

ACADEMIC REGULATIONS AND PROGRAMS

DEGREES AND TEACHING CREDENTIALS OFFERED

The University offers undergraduate curricula leading to the degrees of Bachelor of Arts and Bachelor of Science, and graduate curricula for the master's degree. In addition, programs are offered leading to teaching credentials authorizing service in California public schools. Degrees and teaching credential programs offered by the university are:

COLLEGE OF AGRICULTURE

BACHELOR OF SCIENCE in:

Agricultural Biology	101
Agricultural Science	105
Agronomy	111
Animal Science	114
Apparel Merchandising and Management	121
Food Marketing and Agribusiness Management	124
Foods and Nutrition	128
Horticulture	134
Landscape Irrigation Science	140
Soil Science	142

MASTER OF SCIENCE in:

Agriculture	
Agricultural Science Option	431
Animal Science Option	433
Nutrition and Food Science Option	435
Sports Nutrition Option	438
Agribusiness Emphasis	440

COLLEGE OF BUSINESS ADMINISTRATION

BACHELOR OF SCIENCE in BUSINESS ADMINISTRATION

with majors in:

Accounting	152
Computer Information Systems	157
Finance, Real Estate, and Law	162
International Business	168
Management and Human Resources	171
Marketing Management	175
Operations Management	180

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MASTER OF SCIENCE in BUSINESS ADMINISTRATION

Entrepreneurship, Creativity, and Innovative Management Option	452
Information Systems Audit Option	451

COLLEGE OF ENGINEERING

BACHELOR OF SCIENCE in:

Aerospace Engineering	193
Chemical Engineering	197
Civil Engineering	203
Construction Engineering Technology	215
Electrical Engineering	208
Electronics and Computer Engineering Technology	215
Engineering Technology	215
Industrial Engineering	223
Manufacturing Engineering	223
Materials Engineering	197
Mechanical Engineering	230

MASTER OF SCIENCE in:

Engineering	477
Electrical Engineering	477

COLLEGE OF ENVIRONMENTAL DESIGN

BACHELOR OF ARCHITECTURE	242
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BACHELOR OF ARTS in:

Art	246
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BACHELOR OF SCIENCE in:

Landscape Architecture	251
Urban and Regional Planning	254

MASTER OF ARCHITECTURE	441
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MASTER OF LANDSCAPE ARCHITECTURE	492
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MASTER OF URBAN AND REGIONAL PLANNING	501
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COLLEGE OF LETTERS, ARTS AND SOCIAL SCIENCES

BACHELOR OF ARTS in:

Behavioral Science	265
English	279
History	291
Humanities	298
Music	312
Philosophy	326
Political Science	331
Psychology	336
Sociology	341
Theatre	345

BACHELOR OF SCIENCE in:

Anthropology	262
Communication	268
Economics	274
Geography	288
Kinesiology	301
Social Sciences	339

MASTER OF ARTS in:

English	484
Literature Option	
Rhetoric and Composition Option	
Teaching ESL Option	

MASTER OF SCIENCE in:

Economics	462
Kinesiology	490
Psychology	498

COLLEGE OF SCIENCE

BACHELOR OF SCIENCE in:

Biology	359
Biotechnology	360
Botany	361
Chemistry	372
Computer Science	377
Geology	381
Mathematics	386



Microbiology	363
Physics	394
Zoology	364

MASTER OF SCIENCE in:

Biological Sciences	444
Chemistry	458
Computer Science	460
Mathematics	495

SCHOOL OF HOTEL AND RESTAURANT MANAGEMENT**BACHELOR OF SCIENCE in:**

Hotel and Restaurant Management	416
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SCHOOL OF EDUCATION AND INTEGRATIVE STUDIES**BACHELOR OF ARTS in:**

Gender, Ethnicity, and Multicultural Studies	401
Liberal Studies	405

MASTER OF ARTS in:

Education	466
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CREDENTIALS/CERTIFICATES:

Multiple Subjects	410
Multiple Subjects with a Crosscultural, Language and Academic Development (CLAD) Emphasis	411
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Single Subject with a Crosscultural, Language and Academic Development (CLAD) Emphasis	412
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Special Education - Severely Handicapped (SH)	412
Adapted Physical Education Specialist Credential	488
Resource Specialist Certificate	412
CLAD Certificate	412
Designated Subjects Adult Education Teaching Credential	133
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Educational Technology: Educational Multimedia Studies Certificate	469

APPROVED MINOR PROGRAMS (By College and Department)**University Interdisciplinary Minors**

(See University Programs catalog section for further information)	88
Environmental Health Specialist	91
Physiology	91
Quantitative Research	92
Total Quality Management	93

COLLEGE OF AGRICULTURE**Agricultural Engineering Department**

Landscape Irrigation Design	109
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Animal Science Department

Animal Science	116
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Food Marketing and Agribusiness Management/Agricultural Education Department

Agricultural Business Management	124
International Agricultural Business Management	125

Horticulture/Plant and Soil Science Department

Agricultural Biology	102
Agronomy	112
Ornamental Horticulture	135
Soil Science	143
Pest Management	102

Nutrition and Consumer Sciences Department

Fashion Merchandising	122
Foods and Nutrition	129

COLLEGE OF BUSINESS ADMINISTRATION

Business	150
International Business	150

Accounting Department

Accounting	153
Financial Analysis	153

Computer Information Systems Department

Business Computer Programming	158
Managerial Computing	159

Finance, Real Estate and Law Department

Business Law	164
Financial Management of Private and Public Contracts	164
Real Estate	163

Management and Human Resources Department

General Management	172
Human Resources Management	172
Entrepreneurship and Small Business Management	172

International Business and Marketing Department

Fashion Merchandising	176
International Business	150
Logistics	176
Marketing Management	175

Operations Management Department

Operations Management	181
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COLLEGE OF ENGINEERING

Energy Engineering	190
Illumination Engineering	190
Materials Science and Engineering	190
Ocean Engineering	191

COLLEGE OF ENVIRONMENTAL DESIGN

Art Department	
Art History	247

COLLEGE OF LETTERS, ARTS AND SOCIAL SCIENCES**Behavioral Sciences Department**

Criminal Justice and Corrections	265
Psychology	236
Sociology	342

Communication Department

Communications	269
Newspaper Journalism	269
Public Relations	269
Speech Communication	269

Economics Department

Economics	275
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English & Foreign Languages Department

English	281
Spanish	281

Geography and Anthropology Department

Anthropology	262
Geography	260

History Department

History	292
Latin American Studies	292

Music Department

Music	312
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Philosophy Department

Philosophy	327
Religious Studies	328

Political Science Department

Political Science	332
Public Administration	332

Theatre and Dance Department

Theatre	347
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COLLEGE OF SCIENCE**Biological Sciences Department**

Botany	362
Comparative Systems Analysis	398
Microbiology	364
Plant Biotechnology	362
Plant Pathology	363
Zoology	364

Chemistry Department

Chemistry	373
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Computer Science Department

Artificial Intelligence	377
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Geological Sciences Department

Geology	382
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Mathematics Department

Mathematics	387
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Physics Department

Physics	394
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CENTER FOR REGENERATIVE STUDIES

Regenerative Studies	420
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SCHOOL OF EDUCATION AND INTEGRATIVE STUDIES**Ethnic and Women Studies Department**

African American Studies	401
Native American Studies	401
Asian American Studies	402
Chicano/Latino Studies	402
Women's Studies	402

COURSE NUMBERING SYSTEM

Courses are grouped into number series indicating the level at which they are presented.

- 1-99** Courses carrying no credit toward degree requirements.
- 100-299** Courses taught primarily in the freshman and sophomore years and generally introductory in nature. Graduate credit is not allowed.
- 300-399** Courses primarily for advanced undergraduate students, usually having prerequisites, bearing graduate degree credit upon the approval of the advisor.
- 400-499** Courses for advanced undergraduates, and graduate, and post-baccalaureate students; courses 461, 462 and 463 shall not apply to master's degree requirements.
- 500-599** Courses open only to graduate and post-baccalaureate students, or seniors with prior approval.
- 600-699** Courses open only to unconditionally classified graduate students.
- 900-999** Courses including specialized workshops, seminars, and institutes designed to provide professional and occupational improvement. Not acceptable for credit towards a master's degree.



ACADEMIC REGULATIONS

Requirements for Bachelor's Degree

General Requirements

A candidate for the bachelor's degree shall have

- 1) completed the courses in one of the listed baccalaureate curricula with a minimum "C" grade average (GPA of 2.0) for all units in the major (core courses and designated option courses);
 - 2) completed the required general education courses;
 - 3) completed the required courses in American history and government, including state and local government. This requirement is met by completing PLS 201 and HST 202;
 - 4) spent not less than three quarters in residence, two of these quarters immediately preceding graduation;
 - 5) earned not fewer than 50 quarter units in residence applicable to the bachelor's degree; of which 36 units must be in upper division courses, 18 units must be in the major core, and 12 units in general education courses;
 - 6) earned a total number of grade points at least equal to twice the number of units attempted (achieve a "C" grade average e.g. GPA of 2.0) in all courses taken at Cal Poly Pomona and overall coursework;
 - 7) completed for a Bachelor of Arts degree a minimum of 186 quarter units with a minimum of 60 of those units being of 300- or 400-level courses, 18 of which must be in the major core; completed a Bachelor of Science degree with a minimum of 198 quarter units with at least 27 of these units being in 300- or 400-level courses in the major core.
- No major will contain less than 54 quarter units of courses required in the core for the major. Within these 54 units must be at least 15 units of 100 and 200-level courses. The courses in the major must be exclusive of those courses taken to satisfy the general education requirements;
- 8) met the Graduation Writing Test requirement;
 - 9) had a preliminary graduation check. A request for this records check can be made in the Evaluations Office when a senior has no more than 10 classes (40 units) left to take to complete degree requirements. Graduate students may request a graduation check at any time;
 - 10) filed an application for graduation in the Evaluations Office prior to the deadline listed in the academic calendar.

Determination of Graduation Requirements

In determining graduation requirements, students have three basic options open to them. They may decide to meet the degree requirements listed in the Cal Poly Pomona university catalog at the time they first entered the university, or they may decide to use the requirements listed in the university catalog at the time of their graduation, or they may elect to use the requirements in effect at the time they begin study at a CSU campus or a California community college.

At Cal Poly Pomona, all colleges/schools evaluate incoming students on the current curriculum for their major/core and support areas. Questions on this matter should be directed to the student's advisor or department chair.

Whenever a student changes major, while this action is not considered a break in enrollment status, he/she will come under either the major department degree graduation requirements published in the Cal Poly

Pomona university catalog at the time the major was changed or under the provisions of the catalog applicable to the period in which he/she wishes to graduate.

California community college students transferring to Cal Poly Pomona without a break in enrollment status will be evaluated on the graduation requirements listed in the Cal Poly Pomona university catalog at the time of entrance to Cal Poly Pomona. Students may elect in writing to the Evaluations Office to fulfill graduation requirements at the time students began attending a California community college or in effect at the time of graduation. After entry to Cal Poly Pomona, any change of status or major will cause them to come under the major degree catalog provisions valid at the time of the change. Also see "General Education" section in this catalog regarding transfer and change of major students and G.E. certification.

Students who are not in attendance for two quarters in any given calendar year are considered to have broken enrollment status. This will affect both major and other degree requirements and may require additional course work for degree completion.

Participation in Graduation Ceremonies

Students may participate in June commencement ceremonies if they have satisfied the Graduation Writing Test (GWT) requirement and have 8 or fewer units remaining to fulfill their graduation requirements. This policy will apply for graduation ceremonies in June 1997. Students should consult their advisors for further information.

Requirement in Mathematics Proficiency

All students must demonstrate a base level math competency. This may be done by taking an approved course in mathematics or statistics. The following courses have been judged to meet this requirement: MAT 105, MAT 106, MAT 114, MAT 115, MAT 116, MAT 125, MAT 130, MAT 131, MAT 135, MAT 191 or STA 120, STA 220. Transfer students will satisfy this requirement by taking an equivalent course which may also be used to meet the CSU General Education quantitative reasoning requirement. Intermediate Algebra taken at a Community College will not meet this requirement, nor will it be considered acceptable to meet the quantitative reasoning requirement.

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.

ENTRY-LEVEL MATHEMATICS (ELM) REQUIREMENT

The CSU Entry Level Mathematics test must be completed by all new undergraduates with the exception of those who 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.
- A score of 560 or above on the College Board Mathematics 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.

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

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 quarter 1998. Students entering fall 1998 and thereafter are required to take these tests after admission and before enrolling for classes.

Information and registration materials for the ELM will be mailed to all students subject to requirements. Further information regarding these examinations and possible exemptions may be obtained from the Test Center, Building 98, Room P2-4.

ENGLISH PLACEMENT TEST (EPT) REQUIREMENT

All entering students must complete the CSU English Placement Test (EPT) with the exception of students who present 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."
- A score of 470 or above on the Verbal section of the College Board Scholastic Aptitude Test (SAT) taken prior to March 1994.
- A score of 470 or above on the Verbal section of the College Board SAT I* Reasoning Test taken between March 1994 and March 1995.
- 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.
- 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.
- A score of 660 or above on the College Board SAT II* Writing Test taken on or after April 1, 1995.
- 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.

*The College Board SAT and Achievement Tests were replaced by SAT I and SAT II, respectively, beginning March 1994. Beginning April 1, 1995,

SAT I and SAT II exams are scored on a new scale; however, the SAT scores qualifying for exemption from the ELM remains the same.

Failure to take the English Placement Test at the earliest opportunity after admission may lead to administrative probation which, according to Section 41300.1 of Title 5, California Code of Regulations, and CSU Executive Order 186, may lead to disqualification from further attendance. At Cal Poly Pomona "earliest opportunity after admission" is defined as by the end of the student's first two quarters of enrollment and students who fail to do so will receive a hold. While the student's records are on hold, registration may not be allowed, nor will transcripts of credits be released. The results of the EPT will not affect admissions eligibility but will be used to identify students who need special help in reading and writing in order to do college-level work.

Information bulletins and registration materials for the EPT will be mailed to all students. Materials, further information regarding the examination and possible exemptions may be obtained from the Test Center, Building 98, Room P2-4.

GRADUATION WRITING TEST (GWT) REQUIREMENT

All students subject to degree requirements listed in the 1977-78 and later general catalogs must demonstrate competency in writing skills as a requirement for graduation. Based on action taken by the Cal Poly Pomona Academic Senate in 1978, writing competence at Cal Poly Pomona is assessed by means of a written test. All persons who receive undergraduate, graduate, or external degrees from Cal Poly Pomona must pass the Graduation Writing Test (GWT). Foreign students, immigrants, and permanent residents must also pass the GWT test to receive a degree. The test is available to undergraduates at the completion of 90 units and for graduates upon admission.

A mandatory GWT registration policy requires that the test be taken by the quarter following the completion of 120 units (for undergraduates) or by the completion of 8 units (for graduate students). If the GWT is not taken by this time, a hold will be placed on a student's records. While the student's records are on hold, registration may not be allowed, nor will transcripts of credits be released.

Students who as undergraduates may have had the GWT requirement waived (or who did not need to take it because of continuous enrollment) will need to take it and pass it if they return to Cal Poly Pomona as graduate students.

Important information about specific exemptions from the test, and the appeals process for the test are contained in GWT Study Guide and Information Bulletin, which are available to all students. They may be obtained from the Test Center, Building 98, Room P2-4.

GENERAL EDUCATION REQUIREMENTS

Every student must take a substantial proportion of coursework for the bachelor's degree designed to develop professional competence. In addition, the student must develop the knowledge, skills, and understanding which will enable the student to function as an intelligent and creative member of the community. To achieve these goals, the university provides an integrated program of curricular and cocurricular activities which are organized to provide an educational experience appropriate to the needs of the individual student.

Under the provisions of Title 5 of the California Code of Regulations, the university offers a variety of courses in general education. The pattern of courses included in the program is designed primarily to insure that students:

1. Develop the ability to express themselves effectively in both written and oral communication and in critical thinking which includes consideration of common fallacies in reasoning;



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

To be eligible for graduation with a bachelor's degree from California State Polytechnic University, Pomona, a student must complete a minimum of 72 quarter units of general education of which 12 quarter units must be upper division and shall be taken no sooner than the quarter in which the student achieves upper division status. No course in a student's major core may be used to satisfy the general education requirements.

Twelve quarter units of the total 72-unit general education program must be completed in residence at California State Polytechnic University, Pomona.

Since general education is under continued ongoing review, the framework, guidelines, and coursework approved to meet general education requirements may change from one catalog cycle to another. Therefore, students who change majors or otherwise have a break in status may find that they are subject to new degree requirements. Careful academic and career planning is essential.

Questions related to general education requirements should be directed to the Office of Academic Programs, Building 98.

General Education—Approved Coursework and Unit Distribution

Courses approved and unit distributions to meet the general education requirements are listed in the catalog section "General Education." Since the general education requirements, as implemented at Cal Poly Pomona, and the courses approved to meet these requirements may be modified or changed subsequent to the publication of this catalog, students are advised to contact the Office of Academic Programs, Building 98, for the most current list of approved general education courses and requirements.

Limited Enrollment—Courses Open to Majors Only

Because of impactation in certain academic majors, enrollment in courses within these programs is limited to approved majors only. Certain exceptions are possible with written permission of the instructor and the department chair by an academic petition.

Exclusion of Students from Classes

1. An instructor may at any time exclude from his or her course students who are disrupting the orderly conduct of the classroom or are a hazard to themselves or others.
2. Upon excluding a student from a class, the instructor shall, within two academic days, inform the following individuals in writing of the reasons for exclusion from class and that the student has three academic days to file a protest with the instructor's dean:
 - a. The instructor's department chairperson
 - b. The instructor's college dean
 - c. The student's major department chairperson

- d. The student's major college dean
- e. The student
- f. The Office of Judicial Affairs

The student has three university academic days from the date of exclusion during which a formal protest may be lodged with the instructor's college dean concerning the instructor's decision. If the student desires to make such a protest, the college dean and department chairman will interview both the faculty member and the student(s) involved and the dean will make a final decision within three university academic days as to whether or not the student is to be allowed to return to class.

3. If the faculty member wishes to prefer disciplinary charges against the student involved, the faculty member shall submit such charges in writing to the office of Judicial Affairs. However, it will still be necessary to go through the specified process.

Scholastic Requirements

Each student is expected to meet the academic standards required by the state, the university and by the instructors. Every student is expected to attend classes regularly.

The instructor of a class may excuse student absences from the class.

Students may not remove an incomplete simply by re-enrolling in the course. In cases where repetition of the course is deemed appropriate, the student will be assigned a withdrawal or failing grade rather than an "I" grade. If students subsequently complete a course which is recorded as incomplete on a transcript from another institution, it is their responsibility to submit a corrected official transcript.

It is possible for a student to have three final examinations scheduled for the same day. If that happens, the student has the liberty of asking the professor of the middle exam to pick a mutually convenient time for the exam.

Students may not enroll in courses in subject areas in which they have already taken more advanced coursework (e.g. MAT 106 after taking MAT 114) for any purpose, including that of raising the Grade Point Average (GPA).

Students may not enroll in courses which have prerequisites without having successfully completed such prerequisites with the appropriate passing grade as designated by the offering department. If passing grade is designated as "C" or better, "C" is defined as 2.0 on a 4 point grading scale.

Minimum Scholarship Requirements

Uniform minimum standards for academic probation or disqualification are in effect at all The California State Universities. Students will be placed on academic probation or disqualified under the following conditions:

1. A student will be placed on academic probation if the cumulative grade point average falls below 2.0 (C) either for all college-level work attempted or for all work attempted at this university. The student will be advised of probation status on the grade report which is mailed to each student at the end of each quarter.
2. A student will be removed from probation and restored to good standing when a cumulative grade point average of 2.0 (C) for all university level work attempted and for all such work attempted at this university is earned.
3. Full-time undergraduate students are considered to be maintaining satisfactory academic progress toward their degree goal when they

have completed a minimum of 36 units per academic year of which a minimum of 24 units directly apply to satisfying the core and/or support and directed course requirements of their major curriculum according to their Degree Requirement Evaluation sheet (or until such time as all core and support course requirements are satisfied). Good standing is defined as 2.0 GPA.

Half-time students are considered to be maintaining satisfactory academic progress toward their degree goals when they have completed a minimum of 18 units per academic year of which a minimum of 12 units directly apply to satisfying the core and/or support and directed course requirements of their major curriculum according to their Degree Requirement Evaluation sheet (or until such time as all core and support course requirements are satisfied). Good standing is defined as maintaining at least a 2.0 GPA.

4. A student on probation is subject to disqualification and may be disqualified from the university by his/her major department for any one of the following reasons:
 - a. When the overall cumulative GPA is 7 or more grade points below a 2.0 at the end of any quarter; or
 - b. When the Cal Poly Pomona cumulative GPA is 7 or more grade points below a 2.0 at the end of any quarter; or
 - c. When the major (core) cumulative GPA is 7 or more grade points below a 2.0 at the end of any quarter; or
 - d. When more than one-third of a student's total units in any 12-month period do not satisfy his/her degree requirements.

The determination of the GPA in the major and proportion of courses taken to satisfy degree requirements is the responsibility of the major department.

If a student's GPA remains below 2.0 for more than three consecutive quarters, the student will not be certified for veterans educational benefits until his/her academic status is restored to good standing.

5. Students on probation will be automatically disqualified at the end of any quarter if: a) a freshman or sophomore (less than 90 quarter units of university work completed) is 22.5 or more grade points below a 2.0 (C average); b) a junior (90 to 134 quarter units of university work completed) is 13.5 or more grade points below a 2.0 (C average); c) a senior (135 or more quarter units of university work completed) is 9 or more grade points below a 2.0 (C average). Notices are sent as soon as possible following the end of the quarter.
6. Students who are subject to disqualification will have advising holds placed on their record the following quarter. These students may not be able to register for subsequent quarters unless they have cleared this hold with their major department and have been properly counseled as to how to regain good standing. An advising contract may be required by the major department.
7. Exceptions may be made in the case of an error or in the case of a student who has been admitted or reinstated on probation and who has earned at least a 2.0 each quarter after such admission or reinstatement.
8. A student who is disqualified for scholastic reasons will not be reinstated until at least one quarter has elapsed. The following disqualification policy became effective fall quarter 1991:
 - Students disqualified on the basis of their grade point balance deficiency at the conclusion of fall quarter will not be allowed to attend spring quarter.
 - Students disqualified on the basis of their grade point balance

deficiency at the conclusion of winter quarter will not be allowed to attend summer quarter.

- Students disqualified on the basis of their grade point balance deficiency at the conclusion of spring quarter will not be allowed to attend fall quarter.
- Students disqualified on the basis of their grade point balance deficiency at the conclusion of summer quarter will not be allowed to attend winter quarter.

Upon disqualification, students may be reinstated only after presentation to the university of satisfactory evidence that they have improved their chances of scholastic success. The Petition for Academic Reinstatement must be filed in the Records Office after approval by the student's major department chair and the dean of the school in which the student wishes to enroll.

Students have the right to appeal disqualification according to the Guidelines and Instructions shown below:

- Students wishing to appeal disqualification must complete the Disqualification Appeal Student Information Sheet available in the Registrar's Office. Except in extraordinary circumstances, appeals may be considered only if the student's grade point average, during the quarter subsequent to disqualification, has improved enough to remove the student from disqualification status.
- Students will be notified of their College's Appeals Committee decision no later than the last day to register for the quarter in question.

9. Administrative-Academic Probation: An undergraduate or graduate student may be placed on administrative-academic probation by action of appropriate campus officials for any of the following reasons:

- a. Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms. (Note: A student whose withdrawal is directly associated with a chronic or recurring disability or its treatment is not to be subject to Administrative-Academic probation for such withdrawal.)
- b. Repeated failure to progress toward the stated degree objective or other program objective, including that resulting from assignment of 15 units of NCR, when such failure appears to be due to circumstances within the control of the student.
- c. Failure to comply, after due notice, with an academic requirement or regulation which is routine for all students or a defined group of students (examples: failure to complete English Placement Test, failure to complete a required practicum, failure to complete a specified number of units as a condition for receiving student financial aid).

When such action is taken, the student shall be notified in writing and shall be provided with the conditions for removal from probation and the circumstances which would lead to disqualification, should probation not be removed.

10. Administrative-Academic Disqualification: A student who has been placed on administrative-academic probation may be disqualified from further attendance if:
 - a. The conditions for removal of administrative-academic probation are not met within the period specified.
 - b. The student becomes subject to academic disqualification while on administrative-academic probation.
 - c. The student becomes subject to administrative-academic disqualification for the same or similar reason for which he has



been placed on administrative-academic probation previously, although not currently in such status. When such action is taken, the student shall receive written notification including an explanation of the basis for the action.

NOTE: In order to graduate, a student must have an overall GPA of 2.0 in all university coursework as well as a 2.0 in his or her major coursework (e.g. core coursework). If an undergraduate student, at the time of the graduation check, has less than a 2.0 GPA in the major (core), the student can raise the major GPA to a minimum of 2.0 only by the following courses of action:

- a. Attainment of sufficient grades in all remaining major (core) courses in the student's program;
- b. Attainment of sufficient grades in all remaining major (core) course in the student's program plus the use of the Repeated Course Policy which allows the repetition of no more than 16 units. (Refer to "Repetition of Courses" section in this catalog.)

Regardless of purpose, a student may not repeat a course in the major (core) in which he or she has been assigned more than a C grade (2.0). A student may not substitute a support course or any other course as a major (core) course after the major (core) course has been taken. Further, this university has the right to prescribe that any particular graduation requirement be met within seven (7) years. For further details on this prescription please see the Associate Vice President for Academic Programs, Building 98.

The University Advising Center, Building 66, Room 124, offers "academic survival" workshops for those students whose grade point averages have fallen below 2.0. Call 869-INFO for details.

ACADEMIC POLICIES

MAJOR (CORE) COURSES

1. A student must obtain a 2.0 or greater GPA in the major (core) in order to graduate. If an undergraduate student, at the time of the graduation check, has less than a 2.0 GPA in the major (core), the student can raise the major GPA to a minimum of 2.0 only by the following courses of action: a) Attainment of sufficient grades in all remaining major (core) courses in the student's program; b). Attainment of sufficient grades in all remaining major (core) courses in the student's program plus the repetition of up to 16 units of major (core) courses. The repetition of courses in the major (core) follows the same policy for all courses and is stated in the Catalog under "repetition of courses."
2. Regardless of purpose, a student may not repeat a course in the major (core) in which he or she has been assigned more than a C grade.
3. A student may not substitute a support course or any other course as a major (core) course after the major (core) course has been taken.

MINORS

Academic minors are offered in a number of disciplines at this university. A listing of the minors currently available is included in the sections of the catalog at the beginning of the individual college sections showing degrees, options and minors offered by each college. The procedures to be followed in order to elect a minor are available in departmental or college dean's offices. A minimum GPA of 2.0 for all units in the minor must be attained prior to the granting of the minor. Minors are available only to undergraduate students.

SECOND BACCALAUREATE DEGREE

Admission to seek an additional bachelor's degree for holders of such degrees is processed by the admissions office in the same way as other undergraduate admissions.

A student who has earned a baccalaureate degree at an accredited institution must meet the curricular requirements for the second baccalaureate degree as well minimum residence requirements established by this university. A minimum of 50 units must be taken in residence and, of the 50 units, 36 shall be earned in upper division courses with 18 of these upper division units being in courses in the major.

Advanced standing will be granted for work completed for the original baccalaureate degree as applicable to the new degree objective. Work completed at this university prior to awarding of the original baccalaureate degree shall be counted as appropriate toward the residence requirements for the second degree. Any change in general degree requirements (such as general education) will have to be met in order to receive the second baccalaureate degree.

DOUBLE MAJORS

Normally a student meets graduation requirements for a degree in one of the major departments. However, it is permissible for a student to be granted a degree with two majors if all requirements of both major curricula are met at the same time.

Any major completed by the student leading to the single degree being awarded will be listed on the diploma as long as only a single degree is considered. If the student has completed the requirements for both a BA and BS, he/she will be required to distinguish only one as the degree in order to determine the appropriate diploma to be awarded, and the notation on the diploma. No more than one diploma will be granted to a student at the close of a given quarter. This is distinguished from the two majors leading to a single degree. However, all majors completed by a student will be listed on the official transcript of record.

Students who wish to receive a double major are required to meet all degree requirements in both majors. Students should be aware that the curriculum for the second major will be the one in effect when they add the second major.

TRANSFER CREDIT

A student who has attended accredited two-year or four-year colleges will be given full credit for college level courses successfully completed. Credit for courses taken at other institutions counts toward fulfillment of major curriculum requirements when applicable; other courses count as elective credit. Cal Poly Pomona does not accept credit for courses in religious practices.

A maximum of 70 semester units (105 quarter units) of community college course credit may be applied toward the bachelor's degree. No credit may be allowed for professional courses in education taken in a community college.

A maximum of 36 quarter units of extended university course credit may be applied toward the bachelor's degree. Units students take over the 36 college level transferable limit—through Cal Poly Pomona or other Continuing Education or Extended Education programs or Open University coursework—may satisfy a specific course requirement, but only 36 units may be considered by the university as transferable college level work that may be counted toward satisfying the minimum units required for a degree.

No limit is placed upon the number of transferable credits from a four-year college or university, except that no student will be granted a bachelor of science degree in any curriculum without having met the general unit, grade, and residence requirements.

No credit will be given for work taken at an unaccredited institution until the student has successfully completed 30 quarter units of work at this university. At that time, and upon recommendation of the student's major department, credit may be given for the unaccredited work.

Once a student has commenced work at this university, approval of the advisor must be secured prior to taking courses at another institution for credit toward major requirements at this university. (See also concurrent enrollment section and eligibility for intercollegiate athletics section.)

GRADING SYSTEM (See also Graduate Studies section)

Grades have the following functions:

1. To recognize performance in a particular course.
2. To act as a basis of screening for other courses, programs or graduate school.
3. To inform the student of his/her level of achievement in a particular course.
4. To stimulate the student to learn.
5. To inform prospective employers of the student's achievements.

The following grading system is in effect for undergraduates:

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|----|--|
| A | Superior Work
Indicates originality and independent work and a thorough mastery of the subject matter/skill; achievement so outstanding that it is normally attained only by students doing truly exemplary work. |
| B | Very Good Work
Indicates clearly better than adequate competence in the subject matter/skill; achievement of quality higher than adequate, but not of exemplary quality. |
| C | Adequate Work
Indicates that classroom work, outside assignments, and examinations have been completed at a level indicating adequate competence in the subject matter/skill. |
| D | Minimally Acceptable Work
Indicates achievement which meets the minimum requirements of the course, but at a level indicating less than adequate competence in the subject matter/skill. |
| F | Unacceptable Work
Indicates achievement that fails to meet the minimum requirements of the course and is clearly below university quality; not a passing grade. |
| I | Incomplete (Units attempted charged after a maximum of 1 year) |
| SP | Satisfactory Progress (Units attempted are charged after 1 year) |
| W | Official Withdrawal (Units attempted are not charged) |
| AU | Audit (no credit) |
| U | Unofficial Withdrawal (Units attempted are charged) |

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

A = 4.0	C+ = 2.3	F = 0
A- = 3.7	C = 2.0	I = 0
B+ = 3.3	C- = 1.7	SP = 0
B = 3.0	D+ = 1.3	W = 0
B- = 2.7	D = 1.0	AU = 0
	D- = 0.7	U = 0

An Audit grade (AU) signifies that a student has audited a course through an approved process (See Registrar). Enrollment as an auditor is subject to permission of the instructor; provided that enrollment in a course as an auditor shall be permitted only after students otherwise eligible to enroll on a credit basis have had an opportunity to do so. Auditors are subject to the same fee structure as credit students and regular class attendance is expected. Once enrolled as an auditor, a student may not change to credit status unless such a change is requested prior to the last day to add classes.

An "Incomplete" (I) signifies that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified reasons and that there is still a possibility of earning credit. After the request of the student for the "I" grade, or at the initiation of the course instructor, the faculty member makes the decision as to whether or not an "I" grade is issued. If an "I" grade is issued, the faculty member determines what conditions must be met for the "I" to be removed. However, to protect both students and faculty, it is necessary that there be a written record of the conditions. Thus, if there is a later disagreement, or if the instructor is no longer available, the "I" can still be handled by the department. The form which is to be used for writing the conditions mentioned above is (Incomplete Grade Conditions, form # F-168-01) available in the departmental offices. The completed forms are filed in the department office.

The awarding of an "I" requires prior consultation with the student. The student has the responsibility to confer with the faculty member to learn the requirements for removal of the "I". At that time the student is given a copy of the form detailing the conditions to be met.

An "I" must be made up within the time period set forth by the instructor with a maximum allowable time span of one calendar year immediately following the end of the term in which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an "I" being counted as equivalent to an "F" for grade point average computation.

Although the one-year maximum for incomplete grades will be the general university policy, Executive Order 171 specifies that exceptions can be made in special cases, such as military service and serious health problems. An extension of an "I" grade in any one course by General Academic Petition shall be allowed only one time, for a maximum total extension of one year.

An "I" may not be changed to a passing grade as the result of re-enrolling in the course. In cases where repetition of the course is appropriate, the student will be assigned a withdrawal or failing grade rather than an "I" grade. A failing grade is not an acceptable reason to request or grant an incomplete grade.

If a student subsequently completes a course which is recorded as incomplete on a transcript from another institution, it is the student's responsibility to submit a corrected official transcript and advise the Registrar that he/she wishes to receive credit.

The "SP" symbol is used in connection with courses that extend beyond one academic quarter. The symbol indicates that work in progress has been evaluated as satisfactory to date but that the assignment of a precise grade must await the completion of additional coursework. Cumulative enrollment in units attempted may not exceed the total



number applicable to the student's educational objective. All work is to be completed within one calendar year of the date of first assignment of SP and a final grade will be assigned to all segments of the course on the basis of overall quality. Any extension of this time period must receive prior authorization by the advisor, department chair and college dean on a General Academic Petition. For master's degree thesis or projects (695, 696), the time limit is two years. The "SP" symbol is authorized for such courses numbered as 461, 462, 690-698, and English 095, 096, 097, 098 and 099. The "SP" grade is not used in calculating the grade point average.

The "W" symbol indicates that the student was permitted to drop the course after the fifth day of classes. It carries no connotation of quality of student performance and is not used in calculating grade point average or progress points. A "W" cannot be recorded unless the student has filed a drop for that class in the records office. Dropping of classes after the third week of instruction and prior to the last 15 days of instruction is permissible only for serious and compelling reasons. Approval for this is by petition. Students who withdraw from the quarter by the end of the seventh week of instruction will receive the "W" in all coursework if they file an approved petition in the records office. After the seventh week of instruction, course instructors may assign letter grades (A-F) or the "W" for coursework taken by the student.

The symbol "U" indicates that an enrolled student did not withdraw from the course but failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average and progress point computation this symbol is equivalent to an "F". The "U" is also assigned when a student does not drop a course properly. Instructors cannot grant the grade of "U." This is done administratively when a student withdraws from a course without authorization (e.g. no approved withdrawal form is on file in the Records Office). If a student stops attending class and the instructor does not feel there are adequate completed assignments or course activities upon which to base a letter grade (A-F), the instructor shall assign a "W" on the final grade report. If the appropriate withdrawal form is not on file, this "W" will become a "U" in the Records Office and a "U" will appear on the final grade sheet returned to the instructor and on the student's grade report.

Students may not take courses at equal or lower level than other coursework already taken in the same subject matter for the purpose of raising grade point average (GPA). Such coursework may only be taken on an "AU" basis. Exceptions are permitted only when the course catalog description allows for repetition.

Assignment of grades and change of grades are the prerogative of the instructor of record. However, when circumstances necessitate that a grade change occur without the signature of the instructor of record, the change of grade form must be accompanied by a memo to the Records Office. This memo shall be signed by the College Dean, the Department Chair, and at least one department faculty member and shall state the reason for the absence of the instructor of record's signature.

Grades will be mailed from the Records Office as soon as possible after the close of a quarter to the most recent address on file in the Records Office.

Under the provisions of Executive Order 320, "Assignment of grades and grade appeals," and Cal Poly Pomona University's "Statement of Student Rights, Responsibilities, and Grievance Procedures," students may appeal grades that they consider to be unfair. In the appeal process, however, it is a basic presumption that the grades assigned to a student are correct. Thus, the burden of proof rests with the student who is appealing. For specifics of the appeal procedure, students

should contact the Associate Vice President for Academic Programs, Building 98.

CREDIT/NO CREDIT (CR/NC) GRADING POLICY

Courses will be graded on a CR/NC basis as follows:

- I. Mandatory CR/NC Grading
 - A. Some courses, as indicated by their catalog descriptions are offered for CR/NC grading only. Such courses are designated by the sponsoring department. Enrollment in these courses is not counted in the 24-unit limit or the 2-course/8 unit limit described in IIA below.
 - B. All challenge examination credit will be awarded on CR/NC basis only. Credit for courses in student's major (core) will be given letter grades only.

- II. Optional CR/NC Grading

A student may elect to be graded on a CR/NC basis in those courses which are designated by the University as being approved for optional grading. Courses designated for CR/NC grading will be shown in the catalog with the bold faced dagger symbol (+). When a student elects CR/NC grading, the following conditions apply.

- A. A student may take up to two courses per quarter, not to exceed eight units, on a CR/NC basis. The total number of units which are graded CR/NC may not exceed 24 units for all college level work to be counted towards a bachelor's degree, including all transfer work, and eight units for a master's degree including all transfer work.
- B. A student who opts for CR/NC must already be regularly enrolled in the course. Before the end of the third week of classes, the student must file the CR/NC request form in the Records Office. A student may not change from one grading option to the other after the end of the third week of classes.
- C. A course may not be repeated as CR/NC if the student has previously been enrolled in that course for the traditional grading option. A course may be repeated for CR/NC only if a grade of NC has been earned previously.
- D. Undergraduate and post-baccalaureate students seeking a second degree will be given a grade of CR for coursework equivalent to a grade C or better in any course for which CR/NC grading is approved and in which the student is properly enrolled. NC will be assigned for coursework equivalent to "C-," "D," or "F" grades.

For graduate courses designated as mandatory CR/NC, the grade of "Credit" will be given for coursework equivalent to a grade of "B" or better. "No credit" will be given for coursework equivalent to a "B-," "C," "D," or "F" grade. This will apply to both graduate and undergraduate students who are enrolled in graduate courses.
- E. Courses in the student's major ("Core Courses in Major" on the student's curriculum sheet) may not be taken as CR/NC unless designated as mandatory CR/NC grading.
- F. To be eligible to opt for CR/NC grading, an undergraduate student must have earned at least a 2.0 GPA in all Cal Poly Pomona work attempted. A graduate student must have earned at least a 3.0 GPA. New students enrolling at Cal Poly Pomona for the first time are eligible if they were admitted on a "clear" basis.

- III. Grades of CR/NC are not included in the student's grade point average. Courses for which CR is recorded will be counted as units completed only.

College Board Advanced Placement (AP) Examination Credit

EXAMINATION	Score	Cal Poly Pomona Course Equivalencies	Units Toward Degree	Credit Toward Degree
Art History	3,4,5	ART 110 (non-Art majors) ART 212, 213, or 214 (for Art or non-Art majors)	4 units 4 units	Area 3-A Area 3-A
Art Studio: General Portfolio Drawing	3,4,5 3,4 5	ART 120 or ART 150 ART 140 ART 140 and ART 141	3 units 3 units 6 units	No GE credit No GE credit No GE credit
Biology	3 4,5	BIO 110, 111L (for non-Bio Sci Majors) BIO 115,115L	4 units 5 units	Area 2-C and Lab Area 2-C and Lab
Chemistry	3 4, 5	CHM 121/121L CHM 121/121L and 122/122L	4 units 8 units	Area 2-B and Lab Area 2-B and Lab
Computer Science	4, 5	CS 140	4 units	No GE credit
Economics, Micro	4,5	EC 201	4 units	Area 3-D
Economics, Macro	4,5	EC 202	4 units	Area 3-D
English Language & Composition	3, 4, 5	ENG 104	4 units	Area 1-A (EPT exemption)
English Literature & Composition	3, 4, 5	ENG 104, ENG 201 and elective	9 units	Area 1-A and Area 3-C (EPT exemption)
French, German, or Spanish Language	3,4,5	Credit in elementary sequence; satisfies the prerequisite for intermediate-level foreign language.	9 units	Area 3-C
Latin Language	3, 4, 5	FL131	4 units	Area 3-C
French or Spanish Literature	3, 4, 5	??? or ??? and electives	9 units	Area 3-C
American History	3,4,5	HST 201 or HST 202	4 units	Area 3-F or Area 4
European History	3,4,5	HST103	4 units	Area 3-F
Mathematics Calculus AB	3,4,5	MAT 114 and electives	6 units	Area 2-A (ELM exemption)
Calculus BC	3 4, 5	MAT 114 and 115; or MAT 130 and electives MAT 114, MAT 115, and MAT 116 or MAT 120 and electives or MAT 125 and electives or MAT 130, MAT 131, and electives	8 units 12 units 12 units 12 units 12 units	Area 2-A (ELM exemption) Area 2-A (ELM exemption) Area 2-A (ELM exemption) Area 2-A (ELM exemption) Area 2-A (ELM exemption)
Statistics	3, 4, 5	STA 120	4 units	Area 2-A (ELM exemption)
Music	3, 4, 5	MU 101	4 units	Area 3-A
Physics B	4, 5	PHY 121, 122, 123	9 units	Area 2-B (no lab credit)
Physics C, (mechanics)	4, 5	PHY 131	4 units	Area 2-B (no lab credit)
Physics C, (electricity and magnetism)	4, 5	PHY 133		No GE credit (no lab credit)
American Government and Politics	3, 4, 5 and pass Calif. govt. test	PLS 201	4 units	Area 4
Comparative Government and Politics	3, 4, 5	PLS 202	4 units	Area 3-F
Psychology	3,4,5	PSY 201	4 units	Area 3-G

If any of the above AP courses is listed in the core or support area of your Degree Evaluation, it cannot be used to satisfy GE.
Note: Students may not take a course for which they already have received AP credit.



IV. Non-matriculated Students in External Degree Programs, The Open University, The Extended university Program, Summer Session, and/or Workshops.

These regulations apply to all students enrolling at Cal Poly Pomona including non-matriculated students in the Extended university program, summer session, and workshops who wish to elect courses on a Credit/No Credit grading basis. (The 2.0 GPA requirement is waived in the case of non-matriculated students having no previous work recorded at Cal Poly Pomona.)

REPETITION OF COURSES AND LIMIT ON REPLACEMENT OF GRADES

Course work at this university may be repeated via subsequent enrollments without limit. However, a currently enrolled undergraduate student may attempt to improve his or her grade point average by replacing a grade of C, C-, D+, D, D-, F, or U by repeating a maximum of 16 units of course work at this university. An incomplete grade (I) may not be replaced under this policy. (See section of GRADES for more information.) Work to be replaced can include courses previously taken at other institutions, prior challenge attempts and Extended University courses. The maximum of 16 units may be met, for example, by a student repeating four different four unit courses, four different three unit courses and one four unit course, or one four unit course repeated four times, etc.

1. Regular or Extended University enrollment at this university may be used as repetition of a course which was: challenged, taken at Cal Poly Pomona, or taken at another institution.
2. Grades may be replaced through course repetition only until the maximum limit of 16 units is reached.
3. A challenge cannot be used as a repetition of a course in which one was enrolled.
4. In instances in which a Cal Poly Pomona catalog course number has been changed, the chairperson of the department offering the course must verify that the two courses are equivalent.
5. This policy includes courses taken at other institutions and repeated at this university if the two courses are determined to be equivalent by the chairperson of the department offering the course.
6. For purposes of grade replacement, the course work repeated must be taken at Cal Poly Pomona. The grade point average at this university cannot be improved by repeating a Cal Poly Pomona equivalent course at another institution.

Whenever a course is repeated for credit, the grade earned most recently will be the official grade, whether it is higher or lower than any previous grade(s) for the same course. Although previous grades in the course will remain on the student's permanent record card, they will be identified as having been repeated. Only the units attempted in the most recent enrollment will be included in the grade point average.

It is the responsibility of the student to complete and file in the Records Office a Repeated Course Notification Form after the course repeat has been completed. Repeated Course Notification forms will only be accepted from students currently enrolled.

Students should consult their advisor about the advisability or possibility of repeating a course.

The policy outlined above applies only to courses taken for undergraduate credit repeated at this university before receiving a bachelor's degree.

ACADEMIC RENEWAL

It is permissible for an undergraduate student to request the removal of up to three quarters or two semesters of previous academic work from

baccalaureate degree consideration. The following three conditions must prevail before such a request may be made:

1. Five years have elapsed since the most recent work to be disregarded was completed and the student's GPA is too low to qualify for graduation.
2. Since the completion of the work to be disregarded, the applicant has completed, at this university, 22 quarter units with at least a 3.0 GPA, 45 quarter units with at least a 2.5 GPA, or 67 quarter units with at least a 2.0 GPA. Work completed at any other institution shall not be used to satisfy this requirement.
3. Application for Academic Renewal is made during the quarter in which the applicant plans to graduate.

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

1. The work is substandard and not representative of the student's present scholastic ability and level of performance.
2. The level of performance represented by the work under consideration was due to extenuating circumstances, which are described.
3. The applicant would need to complete additional units of work and enroll for one or more additional quarters to qualify for the baccalaureate degree if the request is not approved. Qualification for graduation in terms of Grade Point Average (GPA) is 2.0 in major and 2.00 overall GPA.

If the committee acts favorably upon the request, the student's academic record will be annotated to show that no work taken during the disregarded term(s), even if satisfactory, may apply toward baccalaureate requirements. All work, whether or not disregarded, will remain legible on the student's academic record.

RETROACTIVE WITHDRAWAL

A student who discontinues attendance and participation in all coursework in which he/she is officially enrolled for a particular academic quarter without a formal filing of "The Petition for Withdrawal from the University" will receive the administrative grade of "U" in all coursework officially enrolled in for that quarter.

A student may petition to have these grades retroactively changed to the administrative grade of "W" if he/she can demonstrate and document that serious and compelling reasons compelled the unofficial withdrawal from the university during the quarter in question and that the grades received were not earned (e.g. letter grades A-F). However, it is the sole responsibility of the student to formally drop courses by filing the appropriate forms with the Records Office in a timely manner. Therefore, Petitions for Retroactive Withdrawal will not be approved for students who do not report for a class on the first meeting because they assume they will be dropped.

A student who wishes to apply for retroactive withdrawal must do so within one calendar year of the last day of the quarter in which he/she unofficially withdrew from the University. A student does not have to be enrolled at the university at the time the application for retroactive withdrawal is submitted.

Petitions are available from the Office of Academic Programs, Building 98-T7-8.

COURSES TAKEN BY UNDERGRADUATES FOR GRADUATE CREDIT

An undergraduate may petition for up to 13 quarter units of graduate credit for courses taken as an undergraduate student providing that:

1. none of the courses to be taken for graduate credit is required for the bachelor's degree;
2. the student has senior standing (has completed 135 quarter units) and an upper-division grade point average of 2.75 or better; some departments may specify a higher GPA;
3. the petition is submitted before the end of the third week of the quarter in which the work is performed; retroactive credit will not be granted;
4. the petition is endorsed by the course instructor, and approved by the Office of Academic Programs;
5. applies only to 300, 400, and 500 level coursework.

When the petition has been approved, the courses for which such credit is requested will be identified on the permanent record card (transcript) with the letter "G". Such courses and units will not be applicable to the bachelor's degree.

When an undergraduate student takes a graduate course, there will be no differential evaluation procedure. All students in the class will be considered graduate students and evaluated according to standards established by the graduate college. Further grades earned will be considered in the cumulative graduate GPA.

Contact Office of Academic Programs for further information (909-869-3330). See also section on grading symbols.

GRADUATE COURSES TAKEN BY UNDERGRADUATES FOR UNDERGRADUATE CREDIT

An undergraduate may petition for up to 13 quarter units of graduate courses to be taken for undergraduate credit providing that:

1. The student has senior standing (has completed 135 quarter units) and has an upper-division GPA of 2.75 or better.
2. The petition is submitted prior to the end of the third week of the quarter in which the work is performed. Retroactive credit will not be granted.
3. The petition is endorsed by the student's instructor and advisor, and approved by the Office of Academic Programs.
4. Applies only to 500-level coursework.

Contact Office of Academic Programs for further information (909-869-3330). See also section on grading symbols.

ADVANCED PLACEMENT

California State Polytechnic University, Pomona, grants credit toward its undergraduate degrees for successful completion of examinations of the Advanced Placement Program of the College Board. Students who present scores of three or better will be granted up to six semester units (nine quarter units) of college credit. (Scores must be four or better for Biology, Computer Science, Economics and Physics.) For specific information on Advanced Placement credit contact the Office of Academic Programs, Building 98-T7-8 or the campus Evaluations Office, Building 98, Room 2-20. Students may challenge courses by taking examinations developed at the campus. Credit shall be awarded to those who pass them successfully.

CREDIT BY EXAMINATION

California State Polytechnic University, Pomona grants credit to those students who pass examinations that have been approved for credit systemwide. These include the Advanced Placement Examinations, and some CLEP examinations. (Note: This information is subject to change. Contact the Office of Academic Programs for further information.)

Exam	Score	Credit	Units
CLEP General Chemistry	48	Chemistry 103	4
CLEP College Algebra Trigonometry	49	Math 105 or Math 106, but not both	4
American Chemistry Society Cooperative General Chemistry	50th %tile	Chemistry 103	4
CLEP Calculus with Elementary Functions	51	Math 112	4

CREDIT BY CHALLENGE EXAMINATION

Only enrolled undergraduate students may challenge courses by taking examinations developed at the campus. Credit shall be awarded to those who pass them successfully. A student may not challenge more than 36 quarter units worth of coursework.

An approved Petition for Credit by Examination permits regularly enrolled students to obtain university credit for subject matter in which they are especially qualified through nontraditional education or experience. Students must not have previously received credit for any course containing similar or advanced material from the same subject matter field. Students are not permitted to obtain credit by examination unless all prerequisites for the course as specified in the University Catalog have been satisfied. Credit by examination will not be allowed for a course that is a prerequisite of a course which the student has already completed or in which the student is currently enrolled.

Challenge exams shall not be permitted as a means of earning a higher grade in a course. Once a student has enrolled in and earned a grade (passing or failing) in a course, the only way to earn a higher grade is to repeat the course and pay normal course unit fees. A course may be challenged only once.

No student, including resident, out of state, or foreign, shall be permitted by an instructor to sit in a class without either enrolling for audit or credit, and paying appropriate fees. Challenge exam credit will not be given for any course that has been audited.

Units of credit received through this procedure may not apply toward the residence requirement for any of the degrees or credentials offered by the university.

A \$5 fee per unit is charged for each challenge examination (\$25 maximum). The length of the examination will be consistent with the unit value of the course. It may include written, oral, or skills tests, or a combination of all three types and will be sufficiently comprehensive to determine that the student has essentially the same knowledge and skills as those students who successfully complete the course are required to possess. The credit received is entered on the student's permanent record. Credit is awarded on a CR/NC basis; however, courses challenged in a student's major core are only awarded letter grades.

Detailed instructions for applying for credit by examination may be obtained from the Records Office.



CREDIT FOR NONCOLLEGIATE INSTRUCTION

California State Polytechnic University, Pomona grants undergraduate degree credit for successful completion of noncollegiate instruction, either military or civilian, appropriate to the baccalaureate, that has been recommended by the Commission on Educational Credit and Credentials of the American Council on Education. The number of units allowed is that recommended in the Guide to the Evaluation of Educational Experience in the Armed Services and the National Guide to Educational Credit for Training Programs.

SERVICEMEMBERS OPPORTUNITY COLLEGES

California State Polytechnic University has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As a SOC member, California State Polytechnic University recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense and a consortium of 13 leading national higher education associations; it is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community and Junior Colleges (AACJC).

CREDIT FOR MILITARY SERVICE

Nine units of elective credit will be allowed toward a baccalaureate degree for a student with an honorable discharge from the military services of the United States who submits evidence of satisfactory completion of at least one year of active military service.

An additional 13½ quarter units of elective credit will be allowed toward graduation to any student submitting evidence of receiving a commission in the Army, Navy, Air Force, Coast Guard, or Marine Corps. Maximum total credit possible toward graduation for military service is 22½ quarter units. Credit is not given for completion of the six-month reserve training programs or for college level general educational development tests.

Credit for specific courses may be allowed if the student has satisfactorily completed equivalent study in a military service school. The guidelines of the American Council on Education are followed in determining eligibility and approval must be granted by the department teaching the specific course for which credit is sought.

CREDIT FOR CONTINUING EDUCATION COURSE WORK

Students taking more than 36 college level transferable quarter units through Cal Poly Pomona or other Continuing Education or Extended Education programs or Open University coursework may satisfy a specific course requirement, but only 36 units may be considered by the University as transferable college level work which meets the minimum number of quarter units required for a degree.

HONORS AND HONORARY SOCIETIES

Honors At Entrance

First-time freshmen may be awarded "Honors at Entrance" if during their tenth, eleventh, and twelfth grades they earned a grade point average of at least 3.5 in all subjects excluding physical education and military science, and have received a commendation from their high school principals for having contributed in the areas of citizenship and leadership.

Honor Lists

The "Academic Honors List," announced at the end of each quarter, honors undergraduate students who have completed at the University 12 or more units during the quarter with a 3.5 or better grade point average.

The "President's Honor List," announced at the end of the spring quarter, honors undergraduate students who have a grade point average of 3.5 or better for completion at the University of 12 or more units during any three of the four quarters of a university year.

Honors at Graduation

The University grants honors at graduation to students who have demonstrated academic excellence during their career in higher education. The grade point average for the determination of honors is calculated on all grades earned at this institution as well as any other institution of higher education attended.

This policy will apply to students who complete graduation requirements during summer quarter 1994 and thereafter. The honors designations with the grade point averages required are summa cum laude—3.80-4.00; magna cum laude—3.65-3.79; cum laude—3.50-3.64. Students who complete their graduation requirements in the summer, fall or winter quarters will have their GPAs determined before the commencement program is printed and their designated honors will be identified in the program.

Students who complete their graduation requirements in the spring quarter will not have their final GPAs determined until after the commencement program printing. In order to identify these students in the commencement program, their GPA as of the last winter quarter should be used as the determining GPA for graduation honors recognition. If the GPA status (as to Graduation Honors) changes for spring quarter graduates as a result of grades earned during the spring quarter, this will be recorded on their transcripts and on their diplomas. This status change will not occur in the commencement program. The number of status changes is expected to be minimal. Only students who have completed all of their graduation requirements before spring quarter or students who are registered and complete the balance of their graduation requirements in the spring quarter (as of the census day) will be eligible for honors at graduation.

Graduation Honors should be printed next to the student's name in the commencement program and announced at the college convocations. This policy will become effective with the summer quarter 1994 graduation.

UNIVERSITYWIDE HONORARY SOCIETIES

Sigma Xi

The members of the Society of the Sigma Xi are scholars who have produced significant research in the pure or applied sciences. The object of the society is to encourage original investigation in the physical, life, agricultural, earth, medical, and behavioral sciences, mathematics, and engineering. Membership is gained by being elected by an institutional chapter, by a duly authorized club, or by the Chapter-at-Large. The membership of the Cal Poly Pomona Sigma Xi Authorized Club consists of faculty and students. The Club has the authority to elect Associate Members.

Golden Key National Honor Society

The Golden Key National Honor Society is a non-profit organization which was founded by undergraduate students in 1977 at Georgia State University to recognize and encourage scholastic achievement and excellence among upper division students in all undergraduate fields of study. It is through the recognition of scholastic achievement, the

presentation of scholarships to outstanding members, and the involvement of members in educational programs that the society promotes excellence in academics.

Phi Beta Delta

Phi Beta Delta is an honor society formed to recognize and encourage professional, intellectual, and personal achievements in international education. The Cal Poly Pomona chapter was founded in 1986 and at present primarily consists of students who have spent a year of study abroad in one of the 34 California State University overseas study programs in 16 different countries. Other students and also faculty and administrators may be invited to become members. The society fosters community and dialogue within an international perspective.

Phi Kappa Phi

Phi Kappa Phi is a national academic honor society for all academic disciplines. The Cal Poly Pomona chapter was chartered in 1973 to recognize outstanding juniors, seniors, and graduate students. The national organization offers graduate fellowships, and the Cal Poly Pomona chapter offers two scholarships annually for students of junior standing.

