginning of their first term of enrollment.

- **Measles and Rubella:** All new and readmitted students born after January 1, 1957 must provide proof of full immunization against measles and rubella prior to enrollment.
- **Hepatitis B:** All new students who will be 18 years of age or younger at the start of their first term at a CSU campus must provide proof of full immunization against Hepatitis B before enrolling. Full immunization against Hepatitis B consists of three timed doses of vaccine over a minimum 4 to 6 months period. If you need further details or have special circumstances, please consult Student Health services on campus. All students 18 years of age or younger shall be required to present proof of immunization against hepatitis B.

Each incoming freshman who will be residing in on-campus housing will be required to return a form indicating that they have received information about meningococcal disease and the availability of the vaccine to prevent one from contracting the disease and whether or not he or she has chosen to receive the vaccination. These are not admission requirements, but shall be required of students as conditions of enrollment in CSU.

MEETING THESE REQUIREMENTS (One or more of these options may be needed to show proof of all immunizations):

1. Have a physician complete an immunization history form and mail or fax, (909) 869-4425, the form to Student Health Services, or
2. Send a copy of the California High School Immunization Record which may be obtained from the high school the student attended, or
3. Send a copy of a childhood immunization record, or
4. Send a copy of a physician's statement certifying past infection with both measles and rubella (German measles), and/or Hepatitis B, or
5. Be immunized for both measles and rubella, and/or Hepatitis B.

Student Health Services will provide required immunizations without cost to any student who is unable to obtain acceptable proof of immunization. Call (909) 869-4000 to schedule an immunization appointment. Further information is available on the Immunization Hotline at (909) 869-2759 or on the Student Health Services web page at <http://www.csupomona.edu/~health>

### UNDERGRADUATE APPLICATION PROCEDURES

Prospective students, applying for part-time or full-time undergraduate programs of study, in day or evening classes, must file a complete undergraduate application. The \$55 nonrefundable application fee should be in the form of a check or money order payable to "California State University" or by credit card if submitting the online application and may not be transferred or used to apply to another term. An electronic version of the CSU undergraduate application is available at <http://www.csumentor.edu/> An alternate campus and major may be indicated on the application, but applicants should list as an alternate campus only a CSU campus that also offers the major. Generally, an alternate major will be considered at the first choice campus before an application is redirected to an alternate choice campus.

### IMPACTED PROGRAMS

The CSU designates programs to be impacted when more applications are received in the filing period (October and November for fall terms, June for winter terms, August for spring terms, February for summer terms) than can be accommodated. Some programs are impacted at every campus where they are offered; others are impacted at some campuses but not all. You must meet supplementary admissions criteria if applying to an impacted program.

The CSU will announce during the fall filing period those programs that are impacted and the supplementary criteria campuses will use. That announcement will be published in the *CSU Review*, distributed to high school and college counselors, and available online at <http://www.calstate.edu/AR/csureview>. Information about the supplementary criteria also is sent to program applicants.

You must file your application for admission to an impacted program during the initial filing period. If you wish to be considered in impacted programs at more than one campus, you must file an application to each.

### Supplementary Admission Criteria

Each campus with impacted programs uses supplementary admission criteria in screening applicants. Supplementary criteria may include ranking on the freshman eligibility index, the overall transfer grade point average, completion of specified prerequisite courses, and a

combination of campus-developed criteria. If you are required to submit scores on either the SAT I or the ACT and are applying for fall admission, you should take the test as early as possible and no later than October of the preceding year if applying for fall admission.

The supplementary admission criteria used by the individual campuses to screen applicants appear periodically in the *CSU Review* and are sent by the campuses to all applicants seeking admission to an impacted program.

Unlike unaccommodated applicants to locally impacted programs who may be redirected to another campus in the same major, unaccommodated applicants to systemwide impacted programs may not be redirected in the same major but may choose an alternate major either at the first choice campus or another campus.

### GRADUATE AND POSTBACCALAUREATE APPLICATION PROCEDURES

All graduate and postbaccalaureate applicants (e.g., joint Ph.D. and Ed.D. applicants, master's degree applicants, those seeking credentials, and those interested in taking courses for personal or professional growth) must file a complete graduate application as described in the graduate and postbaccalaureate admission booklet. Applicants seeking a second bachelor's degree should submit the undergraduate application for admission. The \$55 nonrefundable application fee should be in the form of a check or money order payable to "California State University" or by credit card if submitting the online application and may not be transferred or used to apply to another term. Applicants who completed undergraduate degree requirements and graduated the preceding term are also required to complete and submit an application and the \$55 nonrefundable application fee. Since applicants for postbaccalaureate programs may be limited to the choice of a single campus on each application, redirection to alternative campuses or later changes of campus choice will be minimal. To be assured of initial consideration by more than one campus, it will be necessary for any applicant to submit separate applications (including fees) to each. Applications may be obtained from the Graduate Studies Office or the Admissions Office of any California State University campus. An electronic version of the CSU graduate application is available on the world wide web at <<http://www.csumentor.edu/>>

### REDIRECTION

It is not always possible for the university to accommodate all qualified applicants. If an application is accepted and it later becomes evident that an opening will not be available, the application and any supporting documents will, at the request of the applicant, be forwarded to any state university where openings are available. No additional application fee is required.

### UNDECLARED MAJOR

A first-time freshman, who is uncertain about choosing a major, may apply and enter the university as an undeclared major. The admissions requirements are the same for all majors that are not impacted. Undeclared majors must declare an academic major by the end of the third quarter in attendance at the university. They will be placed on degree requirements in effect at the time they enter the major. All undeclared majors not participating in the Educational Opportunity Program (EOP) are advised to take a course in Career and Personal Exploration (CPU 100, 4 units). Transfer and currently enrolled students in declared majors may not switch to an undeclared status. The central office for non-EOP undeclared majors is the University Advising Center, Building 66, Rooms 119-124, (909) 869-3211. The central office for EOP undeclared majors is the Educational Opportunity Program, Building 94, Room 121, (909) 869-3360.

### SYSTEMWIDE APPLICATION FILING PERIODS FOR 2003-04

Student Terms in 2003-2004	Applications First Accepted	Initial Filing Period
Summer Qtr. 2003	Feb. 1, 2003	Feb. 1-28, 2003
Fall Sem. or Qtr. 2003	Oct. 1, 2002	Oct. 1-Nov. 30, 2002
Winter Qtr. 2004	June 1, 2003	June 1-30, 2003
Spring Sem. or Qtr. 2004	Aug. 1, 2003	Aug. 1-31, 2003

Applications are accepted until capacities are reached. Cal Poly Pomona limits undergraduate admission in an enrollment category because of overall enrollment limits. If applying after the initial filing period, consult the Admissions Office for current information. Admission application deadlines have been established for all quarters. Please refer to the Office of Admissions and Outreach website at <<http://www.csupomona.edu/~admissions>> for specific dates.

### Application Acknowledgment

You may expect to receive an acknowledgment of your application from your first choice campus within six weeks of filing the application. The notice may also include a request that you submit the records necessary for the campus to evaluate your qualifications. You may be assured of admission if the evaluation of your qualifications indicates that you meet CSU admission requirements and campus requirements for admission to an impacted program. An offer of admission is not transferable to another term or to another campus. The University reserves the right to select its students and deny admission to the University or any of its programs as the University, in its sole discretion, determines appropriate based on an applicant's suitability and the best interests of the University.

### Hardship Petitions

The campus has established procedures for consideration of qualified applicants who would be faced with extreme hardship if not admitted. Petitioners should write the Office of Admissions and Outreach regarding specific policies governing hardship admission.

### UNDERGRADUATE ADMISSION REQUIREMENTS

#### First-Time Freshman Applicants

Generally, first-time freshman applicants will qualify for regular admission if they

1. graduated high school,
2. have a qualifiable eligibility index (see section on "Eligibility Index"), and
3. have completed with grades of C or better the courses in the comprehensive pattern of college preparatory subject requirements (see "Subject Requirements").

#### Grade Point Average and Test Score Requirement

Eligibility Index—The eligibility index is the combination of your high school grade point average and your score on either the American College Test (ACT) or the Scholastic Aptitude Test (SAT). Beginning with admission for fall 2004, your grade point average is based on grades earned in courses taken during your final three years of high school that satisfy the comprehensive pattern of college preparatory subject requirements, and bonus points for approved honors courses (excluding physical education and military science). Up to eight semesters of honors courses taken in the last two years of high school, including up to two approved courses taken in the tenth grade, can be accepted. Each unit of A in an honors course will receive a total of 5 points; B, 4 points; and C, 3 points.

You can calculate the index by multiplying your grade point average by 800 and adding your total score on the SAT I; or, if you took the ACT, multiply your grade point average by 200 and add ten times the composite score from the ACT. If you are a California high school graduate (or a resident of California for tuition purposes), you need a minimum index of 2900 using the SAT I or 694 using the ACT; the Eligibility Index Table illustrates several combinations of required test scores and averages.

If you neither graduated from a California high school nor are a legal resident of California for tuition purposes, you need a minimum of 3502 (SAT I) or 842 (ACT). Graduates of secondary schools in foreign countries must be judged to have academic preparation and abilities equivalent to applicants eligible under this section.

If your grade point average is 3.0 or above (3.61 for nonresidents), you are not required to submit test scores. However, you are urged to take the SAT I or ACT because all campuses use these test results for advising and placement purposes and may require them for admission to impacted majors or programs.

You will qualify for regular admission upon verification that you graduated from high school, have a qualifiable eligibility index and will have completed the comprehensive pattern of college preparatory subjects and, if applying to an impacted program, meet supplementary criteria.

**Subject Requirements**—The California State University requires that first-time freshman applicants complete, with grades of C or better, a comprehensive pattern of college preparatory study totaling 15 units. A “unit” is one year of study in high school.

- 2 years of social science, including 1 year of U.S. history, or U.S. history and government

- 4 years of English
- 3 years of math (algebra, geometry, and intermediate algebra)
- 2 years of laboratory science (1 biological, 1 physical, both with labs)
- 2 years in the same foreign language (subject to waiver for applicants demonstrating equivalent competence)
- 1 year of visual and performing arts (art, dance, drama/ theater, or music).
- 1 year of electives selected from English, advanced mathematics, social science, history, laboratory science, foreign language, and visual and performing arts.

**Foreign Language Subject Requirement**—The foreign language subject requirement may be satisfied by applicants who demonstrate in a language other than English competence equivalent to or higher than that expected of students who complete two years of foreign language study. Consult with your high school counselor for further information.

**Subject Requirement Substitution for Students with Disabilities**—Applicants with disabilities are encouraged to complete college preparatory course requirements if at all possible. If you are judged unable to fulfill a specific course requirement because of your disability, alternate college preparatory courses may be substituted for specific subject requirements. Substitutions may be authorized on an individual basis after review and recommendation by your academic adviser or guidance counselor in consultation with the Director of Disabled Student Services. For further information and substitution forms, please call Disabled Student Services at (909) 869-3333.

**Provisional Admission First-time Freshman**

Cal Poly Pomona may provisionally admit first-time freshman applicants based on their academic preparation through the junior year of high school and planned for the senior year. The campus will monitor the

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

3.00 and above qualifies with any score. Below 2.00 does not qualify for regular admission.

GPA	ACT Score	SAT I Score	GPA	ACT Score	SAT I Score	GPA	ACT Score	SAT I Score	GPA	ACT Score	SAT I Score	GPA	ACT Score	SAT I Score
2.99	10	510	2.79	14	670	2.59	18	830	2.39	22	990	2.19	26	1150
2.98	10	520	2.78	14	680	2.58	18	840	2.38	22	1000	2.18	26	1160
2.97	10	530	2.77	14	690	2.57	18	850	2.37	22	1010	2.17	26	1170
2.96	11	540	2.76	15	700	2.56	19	860	2.36	23	1020	2.16	27	1180
2.95	11	540	2.75	15	700	2.55	19	860	2.35	23	1020	2.15	27	1180
2.94	11	550	2.74	15	710	2.54	19	870	2.34	23	1030	2.14	27	1190
2.93	11	560	2.73	15	720	2.53	19	880	2.33	23	1040	2.13	27	1200
2.92	11	570	2.72	15	730	2.52	19	890	2.32	23	1050	2.12	27	1210
2.91	12	580	2.71	16	740	2.51	20	900	2.31	24	1060	2.11	28	1220
2.90	12	580	2.70	16	740	2.50	20	900	2.30	24	1060	2.10	28	1220
2.89	12	590	2.69	16	750	2.49	20	910	2.29	24	1070	2.09	28	1230
2.88	12	600	2.68	16	760	2.48	20	920	2.28	24	1080	2.08	28	1240
2.87	12	610	2.67	16	770	2.47	20	930	2.27	24	1090	2.07	28	1250
2.86	13	620	2.66	17	780	2.46	21	940	2.26	25	1100	2.06	29	1260
2.85	13	620	2.65	17	780	2.45	21	940	2.25	25	1100	2.05	29	1260
2.84	13	630	2.64	17	790	2.44	21	950	2.24	25	1110	2.04	29	1270
2.83	13	640	2.63	17	800	2.43	21	960	2.23	25	1120	2.03	29	1280
2.82	13	650	2.62	17	810	2.42	21	970	2.22	25	1130	2.02	29	1290
2.81	14	660	2.61	18	820	2.41	22	980	2.21	26	1140	2.01	30	1300
2.80	14	660	2.60	18	820	2.40	22	980	2.20	26	1140	2.00	30	1300

senior year of study to ensure that those so admitted complete their senior year of studies satisfactorily, including the required college preparatory subjects, and graduate from high school. Students are required to submit an official transcript after graduation to certify that all course work has been satisfactorily completed. A campus may rescind admission decisions for students who are found not to be eligible after the final transcript has been evaluated.

### Honors Courses

Grades in up to eight semester courses designated as honors courses in approved subjects and taken in the last two years of high school receive additional points in grade point average calculations. Each unit of A in approved courses will receive a total of 5 points; B, 4 points; C, 3 points; D, 1 point; and none for F grades.

### INTERNATIONAL BACCALAUREATE

International Baccalaureate courses designated as honors courses on the UC "a-f" list are awarded extra grade points for computation of the high school grade point average. Grades of 5 or higher for International Baccalaureate subjects taken at the higher level (HL) may receive university course credit. Subjects taken at the subsidiary/standard level (SL) will not receive credit. If a student has received Advanced Placement credit for a course, IB credit will not be given for the same course.

### TEST REQUIREMENTS

Freshman and transfer applicants who have fewer than 56 semester or 84 quarter units of transferable college work must submit scores, unless exempt (see "Eligibility Index"), from either the Scholastic Aptitude Test (SAT I of the College Board) or the American College Test Program (ACT). If you are applying to an impacted program and are required to submit test scores, you should take the test no later than October or November. Test scores also are used for advising and placement purposes. Registration forms and dates for the SAT I or ACT are available from school or college counselors or from a campus testing office. Or, students may write to:

The College Board (SAT I) Registration Unit, Box 6200 Princeton, NJ 08541-6200 (609) 771-7588 < <a href="http://www.collegeboard.org/">http://www.collegeboard.org/</a> >	ACT Registration Unit P.O. Box 414 Iowa City, IA 52243-52240 (319) 337-1270 < <a href="http://www.act.org/">http://www.act.org/</a> >
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### TOEFL Requirement

All applicants whose native language is not English, and whose previous education was principally in a language other than English must demonstrate competence in English. Cal Poly Pomona uses the Test of English as a Foreign Language (TOEFL) as a measure of English language proficiency. For applicants to undergraduate programs, a minimum score of 195 on the Computer-Based TOEFL or 525 on the Paper-Based TOEFL is required. For applicants to graduate programs, a score of 213 on the Computer-Based TOEFL or 550 on the Paper-Based TOEFL is required. Certain graduate programs may require higher scores (e.g. The College of Business MBA program requires a TOEFL of 237 computer-based or 580 paper-based).

The TOEFL is not required of applicants who have completed at least three years full-time study at, or possess a Bachelor's degree from, an institution where English is the principal language of instruction.

### UNDERGRADUATE TRANSFER ADMISSION REQUIREMENTS

If you have completed college units after the summer immediately following your graduation from high school, you are considered a transfer student.

Students who have completed fewer than 56 transferable semester college units (fewer than 84 quarter units) are considered lower division transfer students.

Students who have completed 56 or more transferable semester college units (84 or more quarter units) are considered upper division transfer students.

Students who complete college units during high school or during the summer immediately following high school graduation are considered first-time freshmen and must meet those admission requirements.

Transferable courses are those designated for baccalaureate credit by the college or university offering the courses.

### Lower Division Transfer Admission Requirements

Generally, applicants will qualify for admission as a lower division transfer student if they:

1. have a grade point average of at least 2.0 (C) or better in all transferable college units attempted;
2. are in good standing at the last college or university attended, i.e., they are eligible to re-enroll;
3. meet the freshman admission requirements (grade point average and subject requirements) in effect for the term to which they are applying (see "Freshman Requirements" section); or were eligible as a freshman at the time of high school graduation except for the subject requirements or have been in continuous attendance in an accredited college since high school graduation, and have made up the missing subjects.

Applicants who graduated from high school prior to 1988 should contact the Office of Admissions and Outreach to inquire about alternative admission programs.

### Making Up Missing College Preparatory Subject Requirements

Lower division applicants who did not complete subject requirements while in high school may make up missing subjects by completing one of the following:

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

Please consult with any CSU Admissions Office for further information about alternative ways to satisfy the subject requirements.

### Upper Division Transfer Admission Requirements

Generally, applicants are eligible for admission if they meet the following criteria:

- Have a college grade point average of at least 2.0 or better (2.4 for non-California residents) in all transferable college units completed.
- Are in good standing at the last college or university attended, i.e., you are eligible to re-enroll.
- Have completed at least 30 semester units (45 quarter units) of college coursework with a grade of C or better in each course to be selected from courses in English, arts and humanities, social science, science and mathematics at a level at least equivalent to courses that meet general education requirements. The 30 units



must include all of the general education requirements in communication in the English language and critical thinking (at least 9 semester units) and at least one course of at least 3 semester units (4 quarter units) in college level mathematics; or the Intersegmental General Education Transfer Curriculum (IGETC) requirements in English communication and mathematical concepts and quantitative reasoning.

- Required coursework must be completed by specific timelines established by the University to be considered for admissions. These timelines are available through the Office of Admissions and Outreach.

Please consult with any CSU Admissions Office for further information about alternative ways to satisfy the subject requirements.

### Provisional Admission Transfer Applicants

Cal Poly Pomona may provisionally admit transfer applicants based on their academic preparation and courses planned for completion. The campus will monitor the final terms to ensure that those admitted complete their studies satisfactorily. All accepted applicants will be required to submit an official transcript of all college level work completed. Cal Poly Pomona will rescind admission for all students who are found not to be eligible after the final transcript has been evaluated.

### Articulation

Degree Progress and Evaluation Services, Registrar's Office, produces annual course articulation agreements in consultation with our top feeder community colleges and Cal Poly Pomona academic officials and faculty. Degree Progress and Evaluation Services, Registrar's Office, also contributes information to Project ASSIST, an extensive statewide articulation database at <<http://www.ASSIST.org/>>.

### SYSTEMWIDE TESTS REQUIRED OF MOST NEW STUDENTS

The CSU 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) prior to enrollment. These are not admission tests, but a way to determine whether you are prepared for college work and, if not, to counsel you on how to strengthen your preparation.

All students, unless exempt, must take the EPT/ELM. Exemptions are listed in the catalog section "Requirements for Bachelor's Degree." All non-exempt students must take and receive scores for the EPT/ELM examinations before enrollment in any coursework at Cal Poly Pomona. Students who are required to take the EPT/ELM exam, and have not taken and received scores, will have a hold placed on their record and registration will not be permitted for any courses.

Those students who do not demonstrate the requisite competence in English and mathematics must enroll in appropriate preparatory courses. These courses must be taken during the student's first term of enrollment and each subsequent term until such time as they demonstrate competence. Students placed in remedial programs in either English or mathematics must complete all remediation in their first year of enrollment. Failure to complete remediation by the end of the first year may result in denial of enrollment for future terms.

**English Placement Test (EPT)** — The CSU English Placement Test must be taken and scores received by all non-exempt undergraduates prior to enrollment in any coursework. Students who do not demonstrate the requisite competence in English must enroll in appropriate preparatory courses during the first term of enrollment. All required preparatory work must be completed within one year from the date of enrollment. Exemptions from the test are given only to those who

present proof of one of the following:

- A score of 550 or above on the verbal section of the recentered College Board SAT I: Reasoning Test taken April 1995 or after.
- A score of 470 or above on the verbal section of either the College Board SAT or SAT I: Reasoning Test taken before April 1995.
- A score of 680 or above on the College Board SAT II: Writing Test taken after April 1998. A score of 660 or above taken April 1995 through April 1998.
- A score of 600 or above on the College Board Achievement Test in English Composition with essay or the SAT II: Writing Test taken before April 1995.
- A score of 24 or above on the enhanced ACT English Test taken October 1989 or later.
- A score of 22 or above on the ACT English Usage Test.
- A score of 3, 4, or 5 on either the Language and Composition or the Literature and Composition examination of the College Board Advanced Placement Program.
- For transfer students, completion and transfer to the CSU of a college course that satisfies the requirement in English Composition, provided such a course was completed with a grade of C or better.

**Entry Level Mathematics (ELM) Test** — The ELM examination assesses entry level mathematics skills acquired through three years of rigorous college preparatory mathematics coursework. The CSU Entry Level Mathematics examination must be taken and scores received by all non-exempt undergraduates prior to enrollment in any coursework. Students who do not demonstrate the requisite competence in mathematics must enroll in appropriate preparatory courses during the first term of enrollment. All required preparatory work must be completed within one year from the date of enrollment. Exemptions from the test are given only to those who present proof of one of the following:

- A score of 550 or above on the mathematics section of either the College Board SAT or SAT I: Reasoning Test.
- A score of 550 or above on Level I, IC, II or IIC (C=Calculator) of either the College Board Mathematics Achievement Test or SAT II: Mathematics Test.
- A score of 23 or above on the ACT Mathematics Test.
- A score of 3 or above on the College Board Advanced Placement Mathematics (Calculus AB or BC) or Statistics examinations.
- For transfer students, completion and transfer to the CSU of a college course that satisfies the requirement in Quantitative Reasoning, provided such a course was completed with a grade of C or better.

### GRADUATE AND POSTBACCALAUREATE ADMISSION REQUIREMENTS

#### Admission Requirements

Graduate and postbaccalaureate applicants may apply for a degree objective, a credential or certificate objective, or may have no program objective. Depending on the objective, the CSU will consider an application for admission as follows:

- General Requirements—The minimum requirements for admission to graduate and postbaccalaureate studies at a California State University campus are in accordance with university regulations as well as Title 5, chapter 1, subchapter 3 of the California Code of

Regulations. Specifically, a student shall: (1) have completed a four-year college course of study and hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association, or shall have completed equivalent academic preparation as determined by appropriate campus authorities; (2) be in good academic standing at the last college or university attended; (3) have attained a grade point average of at least 2.5 (A = 4.0) in the last 60 semester (90 quarter) units attempted; and (4) satisfactorily have met the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations, as appropriate campus authorities may prescribe. In unusual circumstances, a campus may make exceptions to these criteria.

If an applicant meets the minimum requirements for graduate and post-baccalaureate studies, he/she will be considered for admission in one of the following categories:

- Graduate Unclassified—To enroll in graduate courses for professional or personal growth, an individual must be admitted as an unclassified graduate student. By meeting the minimum requirements, the applicant is eligible for admission as an unclassified graduate student. Some departments may restrict enrollment of unclassified students due to heavy enrollment pressure. Admission in this status does not constitute admission to or assurance of consideration for admission to any graduate degree or credential program; or
- Graduate Conditionally Classified (Master's or credential)—A person may be admitted to a graduate degree or credential program in this category if, in the opinion of appropriate campus authority, he/she can remedy deficiencies by additional preparation; or
- Graduate Classified (Master's or credential)—To pursue a graduate degree or credential program, a student will be required to fulfill all of the professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus.

### Second Baccalaureate Admission Requirements

Applicants for second bachelor's degrees are considered post-baccalaureate unclassified students even though they will not be pursuing a graduate objective. They will qualify for admission if they: (1) have completed a four-year college course of study and hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association or have completed equivalent academic preparation as determined by appropriate campus authorities; (2) are in good academic standing at the last college or university attended; and (3) have attained a grade point average of at least 2.5 in the last 60 semester (90 quarter) units attempted.

Applicants for second baccalaureate degrees should use the undergraduate CSU application. To make sure that the proper application is used, please check the admissions information on the website <<http://www.csupomona.edu/~admissions>> or call the Office of Admissions and Outreach at (909) 869-5299.

### Postbaccalaureate and Graduate TOEFL Requirement

All graduate and postbaccalaureate applicants, regardless of citizenship, whose preparatory education was principally in a language other than English must demonstrate competence in English. Those who do not possess a bachelor's degree from a postsecondary institution where English is the principal language of instruction must receive a minimum score of 550 (paper-based)/213 (computer-based) for all programs except for MBA and Urban and Regional Planning: 580 (paper-based)/237 (computer-based); and English: 585 (paper-based)/238 (computer-based).

### International (Foreign) Student Admission Requirements

The CSU must assess the academic preparation of international students. For this purpose, "international students" include those who hold U.S. visas as students, exchange visitors, or in other nonimmigrant classifications.

The CSU uses separate requirements in the admission of international students. Verification of your English proficiency (see the section on TOEFL Requirement for undergraduate applicants), financial resources, and academic performance are all important considerations. Academic records from non-U.S. institutions must be on file at least eight weeks prior to the beginning of the term applied for, and, if not in English, must be accompanied by a certified English translation.

The university's strong curricular orientation toward performance and production well suits the academic needs of not only California but also other nations. For that reason, for decades Cal Poly Pomona has been committed to making an important contribution in the field of international education. Qualified students from all countries are encouraged to apply for admission and should use the following regulations as guidelines.

1. Application forms can be obtained from the Office of Admissions and Outreach. Note: All documents and test scores must be submitted at least ten weeks prior to the beginning of the term applied for.
2. All applicants must meet admission standards for English language proficiency. Please see section on TOEFL requirement.
3. Cal Poly Pomona requires that original or certified copies of all original academic documents from non-U.S. institutions be submitted. The required documents include the complete official academic record (showing all course titles, dates taken and grades received), and academic diplomas or certificates awarded. These documents must be in the original language of issue. Official English translations must be provided as well as the official academic credentials in the original language. Applicants who have attended any U.S. institutions must request that official transcripts be sent directly from all of those institutions; certified copies of U.S. transcripts are not acceptable. Applicants to Master's or Credential programs must submit records from all post-secondary education. Applicants for undergraduate programs must submit records from all secondary and post-secondary education.
4. International students who were granted F or J visas on the basis of their admission to another college or university are expected to complete at least one quarter or semester at that institution. Visa students who are transferring from another U.S. college or university will not be considered for admission unless they have earned at least a 2.5 GPA.
5. Permission to transfer from one school to another must be obtained in accordance with the regulations of the United States Immigration Service.
6. The U.S. Immigration Service requires undergraduate F or J visa students to carry a minimum study load of 12 quarter units. Visa students in graduate programs must carry not less than 8 units. International students are required by immigration regulations to be making satisfactory progress towards their educational objective.
7. All F or J visa students are required to carry health insurance.

Prospective students who wish further immigration information should contact the International Student Advisor in the International Center. Prospective international students should direct admission inquiries to the Coordinator of International Admissions in the Admissions Office.

### Insurance Requirement

Effective August 1, 1995, as a condition of receiving an I-20 or IAP-66 form, all F-1 and J-1 visa applicants must agree to obtain and maintain health insurance as a condition of registration and continued enrollment in the California State University. It is a requirement of enrollment at Cal Poly Pomona that all F-1 and J-1 visa holders purchase the approved campus health insurance policy. Effective Fall quarter 1999, international students on F-1 or J-1 visas will be automatically billed through the Cashier's Office for yearlong health insurance coverage. Students are billed once each academic year for insurance, from the first quarter of enrollment to the end of the summer quarter. The annual premium is around \$500.

Cal Poly Pomona does not have provisions for students to waive out of the insurance program. There is no exception to this rule. Further information may be obtained from the International Center, Building 1, Room 104.

### High School Students

Students still enrolled in high school will be considered for enrollment in certain special programs if recommended by the principal and the appropriate campus department chair and if preparation is equivalent to that required of eligible California high school graduates. Such admission is only for a given program and does not constitute the right to continued enrollment.

### Adult Students

As an alternative to regular admission criteria, an applicant who is 25 years of age or older may be considered for admission as an adult student if he or she meets all of the following conditions:

1. Possesses a high school diploma (or has established equivalence through either the Tests of General Education Development or the California High School Proficiency Examination).
2. Has not been enrolled in college as a full-time student for more than one term during the past five years.
3. If there has been any college attendance in the past five years, has earned a C average or better in all college work attempted.

Consideration will be based upon a judgment as to whether the applicant is as likely to succeed as a regularly admitted freshman or transfer student and will include an assessment of basic skills in the English language and mathematical computation.

### Reapplication After Failure to Enroll

Applicants who fail to register for the quarter for which they have been accepted will have their admission eligibility canceled. A new application and application fee must then be filed, and admission requirements existing for the term of the new application must be met.

All transcripts on file for students who apply but do not attend are kept for two years if the student so requests. These transcripts may be used for admission during that period. However, transcripts of any additional work completed since the original transcripts were filed must be requested by the applicant from the college(s) attended, as part of the new application procedure.

### Returning Students

Students who have been absent without prior approval for more than two quarters must apply for readmission. An application fee is charged before re-entry in such cases. An application with fee also must be filed by any student who enrolls elsewhere during an absence, with the

following exceptions: (1) a summer session or extension program; (2) dual registration, with prior approval; (3) concurrent or visitor enrollment in another California State University. A student who was disqualified following the last term of attendance and has not been enrolled for more than two quarters must file an application for re-admission as a returning disqualified student.

Immigration regulations for international students who have been absent without prior approval supersede Cal Poly Pomona policy. International students should consult with an International Student Advisor.

Returning students who have previously been enrolled at Cal Poly Pomona but have not been enrolled for five years or more will be required to submit new transcripts from all previous institutions attended in order to be re-admitted. Transcripts from previous institutions attended which are submitted for admissions purposes will not be maintained beyond five years after a student ceases to be enrolled at this institution.

### Returning Veterans (Military or Alternative Service)

Students at Cal Poly Pomona entering active U.S. military service or approved alternative service are eligible for continuing student status following active service. Time served in active military or approved alternative service, including the entire quarter in which the student entered the service and the entire quarter in which he or she was discharged, will not be counted as a break in attendance in determining continuing student status.

### Transfer Within State Universities or Colleges

Students enrolled in a California State University are eligible for admission at any other institution in the system, provided they are in good standing. Students on probation at their resident campus may apply for admission as transfer students to another campus in the system, subject to that institution's policy and space availability. A complete application is required, including fee, all official transcripts, and test score reports.

### Visitors Within CSU

Students enrolled at any California State University may transfer temporarily to another CSU campus in visitor status, if they have completed 12 units with a 2.0 grade point average at the home campus, are in good standing, and are eligible to register in continuing status. Visitor transfers are approved for one term only and are subject to space availability and enrollment priority policies at the host campus. Enrollment as visitor transfers may be repeated after re-enrollment at the home campus. This opportunity may be particularly valuable to students whose educational progress can be enhanced by attending a full summer quarter at Cal Poly Pomona. Concurrent enrollment (see below) is not permitted during visitor status. Current Cal Poly Pomona students wishing to transfer temporarily to another CSU campus should obtain the appropriate form from the Registrar's Office. Visitor forms are to be approved at the home campus.

### Concurrent Enrollment Within CSU

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

application forms available from the Registrar's Office, (909) 869-3000. Concurrent enrollment applications are to be approved at the home campus.

International students on visas should consult with the International Student Advisor in the International Center before finalizing plans.

### Cross Enrollment at University of California or California Community Colleges

Undergraduate students enrolled in the California State University may enroll, without formal admission and without payment of additional State University Fees, in a maximum of one course per academic term at a campus of either of the other systems on a space available basis and at the discretion of the appropriate campus authorities on both campuses. Enrollment in pre-collegiate courses is excluded.

A student is qualified to cross enroll if the student has met all of the following requirements.

1. completed at least one term at the home campus as a matriculated student
2. enrolled for a minimum of six units for the current term
3. earned at grade point average of 2.0 (grade of C) for work completed
4. paid appropriate tuition and fees at home campus for the current term
5. completed appropriate academic preparation as determined by host campus
6. is a California resident

Details on cross enrollment conditions and procedures are available from the Office of Admissions and Outreach and/or Registrar's Office.

International students on visas should consult with the International Student Advisor in the International Center before finalizing plans.

### Determination of Residence for Nonresident Tuition Purposes

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

The following statement of the rules regarding residency determination for nonresident tuition purposes is not a complete discussion of the law, but a summary of the principal rules and their exceptions. The law governing residence determination for tuition purposes by the California State University is found in California Education Code Sections 68000-68090, 68120-68134, and 89705-89707.5, and in Title 5 of the California Code of Regulations, Sections 41900-41916.

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

maintaining California registration and driver's license; maintaining active savings and checking accounts in California banks; and maintaining permanent military address and home of record in California if one is in the military service.

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

In general, an unmarried minor citizen or noncitizen (a person under 18 years of age) derives legal residence from the parent with whom the minor maintains or last maintained his or her place of abode. The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by the relinquishment of a parent's right of control.

A married person may establish his or her residence independent of spouse.

The law governing residence determination for tuition purposes excludes F and J visa holders from eligibility, regardless of length of residency in California.

A noncitizen may establish his or her residence, unless precluded by the Immigration and Nationality Act from establishing domicile in the United States.

Nonresident students seeking reclassification are required by law to complete a supplemental questionnaire concerning their dependence status.

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

Quarter Term Campuses		Semester Term Campuses	
Fall	September 20	Fall	September 20
Winter	January 5 (Stanislaus only)	Winter	January 5
Spring	April 1	Spring	January 25
Summer	July 1	Summer	June 1

The residence determination dates for the four stages on CalState/TEACH are as follows:

Stage 1	September 20
Stage 2	January 5
Stage 3	June 1
Stage 4	September 20

There are several exemptions from nonresident tuition, including:

1. Persons below the age of 19 whose parents were residents of California but who left the state while the student, who remained, was still a minor. When the minor reaches age 18, the exception continues until the student has resided in the state the minimum time necessary to become a resident.
2. Minors who have been present in California with the intent of acquiring residence for more than a year before the residence determination date, and entirely self-supporting for that period of time. The exception continues until the student has resided in the state the minimum time necessary to become a resident.
3. Persons below the age of 19 who have lived with and been under the continuous direct care and control of an adult or adults, not a parent,



for the two years immediately preceding the residence determination date. Such adult must have been a California resident for the most recent year. The exception continues until the student has resided in the state the minimum time necessary to become a resident.

4. Dependent children and spouse of persons in active military service stationed in California on the residence determination date. There is no time limitation on this exception unless the military person transfers out of California or retires from military service. If either of those events happen, the student's eligibility for the exception continues until he or she resides in the state the minimum time necessary to become a resident.
5. Military personnel in active service stationed in California on the residence determination date for purposes other than education at state-supported institutions of higher education. This exception continues until the military personnel has resided in the state the minimum time necessary to become a resident.
6. Military personnel in active service in California for more than one year immediately prior to being discharged from the military. Eligibility for this exception runs from the date the student is discharged from the military until the student has resided in state the minimum time necessary to become a resident.
7. Dependent children of a parent who has been a California resident for the most recent year. This exception continues until the student has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.
8. Graduates of any school located in California that is operated by the United States Bureau of Indian Affairs, including, but not limited to, the Sherman Indian High School. The exception continues so long as continuous attendance is maintained by the student at an institution.
9. Certain credentialed, full-time employees of California school districts.
10. Full-time CSU employees and their children and spouses; State employees assigned to work outside the State and their children and spouses. This exception continues until the student has resided in the state the minimum time necessary to become a resident.
11. Children of deceased public law enforcement or fire suppression employees who were California residents, and who were killed in the course of law enforcement or fire suppression duties.
12. Certain amateur student athletes in training at the United States Olympic Training Center in Chula Vista, California. This exception continues until the student has resided in the state the minimum time necessary to become a resident.
13. Federal civil service employees and their natural or adopted dependent children if the employee has moved to California as a result of a military mission realignment action that involves the relocation of at least 100 employees. This exception continues until the student has resided in the state the minimum time necessary to become a resident.
14. State government legislative or executive fellowship program enrollees. The student ceases to be eligible for this exception when he or she is no longer enrolled in the qualifying fellowship.
15. Students, other than nonimmigrant aliens, who have attended a California high school full-time or three or more years and who have graduated or attained the equivalent thereof. Undocumented international students who meet these requirements must file an Affidavit with the University indicating they have applied for legal immigration status or will do so as soon as they are eligible to do so.

Any student wishing to dispute a final campus decision on residence classification only, may appeal in writing to the Office of General Counsel (address below) within 120 calendar days of the campus decision.

The California State University  
Office of General Counsel  
401 Golden Shore  
Long Beach, CA 90802-4210

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

The student is cautioned that this summation of rules regarding residency determination is by no means a complete explanation of their meaning. Changes may have been made in the rate of nonresident tuition and in the statutes and regulations governing residence for tuition purposes in California between the time this catalog is published and the relevant residence determination date. Students are urged to review the statutes and regulations stated above.

### Use of Social Security Number

Applicants are required to include their Social Security number in designated places on applications for admission pursuant to the authority contained in Section 41201 of Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code (26, U.S.C. 6109). The University uses Social Security number to identify students and their records, including financial aid eligibility and disbursement, and the repayment of financial aid and other debts payable to the institution. Also, the Internal Review 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. This information is used by the IRS 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.

International applicants who do not have a U.S. social security number should leave the space blank on the application form. The Office of Admissions and Outreach will allocate a student ID number for admission and enrollment purposes. After enrollment at Cal Poly Pomona, international students may apply for and receive a U.S. social security number. If an international student wishes to use that number as the official student ID number (s)he should have the university record updated by the Registrar's Office.

## REGISTRATION

### General Procedures

This university employs an early registration plan whereby students schedule classes and pay fees approximately six to eight weeks before the beginning of a quarter. Those students who preschedule their classes will receive fee bills in the mail. Registration fees **MUST** be received in the university Cashier's Office no later than the deadline date indicated on the fee statement. Postmarked dates are not acceptable. If the student does not pay the fees on time, preregistration is cancelled and courses are removed. For specific dates and payment deadlines, use the Academic Calendar in the Schedule of Classes or access website at [www.csupomona.edu/registrar](http://www.csupomona.edu/registrar).

All newly admitted and currently enrolled students are eligible to register for the upcoming quarter's classes during the two-week preregistration period. A person who applied late or who is admitted late is not assured of classes or that an evaluation of transfer credit will be prepared before classes begin.

Registration appointments are available via the web to all eligible students two weeks prior to the preregistration period. Registration holds must be cleared prior to the appointment time through the end of the preregistration period.

Registration instructions for continuing students are included in the Class Schedule issued prior to the beginning of each quarter. The Class Schedule may be purchased at the Bronco Bookstore.

Credit for a course is given only when a student is properly registered in the university and successfully completes the course. An individual is not properly registered until all required registration forms have been filed at the Registrar's Office, and fees paid. A student may not be admitted to a course unless properly registered in the university.

### Determination of Competence in English and Mathematics (Executive Order 665)

Executive Order No. 665 (EO 665) was issued by the California State University System to establish system-wide requirements to bring students who need preparatory work up to competency levels in English and Mathematics. Minimum standards have been established for campus compliance. Students must be placed in the appropriate preparatory courses in the first quarter of attendance. All required preparatory work must be completed within one year from the date of enrollment.

The following reflects the policies established for compliance with EO 665 at Cal Poly Pomona beginning with the fall 1998 quarter:

- All undergraduate students admitted to Cal Poly Pomona must have proof of exemption or take the English Placement Test (EPT) and/or Entry Level Mathematics (ELM) at the earliest possible date. Test scores must be on file at Cal Poly Pomona prior to registering for classes.
- If test results from the EPT/ELM indicate that preparatory course work in English and/or Math is required, students must be enrolled at Cal Poly Pomona in the appropriate course work their first quarter of attendance. All required preparatory work must be completed within one year from the date of enrollment. The mandatory course placements by test score are listed in the current Schedule of Classes.
- An alternative has been established for international students coming from abroad and/or out-of-state students. These students

may call (800) 997-8493 #5 to arrange for out-of-area testing so that scores may be received prior to course enrollment.

- Students required to take English and/or math preparatory courses will not be allowed to drop preparatory courses. Students may complete section changes (i.e., add and drop same course). Non-enrollment in or withdrawal from a quarter or more for a documented compelling reason, such as death in the family, serious illness, disability, or an accident, may result in commensurate time extension. (Students must submit a Request for Extension Form)
- Registration will be cancelled for students who do not enroll in required preparatory courses in their first quarter of enrollment.
- Students must complete with a "C" or better (2.0 or higher) all preparatory course requirements within a year (four consecutive quarters) from the date of enrollment. Students will be allowed to repeat any preparatory course only once within that period. Failure to meet these requirements will result in administrative disqualification based on lack of satisfactory progress toward the degree.
- To be re-admitted to Cal Poly Pomona, a student who has been administratively disqualified for failure to meet the EO 665 requirements must meet all admission requirements for returning and transfer students. In addition, all courses of GE Area 1, English, Communications and Critical Thinking and Area 2A, Mathematics must be completed with a grade of "C" or better.
- Policies and procedures relating to EO 665 are handled through the Office of Academic Programs.

### Placement Examinations (English Placement Test, Entry Level Math)

All students, unless exempt, must take the EPT/ELM. Exemptions are listed in the catalog section "Requirements for Bachelor's Degree." All non-exempt students must take and receive scores for the EPT/ELM examinations before enrollment in any coursework at Cal Poly Pomona. Any student who is required to take the EPT/ELM exam and has not taken and received scores will have a hold placed on his/her record and registration will not be permitted for any courses.

Those students who do not demonstrate the requisite competence in English and mathematics must enroll in appropriate preparatory courses. These courses must be taken during the student's first term of enrollment and each subsequent term until preparatory work is completed.

International students coming directly from abroad must ask the Test Center for a schedule of dates for the placement tests and be present in the U.S. before the beginning of the quarter in order to take the tests.

### Math Diagnostic Placement Test (MDPT)

See Mathematics Department for MDPT test and placement information.

### Concurrent Enrollment

Intrasystem Concurrent Enrollment Program: the California State University allows a student to be enrolled at more than one CSU campus concurrently as long as full fees have been paid at the home campus. For requirements, procedures and forms inquire at the Registrar's Office.

### Intrasystem and Intersystem Enrollment Programs

Students enrolled at any CSU campus will have access to courses at other CSU campuses on a space available basis unless those campuses or programs are impacted. This access is offered without students being

required to be admitted formally to the host campus and sometimes without paying additional fees. Although courses taken on any CSU campus will transfer to the student's home CSU campus as at least elective credit, students should consult their home campus academic advisors to determine how such courses may apply to their degree programs before enrolling at the host campus.

There are two programs for enrollment within the CSU and one for enrollment between CSU and the University of California or California community colleges. Additional information about these programs is available from the Registrar's Office.

**CSU Concurrent Enrollment** – matriculated students in good standing may enroll at both their home CSU campus and a host CSU campus during the same term. Credit earned at the host campus is automatically reported to the home campus to be included on the student's transcript at the home campus.

**CSU Visitor Enrollment** – matriculated students in good standing enrolled at one CSU campus may enroll at another CSU campus for one term. Credit earned at the host campus is reported automatically to the home campus to be included on the student's transcript at the home campus.

**Intersystem Cross Enrollment** – matriculated CSU, UC, or community college students may enroll for one course per term at another CSU, UC, or community college and request that a transcript of record be sent to the home campus.

### Maximum Unit Load

The maximum number of units an undergraduate student normally takes in any one quarter is 16, including audited courses and concurrent or dual work at other colleges or universities. Students may pre-register through the BANNER telephone registration system for up to 16 units; additional units may be added with individual instructors once the quarter begins. The normal maximum course load for graduate students is 12 units.

### Adding or Dropping Courses

Each student who preregisters and pays fees will have a study list of courses available via the web approximately one week prior to the first day of classes. The student's study list is available on the web at [www.csupomona.edu/registrar](http://www.csupomona.edu/registrar). Any changes to the study list must be made by following the procedures and appropriate deadlines as published in the Schedule of Classes. Pre-registered students who do not appear in class the first day of the quarter may be dropped from the class roll by the instructor. However, the responsibility for properly dropping classes ultimately rests with each student. Students who do not drop a scheduled class which they are not attending are subject to receiving a failing grade. See also the section in the Schedule of Classes regarding refund of fees.

Courses may be added or sections changed through the sixth class day. Students may drop a class without penalty (no entry on student's record) through the fifth calendar day of the quarter. After the 15th day of instruction, students may petition to drop a class only for serious and compelling reasons. Permission to drop during this time period will be granted only with the approval of the professor and the student's major department chair and college dean. All requests for permission to drop under these circumstances and all approvals will be made in writing on a petition to drop. A statement of the reason(s) for dropping is required. For a course dropped during this period, a "W" grade will automatically be recorded.

Dropping of courses shall not be permitted during the final three weeks of instruction except in cases in which the reason is due to

circumstances clearly beyond the student's control. Such drops may be approved for the following reasons: emotional disturbance which requires professional consultation (verification may be required); serious illness or accident resulting in considerable loss of time (verification may be required); and/or financial difficulty or other personal problems of a serious nature which require withdrawal from the university or reduction in load (verification may be required for reduction in load).

Failure in a course is not an acceptable reason for withdrawing from class during the last 15 days of instruction. Ordinarily dropping of courses during this time period will involve total withdrawal from the university. If a student does not have a validated withdrawal petition on file in the Registrar's Office, the "W" grade will not appear on the final grade report. The administrative grade of "WU" will be shown. For explanation of these grading symbols, see catalog section "Grading System." A student may improve the GPA, as a consequence of his or her receiving an F, by formally repeating the course. See "Repeated Course Policy."

### Drops – Instructor initiated

The No-show policy was modified in that instructors retain the authority to administratively drop (AD) a student from a course. However, it is a student's responsibility to ensure that he/she has been dropped from a class by following the appropriate procedures within the given time period for each quarter. A student who registers for a class and whose name appears on the class list should attend the first class meeting or drop the class prior to the first day. If a student is absent without prior notification, the instructor (or department office) may then administratively drop the student from the class. Students are cautioned never to depend on this faculty option, but to take responsibility for appropriately dropping the class. An instructor may also administratively drop a student who does not meet prerequisite requirements for the course. These administrative drops shall be without penalty and must be filed by the instructor with the Registrar's Office no later than the end of the sixth day of instruction.

### Auditing Courses

Auditing a course is attending a class for no credit. A student must be registered and must have paid fees in order to audit a course. Audited courses must be included on the student's official program of study and they are designated by AU beside the course unit listing. A special audit card must also be signed by the instructor and returned to the Registrar's Office by the appropriate deadline. No exceptions to this policy are permitted.

Courses may be added for audit only during the add period (first through sixth day). There is no preregistration to audit a course. Once a student has decided to audit a course or take a course for credit, the student cannot switch this status. The student's college dean must approve the decision for a student who has audited a class to subsequently repeat that course for credit.

### Holding of Records

Student records may be placed on a hold status because of financial or other obligations to the university. Depending on the severity of the hold, registration, grades, confirmation of graduation, transcripts, and accounts receivable may be affected. Students may view their registration-related holds online at [www.csupomona.edu/registrar](http://www.csupomona.edu/registrar). It is the responsibility of the student to clear a registration hold prior to attempting to register. Other types of holds will be noted in the student record file and it is the responsibility of the student to fulfill hold obligations prior to receiving certain services within the university. All holds are cleared by the department that issued the hold. Legal authority

for these actions is cited in Sections 42380 and 42381 of Title V of the California Code of Regulations.

### **Transfer to Other Institutions**

A student who plans to transfer from this university to another college or university, should, at the earliest possible date, request that a transcript of record be forwarded by the Registrar's Office (see "Fees and Expenses Schedule" for charges) to the new institution. Evaluation of transcripts will be made by the new institution.

### **Leave of Absence (Planned Educational Leave)**

When a student finds it necessary to interrupt progress toward a degree for a reason related to the educational objective and acceptable to the appropriate university authorities, the student may be granted a leave of absence. A student on leave of absence may, upon return from the leave, continue in the same program that the student had prior to the leave, and the student retains the right to elect requirements in effect at the time of entrance or reentrance into the curriculum. Only students in good standing are eligible for a leave of absence.

A leave of absence will be granted when the student has filed an approved petition with the Registrar's Office. The leave petition, which must be approved by the department chair, or graduate coordinator and school dean, shall specify the reasons for the leave and the duration of the leave. A student granted a leave of absence has a commitment from the university to be reinstated in good standing. This commitment must be validated by a written notice of return from leave for the quarter of return specified in the leave application submitted to the Registrar's Office no later than two weeks prior to the prescheduling of continuing students for that quarter.

The reason for requesting a leave must be stated completely and clearly. Students may petition for a leave of absence for such reasons as: professional or academic opportunities, like travel or study abroad, employment related to educational goals and major fields of study, or participation in field study or research projects; medical reasons, including pregnancy, major surgery, or other health-related circumstances; and financial reasons, such as the necessity to work for a specified period in order to resume study with adequate resources. Approval will depend upon the significance of the leave in furthering the student's educational objective. It is the student's responsibility to demonstrate the significant relationship between the leave of absence and the progress toward the educational objective. Leaves may be granted for a maximum of two years or eight consecutive quarters. A request for leave of absence must be filed prior to the period of absence. Retroactive leave requests will not be approved.

Failure to return from leave as specified in the approved petition will be considered withdrawal from the university. Under such circumstances, re-enrollment will require a full application for readmission under the same circumstances as any new or returning applicant including enrollment in the curriculum in effect at the time of re-enrollment.

Students may "stop-out" without filing for a leave of absence if the absence does not exceed two quarters.

International students are reminded that immigration laws governing their visas generally do not allow them to take advantage of the "stop-out" university policy. International students should always consult with the International Student Advisor before attempting a leave of absence.

### **Cancellation of Registration or Withdrawal from the Institution**

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term are

required to follow the university's official withdrawal procedures. Failure to follow formal university procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on canceling registration and withdrawal procedures is available from the University Advising Center, Building 66, Rooms 119-124. Students who withdraw from the quarter after the fifth day of classes will receive a "W" on their permanent records.

Students who receive financial aid funds must consult with their financial advisor prior to withdrawing from the university regarding any required return or repayment of grant or loan assistance received for that academic term or payment period. If a recipient of student financial aid funds withdraws from the institution during an academic term or a payment period, the amount of grant or loan assistance received may be subject to return and/or repayment provisions.

If a student is unable to withdraw from the university in person due to "serious and compelling" or "emergency" reasons and is unable to have a friend or relative obtain the necessary signatures, she/he should contact the University Advising Center (Building 66, Rooms 119-124) for assistance. Current documentation explaining the nature of the student's inability to come to campus to process the Withdrawal Petition is required. Upon receiving such documentation, UAC staff will seek the appropriate signatures and once approved, submit the Withdrawal Petition to the Registrar's Office. For assistance please call (909) 869-3211.

International students should consult with the International Student Advisor as to immigration regulations related to this university policy.

### **Return to the University**

Effective Winter 1988, returning Cal Poly Pomona students who have not maintained continuous enrollment and have no more than 24 quarter units left to take, will:

- 1) Reapply to the University;
- 2) File a petition to be allowed to complete requirements on the curriculum being followed when last enrolled;
- 3) If the petition is approved, finish all courses left to take on designated curriculum. The major department has the right to determine the relevancy and applicability to degree of outdated coursework.
- 4) Take the upper division General Education requirement;
- 5) Take and pass the Graduation Writing Test;
- 6) Apply to graduate at the proper time.

Students must have no more than a total of 36 units to take under this policy; 24 (or less) from the major curriculum plus 12 upper division units in General Education, if not already completed.

If a student's record does not meet the requirements of this policy, the student must reapply to the university and follow the current curriculum. If petition (#2) is denied, the student must follow the current curriculum when re-enrolling.

If a student wishes to complete requirements at another institution, that work must be completed within one (1) semester or two (2) quarters of last enrollment at Cal Poly Pomona.



### Undergraduate Enrollment Priorities

Departments with high enrollments may assign priorities to students wishing to enroll in undergraduate or graduate-level courses in the following order: Students admitted Fall 1998 or later who are required to take math and/or English preparatory classes will get priority for those classes only; graduating seniors with a graduation check showing that they need the class for graduation; registered students who have paid fees; students who received no classes through voice-response registration; and, lastly, continuing education students on a space available basis after regular students have enrolled in the class.

### Change of Major

Students have the opportunity, upon determining that they are pursuing a course of study in which they are not interested, to change to another major. In such cases, students should consult their advisers and the University Advising Center, Building 66, Rooms 119-124, for assistance in making the changes. Students may not change from a major to undeclared major status. Students enrolled under certain laws must obtain approval by the Veterans Administration before a change of major can be made.

International students are required to notify the International Student Advisor after changing majors so that the student's immigration document can be updated.

Transfer from one major to another does not in any way change the student's scholastic standing, nor does it constitute a break in continuous enrollment. However, students who change their major are subject to the core and support requirements in effect at the time of the change of major. Also see, the "General Education" section in this catalog regarding transfer and change of major students and GE certification.

Students requesting a change of major into an impacted program must file the required change of major petition no later than the last day of the initial application period for the quarter of the desired change. Acceptance into the new program will be on the same basis as for new applicants. This policy is subject to further change and students are advised to check with the Registrar's Office for up-to-date information.

### Curriculum Deviation

Although the university has specified a program of courses for each major, under certain conditions a student may be permitted to deviate from the established curriculum. Information regarding requests to deviate from the curriculum may be obtained from the student's adviser.

### Election of Regulations

An undergraduate student remaining in attendance in regular sessions at any California State University campus including Cal Poly Pomona, 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 Cal Poly Pomona, or (3) at the time of graduation. Cal Poly Pomona campus authorities may authorize or require substitutions for discontinued courses and 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 calendar year (January 1 through December 31). 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.

Cal Poly Pomona may prescribe that particular academic requirements be met within as few as seven years of the date of award of the degree.

All colleges/schools evaluate incoming students on the current curriculum for their major/core and support areas. Questions on this matter should be directed to the student's advisor or department chair.

For additional information on compliance see the Associate Vice President for Academic Programs, Building 98, (909) 869-3330.

### Full-Time Equivalent and Full-time Student

Enrollment in the California State University is measured in full-time equivalent (FTE) students. One FTE is the equivalent of 15 units of student course credit taken by one or more students. One FTE could represent one student carrying 15 course-units, three students each carrying five course-units, five students each carrying three course-units, or any other student/course-unit combinations the product of which equals 15 course-units. The university's FTE enrollment is the total course-units taken by all students divided by 15.

FTE is not related to full-time student status. An undergraduate student is considered full-time for such purposes as veterans' benefits, social security benefits, athletic eligibility and other financial aids when enrolled for 12 units of credit. A full-time student is not necessarily a full-time equivalent (FTE) student. Graduate students and some, but not all, categories of postbaccalaureate students are considered full-time for many purposes when they are enrolled for eight units.

### Privacy Rights of Students in Education Records

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232(g)) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect students' privacy in their records maintained by the campus. The statute and regulations govern access to student records maintained by the campus, and the release of such records. The law provides that the campus must give students access to records directly related to the student and must also provide opportunity for a hearing to challenge the records if the student claims that they are inaccurate, misleading or otherwise inappropriate. The right to a hearing under this law does not include any right to challenge the appropriateness of a grade as determined by the instructor. The law generally requires the institution to receive a student's written consent before releasing personally identifiable data about the student. The institution has adopted a set of policies and procedures governing implementation of the statutes and the regulations. Copies of these policies and procedures may be obtained from the Director of Enrollment Services. Among the types of information included in the campus statement of policies and procedures are: 1) the types of student records maintained and the information they contain; 2) the official responsible for maintaining each type of record; 3) the location of access lists indicating persons requesting or receiving information from the record; 4) policies for reviewing and expunging records; 5) student access rights to their records; 6) the procedures for challenging the content of student records; 7) the cost to be charged for reproducing copies of records; and 8) the right of the student to file a complaint with the Department of Education. The Department of Education has established an office and review board to investigate complaints and adjudicate violations. The designated office is: Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. 20202-4605.

The campus is authorized under the Act to release "directory information" concerning students. "Directory information" may include the student's name, home address, telephone listing, electronic mail

address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors, and awards received, and the most recent previous educational agency or institution attended by the student. Cal Poly Pomona, however, does not provide the student's home address, telephone listing, or date and place of birth. It should be noted, however, that 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 that the student does not want the information released. Written objections should be sent to the Registrar's Office.

Additionally, upon appropriate request from the designated faculty advisor of a recognized student organization at Cal Poly Pomona, the Institutional Research and Planning Office will provide mailing labels. The following conditions must be met:

- The designated faculty advisor must sign a statement of responsibility regarding the privacy rights of students.

- Mailing labels are provided directly to the designated faculty advisor.
- Students within the organization may prepare material, but only faculty or staff having a legitimate educational interest may assist with the addressing of the prepared material for mailing.
- An authorized faculty or staff member mails the material.

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 have responsibilities in academic, administrative or service functions of the campus and have reason for using student records associated with their campus or other related academic responsibilities. Student records may be disclosed 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; or to other institutions to which the student is transferring).



## FEES AND EXPENSES

**SCHEDULE OF FEES, 2002-2003** (Up-to-date information available from Office of Enrollment Services).

Legal residents of California are not charged non-resident tuition. The following reflects applicable systemwide fees and nonresident tuition for both the quarter and the semester systems. (Fees are subject to change without advance notice).

### All Students

Application Fee (nonrefundable), payable by check or money order at time of application is: \$55

State University Fee for all campuses except California State University, Stanislaus:

Units	Per Semester	Per Quarter	Per Academic Year
<b>Undergraduate:</b>			
0.1 to 6.0	\$456	\$304	\$912
6.1 or more	\$786	\$524	\$1,572
<b>Graduate:</b>			
0.1 to 6.0	\$504	\$336	\$1,008
6.1 or more	\$867	\$578	\$1,734

### Nonresident Students (U.S. and foreign)

Nonresident Tuition (in addition to other fees charged all students) for all campuses:

Charge Per Unit	Quarter	Semester
	\$188	\$282

The total fee paid per term will be determined by the number of units taken, including those in excess of 15.

Mandatory systemwide fees are waived for those individuals who qualify for such exemption under the provisions of the California Education Code (see section on fee waivers).

### Credit Cards

VISA and Master Charge bank credit cards may be used for payment of student fees. Each fee bill includes instructions on how to pay with a credit card. Students wishing to use their credit cards for payment may either mail the completed forms to the Cashier's Office, bring them in, call the Cashier's Office at (909) 869-2010 with their credit card information, or call (909) 468-5020 during the telephone credit card payment period.

### MISCELLANEOUS FEES (Subject to change)

Application to the university (charged of all applicants—payable by check or money order at time of applying—nonrefundable)	\$55.00
Check returned for any cause	30.00
Course credit by special examination (per unit)	5.00/unit, \$25 maximum
Failure to meet administratively required appointment or time limit	20.00
Commencement (not a state fee, mandatory, non-refundable)	
Bachelor's degree	10.00
Master's degree	10.00
Diploma fee	8.00
Health facility fee (per quarter)	2.00
Student Health fee (each quarter)	45.00
I.D. card (lost/replacement \$15)	5.00

Late registration	25.00
Late registration fee for adding courses beyond deadline (per class)	10.00
Library	See schedule in library
Lost book fees excessive use fee + replacement cost + service charge	\$13.30
Parking fee (per quarter)	
Automobiles	72.00
Motorcycles/Mopeds	9.00
Transcript of record	4.00
Associated Students, Inc. membership fee (not a state fee)	
Fall quarter	18.00
Winter, Spring quarter, each	12.00
Summer quarter	5.00
University Union fee (not a state fee)	
Fall, Winter, Spring quarter	42.00
Summer quarter	9.00
Instructionally Related Activities Fee:	
Fall quarter	16.00
Winter quarter	12.00
Spring quarter	12.00
American Dietetics Association Transcript Evaluation Fee	
Enrolled students	20.00
Non-Cal Poly Pomona students	25.00
Credential Evaluation (non-Cal Poly Pomona students)	25.00
Credential Processing Fee	25.00
Emergency Credential Processing Fee	15.00
Education Code, Section 23801	
Education Code, Section 23805	
Sponsored Program Fee per quarter (for certain foreign students only)	200.00
Athletic Fee - fall, winter, spring (per quarter)	6.00

Dependent on the time of withdrawal from the university, a student may be entitled to a partial refund of fees if applied for at the time of withdrawal. See section on "Withdrawal from the University." There may be specially related fees in selected courses. Such fees will be listed in the course description.

### Procedures for the Establishment or Abolishment of a Student Body Fee

The law governing the California State University provides that fees defined as mandatory, such as a student body association fee and a student body center fee, may be established. A student body association fee must be established upon a favorable vote of two-thirds of the students voting in an election held for this purpose (Education Code, Section 89300). A student body center fee may be established only after a fee referendum is held which approves by a two-thirds favorable vote the establishment of the fee (Education Code, Section 89304). The student body fee was established at Cal Poly Pomona by student referendum. The campus President may adjust the student body association fee only after the fee adjustment has been approved by a majority of students voting in a referendum established for that purpose (Education Code, Section 89300). The required fee shall be subject to referendum at any time upon the presentation of a petition to the campus President containing the signatures of 10 percent of the regularly enrolled students at the University. Once bonds are issued, authority to set and adjust student body center fees is governed by provisions of the State University Revenue Bond Act of 1947 including but not limited to Education Code, sections 90012, 90027, and 90068. Student body association fees support a variety of cultural and recreational programs, childcare centers, and special student support programs.



The process to establish and adjust other campus-based mandatory fees requires consideration by the campus fee advisory committee and sometimes a student referendum. The President may use alternate consultation mechanisms if he/she determines that a referendum is not the best mechanism to achieve appropriate and meaningful consultation. Results of the referendum and the fee committee review are advisory to the President. The President also may request the Chancellor to establish the mandatory fee. Authority to adjust fees after consideration by the campus fee advisory committee and the completion of a student referendum is delegated to the President.

**Refund of Fees Including Nonresident Tuition**

Regulations concerning the refund of mandatory fees, including nonresident tuition, for students enrolling at the California State University are included in §41802 of Title 5, California Code of Regulations. For purposes of the refund policy, mandatory fees are defined as those systemwide fees and campus fees that are required to be paid in order to enroll in state-supported academic programs at the California State University. Refunds of fees and tuition charges for self-support programs at the California State University (courses offered through extended education) are governed by a separate policy established by the University.

In order to receive a full refund of mandatory fees, including nonresident tuition, a student must cancel registration or drop all courses prior to the first day of instruction for the term. Information on procedures and deadlines for canceling registration and dropping classes is available in the Schedule of Classes.

For state-supported semesters, quarters, and non-standard terms or courses of four (4) weeks or more, a student who withdraws during the term in accordance with the university's established procedures will receive a refund of mandatory fees, including nonresident tuition, based on the portion of the term during which the student was enrolled. No student withdrawing after the 60 percent point in the term will be entitled to a refund of any mandatory fees or nonresident tuition.

For state-supported semesters, quarters, and non-standard terms or courses of less than four (4) weeks, no refund of mandatory fees and nonresident tuition will be made unless a student cancels registration or drops all classes prior to the first day in accordance with the university's established procedures and deadlines.

Students will also receive a refund of mandatory fees, including nonresident tuition, under the following circumstances:

- The tuition and mandatory fees were assessed or collected in error;
- The course for which the tuition and mandatory fees were assessed or collected was cancelled by the university;
- The university makes a delayed decision that the student was not eligible to enroll in the term for which mandatory fees were assessed and collected and the delayed decision was not due to incomplete or inaccurate information provided by the student; or
- The student was activated for compulsory military service.

Students who are not entitled to a refund as described above may petition the university for a refund demonstrating exceptional circumstances. The chief financial officer of the university or designee may authorize a refund if he or she determines that the fees and tuition were not earned by the university.

Refunds for students receiving financial aid will be determined according to federal, state, and University guidelines. Detailed information concerning financial aid policies for refunds may be

obtained from the Office of Financial Aid. Information concerning refund of fees and forms may be obtained at Student Accounts/Cashier Services. All refund requests are processed according to the deadlines posted each quarter.

**Nonresident Tuition Fee Waiver**

California school district employees who are not yet legal residents of California may be exempted from the nonresident tuition fee if they are provisionally certificated, employed full-time by a school district in a position requiring certification, and if they are working toward fulfilling regular California credential requirements or completing a fifth year of study.

Children or spouses of the California State University employees are also eligible to apply for exemption from the nonresident fee.

**Expenses (Estimated)**

A student enrolling under the auspices of an agency supplying educational assistance should check in advance with the agency representative regarding payment of fees and/or costs.

The total cost for students living away from home will vary. However, typical costs will amount to approximately \$9,200 for a three-quarter school year, excluding personal and transportation expenses.

Total expenses for nonresident and foreign students will be higher, as they will include tuition fees not required of legal California resident students.

**Typical On-Campus Expenses for One Quarter**

Associated Students, Inc. membership fee (not a state fee)	
Fall quarter	18.00
Winter, Spring quarter, each	12.00
Summer quarter	5.00
State University Fee	
Undergraduate	
0-6.0 units	276
6.1 and over	476
Graduate	
0-6.0 units	292
6.1 and over	502
Residence Halls (19 meals per week—	
2001/02 double occupancy)	2,108
University Village Apartments (double occupancy)	945
Utilities (estimated)	600
Books and supplies (estimated)	250
Athletic Fee—fall, winter, spring (per quarter)	6
Student Union Fee—fall, winter, spring, summer (per quarter)	9
Parking	36
Health Facility Fee	2
Student Health Fee each quarter	45
Instructionally Related Fee—fall	16
winter/spring	12

Provision should be made for personal expenses which average \$300 per quarter.

The student majoring in one of the environmental design disciplines should be prepared for expenditures that are somewhat greater than average. Experience has indicated that students spend from \$150 to \$250 per quarter for materials, equipment, and supplies during their initial year as environmental design students.

**Fees and Debts Owed to the Institution**

Should a student or former student fail to pay a fee or a debt owed to the institution, the institution may "withhold permission to register, to



use facilities for which a fee is authorized to be charged, to receive services, materials, food or merchandise or any combination of the above from any person owing a debt" until the debt is paid (see Sections 42380 and 42381 of Title 5, California Code of Regulations).

Prospective students who register for courses offered by the university are obligated for the payment of fees associated with registration for those courses. Failure to cancel registration in any course for an academic term prior to the first day of the academic term gives rise to an obligation to pay student fees including any tuition for the reservation of space in the course.

The institution may withhold permission to register or to receive official transcripts of grades or other services offered by the institution from anyone owing fees or another debt to the institution. If a person believes he or she does not owe all or part of an asserted unpaid obligation, that person may contact Student Accounts/Cashier Services. The Office of Student Accounts/Cashier Services, or another office on campus to which the Office of Student Accounts/Cashier Services may refer the person, will review all pertinent information provided by the person and available to the campus, and advise the person of its conclusions.

**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 systemwide cost of education is defined as total support expenditures (State University Fee revenue and General

Fund support appropriations) divided by the number of full-time equivalent students. The total 2002/03 State General Fund appropriation to the CSU (not including capital outlay funding in the amount of \$481,178,000) is \$2,680,280,000 and campus budgeted State University Fee Revenue is \$533,430,000 for a total of \$3,213,710,000. The \$3,213,710,000 total cost of education for CSU must provide support for a projected 321,132 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 2002/03 systemwide cost of education per full-time equivalent student is \$10,007. Of this amount, the average student fee support per FTE is \$1,926. (The State University Fee and campus fees that must be paid to apply to, enroll in, or attend the university are included in the average costs paid by the students. Individual students may pay less or more than \$1,926, depending on the campus and whether student is attending part-time/full-time, or is resident/nonresident student. Also, other campus fees may be charged that are not required of all enrolled students, which include user and penalty/deposit fee types).

2002/2003	Amount	Average Cost Per FTE Student	Percentage
Total Cost of Education*	\$3,213,710,000	\$10,007	100.0
• State Appropriation**	2,680,280,000	8,346	83
• Student Fee Support	533,430,000	1,661	17

## FINANCIAL AID

Cal Poly Pomona offers a variety of financial aid programs to assist students with college costs. Grants, work opportunities, loans and scholarships totaling more than \$54 million are funded each year through federal, state, private and University sources. The following information describes three different types of resources: (1) aid programs for students with financial need; (2) academic or merit scholarships awarded without consideration of need; and (3) alternative financing options available to students and parents. Fifty percent of Cal Poly Pomona's students receive aid through one or more of these options.

Although every effort is made to present the most accurate and up-to-date information, this information is subject to change due to alterations in federal, state, University or lender policy or procedures. For additional information, please contact the Office of Financial Aid. Staff members are available to assist both students and parents in obtaining the maximum resources available.

International students are ineligible to apply for any form of U.S. government financial aid. International students should pursue private sources of financial aid, including institutional aid from Cal Poly Pomona colleges and departments. The International Center administers a scholarship and no-interest program for international students as well.

### NEED-BASED PROGRAMS

**Qualifications:** To receive aid through the need-based grant, loan and/or employment programs, students must (1) have financial need; (2) have a high school diploma or a GED; (3) be enrolled as a regular student working towards a degree or certificate in an eligible program; (4) be a U.S. citizen or eligible noncitizen; (5) have a social security number; (6) make satisfactory academic progress; and (7) register with the Selective Service, if required.

Financial need is determined by comparing the student's total educational costs with the amount the student's family can reasonably be expected to contribute. Total educational costs include fees, room and board, books, transportation and personal expenses.

Costs vary depending on the student's residency status, number of credits, room and board arrangements, as well as the choices they make concerning personal and transportation expenses.

Each student's family contribution is based on the student's income and assets, parents' income and assets (if applicable), family size, number of family members attending college, etc. This information is provided by the student on the Free Application for Federal Student Aid (FAFSA) and is used in a formula, established by the U.S. Congress to determine the student's financial need, as follows:

$$\begin{array}{l} \text{Total cost of education} \\ - \text{Expected family contribution} \\ = \text{Amount of financial need} \end{array}$$

**APPLICATION PROCESS FOR NEED-BASED PROGRAMS.** Students applying for need-based financial aid must complete the following steps:

#### Step 1 (The Application)

Students must complete the Free Application for Federal Student Aid (FAFSA) and include Cal Poly Pomona's school code number, 001144. Students may apply online at <<http://www.fafsa.gov/>>. California residents who wish to apply for a Cal Grant must also complete a GPA Verification Form. The FAFSA and GPA Verification Form are available December 1 at all high schools and colleges in California.

New students should not wait to be admitted to the University to apply for financial aid. The earlier the application, the better the chance that funds will be available. Students must reapply for aid each year. Students should complete this application as early as possible after January 1, but no later than the priority filing deadline of March 2.

#### Step 2 (Request for Documents)

Approximately four weeks after the FAFSA is mailed, the central processing agency will send a Student Aid Report (SAR) to the student and electronically transfer the application to the Office of Financial Aid. Upon review of the information included on the FAFSA, the Office of Financial Aid will notify applicants if any additional information is needed (e.g., copies of federal tax returns, etc.).

#### Step 3 (Application Review and Awarding)

As application files are completed and reviewed by the Financial Aid staff, students are notified by mail of their eligibility for financial aid. Students who qualify will receive a Financial Aid Offer letter outlining the types and amounts of awarded financial aid. Information is also provided at that time giving details about maintaining eligibility and the disbursement of aid. Typically, aid is disbursed at the beginning of each quarter. Financial Aid awards are based on full-time units (12 units or more). Some financial aid is adjusted if the student is enrolled in less than full-time units. Adjustments are made for three-quarter time (9-11 units), half-time (6-8 units), and less than half-time (1-5 units). Some aid types are not available for less than half-time enrollment.

New applicants for Cal Grants will be notified by the California Student Aid Commission of their eligibility for Cal Grants; renewal recipients will be notified by the Cal Poly Pomona Office of Financial Aid.

### TYPES OF NEED-BASED PROGRAMS

Eligible students are offered a "package" which may consist of a combination of grants, work opportunities, and loans. Awards are based on each student's eligibility and the availability of funds at the time the aid application is received and completed.

The following programs are available to students who qualify for need-based assistance:

#### Grants (Aid that does not have to be repaid.)

Federal Pell Grant is a grant for students who have not earned a bachelor's or professional degree. Students seeking a teacher credential are eligible to apply for the Pell Grant.

Federal Supplemental Educational Opportunity Grant (SEOG) is a federal grant for students with exceptional financial need. Recipients must be eligible for the Pell Grant.

Cal Grants A, B and T are state grants awarded to California residents on the basis of financial need and grade point average. Initial awards are determined by the California Student Aid Commission. Renewal awards are determined by Cal Poly Pomona based on state criteria.

Cal Grant A awards are for fees.

Cal Grant B awards cover fees and provide a monthly living allowance. Freshman recipients receive a living allowance; beginning with the sophomore year, recipients receive funds for both fees and living allowance.

Cal Grant T awards are for students who already have a bachelor's degree and are enrolled in programs of preparation for the California Teaching Credential. Eligibility is based on financial need and grade

point average. The grant is for fees and is awarded for one year only. A condition of the award is that the recipient must agree to teach for one year at a low performing school. Recipients who fail to meet the teaching obligation will be required to repay the Cal Grant T in full.

Educational Opportunity Grant (EOP) is a state grant for undergraduate students who meet specified need criteria and are admitted to the University through EOP.

State University Grant (SUG) is a state grant for fees for California resident undergraduate and graduate students with financial need. Cal Grant recipients are not eligible for SUG.

Cal Poly Pomona Grant (CPP) is a university grant for undergraduate and graduate students to assist with payment of fees.

### Loans (Aid that has to be repaid)

Federal Perkins Loan is a federal loan for undergraduate and graduate students. The interest rate is 5 percent and repayment begins six months after the student ceases to be enrolled at least half-time.

Federal Stafford Loan is a federal loan for undergraduate and graduate students. The award ranges from \$500 to the maximum shown below.

Freshman	\$ 2,625
Sophomore	3,500
Other Undergraduate	5,500
Graduate	8,500

Independent undergraduate students and graduate/professional degree students may qualify for additional unsubsidized loan eligibility as follows:

Freshman/Sophomore	\$ 4,000
Other Undergraduate	5,000
Graduate	10,000

The interest rate is variable with a cap of 8.25 percent. Repayment of principal begins six months after the student ceases to be enrolled at least half-time. For students who have financial need, the loan is subsidized, and the government pays the interest while the student is in school. For students who do not have financial need, the loan is unsubsidized and students make interest only payments while in school or defer payment of the interest until repayment of the principal begins.

### Employment (Aid that has to be earned)

Federal Work Study is a federally subsidized program through which students earn funds for educational expenses. Work opportunities are both on and off campus and include positions in research, tutoring, community service, administration and office operations, computing and library services and more. Awards range from \$1,500 to \$3,000.

### Academic and Merit Scholarships

Scholarships are offered by various organizations, businesses and community groups. These awards are often based on merit, talent, community service or organizational affiliation. Financial need is a criterion for some, but not all of these awards.

Scholarships are administered through the individual colleges, the Office of Financial Aid, and various private agencies and organizations. To be considered for the awards administered through each of these sources, students must:

- (1) complete the University Scholarship Application and submit it to the Office of Financial Aid by January 31. Applications from entering freshmen for the University Scholars Program must be submitted no later than January 31. Applications are available in the Office of

Financial Aid or on the web at <[http://www.csupomona.edu/~financial\\_aid](http://www.csupomona.edu/~financial_aid)>

- (2) contact the college and/or department of their major field of study for information concerning awards in their specific major.
- (3) carefully review the private scholarship information available through the high schools and the Cal Poly Pomona Office of Financial Aid. Reference material is located in the Financial Aid Lobby located on the third floor of the CLA Tower. Additional scholarship information is available on the Cal Poly Pomona's Financial Aid website.

### The President's Council Scholars Program

This program, established in 1983, recognizes the academic and extracurricular excellence of selected Cal Poly Pomona students. Funded by private contributions from members of the President's Council, this award provides \$1,500 in scholarships each year to over ten students. President's Council Scholars are invited to participate in several special activities throughout the year. One student is selected from each of the University's six academic colleges, the School of Hotel and Restaurant Management, and the College of Education and Integrative Studies.

To be eligible, students must have an overall grade point average of at least 3.5, be either a junior or senior at the beginning of the academic year of the award, and must attend Cal Poly Pomona throughout the year of the award. Financial need is not a criterion for this award.

Applications will be mailed to eligible students in February, for the following academic year.

### The University Scholars Program (formerly Kellogg Scholars Program)

This program, established in 1995, recognizes and rewards the academic excellence and outstanding achievement of high school seniors graduating from California high schools.

University Scholars receive a four-year, renewable scholarship for fees and a \$450 reduction in room charges for each year they choose to live on campus.

Applicants must complete the application for admission to Cal Poly Pomona by November 30, have earned an unweighted high school grade point average of 3.75 or better, and plan to enroll as a first-time freshman at Cal Poly Pomona on a full-time basis beginning the fall of the academic year of the award. Final selection is based on a review of grade point average, strength of academic program, rank in class, leadership, community and work experience. Financial need is not a criterion for this award.

The university scholarship application is required for initial consideration as a candidate and application/transcripts must be submitted by January 31. Final award decision will be made by April 1.

Information about the program may be obtained by contacting the Office of Financial Aid.

### FEE WAIVERS

The California Education Code includes provisions for the waiver of mandatory systemwide fees as follows: Children of deceased public law enforcement or fire suppression employees who are California residents and who were killed in the course of law enforcement or fire suppression duties (referred to as Alan Patee Scholarships).

Section 66025.3 – Qualifying children, spouses, or unmarried surviving spouses of a war period veteran of the U.S. military who is totally service-connected disabled or who died as a result of service-related causes; children of any veteran of the U.S. military who has a service-

connected disability, was killed in action, or died of a service-connected disability and meets specified income provisions; qualifying dependents of a member of the California National Guard who in the line of duty and in active service of the state was killed or became permanently disabled or died of a disability as a result of an event while in active service of the state; and undergraduate students who are the recipient of or the child of a recipient of a Congressional Medal of Honor and meet age and income restrictions; and

Section 68121 – Student enrolled in an undergraduate program who is the surviving dependent of any individual killed in the September 11, 2001, terrorist attacks on the World Trade Center in New York City, the Pentagon building in Washington, D.C., or the crash of United Airlines Flight 93 in southwestern Pennsylvania, if the student meets the financial need requirements set forth in Section 69432.7 for the Cal Grant A Program and either the surviving dependent or the individual killed in the attacks must have been a resident of California on September 11, 2001.

Students who may qualify for these benefits should contact the Registrar's Office for further information and/or eligibility determination.

### ALTERNATIVE FINANCING PROGRAMS

Funding is available which allows students and families to finance their portion of educational costs over an extended period of time. Through long-term financing programs, families may finance up to their share of the total cost of education, including travel and personal expenses.

Unsubsidized Federal Stafford Loans (as described above) are available to students without consideration of financial need. Students must first complete the FAFSA but do not need to demonstrate financial need.

Federal Parent Loan for Undergraduate Students (PLUS) is a federal loan for parents of undergraduate students. Eligibility is not based on family income or financial need. Parents may not have an adverse credit history. The interest rate is variable up to a 9 percent cap.

Parents may borrow from \$500 up to the total cost of education minus any financial aid received. Repayment extends up to 10 years and payment begins 60 days after the loan is received.

Short term loans are available through University Financial Services to undergraduate and graduate students for books, supplies, fees or unexpected expenses. Amounts range from \$50 to \$250, or the amount of fees. Financial need is not a criterion. Applicants must have a 2.0 GPA (3.0 for graduates), not have any outstanding financial obligations to the University, and have a source of repayment.

Cal Poly Pomona students have the option to pay their fees (and tuition where applicable) on an installment plan. Payment plan information is available through University Financial Services.

### FINANCIAL AID SERVICES

The Office of Financial Aid is located on the third floor of the CLA Tower. The phone number is (909) 869-3700; fax number is (909) 869-4757; E-mail address is [finaid@csupomona.edu](mailto:finaid@csupomona.edu).

Students may access the Cal Poly Pomona Office of Financial Aid website at [http://www.csupomona.edu/~financial\\_aid/](http://www.csupomona.edu/~financial_aid/) for general information as well as specific information concerning their individual application and financial aid award status.

Staff members are available at the Financial Aid Service Counter from Monday through Thursday 8:00 am to 6:00 pm; Friday and quarter breaks 8:00 am to 5:00 pm. Walk-in Advising is also offered. Specific hours are available by contacting the Office of Financial Aid.

### INSTITUTIONAL AND FINANCIAL ASSISTANCE INFORMATION

The following information concerning student financial assistance may be obtained from the Office of Financial Aid:

1. Student financial assistance programs, including state grants, available to students who enroll at Cal Poly Pomona.
2. Application deadlines, procedures and requirements for additional documentation.
3. The method by which assistance is distributed; how distribution decisions are made and the basis for these decisions; how expenses are considered and how financial need is determined.
4. The direct and indirect costs of attending Cal Poly Pomona, including tuition and fees, estimated books and supplies, estimated on and off campus room and board costs, estimated personal and transportation expenses, and any costs specific to a program.
5. The resources (such as parental contribution, other financial aid, personal assets) considered in the calculation of need and the amount of a student's financial need, which have been met.
6. The portion of aid awarded as grants and the portion that must be repaid or earned. If loans, the terms of the loan and repayment information. If employment, the applicable terms and conditions.
7. The refund policy as it pertains to student's receipt of federal, state and University financial aid funding.
8. The rights and responsibilities of student's receiving financial assistance; and
9. The standards that students must maintain to be considered to be making satisfactory academic progress for the purpose of establishing and maintaining eligibility for financial assistance, and procedures to be followed to regain eligibility.
10. The terms and conditions of any employment offered as financial aid.
11. The availability of community-service Federal Work Study jobs.
12. The terms, schedules, and necessity of loan repayments.
13. The availability of federal financial aid funds for study-abroad programs.
14. Annual campus security report.



## STUDENT SERVICES

### International Student and Scholar Services: The International Center

With more than 1,200 students and scholars from abroad on visas and some 4,000 California students born abroad, there is a rich cultural milieu at Cal Poly Pomona that the International Center aims to foster. International students admitted to Cal Poly Pomona and visiting international scholars are required to report to the International Center at the beginning of their first quarter for document processing. A team of professional advisors, helpful administrative support staff and trained student assistants is available daily in the International Center, Building 1, Room 104.

International students coming to Cal Poly Pomona find support services and advocacy in the International Center. The Center is available to ease arrival, help students comply with federal immigration laws and registration requirements, provide a new student orientation geared to your special needs, identify worthwhile campus programs and activities, and offer extensive advising services (immigration, personal finance, academic issues, personal concerns). International Center staff may be able to assist you with admissions and registration and to understand U.S. higher education. In-coming freshmen from abroad are strongly encouraged to enroll in a 2-unit class that is geared to improve performance and ease the transition.

As the locus for expertise on matters relating to United States Immigration and Naturalization Services (INS) regulations, we keep international students informed through timely e-mail newsletters and announcements of the pertinent rules that affect you. While most students will enter on F1 visas, for government-sponsored students, the Center will initiate IAP-66 paperwork for initial entry into the U.S. The International Centers offers programs and assistance to all students in extending visas, if this becomes necessary. A main goal is to keep all students in proper immigration status and thereby facilitate the educational process.

At the same time, the International Center aspires to be a recognized leader among international student service units nationally and periodically asks you for ideas on programs and issues that will improve programming aimed at a full, cross-cultural immersion experiences for Cal Poly Pomona international students. Leadership training, special programs informing students about local and state government, education, medical care, arts, judicial matters, business and related topics are part of the orientation course. Special trips to places of interest are part of the program. In addition, students who complete one year at Cal Poly Pomona, may apply for merit scholarships and loan funds administered by the International Center.

A number of international scholars visit Cal Poly Pomona each year, some for a few days and some for extended stays. The International Center has personnel experienced with the immigration and taxation issues that affect all such scholars and their academic hosts. Visa category has a major influence on the kinds, if any, of remuneration a scholar may receive and on the IRS requirements for income tax withholding. Academic and service units are encouraged to seek advice from the International Center before entering into arrangements that involve payments, including in-kind.

The International Center is especially interested in making contact with visiting scholars on our campus for extended stays. We want to establish more accurate numerical, geographic and disciplinary information on visiting scholars and their host units. Often the presence of a visiting scholar in one program will be of wider campus interest and the International Center aims to broaden the impact of scholars

whenever possible. The Faculty Associates of the International Center form the academic heart of the International Center, and can provide departmental contacts for visiting scholars.

For further information see <<http://www.csupomona.edu/~international>>, call 909-869-3335, or fax 909-869-3282.

### Police and Parking Services

Cal Poly Pomona places a high priority on the safety of the campus community. University Police and Parking Services is responsible for law enforcement, parking services and emergency response at Cal Poly Pomona. The department is staffed by trained professional police officers, civilian parking officers, and auxiliary personnel and is operative 24 hours a day, year-round.

California State University Police officers are vested with the same powers and responsibilities as other police officers within the state of California. Their authority is granted through legislative action defined in the California Education and Penal Codes. Their jurisdiction covers all property owned and operated by the University, including adjacent public streets and property. The officers meet the California Peace Officers' Standards and Training Commission requirements, which are mandated for all California law enforcement officers. All University police officers have full powers of arrest, and are trained in the use of weapons and carry them on campus.



The annual security report, Safety On Campus "Your right to know," includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings of property owned or controlled by Cal Poly Pomona and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as the policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a printed copy of the report by contacting Police and Parking Services or by accessing the following website: <[http://www.csupomona.edu/~public\\_safety/security\\_report](http://www.csupomona.edu/~public_safety/security_report)>

9-1-1 System: All telephones located throughout campus are connected to a 9-1-1 emergency system. The 24-hour Communications Center, which is staffed by trained dispatchers, provides telephone and two-way radio contact for emergency personnel and also serves as an after-hours contact for students, faculty, and staff. Fire and building alarms are monitored in this center.

**Crime Reporting:** Students, staff, and faculty are encouraged to report all crimes to the University Police Department. If you are the victim of a crime, observe a crime or suspicious activity, or see a security problem, notify University Police immediately. Many campus personnel are available to assist persons who may not wish to contact the police. Such personnel include Deans, Directors, Judicial Affairs, Housing administrators (including Resident Coordinators and Advisors), athletic team coaches, and faculty and/or student advisors. The aforementioned employees are required to report crimes to the University Police Department. University Police will accept voluntary, anonymous, and confidential reports from crime victims/survivors or university personnel. Crime reporting forms are available in University Police and Parking Services, Counseling and Psychological Services, Student Health Services, University Housing Services, the Village, and the CENTER. Every attempt to substantiate facts will be made. While reporting is strongly encouraged, professional and pastoral counselors are not required to report under the law.

**Emergency Preparedness:** The University has a well-defined disaster plan with several hundred trained faculty and staff members. There are 20 mini Emergency Operations Centers (EOC) spread across the campus. A list of the EOCs appears in the campus information access directory.

**Escort Program and Services:** During hours of darkness, Police and Parking Services escorts are available to walk or drive you to your car, your class or your on-campus residence. Call extension 3070 from any campus phone to request an escort. The department also offers a wide range of programs and services to ensure the safety and security of the campus, including: crime prevention presentations; training and workshops on a variety of topics; self-defense workshops; alarm system and office safety and security evaluations; Ride-Alongs.

Police and Parking Services is located in Building 91 on Red Gum Lane at University Drive. For emergencies, dial 9-1-1; for non-emergencies or business calls (909) 869-3070, or extension 3070 from any campus phone. For information regarding student employment, internships or volunteer programs, contact (909) 869-3070.

### **Student Health Services**

Student Health Services (SHS), located at the top of University Drive in Bldg. 46, is a fully staffed ambulatory care facility, providing pre-paid basic services to students with illnesses, injuries or other health-related issues. Operating similarly to a family medical clinic, the emphasis is placed on preventive medical and health education programs to help students stay healthy and fully productive in school.

All Cal Poly Pomona students pay a mandatory, quarterly health fee at the time of registration, prepaying for unlimited visits with licensed medical doctors and nurse practitioners on an outpatient basis. Students may call (909) 869-4000 and make an appointment or they can come in and be seen on the same day for more urgent care. X-rays, basic lab work, orthopedic services, confidential & anonymous HIV testing, minor surgery, and family planning & birth control information are also available at no additional charge.

Low cost services include CPR and First Aid classes, travel and influenza immunizations, and cholesterol testing. The on-site pharmacy provides low-cost prescription medications and non-prescription pharmacy items. All prescriptions are sold at cost plus a small packaging fee. Prescriptions written by a private physician can be filled at the SHS pharmacy provided the medication is available in the Student Health Services.

Student Health Services is open Monday and Thursday from 8 a.m.-6 p.m., Tuesday and Wednesday from 8 a.m.-7 p.m., Friday and Quarter breaks 8 a.m.-5 p.m., closed holidays. Summer Quarter hours may vary.

Limited patient parking is available in the SHS lot located next to the building, or in Lot J nearby. Patients are reminded to sign the parking log located in the SHS lobby when they come in for services.

Student Health Services is accredited by the Accreditation Association for Ambulatory Health Care, Inc. and meets the national standards for providing the highest quality of medical care available.

Outside and after hours medical care, whether referred by Student Health Services or not, is at the student's expense. Students are strongly encouraged to have comprehensive medical insurance coverage. As a minimum, insurance available through the Associated Students, Inc. should be purchased.

The Student Health Advisory Committee (SHAC) is appointed annually and advises Student Health Services about services and fees. Six student representatives are appointed by Associated Students, Inc. There are also single representatives from the Academic Senate, Staff Council, and administration.

The Wellness Center, Student Health Services satellite facility, provides a broad range of information, health assessments, and programs about health related issues. It is located in Union Plaza (26), Room 104.

All students pay a mandatory student health fee at the time of registration which is used to support medical services, public health efforts and health education and promotion. Contact Student Health Services for complete information on available services.

Additional information is available on the World Wide Web home page at: <<http://www.csupomona.edu/~health>>.

### **The Wellness Center**

Student Health Services satellite facility is located in Union Plaza, Building 26, Room 104, near the fountain. Hours of operation are Monday through Thursday, 10:00 a.m. to 6:00 p.m. and Friday, 10:00 a.m. to 3:00 p.m. It is closed during quarter breaks. The Wellness Centers offers free health education literature, body fat measurement, blood pressure screening, height and weight measurement, Health Risk appraisals, and a variety of health-enhancing assessments, related to stress management, weight control, nutrition, alcohol and other drug use. Students are encouraged to drop in or make individual appointments with health educators at The Wellness Center by calling (909) 869-5272.

### **Counseling and Psychological Services**

Counseling and Psychological Services (CAPS) offers free confidential counseling to Cal Poly Pomona students. University life often involves personal changes and new life experiences, which can impact the student's emotional well-being, stress level, family, and interpersonal relations. The professional counselors at CAPS are aware of these issues and offer a variety of options for students. In addition to traditional one-on-one counseling sessions, students may participate in couple, family and group therapy. Psychological testing, crisis intervention, outreach services and training programs are also offered throughout the year. Counseling services are designed to address a wide variety of issues and/or concerns, to promote personal growth and the development of satisfying relationships, effective communication, successful decision-making and the establishment of personal values and self esteem. There is a 10 session limit per academic year (September through June) and a 5 session limit during the summer session. The center is open throughout the year Monday-Friday from 8:00-5:00 p.m. (Summer hours may vary). Although appointments are encouraged, walk-in hours are available. For information, call CAPS at (909) 869-3220. CAPS is conveniently located in the Bookstore Building (66-110).

### Office of Academic Testing

The Testing Center is responsible for all university and state academic mandated testing such as the English Placement Test, Graduation Writing Test, Entry-Level Math Test, and Microcomputer Proficiency Test. The Office of Academic Testing also provides registration information for entrance tests such as SAT and ACT, CBEST, GMAT, and GRE.

### Orientation Services (OS)

Orientation programs for new first-year and transfer students are conducted prior to the start of each quarter, with an expanded series of programs during the summer for those students entering in the fall quarter. Family Orientations are also conducted during the summer. Depending on the date of admission, these orientation programs generally provide an opportunity for new students to priority register through voice response. All of these programs offer students an introduction to the campus, student services, academic advising, student ethics and programs related to their majors. Every effort is made to provide new students with information and advise in a welcoming atmosphere to facilitate a smooth and effective beginning at Cal Poly Pomona. Orientation Services is located in Building 26A adjacent to the University Plaza and across from the University Union and the Bronco Book Store. The office can be reached by phone at (909) 869-3604.

### Academic Advising

Academic advising is a primary responsibility of faculty and is integrally related to the educational process. It is the responsibility of each student to know and meet graduation and other requirements and to make every reasonable effort to obtain adequate academic advising. Frequent advisor contact will help to ensure the student has current academic information and is making adequate progress toward educational goals.

The general functions of university student advising include: providing students with information on policies, procedures and programs of the university; assisting students in choosing educational and career objectives commensurate with their interests and abilities; assisting students in exploring the possible short- and long-range consequences of their choices; and making students aware of the wide range of services and educational opportunities that may be pertinent to their educational objectives at this university.

The specific type of advising program adopted by the academic units varies by college and by department. Students are advised to check with their major department office to familiarize themselves with the advising program adopted by their department.

Students may receive an "Advising Hold" on their registration for a given quarter. An "Advising Hold" indicates that the students must see their major department advisor to have the hold lifted prior to registering for classes. This is an opportunity for the student and advisor to discuss the student's academic progress, course selection, and to identify and resolve any difficulties the student may be experiencing. In order to achieve early intervention to assist students by providing an early warning system, all undergraduate students with a Cal Poly Pomona GPA of less than 2.2 will have an advising hold placed systematically on their record.

### University Advising Center (UAC)

The University Advising Center is a convenient one-stop location for information, referrals, and advising services located in Building 66, Rooms 119-124. The UAC provides backup advising services for the colleges/schools/departments. Articulation agreements with community colleges are available at the UAC as are curriculum sheets for all majors, and many essential forms and petitions.

The UAC services as the academic home for freshmen undeclared majors (major code 9050). Comprehensive services are provided to empower students and assist with their successful transition from high school to college. Students receive quality advising related to the General Education (GE) requirements and preparation for major course work, acquire study strategies, and work through academic difficulties which may arise. Academic counselors advise and encourage students to explore major and career options through informational sessions and activities.

The UAC specializes in working with students who are in academic difficulty and in transition (students who are planning to withdraw from classes, from the University, or who are planning to change their major). Withdrawal Forms and Change of Major Petitions originate at this office and students may meet with an academic counselor to discuss their plans.

The University Advising Center's regular hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. For information call (909) 869-3211. General recorded telephone advising information may be obtained 24 hours a day from the University Advising Center's Infoline at (909) 869-3211.

### The CENTER – WoMen's Resources – ReEntry Services

The CENTER, in the Division of Student Affairs and sponsored in part by IRA/ASI, has two main program areas: ReEntry Services and WoMen's Resources. The office is located in Building 95 across from the Commuter Cafeteria as part of the Multicultural Center's complex. Regular hours are Monday, Thursday, Friday 8:00 a.m. to 5:00 p.m. and Tuesday, Wednesday 8:00 a.m. to 7:00 p.m. during each academic quarter. Academic internships are available to CENTER volunteers for experiences including mentoring, peer counseling, and mediation/conflict resolution. The CENTER offers a relaxing and comfortable atmosphere where students can stop by for information referrals, talk, study, or simply relax. Community guests interested in returning to school are also welcomed. For a full calendar of activities and assistance call (909) 869-3206, stop by, or refer to <<http://www.csupomona.edu/~center>>

ReEntry Services includes a range of workshops, programs, and services focused on the needs of students who are 25 years or older or are just beginning or continuing college work after being away from school for several years. Liaisons/referrals are available for student services and support areas as well as OASIS (Older Academics, Support, Insight and Service) Peer Advocates and volunteers to meet with interested and incoming students. ReEntry Tuesdays are held the last Tuesday of every month.

The WoMen's Resource component celebrates over 25 years of providing workshops, advocacy, support groups, educational resources, materials, and a library to our visitors on a variety of topics and issues related to the changing roles of men and women in our diverse society.

Students TALK (Teaching, Awareness, Learning, and Knowledge) Peer Education program offers peer listening, support and referrals to CENTER guests on a variety of campus climate and personal issues.

Trained mediators are also available to assist in increasing understanding and reconciliation or settlement of disputes. Mediators serve as an impartial third party willing to help identify mutual needs and design an agreement while contributing to better relations in the future.

### Extended Hours

Evening administrative services are offered Monday through Thursday evenings from 5:00 p.m. to 6:00 p.m. during each academic quarter, through the week of final exams. Administrative services are offered for



Admissions and Outreach, Cashiers Services, Financial Aid, and the Registrar's Office in each department's respective office.

### **Preprofessional Advisor, Health Careers**

Dr. David F. Steele, Health Professions Advisor, provides academic advising to students who are interested in veterinary medicine, medicine, dentistry, podiatry, and other health related areas. This service is available to all students, regardless of major.

The office is located in Building 8, Room 7. Call (909) 869-4092 for information.

### **Center for Education and Equity in Mathematics, Science, and Technology (CEEMaST)**

The Center's purpose is to contribute to the improvement of science and mathematics education in preschool, elementary and secondary schools. To this end, it conducts workshops and courses for K-12 teachers, consults with local schools and districts, and maintains an instructional materials library for K-12 teachers' use. In addition, CEEMaST coordinates the subject matter preparation programs in science and advises students who are interested in preparing to be science and mathematics teachers.

For information contact Dr. Jodye I. Selco in Building 3, Room 243, contact the CEEMaST office at (909) 869-4063 or visit <<http://www.ceemast.csupomona.edu/>>.

### **Veterans Affairs**

The university is approved for the training of veterans of the military services and their dependents who qualify under educational assistance programs established by the state and federal governments.

Authorization for training under all federal laws must be obtained from the Veterans Administration through its regional office at 11000 Wilshire Boulevard, Los Angeles, CA 90024. Veterans with no prior training under the G.I. bills are urged to request their letters of eligibility at least two months before enrolling. Those who are transferring from another school should submit their transfer requests at least one month before entering. For assistance, please contact the Registrar's Office.

Students receiving veteran's educational benefits should note the minimum scholarship requirements section under "Academic Regulations" in this catalog.

### **Disabled Student Services**

Disabled Student Services provides support services to students who have documented disabilities. Disabled Student Services provides assistance to students with physical or functional limitations, including visual, hearing, mobility, motor and speech impairments. Students with serious medical conditions are also served, as well as those with learning or emotional disabilities.

Disabled Student Services offers a comprehensive and well-coordinated system of educational support services. Some of the services offered include reading services, notetaker services, test proctoring services, interpreter and real-time captioner services for the hearing impaired, priority registration, use of specialized equipment, disability-related counseling and peer tutoring.

Disabled Student Services also maintains an Assistive Technology Center, a computer laboratory specifically designed for students with disabilities. The Center provides both PC and Macintosh workstations that are equipped with a variety of software and hardware devices to allow universal access. Some examples of available equipment include

screen magnifiers, screen readers, text-to-speech, optical character recognition (etext), closed-circuit television, braille printing, power-adjustable tables, and modified pointing devices and keyboards. Training in the usage of this equipment is provided, with all training materials available in alternative formats.

These services and others are available to students with disabilities who register with the office. Disabled Student Services is also a resource for faculty and staff members who assist students with disabilities in meeting their educational objectives.

Disabled Student Services is located in the Library, Building 15, Room 126. For further information, call (909) 869-3333 (Voice/TDD), or visit the D.S.S. web site at <<http://www.csupomona.edu/~dss>>

Additional academic support services such as academic advising, tracking and monitoring of students' progress, disabilities management, study skills development, and technology tutoring are available to students with disabilities through the ARCHES TRIO Student Support Services program.

### **ARCHES**

Achievement Retention and Commitment to Higher Education Success for students with disabilities are the primary goals of ARCHES. Funded through the United States Department of Education, ARCHES provides enhanced academic services to 150 students with disabilities each year. As a sister program to the Office of Disabled Student Services (DSS), ARCHES provides services including academic advising, tracking and monitoring of student progress, disabilities management, study skills development, tutoring and technology assistance.

Student participants with ARCHES must meet federal eligibility criteria in order to receive services. Students must 1) be a United States citizen or legal resident; and, 2) have a documented disability. In addition, 1/3 of the participants with ARCHES must also come from a low-income family background as defined by the U.S. Department of Education.

ARCHES applications are accepted throughout the academic year. Students are accepted for enrollment with the program on an on-going basis as space is available. ARCHES is located in Building 1, Room 214. For further information, call (909) 869-2386, fax (909) 869-4362 or email ARCHES@csupomona.edu.

Academic accommodations for students with disabilities such as reading services, test proctoring services, interpreter and real-time captioner services, etc., may be received from Disabled Student Services.

### **THE CAREER CENTER**

The Career Center assists students with career planning, major choice, student employment and with job search activities upon graduation. A wide variety of written support materials is available for students and alumni. The Center offers workshops each quarter, and Career Counselors are available to help students and alumni on an individual basis. The Center is located in Building 97, Room 100. For more information about services and hours of operation, call (909) 869-2344.

### **Career Planning and Development**

The Career Center has an extensive library of resources, both written and Internet-linked, to assist students with research in different career areas. Additionally, the Center offers interest testing and a user-friendly computer-based aid to career decision making called SIGI+ (System of Interactive Guidance and Information—Plus). SIGI+ provides an interactive approach to assessing work-related interest and values, locates occupations that match those interests/values, provides information about



the occupations identified, and helps users chart a course of action. Students who are unsure of their major or career plans are encouraged to take the Career and Personal Exploration class. For a description of this course (CPU100), please see the catalog section "University Programs."

### Student Employment

The Student Employment Office of the Career Center assists students in finding part-time, temporary, summer, vacation, cooperative education, and internship experiences. Work opportunities are located both on and off the campus. The University's Co-operative Education Director holds office hours in the Career Center and can explain these valuable job opportunities.

### Career Employment

The Career Center assists students and alumni in obtaining career positions. A comprehensive program of workshops and a quarterly "Employee Perspective" workshop series provides career information and advice from company representatives. An extensive on-campus recruiting program is conducted, as industrial, business, and public-sector representatives visit the campus to interview graduating students for career positions and other students for internship positions. The career search library has a broad collection of directories, job listings, corporate information, and other materials for the job hunter. The Career Center's website provides links to information about career options, job search preparation, and job listings. The Alumni Career Advisor Network enables individuals to contact Cal Poly Pomona graduates from different majors for the purpose of networking, and acquiring information and advice about career fields and job search strategies. An online search for those alumni begins at the Career Center's homepage <<http://www.csupomona.edu/~career>> Twice a year, in the Fall and Spring, the Career Center hosts "Career Day on the Quad" where employers visit campus to share information and recruit students for employment. Additionally, an annual hi-tech career fair focuses on the careers of technical majors, and an Education Expo provides opportunities for teacher candidates. After graduation, most services are provided without charge to alumni for a specified grace period. At the end of the grace period, a nominal annual fee is charged.

## UNIVERSITY HOUSING SERVICES

The university on-campus residential program emphasizes educational programs as part of the total living experience. Concern for the student's personal, social, and intellectual development has resulted in a vigorous housing program based on student interests and involving live-in student and full-time staff. Community governments, social events, cultural and recreational efforts, and community living complement the academic schedule to create a living and learning environment in the residence halls at Cal Poly Pomona.

### Residence Halls

Each of the six air-conditioned, smoke-free halls accommodate approximately 200 students in comfortable double and triple rooms. Recreation and lounge facilities are provided for each hall, as are convenient laundry facilities, refreshment vending machines, kitchenettes, and study rooms. Each room is equipped with high-speed ethernet connections and premium television service.

Theme interest floors are available including first-year involvement, computer interests, health and fitness, and academic enhancement. All of the residence halls are "year round" for students who wish to stay on campus during academic break periods. Student rooms are fully furnished with beds, dressers, closets, bookcases, desks and chairs. Other benefits include a state-of-the-art fitness center, a swimming

pool, volleyball and basketball courts, and reserved parking for residence hall students.

### Meal Plans

The centrally-located Los Olivos Dining facility provides the convenience of complete meal service. Breakfast, lunch and dinner are offered weekdays with brunch and dinner on the weekends. Residents may choose one of the following meal plans at Los Olivos: DAILY DINER – 19 meals per week plus \$50 in Bronco Bonus Bucks. This is the best value and a great plan if you live in the dorms. CASUAL-DINER – Choose 14 of the 19 meals offered each week, plus receive \$75 per quarter in Bronco Bucks. This is a good choice for those who leave campus on the weekends. DROP-IN DINER – Choose any 10 of the 19 meals offered each week plus get \$100 per quarter in Bronco Bonus Bucks. The Bronco Bonus Bucks may be spent at other food service locations on campus, providing flexibility with the meal plan. Meal Plans are also available to students who live off campus or at University Village Apartments.

The benefits of residence hall living include being free from the time-consuming tasks of cooking, grocery shopping, and commuting to and from campus. Students in the residence halls have additional time to spend studying, getting involved in campus activities, or pursuing other interests.

### To Apply

Interested undergraduate students may request a residence hall application at any time. Applications should be returned to the La Cienega office immediately. Students must be admitted to the university in order to receive a license (contract); therefore, early admission is of great importance. Contracts provide for both room and board. Payments may be made in periodic installments in accordance with the schedule available from the office. Costs and regulations are subject to change.

### To Receive More Information

Inquire about residence hall living with University Housing Services at (909) 869-3307 or on their website at <<http://www.csupomona.edu/~housing>>.

### University Village Apartments – Cal Poly Pomona Foundation, Inc.

The Village is a two-phase 212-unit, air-conditioned student apartment complex. Phase I apartments have two 2-person bedrooms while Phase II has four 1-person bedrooms. Each apartment is fully furnished with wall-to-wall carpeting, living room furniture, beds, dressers, closets, desks, chairs, bookcases, refrigerator (ice maker in Phase II), stove, kitchen table and chairs, and a dishwasher (Phase II only). All apartments are provided with free basic cable, internet access, trash, and water service. Twelve units have been modified to accommodate persons with mobility disabilities. The complex has two laundry facilities, a Community Center, a swimming pool, basketball and sand volleyball courts. The Community Center has meeting and study space available.

The Village is located within walking distance from the heart of campus. A shuttle runs to and from various campus locations throughout the day. All residents must have a Cal Poly Pomona parking permit and are checked out a Village gate card in order to park within the gated parking area. The staff includes 24-hour, live-in student advisors and professional staff who are able to assist students with their many needs.

### To Apply

Applicants may begin applying for summer or fall quarter housing the first day of spring quarter, for winter quarter housing the first day of fall

quarter, and for spring quarter housing the first day of winter quarter. Assignments will be made depending on availability. Applicants must be admitted to Cal Poly Pomona and have completed at least thirty-six (36) quarter units (or equivalent) or be twenty-one (21) years of age or older. The license agreement period covers the academic year with an option for summer housing. Payments are made in installments according to the terms of the license agreement. Costs and regulations are subject to change.

### To Receive More Information

To inquire about living at the University Village Apartments, visit the office at 3400 Poly Vista, Building 30 (at the corner of Temple and Valley), call us at (909) 869-4242, or check our website at <<http://www.csupomona.edu/~village>>

### THE JOHN T. LYLE CENTER FOR REGENERATIVE STUDIES

Ronald D. Quinn, Director

Community is the core of Regenerative Studies. Students from all majors are welcome to participate in our residential program. As many as 20 students reside at the Lyle Center and live with regenerative systems as part of their daily lives. The two-person rooms come fully furnished. See "Center for Regenerative Studies" for more information

### To Apply

Interested undergraduate students may request a residence hall application at any time. Applications should be returned to the La Cienega office. Students must be admitted to the university in order to receive a license (contract); therefore, early admission is of great importance. Contracts provide for both room and board. Payments may be made in periodic installments in accordance with the schedule available from the office. Costs and regulations are subject to change.

### To Receive More Information

Inquire about residence hall living with University Housing Services at (909) 869-3307 or on their website at <<http://www.csupomona.edu/~housing>>

### CAMPUS DINING

Los Olivos Dining Commons, Building 70. All-you-can-eat buffet with hot entrees, deli sandwiches, a salad bar, soups, burgers and sandwiches, fresh baked goods, a waffle bar and a self-serve espresso coffee bar. Open to all campus guests.

Sound Stage, Building 35 – Soundstage houses an international food court. Choose from the Mexican specialties, made-to-order Healthy Choice sandwiches, burgers, or rotisserie chicken and homestyle fixins. You'll also find salads, pastas, soups and bakery items. University Union, lower level.

The Metro Bagel – Gourmet coffees and bagels with a variety of toppings for breakfast, lunch or dinner. Located upstairs in the University Union.

Campus Center Marketplace, Building 97 – Delight in the ambiance of the marketplace while enjoying the many cuisine choices. You'll find at the Marketplace...CARL'S JR./GREEN BURRITO, a salad, soup and potato bar, authentic Asian cuisine featuring Lee Kum Kee in three distinct regional styles, a convenience store, fruit juice, smoothie and frozen yogurt bar, bake shop and coffee bar.

Kellogg West, Building 76 – A full-service restaurant with beverage and bar service, breakfast and luncheon buffets, and elegantly served dinner meals. Open to the public; special luncheon rates for students, faculty

and staff. Reservations requested, call 909/869-2250. Hours subject to conference schedule.

Campus Catering, Building 55 – Excellent food for a casual BBQ to a full service gourmet dinner. Catering will assist in the planning and orchestration of any occasion held at one of the beautiful locations on the Cal Poly Pomona campus or at your selected venue. Call 909/869-2251 Monday-Friday, 8:00 a.m.-5:00 p.m.

Hot Dog Carts, Pretzel and Churro Carts and vending machines are available at various locations throughout the campus.

Round Table Pizza – Enjoy your favorite pizza, sandwiches and salads. Beer and wine available for those over 21. Dine in, carry out or call for free delivery on campus. ext. 5411. Located in the University Union.

### BOOKSTORE

The Bronco Bookstore is located in Building 66 and maintains over 22,000 square feet of bookstore space to serve the University. Its mission is to provide the students, faculty and staff with the complete and appropriate academic materials and resources for successful course study at Cal Poly Pomona. Students may call (909) 869-3274 for recorded information about Bookstore hours and days of operation, or to obtain mail order information for the University catalog or class schedule. Visit the Bronco Bookstore web page at <<http://www.csupomona.edu/>> or call (909) 869-4693 for other bookstore information.

The Bronco Bookstore carries a complete array of course textbooks, study guides, computers, software, class laboratory supplies, Cal Poly Pomona emblematic clothing and gifts, sundries and snacks along with the University Catalog and quarterly Class Schedule. The Bookstore staff works closely with the faculty to insure that the correct textbooks and supplies are available for Cal Poly Pomona students at the beginning of each academic quarter. The Bookstore also provides many special services such as maintaining store charge accounts for scholarships, grants and parent prepaid accounts, the rental of commencement regalia, and the sale of personalized graduation announcements and class rings.

Payment options at the Bookstore include: cash, credit card (with photo I.D., Visa, MasterCard, Discover/Novus and American Express/Optima accepted), Cal Poly Bronco Bucks, and personal checks (with Cal Poly photo I.D.) for amount of purchase only. The Bookstore is the main retail facility on campus and students interested in employment may contact the Bookstore directly.

### Bookstore's Computer Department

The Bookstore's Computer Department sells a variety of personal computers and software for Cal Poly Pomona students at special academic discount prices. The Bookstore also has trained technicians to assist customers with their computer-related needs, which include hardware diagnosis, repairs and services, software installation and equipment upgrades. Call the Bookstore's Computer Department at (909) 869-3280.

### Bronco Bucks

You can use your Bronco Access Card (your campus ID) to make purchases on campus by opening a Bronco Buck\$ account. Make fast, safe, cash-less purchases with just a swipe of your campus ID card. Deposits to your account can be made with cash, check, or credit card. You can use your Bronco Buck\$ to make purchases at the bookstore, convenience stores, or dining service locations on campus. Pick up an application at any of these locations for your Bronco Buck\$ account.

## STUDENT OUTREACH AND RECRUITMENT

The Office of Admissions and Outreach provides centralized outreach and recruitment activities, services and programs. The primary function of Student Outreach and Recruitment is to facilitate access and transition of prospective undergraduate and graduate students to the University. This is accomplished through recruitment, dissemination of information pertaining to admissions, academic programs, and general information about the University. In addition, staff members serve as liaisons with our academic Colleges and School, as well as high school and community college counselors and administrators.

Admissions and Outreach representatives engage in a wide variety of activities that include, but are not limited to college fairs, on-site admissions programs, informational/motivational presentations, transfer center visits, on-campus appointments, special events, and a variety of workshops. These activities help prospective students learn more about Cal Poly Pomona and the CSU system. Admissions and Outreach staff also respond to general inquiries received by phone, letters, electronic correspondence, and referrals. Professional staff members provide one-on-one advising by appointment and on a walk-in basis. To make an appointment, call (909) 869-5299 or request information at <<http://www.csupomona.edu/~admissions>>

Special programs such as America Reads and College Days focus on college preparation for students and parents at the junior high and elementary school levels, as well as student mentoring and college counseling for students in grades 9-12 at selected high schools.

Consistent with the University's commitment to educational equity, programs and services are available to serve the needs of students from disadvantaged backgrounds. These programs include the Summer Intensive Orientation Program (SIOP), College Making It Happen, and targeted programs at high schools and community colleges.

## VISITOR CENTER

Conveniently located in the heart of campus, the Visitor Center provides many different services to acquaint people with Cal Poly Pomona. Services include: tours for prospective students and their families, new faculty and staff, community schools, special campus visitors, job candidates, and others; directions and campus maps; service referrals; campus displays; university videos and CD-ROM; and internet connections. The Visitor Center is located on the first floor of the University Union, Bldg. 35, and can be reached at (909) 869-3529, at [tours@csupomona.edu](mailto:tours@csupomona.edu), or at <<http://www.csupomona.edu/~visitors>>

## STUDENT LIFE AND ACTIVITIES

The quality of student life at Cal Poly Pomona is reflected in the breadth of out-of-class programs and informal activities developed by students. Co-curricular activities are an integral part of the educational program, and each student is urged to participate in the life of the academic community.

### Office of Student Life

The Office of Student Life, a department within the Student Affairs division, is concerned with the total development of students. Its primary purpose is to enhance the quality of campus life through co-curricular activities. The staff members of the Office of Student Life believe that people learn by doing. Through involvement in co-curricular activities, students have the opportunity to practice what they learn in the formal academic setting as well as develop effective communication and leadership skills. Venturing in activities beyond the classroom allows students to grow both personally and professionally, thus making their total educational experience complete.

The Office of Student Life offers the opportunity for such experiences to be gained through involvement in various co-curricular programs including institutional governance, clubs or organizations or special committees, recreational or cultural endeavors and the planning and production of programs of entertainment and enlightenment. The Office of Student Life is located in the Union Plaza, Building 26. The phone number is (909) 869-2841.

### Student Government—ASI

Every Cal Poly Pomona student is a member of the Associated Student, Incorporated (ASI). ASI, the official voice of the students, is a recognized auxiliary of the University and is involved in representing student interests on campus as well as providing a variety of services.

ASI is directly funded and operated by the students of Cal Poly Pomona. Legislative authority is vested in the ASI Senate which is composed of elected executive officers and college representatives as well as campus/alumni representatives. Executive authority is vested in the ASI Cabinet which is composed of appointed student representatives who are responsible for coordinating different aspects of student life on campus. The ASI Judiciary is responsible for the interpretation of ASI, council and club by-laws and handling of related violations.

ASI operates within the provisions of the California Revenue and Taxation Code Section 23701(d) and the Internal Revenue Code Section 501(c)(3). ASI is also subject to the regulations established by the Trustees of the California State University (CSU) system and the accounting procedures approved by the California Department of Finance, as required by Section 89900 of the California Education Code.

ASI Programming provides entertainment and special interest programs to the student body and the general public. Through concerts, speakers, and special events, the students in ASI Programming seek to provide a well-rounded and complete schedule of activities. ASI also operates a Children's Center, (which provides day care for children of Cal Poly Pomona students, faculty, and staff), the Intramural Sports Program, and an insurance program which offers health and dental benefits.

ASI student government offices are located in the Union Plaza, Building 26, while the ASI Business Office is in the University Union, Building 35. Advisement of ASI is provided by the Office of Student Life, also located in the Union Plaza, (909) 869-2841.

### Children's Center

The Associated Students Children's Center assists student parents to maintain their enrollment at Cal Poly Pomona by providing quality child care for their preschool children (2 1/2 to 5 years and toilet-trained) at a nominal cost. The Center also accommodates children of faculty and staff on a space available basis.

The Center's philosophy is learning through play. The curriculum is developmentally (age) appropriate. Socialization is stressed.

The Center is open during the academic year (Monday through Friday, 7:30 a.m. to 6 p.m.). Applications and additional information regarding fees and space availability may be obtained by calling the Children's Center at (909) 869-2284.

### Student Clubs and Organizations

Cal Poly Pomona's co-curricular program is strengthened by some 240 charter clubs and organizations, fraternities and sororities, multi-ethnic, religious, and international organizations, as well as departmental and sports clubs. New organizations are formed as student interests change and evolve. A current listing of clubs and organizations, including brief descriptions and current officers, is available from the Office of Student

Life in the Union Plaza, Building 26. Call (909) 869-2841 or e-mail OSL@csupomona.edu for more information.

### **Multicultural Programs**

A variety of multicultural programs provide the Cal Poly Pomona community with an opportunity to celebrate and learn more about the diversity that exists on campus and in society. Celebrate and learn more about this diversity by participating in multicultural programs.

**Cross Cultural Retreat**--This weekend get-away is held each year and is sponsored by the Office of Student Life. The goals of the retreat are to expand awareness of multiculturalism among Cal Poly Pomona students, faculty, staff, and administrators; provide a safe and non-threatening atmosphere for sharing and exploring one another's cultural experiences; promote self-knowledge and self-worth of others; and identify strategies that would help promote multiculturalism. You may get involved by registering as a participant or serving on the planning committee.

**Diversity Programs**--Each year, the campus has the opportunity to highlight various cultures through Culture Weeks, coordinated by the AS Cultural Affairs Commissioner. All students are invited to help plan one of the Culture Weeks: Arab Culture Week, Asian-Pacific Heritage Month; Black History Month, Gay, Lesbian, Bisexual, & Transgender Culture Month, Jewish Culture Week, and Xicano Latino Heritage Month.

**Multicultural Council (MCC)**--MCC is the umbrella organization for the 30 cultural clubs on campus. We invite you to join one of the multicultural organizations.

The diversity of the programs sponsored by MCC provides Cal Poly Pomona with information and experience about other cultures--cultures with which we may have little familiarity.

**Reaffirming Ethnic Awareness and Community Harmony--REACH** is sponsored by the Office of Student Life. Its goal is to promote a better understanding of diversity issues. Students in the REACH program are taught cultural history, facilitation skills, and group process skills. REACH consultants facilitate cultural awareness workshops and receive 2.0 units of credit each quarter for their participation in the class.

### **Leadership Development Programs**

**Leadership Series**--Each quarter the Office of Student Life sponsors free workshops addressing various aspects of leadership. The workshops present relevant information to enhance leadership effectiveness, provide an opportunity to network with peers and discuss pertinent issues, and to meet different faculty presenters outside of the usual classroom setting.

### **Multicultural Leadership Class**

This course is designed to prepare students to be effective in a multicultural world. The course covers theory and skill development for current and future multicultural leaders. Leadership and multicultural education principles will be taught through simulation activities, case studies and dialogue.

**Resource Materials**--The Office of Student Life is the place to find resource files and videos dealing with all areas of organizational effectiveness and leadership. Along with workshops and discussion groups that are available to your group, a leadership library with books for checkout is available.

**The Leadership Community--Fall Student Convocation (TLC)**--The Office of Student Life serves as the primary coordinators for the Fall Student Convocation. The Leadership Community (TLC) is a one day Fall Convocation event designed to educate, support, network, empower and prepare student leaders.

### **Rose Float**

Unlike any other project on this campus, (or for that matter at any other college or university), the Rose Float responsibility is jointly shared by the two Cal Poly campuses of Pomona and San Luis Obispo. Working together, the two campus committees select the design, pay for their share of the expenses, build their assigned parts of the float, grow selected flowers and spend the last three weeks of December finishing the float at the Pomona and Pasadena sites. Each year 20 to 25 students are chosen for the Executive Committee positions at each Cal Poly campus. Each person works in a specific field such as electronics, decorations, flower procurement, flower growing, donations, public relations, transportation, finance, construction, and administration. The purpose of the committee is to design, finance, build and decorate the Cal Poly Pomona and San Luis Obispo entry in the Tournament of Roses Parade. The Rose Float office is in Building 26, Room 131, (909) 869-3620.

### **Greek Life**

The Greek community includes 12 national fraternities and four national sororities with five associate organizations. The men and women of these organizations have the opportunities for leadership, scholarship, campus and community participation, social and athletic programs. Greek life provides an active social environment and the governance structure gives members the opportunity to develop leadership skills which aids in preparation for a successful future. For more information on getting involved in a Greek-letter organization, contact the Coordinator of Greek Affairs in the Office of Student Life or the Greek Affairs Office in the Union Plaza, Building 26, Room 130.

### **Human Corps Volunteer Center (HCVC)**

Working in cooperation with the Office of Student Life, the Human Corps Volunteer Center acts as the primary referral source for volunteer opportunities both on and off campus. Through HCVC, individuals and groups may obtain information about placement in various volunteer experiences. We are anxious to match student interest with community needs. Through volunteerism, students are able to obtain valuable hands-on experience, which is a plus when job searching, and at the same time contribute to their community in a positive manner. There are a multitude of diverse volunteer opportunities in which you may become involved.

### **Music, Theatre, Dance**

Opportunities are provided for students to participate in theatrical or dance productions, and in music organizations which include band, orchestra vocal choirs, and smaller vocal and instrumental ensembles. Drama productions include quarterly one-act and three-act plays; musical events include Christmas and Easter programs and a road show tour of California communities. The annual Student-Faculty dance production is presented each spring quarter.

### **Intercollegiate Athletics**

The California State University is committed to providing equal opportunities to men and women students in all campus programs, including intercollegiate athletics.

Intercollegiate Athletics is an integral part of university life and encourages student-athletes to excel academically as well as athletically. Intercollegiate competition is conducted under the policies and procedures of the National Collegiate Athletic Association (NCAA) and the California Collegiate Athletic Association (CCAA), which includes admission levels for participation, with either a minimum SAT score of 820 or an ACT score of 17. A 2.0 GPA in a core curriculum is also required. The intercollegiate program is guided by an athletic board which is composed of Cal Poly



Pomona faculty and students. A program of intercollegiate competition for men and women is offered in a variety of sports which include (m) baseball, (m/w) basketball, (m/w) cross-country, (m/w) soccer, (m/w) tennis, (m/w) track and field, (w) volleyball. Information about intramurals can be found in the ASI office, located in Union Plaza.

The mission statement for the Department of Intercollegiate Athletics is an integral part of the educational environment of the total university which allows the student to develop mental, physical, social, and emotional discipline, develop the ability to work with others and enhance decision making and leadership skills. Intercollegiate Athletics can also serve as a University focal point for public relations and social interaction.

### **Club Sports and Intramurals**

A club sports program permits students to compete against similar teams from other colleges and universities in a variety of sports, but at a somewhat more informal level than is found in the varsity sports program. Information about the club sports program may be obtained from the Office of Student Life in Union Plaza. An extensive intramural program is an integral part of the university and includes team sports, individual sports and recreational activities. Information regarding intramural sports may be obtained in the ASI Office, Building 26.

### **Eligibility for Participation in Student Government and Organizations**

University policy requires that students who undertake the responsibilities of major offices in student government or student organizations be in good standing and making reasonable progress toward an educational goal. The following specific eligibility requirements for officers of the associated students, either elected or appointed, and for officers of organizations, either elected or appointed, implement that policy:

- (1) Candidates and incumbents may not be on disciplinary probation.

- (2) Undergraduate candidates and incumbents must have an all-college and Cal Poly Pomona grade point average of at least 2.00 each quarter. Graduate candidates and incumbents must have a graduate grade point average of at least 3.0.
- (3) In order to perform the duties of a student body officer, the student must be enrolled in this university during each quarter in which he/she performs the duties of that office. Students may elect any one quarter during the academic year when they do not have to be enrolled and maintain eligibility.
- (4) Incumbents of all elected and appointed positions must successfully complete 27 units of academic credit per year. The minimum number of units to be successfully completed in any quarter is nine units.
- (5) These requirements are independent of any additional student government or student organization requirements.

Questions regarding eligibility for elective or appointive office should be addressed to the Senior Director of Student Development, or his designee in Building 15, Room 126.

### **Eligibility for Intercollegiate Athletics**

Eligibility for competition in intercollegiate athletics is regulated in general by the rules of the National Collegiate Athletic Association (NCAA), the California Collegiate Athletic Association (CCAA), and the University Policies and Procedures Statement for the Conduct of Intercollegiate Athletics. A student-athlete must maintain a GPA of 2.0 and complete 36 units of work towards a specified major prior to the beginning of the next competitive season. In particular, prior written authorization from the faculty athletic representative is required for all student athletes who wish to take courses for academic credit at any time at institutions other than this University if the credit is required to become or remain eligible for athletic competition. In absence of the faculty athletic representative, the Registrar's Office may provide the necessary authorization.

## POLICIES AND REGULATIONS

### Student Conduct and Discipline

It is expected that all students are enrolled for serious educational pursuits and that their conduct will preserve an atmosphere of learning. All students are expected to assume the responsibilities of citizenship in the campus community. Association in such community is purely voluntary, and students may withdraw from it at any time that they consider the obligations of membership disproportionate to the benefits. While enrolled, students are subject to university authority, which includes the prerogative of dismissing students whose conduct is inimical to the aims of an institution of higher education.

Rules of student conduct are included in the California Code of Regulations, Title 5, beginning at Section 41301.

A student who violates university policies or regulations is subject to disciplinary action which can result in a warning, reprimand, probation, suspension, or expulsion. Procedures under which the university may take disciplinary action against a student are specified by the Chancellor of the California State University. These procedures are on file in the Office of Judicial Affairs, Building 15, Room 17.

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, 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 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 nonaccidental 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 the California State University Trustees, academic, nonacademic 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, sling shot, 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 of 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.

#### **Freedom of Information for Students**

Students shall have the right to reasonable access to university, college, and departmental policies, procedures, standards, and regulations which affect the right of students to enroll, remain enrolled, or withdraw from any course or program of study.

The University Catalog and the Schedule of Classes shall be the principal means by which such academic information shall be transmitted to students.

The university, colleges, departments, and interdisciplinary groups shall not initiate and implement policies, procedures, standards, and regulations which affect the rights of students to enroll, remain enrolled, or withdraw from courses or programs of study except through established university procedures.

Students shall have the right to information from each professor as to the general requirements and goals of a course in which they are enrolled, and to know the general criteria upon which they will be evaluated in that course. At the beginning of the quarter, each student shall be provided with a class syllabus.

Just as it is the students' right to know policies, procedures, standards, and regulations which affect their rights, so shall it be their responsibility to obtain and act appropriately on such information, and their lack of knowledge of such information which has been made accessible to them shall not be cause to waive such policies, procedures, standards, and regulations.

#### **Student Rights and Responsibilities**

All members of the university faculty and staff have a primary mission of helping students to make progress toward a degree or credential. Nevertheless, each student is individually responsible for meeting all university requirements and deadlines, as presented in this publication and any other announcements of the university, center or department in which he/she is enrolled.

The University intends that every member of the campus community be afforded a work and study environment free of discrimination based on race, color, religion, national origin, sex, sexual preference, marital status, pregnancy, age, disability or veteran status. All persons are to be protected from abusive or harassing behavior.

Information regarding student rights and responsibilities and grievance procedures can be found in the "Statement of Student Rights, Responsibilities, and Student Grievance Procedures," copies of which are available in the Office of Judicial Affairs.

#### **Academic Freedom**

Academic freedom in a university is a fundamental condition necessary for education to flourish. The university is the primary social institution committed to the search for knowledge and the preservation of intellectual freedom. This commitment distinguishes the university from other institutions. Cal Poly Pomona is a community of learners—both teacher-scholars and students—who strive to promote, foster, and sustain academic freedom in its broadest context, with each individual free to pursue truth, knowledge, and meaning according to his or her own best judgment.

#### **Standard of Conduct**

All members of the university community are expected to practice self-discipline, fair and independent judgment, and responsibility for their treatment of others. The relationship among faculty, administrators, staff and students should be free of exploitation, harassment, or discriminatory treatment. Particularly, intimate relationships between supervisors and employees, faculty and students, or between any individuals of unequal status are strongly discouraged because of the inherent power imbalance.

All members of the university community are expected to exercise reasonable judgment regarding the separation of their rights, obligations, and activities as private citizens from their responsibilities to the university. Specifically, when they speak or act as private persons, they should avoid creating the impression of speaking or acting for the university.

These statements are intended to preserve academic freedom, maintain professional conduct, and prevent potential discrimination, harassment, and conflict of interest.

#### **Academic Integrity**

The University is committed to maintaining academic integrity throughout the university community. Academic dishonesty is a serious offense that can diminish the quality of scholarship, the academic environment, the academic reputation, and the quality of a Cal Poly Pomona degree. The following policy is intended to define clearly

academic dishonesty at Cal Poly Pomona and to state the responsibility of students, faculty and administrators relating to this subject.

All forms of academic dishonesty at Cal Poly Pomona are a violation of university policy and will be considered a serious offense. Academic dishonesty includes but is not limited to:

- a. **Plagiarism**—Plagiarism is intentionally or knowingly presenting words, ideas or work of others as one's own work. Plagiarism includes copying homework, copying lab reports, copying computer programs, using a work or portion of a work written or created by another but not crediting the source, using one's own work completed in a previous class for credit in another class without permission, paraphrasing another's work without giving credit, and borrowing or using ideas without giving credit.
- b. **Cheating During Exams**—Exam cheating includes unauthorized "crib sheets," copying from another, looking at another student's exam, opening books when not authorized, obtaining advance copies of exams, and having an exam regraded after making changes. Exam cheating includes exams given during classes, final exams and standardized tests such as the Graduating Writing Test and Math Diagnostic Test.
- c. **Use of Unauthorized Study Aids**—This includes utilization of other's computer programs or solutions, copying a copyrighted computer program without permission, using old lab reports, having others perform one's share of lab work, and using any material prohibited by the instructor.
- d. **Falsifying any University Document**—This includes falsifying signatures on university forms, such as Add-Drop and Withdrawal forms, forging another student's signature and falsifying prerequisite requirements.

The responsibility of all students is to be informed of what constitutes academic dishonesty and to follow the policy. Cal Poly Pomona students who come from various international educational systems and wish to understand better the expectations of the American educational system are encouraged to speak with an international student advisor in the International Center.

A student who is aware of another student's academic dishonesty is encouraged to report the instance to the instructor of the class, the test administrator, or the head of the department within which the course is offered. A student who is reported by the instructor to the Director of Judicial Affairs will receive a letter with this accusation.

The responsibility of the faculty, instructors or test administrators is to clarify their positions on academic dishonesty to their classes early in each class. The instructor is encouraged to report each instance of academic dishonesty to the Director of Judicial Affairs. In addition to reporting each instance, each instructor shall address the problem in the narrow context of the individual class. Any form of academic dishonesty in class could result in a failing grade for the assignment related to the instance or in a failing grade for the class.

The responsibility of the administration is to address the cases of academic dishonesty from the disciplinary standpoint. Each case that is referred to the administration will be reviewed by the Office of Judicial Affairs and an appropriate action will be taken. As a reasonable norm for an average magnitude offense, a student's first instance of academic dishonesty should result in a probation period with the student's name placed temporarily on file for academic dishonesty and the student will be informed of this. The second report should result in the student being suspended from the University for the quarter and the following quarter, with the student's name placed permanently on file for academic

dishonesty. The third instance should result in the end of a student's career at Cal Poly Pomona. The administration has the responsibility to ensure that the systemwide guidelines regarding student discipline are met in Cal Poly Pomona's attempt to ensure academic integrity.

### Campus Violence

The University has a Zero Tolerance policy for violence on campus. Threatening behaviors, acts of aggression, and instances of violence will result in appropriate responses, up to and including dismissal or expulsion, and the pursuit of civil and criminal penalties, as appropriate. Violence and threats of violence include, but are not limited to:

- any act which is physically assaultive;
- any substantial threat to harm or to endanger the safety of others;
- behaviors or actions interpreted by a reasonable person as carrying the potential for violence and/or acts of aggression;
- any substantial threat to destroy property;
- possession of a weapon (Penal Code 626.9 prohibits bringing a firearm, knife or dangerous weapon onto the campus of a public school including the California State University).

It is the responsibility of every administrator, faculty member, staff member and student to take any threats of violence seriously, and to report them to the appropriate resource. When confronted by an imminent or actual incident of violence, call 9-1-1 immediately. When presented with a threat of possible violence, action is recommended as follows:

- Threats by a student should be reported immediately to Police and Parking Services and the Director of Judicial Affairs;
- Threats by a staff or student employee should be reported immediately to Police and Parking Services and the reporting employee's supervisor who will contact Human Resource Services for assistance;
- Threats by a faculty member should be reported immediately to Police and Parking Services and the appropriate Dean's Office for consultation with the Vice President for Academic Affairs;
- Threats from others not affiliated as a student or employee should be reported immediately to the Department of Police and Parking Services on their non-emergency extension (ext. 3070).

Information concerning Cal Poly Pomona policies, procedures, and facilities for students and others to report criminal actions or other emergencies occurring on campus may be obtained from the Police Dispatcher at (909) 869-3070.

Information concerning Cal Poly Pomona annual "Safety on Campus" report may be obtained from Kristin Surber, Police and Parking Services, Building 91, (909) 869-4139.

Information concerning Cal Poly Pomona campus-based crimes, reporting, and safety policies and procedures may be obtained from Police and Parking Services, Building 91 and Human Resource Services.

Information concerning the prevention of drug and alcohol abuse may be obtained from Debbie Jackley at (909) 869-5309 or Jim Grizzell at (909) 869-4339, Student Health Center, Building 46.

### Hate Crime Policy

The University and the University Police Department will ensure that rights guaranteed by the University, the State and the U.S. Constitution are protected for all people regardless of race, ethnicity/national origin, religious belief, sexual orientation, gender or disability. Any acts or



threats of violence, property damage, harassment, intimidation or other crimes designed to infringe upon those rights will be given the utmost priority. The University and University Police are dedicated to maintaining a cooperative effort with local, state and federal agencies as well as the community we serve toward the immediate investigation of reported hate crimes and hate-related incidents, and prosecution and/or University sanctions as appropriate.

This policy provides: (a) guidelines for identifying and investigating reportable crimes and incidents and (b) the resources to which victims can be referred for assistance.

**Definitions of Hate-Motivated Crimes and Incidents**

**Hate Crime:** Any unlawful action designed to frighten, harm, injure, intimidate or harass an individual, in whole or in part, because of a bias motivation against the actual or perceived race, religion, ethnic/national origin, sexual orientation, gender, or disability of the victim.

**Hate Incident:** Not all expressions of hate or group bias rise to the level of a hate crime as defined in state and federal statute. A non-criminal act or incident, while not criminal, is done with the apparent intention to: harass, intimidate, threaten, retaliate, create conflict, because of a person's race, ethnic/national origin, religious belief, sexual orientation, gender, or disability. Reporting and monitoring of hate incidents is important, as they may serve as indicators of potential threats and/or campus climate that may escalate into criminal acts.

**Reporting and Referrals For Hate-Motivated Crimes and Incidents**

The Department of Police and Parking Services is responsible for collecting and reporting hate-motivated statistics. Hate-motivated crimes and incidents may be reported to the following locations on campus:

Department of Police and Parking Services . . . . .	9-1-1/869-3070
Vice President for Student Affairs . . . . .	869-3418
Judicial Affairs. . . . .	869-3257
Student Counseling and Psychological Services. . . . .	869-3220
The CENTER--WoMen's Resources. . . . .	869-3206
Vice President for Academic Affairs. . . . .	869-3405
University Housing Services. . . . .	869-3307
University Village. . . . .	869-4242

**The Cultural Centers:**

Asian Pacific Islander Student Center. . . . .	869-5023
African American Student Center . . . . .	869-5006
The Pride Center. . . . .	869-3064
Cesar Chavez Student Center . . . . .	869-5035
Native American Student Center . . . . .	869-2132

**Off-Campus:**

L.A. County Commission on Human Relations . . . . .	(213) 974-7611
California Attorney General. . . . .	(800) 952-5225
. . . . .	TDD (800) 952-5548

The hate crime policy, definitions and referrals are published in the annual Safety on Campus report. Copies of this publication can be found at the Department of Police and Parking Services, Building 91 and Human Resource Services.

**Disclosure of Campus Security Policy and Crime Statistics**

The annual security report, Safety On Campus "Your Right To Know", released by October 1 of each year, is provided as a part of the

University's commitment to provide information and resources that will enhance campus safety. The University Police Department prepares the report, in cooperation with University Housing Services, Foundation Housing Services (the Village), Judicial Affairs, and local police agencies. The annual security report is in compliance with state and federal crime awareness and campus security legislation, including The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Cal Poly Pomona and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as the policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. A print copy of the report may be obtained by contacting Police and Parking Services at (909) 869-3070. The full text of the report can be accessed on the Police and Parking Services website at <<http://www.csupomona.edu/~publicsafety>>

**Nondiscrimination Policy**

The California State University does not discriminate on the basis of race, color, national origin, sex, disability, or sexual orientation in the educational programs or activities it conducts.

California State Polytechnic University, Pomona, is committed to being a community in which individual differences enrich the whole. In this University community, diversity is valued and respected, and all members live and work free from harassment, abuse, mockery, or discrimination. Acts of racism and discrimination of any type shall not be tolerated by the University.

Cal Poly Pomona reaffirms its long-standing commitment to foster an educational and work environment that is free from all forms of discrimination and harassment. The University unequivocally condemns acts that single out any individual or group for hostile or derogatory treatment. Persons who engage in such behavior can expect disciplinary action that can result in expulsion from the University community.

As a university, we cannot tolerate discriminatory acts because they are inconsistent with the collegial and inquiring spirit inherent in our mission. Cal Poly Pomona, like other communities, is bound by a sense of belonging, and we must continue to cultivate and nourish this sense of belonging in both our words and actions.

Students who have concerns about discrimination should contact the Director of Judicial Affairs, Building 15, Room 15, telephone (909) 869-3257. University employees may contact the office of the Executive Director of Diversity, Building 1, Room 201, telephone (909) 869-3766.

**Race, Color, and National Origin, Disability**

The California State University complies with the requirements of Title VI and Title VII of the Civil Rights Act of 1964 as amended and the regulations adopted thereunder. No person shall, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program of the California State University.

**Disability**

The California State University does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted thereunder and the Americans with Disabilities Act of 1990 prohibit such discrimination. Dr. Vinita Dhingra, Executive Director of Diversity, has been designated to

coordinate the efforts of Cal Poly Pomona to comply with these Acts and their implementing regulations. Inquiries concerning compliance may be addressed to Dr. Dhingra at (909) 869-3766. The Office of Diversity is located in Bbuilding 1, Room 201.

### Sex

The California State University does not discriminate on the basis of sex in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972, as amended, and the administrative regulations adopted thereunder prohibit discrimination on the basis of sex in education programs and activities operated by Cal Poly Pomona. Such programs and activities include admission of students and employment. Inquiries concerning the application of Title IX to programs and activities of Cal Poly Pomona may be referred to Dr. Vinita Dhingra, the campus officer assigned the administrative responsibility of reviewing such matters or to the Regional Director of the Office of Civil Rights, Region IX, 50 United Nations Plaza, Room 239, San Francisco, California 94102.

The California State University is committed to providing equal opportunities to male and female CSU students in all campus programs, including intercollegiate athletics.

### Sexual Orientation

By CSU Board of Trustees policy, the California State University does not discriminate on the basis of sexual orientation.

## POLICY PROHIBITING SEXUAL HARASSMENT

It is the policy of California State Polytechnic University, Pomona to maintain a working and learning environment free from sexual harassment of its employees and students. Sexual harassment is illegal and is prohibited by the University. All students and employees should be aware that the University will take action which may include disciplinary procedures to prevent and eliminate sexual harassment. The University will not tolerate retaliation against anyone reporting or thought to have reported sexual harassment or who is a witness or otherwise involved in a sexual harassment investigation.

### Definition of Sexual Harassment

Section 212.5 of the California Education Code defines sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- a. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- b. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- c. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- d. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Generally two types of sexual harassment are distinguished:

1. Quid Pro Quo
2. Hostile Environment

Quid Pro Quo harassment may occur when submission to or rejection of sexual conduct by an individual is used as the basis for employment or academic decisions affecting that individual. Submission to sexual advances as a condition of receiving a favorable grade in a course or promising a job, assignment or job benefits (such as favorable reviews, salary increases, promotions, increased benefits, or continued employment) to an employee in exchange for sexual favors are forms of quid pro quo harassment.

A hostile environment is created when there is conduct of a sexual nature that a "reasonable" person standing in the shoes of the victim (male or female) would find offensive: the conduct interferes with the victim's peace of mind, ability to do her/his job, or alters the nature of the working and learning environment; or there is unwelcome sexual conduct that unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive work or educational environment. Displaying calendars and web sites with sexually explicit pictures or repeatedly telling jokes of a sexual nature are examples of environmental sexual harassment that can interfere with work or academic performance.

Sexual harassment often takes place in the context of unequal power, such as relationships between supervisors and employees, faculty and students, or between any other individuals of unequal status but it also can occur between individuals of equal power and status.

While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Continuing to ask a person for a date after the person has declined;
- Writing or forwarding suggestive or obscene letters, notes, invitations, e-mail, or web site content;
- Direct or implied threats that submission to sexual advances will be a condition of employment, admission, work status, promotion, grades, or letters of recommendation;
- Derogatory comments/verbal abuse of a sexual nature;
- Graphic comments about an individual's body;
- Epithets, slurs and jokes of a sexual nature;
- Unwelcome staring or suggestive looks;
- Obscene or suggestive gestures;
- Displaying sexually suggestive pictures (derogatory posters, cartoons, drawings, photographs), objects, or web sites, and computer-generated images of a sexual nature; (exceptions may arise based on course content or legitimate work assignments);
- Intentional unwanted physical conduct (touching, patting, hugging, or brushing against a person's body);
- Sexual assault.

### Context

In determining whether conduct constitutes sexual harassment, consideration will be given to the incident as a whole and to the totality of circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. Conduct may be found to be sexually harassing if it is pervasive or repetitive and sufficiently severe so as to alter the conditions of employment, education, or participation in University sponsored activities or is a single incident that is sufficiently outrageous or harmful, in and of itself.

**Intent Versus Effect**

Regardless of intent, it is the effect, characteristics, and context of the behavior that determine whether the behavior constitutes sexual harassment. Therefore, a claim by an alleged harasser that he/she did not intend to commit sexual harassment is not, according to current law, a defense to a complaint of sexual harassment.

**Retaliation**

The University will not tolerate retaliation against anyone reporting or thought to have reported sexual harassment or who is a witness or otherwise involved in a sexual harassment investigation. Examples of retaliation include, but are not limited to, threats, retaliatory grading, evaluation, or assignments, and withholding information to which a person is entitled.

**Academic Freedom**

In light of the importance of safeguarding academic freedom and protecting the openness and integrity of the teaching process, it should be understood that discussion of sexual topics and the discussion and display of sexually explicit materials in certain classroom settings may well be professionally appropriate and does not necessarily constitute "sexual harassment."

**False Charges of Sexual Harassment**

Making a knowingly false charge of sexual harassment is a serious offense that may result in sanctions up to and including dismissal and expulsion.

**Education and Training**

The University makes the campus community aware of the policy and procedures regarding the recognition and prevention of sexual harassment. The Office of Diversity is charged with distributing this policy and ensuring that appropriate educational and training opportunities are provided to the campus community—employees and students. A policy statement is published in the University Catalog and the complete policy is available in the Office of Diversity and in Human Resource Services. The policy also is available on the Office of Diversity web site at <<http://www.csupomona.edu/~diversity/>>.

**Campus Contact**

The annotated version of the policy prohibiting sexual harassment is available online at <<http://www.csupomona.edu/~diversity/shpolicy.htm>>. More detailed information, including the procedures for filing a complaint, may be obtained from the Office of Diversity, Building 1, Room 201, (909) 869-3766.

**Sexual Assault Policy**

Sexual assault, a felony under the law, will not be tolerated by California State Polytechnic University, Pomona. Sexual assault includes rape, acquaintance rape, and sexual battery. The University will promptly investigate all allegations of sexual assault and take appropriate action where required. The following information summarizes the University's Sexual Assault Policy Statement.

**University Procedures Regarding Sexual Assault**

Rape and sexual assault are criminal violations of California sexual assault laws and violations of the university code of conduct. Anyone charged with a sexual assault violation which is campus-related may be subject to: (a) a criminal charge filed against the individual, and/or (b) an administrative proceeding initiated by the University. Proceedings may occur concurrently. Disciplinary actions may include probation, suspension, expulsion, or termination from the University even if there is no criminal prosecution. Additional sanctions may be imposed, depending upon the nature of the offense and surrounding circumstances.

Established California State Polytechnic University, Pomona and California State University student and employee disciplinary, grievance or other complaint procedures, including those procedures found in collective bargaining agreements, Executive Order 419, or the current Statement of Student Rights, Responsibilities and Grievance Procedures, will be utilized as appropriate in resolving these matters.

The University will respect the confidentiality of the survivor and will disclose only under the following circumstances: a) with the permission of the survivor, and/or b) when it is necessary for the safety or in the best interest of the survivor.

**Definitions of Sexual Assault**

1. Rape is defined in Section 261 of the California Penal Code as non-consensual sexual intercourse. It may involve the use or threat of force, violence, retaliation, or immediate bodily injury. Rape also occurs when the victim is incapable of giving legal consent, for example, when: a) the victim has a mental disorder, or is developmentally or physically disabled; or b) the victim is prevented from resisting the assault due to intoxicating substances (e.g. alcohol or drugs); or c) the victim is unconscious of the nature of the act and is known to the accused. Consent is defined as positive cooperation in an act or attitude pursuant to an exercise of free will; the person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved.
2. Acquaintance Rape follows the same definition but is committed by someone the victim knows.
3. Sexual Battery is defined in Section 243.4 of the California Penal Code as the touching of an intimate part of another person, if the touching is against the will of the person touched, for the purpose of sexual arousal, sexual gratification, or sexual assault. Assault with intent to commit a sexual battery is defined as an unlawful attempt, coupled with the present ability, to commit a violent injury (e.g. rape) on the person of another.

**Sexual Assault Crisis Support**

Sexual assaults may be reported to any of the following offices. The University is committed to providing survivors with support, options, and resources.

**On Campus:**

Police and Parking Services . . . . .	9-1-1/869-3070
Student Health Services . . . . .	869-4000
Student Counseling and Psychological Services . . . . .	869-3220
University Housing Services . . . . .	869-3307
The CENTER--WoMen's Resources . . . . .	869-3206
University Village . . . . .	869-4242
Judicial Affairs . . . . .	869-3257

**Community:**

Project SISTER provides 24-hour/7-day confidential counseling, referrals, court and hospital accompaniment, and other services as needed. Call (909) 626-HELP.

**IF YOU ARE ASSAULTED**

It is extremely important for you to seek help immediately by doing the following:

- Get to a safe place and call police or 9-1-1. They will take you to the hospital and make a report if desired.
- To help preserve evidence, do not douche, bathe, change clothing, or remove anything from the location of the assault.

- Call or ask someone to call an advocate from Project SISTER. They can assist you in notifying the appropriate agencies.

A survivor may request a change in academic and living situations after an alleged sexual assault, if the changes are reasonably available. Contact the Vice President for Student Affairs at 869-3418 to receive additional information.

### Reporting

Pursuant to the Clery Act, statistics are maintained for sexual assault, forcible and non-forcible sex offenses, and other required crime categories. All employees with significant responsibility for student services are required to report incidents of sexual assault and crimes listed under the Clery Act. If the survivor does not wish to report to University Police, an anonymous and confidential data collection form is available at University Police and Parking Services, the STOP Violence Against Women Grant Office, Counseling and Psychological Services, Student Health Services, University Housing Services, the Village, Judicial Affairs, and the CENTER.

### Student Disciplinary Action

To initiate disciplinary action against a student, you need to report the incident to the Director of Judicial Affairs. If the survivor so requests, a same gender investigator will be provided whenever possible.

The University's disciplinary process is governed by Executive Order 628. Students charged with sexual assault are entitled to a disciplinary hearing based on the principle of due process.

The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both shall be informed in the final determination of the proceeding and any sanction that is imposed against the accused.

Sanctions: Rape and sexual assault are criminal violations of California sexual assault laws and violations of the University code of conduct. Anyone charged with a sexual assault violation which is campus-related may be subject to a criminal charge filed against the individual, and/or an administrative proceeding initiated by the University. Proceedings may occur concurrently.

Students found responsible may be expelled, suspended, placed on probation, or given a lesser sanction in accordance with sections 41301-41304 of Title 5, California Code of Regulations.

### Protection of Human Subjects Policy

Research involving human subjects must be administered in a manner consistent with requirements of the University Policies and Procedures for the Protection of Human Subjects, the University Manual, and the Federal Policy for the Protection of Human Subjects (Model Policy) which became effective August 19, 1991.

The University Committee for the Protection of Human Subjects (CPHS) has ultimate responsibility to determine risk with regard to human subject research and to approve or not approve such research conducted at and/or under the sponsorship of the University and its auxiliaries. (Cal Poly Pomona Policy for Protection of Human Subjects, [CPPPHS] Section 2.2).

Copies of the Policies and Procedures for the Protection of Human Subjects and the federal regulations are available in the Research Office, extension 2966, and should be followed when preparing for research which involves human subjects.

### Computer Software Copyright and License Agreement Policy

In order to protect the copyrights of the vendors, proprietary software

acquired by the various communities within the University should be used only as described under the specific license agreement negotiated with the particular vendor.

Each individual responsible for the acquisition, rental or lease of desk top computers, capable of executing software programs, will establish procedures to ensure that:

- a. Software or firmware acquired for use with the computer under his/her control is not used in violation of any copyrights protection or in violation of any license agreement.
- b. Software or firmware acquired for a specific computer is not used on an alternate computer in violation of any copyrights or license agreement.

### Appropriate Use of Information Technology (Interim Policy)

In support of its mission of teaching, research, disseminating and extending knowledge, fostering free and open exchange of ideas and dialogue, and public service, California State Polytechnic University, Pomona provides broad access to computing, communications, and worldwide information resources for all members of the university community within institutional priorities and financial capabilities.

The Cal Poly Pomona Appropriate Use of Information Technology interim policy can be found on line at <<http://www.csupomona.edu/iit/policy/appropriateuse.shtml>>

### University Copyright Policy

In 1991 the Academic Senate recommended and the President approved a University Copyright Policy. The Policy is included in the University Manual and in the Handbook on External Funding. For more information call the Office of Research and Sponsored Programs at (909) 869-2954, or the Office of Academic Programs at (909) 869-3330.

### Conflict of Interest

Each individual member of the university community is responsible for acting in an ethical and professional manner. This responsibility includes avoiding conflict of interest, conducting research and instruction in an ethical manner, and protecting the rights of all individuals. All members of the community, including members of the faculty, administration, student body, and staff, should conduct themselves with the greatest professional objectivity.

### Smoking Policy

Purpose. In recognition of the health hazards that exist from sidestream or secondhand smoke and in accordance with Section 19262 of the Government Code, California State Polytechnic University, Pomona has adopted a policy promoting a smoke-free environment. This policy became effective August 21, 1989.

Policy Guidelines. Smoking is prohibited inside all university facilities and in all vehicles owned or maintained by the university. Facilities leased to and vehicles owned by the ASI or the Cal Poly Pomona Kellogg Unit Foundation, Inc., are covered by the smoking policy of the respective auxiliary organization.

The residence halls are also completely smoke-free environments. This restriction applies to student rooms, lobbies, study areas, and the Los Olivos Dining Commons.

Policy Administration and Enforcement. Deans, directors, and department heads are responsible for the administration of this policy. The Associate Vice President for Faculty Affairs and the Executive Director of Human Resource Services and Risk Program are available to assist in policy interpretation and to ensure consistent application.



Violations of this policy by employees will be handled through progressive discipline. Student violators will be subject to CSU student disciplinary procedures established pursuant to Section 41301, Title 5, of the California Code of Regulations.

### Drug-Free Workplace Policy

Cal Poly Pomona recognizes its responsibility to help provide a safe and productive educational and work environment. The following summary complies with the Drug-Free Workplace, and the Drug-Free Schools and Communities Acts. The university strongly endorses the Drug-Free legislation and wishes to inform all students and employees of:

- other health risks associated with alcohol and drug abuse;
- other standards of conduct required of university students and employees;
- other disciplinary action that will result when the policy is violated; and
- other help available when treatment is needed.

The following information summarizes the university's commitment to, and compliance with, Drug-Free legislation. The complete policy statement is published in the University Catalog.

There is significant medical evidence demonstrating the health risks associated with the abuse of alcohol, drugs and other controlled substances. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited at the university. The abuse of alcohol is also prohibited.

University employees must perform in a safe and productive manner and students must pursue educational activities unimpaired by alcohol and other drugs. Violations of this policy will result in appropriate disciplinary action, up to and including termination or expulsion from the university.

The university recognizes that addiction is a treatable illness. Students and employees are encouraged to seek assistance and participate in appropriate treatment programs. Confidential assistance for students is available through Counseling and Psychological Services. Employees may receive confidential assistance from the Employee Assistance Program (ext. 4551) administered by Human Resource Services.

### Health Risks

Surveys of the major causes of death in the United States reveal that alcohol abuse is the fourth leading cause of death, and is a major contributor to the three leading causes—heart disease, cancer and stroke. The use of chemical substances during pregnancy has been linked to fetal death and to the permanent mental and physical impairment of infants. The use of other drugs and controlled substances has resulted in permanent impairment and death.

### Statement of Conduct on Controlled Substances

The unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited at the University. Illicit drug use and the abuse of alcohol are prohibited at the worksite and in connection with university activities and events.

University employees must perform in a safe and productive manner, and its students must pursue educational activities, unimpaired by alcohol and other drugs.

### Definition of Controlled Substances

Controlled substances are those defined in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defined in regulation at 21 C.F.R. 1308.11-1308.15. Controlled substances include, but are not limited to, substances such as marijuana, heroin, cocaine, LSD, and amphetamines.

### Disciplinary Action

Violations of the Standards of Conduct stated above will result in the following actions:

If an employee or student is suspected with good reason of the unlawful manufacturing, distributing, dispensing, possessing or using of controlled substances, other drugs, or alcohol on university property, or in connection with university activities, the University will take appropriate investigatory action as provided for in applicable rules, regulations and memoranda of Understanding of the California State University (CSU).

If the investigation demonstrates that the suspected action did occur, appropriate personnel or student discipline action will take place up to and including termination or expulsion. In addition, the individual remains subject to legal sanctions imposed by local, State and Federal law and the university will cooperate as legally required in pertinent investigations. As a condition of continued employment or student enrollment, the university may require an employee or student to satisfactorily complete an appropriate substance abuse treatment program.

Individuals engaged directly in the performance of work pursuant to a federal grant must comply with the Drug-Free Workplace Act, which requires each employee to notify the University of his or her conviction for a drug offense occurring in the workplace. The notification must occur no later than five (5) days after such conviction. The University must notify the granting or contracting agency within 10 days after receiving such notice. Within thirty (30) days after receiving such notice the university will take appropriate personnel action as outlined above.

### Medically Authorized Drugs

Any employee who is under the influence of medically prescribed or over the counter drugs which may impair or affect the employee's alertness, coordination or responses, must advise the appropriate supervisor of this fact before reporting for work. It is the employee's responsibility to determine from the physician whether a prescribed or over the counter drug may impair work performance. The University may require any employee using prescription or over the counter drugs to provide a physician's certification that the use of the drug will not impair job performance.

### Employee Health Assistance

An employee may volunteer to participate in an appropriate treatment program or may be directed to do so by the University. As provided for under CSU procedures, employees may utilize available leave credits or may be placed on a leave of absence to participate in such programs. Approval for an employee to return to work will be granted upon certification that the employee has successfully completed an appropriate treatment program. Because such programs vary in length, the amount of time granted for treatment will be determined on an individual basis.

Employee participation in treatment, whether voluntary or directed, will be confidential. Referral services are available through the Employee Assistance Program (ext. 4551) administered by Human Resource Services.

**Student Health Assistance**

A student may volunteer to participate in an appropriate treatment program or may be directed to do so by the University. As provided for under CSU procedures, the student may be placed on a leave of absence for the purpose of treatment. Approval for the student to resume enrollment will be granted upon certification that the student has successfully completed an appropriate treatment program. Because such programs vary in length, the amount of time granted for treatment will be determined on an individual basis.

Student participation in treatment, whether voluntary or directed, will be confidential. Referral services are available from Counseling and Psychological Services.

**Policy Administration**

The Executive Director of Human Resource Services and Risk Programs is responsible for the administration of the University's Drug-Free Policy for Employees. Managers and supervisors are responsible for reporting any incident of suspected abuse by employees to the Executive Director of Human Resource Services and Risk Programs who will apprise appropriate administrators.

The Director of Judicial Affairs is responsible for the administration of this policy for students.

This policy will be reviewed annually by the Executive Director of Human Resource Services and Risk Programs who will advise the Vice President for Academic Affairs as to the status of employee compliance with the Act; and by the Director of Judicial Affairs who will advise the Vice President for Student Affairs as to the status of student compliance.

The Vice President for Administrative Affairs and the Vice President for Student Affairs will affirm compliance and forward the annual certifications to the University President for signature and transmittal.

## SPECIAL PROGRAMS

### Early Admission

The early admission program allows academically talented high school students to enroll for up to eight units of university work per quarter while simultaneously completing requirements for graduation at their respective high schools. The university work thus completed is applicable only as university credit and may not be used to meet high school graduation requirements. Consideration for admission to this program is granted to students who are earning a 3.5 grade point average in college preparatory courses and who are recommended by the high school principal or counselor.

Admission to Early Admission Program does not constitute the right to continued enrollment.

To be considered for admission a student must:

1. Complete and submit the CSU Application along with the \$55.00 nonrefundable application fee.
2. Forward a nomination letter from the high school principal or counselor.
3. Submit two copies of the high school transcript.

Additional information and applications are available in the Office of Admissions and Outreach.

### Four-year Graduation Pledge

Graduating in four years is a top priority for both prospective students and their parents, as they make decisions about a college education. The Cal Poly Pomona Four-year Graduation Pledge Program is designed to facilitate the graduation of freshmen within four years. The pledge program involves a two-way commitment, both on the part of the University and the student who elects to become a part of the program. The program is based on the philosophy that if both the University and the student uphold their commitment, graduation in four years should be easily attainable.

#### Student Commitment

1. Attend an orientation program prior to enrollment
2. Declare and remain in the same major elected upon admission to the University
3. Enter the University qualified to enroll in college-level math and English appropriate to your major
4. Enroll in at least 16 units per quarter and successfully complete at least 50 units per year
5. Maintain a minimum 2.0 cumulative grade point average, and earn a "C" or better in all coursework taken
6. Meet with an assigned advisor every quarter and participate in priority registration
7. Take and pass the Graduation Writing Test during your junior year
8. Balance school, work, and personal responsibilities so that your commitment to education is honored

#### University Commitment

At the core of the University's commitment is an effective and coordinated advising program. Each undergraduate academic department has designated a special faculty advisor for four-year graduation pledge students. Additionally, four-year graduation pledge participants are granted priority registration for the duration of their pledge agreement.

For more information about the Four-year Pledge program, please contact Dr. Rochelle Kellner at (909) 869-4531.

### Army Reserve Officers' Training Corps (ROTC)

Army ROTC is a program that provides college trained officers for the U.S. Army, the Army National Guard, and the U.S. Army Reserve. Cal Poly Pomona is one of 600 institutions nationwide that offer Army ROTC through cross-enrollment with host institutions. Students from Cal Poly Pomona attend Military Science classes at Cal Poly Pomona and participate fully in the Army ROTC. Although Army ROTC is traditionally a four-year program, a two-year program is offered to students completing a six week summer camp and to selected veterans.

Army ROTC aids students by providing leadership and management experience found in few other college courses as well as an opportunity for a military career in the Active Army, Army National Guard, or the U.S. Army Reserve. It develops self-discipline, physical stamina and poise while enhancing development of management skills and qualities basic to success in any career. It also provides academic credit for classroom instruction and a living allowance of up to \$1,000.00 each year during the final two years of the program.

The four-year program consists of a two-year Basic Course and a two-year Advanced Course. The Basic Course is normally taken during the freshman and sophomore years. The Basic Course imposes no military obligation on the part of the students; they may withdraw at any time before the end of the second year. Students with active duty military experience in any of the armed forces may have the first two years waived.

The Advanced Course provides further instruction in leadership development, organization and management, and tactics and administration. Attendance at all leadership laboratories and field trips (MS 179 Physical Training) is mandatory for all Advanced Course cadets. Advanced Course cadets attend a six-week advanced camp in the summer between their junior and senior years of college. This camp permits Cadets to put into practice the principles and theories they have acquired from classroom instruction. Cadets receive approximately \$880.00 in pay, plus travel expenses, room and board, medical care, and other benefits.

The two-year program permits students with prior military experience or those who complete a six-week basic camp to enter the Advanced course and receive the same instruction and financial assistance. Applicants for the Basic camp should apply to the Army ROTC, California State Polytechnic University, Pomona, campus during the spring preceding the summer Basic camp.

Army ROTC scholarships for full tuition, fees, books, and a \$100.00 monthly living allowance are offered to students who are enrolled or are preparing to enroll in Army ROTC. These scholarships are for three years. Three-year competitive scholarships are available to students attending college at the time of application; this includes students enrolled in the Cal Poly Pomona Army ROTC program. Applications and further information can be obtained by writing Army ROTC, California State Polytechnic University, Pomona, CA 91768, or by calling (909) 869-3266.

Courses offered at Cal Poly Pomona are listed in the catalog section "University Programs."

### Air Force Reserve Officers Training Corps (AFROTC)

Air Force Reserve Officer Training Corps (AFROTC) offers two-, three-, and four-year programs leading to a commission as a second lieutenant in the United States Air Force. The AFROTC program is open to almost all students pursuing baccalaureate and graduate degrees. Classes

consist of one hour of academics and two hours of leadership laboratory per week for freshmen and sophomores and three hours of academics and two hours of leadership laboratory per week for juniors and seniors. AFROTC offers numerous scholarship opportunities, but scholarships are not required to participate in the program. AFROTC offers a variety of one- to four-year scholarships valued up to 100% annual tuition, along with a nontaxable monthly stipend. Air Force ROTC is offered on the campuses of the University of Southern California, California State University - San Bernardino, and Harvey Mudd College. You do not need to be a student at any of these colleges to get involved. For more information contact the Department of Aerospace Studies at (213) 740-2670 or visit [www.usc.edu/afrotc/](http://www.usc.edu/afrotc/). No military commitment is incurred until entering the junior year of the program or receipt of a scholarship after freshman year.

### Study Abroad, Exchanges, and Overseas Internships

On behalf of Cal Poly Pomona students, the International Center (Building 1, Room 104) encourages and facilitates student study abroad for a quarter or longer. Our staff assist students with selecting a study abroad program, completing applications, registering for courses, and arranging for transfer of overseas credits to Cal Poly Pomona. We work closely with Financial Aid in assuring that all students can afford the international experience—and we can provide some need-based scholarships and loans. All CPP approved and sponsored study and travel abroad programs that offer 6 or more credits allow students to use their federal financial aid. Talk to Rosanna Ruiz in Cal Poly Pomona Financial Aid (Building 98-T3-15) and apply early.

Students study abroad to broaden their education and personal experience. It is a once-in-a-lifetime opportunity for most young people. In our increasingly global economy and issues of health, politics, society and resources that transcend national borders, many study abroad returnees find enhanced job opportunities.

New and noteworthy among Cal Poly Pomona overseas opportunities are the winter London Quarter. Cal Poly Pomona faculty offer regular classes in London, England. Students enroll for 17 units which include an extensive set of activities that make use of London and its surrounding areas. Courses and faculty are carefully selected to ensure courses useful to the majority of students, the highest quality teaching, and full use of London's historic and noteworthy attractions. Our partner, the Foundation for International Education, provides outstanding student services in London and organizes housing in the desirable Chelsea-Kensington area. During spring and summer quarters, students may opt to do formal internships as part of the program or simply work and travel. For information, please consult with International Center study abroad staff and the dean's office in Colleges of Business Administration and Liberal Arts and Social Sciences. The application deadline is in early June. The program is open to 35-60 students, accompanied by two or three Cal Poly Pomona faculty. Need-based scholarships and loans are available.

Cal Poly Pomona offers an exciting range of summer quarter overseas that are affordable. Students earn Cal Poly Pomona credits. All students may study in China (12 units, 12-25 students), Cuba (2-6 units, 10-20 students), Zimbabwe (6 units, 8-15 students). One or more Cal Poly Pomona faculty accompany students and are responsible for the evaluation of student work. Students studying French as part of their program may opt to join our language and culture program in Paris, at the Sorbonne (6 units). Architecture students can opt for a program that includes Greece, France, and Germany (10-12 units). These are programs the colleges and schools offer each summer. Need-based scholarships and loans are available.

For students who are more interested in a cultural immersion experience with only one or several other Cal Poly Pomona students, the International Center can recommend a number of outstanding programs that are available from universities abroad with whom we have formal exchange agreements. Students apply through the International Center. Cal Poly Pomona students can study in specialized as well as general liberal arts fields. Students from the professional schools and colleges, natural and physical sciences, arts, humanities and social sciences will find a wealth of appropriate courses available, in English, as well as several other languages. For example, engineers, behavioral science students and others will find coursework offered in English in Korea and Germany, as well as options in England, Scotland, and Australia. For students interested in Asia or in their own heritage, language and culture, study is available in China, Korea, Japan, and elsewhere. Several partner universities in Mexico offer Spanish language training, sometimes in combination with business courses.

Cal Poly Pomona maintains a balance between in-coming and out-going students with each partner institution abroad. Students pay Cal Poly Pomona fees (and tuition in the case of non-residents) and are responsible for their room, board and related expenses while abroad. The cost of exchange may be less or somewhat more than attending Cal Poly Pomona, depending on the location and student interest in additional travel. There are many opportunities for cultural, linguistic and educational immersion abroad for those who have second language capability—Japanese, Chinese, Korean, Spanish, German, French, Greek, and Polish. The exchange programs run for one or two semesters and generally have an April 1 deadline. Students are eligible for financial aid and for International Center need-based scholarships and loans.

The International Center serves as the administrator for year-long academic programs offered by California State University International Programs. These programs take groups of students to 16 countries where they take transferable coursework. Students may study with numbers of others from Cal State campuses. Students pay Cal Poly Pomona campus fees. (See University Programs). Outstanding universities in Australia, Canada, Chile, China, Denmark, France, Germany, Israel, Italy, Japan, Korea, Mexico, New Zealand, Spain, Sweden, Taiwan, United Kingdom, and Zimbabwe host CSU students. These academic year programs have a February 1 application deadline. Financial aid is applicable; generally, International Center scholarships are not available; however, participants are eligible for International Center loans. Students must have a current cumulative GPA of 2.75 or 3.0, depending on the program, and some programs have language and coursework prerequisites. Information is available at <<http://www.gateway.calstate.edu/csuienet>>

Cal Poly Pomona is a member of the College Consortium for International Studies (CCIS). The Consortium offers opportunities abroad in additional countries, notably in South America, Central America, Eastern Europe, and North Africa. Financial aid may be used for study abroad (instructional costs as well as room and board, books, airfare, etc.) on Consortium programs. Program costs for academic study are higher than for studying at Cal Poly Pomona. International Center loans are available to assist students on CCIS programs.

Students on study abroad and internship abroad programs agree to comply with academic requirements, the CPP student code and university regulations, host university regulations, and laws of the host country. Study abroad students must have insurance coverage while abroad, including medical, medical evacuation and repatriation of remains. The International Center sells low cost, short-term insurance in the form of a student identify card. Additional medical insurance is available for most programs and several have insurance as part of the program costs. Before departing, participants in Cal Poly Pomona programs have a general health examination (arranged with the Health Center).



To facilitate study, travel and work abroad, the International Center offers International Student Identity Cards and Teacher Identity Cards. The cards provide discounts on travel (Council for International Educational Exchange—CIEE; Eurail Passes) and admissions to museums and other international attractions. The cards also provide the short-term health insurance coverage that CPP requires. Students will find ready access to travel information in the International Center.

The newly organized International Center facility provides an inviting location for domestic and international students to meet, obtain information about overseas study, read about current events from U.S., Asian and other national perspectives, and share their experiences. A television is available for playing tapes from exchange and CSU International Programs sites. There is a media center with access to Netscape, CD-ROM information and e-mail to exchange partner institutions for students.

For further information see <<http://www.csupomona.edu/~international>> call (909) 869-3625 (transley@csupomona.edu), 909-869-2036 (yycao@csupomona.edu), or fax 909-869-3282.

### **National Student Exchange (N.S.E.)**

Cal Poly Pomona belongs to the National Student Exchange consortium, which comprises 154 state universities and colleges in 48 states plus the District of Columbia, Guam, Puerto Rico and the Virgin Islands. The program provides the opportunity for eligible students to complete part of their degree coursework in a challenging new environment at one of the participating institutions. Involvement in unique courses or special programs not available at the home institution is a common reason for participating, but the desire to travel or expand personal experience is also an acceptable motive. Prior to the student's departure, careful course planning is completed in conjunction with the student's academic advisor, to insure that coursework completed while on exchange will be acceptable toward the student's Cal Poly Pomona degree objective. Although there are modest fees for application and placement, the student usually pays only the regular Cal Poly Pomona registration fees during the exchange period. Travel and living costs must also be considered. Students receiving financial aid are welcome to participate.

Basic eligibility at the time of application requires: (1) the student has at least a 2.50 grade point average; (2) the student is enrolled for at least 12 units; (3) the student is usually a sophomore or junior at time of exchange. There is an application fee.

The National Student Exchange program is administered through the Office of the Associate Vice President for Student Development and Support Programs, Building 98, Room T4-12. Applications are available in January, and placement is completed by the end of March for the next academic year.

### **UNIVERSITY ACCESS AND EQUITY PROGRAMS**

As part of the University's efforts to expand educational opportunity, a number of access and equity programs have been developed. These programs include cooperative efforts between the offices of the Vice Presidents for Academic Affairs and Student Affairs.

#### **Educational Opportunity Program**

The Educational Opportunity Program (EOP) is Cal Poly Pomona's first and most comprehensive postsecondary access and equity program. Established in 1969, the program serves low-income California residents who demonstrate the motivation and potential to succeed in college. Although 90 percent of EOP students entering Cal Poly Pomona meet the University's regular admission requirements, the program provides access for a limited number of first-time freshmen who do not qualify for regular

admission. EOP promotes equity ("leveling the playing field") by providing participants with a broad range of support services throughout their undergraduate enrollment, as long as they maintain full-time status, make satisfactory academic progress, and fulfill program requirements.

Among the services provided by EOP are academic advising, study skills instruction and workshops, tutoring, peer mentoring, personal development services, and student activities.

**Academic Advising**--The Educational Opportunity Program functions as an academic department for its undeclared student population, with primary responsibility and authority for the academic advising of its undeclared majors (major code 9060). The program also provides supplemental advising for EOP students who have declared a regular academic major, but requires that declared majors first seek advising from their respective major department. EOP undeclared majors are required to meet with their advisor a minimum of three times per academic quarter; declared majors must see their EOP advisor at least one time per quarter during their first year at Cal Poly Pomona.

**Study Skills Course and Workshops**--Undeclared students participating in the Educational Opportunity Program are required to enroll in CPU 102, Fundamental Principles of Learning Skills, during their first quarter of attendance at Cal Poly Pomona. Declared students are strongly encouraged to enroll in the course. In addition to CPU 102, workshops focusing on such areas as note taking, time management, exam strategies, and reading and writing skills are offered quarterly to EOP students.

**Tutorial Services**--EOP's tutorial services offer no-cost assistance to program participants experiencing academic difficulty, as well as those who want to improve their skills or knowledge in a particular course. The EOP tutorial program is nationally certified by the College Reading and Learning Association. Trained peer tutors provide assistance with study strategies as well as subject specific support for most undergraduate courses offered at the University. Scheduled on-going appointments, as well as Walk-in tutoring, are available on a one-to-one or small group basis. EOP's tutorial services also help students prepare for the Graduation Writing Test (GWT) by offering quarterly workshops and individualized follow-up tutoring.

**Peer Mentoring**--All undeclared students participate in EOP's peer mentoring program during their first year of attendance at Cal Poly Pomona. In conjunction with their enrollment in CPU 102 (Fundamental Principles of Learning Skills), students enroll in CPU 299 (Peer Mentoring Program) during the fall quarter. Students continue to enroll in CPU 299 for the winter and spring quarters, earning one unit of credit each quarter. Peer mentors meet weekly with students to ensure they are applying the study skills learned in CPU 102 and to provide assistance to students in resolving difficulties and in negotiating the University environment. Declared students may participate in peer mentoring the same quarter they are enrolled in CPU 102.

**Personal Development Services and Student Activities**--EOP encourages students to engage in positive and realistic self-appraisal, resolve difficulties that may impede their growth, and develop their interpersonal skills in order to promote academic success and personal growth. The program offers one-on-one and group counseling sessions, workshops, and cocurricular and social activities. EOP's professional staff helps students adjust to campus life, work through issues and concerns, develop meaningful relationships, clarify personal values and goals, improve decision making, and develop a personally satisfying lifestyle.

To apply for admission to the Educational Opportunity Program, prospective first-time freshmen must complete all sections of item 14 on

the CSU undergraduate admission application. Cal Poly Pomona's EOP accepts applications from prospective first-time freshmen for fall quarter only. The admission application must be submitted to Cal Poly Pomona by April 1. Applicants who would enter as first-time freshmen are also required to submit official copies of their high school transcript (reflecting grades through the 7th semester) and EOP supplementary forms, which include an applicant information form, a nomination form, an autobiographical statement, and a recommendation form. In addition to those forms, all applicants must submit a Free Application for Federal Student Aid (FAFSA) by March 2.

Prospective EOP students who would be entering as freshmen and are undecided about a major are advised to apply as an undeclared major. Prospective EOP freshmen who do not meet the University's regular admission requirements are also advised to apply as an undeclared major. All undeclared major applicants are required to come to campus to participate in personal interviews and skills assessment. EOP undeclared majors and those who do not meet the University's regular admission requirements are required to successfully complete the Summer Bridge Program. EOP undeclared students receive additional assistance from the EOP staff in all aspects of registration, academic advising, and selecting a major. Undeclared students are required to select a major by the end of their third quarter of attendance at the University.

To apply for admission to the Educational Opportunity Program, prospective transfer students must complete all sections of item 14 on the CSU undergraduate admission application, indicating whether they have previously enrolled in an EOP or EOP&S program. Cal Poly Pomona's EOP accepts applications from prospective transfer students for fall quarter only. Applicants are encouraged to apply as early as possible during the application filing period but not later than April 1. Applicants seeking to transfer are also required to submit official transcripts of all college work and EOP supplementary forms, which include an applicant information form, a nomination form, an autobiographical statement, and a recommendation form. In addition to those forms, all applicants must submit a Free Application for Federal Student Aid (FAFSA) or renewal FAFSA by March 2.

Once an EOP applicant's file is complete, it will be carefully reviewed by the EOP Admissions and Enrollment Committee. The committee will not consider an applicant unless documents and forms required by the University's Admissions Office have been received and EOP has been notified that the applicant's file is complete.

The Admissions and Enrollment Committee will consider such factors as the applicant's background, previous academic performance, cocurricular activities, work experience, motivation, and potential for success at Cal Poly Pomona. The committee may also look for any contributions that the applicant has made or intends to make to his or her community. It is important that applicants complete all forms completely and accurately in order to assist the committee in evaluating their application. All undeclared major applicants are required to come to campus to participate in personal interviews and skills assessment testing. The EOP Admissions Counselor will notify applicants if a campus visit is required during the selection process.

After an applicant's file has been reviewed and a decision has been reached, the Executive Director of the Educational Equity Services will notify the applicant of the decision in writing. An offer of acceptance and an EOP Acceptance Agreement will be mailed to applicants who have been recommended for program acceptance. The EOP Acceptance Agreement must be signed and returned to the EOP Admissions and Enrollment Services Office within two weeks. If it is not signed and returned on or before the specified date, the offer of acceptance to the Educational Opportunity Program will be canceled.

For additional information on the Educational Opportunity Program, send an e-mail message to [eopadmin@csupomona.edu](mailto:eopadmin@csupomona.edu) or call Sonia De Ramos Marcello, Admissions Counselor for the Educational Opportunity Program at (909) 869-3368; or Leticia Guzman, Assistant Director of Educational Equity Services, at (909) 869-4672.

### Summer Bridge Program

Initiated at Cal Poly Pomona in the summer of 1985, the Summer Bridge Program is a five-week residential program that assists students in making the transition from high school to the more challenging environment of the University. The program provides a preview of the college experience and helps students build the academic skills needed to be successful at Cal Poly Pomona.

The Summer Bridge Program offers credit-bearing courses that help sharpen skills in math, reading, writing, and critical thinking. In addition, tutorials, workshops, and other activities are included in the Summer Bridge experience. Students participating in the program receive academic advising, registration assistance, and opportunities to socialize and network with other students and campus resource people. The University covers all direct costs, including registration fees, room, board, and books.

All EOP first-time freshmen admitted as exceptions to the University's admission requirements or as undeclared majors are required to successfully complete the Summer Bridge Program. Other EOP first-time freshmen are also eligible to participate in the Summer Bridge Program. A response form is mailed out to prospective students with an offer of admission to the Educational Opportunity Program and an EOP Acceptance Agreement. The Summer Bridge Program response form must be signed and returned with the EOP Acceptance Agreement before the specified deadline in order to be considered for admission to the Summer Bridge Program.

For additional information, please call Cynthia Linton, Associate Director of Educational Equity Services, at (909) 869-2169.

### McNair Scholars Program

The McNair Scholars Program is a federally funded TRIO program that provides numerous opportunities to Cal Poly Pomona juniors and seniors who will engage in hands-on, multi-disciplinary training designed to introduce the rigors of study, research, and writing needed to be successful at the doctoral level. Scholars will work closely with faculty mentors and a faculty coordinator throughout the academic year and during the five week summer residential component to strengthen critical thinking, report and technical writing, statistics and research methods, and to design and conduct a specific research project. Scholars will present their research findings at the Cal Poly Pomona Summer Research Symposium. Students who are accepted into the program and complete quarterly requirements will receive an annual stipend of \$2,400.

The goal of the McNair Scholars Program is to increase the number of low income, first generation, and traditionally underrepresented students gaining admission to graduate school, completing doctoral level study, and pursuing careers in college teaching.

Eligible students must meet the following requirements:

- Junior or senior status and one or more of the following criteria:
  - Underrepresented at the doctoral level ( women, African American, Latino American, Native American, and individuals underrepresented in science and technical fields).
  - First generation student (neither parent graduated from a four year institution).
  - Low income student (receiving financial aid).

In addition to the above criteria, we are also seeking students who are majoring in the following colleges: Agriculture, Engineering, Environmental Design, and Science; or the following departments: Behavioral Science, Political Science, and Social Science.

For more information about the McNair Scholars Program, please contact Dr. Frank Torres at (909) 869-3501.

### California Pre-Doctoral Program

Through a CSU system-wide competition, students underrepresented in their academic disciplines may apply for a California Pre-Doctoral Award through the Office of Academic Programs. The California Pre-doctoral Program is designed to increase the pool of potential faculty by supporting the doctoral aspirations of CSU students who have experienced economic and educational disadvantages. Students granted one of the 75 annual awards will receive a \$2,000 stipend that may be used for travel to doctoral-granting universities, attendance at professional conferences and seminars, subscriptions to professional journals, and fees for applying to graduate schools. Students applying for the award must be sponsored by a faculty member who acts as advisor and mentor to the student. Awarded faculty sponsors may receive a travel stipend of up to \$1,000 to accompany the student to universities and professional conferences or seminars.

Coordinator: Lucy Fernandez, Extension 3330

### Teacher Aide Path to Teaching (TAPT)

TAPT seeks to increase the number of bilingual credentialed teachers in the public schools. The program represents a partnership between Mt. San Antonio College and all other community colleges and the Cal Poly Pomona University in seeking to assist instructional aides from local school districts to progress academically from the community college to a bilingual teaching credential at Cal Poly Pomona.

Cal Poly Pomona offers some assistance with expenses while the students are attending the community college. The University provides professional development activities for the aides, concurrent enrollment in certain Teacher Education courses, and other support activities so the aides may take back to their working situations improved skills that enhance the educational experience of local school children.

Coordinator: Mario Ruiz, Extension 2327

### CSU Forgivable Loan Program

Funded centrally by the Chancellor's Office, the CSU Forgivable Loan Program encourages underrepresented students to pursue doctorate degrees by loaning a maximum of \$30,000 to defray educational expenses. After completing the doctorate degree, students may have 1/5 of the loan balance waived for each year they are employed as a faculty member within the CSU system.

Coordinator: Debra Brum, Extension 3406

## EDUCATIONAL ENHANCEMENT PROGRAMS

### Agriculture Educational Enhancement Services – AGREES

Faculty Coordinator: Terrance Fujimoto, Extension 2174

### Business Educational Enhancement Services – BEES

Faculty Coordinator: Cheryl Wyrick, Extension 2431

### Maximizing Engineering Potential – MEP

Director: M. Catherine Hudspeth, Extension 2482

### Science Educational Enhancement Services – SEES

Faculty Coordinator: Barbara Burke, Extension 3676

Educational Enhancement Programs reflect the university's commitment to providing educational services for Cal Poly Pomona students who are first-generation college students, unfamiliar with a university environment, or who for other reasons can benefit from working with faculty and other students to strengthen their connection to the University and enhance their ability to succeed academically. Recognizing the significance of a supportive academic climate, the programs have been established in each of the six colleges and two schools to deliver challenging educational opportunities to students majoring in the respective disciplines. The programs have an academic focus that constructs a community-based model of education which encourages learning through collaboration and ties together all facets of students' college experiences including personal development, academic achievement, social and civic responsibility, cultural enjoyment, and continued learning related to graduate school and careers.

In each of the programs, entering students join a community of scholars within the college or school and engage in academic domain-specific activities with university faculty, staff, peers, and industry and community representatives. Student participants benefit from the personalized attention of caring faculty who strive to create a healthy and connected learning environment. Program offerings vary and are intentionally designed to promote academic achievement, college persistence, and improve graduation rates of student members.

Specifically, services and activities may include intensive academic advising, specialized orientations, instructional workshops, academic seminars, identified rooms for group study and technical computer support, a resource information clearing-house, collaborative study groups with peer leaders, referrals for tutorial support, linked clubs for pre-professional students from target ethnic groups, exploration of graduate schools and career opportunities, networking with industry professionals, financial aid and scholarship information, organized field trips, co-registration in sections of difficult core courses with adjunct tutorial support, and graduation/recognition celebrations.

## COOPERATIVE EDUCATION

What is Cooperative Education? Cooperative education is a program in which classroom study is combined with a closely related work experience. Its basic purpose is to provide a means whereby a student can combine study at Cal Poly Pomona with work experience under the supervision of an employer in order to fulfill the total requirements of a particular educational program. Cooperative education blends theory and practice and provides relevance to a college education. It is a program which offers an innovative and expanded dimension to the education received by students at postsecondary institutions. Cooperative education is viewed as being an integral part of Cal Poly Pomona's curricular offerings and as being consistent with the educational goals of a polytechnic university.

Cooperative education programs are based on the following requirements:

1. The student must have at least junior class standing and an overall GPA of 2.0.
2. The off-campus work experience must be directly related to the student's major field of study.
3. The internship or co-op experience must be offered as a credit course by the student's major or minor degree department. The employment, either on a full-time or on a part-time basis, must be an integral part of the student's academic degree program and must



be under the direct guidance and supervision of a Cal Poly Pomona faculty member.

4. The work experience must be of a sufficient duration to be considered a substantial part of the student's academic program.
5. The standards of work and performance must be maintained. To ensure these standards, the student's work must be evaluated periodically, and, at the end of the work period, the student's performance will be self-evaluated and further evaluated by the employer and by the supervising Cal Poly Pomona faculty member. The student will be assigned a grade for the course by the faculty supervisor.

Types of cooperative education programs. The "traditional" cooperative education program consists of alternating full-time work

and study periods. In this type of program students spend one or more quarters of full-time work on the job and then a fixed period of full-time study on campus. Another model provides part-time work experiences in which students continue their college classes simultaneously with the work period. Under this arrangement, known as the "parallel plan," students generally work 15 to 25 hours per week off campus while carrying on some coursework on campus. Cal Poly Pomona offers both types of programs.

Program Information. Cooperative Education information is available from the Office of Cooperative Education located in Building 3, Room 233. For additional information on programs available within colleges, contact the designated cooperative education college coordinator or the Career Center, Building 97, Room 100.

