

ADMISSIONS

ADMISSIONS PROCEDURES AND POLICIES

Requirements for admission to California State Polytechnic University, Pomona are in accordance with Title 5, Chapter 1, Subchapter 3, of the California Code of Regulations. Complete information is available at www.csumentor.edu/planning/.

Electronic versions of the CSU undergraduate and graduate applications are accessible on the World Wide Web at <http://www.csumentor.edu>. The CSUMentor system allows students to browse through general information about CSU's twenty-three campuses, view multimedia campus presentations, send and receive electronic responses to specific questions, and apply for admission and financial aid.

Applying online via www.csumentor.edu is expected unless electronic submission is impossible. An acknowledgement will be sent when online applications have been submitted. Application in "hard copy" form may be obtained online via www.csumentor.edu as a portable data format (PDF). Paper applications may be mailed to the Office of Admission:

Office of Admissions and Outreach
California State Polytechnic University, Pomona
3801 West Temple Avenue, Pomona, CA 91768, USA

The University reserves the right to select its students and deny admission to the University or any of its programs as the University, in its sole discretion, determines appropriate based on an applicant's suitability and the best interests of the University.

Importance Of Filing Complete, Accurate, and Authentic Application Documents

California State Polytechnic University, Pomona advises prospective students that they must supply complete and accurate information on the application for admission, residence questionnaire, and financial aid forms. Further, applicants must, when requested, submit authentic and official transcripts of all previous academic work attempted. Failure to file complete, accurate, and authentic application documents may result in denial of admission, cancellation of registration or academic credit, suspension, or expulsion (Section 41301, Article 1.1, Title 5, California Code of Regulations).

Transcripts can be mailed directly to the Office of Admissions and Outreach at California State Polytechnic University, Pomona, from each institution attended. We will also accept sealed, hand-carried transcripts. In some cases, original or certified copies of official academic records from non-U.S. institutions submitted by the applicant may be accepted. Transcripts submitted in support of a prospective student's application remain the property of California State Polytechnic University, Pomona and cannot be returned to the applicant.

HEALTH SCREENING, IMMUNIZATION REQUIREMENTS

Entering CSU students are required to present proof of the following immunizations to the CSU campus they will be attending before the beginning of their first term of enrollment.

Measles and Rubella: All new and readmitted students must provide proof of full immunization against measles and rubella prior to enrollment.

Hepatitis B: All new students who will be 18 years of age or younger at the start of their first term at a CSU campus must provide proof of full immunization against Hepatitis B before enrolling. Full immunization against Hepatitis B consists of three timed doses of vaccine over a minimum 4 to 6 months period. If you need further details or have special circumstances, please consult Student Health Services at (909) 869-2759. Each incoming freshman who will be residing in on-campus housing will be required to return a form indicating that they have

received information about meningococcal disease and the availability of the vaccine to prevent contracting the disease and indicating whether or not the student has chosen to receive the vaccination. These are **not** admission requirements, but are required of students as conditions of enrollment in CSU.

MEETING THESE REQUIREMENTS (One or more of these options may be needed to show proof of all immunizations):

1. have a physician complete an immunization history form and mail or fax, (909) 869-4425, the form to Student Health Services, or
2. send a copy of the California High School Immunization Record which may be available from the high school the student attended, or
3. send a copy of a childhood immunization record, or
4. send a copy of a physician's statement certifying past infection with both Measles and Rubella (German Measles), and/or Hepatitis B, or
5. be immunized for Measles and Rubella, and/or Hepatitis B.

Student Health Services will provide required immunizations without cost to any student who is unable to obtain acceptable proof of immunization. Call (909) 869-4000 to schedule an immunization appointment. Further information is available on the Immunization Hotline at (909) 869-2759 or on the Student Health Services web page at http://dsa.csupomona.edu/shs/immuniz_requ.asp.

IMPACTED CAMPUSES OR PROGRAMS

The CSU designates programs as impacted when more applications from CSU regularly eligible students are received in the initial filing period (October and November for fall terms, June for winter terms, August for spring terms, February for summer terms) than can be accommodated. Some programs are impacted at every campus where they are offered; others are impacted only at a few campuses. Candidates for admission must meet supplementary admission criteria if applying to an impacted program or campus.

The CSU will announce during the fall filing period those campuses or programs that are impacted. Detailed information on campus and programs impactation will be available at the following websites:

- www.csumentor.edu
- www.calstate.edu/impactioninfo.shtml
- <http://www.calstate.edu/sas/impaction-campus-info.shtml>

Campuses will communicate its supplementary admission criteria for all impacted programs to high schools and community colleges in their service area and will disseminate this information to the public through appropriate media. This information will also be published at the CSU campus individual website and made available online at www.calstate.edu.

Applicants must file applications for admission to an impacted program during the initial filing period. Applicants who wish to be considered in impacted programs at more than one campus should file an application at each campus for which they seek admission consideration.

Supplementary Admission Criteria

Each campus with impacted programs or admission categories uses supplementary admission criteria in screening applicants. Supplementary criteria may include rank-ordering of freshman applicants based on the CSU eligibility index or rank-ordering of transfer applicants based on the overall transfer grade point average, completion

of specified prerequisite courses, and a combination of campus-developed criteria. Applicants for freshman admission to impacted campuses or programs are required to submit scores on either the SAT or the ACT. For fall admission, applicants should take tests as early as possible and no later than November or December of the preceding year.

The supplementary admission criteria used by the individual campuses to screen applicants are made available by the campuses to all applicants seeking admission to an impacted program. Details regarding the supplemental admission criteria are published at www.calstate.edu/impactioninfo.shtml. Supplemental information for Cal Poly Pomona can be found at <http://dsa.csupomona.edu/admissions/default.asp>.

UNDERGRADUATE APPLICATION PROCEDURES

Prospective students applying for part-time or full-time undergraduate programs of study in day or evening classes must file a complete undergraduate application. The \$55 nonrefundable application fee should be in the form of a check or money order payable to "The California State University" or by credit card and may not be transferred or used to apply to another term. An alternate major may be indicated on the application. The applications of persons denied admission to an impacted and/or closed campus may be re-routed to another campus at no cost, but only if the applicant is CSU eligible. Both electronic and downloadable/printable versions of the CSU undergraduate application are available at www.csumentor.edu/.

GRADUATE AND POSTBACCALAUREATE APPLICATION PROCEDURES

All graduate and post-baccalaureate applicants (e.g., Ed.D., joint Ph.D. applicants, master's degree applicants, those seeking educational credentials or certificates, and where permitted, holders of baccalaureate degrees interested in taking courses for personal or professional growth) must file a complete graduate application as described in the graduate and post-baccalaureate admission materials at www.csumentor.edu. Applicants seeking a second bachelor's degree should submit the undergraduate application for admission unless specifically requested to do otherwise. Applicants who completed undergraduate degree requirements and graduated the preceding term are also required to complete and submit an application and the \$55 nonrefundable application fee. Since applicants for post-baccalaureate programs may be limited to the choice of a single campus on each application, re-routing to alternate campuses or later changes of campus choice are not guaranteed. To be assured of initial consideration by more than one campus, it is necessary to submit separate applications (including fees) to each. Applications submitted by way of www.csumentor.edu are expected unless submission of an electronic application is impossible. An electronic version of the CSU graduate application is available on the World Wide Web at <http://www.csumentor.edu>. For further information regarding graduate and postbaccalaureate admission, please see <http://dsa.csupomona.edu/admissions/default.asp>.

UNDECLARED MAJOR

A first-time freshman, who has not selected a major, may apply and enter the university as an undeclared major. Undeclared majors must declare an academic major by the end of the third quarter in attendance at the university. They will be placed on degree requirements in effect at the time they enter the major. All undeclared majors are encouraged to take a course in Career and Personal Exploration (CPU 100, 4 units). Transfer and currently enrolled students in declared majors may not

switch to an undeclared status. The central office for all undeclared majors is Student Support and Equity Programs, Building 94, Room 121, (909) 869-3360.

SYSTEMWIDE APPLICATION FILING PERIODS

(Not all campuses/programs are open for admission to every term.)

Terms in 2011-2012	Applications First Accepted	Initial Filing Period
Summer Sem. or Qtr. 2011	Feb. 1, 2011	Feb. 1-28, 2011
(Some campuses do not admit students to Summer term.)		
Fall Sem. or Qtr. 2011	Oct. 1, 2010	Oct.1-Nov. 30, 2010
Winter Quarter 2012	June 1, 2011	June 1-30, 2011
Spring Sem. or Qtr. 2012	Aug. 1, 2011	Aug. 1-31, 2011

Filing Period Duration

Each non-impacted campus accepts applications until capacities are reached. Many campuses limit undergraduate admission in an enrollment category due to overall enrollment limits. If applying after the initial filing period, consult the campus admission office for current information. Similar information is conveniently available at http://www.csumentor.edu/filing_status/Default.asp.

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

Application Acknowledgment

On-time applicants may expect to receive an acknowledgment from the campuses to which they have applied within two to four weeks of filing the application. The notice may also include a request that applicants submit additional records necessary to evaluate academic qualifications. Applicants may be assured of admission if the evaluation of relevant qualifications indicates that applicants meet CSU admission requirements, and in the case of admission impaction, campus requirements for admission to an impacted program. Unless specific written approval/confirmation is received, an offer of admission is not transferable to another term or to another campus.

Hardship Petitions

The campus has established procedures for consideration of qualified applicants who would be faced with extreme hardship if not admitted. Petitioners should write the Office of Admissions and Outreach regarding specific policies governing hardship admission.

UNDERGRADUATE ADMISSION REQUIREMENTS

First-Time Freshmen Applicants

Generally, first-time freshmen applicants will qualify for regular admission if they meet the following requirements:

1. Have graduated from high school, have earned a Certificate of

General Education Development (GED) or have passed the California High School Proficiency Examination;

2. Have a qualifiable minimum eligibility index (see section on "Eligibility Index"), and
3. Have completed with grades of C or better the courses in the comprehensive pattern of college preparatory subject requirements also known as "a-g" pattern (see "Subject Requirements").

Grade Point Average and Test Score Requirement

Eligibility Index – The eligibility index is the combination of the high school grade point average and scores on either the ACT or the SAT. Grade point averages (GPA) are based on grades earned in courses taken during the final three years of high school. Included in calculation of GPA are grades earned in all college preparatory "a-g" subject requirements, and bonus points for approved honors courses. Up to eight semesters of honors courses taken in the last three years of high school, including up to two approved courses taken in the tenth grade can be accepted. Each unit of A in an honors course will receive a total of 5 points; B, 4 points; and C, 3 points.

A CSU Eligibility Index (EI) can be calculated by multiplying a grade point average by 800 and adding your total score on the mathematics and critical reading scores of the SAT. Students who took the ACT, multiply the grade point average by 200 and add ten times the ACT composite score. Persons who are California high school graduates (or residents of California for tuition purposes) need a minimum index of 2900 using the SAT or 694 using the ACT. The Eligibility Index Table illustrates several combinations of required test scores and averages. For admission to terms during the 2009-2010 college year, the university has no current plans to include the writing scores from either of the admissions tests in the computation of the CSU Eligibility Index.

Persons who neither graduated from a California high school nor are a resident of California for tuition purposes, need a minimum index of 3502 (SAT) or 842 (ACT). Graduates of secondary schools in foreign countries must be judged to have academic preparation and abilities equivalent to applicants eligible under this section. An applicant with a grade point average of 3.00 or above (3.61 for nonresidents) is not required to submit test scores. However, all applicants for admission are urged to take the SAT or ACT and provide the scores of such tests to each CSU to which they seek admission. Campuses use these test results for advising and placement purposes and may require them for admission to impacted majors or programs. Impacted CSU campuses require SAT or ACT scores of all applicants for freshman admission. The CSU uses only the ACT score or the SAT mathematics and critical reading scores in its admission eligibility equation. The SAT and ACT writing scores are not currently used by CSU campuses. Students must request that score results be sent directly to Cal Poly Pomona from the testing agency, (ETS/SAT campus code 4082 and the ACT campus code 0202). For more information on these tests, please refer to the College Board or ACT Web sites.

Subject Requirements—The California State University requires that first-time freshmen applicants complete, with grades of C or better, a comprehensive pattern of college preparatory study totaling 15 units. A "unit" is one year of study in high school.

- 2 years of social science, including 1 year of U.S. history, or U.S. history and government
- 4 years of English
- 3 years of math (algebra, geometry, and intermediate algebra)
- 2 years of laboratory science (1 biological and 1 physical, both must have laboratory instruction)
- 2 years in the same foreign language (other than english; subject to

Eligibility Index Table for California High School Graduates or Residents of California

3.00 and above qualifies with any score. Below 2.00 does not qualify for regular admission.

GPA	ACT Score	SAT Score	GPA	ACT Score	SAT Score	GPA	ACT Score	SAT Score	GPA	ACT Score	SAT Score	GPA	ACT Score	SAT Score
2.99	10	510	2.81	14	660	2.60	18	820	2.39	22	990	2.18	26	1160
2.98	10	520	2.80	14	660	2.59	18	830	2.38	22	1000	2.17	26	1170
2.97	10	530	2.79	14	670	2.58	18	840	2.37	22	1010	2.16	27	1180
2.96	11	540	2.78	14	680	2.57	18	850	2.36	23	1020	2.15	27	1180
2.95	11	540	2.77	14	690	2.56	19	860	2.35	23	1020	2.14	27	1190
2.94	11	550	2.76	15	700	2.55	19	860	2.34	23	1030	2.13	27	1200
2.93	11	560	2.75	15	700	2.54	19	870	2.33	23	1040	2.12	27	1210
2.92	11	570	2.74	15	710	2.53	19	880	2.32	23	1050	2.11	28	1220
2.91	12	580	2.73	15	720	2.52	19	890	2.31	24	1060	2.10	28	1220
2.90	12	580	2.72	15	730	2.51	20	900	2.30	24	1060	2.09	28	1230
2.89	12	590	2.71	16	740	2.50	20	900	2.29	24	1070	2.08	28	1240
2.88	12	600	2.70	16	740	2.49	20	910	2.28	24	1080	2.07	28	1250
2.87	12	610	2.69	16	750	2.48	20	920	2.27	24	1090	2.06	29	1260
2.86	13	620	2.68	16	760	2.47	20	930	2.26	25	1100	2.05	29	1260
2.85	13	620	2.67	16	770	2.46	21	940	2.25	25	1100	2.04	29	1270
2.84	13	630	2.66	17	780	2.45	21	940	2.24	25	1110	2.03	29	1280
2.83	13	640	2.65	17	780	2.44	21	950	2.23	25	1120	2.02	29	1290
2.82	13	650	2.64	17	790	2.43	21	960	2.22	25	1130	2.01	30	1300
			2.63	17	800	2.42	21	970	2.21	26	1140	2.00	30	1300
			2.62	17	810	2.41	22	980	2.20	26	1140			
			2.61	18	820	2.40	22	980	2.19	26	1150			

waiver for applicants demonstrating equivalent competence)

- 1 year of visual and performing arts: art, dance, drama/ theater, or music.
- 1 year of electives: selected from English, advanced mathematics, social science, history, laboratory science, foreign language (other than english), visual and performing arts or other courses approved and included on the UC/CSU "a-g" list.

Foreign Language Subject Requirement—The foreign language subject requirement may be satisfied by applicants who demonstrate in a language other than English competence equivalent to or higher than that expected of students who complete two years of foreign language study. Consult with your high school counselor for further information.

Subject Requirement Substitution for Students with Disabilities—Applicants with disabilities are encouraged to complete college preparatory course requirements if at all possible. If you are judged unable to fulfill a specific course requirement because of your disability, alternate college preparatory courses may be substituted for specific subject requirements. Substitutions may be authorized on an individual basis after review and recommendation by your academic adviser or guidance counselor in consultation with the Director of the Disability Resource Center. For further information and substitution forms, please call the Disability Resource Center at (909) 869-3333.

Provisional Admission First-time Freshmen

Cal Poly Pomona may provisionally admit first-time freshman applicants based on their academic preparation through the junior year of high school and planned for the senior year. The campus will monitor the final two years of study to ensure that admitted students complete their secondary school studies satisfactorily, including the required college preparatory subjects, and graduate from high school. Students are required to submit an official transcript after graduation to certify that all course work has been satisfactorily completed. Official high school transcripts must be received prior to deadline set by the university. In no case may documentation of high school graduation be received any later than the census date for a student's first term of CSU enrollment. A campus may rescind admission decisions, cancel financial aid awards, withdraw housing contracts and cancel any university registration for students who are found not to be eligible after the final transcript has been evaluated.

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

Please see http://dsa.csupomona.edu/admissions/ftf_impaction.asp for current information regarding admission and enrollment policies for first-time freshmen.

Important Requirements for Admitted First-Time Freshmen

1. **Student Intent to Register and Enrollment Deposit**—A Student Intent to Register (SIR) response and an enrollment confirmation deposit is now required of all admitted undergraduate applicants. Applicants who respond past the enrollment deposit deadline may be placed on an enrollment waiting list, deferred to a subsequent term or not permitted to register.
2. **EPT/ELM Testing**—All undergraduate students enrolling at Cal Poly Pomona must have documentation of exemption or take the English Placement Test (EPT) and/or the Entry Level Mathematics (ELM) test. We encourage students to take the test(s) early, preferably in January or March, but no later than May.

3. **Document Deadlines**—Applicants provisionally admitted who do not meet the final document deadline (see www.csupomona.edu/~admissions/deadlines/freshmen.html) may have their admission rescinded and may not be eligible to enroll in the fall quarter.
4. **Orientation**—It is mandatory for all incoming freshmen to attend orientation. Admitted students will receive information (from the Department of Orientation Services) regarding orientation following admission. Freshmen orientation is 3 days/2 nights.

HONORS COURSES

Grades in up to eight semester courses designated as honors courses in approved subjects and taken in the last two years of high school receive additional points in grade point average calculations. Each unit of A in approved courses will receive a total of 5 points; B, 4 points; C, 3 points; D, 1 point; and none for F grades.

INTERNATIONAL BACCALAUREATE

International Baccalaureate courses designated as honors courses on the UC "a-f" list are awarded extra grade points for computation of the high school grade point average. Grades of 5 or higher for International Baccalaureate subjects taken at the higher level (HL) may receive university course credit. Subjects taken at the subsidiary/standard level (SL) will not receive credit. If a student has received Advanced Placement credit for a course, IB credit will not be given for the same course.

TEST REQUIREMENTS

Freshman and transfer applicants who have fewer than 60 semester or 90 quarter units of transferable college credit are strongly encouraged to submit scores, unless exempt (see "Eligibility Index" on page 21), from either the ACT or the SAT of the College Board. Persons who apply to an impacted program may be required to submit test scores and should take the test no later than November or December. Test scores also are used for advising and placement purposes. Registration forms and dates for the SAT or ACT are available from school or college counselors or from the Cal Poly Pomona Test Center online, <http://www.csupomona.edu/~academic/testcenter/>. Or, students may write to:

The College Board (SAT)
Registration Unit, Box 6200
Princeton, NJ 08541-6200
(609) 771-7588
www.collegeboard.org

ACT Registration Unit
P.O. Box 414
Iowa City, IA 52240
(319) 337-1270
www.act.org

Undergraduate English Language Proficiency Requirement

All undergraduate applicants whose native language is not English and who have not attended schools at the secondary level or above for at least three years full time where English is the principal language of instruction must present a score of 70-71 or above on the Test of English as a Foreign Language (TOEFL). Some majors may require a score higher than 70-71. Applicants taking the Computer Based Test of English as a Foreign Language must present a score of 195 or above. Some majors and some campuses may require a higher score. A few campuses may also use alternative methods of assessing English fluency: Pearson Test of English Academic (PTE Academic), the International English Language Testing System (IELTS), and the International Test of English Proficiency (ITEP). Each campus will post the tests it accepts on its website and will notify students after they apply about the tests it accepts and when to submit scores.

CSU minimum TOEFL standards are:

	Internet	Computer	Paper
Undergraduate	61	173	500
Graduate	80	213	550

Cal Poly Pomona minimum TOEFL requirements are:

	Internet	Computer	Paper
Undergraduate	70	195	525
Graduate	80	213	550

The TOEFL is not required of applicants who have completed at least three years full-time study at, or possess a Bachelor's degree from, an institution where English is the principal language of instruction.

TRANSFER POLICIES OF CSU CAMPUSES

Authority for decisions regarding the transfer of undergraduate credits is delegated to each California State University (CSU) campus. Most commonly, college level credits earned from an institution of higher education accredited by a regional accrediting agency recognized by the United States Department of Education is accepted for transfer to campuses of the CSU.

The CSU General Education-Breadth (GE-Breadth) program allows California community college transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer. Up to 39 of the 48 GE-Breadth units required can be transferred from and certified by a California college. "Certification" is the official notification from a California community college that a transfer student has completed courses fulfilling lower-division general education requirements. The CSU GE-Breadth certification course list for particular community colleges can be accessed at www.assist.org.

Campuses may enter into articulation agreements on either a course for course or program to program basis. Such articulations are common between CSU campuses and any or all of the California community colleges, but may exist between CSU campuses and other institutions. Established CSU/CCC articulations may be found on www.assist.org.

No more than 70 semester or 105 quarter units may be transferred to a CSU campus from an institution which does not offer bachelor's degrees or their equivalents, e.g., community colleges. Given the university's 30-semester or 45-quarter unit residency requirement, no more than 90 semester or 135 quarter total units may be transferred into the university from all sources.

UNDERGRADUATE TRANSFER ADMISSION REQUIREMENTS

If you have completed college units after the summer immediately following your graduation from high school, you are considered a transfer student.

Students who have completed fewer than 60 transferable semester college units (fewer than 90 quarter units) are considered lower division transfer students. Students who have completed 60 or more transferable semester college units (90 or more quarter units) are considered upper division transfer students. Students who complete college units during high school or through the summer immediately following high school graduation are considered first-time freshmen and must meet those admission requirements. Transferable courses are those designated for baccalaureate credit by the college or university offering the courses and accepted as such by the campus to which the applicant seeks admission.

Lower Division Transfer Admission Requirements

Generally, applicants will qualify for admission as a lower division

transfer student if they have a grade point average of at least 2.0 (C or better) in all transferable units attempted, are in good standing at the last college or university attended, and meet any of the following standards:

1. Will meet the freshman admission requirements (grade point average and subject requirements) in effect for the term to which they are applying (see "Freshman Requirements" section); or
2. Were eligible as a freshman at the time of high school graduation except for the subject requirements, and have been in continuous attendance in an accredited college since high school graduation, and have made up the missing subjects.

Due to enrollment pressures, many CSU campuses do not admit lower division transfer applicants. For further information regarding lower division transfer admission at Cal Poly Pomona, please see <http://dsa.csupomona.edu/admissions/transfers.asp>.

Making up Missing College Preparatory Subject Requirements

Lower division applicants who did not complete subject requirements while in high school may make up missing subjects in any of the following ways:

1. Complete appropriate courses with a C or better in adult school or high school summer sessions.
2. Complete appropriate college courses with a C or better. One college course of at least three semester or four quarter units will be considered equivalent to one year of high school study.
3. Earn acceptable scores on specified examinations, e.g., SAT subject tests.

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

Upper Division Transfer Admission Requirements

Generally, applicants will qualify for admission as an upper division transfer student if they meet all of the following requirements:

- They have a grade point average of at least 2.0 (C or better) in all transferable units attempted; and
- They are in good standing at the last college or university attended; and they have completed at least sixty (60) transferable semester or ninety (90) transferable quarter units of college coursework with a grade point average of 2.0 or higher and a grade of C or better in each course used to meet the CSU general education requirements in written communication, oral communication, critical thinking and quantitative reasoning, e.g. mathematics. The 60 semester or 90 quarter units must include at least 30 semester or 45 quarter units of courses, which meet CSU general education requirement including all of the general education requirements in communication in the English language (both oral and written) and critical thinking and the requirement in mathematics/quantitative reasoning (usually 3 semester or 4.5 quarter units) **OR** the Intersegmental General Education Transfer Curriculum (IGETC) requirements in English communication and mathematical concepts and quantitative reasoning.

For further information regarding upper division transfer admission at Cal Poly Pomona, please see <http://dsa.csupomona.edu/admissions/transfers.asp>.

Provisional Admission Transfer Applicants

Cal Poly Pomona may provisionally or conditionally admit transfer applicants based on their academic preparation and courses planned for completion. The campus will monitor the final terms to ensure that those admitted complete all required courses satisfactorily. All accepted applicants are required to submit an official transcript of all college level work completed. Cal Poly Pomona will rescind admission for all students who are found not to be eligible after the final transcript has been evaluated. In no case may such documents be received and validated by the university any later than a student's registration for their second term of CSU enrollment.

Important Requirements for Admitted Transfers

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

Articulation

Degree Progress and Evaluation Services, Registrar's Office, produces annual course articulation agreements in consultation with our top feeder community colleges and Cal Poly Pomona academic officials and faculty. Degree Progress and Evaluation Services, Registrar's Office, also contributes information to Project ASSIST, an extensive statewide articulation database at www.ASSIST.org/.

Lower-Division Transfer Patterns (LDTP)

The Lower-Division Transfer Pattern (LDTP) project, sponsored by the California State University (CSU) and supported by the California Community Colleges, presents potential transfer students with the most direct path to a bachelor's degree in the CSU system. Students will be asked to complete successfully a specified set of general education courses and major courses that will be common to all CSU campuses offering that major, and they will be asked to complete successfully an additional set of courses identified by the particular CSU campus named in the LDTP agreement. The coursework in the systemwide and campus-specific LDTP pattern will total at least 90 units, the number needed to transfer to CSU as an upper-division student.

Students who elect to follow the LDTP option will receive the highest priority for admission to a CSU campus. "Highest priority for admission" is defined as a written guarantee of admission to a particular CSU campus and major, and it goes into effect when both the student and the CSU campus ratify an LDTP agreement. The guarantee is subject both to satisfactory completion of the agreement requirements and to the campus's ability to accommodate the student. For more information please see www.calstate.edu/acadaff/ldtp.shtml or contact the Articulation Office at Cal Poly Pomona (909) 869-2994.

SYSTEMWIDE TESTS REQUIRED OF MOST NEW STUDENTS

The California State University requires that each entering

undergraduate, except those who qualify for an exemption, take the CSU Entry Level Mathematics (ELM) examination and the CSU English Placement Test (EPT) prior to enrollment. These placement tests are not a condition of admission to the CSU, but they are a condition of enrollment. Exemptions are listed in the catalog section "Requirements for Bachelor's Degree." Students who are required to take the EPT/ELM exam, and have not taken and received scores, will have a hold placed on their record and registration will not be permitted for any courses. These examinations are designed to identify entering students who may need additional support in acquiring college entry-level English and mathematics skills necessary to succeed in CSU baccalaureate-level courses. Undergraduate students who do not demonstrate college-level skills both in English and in mathematics will be placed in appropriate remedial programs and activities during the first term of their enrollment.

Students placed in remedial programs in either English or mathematics must complete all remediation in their first year of enrollment. Failure to complete remediation by the end of the first year may result in denial of enrollment for future terms. Students register for the EPT and/or ELM at their local CSU campus. Questions about test dates and registration materials may be addressed to the Test Center by telephone at (909) 869-3353 or by fax at (909) 869-2899. For more information about test registration deadlines, test dates and online registration please see <http://www.csupomona.edu/~academic/testcenter/>.

English Placement Test (EPT) — The English Placement Test (EPT) is designed to assess the level of reading and writing skills of students entering the California State University. The CSU EPT must be completed by all non-exempt entering undergraduates prior to enrollment in any course, including remedial courses. Students who score 147 or above on the EPT will be placed in college-level composition classes.

Exemptions from the EPT are granted only to those who present proof of one of the following:

- A score of 500 or above on the critical reading section of the College Board SAT Reasoning Test
- A score of 22 or above on the American College Testing (ACT) English Test
- A score of 3 or above on either the Language and Composition or Composition and Literature examination of the College Board Scholastic Advanced Placement Program
- Completion and transfer to CSU of the credits for a college course that satisfies the CSU General Education requirement in English Composition, provided such a course was completed with a grade of C or better
- A score of "Exempt" or "Ready for college-level English courses" on the CSU Early Assessment Program (EAP) taken along with the English Language Arts California Standard Test in grade 11

Entry Level Mathematics (ELM) Test — The Entry Level Mathematics (ELM) Examination is designed to assess and measure the level of mathematics skills acquired through three years of rigorous college preparatory mathematics coursework (Algebra I and II, and Geometry) of students entering the California State University (CSU). The CSU ELM must be completed by all non-exempt entering undergraduates prior to enrollment in any course, including remedial courses. Students who score 50 or above on the ELM will be placed in college-level mathematics classes.

Exemptions from the ELM are granted only to those who present proof of one of the following:

- A score of 550 or above on the mathematics section of the College Board SAT Reasoning Test

- A score of 550 or above on a College Board SAT Subject Test in Mathematics (level 1 or level 2)
- A score of 23 or above on the American College Testing (ACT) Mathematics Test
- A score of 3 or above on the College Board Advanced Placement Calculus AB or Calculus BC exam
- A score of 3 or above on the College Board Advanced Placement Statistics examination
- Completion and transfer to CSU of a college course that satisfies the requirement in Quantitative Reasoning, provided such a course was completed with a grade of C or better
- A score of "Exempt" or "Ready for college-level Mathematics courses" on the CSU Early Assessment Program (EAP), taken in grade 11 in conjunction with the CST in Summative High School Mathematics or Algebra II
- A score of "Conditionally ready for college-level Mathematics courses" or "Conditional" on the CSU Early Assessment Program (EAP) taken in grade 11 along with the California Standards Test in Summative High School Mathematics or Algebra II, provided successful completion of a CSU-approved 12th grade math course that require Algebra II as a prerequisite

GRADUATE AND POSTBACCALAUREATE ADMISSION REQUIREMENTS

Admission Requirements

Graduate and post-baccalaureate applicants may apply for a degree objective, a credential or certificate objective, or where approved, may have no program objective. Depending on the objective, the CSU will consider an application for admission as follows:

- General Requirements — The minimum requirements for admission to graduate and post baccalaureate studies at a California State University campus are in accordance with university regulations as well as Title 5, Chapter 1, Subchapter 3 of the California Code of Regulations.
- Specifically, a student shall at the time of enrollment: (1) have completed a four-year college course of study and hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association, or shall have completed equivalent academic preparation as determined by appropriate campus authorities; (2) be in good academic standing at the last college or university attended; (3) have earned a grade point average of at least 2.5 on the last degree completed by the candidate or have attained a grade point average of at least 2.5 (A=4.0) in the last 60 semester (90 quarter) units attempted; and (4) satisfactorily meet the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations, as appropriate campus authorities may prescribe. In unusual circumstances, a campus may make exceptions to these criteria.

Students who meet the minimum requirements for graduate and post-baccalaureate studies may be considered for admission in one of the four following categories:

- Graduate Classified – To pursue a graduate degree, applicants are required to fulfill all of the professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus; or
- Graduate Conditionally Classified – Applicants may be admitted to a graduate degree program in this category if, in the opinion of appropriate campus authority, deficiencies may be remedied by additional preparation; or
- Post-Baccalaureate Classified, e.g. admission to an education credential program – Persons wishing to enroll in a credential or

certificate program, will be required to satisfy additional professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus; or

- Post-Baccalaureate Unclassified – To enroll in undergraduate courses as preparation for advanced degree programs or to enroll in graduate courses for professional or personal growth, applicants must be admitted as post-baccalaureate unclassified students. By meeting the general requirements, applicants are eligible for admission as post-baccalaureate unclassified students. Admission in this status does not constitute admission to, or assurance of consideration for admission to, any graduate degree or credential program (Most CSU campuses do not offer admission to unclassified post-baccalaureate students).

Second Baccalaureate Admission Requirements

Applicants for second bachelor's degrees are considered post baccalaureate unclassified students even though they will not be pursuing a graduate objective. They will qualify for admission if they: (1) have completed a four-year college course of study and hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association or have completed equivalent academic preparation as determined by appropriate campus authorities; (2) are in good academic standing at the last college or university attended; and (3) have attained a grade point average of at least 2.5 in the last 60 semester (90 quarter) units attempted.

Applicants for second baccalaureate degrees should use the undergraduate CSU application. To make sure that the proper application is used, please check the admissions information on the website www.csupomona.edu/~admissions or call the Office of Admissions and Outreach at (909) 869-5299.

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

Graduate and Postbaccalaureate English Language Proficiency Requirement

All graduate and post-baccalaureate applicants, regardless of citizenship, whose native language is not English and whose preparatory education was principally in a language other than English must demonstrate competence in English. Those who do not possess a bachelor's degree from a post secondary institution where English is the principal language of instruction must receive a minimum score of 550 Paper Based, 213 Computer Based, or 79-80 Internet Based on the Test of English as a Foreign Language (TOEFL) for all programs. The minimum TOEFL scores for the MBA and Urban and Regional Planning programs are 580 Paper Based, 237 Computer Based, or 92-93 Internet Based on the TOEFL, respectively. The master's program in English requires a minimum score of 585 Paper Based, 238 Computer Based, or 100 Internet Based on the TOEFL. The International English Language Testing System (IELTS) is an acceptable measure of English Language Proficiency. All graduate students should contact their graduate coordinators in their intended major as requirements may vary. Several CSU campuses may use alternative methods for assessing fluency in English including Pearson Test of English Academic (PTE Academic), the International English Language Testing System (IELTS), and the International Test of English Proficiency (ITEP).

INTERNATIONAL (FOREIGN) STUDENT ADMISSION REQUIREMENTS

The CSU must assess the academic preparation of foreign students. For this purpose, "foreign students" include those who hold U.S. temporary visas as students, exchange visitors, or in other nonimmigrant classifications.

The CSU uses separate requirements and application filing dates in the admission of "foreign students." Verification of English proficiency (see the section on English Language Requirement for undergraduate applicants), financial resources, and academic performance are each important considerations for admission. Academic records from foreign institutions must be on file at least ten weeks prior to the beginning of the term applied for, and, if not in English, must be accompanied by certified English translations.

The university's strong curricular orientation toward performance and production well suits the academic needs of not only California but also other nations. For that reason, for decades Cal Poly Pomona has been committed to making an important contribution in the field of international education. Qualified students from all countries are encouraged to apply for admission and should use the following regulations as guidelines.

1. Application forms can be obtained from the Office of Admissions and Outreach. All documents and test scores must be submitted at least ten weeks prior to the beginning of the term for which one is applying.
2. All applicants must meet admission standards for English language proficiency. Please see section on TOEFL requirement.
3. Cal Poly Pomona requires that original or certified copies of all original academic documents from non-U.S. institutions be submitted. The required documents include the complete official academic record (showing all course titles, dates taken and grades received), and academic diplomas or certificates awarded. These documents must be in the original language of issue. Official English translations must be provided as well as the official academic credentials in the original language. Applicants who have attended any U.S. institutions must request that official transcripts be sent directly from all of those institutions; certified copies of U.S. transcripts are not acceptable. Applicants to Master's or Credential programs must submit records from all post-secondary education. Applicants for undergraduate programs must submit records from all secondary and post-secondary education.
4. International students who were granted F or J visas on the basis of their admission to another college or university are expected to complete at least one quarter or semester at that institution. Visa students who are transferring from another U.S. college or university will not be considered for admission unless they have earned at least a 2.5 GPA.
5. Permission to transfer from one school to another must be obtained in accordance with the regulations of the United States Immigration Service.
6. The U.S. Citizenship and Immigration Service requires undergraduate F or J visa students to carry a minimum study load of 12 quarter units. Visa students in graduate programs must carry not less than 8 units. International students are required by immigration regulations to be making satisfactory progress towards their educational objective.
7. All F or J visa students are required to carry health insurance.

Prospective students who wish further visa immigration information should contact the International Student Advisor in the International Center. Prospective international students should direct admission inquiries to the Coordinator of International Admissions in the Office of Admissions and Outreach.

INSURANCE REQUIREMENT

Effective August 1, 1995, as a condition of receiving an I-20 or IAP-66 form, all F-1 and J-1 visa applicants must agree to obtain and maintain

health insurance as a condition of registration and continued enrollment in the California State University. It is a requirement of enrollment at Cal Poly Pomona that all F-1 and J-1 visa holders purchase the approved campus health insurance policy. Effective fall quarter 1999, international students on F-1 or J-1 visas will be automatically billed through the Cashier's Office for yearlong health insurance coverage. Students are billed once each academic year for insurance, from the first quarter of enrollment to the end of the summer quarter. The annual premium is around \$500.

Cal Poly Pomona does not have provisions for students to waive out of the insurance program. There is no exception to this rule. Further information may be obtained from the International Center, Building 1, Room 104.

HIGH SCHOOL STUDENTS

High school students may be considered for enrollment in certain special programs if recommended by the principal and the appropriate campus department chair and if preparation is equivalent to that required of eligible California high school graduates. Such admission is only for a given specific program and does not constitute a right to continued enrollment.

ADULT STUDENTS

As an alternative to regular admission criteria, an applicant who is twenty-five years of age or older may be considered for admission as an adult student if he or she meets all of the following conditions:

1. Possesses a high school diploma (or has established equivalence through either the General Education Development or California High School Proficiency Examinations).
2. Has not been enrolled in college as a full-time student for more than one term during the past five years.
3. If there has been any college attendance in the past five years, has earned a C average or better in all college work attempted.

Consideration will be based upon a judgment as to whether the applicant is as likely to succeed as a regularly admitted freshman or transfer student and will include an assessment of basic skills in the English language and mathematical computation.

REAPPLICATION AFTER FAILURE TO ENROLL

Applicants who fail to register for the quarter for which they have been accepted will have their admission eligibility canceled. A new application and application fee must then be filed, and admission requirements and deadlines existing for the term of the new application must be met.

All transcripts on file for students who apply but do not attend are kept for two years if the student so requests. These transcripts may be used for admission during that period. However, transcripts of any additional work completed since the original transcripts were filed must be requested by the applicant from the college(s) attended, as part of the new application procedure.

RETURNING STUDENTS

Students who have been absent without prior approval for more than two quarters must apply for readmission. An application fee is charged before re-entry in such cases. An application with fee also must be filed by any student who enrolls elsewhere during an absence, with the following exceptions: (1) a summer session or extension program; (2) dual registration, with prior approval; (3) concurrent or visitor enrollment in another California State University. A student who was disqualified following the last term of attendance and has not been enrolled for more

than two quarters must file an application for re-admission as a returning disqualified student.

Immigration regulations for international students who have been absent without prior approval supersede Cal Poly Pomona policy. International students should consult with an International Student Advisor.

Returning students who have previously been enrolled at Cal Poly Pomona but have not been enrolled for five years or more will be required to submit new transcripts from all previous institutions attended in order to be re-admitted. Transcripts from previous institutions attended which are submitted for admissions purposes will not be maintained beyond five years after a student ceases to be enrolled at this institution.

RETURNING VETERANS (MILITARY OR ALTERNATIVE SERVICE)

Students at Cal Poly Pomona entering active U.S. military service or approved alternative service are eligible for continuing student status following active service. Time served in active military or approved alternative service, including the entire quarter in which the student entered the service and the entire quarter in which he or she was discharged, will not be counted as a break in attendance in determining continuing student status.

TRANSFER WITHIN STATE UNIVERSITIES OR COLLEGES

Students enrolled in a California State University are eligible for admission at any other institution in the system, provided they are in good standing. Students on probation at their resident campus may apply for admission as transfer students to another campus in the system, subject to that institution's policy and space availability. A complete application is required, including fee, all official transcripts, and test score reports.

Visitors Within CSU

Matriculated students in good standing enrolled at one CSU campus may enroll at another CSU campus for one term. Credit earned at the host campus is reported at the student's request to the home campus to be included on the student's transcript at the home campus. Visitor transfers are approved for one term only and are subject to space availability and enrollment priority policies at the host campus. Enrollment as visitor transfers may be repeated after re-enrollment at the home campus. This opportunity may be particularly valuable to students whose educational progress can be enhanced by attending a full summer quarter at Cal Poly Pomona. Concurrent enrollment (see above) is not permitted during visitor status. Current Cal Poly Pomona students wishing to transfer temporarily to another CSU campus should obtain the appropriate form from the Registrar's Office. Visitor forms are to be approved at the home campus.

Concurrent Enrollment Within CSU

Students enrolled in any California State University may enroll concurrently at another CSU campus if they have completed 12 units at the home campus with a 2.0 grade point average and are in good standing. Concurrent enrollment is approved for a specific term, subject to space availability and registration priority policies at the host campus. Because of overlap in academic terms of campuses on semester and quarter calendars, concurrent enrollment is subject to combinations and conditions described in the concurrent enrollment application forms available from the Registrar's Office, (909) 869-3000. Concurrent enrollment applications are to be approved at the home campus.

International students on visas should consult with the International Student Advisor in the International Center before finalizing plans.

Cross Enrollment at University of California or California Community Colleges

Undergraduate students enrolled in the California State University may enroll, without formal admission and without payment of additional State University Fees, in a maximum of one course per academic term at a campus of either of the other systems on a space available basis and at the discretion of the appropriate campus authorities on both campuses. Enrollment in pre-collegiate courses is excluded.

A student is qualified to cross enroll if the student has met all of the following requirements.

1. completed at least one term at the home campus as a matriculated student,
2. enrolled for a minimum of six units for the current term,
3. earned a grade point average of 2.0 (grade of C) for work completed,
4. paid appropriate tuition and fees at home campus for the current term,
5. completed appropriate academic preparation as determined by host campus, and
6. is a California resident.

Details on cross enrollment conditions and procedures are available from the Office of Admissions and Outreach and/or Registrar's Office.

International students on visas should consult with the International Student Advisor in the International Center before finalizing plans.

DETERMINATION OF RESIDENCE FOR NONRESIDENT TUITION PURPOSES

University requirements for establishing residency are independent from those of other types of residency, such as for tax purposes, or other state or institutional residency. These regulations were promulgated not to determine whether a student is a resident or nonresident of California, but rather to determine whether a student should pay tuition on an in-state or out-of-state basis. A resident for tuition purposes is someone who meets the requirements set forth in the Uniform Student Residence Requirements. These laws governing residence for tuition purposes at the California State University (CSU) are California Education Code sections 68000-68090, 68120-68134, and 89705-89707.5, and California Code of Regulations, Title 5, Subchapter 5, Article 4, sections 41900-41916. This material can be viewed on the Internet by accessing the CSU's website at www.calstate.edu/GC/resources.shtml.

Each campus's Admissions Office is responsible for determining the residence status of all new and returning students based on the Application for Admission, Residency Questionnaire, Reclassification Request Form, and, as necessary, other evidence furnished by the student. A student who fails to submit adequate information to establish eligibility for resident classification will be classified as a nonresident.

Generally, establishing California residence for tuition purposes requires a combination of physical presence and intent to remain indefinitely. An adult who, at least one full year prior to the residence determination date for the term in which enrollment is contemplated, can demonstrate both physical presence in the state combined with evidence of intent to remain in California indefinitely may establish California residence for tuition purposes. A minor normally derives residence from the parent(s) they reside with or most recently resided with.

Evidence demonstrating intent may vary from case to case but will include, and is not limited to, the absence of residential ties to any other state, California voter registration and voting in California elections, maintaining California vehicle registration and driver's license, maintaining active California bank accounts, filing California income tax

returns and listing a California address on federal tax returns, owning residential property or occupying or renting an apartment where permanent belongings are kept, maintaining active memberships in California professional or social organizations, and maintaining a permanent military address and home of record in California.

Nonresident students seeking reclassification are required to complete a supplemental questionnaire that includes questions concerning their financial dependence on parents or others who do not meet University requirements for classification as residents for tuition purposes. Financial independence is required, along with physical presence and intent, to be eligible for reclassification.

Non-citizens establish residence in the same manner as citizens, unless precluded by the Immigration and Nationality Act from establishing domicile in the United States.

Exceptions to the general residence requirements are contained in California Education Code sections 68070-68084 and California Code of Regulations, Title 5, Subchapter 5, Article 4, sections 41906-41906.5, and include, but are not limited to, members of the military and their dependents, certain credentialed employees of school districts and most students who have attended three years of high school in California and graduated or attained the equivalent. Whether an exception applies to a particular student cannot be determined before the submission of an application for admission and, as necessary, additional supporting documentation. Because neither campus nor Chancellor's Office staff may give advice on the application of these laws, applicants are strongly urged to review the material for themselves and consult with a legal advisor.

Residence determination dates are set each term. They are:

Quarter Term Campuses		Semester Term Campuses	
Fall	September 20	Fall	September 20
Winter	January 5	Spring	January 25
Spring	April 1	Summer	June 1
Summer	July 1		

CalState TEACH operates on a trimester system. The residence determination dates for CalState TEACH are as follows:

Fall	September 20
Spring	January 5
Summer	June 1

Students classified as non-residents may appeal a final campus decision within 120 days of notification by the campus. A campus residence classification appeal must be in writing and submitted to:

The California State University
Office of General Counsel
401 Golden Shore, 4th Floor
Long Beach, CA 90802-4210

The Office of General Counsel can either decide the appeal or send the matter back to the campus for further review. Students incorrectly classified as residents or incorrectly granted an exception from nonresident tuition are subject to reclassification as nonresidents and payment of nonresident tuition in arrears. If incorrect classification results from false or concealed facts, the student is also subject to discipline pursuant to Section 41301 of Title 5 of the California Code of Regulations.

Resident students who become nonresidents or who no longer meet the criteria for an exception must immediately notify the Admissions Office.

Changes may have been made in the rate of nonresident tuition and in the statutes and regulations governing residence for tuition purposes in California between the time this information is published and the relevant residence determination date. Students Applications for a change in classification with respect to a previous term are not accepted. Students are urged to review the statutes and regulations stated above.

FIRST-YEAR STUDENT RESIDENTIAL REQUIREMENT

Cal Poly Pomona requires all first-time freshmen who graduated from high schools outside the local area to live in University Housing during their first year on a space available basis. Exemptions from the residential requirement will be considered upon meeting specific criteria. Please refer to the University Housing website at <http://dsa.csupomona.edu/uhs> for more details.

USE OF SOCIAL SECURITY NUMBER

Applicants are required to include their correct social security numbers in designated places on applications for admission pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code (26 U.S.C. 6109). The University uses the social security number to identify students and their records including identification for purposes of financial aid eligibility and disbursement and the repayment of financial aid and other debts payable to the institution. Also, the Internal Revenue Service requires the University to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. This information is used by the IRS to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes.

International applicants who do not have a U.S. social security number should leave the space blank on the application form. The Office of Admissions and Outreach will allocate a student ID number for admission and enrollment purposes. After enrollment at Cal Poly Pomona, international students may apply for and receive a U.S. social security number. If an international student wishes to use that number as the official student ID number (s)he should have the university record updated by the Registrar's Office.