

## 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. Electronic versions of the CSU undergraduate and graduate applications are accessible on the World Wide Web at <http://www.calstate.edu>.

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

The CSU advises prospective students to 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 on or after December 31, 1956, must present proof of live measles and rubella immunizations to Student Health Services. 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 re-enrolling 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. Student Health Services 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. Prospective students, applying for part-time or full-time graduate programs of study, in day or evening classes, must file a complete graduate application as described in the graduate 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. 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 the University Advising Center, Building 66, Room 121, (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 Pomona, 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.

Students who have concerns about discrimination should contact the director of Judicial Affairs, Christine Rodriguez, Building 26, Room 118, Telephone (909) 869-3358. University employees may contact the office of the associate vice president for Faculty Affairs, Building 98, Room T7-7, Telephone (909) 869-3406.

## 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 all 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 and the Americans with Disabilities Act prohibit such discrimination. Ms. Nancy Kropf, Director of Human Resources, has been designated to coordinate the efforts of California State Polytechnic University, Pomona, to comply with the Act in implementing its regulations. Inquiries concerning compliance may be addressed to Ms. Kropf at (909) 869-3016.

## Race, Color, or National Origin

The California State University complies with the requirements of Title VI of the Civil Rights Act of 1964 as amended by the Americans with Disabilities Act and the regulations adopted thereunder. No person shall, on the grounds of race, color, national origin, or disability, 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 1997-98

Student Terms in 1997-98	Applications First Accepted	Notification Begins
Summer Qtr. 1997	Feb. 1, 1997	March 1997
Fall Sem. or Qtr. 1997	Nov. 1, 1996	Dec. 1996
Winter Qtr. 1998	June 1, 1997	July 1997
Spring Sem. or Qtr. 1998	Aug. 1, 1997	Sept. 1997

## APPLICATION FILING PERIODS FOR 1998-99

Student Terms in 1998-99	Applications First Accepted	Notification Begins
Summer Qtr. 1998	Feb. 1, 1998	March 1998
Fall Sem. or Qtr. 1998	Nov. 1, 1997	Dec. 1997
Winter Qtr. 1999	June 1, 1998	July 1998
Spring Sem. or Qtr. 1999	Aug. 1, 1998	Sept. 1998

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 CSU admission requirements, and campus requirements for admission to an impacted program. 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. Within the 15 units completed, up to one unit (one year) in visual and performing arts or foreign language may be missing and offset by a college preparatory course(s) in other areas. The missing unit of visual and performing arts or foreign language must be completed either prior to, or by the end of the first year, of CSU enrollment. This provision is effective through the 2000-2001 academic year.

- 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 1998-99, 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 Diego, San Luis Obispo or Sonoma. 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

### 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 and before enrollment. These are not admission tests, but a way to determine whether you are prepared for college work and, if not, to counsel you on how to strengthen your preparation.

Students entering fall 1997 through summer 1998 are urged to take these tests after admission and before enrolling for classes. The EPT/ELM must be taken by the end of the first quarter in attendance. Regulations regarding assessment of competence in mathematics and writing skills and placement in remedial or developmental programs/activities will change effective fall 1998. Students entering fall 1998 and thereafter are required to take these tests after admission and before enrolling for classes. 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 SAT I\* Reasoning Test taken between March 1994 and March 1995. (If taken after March 1995, see note.)
- 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)
- 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.)
- A score of 660 or above on the College Board SAT II\* Writing Test taken on or after April 1, 1995. (See note.)
- 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 have been 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.)

### 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



- 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 first 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 quarter 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.

Students entering in or after fall 1998 come under the mandate of Executive Order 665 which states that all non-exempt students shall be required to take the EPT and ELM examinations after admission and before enrollment in classes at Cal Poly Pomona. A hold will be placed on the student's record and registration will not be permitted for any courses.

### 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 student 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).

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 countries must be judged to have academic preparation and abilities equivalent to applicants eligible under this section.

### Provisional Admission

Cal Poly, Pomona may provisionally admit first-time freshmen applicants based on their academic preparation through the junior year of high school and planned for the senior year. The campus will monitor the senior year of study to ensure that those so admitted complete their senior year of studies satisfactorily, including the required college preparatory subjects, and graduate from high school.

### Nonresidents

Applicants who are neither residents for tuition purposes nor graduates of a California high school, need a minimum eligibility index of 842 (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).

- 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.
- 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:

- You should contact the admission office to inquire about alternative admission programs.

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 1998/99, 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 for easy access both on and off campus. The address is <[www.csupomona.edu/artic/title.html](http://www.csupomona.edu/artic/title.html)>. 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 have met 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.



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

1. Application forms can be obtained from the 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 (TOEFL). Graduate applicants must earn a score of at least 550 and certain academic departments may require higher scores. All students 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 that the departments 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 re-entry in such cases. An application with fee also must be filed by any student who enrolls elsewhere during an absence, with the following exceptions: (1) a summer session or extension program; (2) dual registration, with prior approval; (3) concurrent or visitor enrollment in another California State University. A student who was disqualified following the last term of attendance and has not been enrolled for more than two quarters 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 Pomona but have not been enrolled for five years or more will be required to submit new transcripts from all previous institutions attended in order to be re-admitted. Transcripts from previous institutions attended which are submitted for admissions purposes will not be maintained beyond five years after a student ceases to be enrolled at this institution.

### Returning Veterans (Military or Alternative Service)

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

### Transfer Within State Universities or Colleges

Students enrolled in a California State University are eligible for

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

### Visitors Within CSU

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

### Cross Enrollment at University of California or California Community Colleges

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

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

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

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

### 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, Residency Questionnaire, and Reclassification request Form, 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 which can give you the residence determination date for the term for which you are registering.

There are several exceptions from nonresident tuition, including:

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- Certain credentialed, full-time employees of California school districts.
- 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.
- Certain exchange students.
- 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 wishing to dispute a final campus decision on residence classification only, may appeal in writing to the Office of General Counsel (address below) within 120 calendar days of the campus decision.

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

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 and Section 6109 of the Internal Revenue Code. 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. Also, the Internal Revenue Service requires the University to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. That information is used to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes.

Taxpayers who claim Hope Scholarship or Lifetime Learning tax credit will be required to provide the campus with the name, address, and Taxpayer Identification Number to the campus.

### TEACHER CREDENTIAL PROGRAMS

(See also School of Education and Integrative Studies section)

## General Information

The University is authorized by the California Commission on Teacher Credentialing (CCTC) to recommend qualified teacher candidates for the Multiple Subjects, Single Subject and Special Education (Mild/Moderate or Moderate/Severe) teaching credentials. All students seeking credentials must meet the Commission and University-approved program requirements.

To obtain a comprehensive overview of credential program requirements and admission materials, prospective candidates must attend one of the weekly program orientations hosted by the Department of Teacher Education each quarter. Please contact the Department of Teacher Education Admissions Office (909) 869-2324, Bldg. 5 -223A for place, dates, and times of the orientations. Candidates are urged to obtain early advisement for assistance in identifying acceptable alternatives for meeting the requirements and other pre-requisites to the program.

The prospective Multiple Subjects, Single Subject or Special Education teachers must choose a major, be accepted to the Teacher Education Program, meet Subject Matter Program requirements and successfully complete the professional education program (TED) and all other pertinent requirements to gain university recommendation for a credential.

Subject Matter Programs Approved for Multiple Subjects or Special Education Credentials:

Liberal Studies (pre-credential options) See department chair for further information, Building 94 - 321, (909) 869-3567.

Philosophy (pre-credential option) See department chair for further information, Building 1, 319B, (909) 869-4766.

Persons with majors other than pre-credential options in Liberal Studies or Philosophy who plan to earn a Multiple Subjects Credential must pass the Multiple Subjects Assessment Test (MSAT) prior to applying to the student teaching component of the TED program or complete a Liberal Studies or Philosophy subject matter program prior to student teaching. The chairs of these departments can also provide pre-program advice to students even though they plan to major in other disciplines.

Subject Matter Programs approved for Single Subject or Special Education Credentials

See the respective department chair for further information about pre-credential programs in:

Agricultural Education  
 Business Education  
 Food, Nutrition and Consumer Science (Home Economics)  
 English  
 History  
 Science: Biology, Chemistry, Earth Science, Physics  
 Mathematics  
 Music  
 Physical Education

The pre-credential Subject Matter Program is listed in the catalog under the appropriate department.

Persons with majors other than pre-credential options in the appropriate Single Subject discipline must pass the appropriate Single Subject Assessment Test (SSAT) and/or PRAXIS Exam prior to applying to the student teaching component of the TED program or complete the appropriate Subject Matter Program prior to student teaching.

Students seeking a Special Education (Mild/Moderate or Moderate/Severe) may use any pre-credential option major to meet the Subject Matter Requirements for the Special Education Credentials. Likewise, passage of either the MSAT or Single Subject SSAT/PRAXIS exams in any approved Single Subject area will meet the Subject Matter Requirements for Special Education.

## 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 or Special Education credential advisor for complete information, Building 5, Room 223A, (909) 869-2303.

Normally, students begin the professional education course series (TED) when they are beginning juniors. A list of the required professional education courses in the series is available in the Department of Teacher 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 and Integrative Studies for the Multiple, Single Subject, and Special Education Credential programs. Information regarding application deadlines can be obtained from the School of Education and Integrative Studies.

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 Department of Teacher Education Admissions 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, TED 501—INTRODUCTION TO EXCEPTIONALITY, or TED551/551A SPECIAL POPULATIONS 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 application to the program.
  10. **GRADUATION WRITING TEST (GWT):** 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.
  12. **Effective October 1, 1998 Multiple Subjects Credential candidates will be required to pass the Reading Instruction Competence Assessment (RICA) before being recommended for a credential . Contact the Department of Teacher Education for details.**
- NOTE:** Changes in the State and California State University requirements for teacher preparation occur from time to time. These changes can have



a major impact on the course requirement, GPA, etc. needed to enter Cal Poly Pomona's Teacher Education program for both Single, Multiple Subject, and Special Education credentials subsequent to the publication of this catalog. For up-to-date information, please contact the School of Education and Integrative Studies (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.

### Placement Examinations (English Placement Test, Entry Level Math)

All students entering fall 1997 through summer 1998 must take the EPT/ELM. Exceptions to this rule are listed in the catalog section "Requirements for Bachelor's Degree." Students who do not take the EPT/ELM, and who are not excused from taking the examinations, will not be able to enroll in any English or mathematics 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.

Students entering in or after fall 1998 come under the mandate of Executive Order 665. The new regulations state that all non-exempt students shall be required to take the EPT/ELM examinations after admission and before enrollment in classes at Cal Poly Pomona. Any student who is required to take the EPT/ELM exam, and does not do so between admission and before enrollment, will have a hold placed on their record and registration will not be permitted for any courses.

Those students who do not demonstrate the requisite competence in English and mathematics must enroll in appropriate remedial or developmental courses. These courses must be taken during the student's first term of enrollment and each subsequent term until such time as they demonstrate competence.

### Math Diagnostic Placement Test (MDPT)

See Mathematics Department for MDPT test and placement information.

### 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 16, including audited courses and concurrent or dual work at other colleges or universities. Students may pre-register through the BANNER telephone registration system for up

to 16 units, additional units may added with individual instructors once the quarter begins. The normal maximum course load for graduate students is 12 units.

### 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 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 eighth class day. Students may drop a class without penalty (no entry on student's record) through the fifth 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 reasons: 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 (first through eighth 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 the 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 119 and 124. 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 fifth day of classes will receive a "W" on their permanent records.

## Return to University

Effective Winter, 1988, returning Cal Poly Pomona 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 is 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 Pomona.

## 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.



### Change 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. However, students are not able to change to an Undeclared Major

status. In such cases, students should consult their advisors and the University Advising Center, Building 66, Rooms 119-124 for assistance in making the change. 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, the "General Education" section in this catalog regarding transfer and change of major students and GE 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 Pomona 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, Building 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 15 units of student course credit taken by one or more students. One FTE could represent one student carrying 15 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 15 course-units. The university's FTE enrollment is the total course-units taken by all students divided by 15.

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





## EXPENSES AND HOUSING

SCHEDULE OF FEES, 1996-97 (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 of application is: \$55

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

Units	Per Semester	Per Quarter	Per Academic Year
<b>All Students:</b>			
0.1 to 6.0	\$438	\$292	\$876
6.1 or more	\$753	\$502	\$1,506

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 15.

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.

### 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
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)	45.00
I.D. card (lost/replacement \$15)	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	18.00
Winter, Spring quarter, each	12.00
Summer quarter	5.00
University Union fee (not a state fee)	
Fall, Winter, Spring quarter	42.00
Summer quarter	9.00
Instructionally Related Activities Fee:	
Fall quarter	16.00
Winter quarter	12.00
Spring quarter	12.00
American Dietetics Association Transcript Evaluation Fee	
Enrolled students	20.00
Non-Cal Poly Pomona students	25.00
Credential Evaluation (non-Cal Poly Pomona 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 percent 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 the Schedule of Classes for the applicable quarter. Refunds for students receiving financial aid will be determined according to federal state and University guidelines. Detailed information concerning financial aid policies for refunds may be obtained from the Office of Financial Aid. Students must apply for a refund, and in all cases it is important to apply quickly. Information concerning refund of fees and forms may be obtained at Student Accounts/Cashier Services. 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)**

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 \$9,200 for a three-quarter school year, excluding personal and transportation 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 (not a state fee)	
Fall quarter . . . . .	18.00
Winter, Spring quarter, each . . . . .	12.00
Summer quarter . . . . .	5.00
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—	
1998-99 double occupancy) . . . . .	5,550
University Village Apartments (1996-97 double occupancy) . . . . .	2,340
Utilities (estimated) . . . . .	600
Books and supplies (estimated) . . . . .	250
Parking . . . . .	36*
Health Facility Fee . . . . .	2
Student Health Fee each quarter . . . . .	35
Instructionally Related Fee—Fall . . . . .	16
Winter/Spring . . . . .	12

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 Student Accounts/Cashier Services. The Office of Student Accounts/Cashier Services 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.

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 at Cal Poly Pomona.

**UNIVERSITY HOUSING SERVICES - Residence Halls**

Each of the six air-conditioned, smoke-free halls accommodate approximately 200 students in comfortable double occupancy. 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. Each room is equipped with premium television service. Rooms in Palmitas and Cedritos Halls are equipped with a high speed ethernet connection for each student.

Theme interest floors are available including alcohol-free, first-year involvement, computer interests, health and fitness, and academic enhancement. All of the residence 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. Other benefits include a state-of-the-art fitness center, a swimming pool, volleyball and basketball courts, and reserved parking for residence hall students.

The centrally located Los Olivos Dining facility provides the convenience of complete meal service. Breakfast, lunch and dinner are offered weekdays with brunch and dinner on the weekends. Residents choose one of the following meal plans at Los Olivos: DAILY DINER – 19 meals per week plus \$50 in Bronco Bucks. The best value, a great plan if you live in the dorms. CASUALDINER – You choose which 14 of



the 19 meals offered each week plus receive \$75 in Bronco Bucks. A good choice for those who leave campus on the weekends. DROP-IN DINER – Choose any 10 of the 19 meals offered each week plus get \$100 in Bronco Bucks. The bonus Bronco Bucks may be spent at other food service locations on campus, giving you flexibility with your meal plan. Meal Plans are also available to students who live off campus or at University Village Apartments.

Cedritos Hall is designated as the Graduate, Re-entry, and Upper Division 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. One of the following qualifications must be met to live in this hall:

- a. a full or part-time graduate student;
- b. a registered student with The CENTER.
- c. a minimum of 24 years of age as of move-in date;
- d. 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 to the Residence Halls**

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

**CAL POLY POMONA FOUNDATION, INC. University Village Apartments**

The Village is a two-phase 212-unit, air-conditioned student apartment complex. Phase I apartments have two 2-person bedrooms while Phase II has four 1-person bedrooms. Each apartment is fully furnished with wall-to-wall carpeting, living room furniture, beds, dressers, closets, desks, chairs, bookcases (Phase II only), refrigerator (ice maker in Phase II), stove, kitchen table and chairs, and a dishwasher (Phase II only). All apartments are provided with free cable, trash, and water service. Twelve units have been modified to accommodate persons with mobility disabilities. The complex has two laundry facilities, a Community Center, a swimming pool, a basketball and sand volleyball courts. The Community Center has meeting and study space available.

The Village is located within walking distance from the heart of campus. A shuttle runs to and from various campus locations throughout the day. All residents must have a Cal Poly Pomona parking permit and must purchase a Village gate card in order to park within the gated parking area. The staff includes 24-hour, live-in student advisors and professional staff that are able to assist students with their many needs.

**To Apply to the University Village Apartments**

Applicants may begin applying for summer or fall quarter housing the first day of spring quarter. For winter quarter housing the first day of fall quarter and for spring quarter housing the first day of winter quarter. Assignments will be made depending on availability. Applicants must be admitted to Cal Poly Pomona and have completed at least thirty-six (36) quarter units (or equivalent) or be twenty-one (21) years of age or older. The license agreement 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 inquire about living at the University Village Apartments, visit our office at 3400 Poly Vista (at the corner of Temple and Valley) or call us at (909) 468-5000.

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

The 23 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 1997/98 (including capital outlay funding in the amount of \$153,000,000) is \$2,037,557,000. However, the total cost of education for CSU is \$2,631,016,000, which must provide support for a projected 258,000 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 \$10,198. Of this amount, the average student fee support per FTE is \$2,263. (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 \$2,263, depending on whether they are part-time, full-time, resident, or nonresident students.)

1996/97	Amount	Average Cost Per FTE Student	Percentage
Total Cost of Education**	\$2,631,016,000	\$10,198	100.0
• State Appropriation*	1,884,557,000	7,305	71.6
• Student Fee Support	583,866,000	2,263	22.2
• Support from Other Sources*	162,593,000	630	6.2
Detail:			
Total State Support (including capital outlay)	\$2,037,557,000		
Total Support	\$2,631,016,000		

\*Includes a supplemental appropriation of \$2.5 million for the Economic Improvement Initiative; does not include a \$5.1 million retirement reduction due to rate decreases during 1997/98; does not include \$6.5 million reappropriated for lease bond payments.

\*\*Based on final campus budget submissions subsequent to the passage of the Budget Act. Totals may differ slightly from other CSU published amounts.

## 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 19 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 extension 3070 from any campus phone to request an escort.

### Student Health Services

Students with illnesses, injuries or who need other health 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 by appointment or on the same day for urgent care. Services also include routine x-ray, laboratory, pharmacy, family planning, 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 and Thursday from 8 a.m.-6 p.m., Tuesday and Wednesday from 8 a.m.-7 p.m., Friday and Quarter breaks 8 a.m.-5 p.m., closed holidays.

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

Outside and after hours medical care, whether referred by Student Health Services 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, health

assessments, and programs about health related issues. It is located in Union Plaza, Room 104.

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

Additional information is available on the World Wide Web home page at: <<http://www.intranet.csupomona.edu/~health/>>.

### The Wellness Center

Student Health Services' satellite facility is located in Union Plaza, Building 26, Room 104, near the fountain. Hours of operation are Monday through Thursday, 11:00 a.m. to 6:00 p.m., and Friday, 11 a.m. to 2:00 p.m. It is closed during quarter breaks. The Wellness Centers offers free health education literature, body fat measurement, blood pressure screening, height and weight measurement, Health Risk appraisals, and a variety of health-enhancing assessments, related to stress management, weight control, nutrition, alcohol and other drug use. Students are encouraged to drop in or make individual appointments with health educators at The Wellness Center by calling (909) 869-5272.

### Counseling and Psychological Services

Counseling and Psychological Services (CAPS) offers free personal counseling to Cal Poly Pomona students. Because college life often involves personal changes and new life experiences, the student's emotional well-being, stress level, and relationships can be affected. The professional counselors at CAPS are aware of these issues and offer a variety of options for students in a confidential environment.

In addition to individual counseling sessions, students may partake in couples, family, and group therapy. Psychological testing, crisis intervention, outreach services and training programs are also offered throughout the year. Counseling services are designed to promote personal growth, the development of satisfying relationships, effective communication, successful decision-making, and the establishment of personal values and self esteem.

CAPS is open year-round, Monday through Friday from 8:00 am - 5:00 pm. (Summer hours may vary). Pre-scheduled intake appointments and walk-in hours are set aside for first-time students. For more information, call CAPS at (909) 869-3220. CAPS is conveniently located in the Bookstore Building (66-110) or visit our web site at: <<http://www.intranet.csupomona.edu/~caps>>.

### 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 such as 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, to



academic advising and programs related to their majors. Every effort is made to provide new students with information and advice in a welcoming atmosphere to 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 the 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.

Students may receive an "Advising Hold" on their registration for a given quarter. An "Advising Hold" indicates that the students must see their major department advisor to have the hold lifted prior to registering for classes. This is an opportunity for the student and advisor to discuss the student's academic progress, course selection, and to identify and resolve any difficulties the student may be experiencing.

### University Advising Center (UAC)

The University Advising Center is a convenient one-stop location for information, referrals, and advising services located in Building 66. The UAC provides backup advising services for the colleges/schools/departments. Articulation agreements with community colleges are available at the UAC as are curriculum sheets for all majors, and many essential forms and petitions.

The UAC is the academic home for freshman undeclared majors (major code 996). Comprehensive services are provided to empower students and assist with their successful transition from high school to college. Students receive quality advising related to the General Education (GE) requirements and preparation for major course work, acquire study strategies, and work through academic difficulties which may arise. Academic counselors advise and encourage students to explore major and career options through informational sessions and activities.

The UAC 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 major). Withdrawal Forms and Change of Major Petitions originate at this office and students may meet with an academic counselor to discuss their plans.

The University Advising Center's regular hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. For information call (909) 869-3211. General recorded telephone advising information may be obtained 24

hours a day from the University Advising Center's InfoLine at (909) 869-4636.

### The CENTER

The CENTER, in the Division of Student Affairs and sponsored in part by ASI, has three main program areas: Re-entry 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 7:00 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.

Re-entry 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 from school for several years. Liaisons/referrals are available for 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 21 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 7:00 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, and Financial Aid. Referrals are also initiated to other offices and services for next-day action. For Evening Services call (909) 869-6888.

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 Advising, 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 Building 8, Room 7. Call (909) 869-4092 for information.

### Preprofessional Advising, Veterinary Medicine

Students interested in pursuing careers in veterinary medicine can consult with the Department Chair of the Animal and Veterinary Sciences Department, Building 2, Room 123.

### 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.

The office of Dr. Judith Jacobs, Director, is located in Building 3, Room 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.

Students receiving veterans educational benefits should note the minimum scholarship requirements section under "Academic Regulations" in this catalog.

### Disabled Student Services

Disabled Student Services provides support services to students who have physical, learning and psychological disabilities. Disabled Student Services provides assistance to students with disabilities such as: visual, hearing impaired, mobility, motor and speech impairments. This office also serves students who have learning or 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, note taker 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 accessible to students with disabilities.

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 in 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.

There is a variety of employment opportunities for students available at the Foundation's campus operations. The operations include: Foundation Administration, Accounting and Payroll, Human Resources, Bronco Bookstore, Campus Books, Campus Center Marketplace, Soundstage, Oscar's Coffee Shop, Los Olivos Dining Commons, Catering, Kellogg West Conference Center & Lodge, Kellogg West Restaurant, Facilities Management, University Village Apartments and Research and Sponsored Programs. The Foundation also provides opportunities for students seeking internship programs. Job listings are available through the Human Resources Department of the Foundation in building 55.

### 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 Advisory Network enables individuals to contact Cal Poly Pomona 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.

### Campus Dining

Los Olivos Dining Commons, Building 70 – Newly remodeled all-you-can-eat buffet with hot entrees, deli sandwiches, a 38-foot salad bar, soups, burgers and sandwiches, fresh baked goods, a waffle bar and a self-serve espresso coffee bar. Open to all campus guests with a special low price for students.

Sound Stage, Building 35 – Soundstage houses an international food court. Choose from the Mexican specialties, made-to-order Healthy Choice sandwiches, burgers, or quick serve Asian cuisine. You'll also find salads, pastas, soups and bakery items. University Union, lower level.

Oscar's Coffee House, Building 35 – Oscar's features cappuccino, espresso and mocha drinks, fruit drinks and iced coffee beverages. A selection of croissant sandwiches, pasta salads, fresh fruit, and bakery treats. Located upstairs in the University Union.

Campus Center Marketplace, Building 97 – Campus Center is new and colorful! Delight in the ambiance of the marketplace while enjoying the many cuisine choices. You'll find at the Marketplace...CARL'S JR./GREEN BURRITO, a salad, soup and potato bar, authentic Asian cuisine featuring three distinct regional styles, a convenience store, fruit juice, smoothie and frozen yogurt bar, bake shop and coffee bar.

Kellogg West, Building 76 – A full-service restaurant with beverage and bar service, breakfast and luncheon buffets, and elegantly served dinner



meals supervised by our master Executive Chef. Open to the public; special luncheon rates for students, faculty and staff. Reservations requested, call 909/869-2250. Hours subject to conference schedule.

Campus Catering, Building 55 – Excellent food for a casual BBQ to a full service gourmet dinner. Catering will assist in the planning and orchestration of any occasion held at one of the beautiful locations on the Cal Poly Pomona campus or at your selected venue. Call 909/869-2251 Monday-Friday, 8:00 a.m.-5:00 p.m.

Hot Dog Carts, Pretzel and Churro Carts and vending machines are available at various locations throughout the campus.

### Bookstore

The Bronco Bookstore is conveniently located in Building 66 and maintains over 22,000 square feet of bookstore space to serve the University. Its mission is to provide the students, faculty and staff with the complete and appropriate academic materials and resources for successful course study at Cal Poly Pomona. Students may call (909) 869-3274 for recorded information about Bookstore hours and days of operation, or to obtain mail order information for the University catalog or class schedule. Visit the Bronco Bookstore web page at [www.csupomona.edu/bookstore/](http://www.csupomona.edu/bookstore/) or call (909) 869-4693 for other bookstore information.

The Bronco Bookstore carries a complete array of course textbooks, study guides, computers, software, class laboratory supplies, Cal Poly Pomona emblematic clothing and gifts, sundries and snacks along with the University Catalog and quarterly Class Schedule. The Bookstore staff works closely with the faculty to insure that the correct textbooks and supplies are available for Cal Poly Pomona students at the beginning of each academic quarter. The Bookstore also provides many special services such as maintaining store charge accounts for scholarships, grants and parent prepaid accounts, the rental of graduation caps and gowns, the sale of personalized graduation announcements and class rings.

The Bronco Bookstore accepts personal checks for the amount of purchase with valid California driver's license, California DMV photo I.D. or Cal Poly Pomona I.D. card along with one of the following: Current Quarter's Study List, Check Guarantee Card, or display of a major credit card. The major credit cards accepted are Visa, MasterCard, American Express and Discover. The Bookstore is the main retail facility on campus and students interested in employment may contact the Bookstore directly.

### Bookstore's Computer Department

The computer department of the Bookstore sells software and services several lines of personal computers for Cal Poly Pomona students at special educationally discounted prices. The Bookstore also has trained technicians to assist students with their computer related needs which include hardware diagnostics, repairs and services, software installation and equipment upgrades. Call the Bookstore's Computer Department at (909) 869-3280.

### 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 \$35 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 in obtaining the maximum resources available.

### 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; and 7) 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. Total educational costs include fees, room and board, books, transportation and personal expenses.

Costs vary depending on the student's residency status, number of credits, room and board arrangements, as well as the choices they make concerning personal and transportation expenses.

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

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

**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. Students should complete this application as early as possible after January 1, but no later than the priority filing deadline of March 1.

#### 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 Office of Financial Aid. 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 Offer 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 Office of Financial Aid.

**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 and completed.

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 \$2,470 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 \$1000.

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.

**Loans (Aid that has to be repaid)**

Federal Perkins Loan is a federal loan for undergraduate and graduate students. The interest rate is 5 percent 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 percent. 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 is 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 students earn funds for 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 and more. Awards range from \$1,500 to \$2,400.

**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 February 15. 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. Additional scholarship information is available on the Cal Poly Pomona’s Financial Aid homepage on the World Wide Web.

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, the School of Hotel and Restaurant Management, and 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 \$2,000 for the freshman year, and \$1,000 for each of the following three years. Recipients receive free preferential parking, a \$300 book stipend 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.

### 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.

### 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 percent cap.

Parents may borrow from \$500 to the total cost of education minus any financial aid received. Repayment extends up to 10 years and payment begins 60 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 criterion. 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. The World Wide Web address is: <http://security.intranet.csupomona.edu>.

Students may also access the Cal Poly Pomona Voice Response System at (909) 468-5020 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 is 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. The resources (such as parental contribution, other financial aid, personal assets) considered in the calculation of need and the amount 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 Developmental Outreach and Special Programs, Recruitment Services, Transfer Student Services.

Developmental Outreach and Special Programs focus 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. Call (909) 869-4998.

Recruitment Services provides representatives to the wide variety of college fairs, transfer days, and informational presentations which assist prospective students 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 provide one-to-one admission counseling on both appointment and walk-in basis. Call (909) 869-3210 or 869-4998. The e-mail address is [cppapp@csupomona.edu](mailto:cppapp@csupomona.edu).

Consistent with the University's commitment to educational equity, special programs and services are available to serve the needs of students from disadvantaged backgrounds. 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.

### Transfer Student Services

Transfer Student Services provides advocacy for transfer students, and assistance throughout the transfer process. 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 [transfer@csupomona.edu](mailto:transfer@csupomona.edu).

Campus tours, led by current Cal Poly Pomona students, are offered through Visitor Services and may be arranged by contacting the Tour Hotline at (909) 869-3529.

### VISITOR SERVICES

The best way to get to know the Cal Poly Pomona community is to spend time on campus and experience the surroundings. Personal tours with a Poly Pathfinder are offered for small groups or for individuals. The tours consist of a 90-minute walk through the campus.

To schedule an appointment, please contact the Tour Hotline in the Visitor Services Office at (909) 869-3529 or by e-mail [JLSCHUFER@csupomona.edu](mailto:JLSCHUFER@csupomona.edu).

### STUDENT LIFE AND ACTIVITIES

The quality of student life at Cal Poly Pomona 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 members 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

Every Cal Poly Pomona student, is a member of the Associated Students Incorporated (ASI). ASI, the official voice of the students is a recognized auxiliary of the University and is involved in representing student interests on campus in addition to providing a variety of services to the

campus community.

ASI student government offices are located in the Union Plaza, Building 26. ASI is directly funded and operated by the students of Cal Poly Pomona. Legislative authority is vested in the Student Senate which is composed of elected student leaders, as well as representatives for staff, faculty, and alumni. Executive authority is vested in the ASI Cabinet which is composed of appointed student representatives who are responsible for coordinating student events on campus. The ASI Judiciary is responsible for the interpretation of ASI, council and club by-laws and handling of related violations.

ASI Programming provides entertainment and special interest programs to the student body and the general public. Through concerts, speakers, and special events, the students in ASI Programming seek to provide a well-rounded and complete schedule of activities. In a unique partnership with the University, the ASI Children's Center provides day care for children of Cal Poly Pomona students, faculty and staff. The Intramural Sports Program offer students the chance to compete in intense athletic competition. With over 2000 students participating in these sports, the Intramural Sports Program is one of the most popular programs on campus. Sports include basketball, softball, soccer, ultimate frisbee, flag football, and volleyball. ASI sponsors an insurance program which offers health and dental benefits for domestic and international students.

All ASI operations, with the exception of the Children's Center and Student Government, are housed in the University Union. The University Union, managed by ASI, serves as the home away from home for students. It gives the campus a place to meet, to dine, to study, and to socialize. Services include cellular phone services provided by C-Cellular, copy/mail services at Bronco Copy/Mail, graphic design services provided by the ASI Marketing Department, discount ticket services available in Games Room Etc., craft-making services available in Pastimes, and business support services available in the ASI Business Office.

Other ASI operations include Snack Safari, a self-service bulk candy store that sells candy, nuts, trail mixes, film, batteries, tobacco products and more. Games Room Etc., the most popular of all ASI operations which features 10 pool tables, over 30 top rated video games, and 4 ping-pong tables. Games Room Etc. offers special events throughout the quarter such as billiards and video game tournaments.

For the next three years, the Union will be under expansion to better accommodate students, faculty, and staff. Included in this expansion will be the addition of a fitness center, a new food court, additional retail lease space, a 1000 seat multi-purpose room, a 24-hour study lounge, as well as renovation of existing office and meeting space.

ASI operates within the provisions of the California Revenue and Taxation Code Section 23701(d) and the Internal Revenue Code Section 501(c)(3). ASI is also subject to the regulations established by the Trustees of the California State University (CSU) system and the accounting procedures approved by the California Department of Finance, as required by Section 89900 of the California Education Code. Advise ment of ASI is provided by the Office of Student Life, which is located in the Union Plaza. For more information contact the Office of Student Life @ (909) 869-2841.

#### Children's Center

The Cal Poly Pomona University Children's Center is an on-campus facility which assists student parents to complete their educational goals. The Center provides a quality child care program to preschool children 2 1/2 through 5 years of age at a nominal fee. Spaces are also available to faculty and staff on a space available basis.



The Center's philosophy emphasizes a hands-on approach and is developmentally age-appropriate.

Hours of operation are (Monday through Friday, 7:30 a.m. to 6 p.m.) during the academic year. 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 underrepresented 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. The Cesar E. Chavez Center for Higher Education is located in Building 95, (909) 869-5035.

The Pride Center (Gay, Lesbian, and Bisexual Student Center) provides resources, referrals, support, and programs about lesbian, gay, and bisexual issues, heterosexism, and homophobia. The Pride Center is located in Building 1-206, (909) 869-5259, website: <[http://www.csupomona.edu/pride\\_center/](http://www.csupomona.edu/pride_center/)>

### Student Clubs and Organizations

Cal Poly Pomona's co-curricular program is strengthened by some 250 charter 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, Building 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 Pomona 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 Pomona with information and experience about other cultures—cultures 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 Pomona 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, Xicano Latino Heritage Month, Black History Month, and Asian-Pacific Heritage Week.

Reaffirming Ethnic Awareness and Community Harmony – REACH 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 and 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 on this campus, (or for that matter at any other college or university), the Rose Float responsibility is jointly shared by the two Cal Poly campuses 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 20 to 25 students are chosen for 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, Building 26, Room 130.

## Human Corps Volunteer Center (HCVC)

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 in 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 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 SAT score of 820 or an ACT 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 Pomona faculty and students. A program of intercollegiate competition for men and women is offered in a variety of sports which include (m) baseball, (m/w) basketball, (m/w) cross-country, (m/w) soccer, (m/w) tennis, (m/w) track and field, (w) volleyball. 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 Pomona 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 nine 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 Senior Director of Student Development, or his designee in Building 15, Room 126.

## Eligibility for Intercollegiate Athletics

Eligibility for competition in intercollegiate athletics is regulated in general by the rules of the National Collegiate Athletic Association (NCAA), 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 and Student Development, Building 26, (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 and Student Development, Building 26, (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 Pomona 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 Pomona degree. The following policy is intended to define clearly academic dishonesty at Cal Poly Pomona and to state the responsibility of students, faculty and administrators relating to this subject.

All forms of academic dishonesty at Cal Poly Pomona 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 Graduating Writing Test and Math Diagnostic Test.
- c. Use of Unauthorized Study Aids—This includes utilization of others' 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 and Student Development 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 and Student Development. 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 Student Development 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 Pomona. The administration has the responsibility to ensure that the systemwide guidelines regarding student discipline are met in Cal Poly Pomona'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 Department of Public Safety, Building 81, (909) 869-3070.

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, Building 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 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 complaint 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 for Faculty Affairs, Building 98 T7-17, (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 the Associate Vice President for Faculty Affairs, Building 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 Pomona 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, extension 2966, and should be followed when preparing for research which involves human subjects.

### Race, Color, National Origin, or Disability

The California State University complies with the requirements of Title VI of the Civil Rights Act of 1964 as amended by the Americans with Disabilities Act and the regulations adopted thereunder. No person shall on the grounds of race, color, national origin or disability 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 at (909) 869-2954, or the Office of Academic Programs as (909) 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 Pomona 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 10 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 for 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 to students who are earning a 3.0 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 CSU 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.

### Four-year Graduation Pledge

Graduating in four years is a top priority for both prospective students and their parents, as they make decisions about a college education. The Cal Poly Pomona Four-year Graduation Pledge Program is designed to facilitate the graduation of freshmen within four years. The pledge program involves a two-way commitment, both on the part of the University and the student who elects to become a part of the program. The program is based on the philosophy that if both the University and the student uphold their commitment, graduation in four years should be easily attainable.

#### Student Commitment

1. Attend an orientation program prior to enrollment
2. Declare and remain in the same major elected upon admission to the University
3. Enter the University qualified to enroll in college-level math and English appropriate to your major
4. Enroll in at least 16 units per quarter and successfully complete at least 50 units per year
5. Maintain a minimum 2.0 cumulative grade point average, and earn a "C" or better in all coursework taken
6. Meet with an assigned advisor every quarter and participate in priority registration
7. Take and pass the Graduation Writing Test during your junior year
8. Balance school, work, and personal responsibilities so that your commitment to education is honored

#### University Commitment

At the core of the University's commitment is an effective and coordinated advising program. Each undergraduate academic department has designated a special faculty advisor for four-year graduation pledge students. Additionally, four-year graduation pledge participants are granted priority registration for the duration of their pledge agreement.

For more information about the Four-year Pledge program, please

contact Dr. Rochelle Kellner at (909) 869-4531.

### 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 Pomona is one of 600 institutions nationwide that offer Army ROTC through cross-enrollment with host institutions. Students from Cal Poly Pomona attend Military Science classes at Cal Poly Pomona 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 \$1,000.00 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-week 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 Pomona 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 Pomona are listed in the catalog section "University Programs."

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

Through arrangements with the University of Southern California (USC) in Los Angeles and Harvey Mudd College (HMC) in Claremont, 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 Tuesday evenings at Harvey Mudd College to better accommodate students commuting from other colleges and universities in the area. AFROTC cadets under scholarship and all juniors and seniors receive a \$150 per month tax-free stipend.

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

### CSU International Programs and Cal Poly Pomona Study Abroad

Cal Poly Pomona 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), Musikhochschule Trossingen, Universität Hohenheim (Hohenheim), Fachhochschule Furtwangen (Furtwangen), Fachhochschule Mannhiem, Fachhochschule Nürtingen (Nurtingen), Fachhochschule Reutlingen (Reutlingen), Berufsakademie Stuttgart (Stuttgart), Universität Freiburg (Freiburg), Universität Karlsruhe, Universität Konstanz, Universität Mannhiem, Universität Stuttgart, Universität Ulm, 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)

Korea – Yonsei University (Seoul)

Mexico – Universidad Pedagógica Nacional (Mexico City) and Instituto Tecnológico y de Estudios Superiores de Monterrey, Campus Querétaro

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 Pomona 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 these requirements. 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 Pomona 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 Pomona 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 Pomona.

Additional information and application materials may be obtained on campus from the International Center or by writing to The California State University International Programs, 400 Golden Shore, Suite 122, Long Beach, California 90802-4275. Visit us on the World Wide Web at [www.gateway.calstate.edu/csuienet/](http://www.gateway.calstate.edu/csuienet/). Applications for the 1998-99 academic year overseas must be submitted by February 1, 1998 for the CSU programs, and by April 1, 1998 for Exchange Programs.

### National Student Exchange (N.S.E.)

Cal Poly Pomona belongs to the National Student Exchange consortium, which comprises 135 state universities and colleges in 46 states plus

the District of Columbia, 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 Pomona 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 Office of the Vice President for Student Affairs and University Advancement, Building 98, Tower-6. Applications are available in January, and placement is completed by the end of March for the next academic year.

**University Access and Equity Programs**

As part of the University's efforts to expand educational opportunity, a number of access and equity programs have been developed. These programs include cooperative efforts between the offices of the Vice President for Academic Affairs and the Vice President for Student Affairs and University Advancement.

**Educational Opportunity Program**

The Educational Opportunity Program (EOP) is the University's first and most comprehensive access and equity program. Established in 1969, 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 making the most of their educational opportunities.

The program's Counseling and Advising Services (CAS) component provides academic advising, registration assistance, counseling, and assistance in applying to graduate school. 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 the program's Learning Assistance Center (LAC) offers support in most subject areas and in study strategies. Trained peer tutors provide individualized learning assistance 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, and study skills workshops are presented regularly. The LAC helps students prepare for the Graduation Writing Test (GWT) by offering quarterly workshops and individualized follow-up tutoring. In addition to EOP

students, these services are made available to students in the Summer Bridge Program, College-Based Programs, Re-entry Services, 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 patterns. 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, recommends applicants for acceptance, and notifies them of admission decisions.

Prospective first-time students apply for admission to the Educational Opportunity Program by completing all sections of item 12 on The California State University undergraduate application for admission. Applicants are required to submit the EOP supplementary forms (which include an applicant information form, a nomination form, an autobiographical statement, and a recommendation form) and an official copy of their high school transcript. In addition, applicants must submit a Free Application for Federal Student Aid (FAFSA) and documentation of household income. Please note that Cal Poly Pomona's EOP accepts applications from first-time students for fall quarter only. The deadline for receiving applications for the 1997-98 academic year is March 2, 1997; the deadline for receiving applications for the 1998-99 academic year is March 2, 1998.

Prospective transfer students apply for admission to the Educational Opportunity Program by completing all sections of item 12 on The California State University undergraduate application for admission. They must declare a major, indicate whether they are or have been enrolled in an EOP or EOP&S program, and submit the EOP supplementary forms and official transcripts of all college work. In addition, prospective transfer students must submit a Free Application for Federal Student Aid (FAFSA) and documentation of household income. Applicants seeking to transfer to Cal Poly Pomona's EOP are encouraged to apply as early as possible during the application filing period. The EOP application deadlines for prospective transfer students are:

- Fall Quarter 1997 . . . . . March 2, 1997
- Winter Quarter 1998 . . . . . October 31, 1997
- Spring Quarter 1998 . . . . . January 31, 1998
  
- Fall Quarter 1998 . . . . . March 2, 1998
- Winter Quarter 1999 . . . . . October 31, 1998
- Spring Quarter 1999 . . . . . January 31, 1999

After the EOP file of a prospective first-time or transfer student is complete, it will be carefully reviewed by the program's Admissions and Enrollment Committee. The committee will not consider the application of a prospective student until all forms and documents required by the University's Admissions Office have been received and EOP has been notified that the applicant's file is complete.

The Admissions and Enrollment Committee will consider such factors as the applicant's previous academic performance, co-curricular activities, work experience, motivation, and potential for success at Cal Poly Pomona. The committee may also look for any contributions that the applicant has made or intends to make to his or her community. To assist the committee, all applicants are encouraged to fill out all forms completely and accurately. Some applicants may be required to visit the campus to participate in personal interviews and/or skills assessment testing. The Coordinator of Admissions and Enrollment Services will notify applicants if a campus visit is required during the selection process.

After an applicant's file has been reviewed and a decision has been reached, the Director of the Educational Opportunity Program will notify the applicant of the decision in writing. When an offer of admission is



extended, an EOP Acceptance Agreement will accompany the offer. The EOP Acceptance Agreement must be signed by the prospective student and returned to the Coordinator of Admissions and Enrollment Services within two weeks. If it is not signed and returned on or before the specified date, the offer of admission to the Educational Opportunity Program will be canceled.

For additional information on the Educational Opportunity Program, please call Leticia Guzman, Coordinator of Admissions and Enrollment Services, at (909) 869-4672 or James M. Norfleet, Interim Director, at (909) 869-3365.

### Summer Bridge Program

Initiated at Cal Poly Pomona in the summer of 1985, the Summer Bridge Program assists 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 incoming 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 the residence halls and participate in orientation workshops, tutoring, 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 registration fees, room, board, and books, are covered by the university.

For more information on the Summer Bridge Program, please call James M. Norfleet, Interim Director of the Educational Opportunity Program, at (909) 869-3365.

