

ACADEMIC POLICIES

SCHOLARSHIP REQUIREMENTS

Master's degree students, conditional or unconditional (8000/6000), and credential students, conditional or unconditional (1000/7000) will be subject to disqualification and may be disqualified from the university if their cumulative grade point average falls below 3.0 (B) in upper-division and graduate courses after the second quarter of attendance.

Undeclared graduate students, noncertificate/noncredential, who have declared that they will be enrolling in either a master's degree program or a certificate/credential program, but have not entered such yet (3100), will be subject to disqualification and may be disqualified from the university if their cumulative grade point average falls below 3.0 (B) in upper-division and graduate courses after the second quarter of attendance. Maximum of 13 units, 300 level or above, may be taken while in undeclared classification. Graduate students may not use either the campus course repeat policy or academic renewal which apply only to undergraduate students.

Graduate students will be restored to good standing when they are no longer subject to disqualification. Graduate students admitted to a master's degree curriculum may be considered to be maintaining satisfactory progress provided they are fulfilling the conditions of their respective degree programs in a timely manner as determined by the graduate coordinator of the department concerned.

DISQUALIFICATION/REINSTATEMENT FOR GRADUATE STUDENTS

In special instances, a disqualified graduate student may be permitted to be reinstated into a different graduate program. All cases involving the reinstatement of a disqualified graduate student must have the approval of the graduate committee in the new department and the new college dean.

Master's degree students and certificate/credential or 3100 students will be automatically disqualified at the end of any quarter if they are 9 or more grade points below a 3.0 GPA. Students may petition through their respective graduate coordinators and/or department chairs to the college dean under exceptional circumstances.

MINIMUM GRADE POINT AVERAGE

If a graduate student has attempted all the courses in an approved master's degree program with less than a 3.0 (B) average in contract courses, with less than a 3.0 (B) average in graduate work at Cal Poly Pomona, or with less than a 3.0 average in all upper division and graduate work attempted while on graduate standing, the student's major department may (1) terminate the program, or (2) require the student to take additional courses in an attempt to raise the program grade point average to the minimum 3.0. When the student's major department recommends that he/she be allowed to do the latter, the additional courses selected must:

1. Include at least two courses at the 500-699 level and total not fewer than 6 quarter units.
2. Apply directly to the student's master's degree objective, although they need not be drawn from offerings in the student's major department.
3. Be new courses (courses previously completed but not originally listed in the master's degree program may not be used).

If the student fails to earn the minimum 3.0 (B) grade point average on completion of the revised master's degree program as outlined above, the program may be terminated without award of the master's degree.

Grades earned at another institution may not be used to offset grade point deficiencies in courses taken at this university.

TRANSFER CREDIT

If accepted by the faculty of the discipline involved, graduate credit (up to 13 units) from another accredited institution may be applied toward the master's degree. The stipulations under "Time Limit" apply to transfer courses.

Extended University course work (up to 13 units) may be used to satisfy prerequisites or degree requirements when such work is acceptable to the department or school offering the master's degree. See the appropriate sections for special regulations applying to professional master's degrees (more than 45 units). A limit of 13 transfer, Extended University, and/or units petitioned for graduate credit may be included on a contract. Correspondence courses may not be used to satisfy degree requirements.

COURSES TAKEN BY UNDECLARED STUDENTS

Courses taken by a student while in undeclared, postbaccalaureate standing will be accepted in fulfillment of degree requirements only if the department and graduate advisor approve them. Such work taken when the student is not enrolled in a program must average "B" or better with no grades below "C," if the student wishes consideration for unconditional status for an advanced degree. The student must declare his/her chosen program by the time 13 units, 300 or above, have been completed.

Colleges and departments shall deny enrollment in graduate-level courses to undeclared postbaccalaureate students if such enrollment will prevent degree objective students from meeting requirements or may hamper their progress toward the master's degree.

TRANSFER TO ANOTHER MASTER'S DEGREE PROGRAM

A student in good standing in a master's degree program may transfer to another program with the approval of the new department. The amount of credit transferred from one program to another will be determined by the new department. Credit earned at this university in one master's degree program may be carried from that program to another subject to approval.

CONCURRENT ENROLLMENT IN POSTBACCALAUREATE PROGRAMS

A student may not enroll for a bachelor's and a master's degree or for two master's degrees concurrently. This does not apply to enrollment with the goal of obtaining a master's degree and a credential at the same time. Qualified students may request to enroll in a credential program concurrently with a master's degree at this university. For eligibility requirements, please refer to the appropriate program section in this catalog.

CHANGES IN OBJECTIVE

Examples of graduate changes are: (1) changing from one major field to another for the master's degree; (2) changing from a certificate/credential objective to a master's degree objective; (3) changing from a master's degree objective to a certificate/credential objective; (4) changing from no objective to some stated objective listed in this catalog; (5) changing from one credential objective to a different credential objective; (6) changing from certificate objective to credential objective; (7) adding a master's degree objective to a credential objective and viceversa; and (8) adding dual credential.

The evaluation of credits transferred to the university is based primarily upon the student's objective. Thus, a change in objective may affect the acceptance of transfer credits. A student who wishes to change his/her master's degree objective from that indicated on the original application must follow these procedures:

- a) Obtain a Petition to Change/Add Graduate Degree Objective from the Graduate Studies Office or its website, or a department office.
- b) Obtain the signature of the current graduate coordinator and the signature of the graduate coordinator, department chair, and College Dean of the department/college to which the student plans to transfer acknowledging approval of the request.
- c) Submit a new graduate program of study in the new discipline to the Graduate Studies Office.

A student who discontinues working for a master's degree in one department to undertake master's work in another department shall replace the first master's program by one in the new field. Degree credit may be transferred from the original program, but the transfer of credits must be approved by the new department and the Graduate Studies Office.

To request a change in a credential program objective, credential students must follow the following procedure:

- a) Obtain a Petition to Change/Add Credential Objective from the Student Services Center or its website.
- b) Obtain the signature of the new credential program advisor and the current credential coordinator.
- c) Student must complete an oral interview with the new credential program advisor and attach signed oral interview form to petition (BCLAD candidates must show proof of attempting Spanish proficiency exam).
- d) Student is to bring petition with attached oral interview form back to the Student Services Center (5-228).
- e) The signature of the new department chair and college Dean will be obtained on behalf of the student by the education department. When complete, the form will be forwarded to the Registrar's Office for implementation of the change.

GRADING SYSTEM

(see undergraduate catalog section for complete definitions)

The university employs the following grading system for graduate courses:

- A Superior work, representing effective representation, unusual competence, and high skill.
- B Very good work, meeting full requirements for performance at the graduate level.
- C Adequate, meets minimum requirements of the course; acceptable for graduate credit, (2.0).
- D Minimally Acceptable Work; not acceptable for graduate contract work.
- F Unacceptable, below minimum requirements of graduate courses. CR/NC—Credit/No-Credit, see undergraduate section of catalog for definition.
- I Incomplete Authorized
- IC Incomplete Charged
- AU Audit (no credit)
- RP Report in Progress
- W Withdrawal
- WU Withdrawal Unauthorized
- RD Report Delayed

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

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

Every course included on a graduate contract requires a grade of "C" or higher to fulfill the requirements of the contract. A "C-" grade or lower would not be acceptable and the course would have to be repeated.

The "RP" grade is approved for all university courses numbered 690-699. All "RP" symbols must be changed to letter grades within a one-year time-limit. The only exceptions are Project 695 and Thesis 696 which have two-year allowances. In any 600 level course, if not completed within the allotted time, the student must re-enroll to receive credit.

Refer to the undergraduate section of the catalog for detailed definitions of grading and administrative symbols.

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

REPETITION OF COURSES

This policy is currently under revision. Please refer to the online catalog for the current policy. A graduate or postbaccalaureate student may not file a repeated course form, but may repeat a course if a grade of "C-" or less was assigned. Repeated grades will be averaged with other attempts.

ACADEMIC RENEWAL

Academic renewal is not available to graduate students.

RETROACTIVE WITHDRAWAL

See catalog section concerning retroactive withdrawal, which is available to graduate students.

ADMINISTRATION OF GRADUATE PROGRAMS

The Associate Vice President for Research and Graduate Studies is responsible for leadership and coordination of graduate programs. The Graduate Council advises the Associate Vice President for Research and Graduate Studies in all matters of the university's graduate and post-baccalaureate programs. It also addresses issues that affect programs and students and serves as an advisory body to the administration in setting policies.

Each college program coordinator or director is responsible for establishing clear implementation procedures for individual programs and for administering those consistently and fairly in a manner that agrees with the Graduate Council and university policies. Autonomy within programs and colleges is preserved while overall policies and standards of excellence are maintained at a consistent level throughout the university. In addition, the larger programs have graduate

committees that set specific program policies and standards, review student selection and academic progress, develop curriculum, and provide general guidance concerning program matters.

College graduate program directors/coordinators and department program coordinators regularly provide academic advising, oversee academic standards, and assist students. They are responsible for monitoring program quality. They approve student programs and petitions, schedule courses, coordinate faculty assignments, and review curriculum.

For more information contact the Office of Graduate Studies, Building 1 Room 229A, Graduate Studies Analyst, (909) 869-3331.

