

## 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 and a joint doctoral program. 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	108
Agricultural Science	113
Agronomy	118
Animal Science	121
Animal Health Science	123
Apparel Merchandising and Management	129
Food Marketing and Agribusiness Management	134
Food Science and Technology	142
Foods and Nutrition	138
Horticulture	146
Landscape Irrigation Science	152
Soil Science	155

##### MASTER OF SCIENCE AGRICULTURE

with options in:

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Agricultural Science Option	478
Animal Science Option	480
Irrigation Science	482
Nutrition and Food Science Option	484
Plant Science Option	489
Sports Nutrition Option	487

#### COLLEGE OF BUSINESS ADMINISTRATION

##### BACHELOR OF SCIENCE in BUSINESS ADMINISTRATION

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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

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##### MASTER OF SCIENCE in BUSINESS ADMINISTRATION

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#### COLLEGE OF EDUCATION AND INTEGRATIVE STUDIES

##### BACHELOR OF ARTS in:

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##### CREDENTIALS/CERTIFICATES:

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Single Subject with a Bilingual (Spanish) Crosscultural, Language and Academic Development (BCLAD) Emphasis	206
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Agricultural Specialist Credential	113
Administrative Services Credential	209
CLAD Certificate	206
Educational Technology: Computers in Education Certificate	518
Educational Technology: Educational Multimedia Studies Certificate	518
Computer Troubleshooting Certificate	518

##### MASTER OF ARTS IN EDUCATION

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Heritage Languages: Literacy and Leadership	516
Educational Multimedia	516
Special Education	518
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##### JOINT DOCTORAL PROGRAM IN EDUCATIONAL LEADERSHIP

with an option in Educational Technology	524
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#### COLLEGE OF ENGINEERING

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Chemical Engineering	240
Civil Engineering	247
Computer Engineering	254
Construction Engineering Technology	260
Electrical Engineering	252
Electronics and Computer Engineering Technology	260
Engineering Technology	260
Industrial Engineering	268
Manufacturing Engineering	268
Mechanical Engineering	275

##### MASTER OF SCIENCE in:

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Engineering Management	527
Electrical Engineering	527
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##### BACHELOR OF ARTS in:

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Urban and Regional Planning	301

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MASTER OF LANDSCAPE ARCHITECTURE	545
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MASTER OF URBAN AND REGIONAL PLANNING	561

### COLLEGE OF LETTERS, ARTS AND SOCIAL SCIENCES

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History	343
Music	360
Philosophy	374
Political Science	379
Psychology	383
Sociology	389
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BACHELOR OF SCIENCE in:	
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Communication	318
Economics	324
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Kinesiology	351
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MASTER OF ARTS in:	
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Chemistry	424
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Environmental Biology	407
Geology	434
Mathematics	440
Microbiology	411
Physics	448
Zoology	412

MASTER OF SCIENCE in:	
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Computer Science	509
Mathematics	549

### COLLINS SCHOOL OF HOSPITALITY MANAGEMENT

BACHELOR OF SCIENCE in:	
Hotel and Restaurant Management	458

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

#### University Interdisciplinary Minors

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### COLLEGE OF AGRICULTURE

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

Agricultural Business Management	134
International Agricultural Business Management	135

#### Horticulture/Plant and Soil Science Department

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Ornamental Horticulture	147
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#### Human Nutrition and Food Science Department

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#### Computer Information Systems Department

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**Economics Department**

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**English and Foreign Languages Department**

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**Geography and Anthropology Department**

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**History Department**

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**Music Department**

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**Philosophy Department**

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**Political Science Department**

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**Computer Science Department**

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**Geological Sciences Department**

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**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 not 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) in the major (core and designated option) courses, in all college-level courses taken at Cal Poly Pomona, and in all completed college-level course work;
- 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 60-90 days and the graduation check is sent to the student's Cal Poly Pomona e-mail address.
- 10) filed an application for graduation in the Registrar's Office in the quarter in which all requirements will be completed, 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 began 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 may elect to use either the major department degree graduation requirements published in the Cal Poly Pomona university catalog at the time the major was changed or the requirements in the catalog at the time of graduation.

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 more than two consecutive 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.

#### 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). The test is available to undergraduates at the completion of 90 units and for graduates upon admission.

The test must 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 will 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 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.

### 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 and designated option courses). If an undergraduate student, at the time of the graduation check, has less than a 2.0 GPA in the major, the student can raise the major GPA to a minimum of 2.0 only by the following courses of action:

- Attainment of sufficient grades in all remaining major courses in the student's program;
- 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.)
- Use of the Academic Renewal Policy, which allows the removal of up to three quarters or two semester of previous academic work from baccalaureate degree consideration. (Refer to the "Academic Renewal" section in this catalog.)

Regardless of purpose, a student may not repeat a course in the major 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 course after the major 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 Provost for Undergraduate Studies, Building 98.

### 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:

- 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;
- Understand nature and are able to relate themselves to their biological and physical environment;
- Are familiar with their cultural heritage and have developed the capacity to be creative and to appreciate the creativity of others;

- Understand the economic, political, technological, and social problems of contemporary society and responsibilities and procedures of modern citizenship;
- Have a basic understanding of the requirements of good health and are able to maintain their own physical well-being;
- Have developed an understanding of themselves and their relationships to others.

Students must complete a minimum of twelve quarter units of upper division general education which should 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.

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

### General Education—Approved Coursework and Unit Distribution

Approved courses and unit distributions to meet the general education requirements are listed in the catalog section "General Education". The framework, guidelines, and coursework approved to meet general education requirements may change subsequent to the publication of this catalog. 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. For questions related to general education, contact the Office of Undergraduate Studies, Building 98.

### LIMITED ENROLLMENT—Courses Open to Majors Only

Because of impaction 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.

### General Education for Transfer Coursework

Transfer students may satisfy CSU lower division General Education requirements through certification of courses that satisfy the CSU General Education-Breadth Requirements or the Intersegmental General Education Transfer Curriculum (IGETC). Contact your community college counselor for more details.

### 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.

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 enroll in, but may not receive credit for, courses that are prerequisites to courses already passed with a C+ or better (eg., No credit will be awarded for MAT 106 after completion of MAT 114 with a C+ or better.) Exceptions may be requested by General Academic Petition. Students who wish to review course material may enroll in the course on an audit ("AU") basis.

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.

## ACADEMIC STANDING

Uniform minimum standards for academic probation, subject to disqualification, and disqualification are in effect at all California State University campuses. 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 Cal Poly Pomona is earned.

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.

1. **Early Warning.** 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:
2. **Academic Probation.** 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 college-level work attempted at Cal Poly Pomona, or all work attempted in the major. The student will be advised of probation status in writing at the end of each quarter.

Students on probation will have advising holds placed on their record the following quarter. These students will not be able to register until they have cleared this hold with their major department and have been 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 academic disqualification without having been in the Subject to Disqualification status.

3. **Subject to Disqualification.** 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.

Students will be advised in writing of their subject to disqualification status as soon as possible following the end of the quarter. Each academic unit may 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.

4. **Academic Disqualification.** 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 of academic disqualification is sent as soon as possible following the end of the quarter. Disqualification supersedes any contract or worksheet completed.

A student who is disqualified on the basis of their grade point balance will not be allowed to attend for at least one quarter, normally the quarter following notification of disqualification.

Students have the right to appeal their eligibility to enroll by completing the Disqualification Appeal Student Information Sheet available in the

Registrar's Office. Except in extraordinary circumstances, appeals will 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 Appeals Committee's decision no later than the last day to register for the quarter in question.

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 college dean.

After reinstatement, students 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.

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 request consideration for re-admission to Cal Poly Pomona until they have taken a mandatory one-year break. After such time, an application for readmission will be considered.

**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 NC, 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.

**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 probation 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.

**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, support, and/or directed elective 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, support, and/or directed elective 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).

**MINORS**

Academic minors are offered in a number of disciplines at this university. Listings of the minors currently available are included in the sections of the catalog at the beginning of the individual college sections. Minors are available only to undergraduate students. Students may pursue more than one minor. A student may not pursue a major and a minor in the same degree plan, with the exception of some interdisciplinary minors. A minor requires at least 24 units of coursework with at least 12 of those units at the upper division level. A minimum GPA of 2.0 for courses in the minor is required to be awarded a minor.

**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 prior to graduation.

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 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**

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, signed by the College Dean or the Department Chair, stating the reason for the absence of the instructor of record's signature.

Students may appeal grades that they consider to be unfair. See section on "Grade Appeals Policy" for more details.

**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.
- CR Credit, for undergraduate coursework equivalent to a grade of "C" or better, or graduate coursework equivalent to a grade of "B" or better. (Units attempted are not included in GPA)
- NC No credit, for undergraduate coursework equivalent to a grade of "C-" or lower, or graduate coursework equivalent to a grade of "B-" or lower. (Units attempted are not included in GPA)
- I Incomplete Authorized (Units attempted are included in GPA after a maximum of 1 year)
- IC Incomplete Charged (Units are included in GPA)
- RP Report in Progress (Units attempted are included in GPA after final grade is assigned)
- W Withdrawal (Units attempted are not included in GPA)
- AU Audit (units attempted are not included in GPA)
- WU Withdrawal Unauthorized - An unofficial withdrawal from a course. (Units attempted are included in GPA)
- RD Report Delayed (Units attempted are included in the GPA after final grade is assigned.)

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
	CR = 0	RD = 0
	NC = 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.

### Credit/No Credit (CR/NC)

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 students 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-," or lower 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. "NC" will be given for coursework equivalent to a "B-," or lower 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. 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.)

### Incomplete

An "Incomplete Authorized" (I) signifies that a majority of the work in the course has been satisfactorily completed, but the student is unable to complete the course for serious and compelling reasons. "I" grades are assigned at the request of the student and granted at the discretion of the instructor. A failing grade is not an acceptable reason to request or grant an "I". If an "I" grade is issued, the faculty member determines what conditions must be met for the "I" to be removed. The student has the responsibility to obtain from the instructor these conditions. The form "Petition for Incomplete Grade" is used to record these conditions. This written record protects both students and faculty. One copy of the form is given to the student, and the form is filed in the Department Office. 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. The "IC" is counted as a failing grade for grade point average and progress point computation.

Although the one-year maximum for incomplete grades is the general university policy, 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.

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 and advise the Registrar's Office of the change.

### 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 for a class unless the student has officially dropped the class. 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. Dropping courses from the eighth week through finals week is not permitted except in cases in which the reason is due to circumstances clearly beyond the student's control. Requests for drops after the third week of instruction must be made by petition. See the section "Adding or Dropping Classes" in this catalog for more details.

### 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 grade 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 "WU" on the final grade report. If the appropriate withdrawal form is on file, this "WU" will be replaced by a "W" in the Registrar's Office and a "W" will appear on the final grade sheet returned to the instructor and on the student's grade report.

### GRADE APPEALS POLICY AND PROCEDURE

Under the provisions of Executive Order 792, "Assignment of Grades and Grade Appeals," and the University's "Statement of Student Rights, Responsibilities, and Grievance Procedures," students may appeal grades that they consider to be unfair.

The Executive Order governs the assignment of grades by faculty and requires an appeal procedure 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 Cal Poly Pomona to provide the mechanism 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, or that a reasonable accommodation for a documented disability was requested and not appropriately provided; 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: The student should speak face to face with the instructor during the first three weeks of the quarter following the assignment of the grade. Note: If the grade is assigned in the spring quarter, the student should follow these procedures in the following fall quarter. If the instructor is on leave, on sabbatical, or is not currently on the faculty including FERP faculty at the time of the appeal, the University shall attempt to contact the instructor on behalf of the student.

If an appointment cannot be arranged, the student should attempt to communicate with the instructor by phone, e-mail or fax. If a grade has been assigned in error, the instructor can quickly correct the error by submitting a change of grade form to the Registrar's Office.

Step 2: If the grade dispute is not resolved with the instructor and the student intends to appeal the grade, the student must appeal to the next level as soon as possible, but no later than the sixth week of the following quarter. In most cases, the student will appeal to the chair of the academic department that offered the class. If the instructor is a department chair, the student should appeal to the dean of the college that offered the class. If the instructor is a dean, the student should appeal to the Provost. The person to whom the student appealed will discuss the issue with the instructor and respond to the student, usually within two weeks.

Note: the grade appeal process is suspended during the summer quarter when fewer students and faculty members are expected to be on campus. The grade appeal process is also suspended if the faculty member is on leave or on sabbatical. Thus, for spring quarter, "the following quarter" will be the following fall quarter. For appeals of summer quarter grades, the following quarter is the following fall quarter. For appeals when the faculty member is either on leave or on sabbatical "the following quarter" is the quarter the faculty member returns to CPP.

Step 3: If the student is still not satisfied after receiving the response from this second level of appeal, the student may submit a written statement within ten working days to the University Course Grade Appeal Committee through the Office of Undergraduate Studies. The formal grade appeal should be submitted prior to the end of the regular quarter following the quarter for which the grade was assigned.

Step 4: The Chair of the University Course Grade Appeal Committee will forward the student's statement to the instructor. The instructor will be asked to respond in writing by a specified date (normally within two weeks). The student's 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 take one of the following actions:

- a. Request additional information from the student and/or the instructor;
- b. Recommend to the instructor that the grade should be changed. If the instructor does not carry out the Committee's recommendation to change the grade, the chair of the academic department that offered the class shall be asked to change the grade. If the instructor is a department chair, this request shall be made to the dean of the college that offered the class. If the instructor is a dean, the grade shall be changed by the Provost;
- c. Recommend to the instructor that the grade be maintained as given
- d. Call for a formal hearing

Step 5: When the Committee has made its recommendation the student will be notified of it in writing, and be given a copy of the instructor's written response to the student's statement. This grade appeal procedure may take 6 to 8 weeks to complete. The outcome of the formal grade appeal procedure is final; there is no higher level of appeal.

Additional information on preparing a written grade appeal is available from the Office of Undergraduate Studies or the website at <<http://www.csupomona.edu/~academic/programs>>.

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

Undergraduate students may attempt to improve their grade point average by repeating a maximum of 16 units of coursework and excluding the previous work. The coursework must be taken for undergraduate credit before receipt of a bachelor's degree. The units for the excluded coursework will not be used in the calculation of the grade point average and will not be used to satisfy the requirements toward graduation. The excluded coursework will remain on the student's permanent record, but will be annotated as excluded from the grade point average through repetition. The following regulations apply to exclusion of coursework:

- The student must file a Repeated Course Notification form in the Registrar's Office after the course repeat has been completed.
- Students should make course repeat decisions in consultation with their advisors.
- The maximum of 16 units may be met in a variety of ways, including repeating several courses once or one course multiple times.
- Only grades of C, C-, D+, D, D-, F, or WU may be replaced under this policy. An incomplete grade (I) may not be replaced under this policy.
- Work to be replaced may include courses previously taken at other institutions, prior challenge attempts, and Extended University courses, as well as courses taken through regular enrollment at this University.
- The replacement coursework must be taken at Cal Poly Pomona through regular or Extended University enrollment.
- A course taken at this University to replace a course taken at another institution must be determined to be equivalent to the original course by the chair of the department offering the replacement course.
- A course taken at this University to replace another Cal Poly Pomona course with a different catalog course number must be determined to be equivalent to the original course.

When a course is designated in the catalog as "May be repeated," the student may repeat the course up to the maximum indicated in the course description and all of the grades received will be included in the calculation of the grade point average. When a course is not designated as "May be repeated," a student cannot reenroll to improve their grade point average if they have already received a C+ in the course.

### 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. Application for Academic Renewal is made during the quarter in which the applicant plans to graduate. The following conditions must prevail:

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.

### College Board Advanced Placement (AP) Examination Credit

Examination	Units towards GE Credit (Score of 3 or better required)	Units toward Elective Credit	GE Credit toward Degree	Cal Poly Pomona Course Equivalencies	
				Score	Course
<b>Arts</b>					
Art History	4.0	0.5	Area C1	3, 4, 5	ART 110, ART 212, ART 213, or ART 214
Music Theory	4.0	0.5	Area C1	3, 4, 5 Aural and nonaural subscores 3, 4, 5	MU 101 MU 120
Studio Art					
Portfolio	0.0	4.5	none		See Art Department
2D Design Portfolio	0.0	4.5	none		See Art Department
3D Design Portfolio	0.0	4.5	none		See Art Department
<b>Economics</b>					
Macroeconomics	4.0	0.5	Area D2	4, 5	EC 201
Microeconomics	4.0	0.5	Area D2	4, 5	EC 202
<b>Geography</b>					
Human Geography	4.0	0.5	Area D3	3, 4, 5	GEO 102
<b>Government</b>					
Comparative Government & Politics	4.0	0.5	Area D2	3, 4, 5	PLS 202
US Government & Politics	4.0	0.5	Area D1a Area D2	3, 4, 5 and pass Calif govt. test	PLS 201 IGE 222 or IGE 223
<b>History</b>					
European History	4.0	0.5	Area D2	3, 4, 5	HST 103, or HST 201
US History	4.0	0.5	Area D1b	3, 4, 5	HST 202, or IGE 222
World History	4.0	5.0	Area C2	3, 4, 5	HST 101, 102, and 103
<b>Language and Literature</b>					
English Language & Composition	4.0	0.5	Area A1	3, 4, 5	ENG 104 or IGE 122
English Literature & Composition	8.0	1.0	Area A1 and C3	3, 4, 5	ENG 104 and ENG 201, or IGE 122
French Language	4.0	5.0	Area C3	3, 4, 5	FL 101, 102, 103
French Literature	4.0	5.0	Area C3	none	
German Language	4.0	5.0	Area C3	3, 4, 5	FL111, 112, 113
Latin Literature	4.0	0.5	Area C3	See EFL Department	
Latin: Vergil	4.0	0.5	Area C3	See EFL Department	
Spanish Language	4.0	5.0	Area C3	3, 4, 5	SPN 151, 152, 153
Spanish Literature	4.0	5.0	Area C3		None
<b>Mathematics</b>					
Calculus AB	4.0	2.0	Area B1	3, 4, 5	MAT 114 or MAT 120 or MAT 125
Calculus BC	4.0	4.0	Area B1	3	MAT 114 and 115, or MAT 130 or MAT 120 or MAT 125
	4.0	8.0		4, 5	MAT 114, 115, and 116, or MAT 130 and 131
Statistics	4.0	0.5	Area B1	3, 4, 5	STA 120
<b>Psychology</b>					
Psychology	4.0	0.5	Area E	3, 4, 5	PSY 202
<b>Science</b>					
Biology	4.0	0.5	Area B3	3	BIO 110
	4.0	0.5	(excluding lab)	4, 5	BIO 115 Bio. Majors – See Bio. Sci. Department
Chemistry	4.0	5.0	Area B2	3	CHM 121 and 121L
4.0	5.0	4, 5	(including lab)		CHM 121, 121L, 122, and 122L
Computer Science A	0.0	4.5	none	4, 5	CS 140
Computer Science AB	0.0	4.5	none	3	CS 140
	0.0	8.0		4, 5	CS 140 and 141
Environmental Science	0.0	4.5	none		none
Physics B	4.0	5.0	Area B2	3	PHY 102
			(including lab)	4, 5	PHY 121, 122, and 123
				4 or 5, and evidence of satisfactory lab experience	PHY 121, 121L, 122, 122L, 123, 123L
Physics C – Mechanics	4.0	0.5	Area B2	3	PHY 102
			(including lab)	4, 5	PHY 131
				4 or 5, and evidence of satisfactory lab experience	PHY 131 and 131L
Physics C – Electricity & Magnetism	4.0	0.5	Area B2	3	PHY 102
			(including lab)	4, 5	PHY 133
				4 or 5, and evidence of satisfactory lab experience	PHY 133 and 133L

• 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. • Students may substitute AP credit or major support courses for one course in an IGE yearly sequence, with a maximum of two substitutions in the IGE Program. • Students may not take a course for which they already have received AP credit.

The student may apply for removal of work from degree consideration in a letter to the Committee on Academic Renewal through the Associate Provost for Undergraduate Studies, 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 described extenuating circumstances.
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.

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 on the student's permanent academic record.

### RETROACTIVE WITHDRAWAL

The administrative grade of "WU" will be given for a course if a student discontinues attendance and participation without officially dropping the course or withdrawing from the university. 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. Retroactive Withdrawal will not be approved for students who did not withdraw from a course or courses because they did not report for the first meeting of a class and were not dropped.

When a student has received "WU" in all of the courses in which they enrolled during an academic quarter, the student may petition for retroactive withdrawal. The grades may be retroactively changed to the administrative grade of "W" if the student can demonstrate and document that serious and compelling reasons required their unofficial withdrawal from the university during the quarter in question and that the grades received were not earned (e.g. letter grades A-F).

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 in the university at the time the application for retroactive withdrawal is submitted.

Petition forms are available from the Office of Undergraduate Studies, CLA-T7-8, and must be submitted by the fifteenth day of classes in order to be considered by the Retroactive Withdrawal Committee for the current quarter.

### 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 Graduate Studies;
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 Graduate Studies, Building 98, for further information. See also section on grading symbols.

### CREDIT FOR NON-TRADITIONAL COLLEGE-LEVEL WORK

#### Advanced Placement Examinations

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. Students may not receive credit for a course for which they already have received credit from an AP examination. IGE students may use AP credit to substitute for a maximum of two courses in the IGE sequence. See the table "College Board Advanced Placement Examination Credit" for information about credit for specific exams. For additional information on Advanced Placement credit contact the Office of Undergraduate Studies, or the Degree Progress and Evaluation Services, Registrar's Office, both located in Building 98.

#### 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.

#### CLEP Examinations

California State Polytechnic University, Pomona grants credit to those students who pass examinations that have been approved for credit systemwide. This information is subject to change. Contact the Office of Undergraduate Studies, Bldg. 98, 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

Students may challenge courses by taking examinations developed at Cal Poly Pomona. Only enrolled undergraduate students may challenge courses. 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 enrolling either 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. Challenge examination credit is entered on the student's permanent record. For courses in the student's major, the credit is a letter grade. Other challenge exam credit is awarded on a CR/NC basis.

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 GPA 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 Dean's List, announced at the end of each quarter, honors undergraduate students who have completed at the University 12 or more letter grade units during the quarter with a 3.5 or better grade point average for Cal Poly coursework. Students taking preparatory coursework must obtain C (2.0) letter grades or better in their preparatory courses and make satisfactory progress toward completion of remediation requirements to remain on the Dean's List.

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.

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. The label "Graduation Honors" is printed next to the student's name in the commencement program and announced at the college convocations.

### 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.

