



# 2013/2014 MANDATORY CATALOG COPY



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## Section II

### THE CALIFORNIA STATE UNIVERSITY

The individual California State Colleges were brought together as a system by the Donahoe Higher Education Act of 1960. In 1972, the system became the California State University and Colleges, and in 1982 the system became the California State University (CSU). Today, the campuses of the CSU include comprehensive and polytechnic universities and, since July 1995, the California Maritime Academy, a specialized campus.

The oldest campus—San José State University—was founded in 1857 and became the first institution of public higher education in California. The newest—CSU Channel Islands—opened in fall 2002, with freshmen arriving in fall 2003.

Responsibility for the California State University is vested in the Board of Trustees, whose members are appointed by the Governor. The Trustees appoint the Chancellor, who is the chief executive officer of the system, and the Presidents, who are the chief executive officers of the respective campuses.

The Trustees, the Chancellor, and the Presidents develop systemwide policy, with implementation at the campus level taking place through broadly based consultative procedures. The Academic Senate of the CSU, made up of elected representatives of the faculty from each campus, recommends academic policy to the Board of Trustees through the Chancellor.

Academic excellence has been achieved by the CSU through a distinguished faculty whose primary responsibility is superior teaching. While each campus in the system has its own unique geographic and curricular character, all campuses, as multipurpose institutions, offer undergraduate and graduate instruction for professional and occupational goals as well as broad liberal education. All campuses require a basic program of “General Education Requirements” for graduation regardless of the type of bachelor’s degree or major field selected by the student.

The CSU offers high-quality, affordable bachelor’s and master’s level degree programs. Many of these programs are offered so that students can complete all upper-division and graduate requirements by part-time, late afternoon, and evening study. In addition, a variety of teaching and school service credential programs are available. A limited number of doctoral degrees are offered jointly with the University of California and with private institutions in California. In 2005, the CSU was authorized to independently offer educational doctorate (Ed.D.) programs.

Enrollment in fall 2011 totaled 427,000 students, who were taught by more than 21,000 faculty. The system awards about half of the bachelor’s degrees and a third of the master’s degrees granted in California. More than 2.7 million students have graduated from CSU campuses since 1961.

A recent economic report found that the CSU supports more than 150,000 jobs statewide, annually. The engine driving job creation is more than \$17 billion in economic activity that directly results from CSU-related spending that generates \$5.43 for every dollar the state invests. For more information, please see [www.calstate.edu/impact](http://www.calstate.edu/impact).

**Section III****TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY****EX OFFICIO TRUSTEES**

The Honorable Edmund G. Brown, Jr.  
Governor of California

The Honorable Gavin Newsom  
Lieutenant Governor of California

The Honorable John Pérez  
Speaker of the Assembly

The Honorable Tom Torlakson  
State Superintendent of Public Instruction

Dr. Timothy P. White  
Chancellor of The California State University

**OFFICERS OF THE TRUSTEES**

The Honorable Edmund G. Brown, Jr.  
President

Bob Linscheid  
Chair

Christine Helwick  
Secretary

Dr. Benjamin F. Quillian  
Treasurer

**APPOINTED TRUSTEES**

Appointments are for a term of eight years, except student, alumni, and faculty trustees whose terms are for two years. Terms expire in the year in parentheses. Names are listed alphabetically.

Roberta Achtenberg (2015)  
Bernadette Cheyne (2013)  
Rebecca Eisen (2020)  
Debra S. Farar (2014)  
Kenneth Fong (2013)  
Margaret Fortune (2016)  
Lupe Garcia (2020)  
Steven Glazer (2019)  
William Hauck (2017)

Bob Linscheid (2012)  
Peter Mehas (2015)  
Henry Mendoza (2016)  
Lou Monville (2014)  
Hugo Morales (2020)  
Larry Norton (2020)  
Jillian Ruddell (2013)  
Glen Toney (2013)  
Cipriano Vargas (2014)

Correspondence with Trustees should be sent to: c/o Trustees Secretariat, The California State University, 401 Golden Shore, Long Beach, California 90802-4210.

## ***Section IV***

### **OFFICE OF THE CHANCELLOR**

**The California State University  
401 Golden Shore  
Long Beach, California 90802-4210  
(562) 951-4000**

Dr. Timothy P. White	Chancellor – CSU System
Dr. Benjamin F. Quillian	Executive Vice Chancellor and Chief Financial Officer
Dr. Ephraim P. Smith	Executive Vice Chancellor and Chief Academic Officer
Mr. Garrett P. Ashley	Vice Chancellor, University Relations and Advancement
Ms. Gail E. Brooks	Vice Chancellor, Human Resources
Ms. Christine Helwick	General Counsel
Mr. Larry Mandel	University Auditor

**Section V****CAMPUSES – THE CALIFORNIA STATE UNIVERSITY**

California State University, Bakersfield  
 9001 Stockdale Highway  
 Bakersfield, CA 93311-1022  
 Dr. Horace Mitchell, President  
 (661) 654-2782  
[www.csub.edu](http://www.csub.edu)

California State University, Fullerton  
 800 N. State College Boulevard  
 Fullerton, CA 92831-3599  
 Dr. Mildred García, President  
 (657) 278-2011  
[www.fullerton.edu](http://www.fullerton.edu)

California State University, Channel Islands  
 One University Drive  
 Camarillo, CA 93012  
 Dr. Richard R. Rush, President  
 (805) 437-8400  
[www.csuci.edu](http://www.csuci.edu)

Humboldt State University  
 1 Harpst Street  
 Arcata, CA 95521-8299  
 Dr. Rollin C. Richmond, President  
 (707) 826-4402  
[www.humboldt.edu](http://www.humboldt.edu)

California State University, Chico  
 400 West First Street  
 Chico, CA 95929-0150  
 Dr. Paul J. Zingg, President  
 (530) 898-4636  
[www.csuchico.edu](http://www.csuchico.edu)

California State University, Long Beach  
 1250 Bellflower Boulevard  
 Long Beach, CA 90840-0115  
 Dr. F. King Alexander, President  
 (562) 985-4111  
[www.csulb.edu](http://www.csulb.edu)

California State University, Dominguez Hills  
 1000 East Victoria Street  
 Carson, CA 90747-0005  
 Dr. Willie Hagan, Interim President  
 (310) 243-3301  
[www.csudh.edu](http://www.csudh.edu)

California State University, Los Angeles  
 5151 State University Drive  
 Los Angeles, CA 90032  
 Dr. James M. Rosser, President  
 (323) 343-3000  
[www.calstatela.edu](http://www.calstatela.edu)

California State University, East Bay  
 25800 Carlos Bee Boulevard  
 Hayward, CA 94542  
 Dr. Leroy M. Morishita, President  
 (510) 885-3000  
[www.csueastbay.edu](http://www.csueastbay.edu)

California Maritime Academy  
 200 Maritime Academy Drive  
 Vallejo, CA 94590  
 Rear Admiral Thomas A. Cropper, President  
 (707) 654-1000  
[www.csum.edu](http://www.csum.edu)

California State University, Fresno  
 5241 North Maple Avenue  
 Fresno, CA 93740  
 Dr. John D. Welty, President  
 (559) 278-4240  
[www.csufresno.edu](http://www.csufresno.edu)

California State University, Monterey Bay  
 100 Campus Center  
 Seaside, CA 93955-8001  
 Dr. Eduardo M. Ochoa, Interim President  
 (831) 582-3330  
[www.csumb.edu](http://www.csumb.edu)

California State University, Northridge  
18111 Nordhoff Street  
Northridge, CA 91330  
Dr. Dianne F. Harrison, President  
(818) 677-1200  
[www.csun.edu](http://www.csun.edu)

California State Polytechnic University,  
Pomona  
3801 W. Temple Avenue  
Pomona, CA 91768  
Dr. J. Michael Ortiz, President  
(909) 869-7659  
[www.csupomona.edu](http://www.csupomona.edu)

California State University, Sacramento  
6000 J Street  
Sacramento, CA 95819  
Dr. Alexander Gonzalez, President  
(916) 278-6011  
[www.csus.edu](http://www.csus.edu)

California State University, San Bernardino  
5500 University Parkway  
San Bernardino, CA 92407-2393  
Dr. Tomás D. Morales, President  
(909) 537-5000  
[www.csusb.edu](http://www.csusb.edu)

San Diego State University  
5500 Campanile Drive  
San Diego, CA 92182  
Dr. Elliot Hirshman, President  
(619) 594-5200  
[www.sdsu.edu](http://www.sdsu.edu)

San Francisco State University  
1600 Holloway Avenue  
San Francisco, CA 94132  
Dr. Leslie E. Wong, President  
(415) 338-1111  
[www.sfsu.edu](http://www.sfsu.edu)

San Jose State University  
One Washington Square  
San Jose, CA 95192-0001  
Dr. Mohammad H. Qayoumi, President  
(408) 924-1000  
[www.sjsu.edu](http://www.sjsu.edu)

California Polytechnic State University,  
San Luis Obispo  
One Grand Avenue  
San Luis Obispo, CA 93407  
Dr. Jeffrey Armstrong, President  
(805) 756-1111  
[www.calpoly.edu](http://www.calpoly.edu)

California State University, San Marcos  
333 S. Twin Oaks Valley Road  
San Marcos, CA 92096-0001  
Dr. Karen S. Haynes, President  
(760) 750-4000  
[www.csusm.edu](http://www.csusm.edu)

Sonoma State University  
1801 East Cotati Avenue  
Rohnert Park, CA 94928-3609  
Dr. Ruben Armiñana, President  
(707) 664-2880  
[www.sonoma.edu](http://www.sonoma.edu)

California State University, Stanislaus  
One University Circle  
Turlock, CA 95382-0299  
Dr. Joseph F. Sheley, Interim President  
(209) 667-3122  
[www.csustan.edu](http://www.csustan.edu)

## Section VI

### THE CALIFORNIA STATE UNIVERSITY INTERNATIONAL PROGRAMS

Developing intercultural communication skills and international understanding among its students is a vital mission of The California State University (CSU). Since its inception in 1963, the CSU International Programs has contributed to this effort by providing qualified students an affordable opportunity to continue their studies abroad for a full academic year. More than 20,000 CSU students have taken advantage of this unique study option.

International Programs participants earn resident academic credit at their CSU campuses while they pursue full-time study at a host university or special study center abroad. The International Programs serves the needs of students in over 100 designated academic majors. Affiliated with more than 50 recognized universities and institutions of higher education in 18 countries, the International Programs also offers a wide selection of study locales and learning environments.

<b>Australia</b>	Griffith University, Macquarie University, Queensland University of Technology, University of Queensland, University of Western Sydney, Victoria University
<b>Canada</b>	Concordia University (Montréal)
<b>Chile</b>	Pontificia Universidad Católica de Chile (Santiago)
<b>China</b>	Peking University (Beijing), Shanghai Jiao Tong University (Shanghai)
<b>Denmark</b>	Danish Institute for Study Abroad (international education affiliate of the University of Copenhagen)
<b>France</b>	Institut Catholique de Paris, Université d'Aix-Marseille (Aix-en-Provence), Universités de Paris I, III, IV, VI, VII, VIII, X, XI, XII, XIII, Université Paris-Est Marne-la-Vallée, Université d'Evry Val d'Essonne, and Université de Versailles Saint-Quentin-en-Yvelines
<b>Germany</b>	University of Tübingen and a number of institutions of higher education in the Federal state of Baden-Württemberg
<b>Ghana</b>	University of Ghana, Legon
<b>Israel</b>	Tel Aviv University, The Hebrew University of Jerusalem, University of Haifa
<b>Italy</b>	CSU Study Center (Florence), Università degli Studi di Firenze, Accademia di Belle Arti Firenze
<b>Japan</b>	Waseda University (Tokyo), University of Tsukuba
<b>Korea</b>	Yonsei University (Seoul)



<b>Mexico</b>	Instituto Tecnológico y de Estudios Superiores de Monterrey, Campus Querétaro
<b>South Africa</b>	Nelson Mandela Metropolitan University, Port Elizabeth
<b>Spain</b>	Universidad Complutense de Madrid, Universidad de Granada
<b>Sweden</b>	Uppsala University
<b>Taiwan</b>	National Taiwan University (Taipei), National Tsing Hua University (Hsinchu)
<b>United Kingdom</b>	Bradford University, Bristol University, Hull University, Kingston University, Swansea University

International Programs pays tuition and administrative costs abroad for participating California resident students to a similar extent that such funds would be expended to support similar costs in California. Participants are responsible for all CSU tuition and program fees, personal costs, such as transportation, room and board, and living expenses. Financial aid, with the exception of Federal Work-Study, is available to qualified students.

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

Additional information and application materials may be obtained on campus, or by writing to The California State University International Programs, 401 Golden Shore, 6th Floor, Long Beach, California 90802-4210. Visit us on the World Wide Web at [www.calstate.edu/ip](http://www.calstate.edu/ip).

## Section VII

### SCHEDULE OF FEES – 2012/13

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fee, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.

The following reflects applicable systemwide fees for both semester and quarter campuses that were authorized by the Board of Trustees at their July and November 2011 meetings and September 2012 meeting. *These rates are subject to change.*

#### All Students

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

#### 2012/13 Basic Tuition Fees

Units	Per Semester	Per Quarter
<b>Undergraduate Tuition Fee</b>		
6.1 or more	\$2,736	\$1,824
0 to 6.0	\$1,587	\$1,058
<b>Credential Program Tuition Fee</b>		
6.1 or more	\$3,174	\$2,116
0 to 6.0	\$1,842	\$1,228
<b>Graduate/Post Baccalaureate Tuition Fee</b>		
6.1 or more	\$3,369	\$2,246
0.0 to 6.0	\$1,953	\$1,302

#### 2012/13 Doctorate Tuition Fees, effective fall 2012\*

	Units	Per Semester	Per Quarter	Per Academic Year
Education	All Students	\$5,559	\$3,706	\$11,118
Nursing Practice	All Students	\$7,170		
Physical Therapy	All Students	\$8,074		

\* Applicable term fees apply for campuses with special terms, as determined by the campus. Total College Year fees cannot exceed the Academic Year plus Summer Term fees.

**2012/13 Graduate Business Professional Fee**

	<b>Semester</b>	<b>Quarter</b>
Charge Per Unit	\$254	\$169

The Graduate Business Professional Fee is paid on a per unit basis in addition to basic tuition fees and campus fees for the following graduate business programs:

- Master of Business Administration (M.B.A.)
- Master of Science (M.S.) programs in Accountancy
- Master of Science (M.S.) programs in Business Administration
- Master of Science (M.S.) programs in Health Care Management
- Master of Science (M.S.) programs in Business and Technology
- Master of Science (M.S.) programs in Information Systems
- Master of Science (M.S.) programs in Taxation

**Nonresident Students (U.S. and Foreign)**

Nonresident Tuition (in addition to basic tuition fees and other systemwide fees charged all students) for all campuses:

	<b>Semester</b>	<b>Quarter</b>
Charge Per Unit	\$372	\$248

The total nonresident tuition paid per term will be determined by the number of units taken.

Mandatory systemwide fees are waived for those individuals who qualify for such exemption under the provisions of the California Education Code (see section on fee waivers).

Students are charged campus fees in addition to tuition fees and other systemwide fees. Information on campus fees can be found by contacting the individual campus (es).

*(THE FOLLOWING ITEM IS MANDATORY FOR THOSE CAMPUSES WHICH PERMIT USE OF THE RESPECTIVE CREDIT CARDS.)*

Credit Cards:

Visa and MasterCard bank credit cards may be used for payment of student fees.

**SCHEDULE OF FEES – 2013/14**

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fee, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.

The following reflects applicable systemwide fees for both semester and quarter campuses. *These rates are subject to change.*

**All Students**

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

**2013/14 Basic Tuition Fees**

Units	Per Semester	Per Quarter
<b>Undergraduate Tuition Fee</b>		
6.1 or more	\$2,736	\$1,824
0 to 6.0	\$1,587	\$1,058
<b>Credential Program Tuition Fee</b>		
6.1 or more	\$3,174	\$2,116
0 to 6.0	\$1,842	\$1,228
<b>Graduate/Post Baccalaureate Tuition Fee</b>		
6.1 or more	\$3,369	\$2,246
0.0 to 6.0	\$1,953	\$1,302

**2013/14 Doctorate Tuition Fees\***

	Units	Per Semester	Per Quarter	Per Academic Year
Education	All Students	\$5,559	\$3,706	\$11,118
Nursing Practice	All Students	\$7,170		
Physical Therapy	All Students	\$8,074		

\* Applicable term fees apply for campuses with special terms, as determined by the campus. Total College Year fees cannot exceed the Academic Year plus Summer Term fees.

**2013/14 Graduate Business Professional Fee**

	Semester	Quarter
Charge Per Unit	\$254	\$169

The Graduate Business Professional Fee is paid on a per unit basis in addition to basic tuition fees and campus fees for the following graduate business programs:

- Master of Business Administration (M.B.A.)
- Master of Science (M.S.) programs in Accountancy
- Master of Science (M.S.) programs in Business Administration
- Master of Science (M.S.) programs in Health Care Management
- Master of Science (M.S.) programs in Business and Technology
- Master of Science (M.S.) programs in Information Systems
- Master of Science (M.S.) programs in Taxation

### **Nonresident Students (U.S. and Foreign)**

Nonresident Tuition (in addition to basic tuition fees and other systemwide fees charged all students) for all campuses:

	<b>Semester</b>	<b>Quarter</b>
Charge Per Unit	\$372	\$248

The total nonresident tuition paid per term will be determined by the number of units taken.

Mandatory systemwide fees are waived for those individuals who qualify for such exemption under the provisions of the California Education Code (see section on fee waivers).

Students are charged campus fees in addition to tuition fees and other systemwide fees. Information on campus fees can be found by contacting the individual campus(es).

*(THE FOLLOWING ITEM IS MANDATORY FOR THOSE CAMPUSES WHICH PERMIT USE OF THE RESPECTIVE CREDIT CARDS.)*

Credit Cards:

Visa and MasterCard bank credit cards may be used for payment of student fees.

## Section VIII

### REFUND OF MANDATORY FEES, INCLUDING NONRESIDENT TUITION

Regulations governing the refund of mandatory fees, including nonresident tuition, for students enrolling at the California State University are included in Section 41802 of Title 5, *California Code of Regulations*. For purposes of the refund policy, mandatory fees are defined as those systemwide and campus fees that are required to be paid in order to enroll in state-supported academic programs at the California State University. Refunds of fees and tuition charges for self-support, special session, and extended education programs or courses at the California State University are governed by a separate policy established by the University, available at [location of policy].

In order to receive a full refund of mandatory fees, less an administrative charge established by the campus, including nonresident tuition, a student must cancel registration or drop all courses prior to the first day of instruction for the term. Information on procedures and deadlines for canceling registration and dropping classes is available [location of information, e.g., in the *Schedule of Classes*].

For state-supported semesters, quarters, and non-standard terms or courses of four (4) weeks or more, a student who withdraws during the term in accordance with the university's established procedures will receive a refund of mandatory fees, including nonresident tuition, based on the portion of the term during which the student was enrolled. No student withdrawing after the 60 percent point in the term will be entitled to a refund of any mandatory fees or nonresident tuition.

For state-supported non-standard terms or courses of less than four (4) weeks, no refunds of mandatory fees and nonresident tuition will be made unless a student cancels registration or drops all classes prior to the first day in accordance with the university's established procedures and deadlines.

Students will also receive a refund of mandatory fees, including nonresident tuition, under the following circumstances:

- The fees were assessed or collected in error;
- The course for which the fees were assessed or collected was cancelled by the university;
- The university makes a delayed decision that the student was not eligible to enroll in the term for which mandatory fees were assessed and collected and the delayed decision was not due to incomplete or inaccurate information provided by the student; or
- The student was activated for compulsory military service.

Students who are not entitled to a refund as described above may petition the university for a refund demonstrating exceptional circumstances and the chief financial officer of the university or designee may authorize a refund if he or she determines that the fees and tuition were not earned by the university.

Information concerning any aspect of the refund of fees may be obtained from [name of officer, campus address, and phone number].

## ***Section IX***

### **FEES AND DEBTS OWED TO THE INSTITUTION**

Should a student or former student fail to pay a fee or a debt owed to the institution, the institution may "withhold permission to register, to use facilities for which a fee is authorized to be charged, to receive services, materials, food or merchandise or any combination of the above from any person owing a debt" until the debt is paid (see Title 5, California Code of Regulations, Sections 42380 and 42381).

Prospective students who register for courses offered by the university are obligated for the payment of fees associated with registration for those courses. Failure to cancel registration in any course for an academic term prior to the first day of the academic term gives rise to an obligation to pay student fees including any tuition for the reservation of space in the course.

The institution may withhold permission to register or to receive official transcripts of grades or other services offered by the institution from anyone owing fees or another debt to the institution. The institution may also report the debt to a credit bureau, offset the amount due against any future state tax refunds due the student, refer the debt to an outside collection agency and/or charge the student actual and reasonable collection costs, including reasonable attorney fees if litigation is necessary, in collecting any amount not paid when due.

If a person believes he or she does not owe all or part of an asserted unpaid obligation, that person may contact the [name of appropriate campus office and contact information]. The [name of appropriate campus office and contact information] to which the business office may refer the person, will review all pertinent information provided by the person and available to the campus and will advise the person of its conclusions.

## Section X

### FEE WAIVERS AND EXEMPTIONS

The California Education Code includes provisions for the waiver or exemption of mandatory systemwide tuition fees as follows:

Section 66025.3 – Qualifying children, spouses/registered domestic partners, or unmarried surviving spouses/registered domestic partners of a war period veteran of the U.S. military who is totally service-connected disabled or who died as a result of service-related causes; children of any veteran of the U.S. military who has a service-connected disability, was killed in action, or died of a service-connected disability and meets specified income provisions; any dependents or surviving spouse/registered domestic partner who has not remarried of a member of the California National Guard who in the line of duty and in active service of the state was killed or became permanently disabled or died of a disability as a result of an event while in active service of the state; and undergraduate students who are the recipient of or the child of a recipient of a Congressional Medal of Honor and meet certain age and income restrictions;

Section 68120 – Qualifying children and surviving spouses/registered domestic partners of deceased public law enforcement or fire suppression employees who were California residents and who were killed in the course of active law enforcement or fire suppression duties (referred to as Alan Pattee Scholarships); and

Section 68121 – Qualifying students enrolled in an undergraduate program who are the surviving dependent of any individual killed in the September 11, 2001 terrorist attacks on the World Trade Center in New York City, the Pentagon building in Washington, D.C., or the crash of United Airlines Flight 93 in southwestern Pennsylvania, if the student meets the financial need requirements set forth in Section 69432.7 for the Cal Grant A Program and either the surviving dependent or the individual killed in the attacks was a resident of California on September 11, 2001. Students who may qualify for these benefits should contact the Admissions/Registrar's Office for further information and/or an eligibility determination.

Section 68122 – Students who are victims of trafficking, domestic violence, and other serious crimes who have been granted T or U visa status are exempt from paying nonresident tuition if they (1) attended high school in California for three or more years; (2) graduated from a California high school or attained the equivalent; and (3) registered as an entering student or are currently enrolled at a CSU campus.

Section 68130.5 – Students who are not residents of California are exempt from paying nonresident tuition if they (1) attended high school in California for three or more years; (2) graduated from a California high school or attained the equivalent; and (3) registered as an entering student or are currently enrolled at a CSU campus. In addition, students without lawful immigration status will be required to file an affidavit stating that they have filed an application to legalize their immigration status, or will file an application as soon as they are eligible to do so. This exemption from paying nonresident tuition does not apply to students who are nonimmigrant aliens within the meaning of 8 U.S.C. 1101(a)(15), except as provided by Section 68122 above.



## Section XI

### DETERMINATION OF RESIDENCY FOR TUITION PURPOSES

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

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

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

Evidence demonstrating intent may vary from case to case but will include, and is not limited to, the absence of residential ties to any other state, California voter registration and voting in California elections, maintaining California vehicle registration and driver's license, maintaining active California bank accounts, filing California income tax returns and listing a California address on federal tax returns, owning residential property or occupying or renting an apartment where permanent belongings are kept, maintaining active memberships in California professional or social organizations, and maintaining a permanent military address and home of record in California.

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

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

Exceptions to the general residency requirements are contained in California Education Code sections 68070-68084 and California Code of Regulations, Title 5, Subchapter 5, Article 4, sections 41906-41906.5, and include, but are not limited to, members of the military and their dependents, certain credentialed employees of school districts and most students who have attended three years of high school in California and graduated or attained the equivalent. Whether an exception applies to a particular student cannot be determined before the submission of an application for admission and, as

necessary, additional supporting documentation. Because neither campus nor Chancellor's Office staff may give advice on the application of these laws, applicants are strongly urged to review the material for themselves and consult with a legal advisor.

Residency determination dates are set each term. They are:

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

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

Fall	September 20
Spring	January 5
Summer	June 1

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

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

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

Resident students who become nonresidents or who no longer meet the criteria for an exception must immediately notify the Admissions Office. Changes may have been made in the rate of nonresident tuition and in the statutes and regulations governing residency for tuition purposes in California between the time this information is published and the relevant residency determination date. Students are urged to review the statutes and regulations stated above.

## Section XII

### AVERAGE SUPPORT COST PER FULL-TIME EQUIVALENT STUDENT AND SOURCES OF FUNDS

The total support cost per full-time equivalent student (FTES) includes the expenditures for current operations, including payments made to students in the form of financial aid, and all fully reimbursed programs contained in state appropriations. The average support cost is determined by dividing the total cost by the number of FTES. The total CSU 2012/13 budget amounts were \$2,010,652,000 from state General Fund (GF) appropriations (not including capital outlay funding) and before adding \$51.4 million CalPERS retirement adjustment, \$1,497,474,000 from tuition fee revenue after rollback to 2011/12 tuition fee rates and after tuition fee discounts (forgone revenue), and \$386,604,000 from other fee revenues for a total of \$3,894,730,000. The number of 2012/13 FTES is 331,716 resident target and 14,328 non-resident students for a total of 346,044 FTES. The GF appropriation is applicable to resident students only whereas fee revenues are collected from resident and nonresident students. FTES is determined by dividing the total academic student load by 15 units per term (the figure used here to define a full-time student's academic load).

The 2012/13 average support cost per FTES based on GF appropriation and net tuition fee revenue only is \$10,389 and when including all sources as indicated below is \$11,506, which includes all fee revenue in the CSU Operating Fund (e.g. tuition fees, application fees, and other campus mandatory fees). Of this amount, the average net tuition fee revenue per FTES is \$6,061.

2012/13	Amount	Average Cost per FTES	Percentage
State Appropriation (GF) <sup>1</sup>	2,010,652,000	6,061	52.7%
Net Tuition Fee Revenue <sup>2</sup>	1,497,474,000	4,327	37.6%
Other Fees Revenue <sup>2</sup>	386,604,000	1,117	9.7%
<b>Total Support Cost</b>	<b>3,894,730,000</b>	<b>11,506</b>	<b>100.0%</b>

<sup>1</sup>Represents state GF appropriation in the Budget Act of 2012/13; GF is divisible by resident students only (331,716 FTES).

<sup>2</sup>Represents CSU Operating Fund, Tuition Fee and other fees revenue amounts (net of tuition fee discounts) submitted in campus August 2012/13 final budgets (adjusted for rollback to 2011/12 tuition fee rates). Revenues are divisible by resident and nonresident students (346,044 FTES).

The average CSU 2012/13 academic year, resident, undergraduate student basic tuition fee and other mandatory fees required to apply to, enroll in, or attend the university after rollback to 2011/12 tuition fee rates is \$6,602 (\$5,472 2011/12 AY tuition fee plus 2012/13 \$1,130 average campus-based fees). However, the costs paid by individual students will vary depending on campus, program, and whether a student is part-time, full-time, resident, or nonresident.

## Section XIII-A

### ADMISSION PROCEDURES AND POLICIES

Requirements for admission to [name of California State University campus] are in accordance with Title 5, Chapter 1, Subchapter 3, of the California Code of Regulations. Complete information is available at [www.csumentor.edu/planning/](http://www.csumentor.edu/planning/).

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

Applying online via [www.csumentor.edu](http://www.csumentor.edu) is expected unless electronic submission is impossible. An acknowledgement will be sent when online applications have been submitted. Application in "hard copy" form may be obtained online via [www.csumentor.edu](http://www.csumentor.edu) as a portable data format (PDF). Application forms (in PDF) may also be downloaded from [www.calstate.edu/sas/publications](http://www.calstate.edu/sas/publications). [Paper applications should be mailed to the campus admission office(s).]

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

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

### UNDERGRADUATE APPLICATION PROCEDURES

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

#### IMPACTED PROGRAMS

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

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

- [www.csumentor.edu](http://www.csumentor.edu)
- [www.calstate.edu/impactioninfo.shtml](http://www.calstate.edu/impactioninfo.shtml)
- [www.calstate.edu/sas/impaction-campus-info.shtml](http://www.calstate.edu/sas/impaction-campus-info.shtml)

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

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

### **Supplementary Admission Criteria**

Each campus with impacted programs or admission categories uses supplementary admission criteria in screening applicants. Supplementary criteria may include rank-ordering of freshman applicants based on the CSU eligibility index or rank-ordering of transfer applicants based on verification of AA-T or AS-T degree, the overall transfer grade point average (GPA), completion of specified prerequisite courses, and a combination of campus-developed criteria. Applicants for freshman admission to impacted campuses or programs are required to submit scores on either the SAT or the ACT. For fall admission, applicants should take tests as early as possible, but no later than November or December of the preceding year.

The supplementary admission criteria used by the individual campuses to screen applicants are made available by the campuses to all applicants seeking admission to an impacted program. Details regarding the supplemental admission criteria are published at [www.calstate.edu/impactioninfo.shtml](http://www.calstate.edu/impactioninfo.shtml).

### **GRADUATE AND POST-BACCALAUREATE APPLICATION PROCEDURES**

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

**APPLICATION FILING PERIODS****(Not all campuses/programs are open for admission to every term.)**

<b>Terms in 2013-2014</b>	<b>Applications First Accepted</b>	<b>Initial Filing Period</b>	<b>Filing Period Duration</b>
Summer Semester or Quarter 2013 <b>(Some campuses do not admit students to Summer term.)</b>	February 1, 2013	February 1-28, 2013	Each non-impacted campus accepts applications until capacities are reached. Many campuses limit undergraduate admission in an enrollment category due to overall enrollment limits. If applying after the initial filing period, consult the campus admission office for current information. Similar information is conveniently available at: <a href="http://www.csumentor.edu/filing_status">www.csumentor.edu/filing_status</a>
Fall Semester or Quarter 2013	October 1, 2012	October 1-Nov 30, 2012	
Winter Quarter 2014	June 1, 2013	June 1-30, 2013	
Spring Semester or Quarter 2014	August 1, 2013	August 1-31, 2013	

**Application Acknowledgment**

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

**HARDSHIP PETITIONS**

The campus has established procedures for consideration of qualified applicants who would be faced with extreme hardship if not admitted. Petitioners should write the campus Admission Offices regarding specific policies governing hardship admission. (*LOCAL OPTION MAY DICTATE INCLUSION OF SPECIFIC CAMPUS POLICIES IN THIS SECTION.*)

**UNDERGRADUATE ADMISSION REQUIREMENTS****Freshman Requirements**

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

1. Have *graduated* from high school, have earned a Certificate of General Education Development (GED) or have passed the California High School Proficiency Examination (CHSPE);
2. Have a qualifiable minimum eligibility index (see section on Eligibility Index); and

3. Have completed with grades of C or better each of the courses in the comprehensive pattern of college preparatory subject requirements also known as the “a-g” pattern (see “Subject Requirements”).

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

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

Persons who neither graduated from a California high school nor are a resident of California for tuition purposes, need a minimum index of 3502 (SAT) or 842 (ACT). Graduates of secondary schools in foreign countries must be judged to have academic preparation and abilities equivalent to applicants eligible under this section. An applicant with a grade point average of 3.00 or above (3.61 for nonresidents) is not required to submit test scores. However, all applicants for admission are ***urged to take the SAT or ACT and provide the scores of such tests to each CSU to which they seek admission.*** Campuses use these test results for advising and placement purposes and may require them for admission to impacted majors or programs. Impacted CSU campuses require SAT or ACT scores of all applicants for ***freshman*** admission.

### **Provisional Admission**

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

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

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

	ACT GPA	SAT Score	ACT GPA	SAT Score	ACT GPA	SAT Score	ACT GPA	SAT Score	ACT GPA	SAT Score	ACT GPA	SAT Score		
3.00 and above			2.81	14	660	2.60	18	820	2.39	22	990	2.18	26	1160
qualifies with			2.80	14	660	2.59	18	830	2.38	22	1000	2.17	26	1170
any score			2.79	14	670	2.58	18	840	2.37	22	1010	2.16	27	1180
2.99	10	510	2.78	14	680	2.57	18	850	2.36	23	1020	2.15	27	1180
2.98	10	520	2.77	14	690	2.56	19	860	2.35	23	1020	2.14	27	1190
2.97	10	530	2.76	15	700	2.55	19	860	2.34	23	1030	2.13	27	1200
2.96	11	540	2.75	15	700	2.54	19	870	2.33	23	1040	2.12	27	1210
2.95	11	540	2.74	15	710	2.53	19	880	2.32	23	1050	2.11	28	1220
2.94	11	550	2.73	15	720	2.52	19	890	2.31	24	1060	2.10	28	1220
2.93	11	560	2.72	15	730	2.51	20	900	2.30	24	1060	2.09	28	1230
2.92	11	570	2.71	16	740	2.50	20	900	2.29	24	1070	2.08	28	1240
2.91	12	580	2.70	16	740	2.49	20	910	2.28	24	1080	2.07	28	1250
2.90	12	580	2.69	16	750	2.48	20	920	2.27	24	1090	2.06	29	1260
2.89	12	590	2.68	16	760	2.47	20	930	2.26	25	1100	2.05	29	1260
2.88	12	600	2.67	16	770	2.46	21	940	2.25	25	1100	2.04	29	1270
2.87	12	610	2.66	17	780	2.45	21	940	2.24	25	1110	2.03	29	1280
2.86	13	620	2.65	17	780	2.44	21	950	2.23	25	1120	2.02	29	1290
2.85	13	620	2.64	17	790	2.43	21	960	2.22	25	1130	2.01	30	1300
2.84	13	630	2.63	17	800	2.42	21	970	2.21	26	1140	2.00	30	1300
2.83	13	640	2.62	17	810	2.41	22	980	2.20	26	1140	<i>Below 2.00 does</i>		
2.82	13	650	2.61	18	820	2.40	22	980	2.19	26	1150	<i>not qualify for</i>		
												<i>regular admission</i>		

The CSU uses only the ACT score or the SAT mathematics and critical reading scores in its admission eligibility equation. The SAT or ACT writing scores are not currently used by CSU campuses.

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

- 2 years of social science, including 1 year of U.S. history, or U.S. history and government
- 4 years of English
- 3 years of math (algebra, geometry and intermediate algebra)
- 2 years of laboratory science (1 biological & 1 physical, both must have laboratory instruction)
- 2 years in the same foreign language (subject to waiver for applicants demonstrating equivalent competence)
- 1 year of visual and performing arts: art, dance, drama/theater, or music
- 1 year of electives: selected from English, advanced mathematics, social science, history, laboratory science, foreign language, visual and performing arts or other courses approved and included on the UC/CSU “a-g” list



## High School Students

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

## Transfer Policies of CSU campuses

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

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

CSU campuses may enter course-to-course or program-to-program articulation agreements with other CSU campuses and any or all of the California community colleges, and other institutions. Established CSU and CCC articulations may be found on [www.assist.org](http://www.assist.org). Students may be permitted to transfer no more than 70 semester (105 quarter) units to a CSU campus from an institution which does not offer bachelor's degrees or their equivalents, e.g., community colleges. Given the university's 30-semester (45-quarter) unit residency requirement, no more than a total of 90-semester (135-quarter) units may be transferred into the university from all sources.

## Transfer Requirements

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

## Lower-Division Transfer Requirements

Generally, applicants will qualify for admission as a lower-division transfer student if they have a grade point average of at least 2.0 (C or better) in all transferable units attempted.

1. Will meet the freshman admission requirements (grade point average and subject requirements) in effect for the term to which they are applying (see "Freshman Requirements" section); or

2. Were eligible as a freshman at the time of high school graduation except for missing college preparatory subject requirements, have been in continuous attendance in an accredited college since high school graduation, and have made up the missing subject requirements with a 2.0 or better GPA.

Applicants who graduated from high school prior to 1988 should contact the admission office to inquire about alternative admission programs. *(Due to increased enrollment demands, many CSU campuses do not admit lower-division transfer applicants.)*

### **Making Up Missing College Preparatory Subject Requirements**

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

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

Please consult with the CSU campus admission office, to which you are applying for further information about alternative ways to satisfy the subject requirements. *(Due to increased enrollment demands, many CSU campuses do not admit lower-division transfer applicants.)*

### **Upper-Division Transfer Requirements**

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

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

### **Associate Degrees for Transfer (AA-T or AS-T) established by the Student Transfer Achievement Reform (STAR) Act (SB 1440)**

The Associate in Arts (AA-T) and the Associate in Science for Transfer (AS-T) degrees offered at the California Community College (CCC) are designed to provide clear pathways to corresponding CSU degree majors for CCC transfer applicants earning these degrees.

California Community College students who earn a transfer associate (AA-T or AS-T) degree are guaranteed admission with junior standing to a CSU and given priority admission over other transfer applicants when applying to a local CSU campus, or non-impacted CSU program. AA-T or AS-T admission applicants are given priority consideration to an impacted campus/program or to campuses/programs that have been deemed similar to the degree completed at the community college. Students who have completed an AA-T/AS-T in a program deemed similar to a CSU major are able to complete remaining requirements for graduation within 60 semester units.

### **Provisional Admission**

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

### **Test Requirements**

Freshman and transfer applicants who have fewer than 60 semester or 90 quarter units of transferable college credit are strongly encouraged to submit scores, unless exempt (see "Eligibility Index" on page 21), from either the ACT or the SAT of the College Board. Persons who apply to an impacted program may be required to submit test scores and should take the test no later than November or December. Test scores also are used for advising and placement purposes. Registration forms and dates for the SAT or ACT are available from school or college counselors or from a CSU campus testing office (Fill in campus testing office info here). Or students may write to or call:

The College Board (SAT)  
Registration Unit, Box 6200  
Princeton, New Jersey 08541-6200  
(609) 771-7588  
[www.collegeboard.org](http://www.collegeboard.org)

ACT Registration Unit  
P.O. Box 414  
Iowa City, Iowa 52240  
(319) 337-1270  
[www.act.org](http://www.act.org)

### **English Language Requirement**

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

CSU minimum TOEFL standards are:

	Internet	Paper
Undergraduate	61	500
Graduate	80	550

(Insert campus TOEFL and any TOEFL alternative info here)

### Systemwide Placement Test Requirements

The CSU requires that each entering undergraduate, except those who qualify for an exemption, take the CSU Entry Level Mathematics (ELM) examination and the CSU English Placement Test (EPT) prior to enrollment. These placement tests are not a condition for admission to the CSU, but they are a condition of enrollment. These examinations are designed to identify entering students who may need additional support in acquiring college entry-level English and mathematics skills necessary to succeed in CSU baccalaureate-level courses. Undergraduate students who do not demonstrate college-level skills both in English and in mathematics will be placed in appropriate remedial programs and activities during the first term of their enrollment. Students placed in remedial programs in either English or mathematics must complete all remediation in their *first year* of enrollment. Failure to complete remediation by the end of the first year may result in denial of enrollment for future terms. Students register for the EPT and/or ELM at their local CSU campus. Questions about test dates and registration materials may be addressed to [insert name, title, address, and telephone number of campus contact].

### English Placement Test (EPT)

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

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

- A score of 500 or above on the critical reading section of the College Board SAT Reasoning Test
- A score of 22 or above on the American College Testing (ACT) English Test
- A score of 3 or above on either the Language and Composition or Composition and Literature examination of the College Board Scholastic Advanced Placement Program
- Completion and transfer to CSU of the credits for a college course that satisfies the CSU General Education requirement in English Composition, provided such a course was completed with a grade of C or better
- A score of “Exempt” or “Ready for college-level English courses” on the CSU Early Assessment Program (EAP) taken along with the English Language Arts California Standard Test in grade 11
- A score of “Conditionally ready for college-level English courses” or “Conditional” on the CSU Early Assessment Program (EAP) taken on grade 11, provided successful completion of the Expository Reading and Writing Course (ERWC), AP English, 1B English or an English course approved for extra honors weight on the University of California “a-g” Doorways course list.

## Entry Level Mathematics (ELM) Examination

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

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

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

## Early Start Program

Beginning with the class of 2012, entering resident freshmen who are not proficient in math or “at risk” in English will need to start the remediation process before their first term. By 2014, all new freshman students who have not demonstrated college-readiness in mathematics and English will need to begin work on becoming ready for college-level English before the start of their first term.

The goals of Early Start Program are to:

- Better prepare students in math and English, before the fall semester of freshman year;
- Add an important and timely assessment tool in preparing students for college; and
- Improve students’ chances of successful completion of a college degree.

For 2013, resident students would be required to participate in the Early Start Program if their ELM score is less than 50 and/or their EPT score is less than 138. Newly admitted freshman students who are required to complete Early Start will be notified of the requirement and options for completing the program as part of campus communications to newly admitted students.

## Adult Students

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

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

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

## Graduation Requirement in Writing Proficiency

All students must demonstrate competency in writing skills as a requirement for graduation. Information on currently available ways to meet this graduation requirement may be obtained from [name of appropriate campus office or officer].

[LOCAL CAMPUS POLICIES AND PROCEDURES MAY BE INCLUDED IN THIS SECTION.]  
 [NOTE: THE FOLLOWING SECTION IS TO BE INCLUDED IN ALL CATALOGS.]

## GRADUATE AND POST-BACCALAUREATE ADMISSION REQUIREMENTS

### Admission Requirements

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

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

- Students who meet the minimum requirements for graduate and post-baccalaureate studies may be considered for admission in one of the four following categories:
  - Graduate Classified – To pursue a graduate degree, applicants are required to fulfill all of the professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus; or
  - Graduate Conditionally Classified – Applicants may be admitted to a graduate degree program in this category if, in the opinion of appropriate campus authority, deficiencies may be remedied by additional preparation; or
  - Post-Baccalaureate Classified, e.g. admission to an education credential program – Persons wishing to enroll in a credential or certificate program, will be required to satisfy additional professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus; or
  - Post-Baccalaureate Unclassified – To enroll in undergraduate courses as preparation for advanced degree programs or to enroll in graduate courses for professional or personal growth, applicants must be admitted as post-baccalaureate unclassified students. By meeting the general requirements, applicants are eligible for admission as post-baccalaureate unclassified students. Admission in this status does not constitute admission to, or assurance of consideration for admission to, any graduate degree or credential program (Most CSU campuses do not offer admission to unclassified post-baccalaureate students).

(These and other CSU admission requirements are subject to change as policies are revised and laws are amended. The CSU website [www.calstate.edu](http://www.calstate.edu) and the CSU admissions portal [www.csumentor.edu](http://www.csumentor.edu) are good sources of the most up-to-date information.)

### **Graduate-Post-Baccalaureate English Language Requirement**

All graduate and post-baccalaureate applicants, regardless of citizenship, whose native language is not English and whose preparatory education was principally in a language other than English must demonstrate competence in English. Those who do not possess a bachelor's degree from a postsecondary institution where English is the principal language of instruction must receive a minimum score of (campus minimum score) on the Test of English as a Foreign Language (TOEFL). Some programs require a higher score. Some programs may require a higher score. Several CSU campuses may use alternative methods for assessing fluency in English including Pearson Test of English Academic (PTE Academic), the International English Language Testing System (IELTS), and the International Test of English Proficiency (ITEP).

(Insert campus specific graduate TOEFL information and/or alternate methods information here.)

### **RETURNING STUDENTS**

*[Include campus policies and procedures for those students who left CSU in good standing and for those who did not.]*

## **INTERNATIONAL (FOREIGN) STUDENT ADMISSION REQUIREMENTS**

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

The CSU uses separate requirements and application filing dates in the admission of “foreign students.” Verification of English proficiency (see the section on the English Language Requirement for undergraduate applicants), financial resources, and academic performance are each important considerations for admission. Academic records from foreign institutions must be on file at least [insert campus deadline for document submission] for the first term and, if not in English, must be accompanied by certified English translations.

*[CAMPUS SHOULD INCLUDE APPROPRIATE INSTRUCTIONS OR INFORMATION HERE.]*

### **OTHER APPLICANTS**

*[CAMPUS MAY WISH TO USE THIS SECTION TO DISCUSS ANY SPECIAL PROGRAMS UNIQUE TO THE CAMPUS OR TO CITE EXCEPTIONAL ADMISSION OPPORTUNITIES.]*

### **Intrasystem and Intersystem Enrollment Programs**

Students enrolled at any CSU campus will have access to courses at other CSU campuses on a space available basis unless those campuses or programs are impacted or admission to the desired program or admission categories are closed. This access is offered without students being required to be admitted formally to the host campus and sometimes without paying additional fees. Although courses taken on any CSU campus will transfer to the student’s home CSU campus as elective credit, students should consult their home campus academic advisors to determine how such courses may apply to their specific degree programs before enrolling at the host campus.

There are two programs for enrollment within the CSU and one for enrollment between CSU and the University of California or California Community Colleges. Additional information about these programs is available from [appropriate campus office].

CSU Concurrent Enrollment – matriculated students in good standing may enroll on a space available basis at both their home CSU campus and a host CSU campus during the same term. Credit earned at the host campus is reported at the student’s request to the home campus to be included on the student’s transcript at the home campus.

CSU Visitor Enrollment – matriculated students in good standing enrolled at one CSU campus may enroll at another CSU campus for one term. Credit earned at the host campus is reported at the student’s request to the home campus to be included on the student’s transcript at the home campus.

Intersystem Cross Enrollment – matriculated CSU, UC, or community college students may enroll on a “space available” basis for one course per term at another CSU, UC, or community college and request that a transcript of record be sent to the home campus.



## CSU Immunization Requirements

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

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

**Hepatitis B:** All new students who will be 18 years of age or younger at the start of their first term at a CSU campus must provide proof of full immunization against Hepatitis B before enrolling. Full immunization against Hepatitis B consists of three timed doses of vaccine over a minimum 4 to 6 months period. If you need further details or have special circumstances, please consult [name of office or campus personnel].

**Meningococcal Disease Information:** Each incoming freshman who will be residing in on-campus housing will be required to return a form indicating that they have received information about meningococcal disease and the availability of the vaccine to prevent contracting the disease and indicating whether or not the student has chosen to receive the vaccination.

The above are **not** admission requirements, but are required of students as conditions of enrollment in CSU.

*[CAMPUS MAY WISH TO ADD SPECIFIC INSTRUCTIONS HERE TO IMPLEMENT CSU EXECUTIVE ORDER NO. 803.]*

## Reservation

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

## GENERAL INFORMATION - ADMISSION AND EVALUATION OF ACADEMIC RECORDS

### Advanced Placement

[Name of campus] 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.

*[CAMPUS SHOULD INSERT STATEMENT ON APPLICABILITY OF AP CREDIT TO SPECIFIC REQUIREMENTS.]*

*[STATEMENTS IN INDIVIDUAL CATALOGS REGARDING THE AWARDING OF CREDIT EARNED THROUGH CLEP, IB, OR SIMILAR EXTERNAL SOURCES SHOULD REFLECT PRESENT CAMPUS POLICY AND EXECUTIVE ORDER NO. 365.]*

### **Credit by Examination**

Students may challenge courses by taking examinations developed at [campus name]. Credit shall be awarded to those who pass them successfully.

*[CAMPUS INSERT STATEMENT ABOUT POLICY AND PROCEDURES. AS PER CSU POLICY, EVERY EFFORT SHOULD BE MADE TO ASSURE THAT "MILITARY" CREDIT IS USED TO ADVANCE INDIVIDUALS TOWARDS DEGREE COMPLETION.]*

### **Credit for Non-collegiate Instruction**

[Campus name] grants undergraduate degree credit for successful completion of non-collegiate instruction, either military or civilian, appropriate to the baccalaureate degree, which has been recommended by the Commission on Educational Credit and Credentials of the American Council on Education. The numbers of units allowed are those recommended in the Guide to the Evaluation of Educational Experience in the Armed Services and the National Guide to Educational Credit for Training Programs. *[CAMPUS MAY INSERT STATEMENT ON APPLICABILITY OF CREDIT TO THE MAJOR, GENERAL EDUCATION, OR ELECTIVES. AS PER CSU POLICY, EVERY EFFORT SHOULD BE MADE TO ASSURE THAT "MILITARY" CREDIT IS USED TO ADVANCE INDIVIDUALS TOWARDS DEGREE COMPLETION.]*

### **Credit for Prior Learning**

*[APPLIES ONLY TO A CAMPUS THAT HAS A POLICY TO AWARD CREDIT FOR PRIOR LEARNING.]*

[Campus name] grants up to [number] units of credit for learning, knowledge, or skills-based experience that has been documented and evaluated according to campus policy. Students should be aware, however, that policies for earning credit for prior learning vary from campus to campus in the CSU. *[CAMPUS SHOULD INSERT STATEMENT ABOUT WHOM TO CONTACT FOR FURTHER INFORMATION.]*

### **Appeal of Admission Decision**

Section 89030.7 of the California Education Code requires that the California State University establishes specific requirements for appeal procedures for a denial of admission. Each CSU campus must publish appeal procedures for applicants denied admission to the University. The procedure is limited to addressing campus decisions to deny an applicant admission to the University.

Admissions appeal procedures must address the basis for appeals, provide 15 business days for an applicant to submit an appeal, stipulate a maximum of one appeal per academic term, provide specific contact information for the individual or office to which the appeal should be submitted, and indicate a time estimate for when the campus expects to respond to an appeal. The appeal procedures must be included in all denial of admission notifications to students, and must also be published on the campus website.

*[CAMPUS SHOULD INSERT LINK TO LOCAL POLICY]*

## ***Section XIII-B***

### **IMMIGRATION REQUIREMENTS FOR LICENSURE**

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193), also known as the Welfare Reform Act, includes provisions to eliminate eligibility for federal and state public benefits for certain categories of lawful immigrants as well as benefits for all illegal immigrants.

Students who will require a professional or commercial license provided by a local, state, or federal government agency in order to engage in an occupation for which the CSU may be training them must meet the immigration requirements of the Personal Responsibility and Work Opportunity Reconciliation Act to achieve licensure. Information concerning the regulation these requirements are available from [name of officer, campus address, and phone number].

## ***Section XIV***

### **USE OF SOCIAL SECURITY NUMBER**

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

## Section XV

### PRIVACY RIGHTS OF STUDENTS IN EDUCATION RECORDS

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect students' privacy in their records maintained by the campus. The statute and regulations govern access to certain student records maintained by the campus and the release of such records. The law provides that the campus must give students access to most records directly related to the student, and must also provide opportunity for a hearing to challenge the records if the student claims they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under this law does not include any right to challenge the appropriateness of a grade determined by the instructor. The law generally requires the institution to receive a student's written consent before releasing personally identifiable data about the student. The institution has adopted a set of policies and procedures governing implementation of the statute and the regulations. Copies of these policies and procedures may be obtained at (*designate location on campus*). Among the types of information included in the campus statement of policies and procedures are: (1) the types of student records maintained and the information they contain; (2) the official responsible for maintaining each type of record; (3) the location of access lists indicating persons requesting or receiving information from the record; (4) policies for reviewing and expunging records; (5) student access rights to their records; (6) the procedures for challenging the content of student records; (7) the cost to be charged for reproducing copies of records; and (8) the right of the student to file a complaint with the Department of Education. The Department of Education has established an office and review board to investigate complaints and adjudicate violations. The designated office is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

The campus is authorized under the Act to release "directory information" concerning students. "Directory information" may include the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors, and awards received, and the most recent previous educational agency or institution attended by the student. The above-designated information is subject to release by the campus at any time unless the campus has received prior written objection from the student specifying what information the student requests not be released. Written objections should be sent to [*office on campus for receipt of FERPA "opt outs"*].

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

## Section XVI

### NONDISCRIMINATION POLICY

#### Race, Color, Ethnicity, National Origin, Age, Religion and Veteran Status

The California State University does not discriminate on the basis of race, color, ethnicity, national origin, age, religion or veteran status in its programs and activities, including admission and access. Federal and state laws, including Title VI of the Civil Rights Act of 1964 and the California Equity in Higher Education Act, prohibit such discrimination. *[Name and title of campus Discrimination, Harassment and Retaliation Administrator]* has been designated to coordinate the efforts of *[campus]* to comply with all applicable federal and state laws prohibiting discrimination on these bases. Inquiries concerning compliance may be presented to this person at *[campus address and phone number]*.

#### Disability

The California State University does not discriminate on the basis of disability in its programs and activities, including admission and access. Federal and state laws, including sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, prohibit such discrimination. *[Name and title of campus Discrimination, Harassment and Retaliation Administrator]* has been designated to coordinate the efforts of *[campus]* to comply with all applicable federal and state laws prohibiting discrimination on the basis of disability. Inquiries concerning compliance may be presented to this person at *[campus address and phone number]*.

#### Sex/Gender/Gender Identity/Sexual Orientation

The California State University does not discriminate on the basis of sex, gender, gender identity or sexual orientation in its programs and activities, including admission and access. Federal and state laws, including Title IX of the Education Amendments of 1972, prohibit such discrimination. *[Name and title of campus Title IX Coordinator]* has been designated to coordinate the efforts of *[campus]* to comply with all applicable federal and state laws prohibiting discrimination on these bases. Inquiries concerning compliance may be presented to this person at *[campus address and phone number]*. The California State University is committed to providing equal opportunities to male and female CSU students in all campus programs, including intercollegiate athletics.

Title IX of the Education Amendments of 1972 protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and violence:

- **Sexual discrimination** means an adverse act of sexual discrimination (including sexual harassment and sexual violence) that is perpetrated against an individual on a basis prohibited by Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 (Title IX); California Education Code §66250 et seq., and/or California Government Code §11135.
- **Sexual harassment** is unwelcome conduct of a sexual nature that includes, but is not limited to, sexual violence, sexual advances, requests for sexual favors, indecent exposure and other verbal, nonverbal or physical unwelcome conduct of a sexual nature, where such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the individual, and is in fact considered by the individual, as

limiting the individual's ability to participate in or benefit from the services, activities or opportunities offered by the university. Sexual harassment also includes gender-based harassment, which may include acts of verbal, non-verbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

- **Sexual violence** means physical sexual acts (such as unwelcome sexual touching, sexual assault, sexual battery and rape) perpetrated against an individual without consent or against an individual who is incapable of giving consent due to that individual's use of drugs or alcohol, or disability.
- See further information in [*campus'*] sexual violence prevention and education statement, which includes facts and myths about sexual violence at [*insert campus web link to this document*].

### Who to Contact If You Have Complaints, Questions or Concerns

Title IX requires the university to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance. Your campus Title IX Coordinator is available to explain and discuss your right to file a criminal complaint (sexual assault and violence); the university's complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters. *If you are in the midst of an emergency, please call the police immediately by dialing 9-1-1.*

#### Campus Title IX Coordinator:

- [Name
- Address (including email address)
- Phone
- Office hours]

#### University Police

- [Name
- Address (including email address)
- Phone]

#### U.S. Department of Education, Office for Civil Rights:

- (800) 421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov)
- If you wish to fill out a complaint form online with the OCR, you may do so at: <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

Title IX requires the university to adopt and publish complaint procedures that provide for prompt and equitable resolution of sex discrimination complaints, including sexual harassment and violence. CSU Executive Order 1074 (<http://www.calstate.edu/eo/EO-1074.pdf>) is the systemwide procedure for all complaints of discrimination, harassment or retaliation *made by students* against the CSU, a CSU employee, other CSU students or a third party.

Except in the case of a privilege recognized under California law (examples of which include Evidence Code §§1014 (psychotherapist-patient); 1035.8 (sexual assault counselor-victim); and 1037.5 (domestic violence counselor-victim), any member of the University community who knows of or has reason to know of sexual discrimination allegations shall promptly inform the campus Title IX Coordinator.

Regardless of whether an alleged victim of sexual discrimination ultimately files a complaint, if the campus knows or has reason to know about possible sexual discrimination, harassment or violence, it must review the matter to determine if an investigation is warranted. The campus must then take appropriate steps to eliminate any sex discrimination/harassment, prevent its recurrence, and remedy its effects.

### **Safety of the Campus Community is Primary**

The university's primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for sexual discrimination, harassment or violence; therefore, victims should not be deterred from reporting incidents of sexual violence out of a concern that they might be disciplined for related violations of drug, alcohol or other university policies. Except in extreme circumstances, victims of sexual violence shall not be subject to discipline for related violations of the Student Conduct Code.

### **Information Regarding Campus, Criminal and Civil Consequences of Committing Acts of Sexual Violence**

Individuals alleged to have committed sexual assault may face criminal prosecution by law enforcement and may incur penalties as a result of civil litigation. In addition, employees and students may face discipline at the university. Employees may face sanctions up to and including dismissal from employment, pursuant to established CSU policies and provisions of applicable collective bargaining unit agreements.

Students charged with sexual discrimination, harassment or violence will be subject to discipline, pursuant to the California State University Student Conduct Procedures (see Executive Order 1073 at <http://www.calstate.edu/eo/EO-1073.pdf>) and will be subject to appropriate sanctions. In addition, during any investigation, the university may implement interim measures in order to maintain a safe and non-discriminatory educational environment. Such measures may include immediate interim suspension from the university, required move from university-owned or affiliated housing, adjustment to course schedule, or prohibition from contact with parties involved in the alleged incident.

### **Additional Resources**

- [*Campus*'] sexual violence prevention and education statement, which includes facts and myths about sexual violence, at [*insert campus web link to this document*].
- U.S. Department of Education, regional office:  
Office for Civil Rights  
50 Beale Street, Suite 7200  
San Francisco, CA 94105  
(415) 486-5555  
TDD (877) 521-2172
- U.S. Department of Education, national office:  
Office for Civil Rights  
(800) 872-5327



- Know Your Rights about Title IX  
<http://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.html>  
California Coalition Against Sexual Assault (<http://calcasa.org/>)  
1215 K. Street, Suite 1850  
Sacramento, CA 95814  
(916) 446-2520
- Domestic and Family Violence, Office of Justice Programs, United States Department of Justice
- National Institute of Justice: Intimate Partner Violence, Office of Justice Programs, United States Department of Justice
- National Domestic Violence Hotline: 1-800-799-SAFE (7233)
- Office of Violence against Women, United States Department of Justice
- Centers for Disease Control and Prevention: Intimate Partner Violence
- Defending Childhood, United States Department of Justice
- [Local Community Resource Information:  
Name of Agency  
Address  
Phone  
Office hours  
Website]

## ***Section XVII***

### **STUDENT COMPLAINT PROCEDURE**

The California State University takes very seriously complaints and concerns regarding the institution. If you have a complaint regarding the CSU, you may present your complaint as follows:

- (1) If your complaint concerns CSU's compliance with academic program quality and accrediting standards, you may present your complaint to the Western Association of Schools and Colleges (WASC) at <http://www.wascsenior.org/comments>. WASC is the agency that accredits the CSU's academic program.
- (2) If your complaint concerns an alleged violation by CSU of a state law, including laws prohibiting fraud and false advertising, you may present your claim to the campus president or designee at [name, title and e-mail address]. The president or designee will provide guidance on the appropriate campus process for addressing your particular issue.

If you believe that your complaint warrants further attention after you have exhausted all the steps outlined by the president or designee, or by WASC, you may file an appeal with the Associate Vice Chancellor, Academic Affairs at the CSU Chancellor's Office. This procedure should not be construed to limit any right that you may have to take civil or criminal legal action to resolve your complaint.

## ***Section XVIII***

### **CAREER PLACEMENT**

The [appropriate campus office] may furnish, upon request, information about the employment of students who graduate from programs or courses of study preparing students for a particular career field. Any such data provided must be in a form that does not allow for the identification of any individual student. This information includes data concerning the average starting salary and the percentage of previously enrolled students who obtained employment. The information may include data collected from either graduates of the campus or graduates of all campuses in the California State University system.

## ***Section XIX***

### **CHANGES IN RULES AND POLICIES**

Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Changes may come in the form of statutes enacted by the Legislature, rules and policies adopted by the Board of Trustees of the California State University, by the Chancellor or designee of the California State University, or by the President or designee of the campus. It is not possible in a publication of this size to include all of the rules, policies and other information that pertain to students, the institution, and the California State University. More current or complete information may be obtained from the appropriate department, school, or administrative office.

Nothing in this catalog shall be construed as, operate as or have the effect of an abridgment or a limitation of any rights, powers, or privileges of the Board of Trustees of the California State University, the Chancellor of the California State University, or the President of the campus. The Trustees, the Chancellor, and the President are authorized by law to adopt, amend, or repeal rules and policies that apply to students. This catalog does not constitute a contract or the terms and conditions of a contract between the student and the campus or the California State University. The relationship of students to the campus and the California State University is one governed by statute, rules, and policy adopted by the Legislature, the Trustees, the Chancellor, the Presidents and their duly authorized designees.

## Section XX

### AVAILABILITY OF INSTITUTIONAL AND FINANCIAL ASSISTANCE INFORMATION

The following information concerning student financial assistance may be obtained from [officer, campus address, and phone number]:

1. A description of the federal, state, institutional, local, and private student financial assistance programs available to students who enroll at [name of institution];
2. For each aid program, a description of procedures and forms by which students apply for assistance, student eligibility requirements, criteria for selecting recipients from the group of eligible applicants, and criteria for determining the amount of a student's award;
3. A description of the rights and responsibilities of students receiving financial assistance, including federal Title IV student assistance programs, and criteria for continued student eligibility under each program;
4. The satisfactory academic progress standards that students must maintain for the purpose of receiving financial assistance and criteria by which a student who has failed to maintain satisfactory progress may reestablish eligibility for financial assistance;
5. The method by which financial assistance disbursements will be made to students and the frequency of those disbursements;
6. The way the school provides for Pell-eligible students to obtain or purchase required books and supplies by the seventh day of a payment period and how the student may opt out;
7. The terms of any loan received as part of the student's financial aid package, a sample loan repayment schedule, and the necessity for repaying loans;
8. The general conditions and terms applicable to any employment provided as part of the student's financial aid package;
9. The terms and conditions of the loans students receive under the Direct Loan and Perkins Loan Programs;
10. The exit counseling information the school provides and collects for student borrowers; and
11. Contact information for ombuds offices available for disputes concerning federal, institutional and private loans.

Information concerning the cost of attending [name of institution] is available from [campus officer, campus address, and phone number], and includes tuition and fees; the estimated costs of books and supplies; estimates of typical student room, board, and transportation costs; and, if requested, additional costs for specific programs.

Information concerning the refund policies of [name of institution] for the return of unearned tuition and fees or other refundable portions of institutional charges is available from [name of officer, campus address, and phone number].

Information concerning policies regarding the return of federal Title IV student assistance funds as required by regulation is available from [name of officer, campus address, and phone number].

Information regarding special facilities and services available to students with disabilities may be obtained from [name of officer, campus address, and phone number].

Information concerning [name of institution] policies, procedures, and facilities for students and other to report criminal actions or other emergencies occurring on campus may be obtained from [name of officer, campus address, and phone number].

Information concerning [name of campus] annual campus security report and annual fire safety report may be obtained from [name of officer, campus address, and phone number].

Information concerning the prevention of drug and alcohol abuse and rehabilitation programs may be obtained from [name of officer, campus address, and phone number].

Information regarding student retention and graduation rates at [name of institution] and, if available, the number and percentage of students completing the program in which the student is enrolled or has expressed interest may be obtained from [name of officer, campus address, and phone number].

Information concerning athletic opportunities available to male and female students and the financial resources and personnel that [name of institution] dedicates to its men's and women's teams may be obtained from [name of officer, campus address, and phone number].

Information concerning teacher preparation programs at [name of institution], including the pass rate on teacher certification examinations, may be obtained from [name of officer, campus address, and phone number].

Information concerning grievance procedures for students who feel aggrieved in their relationships with the university, its policies, practices and procedures, or its faculty and staff may be obtained from [name of officer, campus address, and phone number].

The federal Military Selective Service Act (the "Act") requires most males residing in the United States to present themselves for registration with the Selective Service System within thirty days of their eighteenth birthday. Most males between the ages of 18 and 25 must be registered. Males born after December 31, 1959, may be required to submit a statement of compliance with the Act and regulations in order to receive any grant, loan, or work assistance under specified provisions of existing federal law. In California, students subject to the Act who fail to register are also ineligible to receive any need-based student grants funded by the state or a public postsecondary institution.

Selective Service registration forms are available at any U.S. Post Office, and many high schools have a staff member or teacher appointed as a Selective Service Registrar. Applicants for financial aid can also request that information provided on the Free Application for Federal Student Aid (FAFSA) be used to register them with the Selective Service. Information on the Selective Service System is available and the registration process may be initiated online at <http://www.sss.gov>.

## Section XXI

### PROCEDURE FOR THE ESTABLISHMENT OR ABOLISHMENT OF CAMPUS-BASED MANDATORY FEES

The law governing the California State University provides that specific campus fees defined as mandatory, such as a *student body association fee* and a *student body center fee*, may be established. A *student body association fee* must be established upon a favorable vote of two-thirds of the students voting in an election held for this purpose (Education Code, Section 89300). The campus President may adjust the *student body association fee* only after the fee adjustment has been approved by a majority of students voting in a referendum established for that purpose. The required fee shall be subject to referendum at any time upon the presentation of a petition to the campus President containing the signatures of 10 percent of the regularly enrolled students at the University. *Student body association fees* support a variety of cultural and recreational programs, childcare centers, and special student support programs. A *student body center fee* may be established only after a fee referendum is held which approves by a two-thirds favorable vote the establishment of the fee (Education Code, Section 89304). Once bonds are issued, authority to set and adjust *student body center fees* is governed by provisions of the State University Revenue Bond Act of 1947, including, but not limited to, Education Code sections 90012, 90027, and 90068.

The process to establish and adjust other campus-based mandatory fees requires consideration by the campus fee advisory committee and a student referendum as established by Executive Order 1054, Section III. The campus President may use alternate consultation mechanisms if he/she determines that a referendum is not the best mechanism to achieve appropriate and meaningful consultation. Results of the referendum and the fee committee review are advisory to the campus President. The President may adjust campus-based mandatory fees but must request the Chancellor to establish a new mandatory fee. The President shall provide to the fee advisory committee a report of all campus-based mandatory fees. The campus shall report annually to the Chancellor a complete inventory of all campus-based mandatory fees.

For more information or questions, please contact the Budget Office in the CSU Chancellor's Office at (562) 951-4560.

## Section XXII

### STUDENT CONDUCT

#### *Title 5, California Code of Regulations, § 41301. Standards for Student Conduct*

##### **(a) Campus Community Values**

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

##### **(b) Grounds for Student Discipline**

Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences. The following are the grounds upon which student discipline can be based:

- (1) Dishonesty, including:
  - (A) Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
  - (B) Furnishing false information to a University official, faculty member, or campus office.
  - (C) Forgery, alteration, or misuse of a University document, key, or identification instrument.
  - (D) Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries.
- (2) Unauthorized entry into, presence in, use of, or misuse of University property.
- (3) Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.
- (4) Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.
- (5) Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.
- (6) Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.



- (7) Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
- (8) Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events.

Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

- (9) Use, possession, manufacture, or distribution of illegal drugs or drug- related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.
- (10) Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.
- (11) Theft of property or services from the University community, or misappropriation of University resources.
- (12) Unauthorized destruction, or damage to University property or other property in the University community.
- (13) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity.
- (14) Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
- (15) Misuse of computer facilities or resources, including:
  - (A) Unauthorized entry into a file, for any purpose.
  - (B) Unauthorized transfer of a file.
  - (C) Use of another's identification or password.
  - (D) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.

- (E) Use of computing facilities and resources to send obscene or intimidating and abusive messages.
  - (F) Use of computing facilities and resources to interfere with normal University operations.
  - (G) Use of computing facilities and resources in violation of copyright laws.
  - (H) Violation of a campus computer use policy.
- (16) Violation of any published University policy, rule, regulation or presidential order.
- (17) Failure to comply with directions or, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
- (18) Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.
- (19) Violation of the Student Conduct Procedures, including:
- (A) Falsification, distortion, or misrepresentation of information related to a student discipline matter.
  - (B) Disruption or interference with the orderly progress of a student discipline proceeding.
  - (C) Initiation of a student discipline proceeding in bad faith.
  - (D) Attempting to discourage another from participating in the student discipline matter.
  - (E) Attempting to influence the impartiality of any participant in a student discipline matter.
  - (F) Verbal or physical harassment or intimidation of any participant in a student discipline matter.
  - (G) Failure to comply with the sanction(s) imposed under a student discipline proceeding.
- (20) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

**(c) Procedures for Enforcing This Code**

The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.

**(d) Application of This Code**

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

**(e) Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

As referenced earlier in Section XXI, Student Conduct (15) (G) the penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

**Title 5, California Code of Regulations, § 41302. Disposition of Fees: Campus Emergency; Interim Suspension.**

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

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

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

## ***Section XXIII***

### **CANCELLATION OF REGISTRATION OR WITHDRAWAL FROM THE INSTITUTION**

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term ***are required*** to follow the university's official withdrawal procedures. Failure to follow formal university procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on canceling registration and withdrawal procedures is available from [name of officer, campus address, and phone number].

Students who receive financial aid funds ***must consult*** with [name of office] prior to withdrawing from the university regarding any required return or repayment of grant or loan assistance received for that academic term or payment period. Students who have received financial aid and withdraw from the institution during the academic term or payment period may need to return or repay some or all of the funds received, which may result in a debt owed to the institution.

(Campuses are encouraged to provide more local information re withdrawal, e.g. URLs, etc.)

## ***Section XXIV***

### **CREDIT HOUR**

As of July 1, 2011 federal law (Title 34, Code of Federal Regulations, sections 600.2 and 600.4) requires all accredited institutions to comply with the federal definition of the credit hour. For all CSU degree programs and courses bearing academic credit, the “credit hour” is defined as “the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

A credit hour is assumed to be a 50-minute period. In courses in which “seat time” does not apply, a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement.

