

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 (downloadable and printable copies of the admission application are also available). 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 Office of Admission at any of the campuses of the California State University. Applicants are strongly encouraged to submit online applications.

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

Prospective students must provide 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. Transcripts submitted in support of a prospective student's application remain the property of California State Polytechnic University, Pomona and cannot be returned to the applicant.

HEALTH SCREENING, IMMUNIZATION REQUIREMENTS

Entering CSU students who graduated from an accredited California high school on or after January 1, 2005, have met the immunization requirements and are not required to show proof of these immunizations. ALL OTHER ENTERING CSU STUDENTS MUST MEET THE FOLLOWING:

- Measles and Rubella: Students born on or after January 1, 1957, and who did not graduate from a California high school on or after January 1, 2005, must provide proof of full immunization against Measles and Rubella prior to enrollment.
- Hepatitis B: Students 18 years of age or younger at the start of their first term at a CSU campus, who did not graduate from a California high school on or after January 1, 2005, 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.

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 available 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 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.shs.csupomona.edu/services/immunization_req.shtml.

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. The applications of persons denied admission to an impacted campus may be re-routed to another campus, but only if the applicant is CSU eligible. Both electronic and downloadable/printable versions of the CSU undergraduate application are available at <http://www.csumentor.edu>.

IMPACTED CAMPUSES OR 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. Candidates for admission 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>. Important information regarding impacted program(s) at Cal Poly Pomona is available online at <http://www.csupomona.edu/admissions/>. Information about the supplementary criteria is sent to program applicants. Detailed impactation information is also available at [w.calstate.edu/AR/impactioninfo.shtml](http://www.calstate.edu/AR/impactioninfo.shtml).

Applicants must file applications for admission to an impacted program during the initial filing period. If applicants wish to be considered in impacted programs at more than one campus, they 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 freshmen eligibility index, the overall transfer grade point average, completion of specified prerequisite courses, and a combination of campus-developed criteria. Students are required to submit scores on either the SAT I or the ACT and must take the test as early as possible, but no later than October of the preceding year if they are applying for fall admission.

The supplementary admission criteria used for impacted programs or 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. Supplemental information for Cal Poly Pomona can be found at <http://www.csupomona.edu/~admissions/>.

To be assured of initial consideration by more than one campus, it will be necessary for any applicant to submit separate applications during the initial filing period (including fees) to each 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 materials at www.csumentor.edu. 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. 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. Both electronic and downloadable/printable versions of the CSU graduate application are available on the world wide web at <http://www.csumentor.edu/>. Applications submitted by way of www.csumentor.edu are preferable. For further information regarding graduate and postbaccalaureate admission, please see <http://www.csupomona.edu/~admissions/>.

Admission to a campus shall be limited on the basis of authorized academic plans and programs, and the number of students for whom facilities and competent staff are available to provide opportunity for an adequate college education (California Code of Regulations, Title 5, Section 40650). For further information regarding graduate and postbaccalaureate admission, please see <http://www.csupomona.edu/admissions/applying/submit/index.html>

UNDECLARED MAJOR

A first-time freshman, who has not selected 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 are encouraged 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 all undeclared majors is Student Support and Equity Programs, Building 94, Room 121, (909) 869-3360.

SYSTEMWIDE APPLICATION FILING PERIODS FOR 2005-06

Student Terms in 2005-2006	Applications First Accepted	Initial Filing Period
Summer Qtr. 2005	Feb. 1, 2005	Feb. 1-28, 2005
Fall Sem. or Qtr. 2005	Oct. 1, 2004	Oct. 1-Nov. 30, 2004
Winter Qtr. 2006	June 1, 2005	June 1-30, 2005
Spring Sem. or Qtr. 2006	Aug. 1, 2005	Aug. 1-31, 2005

Applications are accepted during the initial filing period. Cal Poly Pomona may limit undergraduate admission in an enrollment category because of overall enrollment limits. If applying after the initial filing period, consult the Office of Admissions and Outreach for current information. Admission application deadlines have been established for all quarters. Please refer to the Office of Admissions and Outreach Web site at <http://www.csupomona.edu/admissions> for specific dates. This Web site contains the most up-to-date information regarding admissions requirements, deadlines, closures, impactation criteria, and enrollment-related issues. Prospective students should check this Web site before submitting their applications and throughout their admissions process.

Application Acknowledgment

Students who apply online can expect to receive e-mail confirmation of receipt of their application almost immediately. Those students who apply via hardcopy may expect to receive an acknowledgment of the application within six weeks of filing the application. The notice may also include a request for documents necessary to evaluate qualifications. Applicants may be assured of admission if the evaluation of qualifications indicates that they meet CSU admission requirements and campus requirements. 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 Freshmen Applicants

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

1. graduated high school,
2. have a qualifiable minimum 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 a high school grade point average and a score on either the American College Test (ACT) or the Scholastic Aptitude Test (SAT). Beginning with admission for fall 2004, a grade point average is based on grades earned in courses taken during the final three years of high school that satisfy all college

preparatory “a-g” 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.

A CSU Eligibility Index (EI) can be calculated by multiplying a grade point average by 800 and adding a total score on the SAT I. Students who took the ACT, multiply the grade point average by 200 and add ten times the ACT composite score. California high school graduates (or residents of California for tuition purposes), 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.

Persons who neither graduated from a California high school nor are residents of California for tuition purposes, 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.

To be considered for admission to fall 2005 and subsequent fall terms, Cal Poly Pomona requires the SAT I or ACT preferably by the end of October, but no later than December of the preceding year if applying for fall admission. Students must request that score results be sent directly to Cal Poly Pomona from the testing agency, (ETS/SAT campus code 4082 and the ACT campus code 0202). For more information on these tests, please refer to the CollegeBoard or ACT Web sites.

Applicants will qualify for regular admission when the university verifies that they have graduated from high school, have a qualifiable minimum eligibility index, have completed the comprehensive pattern of college preparatory subjects “a-g” subjects, and, if applying to an impacted program, have met all supplementary criteria.

Subject Requirements—The California State University requires that first-time freshmen 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.

[NOTE: For fall 2005 admission, students may satisfy this requirement by completing two semesters of approved arts courses from a single VPA area (dance, drama/theater, music, and visual arts). For fall 2006 and beyond, students must satisfy this requirement by completing a single yearlong approved course (i.e. the second semester is to be a continuation of the first semester, requiring completion of the first semester as a prerequisite)].

- 1 year of electives selected from English, advanced mathematics, social science, history, laboratory science, foreign language, and visual and performing arts.

The University of California approved online a-g course lists for the subject requirements can be found at <<https://pathways.ucop.edu/doorways/list>>.

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

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

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 the Disability Resource Center. For further information and substitution forms, please call the Disability Resource Center at (909) 869-3333.

Provisional Admission First-time Freshmen

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

Please see <http://www.csupomona.edu/~admissions/updates/ftf_impaction.html> for current information regarding admission and enrollment policies for first-time freshmen.

Important Requirements for Admitted First-Time Freshmen

1. Student Intent to Register and Enrollment Deposit—A Student Intent to Register (SIR) response and an enrollment confirmation deposit is now required of all admitted undergraduate applicants. Applicants who respond past the enrollment deposit deadline may be placed on an enrollment waiting list, deferred to a subsequent term or not permitted to register.
2. EPT/ELM Testing—All undergraduate students enrolling at Cal Poly Pomona must have documentation of exemption or take the English Placement Test (EPT) and/or the Entry Level Mathematics (ELM) test. We encourage students to take the test(s) early, preferably in January or March, but no later than May.
3. Document Deadlines—Applicants provisionally admitted who do not meet the final document deadline (see <http://www.csupomona.edu/~admissions/deadlines/freshmen.html>) may have their admission rescinded and may not be eligible to enroll in the fall quarter.
4. Orientation—It is mandatory for all incoming freshmen to attend orientation. Admitted students will receive information (from the Department of Orientation Services) regarding orientation following admission.

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

Freshmen applicants 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). Prospective students should take the test no later than October or November if applying to an impacted program; all freshmen applicants must complete these tests by the end of December. 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 < http://www.collegeboard.org/ >	ACT Registration Unit P.O. Box 414 Iowa City, IA 52243-52240 (319) 337-1270 < http://www.act.org/ >
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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 60 transferable semester college units (fewer than 90 quarter units) are considered lower division transfer students.

Students who have completed 60 or more transferable semester college units (90 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

Some campuses have established enrollment quotas for lower division transfers and may close admission to lower division transfers.

Admission to a campus shall be limited on the basis of authorized academic plans and programs, and the number of students for whom facilities and competent staff are available to provide opportunity for an adequate college education (California Code of Regulations, Title 5, Section 40650). For further information regarding lower division transfer admission at Cal Poly Pomona, please see <<http://www.csupomona.edu/admissions/applying/submit/index.html>>.

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 freshmen admission requirements (grade point average and subject requirements) in effect for the term to which they are applying (see "Freshmen Requirements" section); or were eligible as freshmen at the time of high school graduation except for the subject requirements, and 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.

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.

Due to enrollment pressures, many CSU campuses do not admit or enroll lower division transfer students. For further information regarding lower division transfer admission at Cal Poly Pomona, please see <http://www.csupomona.edu/~admissions/>.

Upper Division Transfer Admission Requirements

Generally, applicants are eligible for admission based on the following criteria:

- Have completed 60 or more transferable semester college units (90 quarter units) prior to transfer.
- 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.

- All 60 transferable semester college units must be completed by: end of the previous spring for Fall Quarter, end of the previous summer for Winter Quarter, end of the previous fall for Spring Quarter, and end of the previous fall for Summer Quarter.

Some campuses have established enrollment quotas for upper division transfers. Admission to a campus shall be limited on the basis of authorized academic plans and programs, and the number of students for whom facilities and competent staff are available to provide opportunity for an adequate college education (California Code of Regulations, Title 5, Section 40650). For further information regarding upper division transfer admission at Cal Poly Pomona, please see <http://www.csupomona.edu/~admissions/>.

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.

Important Requirements for Admitted Transfers

1. Student Intent to Register and Enrollment Deposit—A Student Intent to Register (SIR) response and an enrollment confirmation deposit is now required of all admitted undergraduate applicants. Applicants who respond past the enrollment deposit deadline may be placed on an enrollment waiting list, deferred to a subsequent term or not permitted to register.
2. Document Deadlines—Applicants provisionally admitted who do not meet the final document deadline (see <http://www.csupomona.edu/~admissions/deadlines/transfer.html>) may have their admission rescinded and may not be eligible to enroll in the fall quarter.
3. Orientation—It is mandatory for all incoming transfer students to attend orientation. Admitted students will receive information (from the Department of Orientation Services) regarding orientation following admission.

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 preparatory 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.

Students register for the EPT and/or ELM at their local CSU campus. Questions about test dates and registration materials may be addressed to the Test Center by telephone at (909) 869-3353 or by fax at (909) 869-2899. For more information about test registration deadlines, test dates and online registration please see <http://www.csupomona.edu/~academic/testcenter/index.htm>.

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 Exempt on the augmented English CST, i.e. the CSU Early Assessment Program (EAP), taken in grade 11.
- 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 Exempt on the augmented mathematics CST, i.e. the CSU Early Assessment Program (EAP), taken in grade 11.
- An EAP Math status of Conditionally Exempt on the augmented CST taken in grade 11 and an approved course in grade 12 completed with a C or better.
- 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 at the time of enrollment: (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.

Students who meet the minimum requirements for graduate and post-baccalaureate studies, he/she will be considered for admission in one of the three following categories:

- **Postbaccalaureate Classified**—To enroll in a credential or certificate program, a student will be required to satisfy additional professional, personal, scholastic, and other standards, including qualifying examinations prescribed by the campus; 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.

Please see http://www.csupomona.edu/~admissions/grad/admission_requirements.html for current information regarding admission policies for graduate and postbaccalaureate students.

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.

Please see <http://www.csupomona.edu/~admissions/grad/index.html> for current information regarding admission policies for second baccalaureate students.

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. The minimum TOEFL scores for the MBA and Urban and Regional Planning programs are 580 (paper-based)/237 (computer-based), respectively. The master's program in English requires a minimum score of 585 (paper-based) or 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 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.

Priority in admission is given to residents of California. There is little likelihood of nonresident applicants, including international students, being admitted either to impacted majors or to those majors or programs with limited openings.

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. All documents and test scores must be submitted at least ten weeks prior to the beginning of the term for which one is applying.
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. Citizenship and 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 visa 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 Office of Admissions and Outreach.

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 specific 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 and deadlines 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

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 at the student's request to the home campus to be included on the student's transcript at the home campus. 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 above) 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 a 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, and
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 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 California Code of Regulations, Title 5, Subchapter 5, Article 4, Sections 41900-41916. This material can be viewed on the Internet by accessing the California State University's website at www.calstate.edu/GC/resources.shtml.

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 may vary from case to case. Included among the steps, and is not limited to, may be the absence of residential ties to any other state; registering to vote and voting in elections in California; filing resident California state income tax returns and listing a California address on federal 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 vehicle 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. Nonresident students seeking reclassification are required by law to complete a supplemental questionnaire concerning their dependence status.

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.

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 happens, 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 have 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 notification by the campus.

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 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.