

## ACADEMIC REGULATIONS AND PROGRAMS

### DEGREES AND TEACHING CREDENTIALS OFFERED

The University offers undergraduate curricula leading to the degrees of Bachelor of Arts and Bachelor of Science, and graduate curricula for the master's degree. In addition, programs are offered leading to teaching credentials authorizing service in California public schools. Degrees and teaching credential programs offered by the university are:

#### COLLEGE OF AGRICULTURE

##### BACHELOR OF SCIENCE in:

Agricultural Biology	112
Agricultural Science	116
Agronomy	121
Animal Science	124
Apparel Merchandising and Management	131
Food Marketing and Agribusiness Management	135
Food Science and Technology	143
Foods and Nutrition	139
Horticulture	146
Landscape Irrigation Science	152
Soil Science	155

##### MASTER OF SCIENCE AGRICULTURE

with options in:

Agriculture, Nutrition, and International Development	466
Agricultural Science Option	468
Animal Science Option	470
Irrigation Science	472
Nutrition and Food Science Option	474
Plant Science Option	479
Sports Nutrition Option	477

#### COLLEGE OF BUSINESS ADMINISTRATION

##### BACHELOR OF SCIENCE in BUSINESS ADMINISTRATION

with options in:

Accounting	165
Computer Information Systems	169
eBusiness	174
Finance, Real Estate, and Law	176
International Business	182
Management and Human Resources	189
Marketing Management	183
Technology and Operations Management	193

MASTER OF BUSINESS ADMINISTRATION	487
-----------------------------------	-----

##### MASTER OF SCIENCE in BUSINESS ADMINISTRATION

Information Systems Audit Option	490
----------------------------------	-----

#### COLLEGE OF EDUCATION AND INTEGRATIVE STUDIES

##### BACHELOR OF ARTS in:

Gender, Ethnicity, and Multicultural Studies	213
Liberal Studies	218

##### CREDENTIALS/CERTIFICATES:

Multiple Subjects	204
-------------------	-----

Multiple Subjects with a Bilingual (Spanish) Crosscultural, Language and Academic Development (BCLAD) Emphasis	205
Single Subject	205
Single Subject with a Bilingual (Spanish) Crosscultural, Language and Academic Development (BCLAD) Emphasis	206
Education Specialist - Mild/Moderate	206
Education Specialist - Moderate/Severe	206
Adapted Physical Education Specialist Credential	208
Agricultural Specialist Credential	117
CLAD Certificate	206
Educational Technology: Computers in Education Certificate	509
Educational Technology: Educational Multimedia Studies Certificate	509
Computer Troubleshooting Certificate	509

##### MASTER OF ARTS IN EDUCATION

with options in:

Curriculum and Instruction	507
Bilingual/Cross Cultural Education	507
Heritage Languages: Literacy and Leadership	508
Educational Multimedia	508
Special Education	508
Educational Leadership	508

##### JOINT DOCTORAL PROGRAM IN EDUCATIONAL LEADERSHIP

with an option in Educational Technology	516
--	-----

#### COLLEGE OF ENGINEERING

##### BACHELOR OF SCIENCE in:

Aerospace Engineering	233
Chemical Engineering	237
Civil Engineering	243
Computer Engineering	250
Construction Engineering Technology	256
Electrical Engineering	248
Electronics and Computer Engineering Technology	256
Engineering Technology	256
Industrial Engineering	264
Manufacturing Engineering	264
Materials Engineering	237
Mechanical Engineering	271

##### MASTER OF SCIENCE in:

Engineering	519
Electrical Engineering	519
Mechanical Engineering	519
Structural Engineering	519

#### COLLEGE OF ENVIRONMENTAL DESIGN

BACHELOR OF ARCHITECTURE	282
--------------------------	-----

##### BACHELOR OF ARTS in:

Art	287
-----	-----

##### BACHELOR OF FINE ARTS in:

Graphic Design	288
----------------	-----

##### BACHELOR OF SCIENCE in:

Landscape Architecture	293
Urban and Regional Planning	296

MASTER OF ARCHITECTURE . . . . . 481  
 MASTER OF LANDSCAPE ARCHITECTURE . . . . . 538  
 MASTER OF URBAN AND REGIONAL PLANNING . . . . . 550

**COLLEGE OF LETTERS, ARTS AND SOCIAL SCIENCES**

**BACHELOR OF ARTS in:**  
 Behavioral Science . . . . . 309  
 English . . . . . 322  
 History . . . . . 337  
 Music . . . . . 354  
 Philosophy . . . . . 368  
 Political Science . . . . . 373  
 Psychology . . . . . 378  
 Sociology . . . . . 384  
 Spanish . . . . . 325  
 Theatre . . . . . 387  
**BACHELOR OF SCIENCE in:**  
 Anthropology . . . . . 304  
 Communication . . . . . 312  
 Economics . . . . . 318  
 Geography . . . . . 333  
 Kinesiology . . . . . 345  
 Social Sciences . . . . . 382

**MASTER OF ARTS in:**  
 English . . . . . 528  
 Literature Option  
 Rhetoric and Composition Option  
 Teaching ESL Option  
 History . . . . . 531

**MASTER OF SCIENCE in:**  
 Economics . . . . . 502  
 Kinesiology . . . . . 533  
 Psychology . . . . . 544

**MASTER OF PUBLIC ADMINISTRATION . . . . . 547**

**COLLEGE OF SCIENCE**

**BACHELOR OF SCIENCE in:**  
 Biology . . . . . 401  
 Biotechnology . . . . . 402  
 Botany . . . . . 403  
 Chemistry . . . . . 415  
 Computer Science . . . . . 421  
 Geology . . . . . 425  
 Mathematics . . . . . 431  
 Microbiology . . . . . 405  
 Physics . . . . . 439  
 Zoology . . . . . 406

**MASTER OF SCIENCE in:**  
 Biological Sciences . . . . . 484  
 Chemistry . . . . . 497  
 Computer Science . . . . . 499  
 Mathematics . . . . . 541

**COLLINS SCHOOL OF HOSPITALITY MANAGEMENT**

**BACHELOR OF SCIENCE in:**  
 Hotel and Restaurant Management . . . . . 448

**APPROVED MINOR PROGRAMS (By College and Department)**

**University Interdisciplinary Minors**

(See University Programs catalog section for further information)  
 Environmental Health Specialist . . . . . 99  
 Geographic Information Systems . . . . . 101  
 Physiology . . . . . 100  
 Quantitative Research . . . . . 102  
 Total Quality Management . . . . . 102

**COLLEGE OF AGRICULTURE**

**Agricultural Engineering Department**

Landscape Irrigation Design . . . . . 153

**Animal Science Department**

Animal Science . . . . . 126

**Apparel Merchandising and Management Department**

Fashion Merchandising . . . . . 132

**Food Marketing and Agribusiness Management/Agricultural Education Department**

Agricultural Business Management . . . . . 135  
 International Agricultural Business Management . . . . . 136

**Horticulture/Plant and Soil Science Department**

Agricultural Biology . . . . . 113  
 Agronomy . . . . . 122  
 Ornamental Horticulture . . . . . 147  
 Soil Science . . . . . 155  
 Pest Management . . . . . 113

**Human Nutrition and Food Science Department**

Foods and Nutrition . . . . . 140

**COLLEGE OF BUSINESS ADMINISTRATION**

Business . . . . . 162  
 International Business . . . . . 163

**Accounting Department**

Accounting . . . . . 166  
 Financial Analysis . . . . . 166

**Computer Information Systems Department**

Business Computer Programming . . . . . 170  
 Managerial Computing . . . . . 171

**Finance, Real Estate and Law Department**

Business Law . . . . . 178  
 Finance . . . . . 177  
 Financial Management of Private and Public Contracts . . . . . 178  
 Real Estate . . . . . 177

**International Business and Marketing Department**

Fashion Merchandising . . . . . 185  
 International Business . . . . . 183  
 International Marketing . . . . . 184  
 Logistics . . . . . 185  
 Marketing Management . . . . . 184

**Management and Human Resources Department**

General Management . . . . .	190
Human Resources Management . . . . .	190
Entrepreneurship and Small Business Management . . . . .	190

**Operations Management Department**

Operations Management . . . . .	194
---------------------------------	-----

**COLLEGE OF EDUCATION AND INTEGRATIVE STUDIES****Ethnic and Women Studies Department**

African American Studies . . . . .	213
Asian American Studies . . . . .	214
Chicano/Latino Studies . . . . .	214
Multicultural Leadership Studies . . . . .	214
Native American Studies . . . . .	214
Women's Studies . . . . .	214

**COLLEGE OF ENGINEERING**

Energy Engineering . . . . .	228
Illumination Engineering . . . . .	228
Materials Science and Engineering . . . . .	228
Ocean Engineering . . . . .	229

**COLLEGE OF ENVIRONMENTAL DESIGN****Art Department**

Art History . . . . .	288
-----------------------	-----

**COLLEGE OF LETTERS, ARTS AND SOCIAL SCIENCES****Behavioral Sciences Department**

Criminal Justice and Corrections . . . . .	309
Psychology . . . . .	379
Sociology . . . . .	385

**Communication Department**

Communication Studies . . . . .	314
Newspaper Journalism . . . . .	314
Public Relations . . . . .	314

**Economics Department**

Economics . . . . .	319
---------------------	-----

**English and Foreign Languages Department**

English . . . . .	324
Spanish . . . . .	324

**Geography and Anthropology Department**

Anthropology . . . . .	305
Geography . . . . .	334

**History Department**

History . . . . .	338
Latin American Studies . . . . .	338

**Music Department**

Music . . . . .	359
-----------------	-----

**Philosophy Department**

Philosophy . . . . .	370
Religious Studies . . . . .	370

**Political Science Department**

Political Science . . . . .	374
Public Administration . . . . .	374

**Theatre and Dance Department**

Theatre . . . . .	389
New Dance and Cultures . . . . .	393

**COLLEGE OF SCIENCE****Biological Sciences Department**

Botany . . . . .	404
Comparative Systems Analysis . . . . .	444
Microbiology . . . . .	406
Plant Biotechnology . . . . .	405
Plant Pathology . . . . .	405
Zoology . . . . .	407

**Chemistry Department**

Chemistry . . . . .	416
---------------------	-----

**Computer Science Department**

Scientific Computer Programming . . . . .	422
---	-----

**Geological Sciences Department**

Geology . . . . .	426
-------------------	-----

**Mathematics Department**

Mathematics . . . . .	432
Statistics . . . . .	432

**Physics Department**

Physics . . . . .	439
-------------------	-----

**COLLINS SCHOOL OF HOSPITALITY MANAGEMENT**

Hotel and Restaurant Management . . . . .	449
---	-----

**CENTER FOR REGENERATIVE STUDIES**

Regenerative Studies . . . . .	454
--------------------------------	-----

**COURSE NUMBERING SYSTEM**

Courses are grouped into number series indicating the level at which they are presented.

**1-99** Courses carrying no credit toward degree requirements.

**100-299** Courses taught primarily in the freshman and sophomore years and generally introductory in nature. Graduate credit is not allowed.

**300-399** Courses primarily for advanced undergraduate students, usually having prerequisites, bearing graduate degree credit upon the approval of the advisor.

**400-499** Courses for advanced undergraduates, and graduate, and post-baccalaureate students; courses 461, 462 and 463 shall apply to master's degree requirements.

**500-599** Courses open only to graduate and post-baccalaureate students, or seniors with prior approval.

**600-699** Courses open only to unconditionally classified graduate students.

**700-899** Courses open only to students in a doctoral program.

**900-999** Courses including specialized workshops, seminars, and institutes designed to provide professional and occupational improvement. Not acceptable for credit towards a master's degree.



## ACADEMIC POLICIES

### Requirements for Bachelor's Degree

#### General Requirements

A candidate for the bachelor's degree shall have

- 1) completed the courses in one of the listed baccalaureate curricula with a minimum "C" grade average (GPA of 2.0) for all units in the major (core courses and designated option courses);
- 2) completed the required general education courses;
- 3) completed the required courses in American history and government, including state and local government. This requirement is met by completing PLS 201 and HST 202;
- 4) spent not less than three quarters in residence, two of these quarters immediately preceding graduation;
- 5) earned not fewer than 50 quarter units in residence applicable to the bachelor's degree; of which 36 units must be in upper division courses, 18 units must be in the major core, and 12 units in general education courses;
- 6) earned a total number of grade points at least equal to twice the number of units attempted (achieve a "C" grade average e.g. GPA of 2.0) in all courses taken at Cal Poly Pomona and overall coursework;
- 7) completed all coursework requirements for the Bachelor of Arts degree, with a minimum of 60 of those units being of 300- or 400-level courses, 18 of which must be in the major core; completed all coursework requirements for the Bachelor of Science degree, with at least 27 of these units being in 300- or 400-level courses in the major core; completed all coursework requirements for the Bachelor of Architecture degree, with 67.5 units required for the major and with at least 40.5 of these units being in 300- or 400-level courses.  
No major will contain less than 54 quarter units of courses required in the core for the major. Within these 54 units must be at least 15 units of 100 and 200-level courses. The courses in the major must be exclusive of those courses taken to satisfy the general education requirements;
- 8) met the Graduation Writing Test requirement;
- 9) had a graduation check. A graduation check request can be made in the Registrar's Office when a senior has no more than 10 classes (40 units) left to take to complete degree requirements. Processing of the graduation check takes 30-60 days and the graduation check is mailed to the student's current address on file in the Registrar's Office.
- 10) filed an application for graduation in the Registrar's Office prior to the deadline listed in the academic calendar.

#### Determination of Graduation Requirements

In determining graduation requirements, students have three basic options open to them. They may decide to meet the degree requirements listed in the Cal Poly Pomona university catalog at the time they first entered the university, or they may decide to use the requirements listed in the university catalog at the time of their graduation, or they may elect to use the requirements in effect at the time they begin study at a CSU campus or a California community college.

At Cal Poly Pomona, 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.

Whenever a student changes major, while this action is not considered a break in enrollment status, he/she will come under either the major department degree graduation requirements published in the Cal Poly Pomona university catalog at the time the major was changed or under the provisions of the catalog applicable to the period in which he/she wishes to graduate.

California community college students transferring to Cal Poly Pomona without a break in enrollment status will be evaluated on the graduation requirements listed in the Cal Poly Pomona university catalog at the time of entrance to Cal Poly Pomona. Students may elect in writing to the Registrar's Office to fulfill graduation requirements at the time they began attending a California community college or in effect at the time of graduation. After entry to Cal Poly Pomona, any change of status or major will cause them to come under the major degree catalog provisions valid at the time of the change. Also see "General Education" section in this catalog regarding transfer and change of major students and GE certification.

Students who are not in attendance for two quarters in any given calendar year are considered to have broken enrollment status. This will affect both major and other degree requirements and may require additional course work for degree completion.

#### Participation in Graduation Ceremonies

Undergraduate students may apply for graduation and/or participate in June commencement ceremonies if they have filed a graduation check request, have no more than eight units remaining to fulfill the graduation requirements, and are in good academic standing (2.00 GPA for Cal Poly Pomona coursework and 2.00 for all cumulative coursework at the end of the term prior to that in which the student applies to graduate).

Graduate students who have not completed all of their graduation requirements, including the GWT, may not participate in the commencement ceremonies

#### Requirement in Mathematics Proficiency

All students must demonstrate a base level math competency. This may be done by taking an approved course in mathematics or statistics. The following courses have been judged to meet this requirement: MAT 106, MAT 114, MAT 115, MAT 116, MAT 120, MAT 125, MAT 130, MAT 191 or STA 120. Transfer students will satisfy this requirement by taking an equivalent course which may also be used to meet the CSU General Education quantitative reasoning requirement. Intermediate Algebra taken at a Community College will not meet this requirement, nor will it be considered acceptable to meet the quantitative reasoning requirement.

#### Graduation Requirement in Writing Proficiency

All students must demonstrate competency in writing skills as a requirement for graduation. See the catalog section on the "Graduation Writing Test" (GWT) Requirement, or the Test Center, Building 98, Room P2-4, for additional information.

#### ENTRY-LEVEL MATHEMATICS (ELM) REQUIREMENT

The ELM examination tests for 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 nonexempt 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 taken October 1989 or later, a score of 24 or above taken before October 1989.
- A score of 3 or above on the College Board Advanced Placement Mathematics examination (Calculus AB or BC) or Statistics examination.
- For transfer students, completion and transfer 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.

### ENGLISH PLACEMENT TEST (EPT) REQUIREMENT

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 taken before October 1989.
- 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.

### GRADUATION WRITING TEST (GWT) REQUIREMENT

All students subject to degree requirements listed in the 1977-78 and later general catalogs must demonstrate competency in writing skills as a requirement for graduation. Based on action taken by the Cal Poly Pomona Academic Senate in 1978, writing competence at Cal Poly Pomona is assessed by means of a written test. All persons who receive undergraduate, graduate, or external degrees from Cal Poly Pomona must pass the Graduation Writing Test (GWT). Foreign students, immigrants, and permanent residents must also pass the GWT test to receive a degree. The test is available to undergraduates at the completion of 90 units and for graduates upon admission.

A mandatory GWT registration policy requires that the test be taken by the quarter following the completion of 120 units (for undergraduates) or

by the completion of 8 units (for graduate students). If the GWT is not taken by this time, a hold will be placed on a student's records. While the student's records are on hold, registration may not be allowed nor will transcripts of credits be released.

Students who as undergraduates may have had the GWT requirement waived will need to take it and pass it if they return to Cal Poly Pomona as graduate students.

Important information about specific exemptions from the test, and the appeals process for the test is contained in the GWT Study Guide and the Information Bulletin, available to all students. They may be obtained from the Test Center, Building 98, Room P2-4.

### GENERAL EDUCATION REQUIREMENTS

Every student must take a substantial proportion of coursework for the bachelor's degree designed to develop professional competence. In addition, the student must develop the knowledge, skills, and understanding which will enable the student to function as an intelligent and creative member of the community. To achieve these goals, the university provides an integrated program of curricular and cocurricular activities which are organized to provide an educational experience appropriate to the needs of the individual student.

Under the provisions of Title 5 of the California Code of Regulations, the university offers a variety of courses in general education. The pattern of courses included in the program is designed primarily to insure that students:

1. Develop the ability to express themselves effectively in both written and oral communication and in critical thinking which includes consideration of common fallacies in reasoning;
2. Understand nature and are able to relate themselves to their biological and physical environment;
3. Are familiar with their cultural heritage and have developed the capacity to be creative and to appreciate the creativity of others;
4. Understand the economic, political, technological, and social problems of contemporary society and responsibilities and procedures of modern citizenship;
5. Have a basic understanding of the requirements of good health and are able to maintain their own physical well-being;
6. Have developed an understanding of themselves and their relationships to others.

Title 5 of the California Code of Regulations Section 40405.1 states that to be eligible for graduation with a bachelor's degree from a California State University, a student must complete a minimum of 72 quarter units of general education of which 12 quarter units must be upper division and shall be taken no sooner than the quarter in which the student achieves upper division status.

Twelve quarter units of the total general education program must be completed in residence at Cal Poly Pomona.

For Cal Poly Pomona students following curriculum year 2001-02 or 2002-03, the total units required for General Education is 68. Students following curriculum years 2003-04 or 2004-05, should consult the catalog website <<http://www.csupomona.edu/~academic/catalog/>> for current information regarding this unit requirement.

Since general education is under ongoing review, the framework, guidelines, and coursework approved to meet general education requirements may change from one catalog cycle to another. Therefore, students who change majors or otherwise have a break in status may

find that they are subject to new degree requirements. Careful academic and career planning is essential.

Questions related to general education requirements should be directed to the Office of Academic Programs, Building 98.

### General Education—Approved Coursework and Unit Distribution

Courses approved and unit distributions to meet the general education requirements are listed in the catalog section "General Education." Since the general education requirements, as implemented at Cal Poly Pomona, and the courses approved to meet these requirements may be modified or changed subsequent to the publication of this catalog, students are advised to contact the Office of Academic Programs, Building 98, for the most current list of approved general education courses and requirements.

### LIMITED ENROLLMENT—Courses Open to Majors Only

Because of impactation in certain academic majors, enrollment in courses within these programs is limited to approved majors only. Certain exceptions are possible with written permission of the instructor and the department chair by an academic petition.

### EXCLUSION OF STUDENTS FROM CLASSES

1. An instructor may at any time exclude from his or her course students who are disrupting the orderly conduct of the classroom or are a hazard to themselves or others.
2. Upon excluding a student from a class, the instructor shall, within two academic days, inform the following individuals in writing of the reasons for exclusion from class and that the student has three academic days to file a protest with the instructor's dean:
  - a. The instructor's department chairperson
  - b. The instructor's college dean
  - c. The student's major department chairperson
  - d. The student's major college dean
  - e. The student
  - f. The Office of Judicial Affairs

The student has three university academic days from the date of exclusion during which a formal protest may be lodged with the instructor's college dean concerning the instructor's decision. If the student desires to make such a protest, the college dean and department chairman will interview both the faculty member and the student(s) involved and the dean will make a final decision within three university academic days as to whether or not the student is to be allowed to return to class.

3. If the faculty member wishes to prefer disciplinary charges against the student involved, the faculty member shall submit such charges in writing to the office of Judicial Affairs. However, it will still be necessary to go through the specified process.

### SCHOLASTIC REQUIREMENTS

Each student is expected to meet the academic standards required by the state, the university and by the instructors. Every student is expected to attend classes regularly.

The instructor of a class may excuse student absences from the class.

Students may not remove an incomplete simply by re-enrolling in the course. In cases where repetition of the course is deemed appropriate, the student will be assigned a withdrawal or failing grade rather than an

"I" grade. If students subsequently complete a course which is recorded as incomplete on a transcript from another institution, it is their responsibility to submit a corrected official transcript.

It is possible for a student to have three final examinations scheduled for the same day. If that happens, the student has the liberty of asking the professor of the middle exam to pick a mutually convenient time for the exam.

Students may not enroll in courses in subject areas in which they have already taken more advanced coursework (e.g. MAT 106 after taking MAT 114) for any purpose, including that of raising the grade point average (GPA).

Students may not enroll in courses which have prerequisites without having successfully completed such prerequisites with the appropriate passing grade as designated by the offering department. If passing grade is designated as "C" or better, "C" is defined as 2.0 on a 4 point grading scale.

### MINIMUM GRADE POINT AVERAGE

In order to graduate, a student must have an overall GPA of 2.0 in all university coursework as well as a 2.0 in his or her major coursework (e.g. core coursework). If an undergraduate student, at the time of the graduation check, has less than a 2.0 GPA in the major (core), the student can raise the major GPA to a minimum of 2.0 only by the following courses of action:

- a. Attainment of sufficient grades in all remaining major (core) courses in the student's program;
- b. Attainment of sufficient grades in all remaining major (core) course in the student's program plus the use of the Repeated Course Policy which allows the repetition of no more than 16 units. (Refer to "Repetition of Courses" section in this catalog.)

Regardless of purpose, a student may not repeat a course in the major (core) in which he or she has been assigned more than a C grade (2.0). A student may not substitute a support course or any other course as a major (core) course after the major (core) course has been taken. Further, this university has the right to prescribe that any particular graduation requirement be met within seven (7) years. For further details on this prescription please see the Associate Vice President for Academic Programs, Building 98.

### ACADEMIC STANDING

Uniform minimum standards for academic probation, subject to disqualification, and disqualification are in effect at all the California State Universities. A student is considered to be in good standing when a cumulative grade point average of 2.0 (C) for all university level work attempted and for all such work attempted at this university is earned. In order to achieve early intervention to assist students by providing an early warning system, all undergraduate students with a Cal Poly GPA of less than 2.2 will have an advising hold placed systematically on their record. Students will be placed on academic probation, subject to disqualification, or disqualified under the following conditions:

1. A student will be placed on academic probation if the cumulative grade point average falls below 2.0 (C) either for all college-level work attempted, for all work attempted at this university, or all work attempted in the major (core). The determination of the GPA in the major and proportion of courses taken to satisfy degree requirements is the responsibility of the major department. The student will be advised of probation status on the grade report which is available via the Voice Response System or the Web at the end of each quarter.

Students on probation will have advising holds placed on their record the following quarter. These students may not be able to register for subsequent quarters until they have cleared this hold with their major department and have been properly counseled as to how to regain good standing. An advising contract may be required by the major department.

A student's status may change from probation directly to disqualification without having been in the Subject to Disqualification status.

2. A student will be subject to disqualification if the Cal Poly Pomona or cumulative grade point average falls below 1.5 for freshmen, 1.7 for sophomores, 1.9 for juniors, and 1.95 for seniors.

The student will be advised of the subject to disqualification status via the Cal Poly Pomona e-mail address as soon as possible following the end of the quarter. Each academic unit might exercise the option to disqualify a student in Subject to Disqualification status due to a lack of adherence to advisement worksheets, failure to make progress in the major, or follow faculty advisement.

3. Students on probation or subject to disqualification will be disqualified at the end of any quarter if:
  - a) a freshman (less than 45 quarter units of university work completed) or sophomore (45 to 89 quarter units of university work completed) is 22.5 or more grade points below a 2.0 (C average);
  - b) a junior (90 to 134 quarter units of university work completed) is 13.5 or more grade points below a 2.0 (C average);
  - c) a senior (135 or more quarter units of university work completed) is 9 or more grade points below a 2.0 (C average).

Notification is sent via the Cal Poly Pomona e-mail address as soon as possible following the end of the quarter. Disqualification supersedes any contract or worksheet completed at the department level.

- a. A student who is disqualified will not be reinstated until at least one quarter has elapsed. The following disqualification policy became effective fall quarter 1991:
  - Students disqualified on the basis of their grade point balance deficiency at the conclusion of fall quarter will not be allowed to attend spring quarter.
  - Students disqualified on the basis of their grade point balance deficiency at the conclusion of winter quarter will not be allowed to attend summer quarter.
  - Students disqualified on the basis of their grade point balance deficiency at the conclusion of spring quarter will not be allowed to attend fall quarter.
  - Students disqualified on the basis of their grade point balance deficiency at the conclusion of summer quarter will not be allowed to attend winter quarter.
- b. Upon initial disqualification, students may be reinstated only after presentation to the university of satisfactory evidence that they have improved their chances of scholastic success. The Petition for Academic Reinstatement must be filed in the Registrar's Office after approval by the student's major department chair and the dean of the school in which the student wishes to enroll.

Students have the right to appeal their sit-out quarter according to the guidelines and instructions shown below:

- Students wishing to appeal their sit-out quarter must complete the Disqualification Appeal Student Information Sheet available in the Registrar's Office. Except in extraordinary circumstances, appeals

may be considered only if the student's grade point average, during the quarter subsequent to disqualification, has improved enough to remove the student from disqualification status.

- Students will be notified of their College's Appeals Committee decision no later than the last day to register for the quarter in question.
- c. Effective summer 1999, students who are reinstated must remove their disqualification by the time they have attempted an additional 24 units in baccalaureate-level courses. This coursework must be agreed upon by the student and the department chair at the time of reinstatement.
  - d. Students who either do not remove the disqualification within an additional 24 units or who do remove the disqualification, but then become disqualified for a second time, may not be readmitted to Cal Poly Pomona until they have taken a mandatory one-year break. After such time, an application for readmission would be considered.
4. Administrative-Academic Probation: An undergraduate or graduate student may be placed on administrative-academic probation by action of appropriate campus officials for any of the following reasons:
    - a. Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms. (Note: A student whose withdrawal is directly associated with a chronic or recurring disability or its treatment is not to be subject to Administrative-Academic probation for such withdrawal.)
    - b. Repeated failure to progress toward the stated degree objective or other program objective, including that resulting from assignment of 15 units of NCR, when such failure appears to be due to circumstances within the control of the student.
    - c. Failure to comply, after due notice, with an academic requirement or regulation which is routine for all students or a defined group of students (examples: failure to complete English Placement Test, failure to complete a required practicum, failure to complete a specified number of units as a condition for receiving student financial aid).

When such action is taken, the student shall be notified in writing and shall be provided with the conditions for removal from probation and the circumstances which would lead to disqualification, should probation not be removed.

5. Administrative-Academic Disqualification: A student who has been placed on administrative-academic probation may be disqualified from further attendance if:
  - a. The conditions for removal of administrative-academic probation are not met within the period specified.
  - b. The student becomes subject to academic disqualification while on administrative-academic probation.
  - c. The student becomes subject to administrative-academic disqualification for the same or similar reason for which he has been placed on administrative-academic probation previously, although not currently in such status. When such action is taken, the student shall receive written notification including an explanation of the basis for the action.

The University Advising Center, Building 66, Room 124, offers "academic survival" workshops for those students whose grade point averages have fallen below 2.0. Call 869-INFO for details.



**SATISFACTORY PROGRESS**

Full-time undergraduate students are considered to be maintaining satisfactory academic progress toward their degree goal when they have completed a minimum of 36 units per academic year of which a minimum of 24 units directly apply to satisfying the core and/or support and directed course requirements of their major curriculum according to their Degree Requirement Evaluation sheet (or until such time as all core and support course requirements are satisfied). Good standing is defined as 2.0 GPA.

Half-time students are considered to be maintaining satisfactory academic progress toward their degree goals when they have completed a minimum of 18 units per academic year of which a minimum of 12 units directly apply to satisfying the core and/or support and directed course requirements of their major curriculum according to their Degree Requirement Evaluation sheet (or until such time as all core and support course requirements are satisfied). Good standing is defined as maintaining at least a 2.0 GPA.

If a student's GPA remains below 2.0 for more than three consecutive quarters, the student will not be certified for veterans educational benefits until his/her academic status is restored to good standing.

**MAJOR (CORE) GPA**

1. A student must obtain a 2.0 or greater GPA in the major (core) in order to graduate. If an undergraduate student, at the time of the graduation check, has less than a 2.0 GPA in the major (core), the student can raise the major GPA to a minimum of 2.0 only by the following courses of action: a) attainment of sufficient grades in all remaining major (core) courses in the student's program; b) attainment of sufficient grades in all remaining major (core) courses in the student's program plus the repetition of up to 16 units of major (core) courses. The repetition of courses in the major (core) follows the same policy for all courses and is stated in the Catalog under "Repetition of Courses."
2. Regardless of purpose, a student may not repeat a course in the major (core) in which he or she has been assigned more than a C grade.
3. A student may not substitute a support course or any other course as a major (core) course after the major (core) course has been taken.

**MINORS**

Academic minors are offered in a number of disciplines at this university. A listing of the minors currently available is included in the sections of the catalog at the beginning of the individual college sections showing degrees, options and minors offered by each college. The procedures to be followed in order to elect a minor are available in departmental or college dean's offices. A minimum GPA of 2.0 for courses in the minor must be attained prior to the granting of the minor. Minors are available only to undergraduate students.

**SECOND BACCALAUREATE DEGREE**

Admission to seek an additional bachelor's degree for holders of such degrees is processed by the Admissions Office in the same way as other undergraduate admissions.

A student who has earned a baccalaureate degree at an accredited institution must meet the curricular requirements for the second baccalaureate degree as well as minimum residence requirements established by this university. A minimum of 50 units must be taken in residence and, of the 50 units, 36 shall be earned in upper division courses with 18 of these upper division units being in courses in the major.

Advanced standing will be granted for work completed for the original baccalaureate degree as applicable to the new degree objective. Work completed at this university prior to awarding of the original baccalaureate degree shall be counted as appropriate toward the residence requirements for the second degree. Any change in general degree requirements (such as general education) will have to be met in order to receive the second baccalaureate degree.

**DOUBLE MAJORS**

Normally a student meets graduation requirements for a degree in one of the major departments. However, it is permissible for a student to be granted a degree with two majors if all requirements of both major curricula are met at the same time.

Any major completed by the student leading to the single degree being awarded will be listed on the diploma as long as only a single degree is considered. If the student has completed the requirements for both a BA and BS, he/she will be required to distinguish only one as the degree in order to determine the appropriate diploma to be awarded and the notation on the diploma. No more than one diploma will be granted to a student at the close of a given quarter. This is distinguished from the two majors leading to a single degree. However, all majors completed by a student will be listed on the official transcript of record.

Students who wish to receive a double major are required to meet all degree requirements in both majors. Students should be aware that the curriculum for the second major will be the one in effect when they add the second major.

**TRANSFER CREDIT**

A student who has attended accredited two-year or four-year colleges will be given full credit for college level courses successfully completed. Credit for courses taken at other institutions counts toward fulfillment of major curriculum requirements when applicable; other courses count as elective credit. Cal Poly Pomona does not accept credit for courses in religious practices.

A maximum of 70 semester units (105 quarter units) of community college course credit may be applied toward the bachelor's degree. No credit may be allowed for professional courses in education taken at a community college.

A maximum of 36 quarter units of extended university course credit may be applied toward the bachelor's degree. Units students take over the 36 college level transferable limit—through Cal Poly Pomona or other Continuing Education or Extended Education programs or Open University coursework—may satisfy a specific course requirement, but only 36 units may be considered by the university as transferable college level work that may be counted towards satisfying the minimum units required for a degree.

No limit is placed upon the number of transferable credits from a four-year college or university, except that no student will be granted a bachelor's degree in any curriculum without having met the general unit, grade, and residence requirements.

No credit will be given for work taken at an unaccredited institution until the student has successfully completed 30 quarter units of work at this university. At that time, and upon recommendation of the student's major department, credit may be given for the unaccredited work.

Once a student has commenced work at this university, approval of the advisor must be secured prior to taking courses at another institution for credit toward major requirements at this university. (See also concurrent enrollment section and eligibility for intercollegiate athletics section.)

**GRADING INFORMATION**

Students may not take courses at equal or lower level than other coursework already taken in the same subject matter for the purpose of raising grade point average (GPA). Such coursework may only be taken on an "AU" basis. Exceptions are permitted only when the course catalog description allows for repetition.

Assignment of grades and change of grades are the prerogative of the instructor of record. However, when circumstances necessitate that a grade change occur without the signature of the instructor of record, the change of grade form must be accompanied by a memo to the Registrar's Office. This memo shall be signed by the College Dean, the Department Chair, and at least one department faculty member and shall state the reason for the absence of the instructor of record's signature.

Under the provisions of Executive Order 320, "Assignment of grades and grade appeals," and Cal Poly Pomona University's "Statement of Student Rights, Responsibilities, and Grievance Procedures," students may appeal grades that they consider to be unfair. In the appeal process, however, it is a basic presumption that the grades assigned to a student are correct. Thus, the burden of proof rests with the student who is appealing. For specifics of the appeal procedure, students should contact the Associate Vice President for Academic Programs, Building 98.

**GRADING SYSTEM (See also "Graduate Studies" section)**

Grades have the following functions:

1. To recognize performance in a particular course.
2. To act as a basis of screening for other courses, programs or graduate school.
3. To inform the student of his/her level of achievement in a particular course.
4. To stimulate the student to learn.
5. To inform prospective employers of the student's achievements.

The following grading system is in effect for undergraduates:

**A Superior Work**

Indicates originality and independent work and a thorough mastery of the subject matter/skill; achievement so outstanding that it is normally attained only by students doing truly exemplary work.

**B Very Good Work**

Indicates clearly better than adequate competence in the subject matter/skill; achievement of quality higher than adequate, but not of exemplary quality.

**C Adequate Work**

Indicates that classroom work, outside assignments, and examinations have been completed at a level indicating adequate competence in the subject matter/skill.

**D Minimally Acceptable Work**

Indicates achievement which meets the minimum requirements of the course, but at a level indicating less than adequate competence in the subject matter/skill.

**F Unacceptable Work**

Indicates achievement that fails to meet the minimum requirements of the course and is clearly below university quality; not a passing grade.

I Incomplete Authorized (Units attempted charged after a maximum of 1 year)

IC Incomplete Charged (Units are charged)

RP Report in Progress (Units attempted are charged after 1 year)

W Withdrawal (Units attempted are not charged)

AU Audit (no credit)

WU Withdrawal Unauthorized - An unofficial withdrawal from a course. (Units attempted are charged)

RD Report Delayed (Units attempted are not charged)

At the discretion of the instructor, plus and minus (+/-) grading symbols may also be granted. The grade points associated with each grade are as follows:

A = 4.0	C = 2.0	I = 0
A- = 3.7	C- = 1.7	IC = 0
B+ = 3.3	D+ = 1.3	RP = 0
B = 3.0	D = 1.0	W = 0
B- = 2.7	D- = 0.7	WU = 0
C+ = 2.3	F = 0	AU = 0
		RD = 0

**Audit**

An Audit grade (AU) signifies that a student has audited a course through an approved process. Enrollment as an auditor is subject to permission of the instructor; provided that enrollment in a course as an auditor shall be permitted only after students otherwise eligible to enroll on a credit basis have had an opportunity to do so. Auditors are subject to the same fee structure as credit students and regular class attendance is expected. Once enrolled as an auditor, a student may not change to credit status unless such a change is requested prior to the last day to add classes. A student who is enrolled for credit may not change to audit after the third week of instruction.

**Incomplete**

An "Incomplete Authorized" (I) signifies that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified reasons and that there is still a possibility of earning credit. After the request of the student for the "I" grade, the faculty member makes the decision as to whether or not an "I" grade is issued. If an "I" grade is issued, the faculty member determines what conditions must be met for the "I" to be removed. However, to protect both students and faculty, it is necessary that there be a written record of the conditions. Thus, if there is a later disagreement, or if the instructor is no longer available, the "I" can still be handled by the department. The form which is to be used for writing the conditions mentioned above is (Incomplete Grade Conditions, form # F-168-01) available in the departmental offices. The completed forms are filed in the department office.

The awarding of an "I" requires prior consultation with the student. The student has the responsibility to confer with the faculty member to learn the requirements for removal of the "I". At that time the student is given a copy of the form detailing the conditions to be met.

An "I" must be made up within the time period set forth by the instructor with a maximum allowable time span of one calendar year immediately following the end of the term in which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an "I" being converted to an "IC" symbol, unless the faculty member assigns a

specific letter grade at the time the Incomplete is assigned, which would replace the "I" in the student's record at the end of the calendar year deadline. The "IC" is counted as a failing grade for grade point average and progress point computation.

Although the one-year maximum for incomplete grades will be the general university policy, Executive Order 171 specifies that exceptions can be made in special cases, such as military service and serious health problems. An extension of an "I" grade in any one course by General Academic Petition shall be allowed only one time, for a maximum total extension of one year.

An "I" may not be changed to a passing grade as the result of re-enrolling in the course. In cases where repetition of the course is appropriate, the student will be assigned a withdrawal or failing grade rather than an "I" grade. A failing grade is not an acceptable reason to request or grant an incomplete grade.

If a student subsequently completes a course which is recorded as incomplete on a transcript from another institution, it is the student's responsibility to submit a corrected official transcript and advise the Registrar's Office that he/she wishes to receive credit.

### Report Delayed

The "RD" symbol may be used where a delay in the reporting of a grade is due to circumstances beyond the control of the student. The symbol may be assigned by the Registrar's Office only and, if assigned, shall be replaced by a substantive grading symbol as soon as possible upon submission of a Grade Change Form. An "RD" shall not be used in calculating grade point average or progress points.

### Report in Progress

The "RP" symbol is used in connection with courses that extend beyond one academic quarter. The symbol indicates that work in progress has been evaluated as satisfactory to date but that the assignment of a precise grade must await the completion of additional coursework. Cumulative enrollment in units attempted may not exceed the total number applicable to the student's educational objective. All work is to be completed within one calendar year of the date of first assignment of RP and a final grade will be assigned to all segments of the course on the basis of overall quality. Any extension of this time period must receive prior authorization by the advisor, department chair and college dean on a General Academic Petition. For master's degree thesis or projects (695, 696), the time limit is two years. The "RP" symbol is authorized for such courses numbered as 461, 462, 690-699. The "RP" grade is not used in calculating the grade point average.

### Official Withdrawal

The "W" symbol indicates that the student was permitted to drop the course after the fifth day of classes. It carries no connotation of quality of student performance and is not used in calculating grade point average or progress points. A "W" cannot be recorded unless the student has filed a drop for that class in the Registrar's Office. Dropping of classes after the third week of instruction and prior to the last 15 days of instruction is permissible only for serious and compelling reasons. Approval for this is by petition. Students who withdraw from the quarter by the end of the seventh week of instruction will receive the "W" in all coursework if they file an approved petition in the Registrar's Office. After the seventh week of instruction, course instructors may assign letter grades (A-F) or the "W" for coursework taken by the student.

### Withdrawal Unauthorized

The symbol "WU" indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. It is

used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average and progress point computation this symbol is equivalent to an "F". The "WU" is also assigned when a student does not drop a course properly. Instructors cannot grant the grade of "WU." This is done administratively when a student withdraws from a course without authorization (e.g. no approved withdrawal form is on file in the Registrar's Office). If a student stops attending class and the instructor does not feel there are adequate completed assignments or course activities upon which to base a letter grade (A-F), the instructor shall assign a "W" on the final grade report. If the appropriate withdrawal form is not on file, this "W" will become a "WU" in the Registrar's Office and a "WU" will appear on the final grade sheet returned to the instructor and on the student's grade report.

### GRADE APPEALS POLICY

Students, under the provisions of Executive Order 320, "Assignment of Grades and Grade Appeals," and the University's "Statement of Student Rights, Responsibilities, and Grievance Procedures," may appeal grades that they consider to be unfair.

The Executive Order establishes minimum standards for campuses governing the assignment of grades by faculty and for provisions for appeal to ensure that the rights and responsibilities of faculty and students are properly recognized and protected. Occasionally, a circumstance will prevent assignment of an earned grade or will cause an assigned grade to be questioned by a student.

The following policy has been adopted by the University to provide mechanisms to deal with such unusual occurrences:

- Course grades assigned by instructors are presumed to be correct. It is the responsibility of the student who appeals an assigned grade to demonstrate clerical error, prejudice, or capriciousness in the assignment of the grade; otherwise, the judgment of the instructor is final.
- A student who believes that a course grade has been assigned inappropriately must follow the proper steps in the appeal process, observing the time limits for completion of various steps in the process as follows:
  - Step 1: Speak face to face with the instructor during the first three weeks of the quarter (with the exception of summer) following the assignment of grade. (If an appointment cannot be arranged, communicate with the instructor through e-mail or fax). If a grade has been assigned in error, it can quickly be corrected with a change of grade form.
  - Step 2: If the grade is correct and you are dissatisfied with your instructor's explanation, and intend to appeal the grade, you must make an appointment to speak with the department chair (or designee) of the department in which the course was taken as soon as possible. If the department chair is the instructor, then the student should request an appointment with the Dean as soon as possible. Should the Dean be the instructor, the student should request an appointment with the Associate Vice President for Academic Programs as soon as possible. The formal grade appeal should be submitted prior to the end of the regular term following the term for which the grade was assigned. The department chair or appropriate administrator will provide a response to you within ten working days, after discussing the issue with the instructor.
  - Step 3: If you are still not satisfied after you receive the response from the appropriate administrator, you must submit a written statement within ten working days to the University Course Grade Appeal Committee through the Office of Academic Programs.
  - Step 4: The Chair of the University Course Grade Appeal Committee

## College Board Advanced Placement (AP) Examination Credit

EXAMINATION	Score	Cal Poly Pomona Course Equivalencies	Units Toward Degree	GE Credit Toward Degree
Art History	3,4,5	ART 110 (non-Art majors) ART 212, 213, or 214 (for Art or non-Art majors)	4 units 4 units	Area C1 Area C1
Art Studio General Portfolio Drawing	3,4,5 3,4 5	ART 150 ART 140 ART 140 and ART 141	3 units 3 units 6 units	No GE credit No GE credit No GE credit
Biology	3 4,5	BIO 110, 111L (for non-Biological Science Majors) BIO 115,115L	4 units 5 units	Area B3 and Lab Area B3 and Lab
Chemistry	3 4,5	CHM 121/121L CHM 121/121L and 122/122L	4 units 8 units	Area B2 and Lab Area B2 and Lab
Computer Science A Computer Science AB	4,5 3 4,5	CS 140 CS 140 CS 140 and 141	4 units 4 units 8 units	No GE credit No GE credit No GE credit
Economics, Micro	4,5	EC 201	4 units	Area D2
Economics, Macro	4,5	EC 202	4 units	Area D2
English Language & Composition	3,4,5	ENG 104 or IGE 122	4 units	Area A1 (EPT exemption)
English Literature & Composition	3,4,5	ENG 104, ENG 201, or IGE 122 and elective	9 units	Area A1 and Area C3 (EPT exemption)
French, German, or Spanish Language	3,4,5	Credit in elementary sequence; satisfies the prerequisite for intermediate-level foreign language.	9 units	Area C3
Latin Language	3,4,5	FL 131	4 units	Area C3
French or Spanish Literature	3,4,5	Satisfies foreign language or literature	4 units	Area C3
American History	3,4,5	HST 201 or HST 202 or IGE 222	4 units	Area D2 or Area D1
European History	3,4,5	HST 103	4 units	Area D3
Mathematics Calculus AB	3,4,5	MAT 114 and electives	6 units	Area B1 (ELM exemption)
Calculus BC	3 4,5	MAT 114 and MAT 115;or MAT 130 and electives MAT 114, MAT 115, and MAT 116 or MAT 120 and electives or MAT 125 and electives or MAT 130, MAT 131, and electives	8 units 12 units 12 units 12 units 12 units	Area B1 (ELM exemption) Area B1 (ELM exemption) Area B1 (ELM exemption) Area B1 (ELM exemption) Area B1 (ELM exemption)
Statistics	3,4,5	STA 120	4 units	Area B1 (ELM exemption)
Music	3,4,5	MU 101	4 units	Area C1
Physics B	4,5	PHY 121, 122, 123	9 units	Area B2 (no lab credit)
Physics C, (mechanics)	4,5	PHY 131	4 units	Area B2 (no lab credit)
Physics C, (electricity and magnetism)	4,5	PHY 133	4 units	No GE credit (no lab credit)
American Government and Politics	3,4,5, and pass Calif. govt. test	PLS 201 or IGE 222 or IGE 223	4 units	Area D1
Comparative Government and Politics	3,4,5	PLS 202	4 units	Area D2
Psychology	3,4,5	PSY 201	4 units	Area E

If any of the above AP courses are listed in the core or support area of your Degree Evaluation, it cannot be used to satisfy GE. IGE students may substitute a maximum of two AP exams for courses in the IGE sequence.

**Note:** Students may not take a course for which they already have received AP credit.

will forward your statement to the instructor. The instructor will be required to respond in writing by a specified date (normally within two weeks). Your statement and the instructor's response will then be reviewed by the entire committee, normally within two weeks of receipt of the instructor's response.

The Committee will be able to do one of the following:

- a. Request more information from you and/or the instructor
  - b. Recommend to the instructor that your grade should be changed
  - c. Recommend to the instructor that your grade be maintained as given
  - d. Call for a formal hearing
- Step 5: When the Committee has made its recommendation you will be notified of it in writing, and be given a copy of the instructor's written response. This grade appeal procedure may take 6 to 8 weeks to complete. For additional information on preparing a written grade appeal, contact the Academic Programs Office (CLA-T7-7) or the website at <<http://www.csupomona.edu/~academic/programs>>

### CREDIT/NO CREDIT (CR/NC) GRADING POLICY

Courses will be graded on a CR/NC basis as follows:

#### I. Mandatory CR/NC Grading

- A. Some courses, as indicated by their catalog descriptions are offered for CR/NC grading only. Such courses are designated by the sponsoring department. Enrollment in these courses is not counted in the 24-unit limit or the 2-course/8 unit limit described in IIA below.
- B. All challenge examination credit will be awarded on CR/NC basis only. Credit for courses in student's major (core) will be given letter grades only.

#### II. Optional CR/NC Grading

A student may elect to be graded on a CR/NC basis in those courses which are designated by the University as being approved for optional grading. Courses designated for CR/NC grading will be shown in the catalog with the bold-faced dagger symbol (+). When a student elects CR/NC grading, the following conditions apply:

- A. A student may take up to two courses per quarter, not to exceed eight units, on a CR/NC basis. The total number of units which are graded CR/NC may not exceed 24 units for all college level work to be counted towards a bachelor's degree, including all transfer work, and eight units for a master's degree including all transfer work.
- B. A student who opts for CR/NC must already be regularly enrolled in the course. Before the end of the third week of classes, the student must file the CR/NC request form in the Registrar's Office. A student may not change from one grading option to the other after the end of the third week of classes.
- C. A course may not be repeated as CR/NC if the student has previously been enrolled in that course for the traditional grading option. A course may be repeated for CR/NC only if a grade of NC has been earned previously.
- D. Undergraduate and post-baccalaureate students seeking a second degree will be given a grade of CR for coursework equivalent to a grade C or better in any course for which CR/NC grading is approved and in which the student is properly enrolled. "NC" will be assigned for coursework equivalent to "C-," "D," or "F" grades.

For graduate courses designated as mandatory CR/NC, the grade

of "CR" will be given for coursework equivalent to a grade of "B" or better. "No credit" will be given for coursework equivalent to a "B-," "C," "D," or "F" grade. This will apply to both graduate and undergraduate students who are enrolled in graduate courses.

- E. Courses in the student's major ("Core Courses in Major" on the student's curriculum sheet) may not be taken as CR/NC unless designated as mandatory CR/NC grading.
- F. To be eligible to opt for CR/NC grading, an undergraduate student must have earned at least a 2.0 GPA in all Cal Poly Pomona work attempted. A graduate student must have earned at least a 3.0 GPA. New students enrolling at Cal Poly Pomona for the first time are eligible if they were admitted on a "clear" basis.
- III. Grades of CR/NC are not included in the student's grade point average. Courses for which CR is recorded will be counted as units completed only.
- IV. Non-matriculated Students in External Degree Programs, The Open University, The Extended University Program, Summer Session, and/or Workshops.

These regulations apply to all students enrolling at Cal Poly Pomona including non-matriculated students in the Extended University program, summer session, and workshops who wish to elect courses on a Credit/No Credit grading basis. (The 2.0 GPA requirement is waived in the case of non-matriculated students having no previous work recorded at Cal Poly Pomona.)

### REPETITION OF COURSES AND LIMIT ON REPLACEMENT OF GRADES

Course work at this university may be repeated via subsequent enrollments without limit. However, a currently enrolled undergraduate student may attempt to improve his or her grade point average by replacing a grade of C, C-, D+, D, D-, F, or WU by repeating a maximum of 16 units of course work at this university. An incomplete grade (I) may not be replaced under this policy. (See section of "Grades" for more information.) Work to be replaced can include courses previously taken at other institutions, prior challenge attempts and Extended University courses. The maximum of 16 units may be met, for example, by a student repeating four different four unit courses, four different three unit courses and one four unit course, or one four unit course repeated four times, etc.

1. Regular or Extended University enrollment at this university may be used as repetition of a course which was: challenged, taken at Cal Poly Pomona, or taken at another institution.
2. Grades may be replaced through course repetition only until the maximum limit of 16 units is reached.
3. A challenge cannot be used as a repetition of a course in which one was enrolled.
4. In instances in which a Cal Poly Pomona catalog course number has been changed, the chairperson of the department offering the course must verify that the two courses are equivalent.
5. This policy includes courses taken at other institutions and repeated at this university if the two courses are determined to be equivalent by the chairperson of the department offering the course.
6. For purposes of grade replacement, the course work repeated must be taken at Cal Poly Pomona. The grade point average at this university cannot be improved by repeating a Cal Poly Pomona equivalent course at another institution.

It is the responsibility of the student to complete and file in the Registrar's Office a Repeated Course Notification Form after the course repeat has been completed. Repeated Course Notification forms will only be accepted from students currently enrolled.

Students should consult their advisor about the advisability or possibility of repeating a course.

Upon acceptance of the above form, the grade earned most recently will be the official grade, whether it is higher or lower than any previous grade(s) for the same course. Although previous grades in the course will remain on the student's permanent record card, they will be identified as having been repeated. Only the units attempted in the most recent enrollment will be included in the grade point average.

The policy outlined above applies only to courses taken for undergraduate credit repeated at this university before receiving a bachelor's degree.

### ACADEMIC RENEWAL

It is permissible for an undergraduate student to request the removal of up to three quarters or two semesters of previous academic work from baccalaureate degree consideration. The following three conditions must prevail before such a request may be made:

1. Five years have elapsed since the most recent work to be disregarded was completed and the student's GPA is too low to qualify for graduation.
2. Since the completion of the work to be disregarded, the applicant has completed, at this university, 22 quarter units with at least a 3.0 GPA, 45 quarter units with at least a 2.5 GPA, or 67 quarter units with at least a 2.0 GPA. Work completed at any other institution shall not be used to satisfy this requirement.
3. Application for Academic Renewal is made during the quarter in which the applicant plans to graduate.

Having met the above conditions, the student may apply for removal of work from degree consideration in a letter to the Committee on Academic Renewal through the Associate Vice President for Academic Programs, Building 98. The letter shall specify which semester(s) or quarter(s) of previous work are to be removed from consideration with supporting statements providing evidence that:

1. The work is substandard and not representative of the student's present scholastic ability and level of performance.
2. The level of performance represented by the work under consideration was due to extenuating circumstances, which are described.
3. The applicant would need to complete additional units of work and enroll for one or more additional quarters to qualify for the baccalaureate degree if the request is not approved. Qualification for graduation in terms of grade point average (GPA) is 2.0 in major and 2.0 overall GPA.

If the committee acts favorably upon the request, the student's academic record will be annotated to show that no work taken during the disregarded term(s), even if satisfactory, may apply toward baccalaureate requirements. All work, whether or not disregarded, will remain legible on the student's academic record.

### RETROACTIVE WITHDRAWAL

Students who discontinue attendance and participation in all coursework in which they are officially enrolled for a particular academic quarter without a formal filing of "The Petition for Withdrawal from the

University" will receive the administrative grade of "WU" in all coursework officially enrolled in for that quarter.

Students may petition to have these grades retroactively changed to the administrative grade of "W" if they can demonstrate and document that serious and compelling reasons compelled the unofficial withdrawal from the university during the quarter in question and that the grades received were not earned (e.g. letter grades A-F). However, it is the sole responsibility of the student to formally drop courses by filing the appropriate forms with the Registrar's Office in a timely manner. Therefore, Petitions for Retroactive Withdrawal will not be approved for students who do not report for a class on the first meeting because they assume they will be dropped.

Students who wish to apply for retroactive withdrawal must do so within one calendar year of the last day of the quarter in which they unofficially withdrew from the University. A student does not have to be enrolled at the university at the time the application for retroactive withdrawal is submitted.

Petitions are available from the Office of Academic Programs, Building 98-T7-8.

### COURSES TAKEN BY UNDERGRADUATES FOR GRADUATE OR UNDERGRADUATE CREDIT

An undergraduate may petition for up to 13 quarter units of graduate or undergraduate credit for courses taken as an undergraduate student providing that:

1. None of the courses to be taken for graduate credit is required for the bachelor's degree;
2. The student has senior standing (has completed 135 quarter units) and an upper-division grade point average of 2.75 or better; some departments may specify a higher GPA;
3. The petition is submitted before the end of the third week of the quarter in which the work is performed; retroactive credit will not be granted;
4. The petition is endorsed by the course instructor, and approved by the Office of Academic Programs;
5. Applies only to 300, 400, and 500 level coursework.

When the petition has been approved, the courses for which such credit is requested will be identified on a graduate transcript. Such courses and units will not be applicable to the bachelor's degree.

When an undergraduate student takes a graduate course, there will be no differential evaluation procedure. All students in the class will be considered graduate students and evaluated according to standards established by the graduate college. Further grades earned will be considered in the cumulative graduate GPA.

Contact the Office of Academic Programs for further information (909-869-3330). See also section on grading symbols.

### ADVANCED PLACEMENT

California State Polytechnic University, Pomona, grants credit toward its undergraduate degrees for successful completion of examinations of the Advanced Placement Program of the College Board. Students who present scores of three or better will be granted up to six semester units (nine quarter units) of college credit. (Scores must be four or better for Biology, Computer Science, Economics and Physics.) For specific information on Advanced Placement credit contact the Office of Academic Programs, Building 98-T7-8; or the Degree Progress and Evaluation Services, Registrar's Office, Building 98, Room 2-20. Students

may challenge courses by taking examinations developed at the campus. Credit shall be awarded to those who pass them successfully.

### 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 up to 8 units of elective course credit at Cal Poly Pomona. 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.

### CREDIT BY EXAMINATION

California State Polytechnic University, Pomona grants credit to those students who pass examinations that have been approved for credit systemwide. These include the Advanced Placement Examinations and some CLEP examinations. (Note: This information is subject to change. Contact the Office of Academic Programs for further information.)

Exam	Score	Credit	Units
CLEP General Chemistry	48	Chemistry 103	4
CLEP College Algebra	50	Math 105	4
CLEP Calculus with Elementary Functions	51	Math 112	4
CLEP Trigonometry	56	Math 106	4
CLEP College Math	99	(contact Math Dept.)	
American Chemistry Society Cooperative General Chemistry	50th pctl.	Chemistry 103	4

### CREDIT BY CHALLENGE EXAMINATION

Only enrolled undergraduate students may challenge courses by taking examinations developed at the campus. Credit shall be awarded to those who pass them successfully. A student may not challenge more than 36 quarter units worth of coursework.

An approved Petition for Credit by Examination permits regularly enrolled students to obtain university credit for subject matter in which they are especially qualified through nontraditional education or experience. Students must not have previously received credit for any course containing similar or advanced material from the same subject matter field. Students are not permitted to obtain credit by examination unless all prerequisites for the course as specified in the University Catalog have been satisfied. Credit by examination will not be allowed for a course that is a prerequisite of a course which the student has already completed or in which the student is currently enrolled.

Challenge exams shall not be permitted as a means of earning a higher grade in a course. Once a student has enrolled in and earned a grade (passing or failing) in a course, the only way to earn a higher grade is to repeat the course and pay normal course unit fees. A course may be challenged only once.

No student, including resident, out of state, or foreign, shall be permitted by an instructor to sit in a class without either enrolling for audit or credit, and paying appropriate fees. Challenge exam credit will not be given for any course that has been audited.

Units of credit received through this procedure may not apply toward the residence requirement for any of the degrees or credentials offered by the university.

A \$5 fee per unit is charged for each challenge examination (\$25 maximum). The length of the examination will be consistent with the unit value of the course. It may include written, oral, or skills tests, or a combination of all three types and will be sufficiently comprehensive to determine that the student has essentially the same knowledge and skills as those students who successfully complete the course are required to possess. The credit received is entered on the student's permanent record. Credit is awarded on a CR/NC basis; however, courses challenged in a student's major core are only awarded letter grades.

Detailed instructions for applying for credit by examination may be obtained from the Registrar's Office.

### CREDIT FOR NONCOLLEGIATE INSTRUCTION

California State Polytechnic University, Pomona grants undergraduate degree credit for successful completion of noncollegiate instruction, either military or civilian, appropriate to the baccalaureate degree, that has been recommended by the Commission on Educational Credit and Credentials of the American Council on Education. The number of units allowed is that recommended in the Guide to the Evaluation of Educational Experience in the Armed Services and the National Guide to Educational Credit for Training Programs.

### SERVICEMEMBERS OPPORTUNITY COLLEGES

California State Polytechnic University has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As a SOC member, California State Polytechnic University recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense and a consortium of 13 leading national higher education associations; it is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community and Junior Colleges (AACJC).

### CREDIT FOR MILITARY SERVICE

Nine units of elective credit will be allowed toward a baccalaureate degree for a student with an honorable discharge from the military services of the United States who submits evidence of satisfactory completion of at least one year of active military service.

An additional 13½ quarter units of elective credit will be allowed toward graduation to any student submitting evidence of receiving a commission in the Army, Navy, Air Force, Coast Guard, or Marine Corps. Maximum total credit possible toward graduation for military service is 22½ quarter units. Credit is not given for completion of the six-month reserve training programs or for college level general educational development tests.

Credit for specific courses may be allowed if the student has satisfactorily completed equivalent study in a military service school. The guidelines of the American Council on Education are followed in determining eligibility and approval must be granted by the department teaching the specific course for which credit is sought.

## CREDIT FOR CONTINUING EDUCATION COURSE WORK

Students taking more than 36 college level transferable quarter units through Cal Poly Pomona or other Continuing Education or Extended Education programs or Open University course work may satisfy a specific course requirement, but only 36 units may be considered by the University as transferable college level work which meets the minimum number of quarter units required for a degree.

## HONORS AND HONORARY SOCIETIES

### Honors Program

The Honors Program at Cal Poly Pomona strives to raise the quality experience of the entering freshmen by recruiting high school students from gifted programs. Participating students are awarded extra recognition. Faculty have the opportunity to work with smaller-sized classes of above-average students by developing enriched versions of existing courses. To ensure academic integrity and quality, students enrolled in the Honors sections are expected to achieve at a higher level than other students. Please refer to the University Programs section in this catalog for more information.

### Honors At Entrance

First-time freshmen may be awarded "Honors at Entrance" if during their tenth, eleventh, and twelfth grades they earned a grade point average of at least 3.5 in all subjects excluding physical education and military science, and have received a commendation from their high school principals for having contributed in the areas of citizenship and leadership.

### Honor Lists

The Academic Honors List (Dean's List), announced at the end of each quarter, honors undergraduate students who have completed at the University 12 or more units during the quarter with a 3.5 or better grade point average.

The "President's Honor List," announced at the end of the spring quarter, honors undergraduate students who have a grade point average of 3.5 or better for completion at the University of 12 or more units during any three of the four quarters of a university year.

### Honors at Graduation

The University grants honors at graduation to students who have demonstrated academic excellence during their career in higher education. The grade point average for the determination of honors is calculated on all grades earned at this institution as well as any other institution of higher education attended.

This policy will apply to students who complete graduation requirements during summer quarter 1994 and thereafter. The honors designations with the grade point averages required are summa cum laude—3.80-4.00; magna cum laude—3.65-3.79; cum laude—3.50-3.64. Students who complete their graduation requirements in the summer, fall or winter quarters will have their GPA's determined before the commencement program is printed and their designated honors will be identified in the program.

Students who complete their graduation requirements in the spring quarter will not have their final GPA's determined until after the commencement program printing. In order to identify these students in the commencement program, their GPA as of the last winter quarter should be used as the determining GPA for graduation honors recognition. If the GPA status (as to Graduation Honors) changes for spring quarter graduates as a result of grades earned during the spring quarter, this will be recorded on their transcripts and on their diplomas.

This status change will not occur in the commencement program. The number of status changes is expected to be minimal. Only students who have completed all of their graduation requirements before spring quarter or students who are registered and complete the balance of their graduation requirements in the spring quarter (as of the census day) will be eligible for honors at graduation.

Graduation Honors should be printed next to the student's name in the commencement program and announced at the college convocations. This policy will become effective with the summer quarter 1994 graduation.

## UNIVERSITYWIDE HONORARY SOCIETIES

### Sigma Xi

The members of the Society of the Sigma Xi are scholars who have produced significant research in the pure or applied sciences. The object of the society is to encourage original investigation in the physical, life, agricultural, earth, medical, and behavioral sciences, mathematics, and engineering. Membership is gained by being elected by an institutional chapter, by a duly authorized club, or by the Chapter-at-Large. The membership of the Cal Poly Pomona Sigma Xi Authorized Club consists of faculty and students. The Club has the authority to elect Associate Members.

### Golden Key National Honor Society

The Golden Key National Honor Society is a non-profit organization which was founded by undergraduate students in 1977 at Georgia State University to recognize and encourage scholastic achievement and excellence among upper division students in all undergraduate fields of study. It is through the recognition of scholastic achievement, the presentation of scholarships to outstanding members, and the involvement of members in educational programs that the society promotes excellence in academics.

### Phi Beta Delta

Phi Beta Delta is an honor society formed to recognize and encourage professional, intellectual, and personal achievements in international education. The Cal Poly Pomona chapter was founded in 1986 and at present primarily consists of students who have spent a year of study abroad in one of the 34 California State University overseas study programs in 16 different countries. Other students and also faculty and administrators may be invited to become members. The society fosters community and dialogue within an international perspective.

### Phi Kappa Phi

Phi Kappa Phi is a national academic honor society for all academic disciplines. The Cal Poly Pomona chapter was chartered in 1973 to recognize outstanding juniors, seniors, and graduate students. The national organization offers graduate fellowships, and the Cal Poly Pomona chapter offers two scholarships annually for students of junior standing.

### Alpha Lambda Delta

Alpha Lambda Delta is a national honor society open to freshmen who are full time students and rank in the top 20 percent of their freshman class at the end of their first quarter. Its goals include the promotion of high standards of learning. The Society has numerous awards, national workshops, program guidance and fellowships and loans for graduate and professional study. One of 210 chapters nationally, it was founded on this campus in 1998. The society is administered through the Office of Orientation Services.



