

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:

UNIVERSITY INTERDISCIPLINARY

(See University Programs catalog section for further information)

BACHELOR OF ARTS in:
Science, Technology, and Society 105, 410

COLLEGE OF AGRICULTURE

BACHELOR OF SCIENCE in:
Agricultural Science (Ag Education) 122
Animal Science 128
Animal Health Science 125
Apparel Merchandising and Management 134
Food Marketing and Agribusiness Management 140
Food Science and Technology 149
Foods and Nutrition 144
Plant Science 155

MASTER OF SCIENCE AGRICULTURE

with subplans in:
Agricultural Science Subplan 488
Animal Science Subplan 490
Irrigation Science Subplan 492
Nutrition and Food Science Subplan 494
Plant Science Subplan 497

COLLEGE OF BUSINESS ADMINISTRATION

BACHELOR OF SCIENCE in BUSINESS ADMINISTRATION
with subplans in:
Accounting 169
Computer Information Systems 173
eBusiness 177
Finance, Real Estate, and Law 179
International Business 185
Management and Human Resources 191
Marketing Management 185
Technology and Operations Management 195

MASTER OF BUSINESS ADMINISTRATION 499

MASTER OF SCIENCE in ACCOUNTANCY 507

MASTER OF SCIENCE in BUSINESS ADMINISTRATION
Information Systems Audit Subplan 499

COLLEGE OF EDUCATION AND INTEGRATIVE STUDIES

BACHELOR OF ARTS in:
Gender, Ethnicity, and Multicultural Studies 217
Liberal Studies 225

CREDENTIALS/CERTIFICATES:

Multiple Subjects 207
Multiple Subjects with a Bilingual (Spanish) Crosscultural,
Language and Academic Development (BCLAD) Emphasis 207
Single Subject 207
Single Subject with a Bilingual (Spanish) Crosscultural,
Language and Academic Development (BCLAD) Emphasis 208
Education Specialist - Mild/Moderate 208
Education Specialist - Moderate/Severe 208
Adapted Physical Education Specialist Credential 211
Agricultural Specialist Credential 211
Administrative Services Credential (Tier I and Tier II) 211, 512
CLAD Certificate 208
Educational Multimedia: Computers in Education Certificate 513
Educational Multimedia: Educational Multimedia Certificate 513
Computer Troubleshooting Certificate 513

MASTER OF ARTS IN EDUCATION

with subplans in:
Curriculum and Instruction 511
Design-Based Learning 511
Heritage Languages: Literacy and Leadership 511
Educational Multimedia 512
Special Education 512
Educational Leadership 512

DOCTORAL PROGRAM IN EDUCATIONAL LEADERSHIP 520

COLLEGE OF ENGINEERING

BACHELOR OF SCIENCE in:
Aerospace Engineering 240
Chemical Engineering 245
Civil Engineering 250
Computer Engineering 255
Construction Engineering Technology 263
Electrical Engineering 255
Electronics and Computer Engineering Technology 263
Engineering Technology 263
Industrial Engineering 271
Manufacturing Engineering 271
Mechanical Engineering 278

MASTER OF SCIENCE in:

Civil Engineering 526
Engineering 524
Engineering Management 540
Electrical Engineering 531
Mechanical Engineering 536

COLLEGE OF ENVIRONMENTAL DESIGN

BACHELOR OF ARCHITECTURE 290

BACHELOR OF ARTS in:
Art 296

BACHELOR OF FINE ARTS in:
Graphic Design 297

BACHELOR OF SCIENCE in:
Landscape Architecture 303
Urban and Regional Planning 306

MASTER OF ARCHITECTURE	542
MASTER OF LANDSCAPE ARCHITECTURE	545
MASTER OF SCIENCE IN REGENERATIVE STUDIES	549
MASTER OF URBAN AND REGIONAL PLANNING	552

COLLEGE OF LETTERS, ARTS AND SOCIAL SCIENCES

BACHELOR OF ARTS in:	
English	333
English Education Subplan	334
English Literature and Language Subplan	333
History	350
Music	366
Philosophy	377
Political Science	382
Psychology	387
Sociology	394
Spanish	337
Theatre	399

BACHELOR OF SCIENCE in:	
Anthropology	319
Communication	323
Economics	328
Geography	346
Kinesiology	358
Social Sciences	392

MASTER OF ARTS in:	
English	560
Literature Subplan	
Rhetoric and Composition Subplan	
Teaching ESL Subplan	
History	564

MASTER OF SCIENCE in:	
Economics	556
Kinesiology	566
Psychology	574

MASTER OF PUBLIC ADMINISTRATION	571
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COLLEGE OF SCIENCE

BACHELOR OF SCIENCE in:	
Biology	416
Botany Subplan	417
General Biology Subplan	417
Microbiology Subplan	418
Zoology Subplan	418
Biotechnology	419
Chemistry	433
Computer Science	440
Environmental Biology	422
Geology	444
Integrated Earth Studies	445
Mathematics	450
Physics	459

MASTER OF SCIENCE in:	
Biological Sciences	578
Chemistry	581
Computer Science	583

Mathematics	586
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COLLINS COLLEGE OF HOSPITALITY MANAGEMENT

BACHELOR OF SCIENCE in:	
Hospitality Management	468

APPROVED MINOR PROGRAMS (By College and Department)

University Interdisciplinary Minors

(See University Programs catalog section for further information)	
Environmental Health Specialist	107, 410
Geographic Information Systems	108
International Studies	109
Physiology	410
Quantitative Research	111
Science, Technology, and Society	107, 410
Total Quality Management	111

COLLEGE OF AGRICULTURE

Animal and Veterinary Science Department

Animal Science	128
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Apparel Merchandising and Management Department

Fashion Merchandising	136
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Human Nutrition and Food Science Department

Culinology®	151
Food Science and Technology	151
Foods and Nutrition	146
Food Safety	151

Plant Sciences Department

Agricultural Business Management	141
Agronomy	156
International Agricultural Business Management	141
Landscape Irrigation Design	157
Ornamental Horticulture	156
Soil Science	157
Pest Management	156

COLLEGE OF BUSINESS ADMINISTRATION

Business	166
----------------	-----

Accounting Department

Accounting	170
------------------	-----

Computer Information Systems Department

Business Computer Programming	174
Managerial Computing	174

Finance, Real Estate and Law Department

Business Law	181
Finance	180
Contract Management	181
Real Estate	181

International Business and Marketing Department

International Business	186
Marketing Management	186

Management and Human Resources Department

General Management	192
Human Resources Management	191

Entrepreneurship and Small Business Management 192

Operations Management Department

Logistics 196
Operations Management 196

COLLEGE OF EDUCATION AND INTEGRATIVE STUDIES

Ethnic and Women Studies Department

African American Studies 220
Asian American Studies 220
Chicano/Latino Studies 220
Multicultural Leadership Studies 220
Native American Studies 220
Women's Studies 220

COLLEGE OF ENGINEERING

Energy Engineering 235
Illumination Engineering 235
Materials Engineering 235
Ocean Engineering 236

COLLEGE OF ENVIRONMENTAL DESIGN

Art Department

Art History 297

COLLEGE OF LETTERS, ARTS AND SOCIAL SCIENCES

Digital Social Sciences, Humanities, and Arts (Digital Media) 315
Nonviolence Studies 315

Communication Department

Journalism 324
Organizational Communication 325
Public Relations 324

Economics Department

Economics 329

English and Foreign Languages Department

English 335
French 338
Spanish 337
TESL (Teaching English as a Second Language) 336

Geography and Anthropology Department

Anthropology 320
Geography 347

History Department

History 351
Latin American Studies 352

Music Department

Music 369

Philosophy Department

Philosophy 378
Religious Studies 378

Political Science Department

Political Science 382

Psychology and Sociology Department

Criminal Justice 387
Psychology 388
Sociology 395

Theatre Department

Theatre 401

Institute of New Dance and Cultures

Dance 406

COLLEGE OF SCIENCE

Biological Sciences Department

Botany 421
Comparative Systems Analysis 410, 414
Microbiology 423
Plant Biotechnology 421
Plant Pathology 422
Zoology 424

Chemistry Department

Chemistry 435

Computer Science Department

Computer Science 441

Geological Sciences Department

Geology 445

Mathematics and Statistics Department

Mathematics 451
Statistics 451

Physics Department

Physics 460

COLLINS COLLEGE OF HOSPITALITY MANAGEMENT

Hotel and Restaurant Management 470

JOHN T. LYLE CENTER FOR REGENERATIVE STUDIES

Regenerative Studies 210

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 subplan) 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) completed at least one four-unit course that meets the American Cultural Perspectives Requirement;
- 5) spent not less than three quarters in residence, two of these quarters immediately preceding graduation;
- 6) 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;
- 7) 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;
- 8) 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;
- 9) met the Graduation Writing Test requirement;
- 10) 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. *This policy is currently under revision. Please refer to the online catalog for the current policy.*
- 11) 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.

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

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, major core GPA 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.

Prerequisite coursework for MAT 106, MAT 114, MAT 120, MAT 125, MAT 130, MAT 191, MAT 194, and STA 120 must have been completed within 3 quarters or 2 semesters.

Graduation Requirement in Writing Proficiency

All students must demonstrate competency in writing skills as a requirement for graduation. Information on currently available ways to meet this graduation requirement may be obtained from the Test Center, Building 98, Room P2-4.

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 subplan 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:

- a. Attainment of sufficient grades in all remaining major courses in the student's program;
- b. Attainment of sufficient grades in all remaining major (core) course in the student's program plus the use of the Repeated Course Policy. (Refer to "Repetition of Courses" section in this catalog.)
- c. 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.)

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 Vice President for Academic Programs, Building 98.

GENERAL EDUCATION REQUIREMENTS

General education courses help students broaden their knowledge and skills beyond the major, and develop in the capacities necessary to participate fully in the workplace, in a diverse society, and in an interconnected world. General education provides an important foundation for students' future success as intelligent and creative members of the community.

Under the provisions of Title 5 of the California Code of Regulations, the university offers a variety of courses in general education organized to provide an educational experience appropriate to the needs of the individual student. The pattern of courses included in the program is designed primarily to insure that students:

1. Develop the ability to express themselves effectively in both written

and oral communication and in critical thinking which includes consideration of common fallacies in reasoning;

2. Understand nature and are able to relate themselves to their biological and physical environment;
3. Are familiar with their cultural heritage and have developed the capacity to be creative and to appreciate the creativity of others;
4. Understand the economic, political, technological, and social problems of contemporary society and responsibilities and procedures of modern citizenship;
5. Have a basic understanding of the requirements of good health and are able to maintain their own physical well-being;
6. Have developed an understanding of themselves and their relationships to others.

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 Academic Programs, 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.

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.

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.

SCHOLASTIC REQUIREMENTS

Each student is expected to meet the academic standards required by the state, the university and by the instructor of a course. While class attendance is not recorded officially by the University, students are expected to attend all class meetings. Instructors' standards, particularly as they impact grades, must be explained in the syllabus made available in each class near the beginning of the quarter. It is the students' responsibility to make themselves aware of each faculty member's guidelines by carefully reading the syllabus.

It is the student's responsibility to notify the instructor in advance of any planned absence and to request arrangements to make up academic work that is missed for any reason. The instructor is the judge of the validity of the reasons for absence and of what arrangements, if any, are to be provided for the student to make up class work. Instructors may require students to provide documentation for excused absences. It must be recognized that not all learning activities and exercises related

to a class can be replicated.

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.

Effective Fall 2009, students may not re-enroll in courses where a grade of C or better has already been attained. 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 from any of these policies may be requested by submitting the General Academic Petition form to the Academic Programs Office. 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 CPP and overall grade point average, during the quarter subsequent to disqualification, have 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. A successful appeal request is considered a reinstatement. However, no reinstatement petition or advising contract is required. Students may not appeal a second disqualification.

Upon initial disqualification, students may request consideration for reinstatement 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 be removed from disqualification status 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.

Effective summer 2009, undergraduate students who do not remove the disqualification within the 24-unit limit and academically disqualified undergraduate students who attain good standing or probationary status and then become disqualified again are no longer eligible to enroll at the university.

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:

- The conditions for removal of administrative-academic probation are not met within the period specified.
- The student becomes subject to academic disqualification while on administrative-academic probation.
- 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 indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. An Incomplete grade is not included in the GPA.
- 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. (The 2.0 GPA requirement is waived in the case of non-matriculated students having no previous work recorded at Cal Poly Pomona.) 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.

Incomplete

The symbol "I" (Incomplete Authorized) indicates that a clearly identifiable portion of the course requirements cannot be completed for serious and compelling reasons. An Incomplete shall not be assigned when it is necessary for the student to attend a major portion of the class during a future term.

"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". It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the conditions that must be met to complete the course, and the associated deadline, not to exceed one year, which must be satisfied to remove the Incomplete. The Contract for Incomplete Grade is used to record these conditions. This written record protects both students and faculty. Copies of this Contract are to be filed in the Department Office, Registrar's Office and given to the student. A final grade is assigned when the work agreed upon has been completed and evaluated.

An "I" must normally be made up within one calendar year immediately following the end of the term during which it was assigned. However, the time period set forth by the instructor on the Contract prevails. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work within the time period set by the instructor will result in the "I" being converted to an "IC" symbol, unless the faculty member designates a specific letter grade at the time the Incomplete is assigned to replace the "I" in the student's record.

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. The extension of an "I" grade in a course shall be allowed only one time, for a maximum extension of one year. The General Academic Petition is used to file such requests.

Effective fall 2009, students may not re-enroll in courses for which an "I" grade has been assigned. In cases where repetition of the course is deemed appropriate, the student should be assigned a withdrawal ("W") or failing grade than an "I" grade.

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 specific courses, for example, courses numbered as 461, 462, 690-699, ect. The "RP" grade is not used in calculating the grade point average.

Official Withdrawal

The "W" symbol indicates that the student was permitted to withdraw from the course after the fifth day of instruction through the end of the eighth week of instruction with the approval of appropriate campus representatives. It carries no connotation of the student performance and is not used in calculating grade point average. A "W" will not be recorded for a class unless the student has officially withdrawn from the class.

Students may withdraw after the fifth day through the fifteenth day (third week) of instruction via the BroncoDirect system. Withdrawal from classes after the 15th day of instruction until the end of the eighth week of instruction is permissible only for serious and compelling reasons. To request to withdraw from classes after the third week of instruction, students must submit to the Registrar's Office a Request for Class Withdrawal for Serious and Compelling Reasons Form with the necessary approval signatures. After the eighth week of instruction through the last day of finals week, withdrawals will only be permitted for serious and compelling reasons beyond the students' control.

Effective fall 2009, undergraduates are limited to 28 units of recorded course withdrawals, i.e., where students receive "W" grades for the classes. Course withdrawals prior to fall 2009 and withdrawals approved through the Retroactive Withdrawal Petition process will not contribute to this limit. After the fifth day of instruction through the last day of finals week, students whose reasons for withdrawing from classes are beyond their control may request that such class withdrawals not contribute toward the 28-unit limit. Approved requests for this exception will be indicated by the Dean's signature and the Associate Vice President for Academic Programs on the Request for Class Withdrawal for Serious and Compelling Reasons Form.

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, such as when a student withdraws from a course without authorization (e.g. no approved withdrawal form is on file in the Registrar's Office). 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 the Associate Vice President of Academic Programs. 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. If the University Course Grade Appeal Committee finds that the student has grounds for complaint based on discrimination, caprice, or clerical error, then the instructor of record will be asked to reevaluate the grade. If the instructor refuses to reevaluate the grade or the instructor's reevaluation results in the same grade, then the chair of the academic department that offered the class shall be asked to find a qualified faculty member with academic training comparable to the instructor of record to evaluate the student's work and assign a grade. If the instructor is a department chair, the dean of the college that offered the class shall be asked to find a qualified faculty member with academic training comparable to the instructor of record to evaluate the student's work and assign a grade. If the instructor is a dean, the provost shall be asked to find a qualified faculty member with academic training comparable to the instructor of record to evaluate the student's work and assign a grade.
- 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 six to eight weeks to complete. The outcome of the formal grade appeal procedure is final; there is no higher level of appeal.

The Office of Academic Programs shall ensure that the university website, catalog and other publications reflect this policy. Additional information on preparing a written grade appeal is available from the Office of the Associate Vice President of Academic Programs or the website at <http://www.csupomona.edu/~academic/programs>.

REPETITION OF COURSES

(Effective fall 2009, u)Undergraduate students are not permitted to re-enroll in classes in which a grade of C or higher has been assigned. I In such cases, individual courses can be repeated for no more two times for a maximum of three attempts. Courses attempted prior to fall 2009 will contribute to the limit of three attempts. Effective fall 2009, Sstudents may repeat no more than 42 quarter units. Units of courses repeated for which grade forgiveness was granted prior to fall 2009 will contribute to this 42-unit limit. Units attempted for other courses repeated prior to fall 2009 that are still included in the calculation of the GPA (not forgiven) will not contribute to this limit. This policy doesThese limits do not apply to courses that have explicitly been designated as repeatable.

This policy does not apply to courses that have explicitly been designated as repeatable. Students may request waivers of any aspect of this policy by submitting a General Academic Petition to the Office of Academic Programs. A waiver will be granted only to students with a minimum overall grade point average of 2.0 and documentation of demonstrated effort.

College Board Advanced Placement (AP) Examination Credit

Examination	Units towards	Units toward	GE Credit	Cal Poly Pomona Course Equivalencies	
	GE Credit (Score of 3 or better required)	Elective Credit	toward Degree	Score	Course
Arts					
Art History	4.0	5.0	Area C1	3, 4, 5	ART 110, ART 212, ART 213, or ART 214
Studio Art					
Drawing Portfolio	0.0	4.5	none		See Art Dept.
2D Design Portfolio	0.0	4.5	none		See Art Dept.
3D Design Portfolio	0.0	4.5	none		See Art Dept.
Economics					
Microeconomics	0.0	4.5	none	3	See Economics Dept.
Microeconomics	4.0	0.5	Area D2	4, 5	EC 201 or IGE 223
Macroeconomics	0.0	4.5	none	3	See Economics Dept.
Macroeconomics	4.0	0.5	Area D2	4, 5	EC 202 or IGE 223
Geography					
Human Geography	4.0	0.5	Area D3	3, 4, 5	GEO 102
Government					
Comparative Government & Politics	4.0	0.5	Area D2	3, 4, 5	PLS 202
US Government & Politics	4.0	0.5	Area D1a	3, 4, 5 & pass CA govt. test	PLS 201 or IGE 222
History					
European History	4.0	5.0	Area D2	3, 4, 5	HST 103, or HST 201
US History	4.0	5.0	Area D1b	3, 4, 5	HST 202, or IGE 222, or IGE 223
World History	4.0	5.0	Area C2	3, 4, 5	HST 101, HST 102, and HST 103
Language and Literature					
Chinese Language and Culture	4.0	5.0	Area C3	3, 4, 5	None
English Language & Composition	4.0	5.0	Area A2	3, 4, 5	ENG 104 or IGE 122
English Literature & Composition	8.0	1.0	Area A2 and C3	3, 4, 5	ENG 104 and ENG 201, or IGE 122 and ENG 201
French Language	4.0	8.0	Area C3	3, 4, 5	FL 101, FL 102, FL 103
German Language	4.0	8.0	Area C3	3, 4, 5	FL 111, FL 112, FL 113
Japanese Language and Culture	4.0	5.0	Area C3	3, 4, 5	None
Latin: Vergil	4.0	0.5	Area C3	3, 4, 5	See English & Foreign Language Dept.
Spanish Language	4.0	8.0	Area C3	3, 4, 5	SPN 151, SPN 152, SPN 153
Spanish Literature	4.0	5.0	Area C3		None
Mathematics					
Calculus AB	4.0	0.5	Area B4	3, 4, 5	MAT 114 or MAT 120 or MAT 125
Calculus BC	4.0	5.0	Area B4	3	MAT 114 and 115, or MAT 130 or MAT 120 or MAT 125
	4.0	8.0	Area B4	4, 5	MAT 114, MAT 115, and MAT 116, or MAT 130 and MAT 131
Calculus BC/AB Subscore	4.0	0.5	Area B4	3, 4, 5	MAT 114 or MAT 120 or MAT 125
Statistics	4.0	0.5	Area B4	3, 4, 5	STA 120
Psychology					
Psychology	4.0	0.5	Area E	3, 4, 5	PSY 201 or IGE 223
Science					
Biology	6.0	3.0	Area B2 and B3	3	BIO 110
	6.0	3.0	Area B2 and B3	4, 5	BIO 115 (Bio. Majors - See Bio. Sci. Dept.)
Chemistry	6.0	3.0	Area B1 and B3	3	CHM 121 and 121L
	6.0	3.0	Area B1 and B3	4, 5	CHM 121, 121L, 122, and 122L
Computer Science A	0.0	4.5	none	4, 5	CS 140
Computer Science AB	0.0	9.0	none	3	CS 140
	0.0	9.0	none	4, 5	CS 140 and CS 141
Environmental Science	6.0	0.0	Area B1 and B3	3, 4, 5	none
Physics B	6.0	3.0	Area B1 and B3	3	PHY 102
			Area B1 and B3	4, 5	PHY 121, PHY 122, and PHY 123
			Area B1 and B3	4 or 5, and evidence of satisfactory lab experience	PHY 121, PHY 121L, PHY 122, PHY 122L, PHY 123, PHY 123L
Physics C – Mechanics	6.0	0.0	Area B1 and B3	3	PHY 102
			Area B1 and B3	4, 5	PHY 131
			Area B1 and B3	4 or 5, and evidence of satisfactory lab experience	PHY 131 and PHY 131L
Physics C – Electricity & Magnetism	6.0	0.0	Area B1 and B3	3	PHY 102
			Area B1 and B3	4, 5	PHY 133
			Area B1 and B3	4 or 5, and evidence of satisfactory lab experience	PHY 133 and PHY 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.

College-Level Examination Program (CLEP) Credit

Examination	Units towards	Units toward	GE Credit	Cal Poly Pomona Course Equivalencies	
	GE Credit (Score of 50 or better required)	Elective Credit	toward Degree	Score	Course
Business					
Financial Accounting	0.0	4.5	none	50	See Accounting Dept.
Information Systems and Computer Applications	0.0	4.5	none	50	See Computer Information Systems Dept.
Introductory Business Law	0.0	4.5	none	50	See Finance & Real Estate Law Dept.
Principles of Accounting	0.0	4.5	none	50	See Accounting Dept.
Principles of Management	0.0	4.5	none	50	See Management & Human Resources Dept.
Principles of Marketing	0.0	4.5	none	50	See International Business & Marketing Dept.
Economics					
Principles of Microeconomics	4.0	0.5	Area D2	50	See Economics Dept.
Principles of Macroeconomics	4.0	0.5	Area D2	50	See Economics Dept.
Government					
American Government	4.0	0.5	Area D1a	50 & pass CA govt. test	See Political Science Dept.
History & Social Sciences					
History, United States I	4.0	0.5	Area D1b	50	See History Dept.
History, United States II	4.0	0.5	Area D1b	50	See History Dept.
Social Sciences and History	0.0	0.0	none	50	
Western Civilization I	4.0	0.5	Area C2	50	See History Dept.
Western Civilization II	4.0	0.5	Area D2	50	See History Dept.
Humanities					
Humanities	4.0	0.5	Area C2	50	See Liberal Studies Dept.
Language and Literature					
American Literature	4.0	0.5	Area C3	50	See English & Foreign Language Dept.
Analyzing and Interpreting Literature	4.0	0.5	Area C3	50	See English & Foreign Language Dept.
English Composition (no essay)	0.0	0.0	none	50	
English Composition with Essay	0.0	0.0	none	50	
English Literature	4.0	0.5	Area C3	50	See English & Foreign Language Dept.
French Level I	0.0	9.0	none	50	See English & Foreign Language Dept.
French Level II	4.0	14.0	none	59	See English & Foreign Language Dept.
Freshman College Composition	0.0	0.0	none	50	
German Level I	0.0	9.0	none	50	See English & Foreign Language Dept.
German Level II	4.0	14.0	Area C3	60	See English & Foreign Language Dept.
Spanish Level I	0.0	9.0	none	50	See English & Foreign Language Dept.
Spanish Level II	4.0	14.0	Area C3	63	See English & Foreign Language Dept.
Mathematics					
Calculus	4.0	0.5	Area B4	50	See Mathematics & Statistics Dept.
College Algebra	4.0	0.5	Area B4	50	See Mathematics & Statistics Dept.
College Algebra - Trigonometry	4.0	0.5	Area B4	50	See Mathematics & Statistics Dept.
College Mathematics	0.0	0.0	none	50	
Pre-Calculus	4.0	0.5	Area B4	50	See Mathematics & Statistics Dept.
Trigonometry	4.0	0.5	Area B4	50	See Mathematics & Statistics Dept.
Psychology and Sociology					
Human Growth and Development	4.0	0.5	Area E	50	See Psychology & Sociology Dept.
Introduction to Educational Psychology	0.0	4.5	none	50	See Psychology & Sociology Dept.
Introductory Psychology	4.0	0.5	Area D3	50	See Psychology & Sociology Dept.
Introductory Sociology	4.0	0.5	Area D3	50	See Psychology & Sociology Dept.
Science					
Biology	4.0	0.5	Area B2	50	See Biological Sciences Dept.
Chemistry	4.0	0.5	Area B1	50	See Chemistry Dept.
Natural Sciences	4.0	0.5	Area B2	50	See Biological Sciences Dept.

• Effective for all test taken Fall 2008 or later.

International Baccalaureate (IB) Examination Credit

Examination	Units towards GE Credit (Score of 4 or better required)	Units toward Elective Credit	GE Credit toward Degree	Cal Poly Pomona Course Equivalencies	
				Score	Course
Arts Theatre HL	4.0	5.0	Area C1	4	See Theatre Dept.
Economics Economics HL	4.0	5.0	Area D2	5	See Economics Dept.
Geography Geography HL	4.0	5.0	Area D3	5	See Geography & Anthropology Dept.
History History (any region) HL	4.0	5.0	Area D2	5	See History Dept.
Language and Literature Language A1 (any language) HL	4.0	5.0	Area C3	4	See English & Foreign Language Dept.
Language A2 (any language) HL	4.0	5.0	Area C3	4	See English & Foreign Language Dept.
Language B (any language) HL	0.0	9.0	none	4	See English & Foreign Language Dept.
Mathematics Mathematics HL	4.0	5.0	Area B4	4	See Mathematics & Statistics Dept.
Psychology Psychology HL	4.0	0.5	Area D3	5	See Psychology & Sociology Dept.
Science Biology HL	4.0	5.0	Area B2	5	See Biological Sciences Dept.
Chemistry HL	4.0	5.0	Area B1	5	See Chemistry Dept.
Physics HL	4.0	5.0	Area B1	5	See Physics Dept.

Students who have or will be exceeding this 42-unit limit and wish to repeat a course may do so through the College of Extended University (CEU). Such attempts will not contribute to the limit of three attempts or the 42 unit limit. Grades received in courses taken through CEU taken in excess of this limit can be used to satisfy content and prerequisite requirements, but will not be used in GPA calculations. These courses will appear on students' transcripts.

A waiver of this policy the policies related to repetition of courses will be granted only to students with a minimum overall grade point average of 2.0 and documentation of demonstrated effort. Students requesting a waiver must submit a General Academic Petition to the Office of Academic Programs.

GRADE FORGIVENESS

Effective fall 2009, students may attempt to improve their grade point average by seeking Grade Forgiveness after repeating a course for which a grade lower than a C was issued. Grade Forgiveness can be applied for a maximum of 16 quarter units and only to courses taken for undergraduate credit and before awarding of a bachelor's degree. Units of courses for which grade forgiveness was granted prior to fall 2009 will contribute to this 16-unit limit. When Grade Forgiveness is granted, the grade and units for the excluded course work will not be used in the calculation of the grade point average and the units will not be used to satisfy the requirements toward graduation. The excluded course work will remain on the student's permanent record, but will bear the Grade Forgiven annotation. Grade Forgiveness will not be granted for courses for which the original grade was the result of a finding of academic dishonesty.

A waiver of this policy will be granted only to students with a minimum overall grade point average of 2.0 and documentation of demonstrated effort. Students requesting a waiver must submit a General Academic Petition to the Office of Academic Programs.

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.

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

1. The work is substandard and not representative of the student's present scholastic ability and level of performance.
2. The level of performance represented by the work under consideration was due to 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 Academic Programs, Building 98 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 Academic Programs;
5. Applies only to 300, 400, and 500 level coursework.

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

When an undergraduate student takes a graduate course, there will be no differential evaluation procedure. All students in the class will be

considered graduate students and evaluated according to standards established by the graduate college. Further grades earned will be considered in the cumulative graduate GPA.

Contact the Office of Academic Programs, Building 98-T7, Room 18, 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 Academic Programs, 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 4 or higher for International Baccalaureate subjects taken at the higher level (HL) may receive up to 9 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 Academic Programs, Building 98, for further information.

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, which has been recommended by the Commission on Educational Credit and Credentials of the American Council on Education. The number of units allowed are those 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 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.

Kellogg Honors College

The Cal Poly Pomona Kellogg Honors College challenges talented students to achieve academic and personal goals. The College provides an intellectually and socially stimulating environment for students of all majors to come together as a community of scholars. Admission is selective; a faculty committee chooses Honors students based on their application packages. Honors students must maintain a 3.3 GPA to remain in the Kellogg Honors College during their time at Cal Poly Pomona. Students may graduate from the Honors College by participating in special Honors classes; some in their majors and several which satisfy the university's general education requirements. (Please see the section on Special Programs for more information on the Kellogg Honors College)

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.

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.

