

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-006-156

Policies with Simple Changes for Conversion from Quarter to Semester Calendar

Academic Affairs Committee

Date: 03 May 2017

Executive Committee  
Received and Forwarded

Date: 10 May 2017

Academic Senate

Date: 17 May 2017  
First Reading  
31 May 2017  
Second Reading

## **Background**

In a review of the academic policies in the Academic Policies chapter of the University Catalog, the issuer of the referral identified the policies that might be simply translated from the quarter values to semester values.

## **Resources Consulted**

University Catalog

Current University Manual Policies:

1413: Retroactive Withdrawal

1414: Repetition of Courses and Grade Forgiveness

1424: Master's Degree Requirements

1432: Bachelor's Degree Requirements

Senate Reports:

AS-2237-067/AA: Restrict Repeat Enrollment in Classes-Resubmission

AS-2465-145/AP: Definitions and Guidelines for Undergraduate Degree Programs for the Semester Model

AS-2490-156/AP: Proposed Master's Degree Structure under Semester Calendar

EO 1037: Grading Symbols, Minimum Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Policies on Academic Renewal, and Grade Appeals

California Administration Code of Regulations: Title 5, Sections 40405 - 40510

## **Discussion:**

The section of the University Catalog that was identified for semester conversion revision in this referral is based on the following University Manual Policies and Academic Senate Reports: 1413, 1414, 1424, 1432, AS-2237-067/AA, AS-2465-145/A, and AS-2490-156/AP. When appropriate, the recommendations of the before mentioned Academic Senate Reports were included with the revision to the respective policies. Note that the underlined University Manual Policies 1413, 1414, and 1432 overlap with AA-007-156: Policies to be Translated from Quarter Values to Semester Values. The current report presented (AA-006-156) includes the revision of these policies in lieu of including them in AA-007-156.

The section of the University Catalog that was identified for semester conversion revision in this referral is also based on the following University Manual Policies and Academic Senate Reports: 1431 and AS-2462-145/AA. These latter policies and reports were included in/overlap with AA-011-156: Revision of Academic Standing Policy for Semester Conversion: The committee's report on this referral was adopted by the Senate on 02/22/17. Senate Report AS-2686-167-AA has been forwarded to the President. Therefore, these latter policies and reports will not be addressed in this report since they were covered in a separate report.

**Recommendation:**

The Academic Affairs Committee recommends adoption by the Academic Senate and recommendation to the President to approve the following revised policies and to subsequently update them in the online University Manual.

*Proposed Policies:***CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA****POLICY NO: 1413\*  
RETROACTIVE WITHDRAWAL**

The administrative grade of “WU” will be given for a course if a student discontinues attendance and participation without officially dropping the course or withdrawing from the university. It is the sole responsibility of the student to formally drop courses by filing the appropriate forms with the Registrar’s Office in a timely manner. Please refer to Academic Manual Policy No. 1601: “Grading System” for complete details regarding the grade of “WU”. Retroactive withdrawal will not be approved for students who did not withdraw from a course or courses because they did not report for the first meeting of a class and were not dropped.

When a student has received “WU” and/or "F" grades in all-ALL of the courses in which they enrolled during an academic quartersemester, the student may petition for retroactive withdrawal. The grades may be retroactively changed to the administrative grade of “W” if the student can demonstrate and document serious and compelling reasons required their unofficial withdrawal from the university during the quarter in question and that the grades received were not earned (A-F).

A student has up to one (1) calendar year of the last day of the term in question to apply for retroactive withdrawal. Students who wish to apply for retroactive withdrawal must do so within one calendar year of the last day of the quarter in which they unofficially withdrew from the University. A student does not have to be enrolled in the university at the time the application for retroactive withdrawal is submitted.

Petition forms-The Request for Retroactive Withdrawal Form are available from the Office of Undergraduate Studies, Building 98 T7-8, and must be submitted to the designated office by the fifteenth-twentieth day of classes in order to be considered by the Retroactive Withdrawal Committee for the current quartersemester.

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**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA****POLICY NO: 1414\***  
**REPETITION OF COURSES AND GRADE FORGIVENESS**

Courses designated in the catalog as “May be repeated” may be taken up to the maximum indicated in the course description and all of the credits and grades received will be calculated towards the student’s degree requirements (units and G.P.A.). Courses explicitly designated as repeatable in the University Catalog are not included in this policy.

Students may attempt to improve their grade point average by repeating a course for which a grade lower than a C (C-, D+, D, D, F, WU, or IC) has been received. In such situations, the course can be repeated no more than two times for a maximum of three attempts. Students cannot reenroll to improve their grade point average if they have already received a C or better grade in a course. Students may repeat no more than 28 semester (42 quarter) units. ~~Withdrawing shall not be taken into account when determining how many times a student has taken a course, and in the calculation of the 28 semester unit course repetition limit.~~ Grades received in courses taken through Extended Education in excess of the 28 semester unit limit can be used to satisfy content and prerequisite requirements, but will not be used in GPA calculations. These courses will appear on the student's transcript. Students may request waivers to this policy by filing a General Academic Petition with the necessary approval signatures submitted to the designated office.

Students may seek Grade Forgiveness through course repetition. In this case, the grade and units for the excluded course work will not be used in the calculation of the grade point average and the units will not be used to satisfy the requirements toward graduation. The excluded course work will remain on the student’s permanent record, but will be annotated as excluded from the grade point average through course repetition. Grade Forgiveness can be applied only to courses taken for undergraduate credit and before awarding of a bachelor’s degree. Grade forgiveness shall not be applicable to courses for which the original grade was the result of a finding of academic dishonesty.

Grade Forgiveness through course repetition is subject to the following requirements:

1. Grade Forgiveness through course repetition is limited to 12 semester (16 quarter) units. These 12 semester units contribute to the 28 semester unit limit for course repetition. Obtain the appropriate approvals on the ~~Course Repetition Forgiveness of Grade~~Grade Forgiveness through Course Repetition Fform and submit it to the Registrar’s Office.
2. Only grades of C-, D+, D, DF, WU or IC may be repeated and forgiven (excluded from GPA calculation).
3. Work to be replaced may include courses previously taken at other institutions, prior challenge attempts, and Extended University courses, as well as courses taken through regular enrollment at this University.

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4. The replacement coursework must be taken at Cal Poly Pomona through regular or Extended University enrollment.
5. A course taken at this University to replace a course taken at another institution must be determined to be equivalent to the original course by the chair of the department offering the replacement course.
6. A course taken at this University to replace another Cal Poly Pomona course with a different catalog course number must be determined to be equivalent to the original course by the chair of the department offering the replacement course.
- ~~7. Courses designated in the catalog as “May be repeated” may be taken up to the maximum indicated in the course description and all of the credits and grades received will be calculated towards the student’s degree requirements (units and G.P.A.).~~

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA****POLICY NO: 1424\***  
**MASTER'S DEGREE REQUIREMENTS**

## 1.0 Election of Requirements

Graduate students remaining in continuous attendance may elect to meet the degree requirements in effect either (1) at the time they take their first course as a conditional or unconditional student in that degree program or (2) at the time they graduate.

Substitutions for discontinued courses may be authorized or required.

## 2.0 General Requirements

The requirements for graduation depend upon the master's degree program undertaken and upon the major field.

The following requirements apply to all master's degrees offered by the university:

All Master's degrees shall be a minimum of 30 semester units of approved graduate work completed within a maximum of seven years<sup>\*\*</sup>, with the restrictions that:

1. At least 70% of the units shall be completed in residence.
2. At least 60% of the units shall be in stand-alone graduate level courses (those not scheduled to meet at the same time, in the same room and with the same instructor as an undergraduate level course)<sup>\*\*\*</sup>.
3. Programs shall contain a core, a collection of specified courses that all students in the program complete for the degree, exclusive of the culminating experience. The purpose of the core curriculum is to ensure that there are sufficient opportunities for students to achieve the program's learning outcomes. The number of units in the core shall be at least 3. It is expected that the core will

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\*\* An extension of the time beyond the limit of seven years may be granted by the lead authority in the Office of Academic Programs (or designee) if warranted by individual circumstances and if the outdated work is validated by examination, in the relevant course or subject field of work or such other demonstration of competence as may be prescribed, such as directly relevant work experience. Under no circumstances will the time limit be extended beyond 9 years. A maximum of nine (9) units may be recertified. Only Cal Poly Pomona coursework is eligible for recertification.

\*\*\* If Title 5 of the California Code of Regulations is amended in a manner that conflicts with the requirement that 60% of the units be graduate level courses, then the new legally required percentage of units will be the percentage of units required for a Master's degree on this campus.

contain 6 units or more in order to achieve this purpose; a minimum of 3 units in the core is required.

4. All courses for a Master's program shall normally be at the 4000 level or higher, but students may take 3000 level courses as needed if approved by the program's graduate coordinator.

5. No more than 6 units may be designated for the culminating experience.

1.—

~~2. The program for the one-year master's degree must consist of not fewer than 45 units in courses numbered 300 (400 for Engineering and Business Administration) and above, with a minimum of 24 units of 500 and 600 level courses completed at the university consistent with departmental requirements. Master's programs requiring a total of more than 48 units will require more than 24 units of 500-600 level courses.~~

~~3.—~~

~~4.—~~ A total limit of ~~13-9~~ transfer and/or extension and/or semester units petitioned for graduate credit may be included on a master's contract.

6.—

~~5. For lower division course work (100 & 200 level at this university), no graduate credit will be given.~~

~~6.—~~

~~7.—~~ All 6000-6990 courses are open only to graduate students classified as unconditional.

7.—

~~8.—~~

~~At least 32 units of upper division and graduate level offerings must be completed in residence at Cal Poly, Pomona.~~

~~9.—~~ A minimum of 3.0 (B) average must be earned in all graduate work taken at Cal Poly, Pomona while in post baccalaureate standing and in degree programs. No course with a grade lower than "C" (2.0) may apply toward the fulfillment of degree requirements. Once a graduate study contract has been established, courses may only be moved to or from the contract by means of a properly approved graduate petition. Contract courses with a grade of "F" must be repeated with a passing grade.

8.—

~~10.—~~

~~11.—~~ A course may not be used for credit toward both a baccalaureate and a master's degree.

9.—

~~12.~~

~~13.~~ A graduation check request must be submitted to the Registrar's Office during the ~~quarter~~ semester before graduation.

10.

~~14.~~

~~15.~~ A ~~thesis, a project, or a comprehensive examination~~ Culminating Experience is required in all programs. See Section 3.0.

11.

~~16.~~

~~17.~~ A favorable vote of the department, college, or center faculty is required before the degree may be conferred.

12.

~~18.~~

~~19.~~ A graduate student who expects to receive a degree at the end of any ~~quarter~~ semester must complete an application for graduation in the Registrar's Office prior to the deadline listed in the academic calendar. The student must be enrolled in the university the ~~quarter~~ semester he/she graduates. Students seeking a master's degree will be held responsible for meeting requirements applicable to the program of their choice and for fulfilling general master's degree requirements.

13.

~~20.~~

~~14.~~ The Graduation Writing Test requirement must be fulfilled before Advancement to Candidacy. A Report of Culminating Experience must be submitted to the Graduate Studies Office during the ~~quarter~~ semester of graduation. This report certifies that a graduate student has successfully completed all components of the Culminating Experience for the designated degree.

### 3.0 Culminating Experiences

#### 1. Selection of Culminating Experience

In programs that allow students to choose from among more than one type of culminating experience, students shall select their culminating experience with guidance from their advisor before advancement to candidacy. Students may attempt the chosen culminating experience a maximum of two times. Once enrolled in a particular culminating experience, students may not switch to an alternative experience.



## 2. Writing Proficiency

Graduate study deals with more complex ideas and demands more sophisticated techniques, searching analysis, creative thinking, and time than undergraduate study. The research required is extensive in both primary and secondary sources and a high quality of writing is expected. Demonstration of advanced-level writing proficiency shall be completed through fulfillment of the Graduation Writing Test requirement before Advancement to Candidacy.

## 3. Theses

A thesis is the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation.

A thesis is distinguished by certain elements such as an introduction to the study, a review of the literature, a methodology section, results, summary, and recommendations for further research. There may be a difference between the elements found in a quantitative thesis versus those found in a non-quantitative (qualitative) thesis. The thesis committee will be most concerned with the manner in which the material is researched, organized, developed, and presented.

An oral defense of a thesis shall be required. It will include a presentation by the master's candidate to the Thesis Committee. The Committee chair may approve oral defenses undertaken partly or wholly in mediated environments, including via conference call or on-line, provided that the defense takes place in "real time." Any member of the University community may attend the defense. The oral defense shall be graded pass/fail. It shall be documented by a signed statement attesting to the outcome of the defense.

The composition, procedures, and other rules pertaining to Master's thesis committees shall be governed by Senate Report AS-2468-145/AA.

## 4. Projects

A project is a significant undertaking appropriate to the fine and applied arts or to professional fields, and to professional applications of other subjects. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology and a conclusion or recommendation.

Types of projects may include but are not limited to:

- A Creative Project: an original contribution to the verbal, visual, or performing arts. Examples include a music recital; a musical composition; an interactive multimedia project; a completed novel or play; a completed collection of short stories or poems; direction of a theatrical production; a gallery showing of works of art.
- A Research Project: a project that contributes to the professions, by adding to technical/professional knowledge in the professional field. Examples include building a device; designing an experiment; a field study; a case study.
- A Portfolio Project: a collection of new and re-envisioned work including elements of revision, reflection, analysis, and application of theoretical concepts and practical strategies. Material completed previous to the beginning of the culminating project must be re-evaluated.

The Project Committee will be most concerned with the manner in which the material is researched, organized, developed, and presented. The written document describing the project shall be filed in the Library. In cases where the project is a manual or handbook, the project itself is placed in the appendix, while sections in the main body of the text are tailored to introduce, justify, and validate the study or creative effort.

An oral defense may be required, at the discretion of the program. If required, an oral defense of a project shall include a presentation by the master's candidate to the Project Committee, and/or a period of questioning directed to the master's candidate by the committee.

## 5. Comprehensive Exams

A comprehensive examination is an assessment of the student's ability to integrate the knowledge of the area, show critical and independent thinking, and demonstrate a mastery of the subject matter. The results of the examination evidences independent thinking, appropriate organization, critical analysis, and accuracy of documentation. Comprehensive exams test a student's ability to think and write under a time constraint that parallels the demands student will face in their professional careers.

Departments that include the comprehensive exam as a culminating experience shall offer the exam at least once a year. Before administration of an exam, a minimum of two faculty shall evaluate the exam's quality and adequacy for a culminating experience. A minimum of two faculty will evaluate the student's responses.

Departments shall be responsible for developing and posting an implementation statement that includes the following elements:

- The format of the exam, written or oral, or some combination of the two.
- Frequency of offerings and length of the exam.
- The relative emphasis on breadth and depth of knowledge
- Procedures for students to prepare for the exam
- Methods for development of the examination
- Method of assessment of the examination
- Grading system (letter grade or credit/no credit) and grading criteria
- Options for retaking a portion of or the entire exam in those instances where the student does not pass the exam

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA****POLICY NO: 1432\***  
**BACHELOR'S DEGREE REQUIREMENTS****1.0 Determination of degree Requirements**

An undergraduate student remaining in attendance in regular sessions at any CSU campus including Cal Poly Pomona, at any California Community College, or any of California Community College and campuses of the CSU may, for purposes of meeting graduation requirements, elect to meet the requirements in effect either:

- 1) student began such attendance, or
- 2) at the time of entrance to Cal Poly Pomona, or
- 3) at the time of graduation.

The student's major faculty advisor or the student's major department chair 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 the major or minor requirements in effect at the time of the change.

For purposes of this policy, "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 requirements be met within as few as seven years of the date of award of the degree.(See Title 5, Section 40400, Article 5 of the California Administrative Code).

**2.0 General Requirements**

A candidate for the bachelor's degree shall have:

- 1) completed the courses in one of the listed baccalaureate curricula with a minimum "C" grade average (GPA of 2.0) in the major (core and designated subplan) courses, in all college-level courses taken at Cal Poly Pomona, and in all completed college level course work;
- 2) completed the required general education courses;
- 3) completed the required courses in American history and government, including state and local government. This requirement is met by completing PLS 201/2010 and HST 202/2202;

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- 4) completed at least one four unit quarter course or three unit semester course that meets the American Cultural Perspectives Requirement;
- 5) spent not less than two semesters (three quarters) in residence, ~~two of these quarters immediately preceding graduation;~~
- 6) earned not fewer than ~~50-quarter~~30 semester units in residence applicable to the bachelor's degree; of which ~~36-24 semester~~ units must be in upper division courses, ~~18-12 semester~~ units must be in the major core, and ~~12-9 semester~~ units in general education courses;
- 7) earned a total number of grade points at least equal to twice the number of units attempted (achieve a "C" grade average e.g. GPA of 2.0) in all courses taken at Cal Poly Pomona and overall coursework;
- 8) completed all coursework requirements for the Bachelor of Arts degree, with a minimum of ~~60-40~~ of those semester units being of 300 or 400 level courses, ~~18-12~~ of which must be in the major core; completed all coursework requirements for the Bachelor of Science degree, with at least ~~27-18~~ of these units being in 300 or 400 level courses in the major core; completed all coursework requirements for the Bachelor of Architecture degree, with ~~67.545~~ units required for the major and with at least ~~40.527~~ of these units being in 300 or 400 level courses. No major will contain less than 36 semester units of courses required in the core for the major. Within these 36 units must be at least 10 units of 100 and 200-level courses. The courses in the major core must be exclusive of those courses taken to satisfy the general education requirements;
- 9) met the Graduation Writing Test requirement as detailed in University Policy No. 1436;
- ~~10) had a graduation check. A graduation check request can be made in the Registrar's Office when a senior has no more than 10 classes (40 units) left to take to complete degree requirements.~~
- ~~11)10) filed an application for graduation in the Registrar's Office in the quarter in which all requirements will be completed, prior to by the deadline listed in the academic calendar.~~