

ADMISSIONS

Application Procedures

ADMISSIONS PROCEDURES AND POLICIES

Requirements for admission to California State Polytechnic University, Pomona are in accordance with Title 5, Chapter 1, Subchapter 3, of the California Code of Regulations. If you are not sure of these requirements, you should consult a high school or community college counselor or the admissions office. Applications may be obtained from the admissions office at any of the campuses of The California State University (CSU) or at any California high school or community college.

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

The CSU 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 submit authentic and official transcripts of all previous academic work attempted. Failure to file complete, accurate, and authentic application documents may result in denial of admission, cancellation of academic credit, suspension, or expulsion (Section 41301, of Title 5, California Code of Regulations).

California State Polytechnic University, Pomona will not accept hand carried transcripts. All transcripts must be mailed directly to the Admissions Office from each institution attended.

MEASLES/RUBELLA IMMUNIZATION REQUIREMENTS

All new and readmitted students, born after January 1, 1957 must present proof of live measles and rubella immunizations to the Student Health Center. Although this is not an admissions requirement, it is required of students by the time of registration for the second quarter of enrollment. Registration holds are placed on the records of all students at the time of enrollment.

Persons subject to measles/rubella immunization requirements include:

- New students enrolling fall 1986 or later;
- Readmitted students reenrolling fall 1986 or later;
- Students who reside in campus residence halls;
- Students who obtained their primary and secondary schooling outside the United States;
- Students enrolled in dietetics, medical technology, physical therapy, and any practicum, student teaching, or field work involving preschool-age children, school-age children or taking place in a hospital or health care setting.

Students may meet this requirement in one of the following ways:

1. Have their physician complete an immunization history form and mail or fax (909 869-4561) the form to the Student Health Center, or
2. Send a copy of the California High School Immunization Record which may be obtained from the high school, 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), or
5. Be immunized for both measles and rubella. The Student Health Center will provide immunizations without cost to any student who is unable to obtain acceptable proof of immunization. A schedule of measles clinics is available on the Measles Information Line at (909) 869-2759.

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 as described in the undergraduate admission booklet. The \$55 nonrefundable application fee should be in the form of a check or money order payable to "The California State University" and may not be transferred or used to apply to another term. An alternate campus and major may be indicated on the application, but applicants should list as an alternate campus

only a CSU campus that also offers the major. Generally, an alternate major will be considered at the first choice campus before an application is redirected to an alternate choice campus.

GRADUATE AND POSTBACCALAUREATE APPLICATION PROCEDURES

All graduate and postbaccalaureate applicants (e.g., master's degree applicants, those seeking credentials, and those interested in taking graduate level courses for personal or professional growth) must file a complete graduate application as described in the graduate and postbaccalaureate admission booklet. 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 postbaccalaureate programs may be limited to the choice of a single campus on each application, redirection to alternative campuses or later changes of campus choice will be minimal. To be assured of initial consideration by more than one campus, it will be necessary for any applicant to submit separate applications (including fees) to each. Applications may be obtained from the Graduate Studies Office of any California State University campus in addition to the sources noted for undergraduate applicants.

REDIRECTION

It is not always possible for the university to accommodate all qualified applicants. If an application is accepted and it later becomes evident that an opening will not be available, the application and any supporting documents will, at the request of the applicant, be forwarded to any state university where openings are available. No additional application fee is required.

IMPACTED PROGRAMS

The CSU designates programs to be impacted when more applications are received in the first month of the filing period than the spaces available. Some programs are impacted at every campus where they are offered; others are impacted at some campuses but not all. You must meet supplementary admissions criteria if applying to an impacted program.

The CSU will announce before the opening of the fall filing period which programs are impacted and the supplementary criteria campuses will use. That announcement will be published in the CSU Review, distributed to high school and college counselors. Information about the supplementary criteria is also sent to program applicants.

You must file your application for admission to an impacted program during the first month of the filing period. Further, if you wish to be considered in impacted programs at two or more campuses, you must file an application to each.

Supplementary Admission Criteria

Each campus with impacted programs uses supplementary admission criteria in screening applicants. Supplementary criteria may include ranking on the freshman eligibility index, the overall transfer grade point average, and a combination of campus-developed criteria. If you are required to submit scores on either the SAT I or the ACT, you should take the test no later than December if applying for fall admission.

The supplementary admission criteria used by the individual campuses to screen applicants appear periodically in the "CSU Review" and are sent by the campuses to all applicants seeking admission to an impacted program.

Unlike unaccommodated applicants to locally impacted programs who may be redirected to another campus in the same major, unaccommodated applicants to systemwide impacted programs may not be redirected in the same major but may choose an alternate major either at the first choice campus or another campus.

UNDECLARED MAJOR

A first-time freshman may be allowed the option of either declaring a major upon application to the university, or of entering the university without a major. First-time freshmen who do not choose to declare a major at the time of application, must declare a regular 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 major students are advised to take a course in Career and Personal Exploration (CPU 100, 4 units). Individuals who transfer to the university must declare a major upon application to the university. The central office for non-EOP undeclared majors is in University Advising Center, Building 66, Room 124, (909) 869-3211.

NONDISCRIMINATION POLICY

The California State University does not discriminate on the basis of race, color, national origin, sex, physical handicap, or sexual orientation in the educational programs or activities it conducts.

California State Polytechnic University, Pomona, is committed to being a community in which individual differences enrich the whole. In this University community, diversity is valued and respected, and all members live and work free from harassment, abuse, mockery, or discrimination. Acts of racism and discrimination of any type shall not be tolerated by the University.

Cal Poly Pomona reaffirms its long-standing commitment to foster an educational and work environment that is free from all forms of discrimination and harassment. The University unequivocally condemns acts that single out any individual or group for hostile or derogatory treatment. Persons who engage in such behavior can expect disciplinary action that can result in expulsion from the University community.

As a university, we cannot tolerate discriminatory acts because they are inconsistent with the collegial and inquiring spirit inherent in our mission. Cal Poly, like other communities, is bound by a sense of belonging, and we must continue to cultivate and nourish this sense of belonging in both our words and actions.

Sex

The California State University does not discriminate on the basis of sex in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972, as amended, and the administrative regulations adopted thereunder prohibit discrimination on the basis of sex in education programs and activities operated by California State Polytechnic University, Pomona. Such programs and activities include admission of students and employment. Inquiries concerning the application of Title IX to programs and activities of California State Polytechnic University, Pomona may be referred to the Associate Vice President for Faculty Affairs, Building 98, T7, (909) 869-3406, the campus officer assigned the administrative responsibility of reviewing such matters or to the Regional Director of the Office of Civil Rights, Region 9, 50 UN Plaza, Room 239, San Francisco, CA 94102.

The California State University is committed to providing equal opportunities to men and women CSU students in all campus programs, including intercollegiate athletics.

Disability

The California State University does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (1990) and the regulations adopted thereunder, prohibit such discrimination. Dr. Juana Mora, Special Assistant to the President, has been designated to coordinate the efforts of California State Polytechnic University, Pomona to comply with the Act in its implementing regulations. Inquiries concerning compliance may be addressed to Dr. Juana Mora at (909) 869-2893.

Race, Color, or National Origin

The California State University complies with the requirements of Title VI of the Civil Rights Act of 1964 and the regulations adopted thereunder. No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program of The California State University.

APPLICATION FILING PERIODS FOR 1996-97

Student Terms in 1996-97	Applications First Accepted	Notification Begins
Summer Qtr. 1996	Feb. 1, 1996	March 1996
Fall Sem. or Qtr. 1996	Nov. 1, 1995	Dec. 1995
Winter Qtr. 1997	June 1, 1996	July 1996
Spring Sem. or Qtr. 1997	Aug. 1, 1996	Sept. 1996

Filing Period Duration – Each campus accepts applications until capacities are reached. Many campuses limit undergraduate admissions in any enrollment category because of overall enrollment limits. If applying after the initial filing period, consult the campus admissions office for current information.

Application Acknowledgment

You may expect to receive an acknowledgment of your application from your first choice campus within six weeks of filing the application. You may be assured of admission if the evaluation of your qualifications indicates that you meet admission requirements. Such a notice 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 Admissions Office regarding specific policies governing hardship admission.

UNDERGRADUATE ADMISSION REQUIREMENTS**First-Time Freshman Applicants**

You will qualify for regular admission as a first-time freshman if you

1. are a high school graduate,
2. have a qualifiable eligibility index (see section on Eligibility Index), and
3. have completed with grades of C or better the courses in the comprehensive pattern of college preparatory subject requirements (see "Subject Requirements"). Courses must be completed prior to the first enrollment in The California State University.

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

English, 4 years.

Mathematics, 3 years: algebra, geometry, and intermediate algebra.

U.S. history or U.S. history and government, 1 year.

Science, 1 year with laboratory: biology, chemistry, physics, or other acceptable laboratory science.

Foreign language, 2 years in the same language (subject to waiver for applicants demonstrating equivalent competence).

Visual and performing arts, 1 year: art, dance, drama/ theater, or music.

Electives, 3 years: selected from English, advanced mathematics, social science, history, laboratory science, foreign language, visual and performing arts, and agriculture.

Alternate Admission Criteria - UC-prepared Applicants

Beginning with the academic year 1995-96 and continuing through 1997-98, the CSU will conduct an admission experiment that will permit campuses to admit applicants who have completed all of the UC college preparatory (a-f) requirements.

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 a CSU disabled student services program. You should be aware that failure to complete courses required for admission may limit your later enrollment in certain majors, particularly those involving mathematics. For further information and substitution forms, please call the director of disabled student services at your nearest CSU campus.

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.

Test Requirements

Freshman and transfer applicants who have fewer than 56 semester or 84 quarter units of transferable college work must submit scores, unless exempt (see "Eligibility Index" on page 48), from either the Scholastic Aptitude Test (SAT I of the College Board) or the American College Test Program (ACT). If you are applying to an impacted program and are required to submit test scores, you should take the test no later than early December if applying for fall admission or no later than November if applying to San Luis Obispo. Test scores are also used for advising and placement purposes. Registration forms and dates for the SAT I or ACT are available from school or college counselors or from a campus Testing Office. Or, you may write to:

The College Board (SAT I) Registration Unit, Box 592 Princeton, NJ 08541 (609) 771-7588	American College Testing Program (ACT) Registration Unit P.O. Box 168 Iowa City, IA 52240 (319) 337-1270
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TOEFL Requirement - Undergraduate

All undergraduate applicants, regardless of citizenship, who have not attended schools at the secondary level or above for at least 3 years full time where English is the principal language of instruction must present a score of 500 or above on the Test of English as a Foreign Language (TOEFL). Some Campuses require a score higher than 500. At California State Polytechnic University, Pomona the minimum undergraduate score is 525. The minimum graduate score begins at 550, and varies by program. The International Center's Institute for Languages and International Training provides intensive English courses for potential students with lower scores.

Systemwide Tests Required of Most New Students

The CSU requires new students to be tested in English and mathematics as soon as possible after they are admitted. These are not admission tests, but a way to determine whether you are prepared for college work and, if not, to

counsel you how to strengthen your preparation. You might be exempt from one or both of the tests if you have scored well on other specified tests or completed appropriate courses.

English Placement Test (EPT)—The CSU English Placement Test must be completed by all non-exempt undergraduates prior to placement in appropriate university English coursework. Exemptions from the test are given only to those who present proof of one of the following:

- A score of 3, 4, or 5 on either the Language and Composition or the Composition and Literature examination of the College Board Advanced Placement Program.
- A score on the CSU English Equivalency Examination that qualifies the student for "Pass for Credit" or "Exemption" prior to July 1993.
- A score of 470 or above on the Verbal section of the College Board Scholastic Aptitude Test (SAT) taken prior to March 1994.
- A score of 470 or above on the Verbal section of the College Board SAT I* Reasoning Test taken between March 1994 and March 1995. (If taken after March 1995, see note below.)
- A score of 550 or above on the Verbal section of the College Board SAT I* Reasoning Test taken on or after April 1, 1995. (See note below.)
- A score of 22 or above on the ACT English Usage Test taken before October 1989 or a score of 25 thereafter.
- A score of 600 or above on the College Board Achievement Test* in English Composition with essay taken prior to January 1994.
- A score of 600 or above on the College Board SAT II* Writing Test taken between January 1994 and March 1995. (If taken after March 1995, see note below.)
- A score of 660 or above on the College Board SAT II* Writing Test taken on or after April 1, 1995. (See note below.)
- For transfer students, completion and transfer to the CSU of a college course that satisfies the General Education Breadth requirement or the Intersegmental General Education Transfer Curriculum requirement in English composition, provided such a course was completed with a grade of C or better.

*NOTE: The College Board SAT and Achievement Tests were replaced by SAT I and SAT II respectively, beginning March, 1994. Beginning April 1, 1995, the SAT I and SAT II exams are scored on a new scale.

Entry Level Mathematics (ELM) Test—The ELM examination tests for entry level mathematics skills acquired through three years of rigorous college preparatory mathematics coursework (normally Algebra I, Algebra II, and Geometry). All new undergraduate students must take the test or be exempted from it prior to placement in appropriate university mathematics coursework. Exemptions from the test are given only to those students who can present proof of one of the following:

- A score of 3 or above on the College Board Advanced Placement Mathematics examination (AB or BC);
- A score of 560 or above on the mathematics section of the College Board SAT taken prior to March 1994.
- A score of 560 or above on the Mathematics section of the College Board SAT I** Reasoning Test OR on the College Board SAT II** Mathematics Tests Level I, II, or IIC (Calculator) taken on or after March 1, 1994. (See note below.)
- A score of 560 or above on the College Board Mathematics Achievement Test** Level I or Level II taken prior to March 1994.
- A score of 24 or above on the ACT Mathematics Test taken prior to October 1989.
- A score of 25 or above on the enhanced ACT Mathematics Test taken October 1989 and later.
- For transfer students, completion and transfer to the CSU of a college course that satisfies the General Education-Breadth requirement or the

Intersegmental General Education Transfer Curriculum requirement in Quantitative Reasoning, provided such course was completed with a grade of C or better.

****NOTE:** The College Board SAT and Achievement Tests were replaced by SAT I and SAT II respectively, beginning March, 1994. Beginning April 1, 1995, the SAT I and SAT II exams are scored on a new scale; however, the SAT scores qualifying for exemption from the ELM remain the same.

Failure to take either of these tests, as required, before the end of the first semester or second quarter of enrollment may lead to administrative probation, which, according to Section 41300.1 of Title 5, California Code of Regulations, and CSU Executive Order 393, may lead to disqualification from future attendance. At Cal Poly Pomona, students who fail to satisfy requirements by the end of their first two quarters of enrollment will have a hold placed on their records. While a student's records are on hold, registration may not be allowed nor transcripts of credits be released.

Graduation Requirement in Writing Proficiency

All students must demonstrate competency in writing skills as a requirement for graduation. See the catalog section on the Graduation Writing Test (GWT) Requirement, or the Test Center, Building 98, Room P2-4, for additional information.

High School Students

Students still enrolled in high school will be considered for enrollment in certain special programs if recommended by the principal and the appropriate campus department chair and if preparation is equivalent to that required of eligible California high school graduates. Such admission is only for a given program and does not constitute the 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 stu-

dent if he or she meets all of the following conditions:

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

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.

Grade Point Average and Test Score Requirement

Eligibility Index—The eligibility index is the combination of your high school grade point average and your score on either the American College Test (ACT) or the Scholastic Aptitude Test (SAT I). Your grade point average is based on grades earned during your final three years of high school (excluding physical education and military science) and bonus points for approved honors courses (see "Honors Courses"). Up to eight semesters of honors courses taken in the last two years of high school 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.

You can calculate the index by multiplying your grade point average by 800 and adding your total score on the SAT I. Or, if you took the ACT, multiply your grade point average by 200 and add ten times the composite score from the ACT. If you are a California high school graduate (or a resident of California for tuition purposes), you need a minimum index of 2900 using the SAT I or 694 using the ACT; the Eligibility Index Table illustrates several combinations of required test scores and averages.

If you neither graduated from a California high school nor are a legal resident of California for tuition purposes, you need a minimum of 3502 (SAT I) or 842 (ACT).

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

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

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

If your grade point average is 3.00 or above (3.61 for nonresidents), you are exempt from submitting test scores. However, you are urged to take the SAT I or ACT since all campuses use test results for advising and placement purposes.

You will qualify for regular admission when the university verifies that you have a qualifiable eligibility index and will have completed the comprehensive pattern of college preparatory subjects and, if applying to an impacted program, meet supplementary criteria.

Graduates of secondary schools in foreign counties must be judged to have academic preparation and abilities equivalent to applicants eligible under this section.

Nonresident

Applicants who are neither residents for tuition purposes nor graduates of a California high school need a minimum eligibility index of 826 (ACT) or 3502 (SAT). If your high school GPA is above 3.60 you are exempt from the test requirement.

UNDERGRADUATE TRANSFER ADMISSION REQUIREMENTS

Transfer Requirements

You will qualify for admission as a transfer student if you have a grade point average of 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. You will meet the freshman admission requirements in effect for the term to which you are applying (see "Freshman Requirements" section).
2. You were eligible as a freshman at the time of high school graduation and have been in continuous attendance in an accredited college since high school graduation.
3. You were eligible as a freshman at the time of high school graduation except for the subject requirements, have made up the missing subjects, and have been in continuous attendance in an accredited college since high school graduation.
4. You have completed at least 56 transferable semester (84 quarter) units and meet the requirements listed below based on high school graduation date. Nonresidents must have a 2.4 grade point average or better.

Applicants who graduated from high school 1988 or later:

- Have completed all subject requirements in effect when graduating from high school (can use both high school and college coursework) OR,
- Have completed at least 30 semester units of college coursework with a grade of C or better in each course to be selected from courses in English, arts and humanities, social science, science and mathematics at a level at least equivalent to courses that meet general education requirements. The 30 units must include all of the general education requirements in communication in the English language and critical thinking (at least 9 semester units) and the requirements in mathematics/quantitative reasoning (usually 3 semester units), OR, the Intersegmental General Education Transfer Curriculum (IGETC) requirements in English communication and mathematical concepts and quantitative reasoning.

Applicants who graduated from high school prior to 1988:

- Have completed 4 years of high school English and 2 years of high school math, with grades of C or better, OR,
- Have completed baccalaureate courses with grades of C or better that meet the general education requirements in communication in the English language and mathematics/quantitative reasoning, OR, IGETC requirements in English composition and mathematical concepts and quantitative reasoning. The course meeting either general education math requirement must be above the level of intermediate algebra.

Transferable courses are those designated for baccalaureate credit by the college or university offering the courses.

Please consult with any CSU admissions office for further information about alternative ways to satisfy the subject requirements.

Alternate Admission Criteria - UC-prepared Applicants

Beginning with the academic year 1995/96 and continuing through 1997/98, the CSU will conduct an admission experiment that will permit campuses to admit applicants who have completed all of the UC college preparatory (a-f) requirements.

Articulation

The Articulation office produces annual course articulation agreements in consultation with our top ten feeder community colleges and Cal Poly Pomona academic officials and faculty. The articulation information is also posted to the Cal Poly Pomona World Wide Web site, to enable easy access to the information both on and off campus. The address is www.csupomona.edu/artic/title.htm. The Articulation office also contributes information to Project ASSIST, an extensive statewide articulation database.

GRADUATE AND POSTBACCALAUREATE ADMISSION REQUIREMENTS

Admission Requirements

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

- General Requirements—The minimum requirements for admission to graduate and postbaccalaureate studies at a California State University campus are in accordance with university regulations as well as Title 5, chapter 1, subchapter 3 of the California Code of Regulations. Specifically, a student shall: (1) have completed a four-year college course of study and hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association, or shall have completed equivalent academic preparation as determined by appropriate campus authorities; (2) be in good academic standing at the last college or university attended; (3) have attained a grade point average of at least 2.5 (A = 4.0) in the last 60 semester (90 quarter) units attempted; and (4) satisfactorily 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.

If you meet the minimum requirements for graduate and postbaccalaureate studies, you will be considered for admission in one of the four following categories:

- (Postbaccalaureate Unclassified—To enroll in graduate courses for professional or personal growth, you must be admitted as a postbaccalaureate unclassified student. By meeting the minimum requirements, you are eligible for admission as a postbaccalaureate unclassified student. Some departments may restrict enrollment of unclassified students due to heavy enrollment pressure. Admission in this status does not constitute admission to or assurance of consideration for admission to any graduate degree or credential program; or
- Postbaccalaureate Classified—If you wish to enroll in a credential or certificate program, you will be required to satisfy additional professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus; or
- Graduate Conditionally Classified—You may be admitted to a graduate degree program in this category if, in the opinion of appropriate campus authority, you can remedy deficiencies by additional preparation; or
- Graduate Classified—To pursue a graduate degree, you will be required to fulfill all of the professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus.

TOEFL Requirement - Graduate

All graduate and postbaccalaureate applicants, regardless of citizenship, whose preparatory education was principally in a language other than English must demonstrate competence in English. Those who do not possess a bachelor's degree from a postsecondary institution where English is the principal language of instruction must receive a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) including the essay part. Some campuses require a higher score.

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. visas as students, exchange visitors, or in other nonimmigrant classifications.

The CSU uses separate requirements in the admission of international (foreign) students. Verification of your English proficiency (see the section on TOEFL Requirement for undergraduate applicants), financial resources, and academic performance are all important considerations. Academic records from foreign institutions must be on file at least eight weeks prior to the beginning of the term applied for, and, if not in English, must be accompanied by a certified English translation. Priority in admission is given to residents of California.

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 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 Admissions Office. Note: All documents and test scores must be submitted at least eight weeks prior to the beginning of the term applied for.
2. All undergraduate visa student applicants must earn a score of at least 525 on the Test of English as a Foreign Language (T.O.E.F.L.). Graduate applicants must earn a score of at least 550 and certain academic departments may require higher scores. All students, both visa and American, are required to pass the Graduation Writing Test in order to be granted their degree. Certain academic departments may be closed to visa students when it is determined they have inadequate space to meet the needs of California residents.
3. Applicants who have not completed any schooling beyond the twelfth year must submit transcripts for all studies or examinations completed in the tenth through twelfth years of schooling.
4. Applicants who have completed university or college work beyond the twelfth year, whether completed in the U.S. or not, must submit transcripts of all college level work in addition to the documents required of freshmen.
5. Visa 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.
6. Permission to transfer from one school to another must be obtained in accordance with the regulations of the United States Immigration Service.
7. The U.S. 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. Students are also subject to disqualification for failing to make satisfactory progress.
8. All F or J visa students are required to carry health insurance.

Prospective students who wish further information should contact the International Student Advisor in the International Center.

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. Such insurance must be in amounts as specified by the United States Information Agency (USIA) and NAFSA: Association of International Educators. The campus President or designee shall determine which insurance policies meet these criteria. Further information may be obtained from the International Center (building 1, room 104).

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. In addition, advanced placement may be awarded for Higher Level Diploma subjects with a score of five or higher.

Other Applicants

Applicants not admissible under one of the above provisions should enroll in a community college or other appropriate institutions. Only under the most unusual circumstances will such applicants be permitted to enroll in the university. Permission is granted only by special action.

A student transferring from a nonaccredited institution may be granted admission if the above requirements are met.

A student who was on probation at the time of leaving the most recent college or university attended may be granted only probationary admission.

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 must then be filed, and admission requirements 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 during a calendar year (including Summer) prior to the quarter of reapplication must apply for readmission. An application fee is charged before reentry 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 during a calendar year (including summer) must file an application for re-admission as a returning disqualified student.

Returning students who have previously been enrolled at Cal Poly but have not been enrolled for 5 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 5 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

Students enrolled at any California State University may transfer temporarily to another CSU campus in visitor status, if they have completed twelve units with a 2.0 grade point average at the home campus, are in good standing, and are eligible to register in continuing status. 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 below) is not permitted during visitor status. Current Cal Poly students wishing to transfer temporarily to another CSU campus should obtain the appropriate form from the Records 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 twelve 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 Records Office. (909-869-3000). Concurrent enrollment applications are to be approved at the home campus.

Provisional Admission

This Campus may provisionally admit first-time freshmen applicants based on their academic preparation through the junior year of high school and that planned for the senior year. California State Polytechnic University, Pomona will monitor the senior year of study to ensure that those admitted complete their studies satisfactorily—including the required college preparatory subjects—and graduate from high school.

Determination of Residence for Nonresident Tuition Purposes

The campus Admissions Office determines the residence status of all new and returning students for nonresident tuition purposes. Responses to the Application for Admission and, if necessary, other evidence furnished by the student are used in making this determination. A student who fails to submit adequate information to establish a right to classification as a California resident will be classified as a nonresident.

The following statement of the rules regarding residency determination for nonresident tuition purposes is not a complete discussion of the law, but a summary of the principal rules and their exceptions. The law governing residence determination for tuition purposes by The California State University is found in California Education Code Sections 68000-68090, 68121, 68123, 68124, and 89705-89707.5, and in Title 5 of the California Code of Regulations, Sections 41900-41912. A copy of the statutes and regulations is available for inspection at the campus Admissions Office.

Legal residence may be established by an adult who is physically present in the state and who, at the same time, intends to make California his or her permanent home. Steps must be taken at least one year prior to the residence determination date to show an intent to make California the permanent home with concurrent relinquishment of the prior legal residence. The steps necessary to show California residency intent will vary from case to case. Included

among the steps may be registering to vote and voting in elections in California; filing resident California state income tax forms on total income; ownership of residential property or continuous occupancy or renting of an apartment on a lease basis where one's permanent belongings are kept; maintaining active resident memberships in California professional or social organizations; maintaining California vehicle plates and operator's license; maintaining active savings and checking accounts in California banks; maintaining permanent military address and home of record in California if one is in the military service.

The student who is within the state for educational purposes only does not gain the status of resident regardless of the length of the student's stay in California.

In general, an unmarried minor (a person under 18 years of age) derives legal residence from the parent with whom the minor maintains or last maintained his or her place of abode. The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by the relinquishment of a parent's right of control.

A married person may establish his or her residence independent of spouse.

An alien may establish his or her residence, unless precluded by the Immigration and Nationality Act from establishing domicile in the United States. An unmarried minor alien derives his or her residence from the parent with whom the minor maintains or last maintained his or her place of abode.

Nonresident students seeking reclassification are required by law to complete a supplemental questionnaire concerning financial independence.

The general rule is that a student must have been a California resident for at least one year immediately preceding the residence determination date in order to qualify as a "resident student" for tuition purposes. A residence determination date is set for each academic term and is the date from which residence is determined for that term. The residence determination dates are:

Quarter Term Campuses		Semester Term Campuses	
Fall	September 20	Fall	September 20
Winter	January 5	Winter (Stanislaus only)	Jan. 5
Spring	April 1	Spring	January 25
Summer	July 1		

Questions regarding residence determination dates should be directed to the campus Admissions Office. They can give you the residence determination date for the term for which you are registering.

There are several exceptions from nonresident tuition, including:

1. Persons below the age of 19 whose parents were residents of California but who left the state while the student, who remained, was still a minor. When the minor reaches age 18, the exception continues for one year to enable the student to qualify as a resident student.
2. Minors who have been present in California with the intent of acquiring residence for more than a year before the residence determination date, and entirely self-supporting for that period of time.
3. Persons below the age of 19 who have lived with and been under the continuous direct care and control of an adult or adults, not a parent, for the two years immediately preceding the residence determination date. Such adult must have been a California resident for the most recent year.
4. Dependent children and spouses of persons in active military service stationed in California on the residence determination date. The exception, once attained, is not affected by retirement or transfer of the military person outside the state.
5. Military personnel in active service stationed in California on the residence determination date for purposes other than education at state-supported institutions of higher education. This exception continues until the military personnel has resided in the state the minimum time necessary to become a resident.

6. Effective January 1, 1996, military personnel in active service in California for more than one year immediately prior to being discharged from the military. Eligibility for this exception runs from the date the student is discharged from the military until the student has resided in state the minimum time necessary to become a resident.
7. Dependent children of a parent who has been a California resident for the most recent year. This exception continues until the student has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.
8. Graduates of any school located in California that is operated by the United States Bureau of Indian Affairs, including, but not limited to, the Sherman Indian High School. The exception continues so long as continuous attendance is maintained by the student at an institution.
9. Certain credentialed, full-time employees of California school districts.
10. Full-time State University employees and their children and spouses; State employees assigned to work outside the State and their children and spouses. This exception applies only for the minimum time required for the student to obtain California residence and maintain that residence for one year.
11. Certain exchange students.
12. Children of deceased public law enforcement or fire suppression employees who were California residents, and who were killed in the course of law enforcement or fire suppression duties.

Any student, following a final campus decision on his or her residence classification only, may make written appeal to:

The California State University
Office of General Counsel
400 Golden Shore
Long Beach, CA 90802-4275

within 120 calendar days of notification of the final decision on campus of the classification. The Office of General Counsel may make a decision on the issue, or it may send the matter back to the campus for further review. Students classified incorrectly as residents or incorrectly granted an exception from nonresident tuition are subject to reclassification as nonresidents and payment of nonresident tuition in arrears. If incorrect classification results from false or concealed facts, the student is subject to discipline pursuant to Section 41301 of Title 5 of the California Code of Regulations. Resident students who become nonresidents, and nonresident students qualifying for exceptions whose basis for so qualifying changes, must immediately notify the Admissions Office. Applications for a change in classification with respect to a previous term are not accepted.

The student is cautioned that this summation of rules regarding residency determination is by no means a complete explanation of their meaning. The student should also note that changes may have been made in the rate of nonresident tuition, in the statutes, and in the regulations between the time this catalog is published and the relevant residence determination date.

Use of Social Security Number

Applicants are required to include their Social Security number in designated places on applications for admission pursuant to the authority contained in Section 41201 of Title 5, California Code of Regulations. The Social Security number is used as a means of identifying records pertaining to the student as well as identifying the student for purposes of financial aid eligibility and disbursement and the repayment of financial aid and other debts payable to the institution.

TEACHER CREDENTIAL PROGRAMS

(See also School of Education and Integrative Studies section)

General Information

The University is authorized by the Commission on Teacher Credentialing to recommend qualified teacher candidates for the Multiple Subject

(Elementary) and the Single Subject (Secondary) teaching credentials under the credentialing provisions of the Ryan Act. All students seeking credentials must meet both Commission and University-approved program requirements.

Multiple and Single Subject student candidates must take the California Basic Educational Skills Test prior to being admitted to the Teacher Education Program and must successfully pass the CBEST by the student teaching application deadline. Candidates applying for admission to the program must provide evidence of completing a supervised, qualitative early field experience in a school setting. Experience obtained through coursework, employment of volunteer activities may be acceptable. Candidates are urged to obtain early advisement to obtain assistance in identifying acceptable alternatives for meeting the requirement and other prerequisites to program admission. Early field experience may be met in any one of three ways:

- Document qualifying prior experience; or
- Work in a public school classroom under the supervision of a certified teacher; or
- Take TED 301, Introduction to Schooling.

The prospective elementary or secondary teacher must choose a major, be accepted in the Teacher Education Program, and complete the professional education program (TED) in order to gain university recommendation for the Multiple Subject or Single Subject credential. Majors offered for credentials are:

Multiple Subject Major

Liberal Studies (Elementary School Teaching). See department chair for further information, Bldg. 5, Room 253, (714) 869-3566.

Persons with majors other than Liberal Studies who plan to teach in the elementary school must take and pass the Multiple Subjects Assessments for Teachers Test (CA) of the National Teacher Examination PRIOR to applying to student teaching component of the TED Program or complete a Liberal Studies degree waiver program with no more than four (4) courses remaining PRIOR to student teaching. The Liberal Studies chair can also provide pre-program advice to students even though they may plan to major in other degree majors.

Single Subject Majors

(Secondary School Teaching) See respective department chair for further information:

Agriculture Education
Art
Behavioral Sciences
Business Education/Designated Subjects
English: Communication
Drama/Theatre
English
History/Social Sciences
Home Economics
Life Science: Biology
Mathematics
Music
Physical Education
Physical Science: Chemistry
Physics
Earth Science

The curriculum for these majors is listed in the catalog under the appropriate departments.

The National Teachers Examinations (NTE) Specialty area(s) may be taken in addition to or in lieu of the major(s) listed above.

Courses Required for Credential Programs

(Subject to Change)

In addition to courses required for the major, students must take units of professional education courses (TED) to gain university recommendation for the appropriate teaching credential. Please consult the designated multiple/

single subject credential advisor for complete information, School of Education, Bldg. 5, Room 223, (714) 869-2300.

Normally, students begin the professional education course series (TED) when they are beginning juniors, although TED 301, Introduction to Schooling, is designed especially to provide appropriate experiences for lower division students. A list of the required professional education courses in the series is available in the School of Education.

Admission to Candidacy for a Teaching Credential

Admission to the university is not equivalent to being admitted to the Teacher Education Program. A candidate seeking university recommendation for a teaching credential is selected through a three-step process involving university-wide teacher education committees. These committees review the qualifications of the candidate and recommend action for:

- 1) Admission to Cal Poly, Pomona;
- 2) Formal admission to the program;
- 3) Formal admission to student teaching; and
- 4) Application for the credential.

Students must apply for program admission during the open admission period established by the School of Education for the Multiple and Single Subject Credential programs. Information regarding application deadlines can be obtained from the School of Education.

Evaluation of the student's qualifications as a credential candidate is based on the following factors:

1. **BACHELOR'S DEGREE:** Possession of a bachelor's degree substantially equivalent to, or received from California State Polytechnic University, Pomona in the discipline that he or she wishes to enter.
2. **PREREQUISITE COURSES AND FIELD EXPERIENCE:** Evidence of satisfactory completion of prerequisite courses and early field experience.
3. **PERSONAL ADJUSTMENT:** Evidence of satisfactory personal adjustment, habits, interests, and attitudes as shown by evaluation instruments, observations, interviews and faculty ratings.

4. **SCHOLARSHIP:** Satisfactory scholarship on all work accepted by the University toward curriculum requirements must be evident. Undergraduates applying for the program will have an overall grade point average based on their major. Check with the School of Education office for specific information. In all courses taken during the fifth year, an overall grade point average of 3.00 must be maintained.
5. **PHYSICAL FITNESS:** Evidence of good physical health, to be shown before the time of student teaching.
6. **GENERAL EDUCATION REQUIREMENTS:** Satisfactory grades and progress toward completing degree requirements in general education and the selected major.
7. **PROFESSIONAL ATTITUDE:** Evidence of ability and willingness to work with pupils, parents and school officials through experience in working with youth activities.
8. **PE 441/442—SCHOOL AND COMMUNITY HEALTH, GED 501—INTRODUCTION TO EXCEPTIONALITY, and GED 505—EDUCATIONAL COMPUTER TECHNOLOGY:** Must be completed before issuance of the clear credential.
9. **CALIFORNIA BASIC EDUCATION SKILLS TEST (CBEST):** All candidates (undergraduate and graduate) will be required to pass the CBEST prior to applying for student teaching.
10. The GWT is required by the University for all baccalaureate and master's degrees. However, graduate students seeking a credential only are not required to take the GWT.
11. **U.S. Constitution:** Verification of knowledge of the United States Constitution by passing a college-level examination or taking a college-level course (PLS 201—Introduction to American Government) in this subject.

NOTE: Changes in the State and California State University requirements for teacher preparation are being contemplated. These changes may have a major impact on the course requirement, GPA, etc. needed to enter Cal Poly's Teacher Education program for both single and multiple subject credentials subsequent to the publication of this catalog. For up-to-date information please contact the School of Education (909-869-2312).

REGISTRATION

General Procedures

This university employs an early registration plan whereby students schedule classes and pay fees approximately six to eight weeks before the beginning of a quarter. Those students who preschedule their classes will receive fee bills in the mail. Registration fees **MUST** be received in the university Cashier's Office not later than the deadline date indicated on the fee statement. Postmarked dates are not acceptable.

After new students have been admitted, they will receive by mail specific instructions for scheduling classes and paying registration fees. A person who applied late or who is admitted late is not assured of classes or that an evaluation of transfer credit will be prepared before classes begin.

Registration instructions for continuing students are included in the Class Schedule issued prior to the beginning of each quarter. The Class Schedule may be purchased at the Bronco Bookstore.

Credit for a course is given only when a student is properly registered in the university and successfully completes the course. An individual is not properly registered until all registration forms required by the Registrar have been filed at the Records Office, and fees paid. A student may not be admitted to a course unless properly registered in the university.

Concurrent Enrollment

Intrasystem Concurrent Enrollment Program: The California State University allows a student to be enrolled at more than one CSU campus concurrently as long as full fees have been paid at the home campus. For requirements, procedures and forms inquire at the Records Office.

Maximum Unit Load

The maximum number of units an undergraduate student normally takes in any one quarter is 20, including audited courses and concurrent or dual work at other colleges or universities. The normal maximum for graduate students is 16 units.

English Placement Examination (EPT)

All entering students must take the EPT. Exceptions to this rule are listed in catalog section "Requirements for Bachelor's Degree." Students who do not take the EPT, and who are not excused from taking the examination, will not be able to enroll in any English course at the university. Students who do not take the examination within the first two quarters of their enrollment will receive a hold. While the student's records are on hold, registration may not be allowed, nor will transcripts of credits be released.

Entry Level Mathematics Examination (ELM)

All entering students must take the ELM. Exceptions to this rule are listed in catalog section "Requirements for Bachelor's Degree." Students who do not take the ELM, and who are not excused from taking the examination, will not be able to enroll in any math course at the university. Students who do not take the examination within the first two quarters of their enrollment will receive a hold. While the student's records are on hold, registration may not be allowed, nor will transcripts of credits be released.

Math Diagnostic Test

See Mathematics Department for MDT test and placement information.

Adding or Dropping Courses

Students who register by phone and pay fees on time are mailed a study list shortly before classes begin each quarter. Any changes to the schedule during the first eight days of the quarter must be made by filing in the Records Office a properly completed program change form with the Records Office on or before the appropriate deadline published in the academic calendar and the Schedule of Classes. Pre-registered students who do not appear in class

the first day of the quarter (no-shows) are ordinarily dropped from the class roll by the instructor. However, the responsibility for properly dropping classes ultimately rests with each student. Students who do not drop a scheduled class which they are not attending are subject to receiving a failing grade. Change of program forms are available from the student's major department office. (See also the section regarding refund of fees.)

Courses may be added or sections changed through the 8th class day. Students may add or drop a class without penalty (no entry on student's record) through the 5th CALENDAR DAY of the quarter, with the signature of the instructor. After the 15th day of instruction, students may petition to drop a class only for serious and compelling reasons. Permission to drop during this time period will be granted only with the approval of the professor and the student's major department chair and college dean. All requests for permission to drop under these circumstances and all approvals will be made in writing on a petition to drop. A statement of the reason(s) for dropping is required. For a course dropped during this period, a W grade will automatically be recorded.

Dropping of courses shall not be permitted during the final three weeks of instruction except in cases in which the reason is due to circumstances clearly beyond the student's control. Such drops may be approved for the following resources: emotional disturbance which requires professional consultation (verification may be required); serious illness or accident resulting in considerable loss of time (verification may be required); and/or financial difficulty or other personal problems of a serious nature which require withdrawal from the university or reduction in load (verification may be required for reduction in load).

Failure in a course is not an acceptable reason for withdrawing from class during the last 15 days of instruction. Ordinarily dropping of courses during this time period will involve total withdrawal from the university. If a student does not have a validated withdrawal petition on file in the Records Office, the "W" grade will not appear on the final grade report. The administrative grade of "U" will be shown. For explanation of these grading symbols, see catalog section "Grading System". A student may improve the GPA, as a consequence of his or her receiving an F, by formally repeating the course (See Repeated Course Policy).

Auditing Courses

Auditing a course is attending a class for no credit. A student must be registered and must have paid fees in order to audit a course. Audited courses must be included on the student's official program card (Program Change Form), and they are designated by AU beside the course unit listing. A special audit card must also be signed by the instructor and returned to the Records Office by the appropriate deadline. No exceptions to this policy are permitted.

Courses may be added for Audit only during the add period (1st through 8th day). There is no preregistration to audit a course. Once a student has decided to audit a course or take a course for credit, the student cannot switch this status. The student's college dean must approve the decision for a student who has audited a class to subsequently repeat that course for credit.

Holding of Records

Student records may be placed on a hold status because of financial or other obligations to the university. Depending on the severity of the hold, registration, grades, graduation, transcripts, and accounts receivable may be affected. Students are notified of their registration-related holds when they are issued a Registration Ticket for Touchtone Registration. It is the responsibility of the student to clear a registration hold prior to attempting to register. Other types of holds will be noted in the student record file and it is the responsibility of the student to fulfill hold obligations prior to receiving certain services within the university. All holds are cleared by the department that issued the hold. Legal authority for these actions is cited in Sections 42380 and 42381 of Title V of the California Code of Regulations.

Transfer to Other Institutions

A student who plans to transfer from this university to another college or university, should, at the earliest possible date, request that a transcript of record be forwarded by the Registrar's Office (see Fees and Expenses Schedule for charges) to the new institution. Evaluation of transcripts will be made by the new institution.

Leave of Absence (Planned Educational Leave)

When a student finds it necessary to interrupt progress toward a degree for a reason related to the educational objective and acceptable to the appropriate university authorities, the student may be granted a leave of absence. A student on leave of absence may, upon return from the leave, continue in the same program that student had prior to the leave, and the student retains the right to elect requirements in effect at the time of entrance or reentrance into the curriculum. Only students in good standing are eligible for a leave of absence.

A leave of absence will be granted when the student has filed an approved petition with the Registrar. The leave petition, which must be approved by the department chair, or graduate coordinator and school dean, shall specify the reasons for the leave and the duration of the leave. A student granted a leave of absence has a commitment from the university to be reinstated in good standing. This commitment must be validated by a written notice of return from leave for the quarter of return specified in the leave application submitted to the Registrar no later than two weeks prior to the prescheduling of continuing students for that quarter.

The reason for requesting a leave must be stated completely and clearly. Students may petition for a leave of absence for such reasons as: professional or academic opportunities, like travel or study abroad, employment related to educational goals and major fields of study, or participation in field study or research projects; medical reasons, including pregnancy, major surgery, or other health-related circumstances; and financial reasons, such as the necessity to work for a specified period in order to resume study with adequate resources. Approval will depend upon the significance of the leave in furthering the student's educational objective. It is the student's responsibility to demonstrate the significant relationship between the leave of absence and the progress toward the educational objective. Leaves may be granted for a maximum of two years or eight consecutive quarters. A request for leave of absence must be filed prior to the period of absence. Retroactive leave requests will not be approved.

Failure to return from leave as specified in the approved petition will be considered withdrawal from the university. Under such circumstances, re-enrollment will require a full application for readmission under the same circumstances as any new or returning applicant including enrollment in the curriculum in effect at the time of re-enrollment.

Students may "stop-out" without filing for a leave of absence as long as they attend any two quarters (including summer) during a calendar year.

Withdrawal from the University

Students who desire to withdraw from the university for the quarter because of personal, academic or other problems should consult with, and obtain forms from the University Advising Center, Rooms 110 and 113. After official clearances are received by the student, the withdrawal application is submitted to the Records Office. Students leaving the university who do not officially withdraw are subject to failing grades in their classes. Students who withdraw from the quarter after the 5th day of classes will receive a "withdrawal" on their permanent records.

Return to University

Effective Winter, 1988, returning Cal Poly students who have not maintained continuous enrollment and have no more than 24 quarter units left to take, will:

- 1) Reapply to the University;
- 2) File a petition to be allowed to complete requirements on the curriculum being followed when last enrolled;

- 3) If petition approved, finish all courses left to take on designated curriculum;
- 4) Take the upper division General Education requirement (Area 2D and Area 5);
- 5) Take and pass the Graduation Writing Test;
- 6) Apply to graduate at the proper time.

Students must have no more than a total of 36 units to take under this policy: 24 (or less) from the major curriculum plus 12 upper division units for Area 2d and Area 5 in General Education, if not already completed.

If a student's record does not meet the requirements of this policy, the student must reapply to the university and follow the current curriculum. If petition (#2) is denied, the student must follow the current curriculum when re-enrolling.

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.

Refunds

Any student who withdraws from the university or drops to 6.0 units or less before the end of the 15th calendar day of the quarter is entitled to a refund of a portion of registration fees paid. A nonresident or foreign student who withdraws from the university or who drops units during the first four weeks of a quarter is entitled to a refund of a portion of tuition paid. A student must file an application for a refund with the Records Office at the time of withdrawal or dropping of units to be eligible for a refund. Refunds may not be processed after the published deadline found in the academic calendar and in the schedule of classes each quarter.

Enrollment Priorities

Departments with high enrollments may assign priorities to students wishing to enroll in both undergraduate and graduate-level courses. In graduate classes, candidates for a master's degree who are in the last quarter of residence have first priority; other classified graduate and post-baccalaureate students, degree or credential, have second priority; conditional and unclassified graduate and postbaccalaureate students have third priority. Nonobjective unclassified graduate students are admitted on a space-available basis.

Chance of Major

Students have the opportunity, upon determining that they are pursuing a course of study in which they are not interested, to change to another major. In such cases, students should consult their advisers and the University Advising Center, Rooms 110 and 113, for assistance in making the changes. Students enrolled under certain laws must obtain approval by the Veterans Administration before a change of major can be made.

Transfer from one major to another does not in any way change the student's scholastic standing, nor does it constitute a break in continuous enrollment. However, students who change major are subject to the core and support requirements in effect at the time of the change of major. Also see General Education section in this catalog regarding transfer and change of major students and G.E. certification.

Students requesting a change of major into an impacted program must file the required change of major petition no later than the last day of the initial application period for the quarter of the desired change. Acceptance into the new program will be on the same basis as for new applicants. This policy is subject to further change and students are advised to check with the Registrar's Office for up-to-date information.

Curriculum Deviation

Although the university has specified a program of courses for each major, under certain conditions, a student may be permitted to deviate from the established curriculum. Information regarding requests to deviate from the curriculum may be obtained from the student's adviser.

Election of Regulations

An undergraduate student remaining in attendance in regular sessions at any California State University campus including Cal Poly Pomona, at any California community college, or any combination of California community colleges and campuses of The California State University may for purposes of meeting graduation requirements elect to meet the requirements in effect at the campus from which the student will graduate either (1) at the time the student began such attendance or (2) at the time of entrance to Cal Poly Pomona, or (3) at the time of graduation. Cal Poly campus authorities may authorize or require substitutions for discontinued courses and may require a student changing his or her major or any minor field of study to complete the major or minor requirements in effect at the time of the change.

For purposes of this section "attendance" means attendance in at least one semester or two quarters each calendar year (January 1 through December 31). Absence due to an approved educational leave or for attendance at another accredited institution of higher learning shall not be considered an interruption in attendance, if the absence does not exceed two years.

Cal Poly Pomona may prescribe that particular academic requirements be met within as few as seven years of the date of award of the degree.

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.

For additional information on compliance see the Associate Vice President for Academic Programs (Bldg. 98, (909) 869-3330).

Full-Time Equivalent and Full-time Student

Enrollment in the California State University is measured in full-time equivalent (FTE) students. One FTE is the equivalent of fifteen units of student course credit taken by one or more students. One FTE could represent one student carrying fifteen course-units, three students each carrying five course-units, five students each carrying three course-units, or any other student/course-unit combinations the product of which equals fifteen course-units. The university's FTE enrollment is the total course-units taken by all students divided by fifteen.

FTE is not related to full-time student status. An undergraduate student is considered full time for such purposes as veterans' benefits, social security benefits, athletic eligibility and other financial aids when enrolled for twelve units of credit. A full-time student is not necessarily a full-time equivalent (FTE) student. Graduate students and some, but not all, categories of post-baccalaureate students are considered full-time for many purposes when they are enrolled for eight units.

Privacy Rights of Students in Education Records

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232(g)) and regulations adopted thereunder (34 C.F.R. 99) and California

Code of Regulations, Section 67100 et seq., set out requirements designed to protect the privacy of students concerning their records maintained by the campus. Specifically, the statute and regulations govern access to student records maintained by the campus, and the release of such records. In brief, the law provides that the campus must provide students access to records directly related to the student and provide the student with an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the instructor. The law generally requires that written consent of the student be received before releasing personally identifiable data about the student from records to other than a specified list of exceptions. The institution has adopted a set of policies and procedures concerning implementation of the statutes and the regulations on the campus. Copies of these policies and procedures may be obtained from the Director of Enrollment Services. Among the types of information included in the campus statement of policies and procedures are: 1) the types of student records and the information contained therein; 2) the official responsible for the maintenance of each type of record; 3) the location of access lists which indicate persons requesting or receiving information from the record; 4) policies for reviewing and expunging records; 5) the access rights of students; 6) the procedures for challenging the content of student records; 7) the cost which will be charged for reproducing copies of records; and 8) the right of the student to file a complaint with the Department of Education. An office and review board have been established by the Department to investigate and adjudicate violations and complaints. The office designated for this purpose is: The Family Educational Rights and Privacy Act Office (FERPA), U.S. Department of Education, 330 "C" Street, Room 4511, Washington, D.C. 20202.

The campus is authorized under the Act to release "directory information" concerning students. "Directory information" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.* The above designated information is subject to release by the campus at any time unless the campus has received prior written objection from the student specifying information which the student requests not be released. Written objections should be sent to the Registrar.

The campus is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons are those who have responsibilities in connection with the campus' academic, administrative or service functions and who have reason for using student records connected with their campus or other related academic responsibilities. Disclosure may also be made to other persons or organizations under certain conditions (e.g. as part of accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; to other institutions to which the student is transferring).

* Directory information at Cal Poly Pomona does not provide the student's address, telephone listing, or date and place of birth.

EXPENSES AND HOUSING

SCHEDULE OF FEES, 1995-96 (Up-to-date information available from Office of Recruitment Services)

Legal residents of California are not charged tuition. The following reflects applicable fees and nonresident tuition for both the quarter and the semester systems. (Fees are subject to change without advance notice.)

All Students

Application Fee (nonrefundable), payable by check or money order at time application is made: \$55

State University Fee for all campuses except California State University, Stanislaus:

Units	Per Semester	Per Quarter	Per Academic Year
All Students:			
0.1 to 6.0	\$459	\$306	\$ 918
6.1 or more	\$792	\$528	\$1,584

Nonresident Students (U.S. and foreign)

Nonresident Tuition (in addition to other fees charged all students) for all campuses:

Charge Per Unit	Quarter	Semester
	\$164	\$246

The total fee paid per term will be determined by the number of units taken, including those in excess of fifteen.

No fees of any kind shall be required of or collected from those individuals who qualify for such exemption under the provisions of the Alan Pattee Scholarship Act.

Duplicate Degree Tuition

Current law provides that the statutes governing duplicate degree tuition will be repealed as of August 31, 1996. Students should note that a change to this repeal date may have been made between the time that this catalog is published and August 31, 1996.

Credit Cards

Visa and Master Card bank credit cards may NOT be used for payment of Student Fees at Cal Poly Pomona.

MISCELLANEOUS FEES (Subject to change)

Application to the university (charged of all applicants—payable by check or money order at time of applying—nonrefundable)	\$55.00
Check returned for any cause	30.00
Conference, Short Course or Institute, per person Estimated cost	
Course credit by special examination (per unit)	5.00/unit, \$25 maximum
Failure to meet administratively required appointment or time limit	20.00
Commencement (not a state fee, mandatory, non-refundable)	
Bachelor's degree	10.00
Master's degree	10.00
Diploma Fee	8.00
Health facility fee (per quarter)	2.00
Student Health fee (each quarter)	35.00
I.D. card (nonrefundable one time charge)	5.00
Late registration	25.00

Late registration fee for adding courses beyond deadline (per class)	10.00
Library	See schedule in library
Lost Book Fees Excessive Use Fee + Replacement Cost +	\$13.30
Service Charge	
Parking fee (per quarter)	
Automobiles	36.00
Motorcycles/Mopeds	9.00
Transcript of record	4.00
Associated Students, Inc. membership fee (not a state fee)	
Fall quarter	16.00
Winter, Spring quarter, each	10.00
Summer quarter	5.00
University Union fee (not a state fee)	
Fall, Winter, Spring Quarter	14.00
Summer quarter	8.00
Instructionally Related Activities Fee:	
Fall quarter	4.00
Winter quarter	3.00
Spring quarter	3.00
American Dietetics Association Transcript Evaluation Fee	
Enrolled students	20.00
Non-Cal Poly students	25.00
Credential Evaluation (non-Cal Poly students)	25.00
Credential Processing Fee	25.00
Emergency Credential Processing Fee	15.00
Education Code, Section 23801	
Education Code, Section 23805	
Sponsored Program Fee per quarter (for certain foreign students only)	200.00

Dependent on the time of withdrawal from the university, a student may be entitled to a partial refund of fees if applied for at the time of withdrawal. (See section on Withdrawal from the University.) There may be specially related fees in selected courses. Such fees will be listed in the course description.

Procedures for the Establishment or Abolishment of a Student Body Fee

The law governing The California State University provides that a student body fee may be established by student referendum with the approval of 2/3 of those students voting. The Student Body Fee was established at California State Polytechnic University, Pomona by student referendum on May 9, 1952. The same fee can be abolished by a similar 2/3 approval of students voting on a referendum called for by a petition signed by 10% of the regularly enrolled students (California Education Code, Section 89300). The level of the fee is set by the Chancellor. An increase in the student body fee may be approved by the Chancellor only following a referendum on the fee increase approved by a majority of the students voting. Student body fees support a variety of cultural and recreational programs, child care centers, and special student support programs.

Refund of Fees

Details concerning fees which may be refunded, the circumstances under which fees may be refunded, and the appropriate procedure to be followed in seeking refunds may be obtained by consulting Section 42201 (parking fees), 41913 (nonresident tuition), 42019 (housing charges), and 41802 (all other fees) of Title 5, California Code of Regulations. Students must apply for a refund, and in all cases it is important to apply quickly. Information concerning any aspect of the refund of fees and forms may be obtained in the Records Office. All refund requests are processed according to the deadlines posted each quarter.

Nonresident Tuition Fee Waiver

California school district employees who are not yet legal residents of California may be exempted from the nonresident tuition fee if they are provisionally certificated, employed full time by a school district in a position

requiring certification, and if they are working toward fulfilling regular California credential requirements or completing a fifth year of study.

Children or spouses of The California State University employees are also eligible to apply for exemption from the nonresident fee.

Expenses (Estimated)

Estimated expenses for a California resident student living in a campus residence hall are \$2,090 per quarter exclusive of personal expenses.

A student enrolling under the auspices of an agency supplying educational assistance should check in advance with the agency representative regarding payment of fees and/or costs.

The total cost for students living away from home will vary. However, typical costs will amount to approximately \$6,900 for a three-quarter school year, excluding personal expenses.

Total expenses for nonresident and foreign students will be higher, as they will include tuition fees not required of legal California resident students.

Typical On-Campus Expenses for One Quarter Associated Students, Inc., membership fee

Fall Quarter	\$16
(Winter & Spring—\$10, Summer—\$5)	
University Union Fee	
Fall, Winter, Spring Quarters	14
(Summer—\$8)	
State University Fee	
Undergraduate	
0-6.0 units	306
6.1 and over	528
Graduate	
0-6.0 units	306
6.1 and over	528
Residence Halls (19 meals per week—	
1993-94 double occupancy)	4,889
Village Apartments (1993-94 double occupancy)	2,142
Utilities (estimated)	600
Books and supplies (estimated)	250
Parking	36*
Health Facility Fee	2
Student Health Fee each quarter	35.00
Instructionally Related Fee—Fall	4
Winter/Spring	3

Provision should be made for personal expenses which average \$300 per quarter.

The student majoring in one of the environmental design disciplines should be prepared for expenditures that are somewhat greater than average. Experience has indicated that students spend from \$150 to \$250 per quarter for materials, equipment, and supplies during their initial year as environmental design students.

Debts Owed to the Institution

Should a student or former student fail to pay a debt owed to the institution, the institution may "withhold permission: to register, to use facilities for which a fee is authorized to be charged, to receive services, materials, food or merchandise or any combination of the above from any person owing a debt" until the debt is paid (see Sections 42380 and 42381 of Title 5, California Code of Regulations). For example, the institution may withhold permission to receive official transcripts of grades from any person owing a debt. If a student believes that he or she does not owe all or part of an unpaid obligation, the student should contact the campus business office. The business office, or another office on campus to which the student may be referred by the business office, will review the pertinent information, including information the student may wish to present, and will advise the student of its conclusions with respect to the debt.

UNIVERSITY HOUSING SERVICES

The university on-campus residential program emphasizes educational programs as part of the total living experience. Concern for the student's personal, social, and intellectual development has resulted in a vigorous housing program based on student interests and involving live-in student and full-time staff. Community governments, social events, cultural and recreational efforts, and community living complement the academic schedule to create a living and learning environment in the residence halls and in the village apartments at Cal Poly Pomona.

Residence Halls

Each of the six air-conditioned, smoke-free halls accommodate approximately 200 students in comfortable double and single rooms. In addition, two halls provide triple rooms at a substantial savings. Recreation and lounge facilities are provided for each hall, as are convenient laundry facilities, refreshment vending machines, kitchenettes, ironing, and study rooms.

Theme interest floors are available including alcohol-free, first-year involvement, computer interests, health and fitness, and academic enhancement. Two halls are "year round" for students who wish to stay on campus during academic break periods. Student rooms are fully furnished with beds, dressers, closets, bookcases, desks and chairs. The centrally located Los Olivos Commons dining facility provides the convenience of complete meal service. Breakfast, lunch, and dinner are offered weekdays with brunch and dinner on Saturday and Sunday. Other benefits include a swimming pool, volleyball, and basketball courts, and reserved parking for residence hall students.

Cedritos Hall is designated as the Graduate, ReEntry, and Upperdivision Undergraduate Hall. This community is designed to meet the needs of full and part-time students looking for a private, quiet, convenient, and mature atmosphere. Additional meal plans, including the option of not having a meal plan, are available for students in this community. One of the following qualifications must be met to live in this hall:

- a full or part-time graduate student;
- a registered student with The CENTER.
- a minimum of 24 years of age as of move-in date;
- completed 70 or more undergraduate units as of move-in date.

The benefits of residence hall living include being free from the time consuming tasks of cooking, grocery shopping, and commuting to and from campus. Students in the residence halls have additional time to spend studying, getting involved in campus activities, or pursuing other interests.

To Apply:

Interested undergraduate students may request a residence hall application at any time. Applications should be returned to the La Cienega office immediately. Students must be admitted to the university in order to receive a license (contract); therefore, early admission is of great importance. Contracts provide for both room and board. Payments may be made in periodic installments in accordance with the schedule available from the office. Costs and regulations are subject to change.

To Receive More Information:

Inquire about residence hall living with the Residence Hall Office at (909) 869-3307.

Village Apartments

The Village consists of 212 air conditioned apartments of two different styles. Phase I apartments have two two-person bedrooms while Phase II have four one-person bedrooms. Twelve specially modified apartments are available for persons with mobility disabilities. Each apartment is fully furnished with carpet, beds, dressers, closets, desks, chairs, living room furniture, refrigerator, stove, kitchen table and chairs. All apartments have two bathrooms and Phase II apartments have dishwashers and icemakers. All apartments are provided with free cable, trash, and water service. Two laundry facilities are

located on the premises and the Community Center provides vending machines, recreational opportunities and study and meeting space.

The Village is located within walking or biking distance from the heart of campus, and a shuttle runs on a daily basis. Other benefits include a swimming pool, volleyball and basketball courts, community barbecues, vacuums, garbage disposals, a patio or balcony and parking controlled by a security gate access system.

To Apply:

Applicants may begin applying for summer or fall quarter housing the first day of spring quarter. Applications are also accepted during the academic year for the current or immediate upcoming quarter. Applicants must be admitted to Cal Poly Pomona and have completed at least 36 quarter units in order to receive a license (contract). The contract period covers the academic year with an option for summer housing. Payments are made in installments according to the terms of the license agreement. Costs and regulations are subject to change.

To Receive More Information:

Inquire about village apartment living at the Village Office at 909-468-5000.

AVERAGE ANNUAL COST OF EDUCATION AND SOURCES OF FUNDS PER FULL-TIME EQUIVALENT STUDENT

The 22 campuses and the Chancellor's Office of The California State University are financed primarily through funding provided by the taxpayers of California. The total State appropriation to the CSU for 1995/96 (including capital outlay funding in the amount of \$160,722,000) is \$1,784,250,000.* However, the total cost of education for CSU is \$2,303,448,000,** which must provide support for a projected 250,000 full-time equivalent students (FTES).

The total cost of education in the CSU is defined as the expenditures for current operations, including payments made to the students in the form of financial aid, and all fully reimbursed programs contained in state appropriations, but excluding capital outlay appropriations. The average cost of education is determined by dividing the total cost by the total FTEs. The average cost is further differentiated into three categories: State Support (the State appropriation, excluding capital outlay), Student Fee Support, and Support from Other Sources (including Federal Funds).

Thus, excluding costs which relate to capital outlay (i.e., building amortization), the average cost of education per FTE student is \$9,141. Of this amount, the average student fee support per FTE is \$2,065. (The State University Fee, application fee, and nonresident tuition are included in the average costs paid by the students; individual students may pay less or more than \$2,065, depending on whether they are part-time, full-time, resident, or nonresident students.)

1995/96	Amount	Average Cost Per FTE Student	Percentage
Total Cost of Education	\$2,303,448,000	\$91,141	100.0
• State Appropriation*	1,623,478,000	6,442	70.5
• Student Fee Support	520,439,000	2,065	22.6
• Support from Other Sources	159,532,000	634	6.9

*Does not include \$31,087,000 to fund retirement rate increased during 1995/96; does include \$1,878,000 reappropriated for lease bond payments.

*Excluding California Maritime Academy, which becomes a CSU campus in July 1995.
 ** Does not include \$17,000,000 of special capital outlay bond funds for special repairs and deferred maintenance.
 a. For budgetary purposes, full-time equivalent (FTE) translates total head count into total academic student load equivalent to 15 units per term. Some students enroll for more than 15 units; some students enroll for fewer than 15 units.
 b. The total cost of education does not include the amount related to lottery and the capital investment of the CSU. The estimated replacement cost of all the system's permanent facilities on the 20 campuses is currently valued at \$6.5 billion, excluding the cost of land.
 c. This figure does not include the capital outlay appropriation of \$240,459,000.
 d. The average costs paid by a student include the State University Fee, Application Fee, and Nonresident Tuition. Individual students may pay less than \$1,978 depending on whether they are part-time, full-time, resident or nonresident students.

SERVICES

The Department of Public Safety

The Department of Public Safety is comprised of three divisions; the Police Department, Parking Services, and Emergency Management. The department is staffed by trained professional police officers, civilian parking officers, and auxiliary personnel and is operative 24 hours a day, year-round. Department of Public Safety police officers are vested with the same powers and responsibilities of other police officers within the state of California. Their authority is granted through legislative action defined in the California Education and Penal Codes. Their jurisdiction covers all property owned and operated by the university, including adjacent public streets and property. The officers meet the California Peace Officers' Standards and Training Commission requirements, which are mandated for all California law enforcement officers. All Department of Public Safety police officers are trained in the use of weapons and carry them on campus.

- 9-1-1: All campus telephones are connected to a 9-1-1 emergency system, which is located in the Department of Public Safety's 24-hour Communications Center. The Communications Center, which is staffed by trained dispatchers, provides telephone and two-way radio contact for emergency personnel and also serves as an after-hours contact for students, faculty and staff. Fire and building alarms are monitored in this center. For emergencies, call 9-1-1. For non emergency calls, please call extension 3070 from on campus phones.

- Emergency Preparedness: The University has a well-defined disaster plan with several hundred trained faculty and staff members. There are nineteen Mini Emergency Operation Centers (E.O.C.) spread across the campus. A list of the E.O.C.s appears in the campus information access directory.

- Escorts: After dark, Department of Public Safety escorts are available to walk or drive you to your car, your class, or your on-campus residence. Call ext. 3070 from any campus phone to request an escort.

Student Health Services

Students with illnesses, injuries or who need other medical services may be seen free of charge for basic services in the Student Health Center, located in Building 46. Outpatient medical care is provided by a staff of licensed medical doctors and registered nurse practitioners on both an appointment and, for urgent care, on a walk-in basis. Services also include routine x-ray, laboratory, pharmacy and health education services. There are very low charges for some lab tests. Prescription medications are charged at the cost of the medication plus a small packaging charge. Services are available Monday through Thursday from 8 a.m.-6 p.m., Friday and Quarter breaks 8 a.m.-5 p.m., except holidays.

The Student Health Center is accredited by the Accreditation Association for Ambulatory Health Care and the California Medical Association.

Outside medical care, whether referred by the Student Health Center or not, is at the student's expense. Students are strongly encouraged to have comprehensive medical insurance coverage. As a minimum, insurance available through the Associated Students, Inc. should be purchased.

The Student Health Advisory Committee (SHAC) is appointed annually and advises Student Health Services about services and fees. Six student representatives are appointed by Associated Students, Inc. There are also single representatives from the Academic Senate, Staff Council, and administration.

The Wellness Center provides a broad range of information and programs about health related issues. It is located in Union Plaza room 103.

All students pay a mandatory student health fee which is used to support medical services, public health efforts and health education and promotion. Complete information on the services available is available from Student Health Services.

Additional information is available on the World Wide Web at: <http://www.csupomona.edu/health/shshome.html>.

Counseling and Psychological Services

Counseling and Psychological Services (CAPS) offers free confidential counseling to Cal Poly students. University life often involves personal changes and new pressures. Changes can emphasize stress, depression, family problems, anxiety, relationship concerns or other feelings. The CAPS staff of professional counselors are aware of these issues and offer a variety of options for students. In addition to traditional one-on-one sessions, students may take advantage of relationship counseling, marriage and family therapy, biofeedback training, psychological testing and crisis intervention assistance. Further, several special workshops and support groups are offered throughout the year. Counseling focuses on growth and self-esteem, development of satisfying relationships, effective communication, successful decision-making and the establishment of personal values. Students are entitled to 10 sessions per academic year (September through June) and additional sessions during the summer break. The center is open all year from 8:00 a.m. to 5:00 p.m. daily. Appointments are encouraged, however walk-in hours are available. For information call CAPS at (909) 869-3220. CAPS is conveniently located in the Bookstore Building (66-110).

Office of Academic Testing

The Testing Center is responsible for all university and state academic mandated testing such as the English Placement Test, Graduation Writing Test, and Entry-Level Math Test. The Office of Academic Testing also provides registration information for entrance tests (SAT and ACT), and the CBEST.

Student Orientation Services (SOS)

Orientation programs for new first-year and transfer students are conducted prior to the start of each quarter, with an expanded series of programs during the summer for those students entering in the fall quarter. Family Orientations are also conducted during the summer. Depending on the date of admission, these orientation programs generally provide an opportunity for new students to priority register through Touch-tone Registration. All of these programs also offer students an introduction to the campus, to student services, and to the academic advising and programs related to their majors. Every effort is made to provide new students with information and advice in a welcoming atmosphere which will facilitate a smooth and effective beginning at Cal Poly Pomona. A live-in supplemental orientation, Bronco Prep, is attended by students who desire to further enhance their college experience and academic success. Bronco Prep is offered prior to the fall quarter. For information about SOS call (909) 869-3604. Student Orientation Services is located in Building 26A adjacent to University Plaza and across from the University Union and the Bronco Book Store.

Academic Advising

Academic advising is a primary responsibility of faculty and is integrally related to the educational process. It is the responsibility of each student to know and meet graduation and other requirements and to make every reasonable effort to obtain adequate academic advising. Frequent advisor contact will help to ensure the student has current academic information and is making adequate progress toward educational goals.

The general functions of university student advising include: providing students with information on policies, procedures and programs of the university; assisting students in choosing educational and career objectives commensurate with their interests and abilities; assisting students in exploring the possible short- and long-range consequences of their choices; and making students aware of the wide range of services and educational opportunities that may be pertinent to their educational objectives at this university.

The specific type of advising program adopted by the academic units varies by college and by department. Students are advised to check with their major department office to familiarize themselves with the advising program adopted by their department.

University Advising Center

The Center is a convenient one-stop location for information, referrals, and

advising services located in Building 66. The Center provides backup advising services for the colleges/schools/departments. Articulation agreements with community colleges are available at the Center as are curriculum sheets for all majors, and many essential forms and petitions.

The Center is also the central office for undeclared majors (major code 996). Undeclared undergraduates obtain their orientation to the University here and receive quarterly advising to prepare for telephone registration. They also work with their assigned counselor to explore majors and work through academic problems.

The Center specializes in working with students who are in academic difficulty and in transition (students who are planning to withdraw from classes, from the University, or who are planning to change their majors). Withdrawal Forms and Change of Major Petitions originate at this office so that students who wish to talk with someone about their plans can meet with an academic counselor.

The University Advising Center's regular hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Additional advising is provided through the Evening Services Program on Tuesdays and Wednesdays between the hours of 5:00 to 8:00 p.m. in Building 98 Room T2-17. For information call (909) 869-3211.

The CENTER

The CENTER, in the Division of Student Affairs and sponsored in part by ASI, has three main program areas: ReEntry Services, Women's Resources and Evening Programs. The office is located in Building 95 across from the Commuter Cafeteria as part of the Multicultural Center's complex. The CENTER's regular hours are Monday, Thursday, Friday 8:00 a.m. to 5:00 p.m. and Tuesday, Wednesday 8:00 a.m. to 8:00 p.m. during each academic quarter. Academic internships are available to CENTER volunteers. The CENTER offers a relaxing and comfortable atmosphere where students can stop by for a few minutes, talk, study, or simply relax. Community guests interested in returning to school are also welcomed! Call or stop by for a full calendar of activities and assistance at (909) 869-3206.

ReEntry Services includes a range of workshops, programs, and services focused on the needs of those students who are 25 years or older or are just beginning or continuing college work after being away for several years. Liaisons/referrals are available from every student service and support area as well as OASIS (Older Academics, Support, Insight and Services) peer advocates and volunteers to meet with interested and incoming students.

The Women's Resource component celebrates 20 years of providing workshops, advocacy, support groups, educational resources, materials, and a library to our visitors on a variety of topics and issues related to the changing roles of men and women in our diverse society.

Evening Services and Programs (E.S.P)

Evening administrative services are offered on Tuesday and Wednesday evenings from 5:00 p.m. until 8:00 p.m. during each academic quarter, through the week of final exams. Administrative services offered in the Records area of the CLA Building (98) include Admissions, Records, Cashier, Financial Aid, and Advising. Referrals are also initiated to other offices and services for next-day action. A telephone number which is answered during Evening Services is (909) 869-2044.

The CENTER's Evening Programs complement the administrative services each Tuesday and Wednesday by coordinating and hosting a variety of workshops, groups and programs targeting the needs of our evening student population, throughout the quarter. Call The CENTER for each quarter's schedule at (909) 869-3206.

Preprofessional Advisor, Health Careers

Dr. David F. Steele, Health Professions Advisor, provides academic advising to students who are interested in veterinary medicine, medicine, dentistry, podiatry, and other health related areas. This service is available to all students, regardless of major.

The office is located in 8-7; call (909) 869-4092 for information.

Center for Science and Mathematics Education

The Center's purpose is to contribute to the improvement of science and mathematics education in elementary and secondary schools. To this end it coordinates workshops and courses for K-12 teachers and also provides teachers with equipment and other materials for use in their classrooms.

Dr. Judith Jacobs, Director, is located in 3-220; call (909) 869-3473 for information.

Veterans Affairs

The university is approved for the training of veterans of the military services and their dependents who qualify under educational assistance programs established by the state and federal governments.

Authorization for training under all federal laws must be obtained from the Veterans Administration through its regional office at 11000 Wilshire Boulevard, Los Angeles, CA 90024. Veterans with no prior training under the G.I. bills are urged to request their letters of eligibility at least two months before enrolling. Those who are transferring from another school should submit their transfer requests at least one month before entering. For assistance, please contact the Records Office.

Disabled Student Services

Disabled Student Services provides support services to students who have physical or functional disabilities. Disabled Student Services provides assistance to students with disabilities such as: visual, hearing, mobility, motor, and speech impairments. This Office also serves students who have learning disabilities or have emotional disabilities.

Disabled Student Services offers a comprehensive and well-coordinated system of educational support services. Some of the educational support services offered to students with disabilities are: reader services, notetaker services, test proctoring services, interpreter and real-time captioner services for the hearing impaired, priority registration, use of specialized equipment, and peer tutoring.

These services and others are available to students with disabilities and to faculty and staff who assist them and request services from Disabled Student Services. The University campus and classrooms are program accessible.

For further information regarding services for students with disabilities, contact Disabled Student Services in the Library (Building #15), Room 126, (909) 869-3333, Voice/TDD, or call the DSS INFO-Line (909) 869-6969.

The Career Center

The Career Center assists students with career planning, major choice, student employment and with job search activities upon graduation. A wide variety of written support materials are available for students and alumni. The Center offers workshops each quarter, and Career Counselors are available to help students and alumni on an individual basis. The Center is located in Building 97, Room 100. For more information about services and hours of operation, call (909) 869-2344.

Career Planning and Development

The Career Center has an extensive library of resources to assist students with research into different career areas. Additionally, the Center offers interest testing and a user-friendly computer-based aid to career decision making called SIGI+ (System of Interactive Guidance and Information—Plus). SIGI+ provides an interactive approach to assessing work-related interest and values, locates occupations that match those interests/values, provides information about the occupations identified, and helps users chart a course of action. Students who are unsure of their major or career plans are encouraged to take the Career and Personal Exploration class. For a description of this course (CPU100), please see the catalog section "University Programs."

Student Employment

The Student Employment Office of the Career Center assists students in finding part-time, temporary, summer, vacation, cooperative education, and internship experiences. Work opportunities are located both on and off the campus. Cooperative education and internship planning and placement are implemented in conjunction with faculty coordinators in the various university majors.

Career Employment

The Career Center assists students and alumni in obtaining career positions. A comprehensive program of workshops relating to career choice and the job hunting process is offered each quarter. An extensive on-campus recruiting program is conducted, as industrial, business, and public-sector representatives visit the campus to interview graduating students. The career search library has a broad collection of directories, job listings, corporate information, and other materials for the job hunter. The Alumni Career Advisor Network enables individuals to contact Cal Poly graduates from different majors for the purpose of networking, and acquiring information and advice about career fields and job search strategies. Twice a year, in the Fall and Spring, the Career Center hosts "Career Day on the Quad" where employers visit campus to share information and recruit students for employment. After graduation, most services are provided without charge to alumni for a specified grace period. At the end of the grace period, a nominal annual fee is charged.

Career Placement Information

The Career Center may furnish, upon request, information about the employment of students who graduate from programs or courses of study preparing students for a particular career field. This information includes data concerning the average starting salary and the percentage of previously enrolled students who obtained employment. The information may include data collected from either graduates of the campus or graduates of all campuses in the California State University. All information is reported anonymously. In addition, the Career Center subscribes to a nationwide salary survey in order to assist students with salary research and negotiation.

FINANCIAL AID

Cal Poly Pomona offers a variety of financial aid programs to assist students with college costs. Grants, work opportunities, loans and scholarships totaling more than \$28 million are funded each year through federal, state, private and University sources. The following information describes three different types of resources: 1) aid programs for students with financial need; 2) academic or merit scholarships awarded without consideration of need; and 3) alternative financing options available to students and parents. Students may receive aid through one or more of these options.

Although every effort is made to present the most accurate and up-to-date information, this information is subject to change due to alterations in federal, state, University or lender policy or procedures. For additional information, please contact the Office of Financial Aid. Staff members are available to assist both students and parents.

Need-Based Programs

Qualifications: To receive aid through the need-based grant, loan and/or employment programs, students must 1) have financial need; 2) have a high school diploma or a GED; 3) be enrolled as a regular student working toward a degree or certificate in an eligible program; 4) be a U.S. citizen or eligible noncitizen; 5) have a Social Security Number; 6) make satisfactory academic progress; 7) sign a statement of education purpose/certification on refunds and default/statement of updated information; and 8) register with the Selective Service, if required.

Financial need is determined by comparing the student's total educational costs with the amount the student's family can reasonably be expected to contribute.

Costs vary depending on the student's residency status, number of credits, room and board arrangements, and personal and transportation expenses.

The student's family contribution is based on the information provided on the Free Application for Federal Student Aid (FAFSA) concerning the student's income and assets, parents' income and assets (if applicable), family size, number of family members attending college, etc. This information is used in a formula, established by the U.S. Congress as follows:

$$\begin{aligned} & \text{Total cost of education} \\ & - \text{Expected family contribution} \\ & = \text{Amount of financial need} \end{aligned}$$

APPLICATION PROCESS. Students applying for need-based financial aid must complete the following steps:

Step 1 (The Application)

Students must complete the Free Application for Federal Student Aid (FAFSA) and include Cal Poly Pomona's school code number, 001144. California residents who wish to apply for a Cal Grant must also complete a GPA Verification Form. The FAFSA and GPA Verification Form are available December 1 at all high schools and colleges in California.

New students should not wait to be admitted to the University to apply for financial aid. The earlier the application, the better the chance that funds will be available. Students must reapply for aid each year.

Step 2 (Request for Documents)

Approximately four weeks after the FAFSA is mailed, the central processing agency will send a Student Aid Report (SAR) to the student and the application information to the Financial Aid Office. Upon review of the information included on the FAFSA, the Office of Financial Aid will notify applicants if any additional information is needed (i.e., copies of federal tax returns, etc.).

Step 3 (Application Review and Awarding)

As application files are completed and reviewed by the Financial Aid staff, students are notified by mail of their eligibility for financial aid. Students who qualify will receive a Financial Aid Award Letter outlining the types and amounts of awarded financial aid. Information is also provided at that time giving details about maintaining eligibility and the disbursement of aid. Typically, aid is disbursed at the beginning of each quarter.

New applicants for Cal Grants will be notified by the California Student Aid Commission of their eligibility for Cal Grants; renewal recipients will be notified by the Cal Poly Pomona Financial Aid Office.

Available Aid Programs. Eligible students are offered a "package" which may consist of a combination of grants, work opportunities, and loans. Awards are based on each student's eligibility and the availability of funds at the time the aid application is received.

The following programs are available to students who qualify for need-based assistance:

Grants (Aid that does not have to be repaid.)

Federal Pell Grant is a grant for students who have not earned a bachelor's or professional degree. Award amounts range from \$400 to \$2,340 per year.

Federal Supplemental Educational Opportunity Grant (SEOG) is a federal grant for students with exceptional financial need. Recipients must be eligible for the Pell Grant. Award amounts range from \$200 to \$600 per year.

Cal Grants A and B are state grants awarded to California residents on the basis of financial need and grade point average. Initial awards are determined by the California Student Aid Commission. Renewal awards are determined by Cal Poly Pomona based on state criteria.

Recipients of Cal Grant A awards may not have completed more than nine quarters of full-time study prior to applying. The award is for fees.

Recipients of Cal Grant B awards may not have completed more than one quarter of full-time study or 16 quarter units prior to applying. Freshman

recipients receive a subsistence award; beginning with the sophomore year, recipients receive funds for both fees and subsistence.

Educational Opportunity Grant (EOP) is a state grant for undergraduate students who meet specified need criteria and are admitted to the University through EOP. Award amounts range from \$150 to \$900.

State University Grant (SUG) is a state grant for fees for California resident undergraduate and graduate students with financial need. Cal Grant recipients are not eligible for SUG.

State Graduate Fellowship is a state grant for partial fees for graduate students with financial need. Recipients must be California residents. Initial awards are determined by the California Student Aid Commission.

Alan Pattee Scholarships

Children of deceased public law enforcement or fire suppression employees who are California residents and who were killed in the course of law enforcement or fire suppression duties are not charged fees or tuition of any kind at any California State University campus, according to the Alan Pattee Scholarship Act, Education Code Section 68121. Students qualifying for these benefits are known as Alan Pattee scholars. For further information contact the Registrar's Office, which determines eligibility.

Loans (Aid that has to be repaid)

Federal Perkins Loan is a federal loan for undergraduate and graduate students. The interest rate is 5% and repayment begins six months after the student ceases to be enrolled at least half-time. Award amounts may range from \$150 to \$2,400 per year.

Federal Stafford Loan is a federal loan for undergraduate and graduate students. The award ranges from \$150 to the maximum shown below.

Freshman	\$2,625
Sophomore	\$3,500
Other Undergraduate	\$5,500
Graduate	\$8,500

Independent undergraduate students and graduate/professional degree students may qualify for additional unsubsidized loan eligibility as follows:

Freshman/Sophomore	\$4,000
Other Undergraduate	\$5,000
Graduate	\$10,000

The interest rate is variable with a cap of 8.25%. Repayment of principal begins six months after the student ceases to be enrolled at least half-time. For students who have financial need, the loan is subsidized, and the government pays the interest while the student in school. For students who do not have financial need, the loan is unsubsidized and students make interest only payments while in school or, defer payment of the interest until repayment of the principal begins.

Employment (Aid that has to be earned)

Federal Work Study is a federally subsidized program through which you earn funds for your educational expenses. Work opportunities are both on and off campus and include positions in research, tutoring, community service, administration and office operations, computing and library services. Awards range from \$1500 to \$2400.

Academic and Merit Scholarships

Scholarships are offered by various organizations, businesses and community groups. These awards are often based on merit, talent, community service or organizational affiliation. Financial need is a criterion for some, but not, all of these awards.

Scholarships are administered through the individual colleges, the Office of Financial Aid, and various private agencies and organizations.

To be considered for the awards administered through each of these sources, students must:

- 1) complete the Cal Poly Pomona Scholarship Application and submit it to the Office of Financial Aid by March 2. Applications are available in the Office of Financial Aid.
- 2) contact the college and/or department of their major field of study for information concerning awards in their specific major.
- 3) carefully review the private scholarship information available through the high schools and the Cal Poly Pomona Office of Financial Aid. Reference material is located in the Financial Aid Lobby located on the third floor of the CLA Tower.

The President's Council Scholars Program, established in 1983, recognizes the academic and extracurricular excellence of selected Cal Poly Pomona students. Funded by private contributions from members of the President's Council, this award provides \$1,500 in scholarship funding each year to eight students. President's Council Scholars are invited to participate in several special activities throughout the year. One student is selected from each of the University's six academic colleges, from the School of Hotel and Restaurant Management, and from the School of Education and Integrative Studies.

To be eligible, students must have an overall grade point average of at least 3.5, be either a junior or senior at the beginning of the academic year of the award, and must attend Cal Poly Pomona throughout the year of the award. Financial need is not a criterion for this award.

Applications are available through the Office of Financial Aid in February for the following academic year.

The Kellogg Scholars Program, established in 1995, is named in recognition of the rich tradition of education and service characterized by W.K. Kellogg, one of the founding fathers of Cal Poly Pomona. The Kellogg Scholars Program recognizes and rewards the academic excellence and outstanding achievement of high school seniors graduating from one of the high schools selected for participation.

Kellogg Scholars receive a four-year, renewable scholarship valued at \$1,500 for the freshman year, and \$1,000 for each of the following three years. Recipients receive free preferential parking for the freshman year and a reduction in room charges for each year they choose to live on campus.

Applicants must complete the application for admission to Cal Poly Pomona by November 30, have earned a high school grade point average of 3.75 or better, and plan to enroll as a first-time freshman at Cal Poly Pomona on a full-time basis beginning the fall of the academic year of the award. Final selection is based on a review of grade point average, strength of academic program, rank in class, leadership, community and work experience. Financial need is not a criterion for this award.

A separate scholarship application is not required for initial consideration as a candidate. Cal Poly Pomona scholarship staff members review the information provided on the admission applications to identify all qualified candidates. These candidates are notified in January and asked to submit an application, counselor evaluation, and transcript at that time. Final award decision will be made by April 1.

Information about the program may be obtained by contacting the Office of Financial Aid.

Alternative Financing Programs

Funding is available which allows students and their families to finance their portion of educational costs over an extended period of time. Through long-term financing programs, families may finance up to their share of the total cost of education, including travel and personal expenses.

Unsubsidized Federal Stafford Loan (as described above) are available to students without consideration of financial need. Students must first complete the FAFSA but do not need to demonstrate financial need.

Federal Parent Loan for Undergraduate Students (PLUS) is a federal loan for

parents of undergraduate students. Eligibility is not based on family income or financial need. Parents may not have an adverse credit history. The interest rate is variable up to a 9% cap.

Parents may borrow from \$500 to the total cost of education minus any financial aid received. Repayment extends up to ten years and payment begins sixty days after the loan is received.

Short Term Loans are available through University Accounting Services to undergraduate and graduate students for books, supplies, fees or unexpected expenses. Amounts range from \$50 to \$250, or the amount of fees. Financial need is not a criteria. Applicants must have a 2.0 GPA (3.0 for graduates), not have any outstanding financial obligations to the University and have a source of repayment.

Financial Aid Services

The Office of Financial Aid is located on the third floor of the CLA Tower. The mailing address is Office of Financial Aid, Cal Poly Pomona, 3801 West Temple Avenue, Pomona, CA 91768. The phone number is (909) 869-3700; fax number is (909) 869-4757; E-mail address is FINAID@CSUPomona.Edu.

Students may also access the Cal Poly Pomona Voice Response System at (909) 595-5993 for general information as well as specific information concerning their individual application and financial aid award status.

Staff members are available Monday through Friday at the Financial Aid Service Counter. Walk-in Advising and Telephone Advising are also offered at specified times throughout the week. Specific hours are available by contacting the Office of Financial Aid.

Institutional and Financial Assistance Information

The following information concerning student financial assistance may be obtained from the Office of Financial Aid:

1. Student financial assistance programs, including state grants, available to students who enroll at Cal Poly Pomona.
2. Application deadlines, procedures and requirements for additional documentation.
3. The method by which assistance is distributed; how distribution decisions are made and the basis for these decisions; how expenses are considered and how financial need is determined.
4. The direct and indirect costs of attending Cal Poly Pomona, including tuition and fees, estimated books and supplies, estimated on and off campus room and board costs, estimated personal and transportation expenses, and any costs specific to a program.
5. What resources (such as parental contribution, other financial aid, personal assets) were considered in the calculation of need and how much of a student's financial need has been met.
6. The portion of aid awarded as grants and the portion that must be repaid or earned. If loans, the terms of the loan and repayment information. If employment, the applicable terms and conditions.
7. The refund policy as it pertains to students receipt of federal, state and University financial aid funding.
8. The rights and responsibilities of students receiving financial assistance; and
9. The standards students must maintain to be considered to be making satisfactory academic progress for the purpose of establishing and maintaining eligibility for financial assistance.

STUDENT OUTREACH AND RECRUITMENT

Student Outreach and Recruitment activities are provided through three sub-programs: Developmental Outreach and Special Programs, Recruitment Services, and Transfer Student Services.

Developmental Outreach and Special Programs focuses on college preparation for students and parents at the junior high and elementary school levels, as well as student mentoring and college counseling for students in grades

9-12 at selected high schools. Financial aid outreach is an important element of Development Outreach. Call (909) 869-4998.

The Recruitment Services unit provides representatives to the wide variety of college fairs, transfer days, and informational presentations which assist prospective students to learn more about the CSU system and Cal Poly Pomona. Responses to inquiries about enrollment at Cal Poly Pomona which are received through the mail and telephone are also handled by Recruitment Services. Professional and student staff from both Recruitment and Transfer Student Services also provide one-to-one admission counseling on both appointment and walk-in basis. Call (909) 869-4998 or 869-4213. The e-mail address is cppapp@csupomona.edu.

Transfer Student Services provides advocacy for transfer students, and assistance throughout the transfer pipeline. Services include academic advising, peer mentoring, assistance in the admission process, and follow-up until the student begins coursework. Call (909) 869-4213. The e-mail address is DMFLECK@csupomona.edu.

Consistent with the University's commitment to educational equity, special programs and services are available to serve the needs of underrepresented students. These programs include the Summer Intensive Orientation Program, (SIOP), the Cal Poly Pomona Youth Gospel Choir, and Lottery programs at high schools and community colleges.

Campus tours are offered through the Visitor Services offices: (909) 869-3529.

STUDENT LIFE AND ACTIVITIES

The quality of student life at Cal Poly is reflected in the breadth of out-of-class programs and informal activities developed by students. Co-curricular activities are an integral part of the educational program, and each student is urged to participate in the life of the academic community.

Office of Student Life

The Office of Student Life, a department within the Student Affairs division, is concerned with the total development of students. Its primary purpose is to enhance the quality of campus life through co-curricular activities. The staff of the Office of Student Life believe that people learn by doing. Through involvement in co-curricular activities, students have the opportunity to practice what they learn in the formal academic setting as well as develop effective communication and leadership skills. Venturing out beyond the classroom allows students to grow both personally and professionally, thus making their total educational experience complete.

The Office of Student Life offers the opportunity for such experiences to be gained through involvement in various co-curricular programs including institutional governance, clubs or organizations or special committees, recreational or cultural endeavors and the planning and production of programs of entertainment and enlightenment. You can find the Office of Student Life in the Union Plaza, Building 26, (909) 869-2841.

Student Government—ASI

Each student, by virtue of paying a mandatory membership fee which varies per quarter, is a member of the Associated Student, Incorporated. ASI is an officially recognized auxiliary of the University and is involved with representing student interests on campus as well as providing a variety of services. ASI Senate, the legislative body of student government, includes representation from each of the colleges on campus, the School of Hotel and Restaurant Management, as well as a graduate representative and three at-large senators. The Cabinet works closely with the President and Vice-President in establishing direction through the Executive branch of student government. Various boards supervise publications, athletics, finances, activity programs, and the University Union.

ASI Programming provides entertainment and special interest programs to the student body and the general public. Through concerts, speakers, and fine arts programming, the students in ASI Programming seek to provide a well-rounded and complete schedule of activities. The Associated Students, Incorporated also sponsors a Children's Center, providing day care for children

of Cal Poly students, faculty, and staff, a Learning Resource Center, Women's programs, Intramural Sports Program, and an insurance program which offers health and dental benefits.

Offices of ASI are located in the Union Plaza, Bldg. 26, while the ASI/UU Business Office is in the University Union, Bldg. 35. Advisement of ASI is provided by the Office of Student Life, also located in Bldg. 26, Telephone Number (909) 869-2841.

Children's Center

The Associated Students Children's Center assists students who are parents maintain their enrollment at Cal Poly by providing quality child care for their preschool children (2½ to 5 years and toilet trained) at a nominal cost. The Center also accommodates children of faculty and staff on a space available basis.

The Center's philosophy is learning through play. The curriculum is developmentally (age) appropriate. Socialization is stressed.

The Center is open during the academic year (Monday through Friday, 7:30 a.m. to 6 p.m.). Applications and additional information regarding fees and space availability may be obtained by calling the Children's Center at (909) 869-2284.

Cultural Centers

The Cultural Centers are committed to the recognition, promotion and support of the rich diversity in the campus community. They implement a variety of programs which enhance cross cultural communication and experiences and a network of support services which address the needs of traditionally under-represented students. Each Center is dedicated to promoting the education, celebration and appreciation of a multi-ethnic, multicultural campus community.

The African American Student Center (AASC) provides outreach and retention programs; workshops; social and cultural events to enhance the educational experience of African American students. AASC is located in building 95, (909) 869-5007.

The Asian and Pacific Islander Student Center (APISC) coordinates projects, resources and services designed to meet the needs of Cal Poly Pomona's Asian and Pacific Islander students. APISC is located in building 95, (909) 869-5025.

The Cesar E. Chavez Center for Higher Education strives to increase the outreach, recruitment, retention, graduation, and cultural pride of Chicano, Latino and Hispanic students at Cal Poly Pomona. Cesar E. Chavez Center for Higher Education is located in building 95, (909) 869-5035.

Student Clubs and Organizations

Cal Poly's co-curricular program is strengthened by some 250 charters clubs and organizations. Included are special interest clubs, honorary organizations, fraternities and sororities, multi-ethnic, religious, and international organizations, as well as departmental and sports clubs. New organizations are formed as student interests change and evolve. A current listing of clubs and organizations, including brief descriptions and current officers, is available from the Office of Student Life in the Union Plaza, Bldg. 26. Students interested in joining a club are encouraged to complete a "Co-Curricular Interest Survey" available at their orientation program or at the Office of Student Life.

Multicultural Programs

A variety of multicultural programs provide the Cal Poly community with an opportunity to celebrate the diversity that exists on campus and in society. Celebrate this diversity by participating in multicultural programs.

Multicultural Council (MCC) – MCC is the umbrella organization for the 30 cultural clubs on campus. We invite you to join one of the multicultural organizations. These programs include the annual Cross Cultural Retreat and the Unity Parade. The diversity of the programs sponsored by MCC provides Cal Poly with information and experience about other cultures—cul-

tures with which we may have little familiarity.

Cross Cultural Retreat - This weekend get-away is held each year and is sponsored by the Multicultural Council and the Office of Student Life. The goals of the retreat are to: expand awareness of multiculturalism among Cal Poly students, faculty, staff, and administrators; provide a safe and non-threatening atmosphere for sharing and exploring one another's cultural experiences; promote self-knowledge and self-worth of others; and identify strategies that would help promote multiculturalism. You may get involved by registering as a participant or serving on the planning committee.

Diversity Programs - Each year, the campus has the opportunity to highlight various cultures through Culture Weeks, coordinated by the ASI Cultural Affairs Commissioner. All students are invited to help plan one of the Culture Weeks: Jewish Culture Week, Arab Culture Week, Cinco de Mayo, Black History Month, and Asian-Pacific Heritage Week.

REACH - Reaffirming Ethnic Awareness and Community Harmony is sponsored by the Office of Student Life and Counseling and Psychological Services. Its goal is to promote a better understanding of diversity issues. Students in the REACH program are taught cultural history, facilitation skills, and group process skills. REACH consultants facilitate cultural awareness workshops. They receive 2.0 units of credit each quarter for their participation in the class.

Leadership Development Programs

Resource Materials - The Office of Student Life is the place to find resource files and videos dealing with all areas of organizational effectiveness and leadership. Along with workshops and discussion groups that are available to your group, a leadership library with books for checkout is available.

Leadership Skills Course - Develop your potential as a campus, community, and/or professional leader. This 2-unit course, CPU 109, deals with decision making, strategic planning, ethics, diversity, team building, delegation, meeting management, leadership styles, communication and time/stress management. Class members apply what they are learning in class through campus and community involvement.

Leadership Series - Each quarter the Office of Student Life sponsors free workshops addressing various aspects of leadership. The workshops present relevant information to enhance one's leadership effectiveness, to network with peers and discuss pertinent issues, and to meet different faculty presenters outside of the usual classroom setting.

Student Convocation (TLC) - The Office of Student Life serves as the primary coordinators for the University Fall Student Convocation. The Leadership Community (TLC) is a one day Fall Convocation event designed to educate, support, network, empower and prepare student leaders.

Rose Float

Unlike any other project at this campus, (or for that matter any other college or university), the Rose Float responsibility is jointly shared by the two Cal Polys of Pomona and San Luis Obispo. Working together, the two campus committees select the design, pay for their share of the expenses, build their assigned parts of the float, grow selected flowers and spend the last three weeks of December finishing the float at the Pomona and Pasadena sites. Each year twenty to twenty-five students are chosen to fill the Executive Committee positions at each Cal Poly campus. Each person works in a specific field such as electronics, decorations, flower procurement, flower growing, donations, public relations, transportation, finance, construction, and administration. The purpose of the committee is to design, finance, build and decorate the Cal Poly Pomona and San Luis Obispo entry in the Tournament of Roses Parade. The Rose Float office is in building 26, room 131, (909) 869-3620.

Greek Life

The Greek community includes 12 national fraternities and four national sororities with five associate organizations. The men and women of these organizations have the opportunities for leadership, scholarship, campus and community participation, social and athletic programs. Greek life provides an

active social environment and the governance structure gives members the opportunity to develop leadership skills which aids in preparation for a successful future. For more information on getting involved in a Greek-letter organization, contact the Coordinator of Greek Affairs in the Office of Student Life or the Greek Affairs Office in the Union Plaza, Bldg. 26, Room 130.

Human Corps Volunteer Center

Working in cooperation with the Office of Student Life, the Human Corps Volunteer Center acts as the primary referral source for volunteer opportunities both on and off campus. Through HCVC, individuals and groups may obtain information about placement in various volunteer experiences. We are anxious to match student interest with community needs. Through volunteerism, students are able to obtain valuable hands-on experience, which is a plus when job searching, and at the same time contribute to their community in a positive manner. There are a multitude of diverse volunteer opportunities with which you may become involved.

Music, Theatre, Dance

Opportunities are provided for students to participate in theatrical or dance productions, and in music organizations which include band, orchestra vocal choirs, and smaller vocal and instrumental ensembles. Drama productions include quarterly one-act and three-act plays; musical events include Christmas and Easter programs and a road show tour of California communities. The annual Student-Faculty dance production is presented each spring quarter.

Intercollegiate Athletics

The California State University is committed to providing equal opportunities to men and women students in all campus programs, including intercollegiate athletics.

Intercollegiate Athletics is an integral part of the university life and encourages student-athletes to excel academically as well as athletically. Intercollegiate competition is conducted under the policies and procedures of the National Collegiate Athletic Association (NCAA) and the California Collegiate Athletic Association (CCAA), which includes admission levels for participation, with either a minimum S.A.T. score of 820 or an A.C.T. score of 17. A 2.0 gpa in a core curriculum is also required. The intercollegiate program is guided by an athletic board which is composed of Cal Poly faculty and students. A program of intercollegiate competition for men and women is offered in a variety of sports which include (w) volleyball, tennis, basketball, (m) baseball, soccer, cross-country, track and field. Information about intramurals can be found in the ASI office, located in Union Plaza.

Club Sports and Intramurals

A club sports program permits students to compete against similar teams from other colleges and universities in a variety of sports, but at a somewhat more informal level than is found in the varsity sports program. Information about the club sports program may be obtained from the Office of Student Life in Union Plaza. An extensive intramural program is an integral part of the university and includes team sports, individual sports and recreational activities. Information regarding intramural sports may be obtained in the ASI Office, Building 26.

Eligibility for Participation in Student Government and Organizations

University policy requires that students who undertake the responsibilities of major offices in student government or student organizations be in good standing, and making reasonable progress toward an educational goal. The following specific eligibility requirements for officers of the associated students, either elected or appointed, and for officers of organizations, either elected or appointed, implement that policy:

- (1) Candidates and incumbents may not be on disciplinary probation.
- (2) Undergraduate candidates and incumbents must have an all-college and Cal Poly grade point average of at least 2.00 each quarter. Graduate candidates and incumbents must have a graduate grade point average of at least 3.0.

- (3) In order to perform the duties of a student body officer, the student must be enrolled in this university during each quarter in which he/she performs the duties of that office. Students may elect any one quarter during the academic year when they do not have to be enrolled and maintain eligibility.
- (4) Incumbents of all elected and appointed positions must successfully complete 27 units of academic credit per year. The minimum number of units to be successfully completed in any quarter is 9 units.
- (5) These requirements are independent of any additional student government or student organization requirements.

Questions regarding eligibility for elective or appointive office should be addressed to the Director, Office of Student Life in Union Plaza.

Eligibility for Intercollegiate Athletics

Eligibility for competition in intercollegiate athletics is regulated in general by the rules of the National Collegiate Athletic Association (NACC), the California Collegiate Athletic Association (CCAA), and the University Policies and Procedures Statement for the Conduct of Intercollegiate Athletics. A student-athlete must maintain a GPA of 2.0 and complete 36 units of work towards a specified major prior to the beginning of the next competitive season. In particular, prior written authorization from the faculty athletic representative is required for all student athletes who wish to take courses for academic credit at any time at institutions other than this University if the credit is required to become or remain eligible for athletic competition. In absence of the faculty athletic representative, the Registrar may provide the necessary authorization.

Student Conduct and Discipline

It is expected that all students are enrolled for serious educational pursuits and that their conduct will preserve an atmosphere of learning. All students are expected to assume the responsibilities of citizenship in the campus community. Association in such community is purely voluntary, and students may withdraw from it at any time that they consider the obligations of membership disproportionate to the benefits. While enrolled, students are subject to university authority, which includes the prerogative of dismissing students whose conduct is inimical to the aims of an institution of higher education.

Rules of student conduct are included in the California Code of Regulations, Title 5, beginning at Section 41301.

A student who violates university policies or regulations is subject to disciplinary action which can result in a warning, reprimand, probation, suspension, or expulsion. Procedures under which the university may take disciplinary action against a student are specified by the Chancellor of The California State University. These procedures are on file in the Office of Judicial Affairs, Bldg. 98, T6-19, (909) 869-3358.

Inappropriate conduct by students or by applicants for admission is subject to discipline as provided in Sections 41301 through 41304 of Title 5, California Code of Regulations. These sections are as follows:

41301. Expulsion, Suspension and Probation of Students. Following procedures consonant with due process established pursuant to Section 41304, any student of a campus may be expelled, suspended, placed on probation or given a lesser sanction for one or more of the following causes which must be campus related:

- (a) Cheating or plagiarism in connection with an academic program at a campus.
- (b) Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information to a campus.
- (c) Misrepresentation of oneself or of an organization to be an agent of a campus.
- (d) Obstruction or disruption, on or off campus property, of the campus educational process, administrative process, or other campus function.
- (e) Physical abuse on or off campus property of the person or property of any

member of the campus community or of members of his or her family or the threat of such physical abuse.

- (f) Theft, of, or nonaccidental damage to, campus property, or property in the possession of, or owned by, a member of the campus community.
- (g) Unauthorized entry into, unauthorized use of, or misuse of campus property.
- (h) On campus property, the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis.
- (i) Knowing possession or use of explosives, dangerous chemicals or deadly weapons on campus property or at a campus function without prior authorization of the campus president.
- (j) Engaging in lewd, indecent, or obscene behavior on campus property or at a campus function.
- (k) Abusive behavior directed toward, or hazing of, a member of the campus community.
- (l) Violation of any order of a campus president, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this Section.
- (m) Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation pursuant to this Section.
- (n) For purposes of this Article, the following terms are defined:
 - (1) The term "member of the campus community" is defined as meaning The California State University Trustees, academic, nonacademic and administrative personnel, students, and other persons while such other persons are on campus property or at a campus function.
 - (2) The term "campus property" includes:
 - (A) real or personal property in the possession of, or under the control of, the Board of Trustees of The California State University, and
 - (B) all campus feeding, retail, or residence facilities whether operated by a campus or by a campus auxiliary organization.
 - (3) The term "deadly weapons" includes any instrument or weapon of the kind commonly known as a blackjack, sling shot, billy, sandclub, sandbag, metal knuckles, any dirk, dagger, switchblade knife, pistol, revolver, or any other firearm, any knife having a blade longer than five inches, any razor with an unguarded blade, and any metal pipe or bar used or intended to be used as a club.
 - (4) The term "behavior" includes conduct and expression.
 - (5) The term "hazing" means any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger, or physical or emotional harm, to any member of the campus community; but the term "hazing" does not include customary athletic events or other similar contests or competitions.
- (o) This Section is not adopted pursuant to Education Code Section 89031.
- (p) Notwithstanding any amendment or repeal pursuant to the resolution by which any provision of this Article is amended, all acts and omissions occurring prior to that effective date shall be subject to the provisions of this Article as in effect immediately prior to such effective date.

41302. Disposition of Fees: Campus Emergency; Interim Suspension. The President of the campus may place on probation, suspend, or expel a student for one or more of the causes enumerated in Section 41301. No fees or tuition paid by or for such student for the semester, quarter, or summer session in which he or she is suspended or expelled shall be refunded. If the student is readmitted before the close of the semester, quarter, or summer session in which he or she is suspended, no additional tuition or fees shall be required of the student on account of the suspension.

During periods of campus emergency, as determined by the President of the individual campus, the President may, after consultation with the Chancellor, place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities.

The President may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to insure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within 10 days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the President or designated representative, enter any campus of The California State University other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

41303. Conduct by Applicants for Admission. Notwithstanding any provision in this Chapter 1 to the contrary, admission or readmission may be qualified or denied to any person who, while not enrolled as a student, commits acts which, were he enrolled as a student, would be the basis for disciplinary proceedings pursuant to Sections 41301 or 41302. Admission or readmission may be qualified or denied to any person who, while a student, commits acts which are subject to disciplinary action pursuant to Section 41301 or Section 41302. Qualified admission or denial of admission in such cases shall be determined under procedures adopted pursuant to Section 41304.

41304. Student Disciplinary Procedures for The California State University. The Chancellor shall prescribe, and may from time to time revise, a code of student disciplinary procedures for The California State University. Subject to other applicable law, this code shall provide for determinations of fact and sanctions to be applied for conduct which is a ground of discipline under Sections 41301 or 41302, and for qualified admission or denial of admission under Section 41303; the authority of the campus President in such matters; conduct related determinations on financial aid eligibility and termination; alternative kinds of proceedings, including proceedings conducted by a Hearing Officer; time limitations; notice; conduct of hearings, including provisions governing evidence, a record, and review; and such other related matters as may be appropriate. The Chancellor shall report to the Board actions taken under this section.

Freedom of Information for Students

Students shall have the right to reasonable access to university, college, and departmental policies, procedures, standards, and regulations which affect the right of students to enroll, remain enrolled, or withdraw from any course or program of study.

The University Catalog and the Schedule of Classes shall be the principal means by which such academic information shall be transmitted to students.

The university, colleges, departments, and interdisciplinary groups shall not initiate and implement policies, procedures, standards, and regulations which affect the rights of students to enroll, remain enrolled, or withdraw from courses or programs of study except through established university procedures.

Students shall have the right to information from each professor as to the general requirements and goals of a course in which they are enrolled, and to know the general criteria upon which they will be evaluated in that course. At the beginning of the quarter, each student shall be provided with a class syllabus.

Just as it is the students' right to know policies, procedures, standards, and regulations which affect their rights, so shall it be their responsibility to obtain and act appropriately on such information, and their lack of knowledge of such information which has been made accessible to them shall not be cause to waive such policies, procedures, standards, and regulations.

Student Rights and Responsibilities

All members of the university faculty and staff have a primary mission of helping students to make progress toward a degree or credential.

Nevertheless, each student is individually responsible for meeting all university requirements and deadlines, as presented in this publication and any other announcements of the university, center or department in which he/she is enrolled.

The University intends that every member of the campus community be afforded a work and study environment free of discrimination based on race, color, religion, national origin, sex, sexual preference, marital status, pregnancy, age, disability or veteran status. All persons are to be protected from abusive or harassing behavior.

Information regarding student rights and responsibilities and grievance procedures can be found in the "Statement of Student Rights, Responsibilities, and Student Grievance Procedures", copies of which are available in the Office of Judicial Affairs, Building 98, Tower 6, Student Affairs, (909) 869-3358.

Academic Freedom

Academic freedom in a university is a fundamental condition necessary for education to flourish. The university is the primary social institution committed to the search for knowledge and the preservation of intellectual freedom. This commitment distinguishes the university from other institutions. Cal Poly is a community of learners—both teacher-scholars and students—who strive to promote, foster, and sustain academic freedom in its broadest context, with each individual free to pursue truth, knowledge, and meaning according to his or her own best judgment.

Standard of Conduct

All members of the university community are expected to practice self-discipline, fair and independent judgment, and responsibility for their treatment of others. The relationship among faculty, administrators, staff and students should be free of exploitation, harassment, or discriminatory treatment. Particularly, intimate relationships between supervisors and employees, faculty and students, or between any individuals of unequal status are strongly discouraged because of the inherent power imbalance.

All members of the university community are expected to exercise reasonable judgment regarding the separation of their rights, obligations, and activities as private citizens from their responsibilities to the university. Specifically, when they speak or act as private persons, they should avoid creating the impression of speaking or acting for the University.

These statements are intended to preserve academic freedom, maintain professional conduct, and prevent potential discrimination, harassment, and conflict of interest.

Academic Integrity

The University is committed to maintaining academic integrity throughout the University community. Academic dishonesty is a serious offense that can diminish the quality of scholarship, the academic environment, the academic reputation, and the quality of a Cal Poly degree. The following policy is intended to define clearly academic dishonesty at Cal Poly and to state the responsibility of students, faculty and administrators relating to this subject.

All forms of academic dishonesty at Cal Poly are a violation of University policy and will be considered a serious offense. Academic dishonesty includes but is not limited to:

- a. **Plagiarism**—Plagiarism is intentionally or knowingly presenting words, ideas or work of others as one's own work. Plagiarism includes copying homework, copying lab reports, copying computer programs, using a work or portion of a work written or created by another but not crediting the source, using one's own work completed in a previous class for credit in another class without permission, paraphrasing another's work without giving credit, and borrowing or using ideas without giving credit.
- b. **Cheating During Exams**—Exam cheating includes unauthorized "crib sheets," copying from another, looking at another student's exam, opening books when not authorized, obtaining advance copies of exams, and having an exam regraded after making changes. Exam cheating includes

exams given during classes, final exams and standardized tests such as the GWT and Math Diagnostic Test.

- c. **Use of Unauthorized Study Aids**—This includes utilization of other's computer programs or solutions, copying a copyrighted computer program without permission, using old lab reports, having others perform one's share of lab work, and using any material prohibited by the instructor.
- d. **Falsifying any University Document**—This includes falsifying signatures on University forms, such as Add-Drop and Withdrawal forms, forging another student's signature and falsifying prerequisite requirements.

The responsibility of all students is to be informed of what constitutes academic dishonesty and to follow the policy. A student who is aware of another student's academic dishonesty is encouraged to report the instance to the instructor of the class, the test administrator, or the head of the department within which the course is offered. A student who is reported by the instructor to the Director of Judicial Affairs will receive a letter with this accusation.

The responsibility of the faculty, instructor or test administrator is to clarify their positions on academic dishonesty to their classes early in each class. The instructor is encouraged to report each instance of academic dishonesty to the Director of Judicial Affairs. In addition to reporting each instance, each instructor shall address the problem in the narrow context of the individual class. Any form of academic dishonesty in class could result in a failing grade for the assignment related to the instance or in a failing grade for the class.

The responsibility of the administration is to address the cases of academic dishonesty from the disciplinary standpoint. Each case that is referred to the administration will be reviewed by the Office of Judicial Affairs and an appropriate action will be taken. As a reasonable norm for an average magnitude offense, a student's first instance of academic dishonesty should result in a probation period with the student's name placed temporarily on file for academic dishonesty and the student will be informed of this. The second report should result in the student being suspended from the University for the quarter and the following quarter, with the student's name placed permanently on file for academic dishonesty. The third instance should result in the end of a student's career at Cal Poly. The administration has the responsibility to ensure that the systemwide guidelines regarding student discipline are met in Cal Poly's attempt to ensure academic integrity.

Campus Violence

Threatening behaviors, acts of aggression, and instances of violence will result in appropriate responses, up to and including dismissal or expulsion, and the pursuit of civil and criminal penalties, as appropriate. Violence and threats of violence include, but are not limited to:

- any act which is physically assaultive;
- any substantial threat to harm or to endanger the safety of others;
- behaviors or actions interpreted by a reasonable person as carrying the potential for violence and/or acts of aggression;
- any substantial threat to destroy property;
- possession of a weapon (Penal Code 626.9 prohibits bringing a firearm, knife or dangerous weapon onto the campus of a public school including the California State University.)

It is the responsibility of every administrator, faculty member, staff member and student to take any threats of violence seriously, and to report them to the appropriate resource. When confronted by an imminent or actual incident of violence, call 9-1-1 immediately. When presented with a threat of possible violence, action is recommended as follows:

- Threats by a student should be reported immediately to Public Safety and the Director of Judicial Affairs;
- Threats by a staff or student employee should be reported immediately to Public Safety and the reporting employee's supervisor who will contact the Personnel Program Administrator in Human Resources for assistance;
- Threats by a faculty member should be reported immediately to Public

Safety and the appropriate Dean's Office for consultation with the Vice President for Academic Affairs;

- Threats from others not affiliated as a student or employee should be reported immediately to the Department of Public Safety on their non-emergency extension (ext. 3070).

Information concerning Cal Poly Pomona policies, procedures, and facilities for students and others to report criminal actions or other emergencies occurring on campus may be obtained from the Police Dispatcher at (909) 869-3070.

Information concerning Cal Poly Pomona annual campus security report may be obtained from Jonnie Owens, Department of Public Safety (Bldg 81), (909) 869-3064.

Information concerning the prevention of drug and alcohol abuse may be obtained from Debbie Jackley at (909) 869-5309 or Jim Grizzell at (909) 869-4339, Student Health Center (Bldg 46).

University Policy

Rape and sexual assault are criminal violations of California sexual assault laws and violations of the University code of conduct. Any one charged with a sexual assault violation which is campus-related may be subject to: a) a criminal charge filed against the individual, and/or b) an administrative proceeding initiated by the University. Proceedings may occur concurrently. Disciplinary actions may include suspension, expulsion, or termination from the University even if there is no criminal prosecution. Additional sanctions may be imposed, depending upon the nature of the offense and surrounding circumstances.

Established California State Polytechnic University, Pomona and California State University student and employee disciplinary, grievance or other complaint procedures, including those procedures found in collective bargaining agreements, Executive Order 419, or the current Statement of Student Rights, Responsibilities and Grievance Procedures, will be utilized as appropriate in resolving these matters.

The University will respect the confidentiality of the survivor and will disclose only under the following circumstances: a) with the permission of the survivor, and/or b) when it is necessary for the safety or in the best interest of the survivor.

Prohibition of Sexual Harassment

It is the policy of The California State University that each campus and the Office of the Chancellor maintain a working and learning environment free from sexual harassment of its students, employees and those who apply for student or employee status. All students and employees should be aware that The California State University is concerned and will take action to eliminate sexual harassment. Sexual harassment is conduct subject to disciplinary action.

Sexual harassment includes such behavior as sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature directed towards an employee, student, or applicant when one or more of the following circumstances are present:

- Submission to or toleration of the conduct is an explicit or implicit term or condition of appointment, employment, admission or academic evaluation;
- Submission to or rejection of such conduct is used as a basis for a personnel decision or an academic evaluation affecting an individual;
- The conduct has the purpose or effect of interfering with an employee's work performance, or creating an intimidating, hostile, offensive or otherwise adverse working environment;
- The conduct has the purpose or effect of interfering with a student's academic performance, creating an intimidating, hostile, offensive or otherwise adverse learning environment, or adversely affecting any student.

In determining whether conduct constitutes sexual harassment the circumstances surrounding the conduct will be considered.

Established California State University disciplinary, grievance or other com-

plaint procedures, as appropriate, will serve as the mechanism for resolving complaints of sexual harassment. These include the complaint procedures in collective bargaining agreements, Executive Order 419, or student complaint procedures contained in the Statement of Student Rights, Responsibilities and Student Grievance Procedures, as appropriate.

Complaints of sexual harassment should be filed with the Associate Vice President Faculty Affairs, Building 98 T7-17, Telephone Number (909) 869-3406.

Definition of Sexual Harassment

California State Polytechnic University, Pomona, prohibits sexual harassment by and among administrators, faculty, staff and students, and such conduct is subject to disciplinary action, up to and including dismissal (for employees) or expulsion (for students).

The University strongly discourages intimate relationships between supervisors and employees, faculty and students, or between any other individuals of unequal status, because of the inherent power imbalance. Such relationships may involve conflict of interest and may constitute sexual harassment.

According to Federal Equal Employment Opportunity Commission guidelines and California State University Executive Order No. 345, sexual harassment includes such behavior as sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature directed towards an employee, student or job applicant when one or more of the following circumstances are present:

- Submission to or toleration of the conduct is an explicit or implicit term or condition of appointment, employment, admission or educational decision.
- Submission to or rejection of such conduct is used as a basis for a personnel decision or an educational decision affecting an individual.
- The conduct has the purpose or effect of interfering with an employee's work performance, or creating an intimidating, hostile, offensive or otherwise adverse working environment.
- The conduct has the purpose or effect of interfering with a student's academic performance, or creating an intimidating, hostile, offensive or otherwise adverse learning environment, or adversely affecting any student.

In extreme cases, acts of harassment may constitute sexual assault, which is prohibited both by University policy and by criminal law. If there is possible criminal activity, contact public safety.

Sexual harassment can occur between individuals regardless of gender, employment status, work relationship or academic association and the harassment may be behavioral, verbal, graphic, written, or physical in nature; appropriate grounds for disciplinary action may exist in any of these circumstances.

The most common forms of sexual harassment include:

Gender Harassment

Generalized sexist remarks and discriminatory behavior not necessarily designed to elicit sexual cooperation, but to convey insulting, degrading, intimidating and/or sexist attitudes. Examples include derogatory comments, jokes or epithets, display of sexually suggestive objects or pictures, cartoons or posters.

Seductive Behavior

Unwanted, inappropriate and offensive physical or verbal sexual advances. Examples include unwanted attempts to discuss or comment on an individual's personal or sex life, suggestive or obscene letters, notes, or invitations, continuing to express sexual interest after being informed that the interest is unwelcome.

Sexual Bribery

Solicitation of sexual activity or other sex-linked behavior (e.g., dating) by promise of rewards (e.g., good grades, preferential treatment, promotion, recommendations). Examples include offering employment benefits such as

promotions, favorable performance evaluations, favorable assigned duties of shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Sexual Coercion

Threats of punishment or retaliation if a person does not comply with requests for sexual or sex-linked activity. Examples include impliedly or actually withholding support for an appointment, promotion or change of assignment, suggesting a poor performance report will be prepared or suggesting probation will be failed due to a negative response to sexual behavior.

Sexual Assault/Sexual Imposition

Gross sexual misconduct such as rape or assault. Examples include touching, fondling, kissing, grabbing, impeding or blocking movement. These are criminal acts when committed against the person's will and should be referred to the police agency having jurisdiction.

Further, though these examples are most directly applicable to employment, similar behavior in faculty-student, employee-student, or student-student relationships may also give rise to a valid sexual harassment complaint. For example, submission to sexual advances as a condition of receiving a good grade in a course, or as a condition of one student working with another on a joint project, would be examples of analogous situations in an academic setting.

In determining whether conduct constitutes sexual harassment, all circumstances surrounding the conduct are considered. The University recognizes that the perception of sexual harassment behavior is often subjective, and that the circumstances surrounding the conduct, as well as its pattern, frequency and severity need to be considered.

Furthermore, the University recognizes the need to protect the rights of both the accuser and the accused. Allegations of sexual harassment are serious and will be treated as such. At the same time, the making of knowingly false accusations of sexual harassment will be considered unprofessional/unethical conduct, and persons bringing such accusations will be subject to appropriate disciplinary action.

More detailed information, including the procedures for filing a complaint, may be obtained from the Office of Associate Vice President Faculty Affairs, Bldg. 98, T7-17, (909) 869-3406.

Sexual Assault Policy

Sexual assault, a felony under the law, will not be tolerated by California State Polytechnic University, Pomona. Sexual assault includes rape, acquaintance rape, and sexual battery. The University will promptly investigate all allegations of sexual assault and take appropriate action where required. The following information summarizes the University's Sexual Assault Policy Statement. The entire policy is published in the University Manual.

Definitions of Sexual Assault

1. Rape is defined in Section 261 of the California Penal Code as non-consensual sexual intercourse. It may involve the use or threat of force, violence, retaliation, or immediate bodily injury. Rape also occurs when the victim is incapable of giving legal consent, for example, when: a) the victim has a mental disorder, or is developmentally or physically disabled; or b) the victim is prevented from resisting the assault due to intoxicating substances (e.g. alcohol or drugs); or c) the victim is unconscious of the nature of the act and is known to the accused. Consent is defined as positive cooperation in an act or attitude pursuant to an exercise of free will; the person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved.
2. Acquaintance Rape follows the same definition but is committed by someone the victim knows.
3. Sexual Battery is defined in Section 243.4 of the California Penal Code as the touching of an intimate part of another person, if the touching is against the will of the person touched, for the purpose of sexual arousal,

sexual gratification, or sexual assault. Assault with intent to commit a sexual battery is defined as an unlawful attempt, coupled with the present ability, to commit a violent injury (e.g. rape) on the person of another.

Protection of Human Subjects Policy

Research involving human subjects must be administered in a manner consistent with requirements of the University Policies and Procedures for the Protection of Human Subjects, the University Manual, and the Federal Policy for the Protection of Human Subjects (Model Policy) which became effective August 19, 1991.

The University Committee for the Protection of Human Subjects (CPHS) has ultimate responsibility to determine risk with regard to human subject research and to approve or not approve such research conducted at and/or under the sponsorship of the University and its auxiliaries. (Cal Poly Policy for Protection of Human Subjects, [CPPPHS] Section 2.2).

Copies of the Policies and Procedures for the Protection of Human Subjects and the federal regulations are available in the Research Office, ext. 2966, and should be followed when preparing for research which involves human subjects.

Race, Color, or National Origin

The California State University complies with the requirements of Title VI of the Civil Rights Act of 1964 and the regulations adopted thereunder. No person shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program of The California State University.

Computer Software Copyright and License Agreement Policy

In order to protect the copyrights of the vendors, proprietary software acquired by the various communities within the University should be used only as described under the specific license agreement negotiated with the particular vendor.

Each individual responsible for the acquisition, rental or lease of desk top computers, capable of executing software programs, will establish procedures to ensure that:

- a. Software or firmware acquired for use with the computer under his/her control is not used in violation of any copyrights protection or in violation of any license agreement.
- b. Software or firmware acquired for a specific computer is not used on an alternate computer in violation of any copyrights or license agreement.

University Copyright Policy

In 1991 the Academic Senate recommended and the President approved a University Copyright Policy. The Policy is included in the University Manual and in the Handbook on External Funding. For more information call the Office of Research and Sponsored Programs (869-2954), or the Office of Academic Programs (869-3330).

Conflict of Interest

Each individual member of the University community is responsible for acting in an ethical and professional manner. This responsibility includes avoiding conflict of interest, conducting research and instruction in an ethical manner, and protecting the rights of all individuals. All members of the community, including members of the faculty, administration, student body, and staff, should conduct themselves with the greatest professional objectivity.

Smoking Policy

Purpose. In recognition of the health hazards that exist from sidestream or secondhand smoke and in accordance with Section 19262 of the Government Code, California State Polytechnic University, Pomona has adopted a policy promoting a smoke-free environment. This policy became effective August 21, 1989.

Policy Guidelines. Smoking is prohibited inside all university facilities and in all vehicles owned or maintained by the university. Facilities leased to and

vehicles owned by the ASI or the Cal Poly Kellogg Unit Foundation, Inc., are covered by the smoking policy of the respective auxiliary organization.

The residence halls are also completely smoke-free environments. This restriction applies to student rooms, lobbies, study areas, and the Los Olivos Dining Commons.

Policy Administration and Enforcement. Deans, directors, and department heads are responsible for the administration of this policy. The Associate Vice President for Faculty Affairs and the Director of Human Resources are available to assist in policy interpretation and to ensure consistent application.

Violations of this policy by employees will be handled through progressive discipline. Student violators will be subject to CSU student disciplinary procedures established pursuant to Section 41301, Title 5, of the California Code of Regulations.

Drug-Free Workplace Policy

Cal Poly Pomona recognizes its responsibility to help provide a safe and productive educational and work environment. The following summary complies with the Drug-Free Workplace, and the Drug-Free Schools and Communities Acts. The university strongly endorses the Drug-Free legislation and wishes to inform all students and employees of:

- other health risks associated with alcohol and drug abuse;
- other standards of conduct required of university students and employees;
- other disciplinary action that will result when the policy is violated; and
- other help available when treatment is needed.

The following information summarizes the university's commitment to, and compliance with, Drug-Free legislation. The entire policy is published in the University Catalog and in the University Manual.

There is significant medical evidence demonstrating the health risks associated with the abuse of alcohol, drugs and other controlled substances. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited at the university. The abuse of alcohol is also prohibited.

University employees must perform in a safe and productive manner and students must pursue educational activities unimpaired by alcohol and other drugs. Violations of this policy will result in appropriate disciplinary action, up to and including termination or expulsion from the university.

The university recognizes that addiction is a treatable illness. Students and employees are encouraged to seek assistance and participate in appropriate treatment programs. Confidential assistance for students is available through the Counseling and Psychological Services. Employees may receive confidential assistance from the University Training Officer, who coordinates the Employee Assistance Program.

Health Risks

Surveys of the major causes of death in the United States reveal that alcohol abuse is the fourth leading cause of death, and is a major contributor to the three leading causes—heart disease, cancer and stroke. The use of chemical substances during pregnancy has been linked to fetal death and to the permanent mental and physical impairment of infants. The use of other drugs and controlled substances has resulted in permanent impairment and death.

Statement of Conduct on Controlled Substances

The unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited at the University. Illicit drug use and the abuse of alcohol are prohibited at the worksite and in connection with University activities and events.

University employees must perform in a safe and productive manner, and its students must pursue educational activities, unimpaired by alcohol and other drugs.

Definition of Controlled Substances

Controlled substances are those defined in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defined in regulation at 21 C.F.R. 1308.11-1308.15. Controlled substances include, but are not limited to, substances such as marijuana, heroin, cocaine, LSD, and amphetamines.

Disciplinary Action

Violations of the Standards of Conduct stated above will result in the following actions:

If an employee or student is suspected with good reason of the unlawful manufacturing, distributing, dispensing, possessing or using of controlled substances, other drugs, or alcohol on University property, or in connection with University activities, the University will take appropriate investigatory action as provided for in applicable rules, regulations and memoranda of Understanding of the California State University (CSU).

If the investigation demonstrates that the suspected action did occur, appropriate personnel or student discipline action will take place up to and including termination or expulsion. In addition, the individual remains subject to legal sanctions imposed by local, State and Federal law and the University will cooperate as legally required in pertinent investigations. As a condition of continued employment or student enrollment, the University may require an employee or student to satisfactorily complete an appropriate substance abuse treatment program.

Individuals engaged directly in the performance of work pursuant to a federal grant must comply with the Drug-Free Workplace Act, which requires each employee to notify the University of his or her conviction for a drug offense occurring in the workplace. The notification must occur no later than five (5) days after such conviction. The University must notify the granting or contracting agency within ten days after receiving such notice. Within thirty (30) days after receiving such notice the University will take appropriate personnel action as outlined above.

Medically Authorized Drugs

Any employee who is under the influence of medically prescribed or over the counter drugs which may impair or affect the employee's alertness, coordination or responses, must advise the appropriate supervisor of this fact before reporting for work. It is the employee's responsibility to determine from the physician whether a prescribed or over the counter drug may impair work performance. The University may require any employee using prescription or over the counter drugs to provide a physician's certification that the use of the drug will not impair job performance.

Employee Assistance

An employee may volunteer to participate in an appropriate treatment program or may be directed to do so by the University. As provided for under CSU procedures, employees may utilize available leave credits or may be placed on a leave of absence to participate in such programs. Approval for an employee to return to work will be granted upon certification that the employee has successfully completed an appropriate treatment program. Because such programs vary in length, the amount of time granted for treatment will be determined on an individual basis.

Employee participation in treatment, whether voluntary or directed, will be confidential. Referral services are available from the University Training Officer who coordinates the campus Employee Assistance Program.

Student Assistance

A student may volunteer to participate in an appropriate treatment program or may be directed to do so by the University. As provided for under CSU procedures, the student may be placed on a leave of absence for the purpose of treatment. Approval for the student to resume enrollment will be granted

upon certification that the student has successfully completed an appropriate treatment program. Because such programs vary in length, the amount of time granted for treatment will be determined on an individual basis.

Student participation in treatment, whether voluntary or directed, will be confidential. Referral services are available from Counseling and Psychological Services.

Policy Administration

The University Director of Human Resources is responsible for the administration of the University's Drug-Free Policy for Employees. Managers and supervisors are responsible for reporting any incident of suspected abuse by employees to the Director of Human Resources who will apprise appropriate administrators.

The Director of Judicial Affairs is responsible for the administration of this policy for students.

This policy will be reviewed annually by the Director, Human Resources who will advise the Vice President Academic Affairs as to the status of employee compliance with the Act; and by the Director of Judicial Affairs who will advise the Vice President for Student Affairs as to the status of student compliance.

The Vice President for Administrative Affairs and the Vice President for Student Affairs will affirm compliance and forward the annual certifications to the University President for signature and transmittal.

SPECIAL PROGRAMS

Early Admission

The early admission program allows academically talented high school students to enroll for up to eight units of university work per quarter while simultaneously completing requirements for graduation at their respective high schools. The university work thus completed is applicable only as university credit and may not be used to meet high school graduation requirements. Consideration for admission to this program is granted students who are earning a 3.00 grade point average in college preparatory courses and who are recommended by the high school principal or counselor.

To be considered for admission a student must:

1. Complete and submit the "Early Admission" application along with the \$55.00 nonrefundable application fee.
2. Forward a nomination letter from the high school principal or counselor.
3. Submit two copies of the high school transcript.

Additional information and applications are available in the Admissions Office.

Army Reserve Officers' Training Corps (ROTC)

Army ROTC is a program that provides college trained officers for the U.S. Army, the Army National Guard, and the U.S. Army Reserve. Cal Poly is one of 600 institutions nationwide that offer Army ROTC through cross-enrollment with host institutions. Students from Cal Poly attend Military Science classes at Cal Poly and participate fully in the Army ROTC. Although Army ROTC is traditionally a four-year program, a two-year program is offered to students completing a six week summer camp and to selected veterans.

Army ROTC aids students by providing leadership and management experience found in few other college courses as well as an opportunity for a military career in the Active Army, Army National Guard, or the U.S. Army Reserve. It develops self-discipline, physical stamina and poise while enhancing development of management skills and qualities basic to success in any career. It also provides academic credit for classroom instruction and a living allowance of up to \$1000.00 each year during the final two years of the program.

The four-year program consists of a two-year Basic course and a two-year Advanced course. The Basic course is normally taken during the freshman and sophomore years. The Basic course imposes no military obligation on the part of the students; they may withdraw at any time before the end of the second year. Students with active duty military experience in any of the armed forces may have the first two years waived.

The Advanced course provides further instruction in leadership development, organization and management, and tactics and administration. Attendance at all leadership laboratories and field trips (MS 179 Physical Training) is mandatory for all Advanced Course cadets. Advanced Course cadets attend a six weeks advanced camp in the summer between their junior and senior years of college. This camp permits Cadets to put into practice the principles and theories they have acquired from classroom instruction. Cadets receive approximately \$880.00 in pay, plus travel expenses, room and board, medical care, and other benefits.

The two-year program permits students with prior military experience or those who complete a six-week basic camp to enter the Advanced course and receive the same instruction and financial assistance. Applicants for the Basic camp should apply to the Army ROTC, California State Polytechnic University, Pomona campus during the spring preceding the summer Basic camp.

Army ROTC scholarships for full tuition, fees, books, and a \$100.00 monthly living allowance are offered to students who are enrolled or are preparing to enroll in Army ROTC. These scholarships are for three years. Three-year competitive scholarships are available to students attending college at the time of application; this includes students enrolled in the Cal Poly Army ROTC program. Applications and further information can be obtained by writing Army

ROTC, California State Polytechnic University, Pomona, CA 91768, or by calling (909) 869-3266.

Courses offered at Cal Poly are listed in the catalog section "University Programs."

U.S. Air Force Reserve Officers Training Corps (AFROTC)

Through arrangements with Loyola Marymount University (LMU) in West Los Angeles, students may participate in the Air Force Reserve Officer Training Corps (AFROTC) program. AFROTC offers a variety of two, three, and four year scholarships, many of which pay the full costs of tuition, books, and fees. Successful completion of as little as four semesters of AFROTC academic classes and leadership laboratories can lead to a commission as a second lieutenant in the United States Air Force.

Classes consist of one hour of academics and two hours of laboratory for freshmen and sophomores and three hours of academics and two hours of laboratory for juniors and seniors. The academic hours earned can normally be counted as elective credit toward graduation. All AFROTC classes and laboratories are held on Fridays to better accommodate students commuting from other colleges and universities. Currently, LMU does not charge for the courses and offers cross-town students free parking while attending AFROTC activities. Additionally, AFROTC cadets under scholarship and all juniors and seniors receive a \$150 per month tax-free stipend.

For more information, contact the Loyola Marymount University Department of Aerospace Studies (AFROTC) at (310) 338-2770.

CSU International Programs and Cal Poly Study Abroad

Cal Poly offers students an opportunity to study abroad both under the CSU International Programs and through Exchange Agreements it maintains with other universities.

Developing intercultural communication skills and international understanding among its students is a vital mission of The California State University (CSU). Since its inception in 1963, the CSU International Programs has contributed to this effort by providing qualified students an affordable opportunity to continue their studies abroad for a full academic year. To date, over 11,000 CSU students have taken advantage of this unique study option.

International Programs participants earn resident academic credit at their CSU campuses while they pursue full-time study at a host university or special study center abroad. The International Programs serves the needs of students in over 100 designated academic majors. Affiliated with 36 recognized universities and institutions of higher education in 16 countries, the International Programs also offers a wide selection of study locales and learning environments.

Australia - The University of Western Sydney

Brazil - Universidade de Sao Paulo

Canada - The universities of the Province of Quebec (13 institutions, including Universite de Montreal, Concordia University, Universite Laval, McGill University, Universite du Quebec system, Bishop's University, i.a.)

Denmark - Denmark's International Study Program (the international education affiliate of the University of Copenhagen)

France - Institut des Etudes Francaises pour Etudiants Etrangers, Universite de Droit, D'Economie et des Sciences D'Aix-Marseille (Aix-en-Provence)

Germany - The institutions of higher education in the German Federal State of Baden-Württemberg, including: Ruprecht-Karls-Universität (Heidelberg), Universität Hohenheim (Hohenheim), Fachhochschule Reutlingen (Reutlingen), Berufsakademie Stuttgart (Stuttgart), Universität Stuttgart (Stuttgart), Eberhard Karls-Universität (Tübingen)

Israel - Tel Aviv University, and The Hebrew University of Jerusalem

Italy - CSU Study Center (Florence), Universita degli Studi di Firenze, and La Accademia di Belle Arti di Firenze

Japan - Waseda University (Tokyo)

Mexico - Universidad Iberoamericana (Mexico City) and Universidad Pedagógica Nacional

New Zealand - Lincoln University (Christchurch) and Massey University (Palmerston North)

Spain - Universidad Complutense de Madrid and Universidad de Granada

Sweden - Uppsala Universitet

Taiwan - National Chengchi University (Taipei)

United Kingdom- Bradford University, Bristol University, Kingston University, Sheffield University, and University of Swansea

Zimbabwe - University Of Zimbabwe (Harare)

The International Programs pays all tuition and administrative costs for participating students to the same extent that such funds would be expended to support similar costs in California. Participants are responsible for all personal costs, such as transportation, room and board, living expenses, and home campus fees. Participants remain eligible to receive any form of financial aid (except work-study) for which they can individually qualify.

To qualify for admission to the CSU International Programs or to the Cal Poly Exchange Programs, students must have upper division or graduate standing at a CSU campus by the time of departure. Students at the sophomore level may, however, participate in the intensive language acquisition programs in France, Germany, and Mexico. California Community Colleges transfer students are eligible to apply directly from their community college if they can meet this requirement. Students must also possess a current cumulative grade point average of 2.75 or 3.0, depending on the program for which they apply. Some programs also have language study and/or other coursework prerequisites.

Active Cal Poly exchange programs offer students the opportunity to study at the following institutions:

China North China University of Technology

Germany Fachhochschule Darmstadt

Japan Kyushu Institute of Design

Mexico Centro de Enseñanza Técnica y Superior (Mexicali)

Other agreements are also under discussions in Argentina, Australia, Greece, Mexico, Korea, and Singapore.

Under Cal Poly exchange programs students receive tuition free study abroad opportunities in return for the extension of reciprocal opportunities to the participating foreign university, credit earned abroad being transferred back to Cal Poly.

Additional information and application materials may be obtained from the International Center. Applications for the 1996-97 academic year overseas must be submitted by February 1, 1996 for the CSU programs, and by April 1, 1996 for Exchange Programs.

National Student Exchange (N.S.E.)

Cal Poly Pomona belongs to the National Student Exchange consortium, which comprises 121 state universities and colleges in 46 states plus Guam, Puerto Rico and the Virgin Islands. The program provides the opportunity for eligible students to complete part of their degree coursework in a challenging new environment at one of the participating institutions. Involvement in unique courses or special programs not available at the home institution is a common reason for participating, but the desire to travel or expand personal experience is also an acceptable motive. Prior to the student's departure, careful course planning is completed in conjunction with the student's academic advisor, to insure that coursework completed while on exchange will be acceptable toward the student's Cal Poly Pomona degree objective. Although there are modest fees for application and placement, the student usually pays only the regular Cal Poly registration fees during the exchange period. Travel and living costs must also be considered. Students receiving financial aid are welcome to participate.

Basic eligibility at the time of application requires: 1) the student has at least a 2.50 grade point average; 2) the student is enrolled for at least 12 units; 3) the student is usually a sophomore or junior at time of exchange. There is an application fee.

The National Student Exchange program is administered through the Director of Enrollment Services, Building 98, Student Affairs, Tower-6. Applications are available in November, and placement is completed by the end of March for the next academic year.

University Equity Programs

As part of the university's efforts to expand educational opportunity to student populations which traditionally have not been fully represented in the university, a number of programs have been developed. These are seen as universitywide and include cooperative efforts between the offices of the Vice President for Academic Affairs and the Vice President for Student Affairs. For further information on the programs listed below please contact Vivian Billups, Coordinator for Retention and Equity Services (909) 869-3334.

Educational Opportunity Program

The Educational Opportunity Program (EOP) was established in 1969 to increase the enrollment and graduation of disadvantaged ethnic-minority students who historically have been underrepresented in higher education. The program serves California residents who do not meet the university's regular admission standards, as well as those who qualify for regular admission. Program participants must have a history of low income, need academic support and supplemental financial aid, and demonstrate the motivation and potential to succeed in Cal Poly Pomona's academically challenging environment. An array of support services is made available to EOP students to assist them in maximizing their opportunity and to enhance their educational experience.

The program's Counseling and Advising Services (CAS) component provides academic advising, registration assistance, counseling, and help in applying to graduate school and for employment. The professional staff places particular emphasis on advising EOP undeclared majors (major code 9060), special admits, and students who fail to maintain satisfactory academic progress. The staff is augmented by trained upper-division peer counselors who meet periodically with students to assist them in selecting courses, exploring and declaring majors, resolving difficulties, and successfully negotiating the university environment.

The professional staff of EOP's Instructional Support Center (ISC) offers learning assistance in most subject areas and in study strategies. Trained peer tutors provide individualized support as part of EOP's tutorial program, which is nationally certified by the College Reading and Learning Association. Special classes and study groups are offered in various subjects to assist students in adjusting to Cal Poly Pomona. The ISC helps students prepare for the Graduation Writing Test (GWT) by offering quarterly workshops and individualized follow-up tutoring. Workshops in English as a Second Language (ESL), grammar and English conversation, and study skills are presented regularly. In addition to EOP students, these services are made available to students in the Summer Bridge Program, College-Based Programs, ReEntry Program, Disabled Student Services, and Athletic Department.

The Admissions and Enrollment Services (AES) component oversees the EOP admissions process, maintains student data, and conducts research on enrollment trends. The AES staff provides preadmission assistance to prospective students, coordinates the program's outreach and recruitment activities, processes application materials, arranges for testing and/or personal interviews with applicants as required by the EOP selection committee, recommends applicants for acceptance, and notifies them of the committee's decision.

To apply for admission to the Educational Opportunity Program, prospective students must check "yes" to question 12a on the California State University undergraduate application for admission. An EOP preliminary screening form will be mailed to the applicant shortly thereafter, and it is to be filled out and returned to the Coordinator of Admissions and Enrollment Services. If it

appears that the applicant is eligible for the program, he or she must submit supplementary forms, which include an applicant information form, a nomination form, an autobiographical statement, and a recommendation form. All applicants are required to submit a Free Application for Federal Student Aid (FAFSA) and documentation of household income. After the applicant's file is complete and has been carefully evaluated by the EOP selection committee, the applicant is notified of the committee's decision in writing. Since the number of program spaces is limited, prospective students are encouraged to apply early and to submit forms and documentation before specified deadlines.

For additional information on the Educational Opportunity Program, please call (909) 869-4672 or 869-3360.

Summer Bridge Program

Initiated at Cal Poly Pomona in the summer of 1985, the Summer Bridge Program assists entering underrepresented students in making the transition from high school to the more challenging environment of the university. It is an intensive five-week residential summer session that seeks to orient students to the university and strengthen their basic academic skills. Currently, the program is coordinated by the Educational Opportunity Program.

Students participating in the Summer Bridge Program are selected from among those who have been admitted to the university for the fall quarter. They live in university residence halls and participate in orientation workshops, tutoring and study sessions, and various co-curricular activities. They enroll in five courses: Introduction to the University, Fundamental Principles of Learning Skills, English, Mathematics, and Cultural Awareness through Speech and Critical Thinking. Students are awarded six units of university credit upon successful completion of the program. All costs, including room, board, and books, are covered by the university.

California Pre-Doctoral Program

Through a CSU system-wide competition, students and underrepresented in their academic disciplines may apply for a California Pre-Doctoral Award through the Office of Academic Programs (For example, African Americans, Native Americans, Pacific Islanders, Latinos, and students with disabilities are underrepresented in most disciplines; women are underrepresented in agricultural sciences, computer and information science, engineering and physical sciences; men are underrepresented in nursing and home economics). Students granted one of the 75 annual awards will receive a \$2,000 stipend that may be used for travel to doctoral-granting universities, attendance at professional conferences and seminars, subscriptions to professional journals, and fees for applying to graduate schools. Students applying for the award must be sponsored by a faculty member who acts as advisor and mentor to the student. Awarded faculty sponsors may receive a travel stipend of up to \$1,000 to accompany the student to universities and professional conferences or seminars.

Coordinator: Ms. Vivian Billups, Ext. 3334

Faculty Student Mentoring Program (FSMP)

This tiered mentoring program encompasses faculty and student mentors who are trained to work with at-risk students, primarily from underrepresented ethnic groups, to help them complete their degree at Cal Poly Pomona.

Coordinator: Dr. Dorothy MacNevin, Ext. 4507

Teacher Aide Path to Teaching (TAPT)

TAPT seeks to increase the number of bilingual credentialed teachers in the public schools. It also seeks to increase the number of Mexican-American, African-American, and Asian-Pacific students enrolled at Cal Poly Pomona. The program represents a partnership between Mt. San Antonio College and Citrus College and the University in seeking to assist instructional aides from local school districts to progress academically from the community college to a bilingual teaching credential at Cal Poly Pomona.

Cal Poly Pomona offers some assistance with expenses while the students are attending the community college. The University provides professional development activities for the aides, concurrent enrollment in certain Teacher

Education courses, and other support activities so the aides may take back to their working situations improved skills that enhance the educational experience of local school children.

Coordinator: Ms. Dorothy M. Fleck, Ext. 3209

CSU Forgivable Loan Program

Funded centrally by the Chancellor's Office, the CSU Forgivable Loan Program encourages underrepresented students to pursue doctorate degrees by loaning a maximum of \$30,000 to defray educational expenses. After completing the doctorate degree, students may have 1/5 of the loan balance waived for each year they are employed as a faculty member within the CSU system.

Coordinator: Dr. Debra Lelewer, Ext. 3406

CSU Scholarship Program for African American Students

Supported by lottery revenue funds, ten \$1,000 scholarships are awarded annually to first-time freshmen or continuing students of African American descent meeting the stated eligibility requirements.

Coordinator: Ms. Vivian Billups, Ext. 3334

CSU Scholarship Program for Hispanic Students and National Hispanic Scholarship Fund

Students of Mexican, Puerto Rican, Caribbean, Cuban, Central American, or South American heritage are offered financial support through this scholarship program. Ten \$1,000 scholarships are awarded annually to first-time freshmen or continuing students.

Coordinator: Ms. Madelena Bastian, Ext. 3419

COLLEGE-BASED PROGRAMS (for additional information call (909) 869-3373)

Agriculture Educational Enhancement Services (AGREES)

The purpose of AGREES is to provide support services to underrepresented students in the College of Agriculture which will enhance their educational experience, as well as their academic and professional achievement. Primary focus is on faculty contact through advising as well as providing an environment which encourages peer support. Services include access to a study room, tutorial services, academic and professional workshops, industry speakers, and social activities.

College of Letters, Arts and Social Sciences Educational Enhancement Services (CLASSEES)

CLASSEES focuses on enhancing the success of underrepresented students majoring in the College of Letters, Arts and Social Sciences. Students have access to a study room, the CLASSEES class (College and Life Success Skills), free tutorial services, financial aid and scholarship information, intensive faculty advising, workshops and social events.

Science Educational Enhancement Services (SEES)

The objective of Science Educational Enhancement Services (SEES) is to increase the number of African American, Latino and American Indians in the sciences and mathematics. The program strives for the retention and graduation of its members by establishing a supportive community among students with these ethnic backgrounds and having technical career goals. SEES services include special faculty advisors in each department of the college, an orientation course for members who are new to the campus, a study center where students can work together, priority consideration to participate in Academic Excellence Workshops and clubs for preprofessional students from target ethnic groups.

Business Educational Enhancement Services (BEES)

BEES was established to increase the retention and graduation rates of under-represented students in the College of Business Administration. This program provides support through a number of avenues: access to a study room that provides computers, BEES Orientation Course, special course

sections for difficult core courses with adjunct tutorial support, workshops, socials, special scholarships, and networking opportunities with industry professionals.

College of Environmental Design Educational Enhancement Program (CEDEEP)

CEDEEP is a program designed to improve the retention and graduation rates of underrepresented students enrolled in the College of Environmental Design. The purpose of the program is to provide students with the support services they need to succeed in their college life, to develop a sense of community within the college and to stimulate faculty-student contact. CEDEEP provides access to a study room, faculty advisors, professional speakers, academic workshops, social activities, and a special Supply Resource Guide.

Hospitality Opportunity Program for Educational Enhancement (HOPE²)

HOPE² is an educational equity program for underrepresented students who have declared a major in Hotel and Restaurant Management. The purpose of this program is to aid in the retention and graduation of underrepresented students by providing academic, social, cultural, and career support for success. In order to help develop a sense of community within the School, the HOPE² program offers a variety of social and academic opportunities.

School of Education & Integrative Studies Enhancement Program (SEISEP)

SEISEP is an educational equity program for students who are enrolled as Liberal Studies majors in the School of Education & Integrative Studies. The purpose of this program is to provide students with the support services they need to succeed in their college life and future career. SEISEP provides access to a study center, faculty advisors, professional speakers, academic workshops, social activities, and current information on financial aid opportunities.

COOPERATIVE EDUCATION

What is Cooperative Education? Cooperative education is a program in which classroom study is combined with a closely related work experience. Its basic purpose is to provide a means whereby a student can combine study at Cal Poly with work experience under the supervision of an employer in order to fulfill the total requirements of a particular educational program. Cooperative education blends theory and practice and provides relevance to a college education. It is a program which offers an innovative and expanded dimen-

sion to the education received by students at postsecondary institutions. Cooperative education is viewed as being an integral part of Cal Poly's curricular offerings and as being consistent with the educational goals of a polytechnic university.

Cooperative education programs are based on the following requirements:

1. The student must have at least junior class standing and an overall GPA of 2.0.
2. The off-campus work experience must be directly related to the student's major field of study.
3. The internship or co-op experience must be offered as a credit course by the student's major or minor degree department. The employment, either on a full-time or on a part-time basis, must be an integral part of the student's academic degree program and must be under the direct guidance and supervision of a Cal Poly faculty member.
4. The work experience must be of a sufficient duration to be considered a substantial part of the student's academic program.
5. The standards of work and performance must be maintained. To ensure these standards, the student's work must be evaluated periodically, and, at the end of the work period, the student's performance will be self-evaluated and further evaluated by the employer and by the supervising Cal Poly faculty member. The student will be assigned a grade for the course by the faculty supervisor.

Types of cooperative education programs. The "traditional" cooperative education program consists of alternating full-time work and study periods. In this type of program students spend one or more quarters of full-time work on the job and then a fixed period of full-time study on campus. Another model provides part-time work experiences in which students continue their college classes simultaneously with the work period. Under this arrangement, known as the "parallel plan," students generally work 15 to 25 hours per week off campus while carrying on some coursework on campus. Cal Poly offers both types of programs.

Program Information. Cooperative Education information is available from the Office of Cooperative Education located in Building 3, Room 233. For additional information on programs available within colleges, contact the designated cooperative education college coordinator or the Career Center (Building 97, Room 100).