

2019-2020 CSU Mandatory Catalog Copy

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SECTION I

THE CALIFORNIA STATE UNIVERSITY

Welcome to the California State University (CSU) – the nation’s largest comprehensive higher education system with 23 unique campuses serving approximately 481,000 students with more than 52,000 faculty and staff.

Each year, the university awards more than 125,000 degrees. CSU graduates are serving as leaders in the industries that drive California’s economy, including business, agriculture, entertainment, engineering, teaching, hospitality and healthcare. Learn more at www.calstate.edu.

A Tradition of Excellence for More than Five Decades

Since 1961, the CSU has provided an affordable, accessible and high-quality education to 3.7 million graduates throughout California. While each campus is unique based on its curricular specialties, location and campus culture, every CSU is distinguished for the quality of its educational programs. All campuses are fully accredited, provide a high-quality broad liberal educational program and offer opportunities for students to engage in campus life through the Associated Students, Inc., clubs and service learning. Through leading-edge programs, superior teaching and extensive workforce training opportunities, CSU students graduate with the critical thinking skills, industry knowledge and hands-on experience necessary for employment and career advancement.

Facts

- Today, one of every 20 Americans with a college degree is a CSU graduate.
- 1 in every 10 employees in California is a CSU alumnus.
- The CSU awards 45 percent of the bachelor’s degrees earned in California.
- More than half of all the nurses in the state earn their degrees from the CSU.
- The CSU awards 95 percent of the hospitality/tourism degrees in the state.
- Nearly half of all of the state’s engineers earn their degrees from the CSU.
- The CSU is the leading provider of teacher preparation programs in the state.
- The CSU offers more than 125 fully online and 100 hybrid degree programs and concentrations.
- The CSU offers more than 4,700 online courses per term, providing more educational options to students who may prefer an online format to a traditional classroom setting.
- The CSU’s online concurrent enrollment program gives students the ability to enroll in courses offered by other campuses in the CSU.
- Over a recent four year period, the CSU has issued nearly 50,000 professional development certificates in education, health services, business and technology, leisure and hospitality, manufacturing, international trade and many other industries.
- Nearly half of the CSU’s 481,000 students are engaged in some type of community service, totaling 32 million hours of service annually.
- More than 13,000 students participate in STEM (science, technology engineering and mathematics) service-learning courses.
- For every \$1 that the state invests in the CSU, the university generates \$5.43 for California’s economy

Governance

The CSU is governed by the Board of Trustees, most of whom are appointed by the governor and serve with faculty and student representatives. The CSU chancellor is the chief executive officer, reporting to the board. The campus presidents serve as the campus-level chief executive officers. The trustees, chancellor and presidents develop systemwide educational policy. The presidents, in consultation with the CSU Academic Senate and other campus stakeholder groups, render and implement local policy decisions.

CSU Historical Milestones

The individual California State Colleges were established as a system with a Board of Trustees and a chancellor in 1960 by the Donahoe Higher Education Act. In 1972, the system was designated as the California State University and Colleges, and in 1982 the system became the California State University. Today, the CSU is comprised of 23 campuses, including 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.

In 1963, the CSU's Academic Senate was established to act as the official voice of CSU faculty in systemwide matters. Also, the California State College Student Presidents Association—which was later renamed the California State Students Association—was founded to represent each campus student association on issues affecting students.

Through its many decades of service, the CSU has continued to adapt to address societal changes, student needs and workforce trends. While the CSU's core mission has always focused on providing high-quality, affordable bachelor's and master's degree programs, over time the university has added a wide range of services and programs to support student success – from adding health centers and special programs for veterans to building student residential facilities to provide a comprehensive educational experience.

To improve degree completion and accommodate students working full- or part-time, the educational paradigm was expanded to give students the ability to complete upper-division and graduate requirements through part-time, late afternoon, and evening study. The university also expanded its programs to include a variety of teaching and school service credential programs, specially designed for working professionals.

The CSU marked another significant educational milestone when it broadened its degree offerings to include doctoral degrees. The CSU independently offers Doctor of Education (Ed.D.), Doctor of Physical Therapy (DPT), Doctor of Audiology (AuD) and Doctor of Nursing Practice (DNP) degree programs. A limited number of other doctoral degrees are offered jointly with the University of California and private institutions in California.

In 2010, in an effort to accommodate community college transfer students, the CSU, in concert with the California Community Colleges (CCC), launched the Associate Degree for Transfer (ADT), which guarantees CCC transfer students with an ADT admission to the CSU with junior status. ADT has since proven to be the most effective path to a CSU for transfer students.

Always adapting to changes in technology and societal trends to support student learning and degree completion, the CSU achieved another milestone in 2013, when it launched Cal State Online, a systemwide collection of services that support the delivery of fully online programs from campuses. Now, full-time students have access to fully online courses offered at other CSU campuses.

By providing an accessible, hands-on education that prepares graduates for career success, the CSU has created a network of alumni that is so extensive and renowned that it spans across the globe. As of 2018-19, more than 3.7 million CSU alumni are making a difference in the lives of the people of California and the world.

The CSU strives to continually develop innovative programs, services and opportunities that will give students the tools they need to meet their full potential. In 2016, the university launched Graduation Initiative 2025, a bold plan to support students, increase the number of California's graduates earning high-quality degrees and eliminate achievement and equity gaps for all students. Through this initiative, the CSU is ensuring that all students have the opportunity to graduate according to their personal goals, positively impacting their lives, families and communities. The CSU is committed to providing a quality higher education that prepare students to become leaders in the changing workforce.

SECTION II

TRUSTEES OF THE CSU EX OFFICIO TRUSTEES

The Honorable Gavin Newsom
Governor of California

The Honorable Eleni Kounalakis
Lieutenant Governor of California

The Honorable Anthony Rendon
Speaker of the Assembly

The Honorable Tony Thurmond
State Superintendent of Public Instruction

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

OFFICERS OF THE TRUSTEES

The Honorable Gavin Newsom – President
Adam Day – Chair
Lillian Kimbell – Vice Chair
Andrew Jones – Secretary
Steve Relyea – 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.

Silas Abrego (2021)	Jane W. Carney (2022)
Adam Day (2023)	Rebecca D. Eisen (2020)
Douglas Faigin (2025)	Debra S. Farar (2022)
Jean P. Firstenberg (2018)	Wenda Fong (2024)
Juan Garcia (2020)	Emily Hinton (2019)
Lillian Kimbell (2024)	John "Jack" McGrory (2023)
Thelma Meléndez de Santa Ana (2025)	Hugo N. Morales (2020)
John Nilon (2020)	J. Lawrence Norton (2019)
Romey Sabalius (2019)	Lateefah Simon (2019)
Christopher J. Steinhauser (2026)	Peter J. Taylor (2021)

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

SECTION III

OFFICE OF THE CHANCELLOR

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

Dr. Timothy P. White - Chancellor

Mr. Steve Relyea - Executive Vice Chancellor and Chief Financial Officer

Dr. Loren J. Blanchard - Executive Vice Chancellor, Academic and Student Affairs

Mr. Andrew Jones - Executive Vice Chancellor, General Counsel

Mr. Garrett P. Ashley - Vice Chancellor, University Relations and Advancement

Ms. Evelyn Nazario - Vice Chancellor, Human Resources

Mr. Larry Mandel - Vice Chancellor and Chief University Auditor

SECTION IV

CSU CAMPUSES

California State University, Bakersfield

9001 Stockdale Highway
Bakersfield, CA 93311-1022
Dr. Lynnette Zelezny, President
(661) 654-2782
www.csub.edu

California State University, Channel Islands

One University Drive
Camarillo, CA 93012
Dr. Erika D. Beck, President
(805) 437-8400
www.csuci.edu

California State University, Chico

400 West First Street
Chico, CA 95929
Dr. Gayle E. Hutchinson, President
(530) 898-4636
www.csuchico.edu

California State University, Dominguez Hills

1000 East Victoria Street
Carson, CA 90747
Dr. Thomas A. Parham, President
(310) 243-3696
www.csudh.edu

California State University, East Bay

25800 Carlos Bee Boulevard Hayward, CA
94542
Dr. Leroy M. Morishita, President
(510) 885-3000
www.csueastbay.edu

California State University, Fresno

5241 North Maple Avenue
Fresno, CA 93740
Dr. Joseph I. Castro, President
(559) 278-4240
www.csufresno.edu

California State University, Fullerton

800 N. State College Boulevard Fullerton,
CA 92831-3599
Mr. Framroze Virjee, President
(657) 278-2011
www.fullerton.edu

Humboldt State University

1 Harpst Street
Arcata, CA 95521-8299
Dr. Lisa Rossbacher, President
(707) 826-3011
www.humboldt.edu

California State University, Long Beach

1250 Bellflower Boulevard
Long Beach, CA 90840-0115
Dr. Jane Close Conoley, President
(562) 985-4111
www.csulb.edu

California State University, Los Angeles

5151 State University Drive
Los Angeles, CA 90032
Dr. William A. Covino, President
(323) 343-3000
www.calstatela.edu

California State University Maritime Academy

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

California State University, Monterey Bay

100 Campus Center
Seaside, CA 93955-8001
Dr. Eduardo M. Ochoa, President
(831) 582-3000
www.csumb.edu

California State University, Northridge

18111 Nordhoff Street
Northridge, CA 91330
Dr. Dianne F. Harrison, President
(818) 677-1200
www.csun.edu

**California State Polytechnic University,
Pomona**

3801 W. Temple Avenue Pomona, CA 91768
Dr. Soraya M. Coley, President
(909) 869-7659
www.cpp.edu

California State University, Sacramento

6000 J Street
Sacramento, CA 95819
Dr. Robert S. Nelsen, President
(916) 278-6011
www.csus.edu

California State University, San Bernardino

5500 University Parkway
San Bernardino, CA 92407-2318
Dr. Tomás D. Morales, President
(909) 537-5000
www.csusb.edu

San Diego State University

5500 Campanile Drive San Diego, CA 92182
Dr. Adela de la Torre, President
(619) 594-5200
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

San José State University

One Washington Square
San José, CA 95192-0001
Dr. Mary A. Papazian, President
(408) 924-1000
www.sjsu.edu

**California Polytechnic State University,
San Luis Obispo**

One Grand Avenue
San Luis Obispo, CA 93407
Dr. Jeffrey D. Armstrong, President
(805) 756-1111
www.calpoly.edu

California State University San Marcos

333 South Twin Oaks Valley Road
San Marcos, CA 92096-0001
Dr. Karen S. Haynes, President
(760) 750-4000
www.csusm.edu

Sonoma State University

1801 East Cotati Avenue
Rohnert Park, CA 94928
Dr. Judy K. Sakaki, President
(707) 664-2880
www.sonoma.edu

California State University, Stanislaus

One University Circle
Turlock, CA 95382
Dr. Ellen N. Junn, President
(209) 667-3122
www.csustan.edu

SECTION V

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 (CSU IP) 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 study center abroad. CSU IP serves the needs of students in more than 100 designated academic majors. Affiliated with more than 50 recognized universities and institutions of higher education in 18 countries, CSU IP also offers a wide selection of study abroad destinations and learning environments.

Australia	Griffith University, Macquarie University, Queensland University of Technology, University of Queensland, Western Sydney University
Canada	Concordia University
Chile	Pontificia Universidad Católica de Chile
China	Peking University (Beijing)
Denmark	Danish Institute for Study Abroad
France	Institut Catholique de Paris, Institut Supérieur d'Electronique de Paris, Université d'Aix-Marseille (Aix-en-Provence), Université de Cergy-Pontoise, 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
Germany	University of Tübingen and a number of institutions of higher education in the Federal state of Baden-Württemberg
Ghana	University of Ghana
Israel	University of Haifa
Italy	CSU Florence Study Center, Accademia di Belle Arti Firenze
Japan	Waseda University, University of Tsukuba
Mexico	Instituto Tecnológico y de Estudios Superiores de Monterrey, Campus Querétaro
South Africa	Nelson Mandela University
South Korea	Yonsei University

Spain	Universidad Complutense de Madrid, Universidad de Granada, Universidad de Jaén
Sweden	Uppsala University
Taiwan	National Taiwan University
United Kingdom	University of Bradford, University of Bristol, University of Hull, Kingston University, Swansea University

Students participating in CSU IP pay CSU tuition and program fees, and are responsible for airfare, accommodations, meals and other personal expenses. Financial aid, with the exception of Federal Work-Study, is available to qualified students and limited scholarship opportunities are also available. All programs require students to maintain good academic and disciplinary standing, many programs are open to sophomores or graduate students. California Community College transfer students are eligible to apply (to select programs) directly from their community colleges. Students must possess a current cumulative grade point average of 2.75 or 3.0, depending on the program, and must fulfill all coursework prerequisites. Additional program information and application instructions can be found on our website at www.calstatele.edu/ip.

SECTION VI

SCHEDULE OF TUITION AND FEES – 2018/19

The CSU makes every effort to keep student costs to a minimum. Tuition and fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU reserves the right, even after tuition or fees are initially charged or initial payments are made, to increase or modify any listed tuition or fees. All listed fees, other than mandatory systemwide tuition, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU-listed tuition and fees should be regarded as **estimates** that are subject to change upon approval by the Board of Trustees, the chancellor or the presidents, as appropriate. Changes in mandatory systemwide tuition will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 – 66028.6 of the Education Code).

The following reflects applicable systemwide tuition and fees for both semester and quarter campuses that were authorized by the Board of Trustees at the March 2017 meeting. ***These rates are subject to change.***

All Students

Application fee (nonrefundable), payable online at the time of application via credit card, e-check or PayPal: \$55

2018/19 Basic Tuition

Units	Per Semester	Per Quarter
Undergraduate Tuition		
6.1 or more	\$2,871	\$1,914
0 to 6.0	\$1,665	\$1,110
Credential Program Tuition		
6.1 or more	\$3,330	\$2,220
0 to 6.0	\$1,932	\$1,288
Graduate/Post Baccalaureate Tuition		
6.1 or more	\$3,588	\$2,392
0.0 to 6.0	\$2,082	\$1,388

2018/19 Doctorate Tuition*

	Units	Per Semester	Per Quarter	Per Academic Year
Audiology	All Students	\$7,317		\$14,742
Education	All Students	\$5,919	\$3,946	\$11,838
Nursing Practice	All Students	\$7,635		\$15,270
Physical Therapy	All Students	\$8,598		\$17,196

*Applicable term tuition applies for campuses with special terms, as determined by the campus. Total college year tuition cannot exceed the academic year plus summer term tuition. The summer term tuition for the education doctorate at quarter campuses is equal to the per semester tuition listed in the table. Total tuition for the education doctorate over the college year equals the per academic year tuition plus the per semester tuition for the summer term at all CSU campuses.

2018/19 Graduate Business Professional Fee

	Semester	Quarter
Charge Per Unit	\$270	\$180

The graduate business professional fee is paid on a per unit basis in addition to basic tuition 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 and other systemwide fees charged all students) for all campuses:

	Semester	Quarter
Charge Per Unit	\$396	\$264

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

Mandatory systemwide tuition is 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 and 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 THESE RESPECTIVE CREDIT CARDS.)

Credit Cards:

Visa, MasterCard, American Express and Discover credit cards may be used for payment of student tuition and fees but may be subject to a non-refundable credit card processing fee.

SECTION VI

SCHEDULE OF TUITION AND FEES – 2019/20

The CSU makes every effort to keep student costs to a minimum. Tuition and fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU reserves the right, even after initial payments are made, to increase or modify any listed tuition or fees. All listed fees, other than mandatory systemwide tuition, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU-listed tuition and fees should be regarded as **estimates** that are subject to change upon approval by the Board of Trustees, the chancellor or the presidents, as appropriate. Changes in mandatory systemwide tuition will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 – 66028.6 of the Education Code).

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

All Students

Application fee (nonrefundable), payable online at the time of application via credit card, e-check or PayPal: \$55

2019/20 Basic Tuition

Units	Per Semester	Per Quarter
Undergraduate Tuition		
6.1 or more	\$2,871	\$1,914
0 to 6.0	\$1,665	\$1,110
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0 to 6.0	\$1,932	\$1,288
Graduate/Post Baccalaureate Tuition		
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	Units	Per Semester	Per Quarter	Per Academic Year
Audiology	All Students	\$7,371		\$14,742
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*Applicable term tuition applies for campuses with special terms, as determined by the campus. Total college year tuition cannot exceed the academic year plus summer term tuition. The summer term tuition for the education doctorate at quarter campuses is equal to the per semester tuition listed in the table. Total tuition for the education doctorate over the college year equals the per academic year tuition plus the per semester tuition for the summer term at all CSU campuses.

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	Semester	Quarter
Charge Per Unit	\$270	\$180

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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 and systemwide fees charged all students) for all campuses:

	Semester	Quarter
Charge Per Unit	\$396	\$264

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

Mandatory systemwide tuition is 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 and 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 THESE RESPECTIVE CREDIT CARDS.)

Credit Cards:

Visa, MasterCard, American Express and Discover credit cards may be used for payment of student tuition and fees but may be subject to a non-refundable credit card processing fee.

REFUND OF TUITION AND MANDATORY FEES, INCLUDING NONRESIDENT TUITION

Regulations governing the refund of tuition and 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 CSU. Refunds of fees and tuition charges for self-support, special session and extended education programs or courses at the CSU are governed by a separate policy established by the university, available at ***[LOCATION OF POLICY]***.

In order to receive a full refund of tuition and 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 weeks or more, a student who withdraws during the term in accordance with the university's established procedures or drops all courses prior to the campus-designated drop period will receive a refund of tuition and 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.

A student who, within the campus designated drop period and in accordance with campus procedures, drops units resulting in a lower tuition and/or mandatory fee obligation shall be entitled to a refund of applicable tuition and mandatory fees less an administrative charge established by the campus.

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

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

- The tuition and fees were assessed or collected in error;
- The course for which the tuition and 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 tuition and 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 VIII

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, including tuition and student charges, 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 charges and 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 charges and 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 IX

FEE WAIVERS AND EXEMPTIONS

The California Education Code provides for the waiver of mandatory systemwide tuition fees as summarized below:

Section 66025.3 –

Military

Dependent eligible to receive assistance under Article 2 of Chapter 4 of Division 4 of the Military and Veterans Code; child of any veteran of the United States military who has a service-connected disability, has been killed in service, or has died of a service-connected disability, and meets specified income provisions; dependent, or surviving spouse who has not remarried of any member of the California National Guard who, in the line of duty, and while in the active service of the state, was killed, died of a disability resulting from an event that occurred while in the active service of the state, or is permanently disabled as a result of an event that occurred while in the active service of the state; and any undergraduate student who is a recipient of a Medal of Honor, or undergraduate student who is a child of a recipient of a Medal of Honor who is no more than 27 years old, who meets the income restriction and California residency requirement.

Foster Youth

Current or former foster youth who are 25 years of age or younger; have been in foster care for at least 12 consecutive months after reaching 10 years of age; meet one of the following: is under a current foster care placement order by the juvenile court, was under a foster care placement order by the juvenile court upon reaching 18 years of age, or was adopted, or entered guardianship, from foster care; completes and submits the Free Application for Federal Student Aid (FAFSA); maintains a minimum grade point average and meets the conditions necessary to be in good standing at the campus; and meets the financial need requirements established for Cal Grant A awards. The waiver of mandatory systemwide tuition and fees under this section applies only to a person who is determined to be a resident of California pursuant to Chapter 1 (commencing with Section 68000) of Part 41 of the California Education Code.

Section 66602 – A qualifying student from the California State University who is appointed by the Governor to serve as Trustee of the California State University for the duration of his or her term of office.

Section 68120 – Surviving spouse or child of a deceased resident who was employed by a public agency, or was a contractor or an employee of a contractor, performing services for a public agency, and was killed or died as a result of an industrial injury or illness arising out of and in the course of the performance of his/her principal duties of active law enforcement or active fire suppression and prevention duties (referred to as Alan Pattee Scholarships). Additionally, a person who qualifies for the waiver under this section as a surviving child of a contractor or of an employee of a contractor, who performed services for a public agency, must have enrolled as an undergraduate student at the California State University and meet the applicable income restriction requirement with supporting documentation (i.e. his/her income, including the value of parent support, does not exceed the maximum household income and asset level for an applicant for a Cal Grant B award).

Section 68121 – A qualifying student enrolled in an undergraduate program who is 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 Government Code 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 the above benefits should contact the Admissions/Registrar's Office for further information and/or an eligibility determination.

The California Education Code provides for the following nonresident tuition exemptions as summarized below:

Section 68075 - A student who is a member of the Armed Forces of the United States stationed in this state, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees.

If that member of the Armed Forces of the United States who is in attendance at an institution is thereafter transferred on military orders to a place outside this state where the member continues to serve in the Armed Forces of the United States, he or she shall not

lose his or her resident classification so long as he or she remains continuously enrolled at that institution.

Section 68075.7 – A nonresident student is exempt from paying nonresident tuition or any other fee that is exclusively applicable to nonresident students if the student (1) resides in California, (2) meets the definition of "covered individual" as defined in either: (A) Section 3679(c)(2)(A) or (B)(ii)(I) of Title 38 of the United States Code, as that provision read on January 1, 2017 or (B) Section 3679(c)(2)(B)(i) or (ii)(II) of Title 38 of the United States Code, as that provision read on January 1, 2017, and (3) is eligible for education benefits under either the federal Montgomery GI Bill-Active Duty program (30 U.S.C. § 3001 *et seq.*) or the Post-9/11 GI Bill program (38 U.S.C. § 3301 *et seq.*) as each read on January 1, 2017.

Section 68122 – A student who is a victim of trafficking, domestic violence, and other serious crimes who has been granted T or U visa status (respectively under Section 1101(a)(15)(T)(i) or (ii), or Section 1101(a)(15)(U)(i) or (ii), of Title 8 of the United States Code) shall be exempt from paying nonresident tuition to the same extent as individuals who are admitted to the United States as refugees under Section 1157 of Title 8 of the United States Code.

Section 68130.5 – A student, other than a nonimmigrant alien (8 U.S.C. § 1101(a)(15)), who is not a resident of California is exempt from paying nonresident tuition if the student meets the requirements of (1) through (4), below:

1. Satisfaction of the requirements of either subparagraph (A) or subparagraph (B):
 - a. A total attendance of, or attainment of credits earned while in California equivalent to, three or more years of full-time attendance or attainment of credits at any of the following:
 - i. California high schools.
 - ii. California high schools established by the State Board of Education.
 - iii. California adult schools established by a county office of education, a unified school district or high school district, or the Department of Corrections and Rehabilitation (subject to the class hours' requirement).
 - iv. Campuses of the California Community Colleges (subject to the credit requirements).
 - v. A combination of those schools set forth in clauses (i) to (iv), inclusive.
 - b. Three or more years of full-time high school coursework, and a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of California elementary and secondary schools.
2. Satisfaction of any of the following:
 - a. Graduation from a California high school or attainment of the equivalent thereof.
 - b. Attainment of an associate degree from a campus of the California Community Colleges.
 - c. Fulfillment of the minimum transfer requirements established for the California State University for students transferring from a campus of the California Community Colleges.

3. Registration as an entering student at, or current enrollment at, an accredited institution of higher education in California not earlier than the fall semester or quarter of the 2001–02 academic year.
4. In the case of a person without lawful immigration status, the filing of an affidavit with the institution of higher education stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

SECTION X

DETERMINATION OF RESIDENCY FOR TUITION PURPOSES

University requirements for establishing residency for tuition purposes are independent from requirements for establishing residency for other purposes, 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 qualifies to pay university fees at the in-state or out-of-state rate. 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 68000-68086, 68120-68133, and 89705-89707.5, and California Code of Regulations, Title 5, Subchapter 5, Article 4, sections 41900- 41915. This material can be viewed by accessing the California State University's website at www.calstate.edu/GC/resources.shtml.

Each campus's Admissions Office is responsible for determining the residency status of that campus's new and returning students based, as applicable, on the student's Application for Admission, Residency Questionnaire, Reclassification Request Form and, as necessary, other information the student furnishes. A student who fails to provide sufficient information to establish resident status will be classified a nonresident.

Generally, establishing California residency for tuition purposes requires a combination of physical presence and intent to remain indefinitely in the State of California. An adult who, at least 366 days prior to the residency determination date for the term in which resident status is sought, can demonstrate that both physical presence in the state combined with evidence of intent to remain in California indefinitely, may establish California residency for tuition purposes. A student under the age of 19 by the residency determination date derives residency from the parent(s) with whom he/she resides or most recently resided.

Evidence demonstrating intent to remain in the State of California indefinitely may vary from case to case, but will include, and is not necessarily limited to, the absence of residential ties to any other state, California voter registration and history of actually 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 a residence 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.

A nonresident student seeking reclassification is required to complete a Residency Questionnaire that includes questions concerning his/her financial independence. Financial independence is required, in addition to physical presence and intent to remain in California indefinitely, for reclassification eligibility. Financial independence is established if in the calendar year the reclassification application is made – and in any of the three calendar years preceding the reclassification application – the student:

- has not and will not be claimed as an exemption for state and federal tax purposes by his/her parent(s);
- has not and will not receive more than (\$750 per year in financial assistance from his/her parent(s); and
- has not lived and will not live longer than six weeks in the home of his/her parent(s).

A nonresident student who has been appointed as a graduate student teaching assistant, a graduate student research assistant, or a graduate student teaching associate on any CSU campus and is employed on a 0.49 or more time basis is exempt from the financial independence requirement.

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 68070-68086 and California Code of Regulations, Title 5, Subchapter 5, Article 4, sections 41906- 41906.6, 41910. Whether an exception applies to a particular student can only be determined after the submission of an application for admission and, as necessary, additional supporting documentation. Because neither the campus nor the Chancellor’s Office staff may give legal advice, 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:

Quarter Term Campuses		Semester Term Campuses	
Fall	September 20	Fall	September 20
Winter	January 5	Winter*	January 5
Spring	April 1	Spring	January 25
Summer	July 1	Summer	June 1

*Applies only to winter term at CSU Stanislaus

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

A student classified as a nonresident may appeal a final campus decision within 30 days of notification by the campus. Information on the appeal process may be found at

<http://www.calstate.edu/sas/residency/appeals.shtml>. A campus residency classification appeal must be submitted via the InfoReady online Residence Appeal Form to the California State University Chancellor's Office at:
<https://calstate.infoready4.com/#competitionDetail/1760156>:

Appeals via email, fax and U.S. mail will not be accepted. A student with a documented disability that prohibits the student from submitting an appeal through the InfoReady site should contact Student Academic Services:

California State University
Attn: Student Academic Services
401 Golden Shore, 6th Floor
Long Beach, CA 90802-4210
Email: residencyappeals@calstate.edu

The Chancellor's Office will either decide the appeal or send the matter back to the campus for further review.

A student incorrectly classified as a resident or incorrectly granted an exception from nonresident tuition is subject to reclassification as a nonresident or withdrawal of the exception and subject to payment of nonresident tuition in arrears. If incorrect classification results from false or concealed facts, the student may also be subject to discipline pursuant to Section 41301 of Title 5 of the California Code of Regulations. A student previously classified as a resident or previously granted an exception is required to immediately notify the Admissions Office if the student has reason to believe that the student no longer qualifies as a resident or no longer meets the criteria for an exception.

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 XI

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 2018/19 budget amounts were \$3,627,143,000 from state General Fund (GF) appropriations and before adding \$22.5 million CalPERS retirement adjustment, \$2,479,020,000 from gross tuition revenue, and \$639,084,000 from other fee revenues for a total of \$6,745,247,000. The 2018/19 resident FTES target is 364,131 and the nonresident FTES based on past-year actual is 24,416 for a total of 388,547 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 (e.g. 15 units per semester) (the figure used here to define a full-time student's academic load).

2018/19	Amount	Average Cost per FTES	Percentage
State Appropriation (GF) ¹	3,627,143,000	9,961	55.4%
Gross Tuition Revenue ²	2,479,020,000	6,380	35.5%
Other Fees Revenue ²	639,084,000	1,645	9.1%
Total Support Cost	6,745,247,000	17,986	100%

The average CSU 2018/19 academic year, resident, undergraduate student basic tuition and other mandatory fees required to apply to, enroll in, or attend the university is \$7,303 (\$5,742 tuition fee plus \$1,561 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.

¹Represents state GF appropriation in the Budget Act of 2018/19; GF is divisible by resident students only (364,131 FTES).

²Represents CSU Operating Fund, gross tuition and other fees revenue amounts submitted in campus August 2018/19 final budgets. Revenues are divisible by resident and nonresident students (388,547 FTES).

SECTION XII

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.calstate.edu.

All CSU applications must be submitted online at www.calstate.edu/apply. An acknowledgement will be sent to the applicant when the online application has been submitted.

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 paid online at the time of application via credit card or PayPal and may not be transferred or used to apply to another term. An alternate major may be requested on the application if desired by the campus. The applications of persons denied admission to an impacted campus may be redirected 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 program impaction will be available at www2.calstate.edu/attend/impaction-at-the-csu

Campuses will communicate supplementary admission criteria for all impacted programs to high schools and community colleges in their application service area and will disseminate this information to the public through appropriate media. This information will also be published on the **[NAME OF CAMPUS]** website at **[CAMPUS URL]**.

Applicants must file applications for admission to an impacted program during the initial filing period. Applicants who wish to be considered for 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 class-level 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 the Associate in Arts for Transfer (AA-T) or Associate in Science Transfer (AS-T) degrees, 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, regardless of GPA. 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 individual campuses to screen applicants are made available by the campuses to all applicants seeking admission to an impacted program.

GRADUATE AND POST-BACCALAUREATE APPLICATION PROCEDURES

All graduate and post-baccalaureate applicants (i.e., doctorate, 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.calstate.edu/apply. Applicants seeking a second bachelor's degree must submit the undergraduate application for admission. Applicants who completed undergraduate degree requirements in the preceding term are also required to complete and submit an application and the \$55 nonrefundable application fee. To be assured of initial consideration by more than one campus, it is necessary to submit separate applications (including fees) to each. All CSU applications must be submitted online at www.calstate.edu/apply. An acknowledgement will be sent to the applicant when the online application has been submitted.

APPLICATION FILING PERIODS

Terms	Applications First Accepted	Initial Filing Period	Filing Period Duration
Fall Semester or Quarter	October 1	October 1 – November 30	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.
Winter Quarter	June 1	June 1 – 30	
Spring Semester or Quarter	August 1	August 1 - 31	
Summer Semester or Quarter (Most campuses do not admit students to summer term.)	February 1	February 1 - 28	

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, supplemental criteria 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 Office regarding specific policies governing hardship admission. **[LOCAL OPTION MAY DICTATE INCLUSION OF SPECIFIC CAMPUS POLICIES IN THIS SECTION.]**

UNDERGRADUATE ADMISSION REQUIREMENTS

Freshman Requirements

Generally, applicants will qualify for consideration for first-time freshman 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 “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 GPA and scores on either the ACT or the SAT. GPA is based on grades earned in courses taken during the final three years of high school. Included in the 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 can be calculated by multiplying a GPA by 800 and adding the total score on the SAT exam (***mathematics and Evidence-Based Reading and Writing***). For students who took the ACT, multiply the GPA by 200 and add 10 times the ACT composite score. Persons who are California high school graduates (or residents of California for tuition purposes) need a minimum index of 2950 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 3570 or 842 using the 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 campus 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.

[INSERT ELIGIBILITY INDEX TABLES AVAILABLE AT

<https://www2.calstate.edu/apply/eligibility-index/Documents/eligibility-index.pdf>]

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 coursework for the senior year. The campus will monitor the final terms 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 coursework has been satisfactorily completed. Official high school transcripts must be received prior to **the** 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 to be ineligible 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 high school diploma, have earned 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.

The CSU uses only the ACT composite score, *the mathematics and Evidence-Based Reading and Writing scores on the new SAT* in its admission eligibility equation. The SAT or ACT writing scores are not currently used by CSU campuses.

Subject requirements – The CSU 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; four years recommended)
- 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

The California Promise

The California Promise Program enables a specific number of CSU campuses to establish pledge programs for entering first-time students who are both interested and able to complete baccalaureate degrees in 4-years. All campuses have established programs for students with Associate Degrees for Transfer from any California Community College to complete their baccalaureate degrees in 2-years. The program is limited to students who are residents of California.

Students who commit to enter either the 4-year or 2-year pledge will be given a priority registration appointment for each state-supported enrollment period and will be provided with routine and thorough academic advisement. In order to remain in the program, students must meet with their advisors as prescribed, develop an enrollment plan and complete 30 semester units or the quarter equivalent within each academic year, including summer. Participating campuses may stipulate other requirements as well. Interested students entering the CSU should contact campus offices or visit https://www2.calstate.edu/apply/freshman/getting_into_the_csu/Pages/the-california-promise-program.aspx

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 are accepted for transfer to campuses of the CSU; however, authority for decisions regarding the transfer of undergraduate credits is delegated to each CSU campus.

California Community Colleges and other authorized certifying institutions can certify up to 39 semester (58.5 quarter) units of General Education-Breadth (GE-Breadth) or 37 semester (55.5 quarter) units of the Intersegmental General Education Transfer Curriculum (IGETC) for transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer.

“Certification” is the official notification from a California Community College or authorized institution that a transfer student has completed courses fulfilling lower-division general education requirements. The CSU GE-Breadth and the Intersegmental General Education Transfer Curriculum (IGETC) certification course lists for particular community colleges can be accessed at www.assist.org.

CSU campuses may enter into course-to-course or program-to-program articulation agreements with other CSU campuses, any or all of the California community colleges and other regionally accredited institutions. Established CSU and CCC articulations may be found on 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, for example, 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 first-time freshman 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

Due to increased enrollment demands, most CSU campuses do not admit lower-division transfer applicants.

An applicant who completes fewer than 60 semester (90 quarter) units of college credit is considered a lower-division transfer student. Due to enrollment pressures, most CSU campuses do not admit lower-division transfers so that more upper-division transfers can be accommodated.

Having fewer than 60 semester (90 quarter) units at the point of transfer may affect eligibility for registration priority at CSU campuses and may affect the student's financial aid status.

California resident transfer applicants with fewer than 60 semester or 90 quarter units must:

- Have a cumulative grade point average of 2.0 (C) or better in all transferable units attempted;
- Have completed, with a grade of C- or better, a course in written communication and a course in mathematics or quantitative reasoning at a level satisfying CSU General Education Breadth Area A2 and B4 requirements, respectively;
- Be in good standing at the last institution attended; and
- Meet any one of the following eligibility standards.

Transfer Based on Current Admission Criteria

The applicant meets the freshman admission requirements in effect for the term for which the application is filed; - OR -

Transfer Based on High School Eligibility

The applicant was eligible as a freshman at the time of high school graduation and has been in continuous attendance in an accredited college since high school graduation; - OR -

Transfer Based on Making Up Missing Subjects

The applicant had a qualifiable eligibility index at the time of high school graduation (combination of GPA and test scores if needed), has made up any missing college preparatory subject requirements with a grade of C- or better, and has been in continuous attendance in an accredited college since high school graduation.

One baccalaureate-level course of at least 3 semester (4 quarter) units is usually considered equivalent to one year of high school study.

(Note: Some campuses may require lower-division transfer students to complete specific college coursework, for example the four basic skill courses, as part of their admission criteria.)

Upper-Division Transfer Requirements

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

1. Cumulative grade point average of at least 2.0 in all transferable units attempted;
2. In good standing at the last college or university attended; and
3. Completed at least sixty (60) transferable semester (90 quarter) units of college level coursework with a grade point average of 2.0 or higher and a grade of C- or better 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 units must include at least 30 units of courses that meet 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)

The Associate in Arts for Transfer (AA-T) and the Associate in Science for Transfer (AS-T) degrees offered at the California Community Colleges (CCC) are designed to provide a California community college student the optimum transfer preparation and a clear admission pathway to the CSU degree majors.

CCC students who earn an Associate Degree for Transfer (AA-T or AS-T) 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 limited priority consideration based on their eligibility ranking 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 (90 quarter) units. It is the responsibility of the student who has earned an AA-T/AS-T to provide documentation of the degree to the CSU campus.

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 to be ineligible 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"), 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. Students may contact:

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

ACT Registration Unit
P.O. Box 414,
Iowa City, Iowa 52240
(319) 337-1270
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:

Undergraduate:
Graduate

61 - INTERNET, 500- PAPER
80: - INTERNET, 550 – PAPER

[INSERT CAMPUS TOEFL AND ANY TOEFL ALTERNATIVE INFO HERE]

Placement Measures for First-Year GE Written Communication and Mathematics/Quantitative Reasoning Courses

Freshman skills assessment and placement for general education written communication and mathematics/quantitative reasoning shall be based on systemwide skills assessment standards that include the Early Assessment Program/ Smarter Balanced Achievement Levels, ACT scores and/or SAT scores, high school coursework, high school GPA and math GPA. Skills assessments are not a condition for admission to the CSU; they are a condition of enrollment.

These skills assessments are designed to inform entering freshmen of placement in appropriate baccalaureate-level courses based on their skills and needs.

First-time freshmen in need of support as determined by the skills assessment will be placed in supported instruction. Supported instruction is designed to assist students in credit bearing courses. Students may also be required to participate in the Early Start Program.

The Early Start Program gives students the opportunity to earn college credit in written communication and mathematics/ quantitative reasoning the summer before their first term.

Assessments and Placement for GE Written Communications Has Fulfilled the GE Subarea A2 English Requirement

The student has met the requirement via completion of one of the following:

Advanced Placement (AP) Test

- 3 or above: AP Language and Composition
- 3 or above: AP Composition and Literature

College Transfer Coursework

- Completed approved college course that satisfies CSU GE Area A2 (written communication) with a grade of C- or better

Placement in a GE Subarea A2 English Course

The student has met examination standards and/or multiple measures- informed standards via one of the criteria below:

English CAASPP/EAP Test:

- Standard Exceeded
- Standard Met and completed 12th grade approved year-long English course (CSU ERWC, AP, Weighted Honors English) with grade of C- or better

***English New SAT Test:**

- 550 or above
- 510 – 540 and completed 12th grade approved year-long English course (CSU ERWC, AP, Weighted Honors English) with grade of C- or better English

ACT Test:

- 22 or higher
- 19-21 and completed 12th grade approved year-long English course (CSU ERWC, AP, Weighted Honors English) with grade of C- or better

High School Courses and GPA:

- Weighted GPA 3.3 or above

- GPA 3.0 or above and completed approved 12 grade year-long English course (AP, CSU ERWC, Weighted Honors English)
- GPA 3.0 or above and completed Honors English
- GPA 3.0 or above and 5 or more years of high school English

Placement in a Supported GE Subarea A2 English Course

The student has met examination standards and/or multiple measures- informed standards via one of the criteria below:

***English New SAT Test:**

- 510 – 540 and 4 or more years of high school English

ACT Test:

- 19-21 and 4 or more years of high school English

High School Courses and GPA:

- Weighted GPA 3.0 or above and 4 or more years of high school English
- *SAT score conversion for scores prior to March 2016 (old SAT):
<https://collegereadiness.collegeboard.org/sat-scoring-beforemarch-2016>

Placement in a Supported GE Subarea A2 English Course and Participation in the Early Start Program Required

Based on multiple measures evaluation, student needs additional academic support including participation in the Early Start Program. Visit the Early Start Page to learn about the Early Start Program.

Assessments and Placement for GE Mathematics/Quantitative Reasoning: Non-Math Intensive Majors (Algebra and Statistics Disciplines, Non-STEM and Undecided Majors) Has Fulfilled the GE Subarea B4 Math/Quantitative Reasoning Requirement

The student has met the requirement via completion of one of the following:

Advanced Placement (AP) Test:

- 3 or above: Calculus AB
- 3 or above on AP Calculus BC
- 3 or above on AP Statistics
- 3 or above on AP Computer Science Principles

International Baccalaureate (IB) Test:

- 4 or above on Math Higher Level (HL)

College Level Examination Program (CLEP):

- 50 or above on: Calculus, College Algebra, College Algebra-Trigonometry, Pre-Calculus or Trigonometry

College Transfer Coursework:

- Completed math/quantitative reasoning college course with a C- or better that satisfies CSU GE Area B4

Placement in a GE Subarea B4 Math/Quantitative Reasoning Requirement

The student has met examination standards and/or multiple measures-informed standards via one of the following criteria:

CAASPP/EAP Math Exam:

- Standard Exceeded
- Standard Met and completed 12th grade approved year-long math course beyond Algebra 2 with a C- or better
- Standard Met and 4 or more years of high school math or quantitative reasoning

***New SAT Math Test:**

- 570 or above
- 550 or above on Subject Test in Math Level 1 or 2
- 520 – 560 and completed 12th grade approved year-long math course beyond Algebra 2 with a C- or better

ACT Math Test:

- 23 or above
- 20-22 and completed 12th grade approved year-long math course beyond Algebra 2 with a C- or better
- *SAT score conversion for scores prior to March 2016 (old SAT):
<https://collegereadiness.collegeboard.org/sat-scoring-beforemarch-2016>

High School Courses and GPA:

- Weighted math GPA 3.0 or above and completed 12th grade approved year-long math course beyond Algebra 2 with a C- or better
- Weighted math GPA 3.0 or above and 5 or more years of high school math or quantitative reasoning
- Weighted high school GPA 3.7 or above
- Weighted high school GPA 3.5 or above and 4 or more years of high school math or quantitative reasoning

Placement in a Supported GE Subarea B4 Math/ Quantitative Reasoning Requirement

The student has met examination standards and/or multiple measures- informed standards via one of the criteria below:

High School GPA:

- Weighted math GPA 3.3 or above

- Weighted high school GPA 3.0 or above

Placement in a Supported GE Subarea B4 Math/ Quantitative Reasoning Requirement and Participation in the Early Start Program Required

Based on multiple measures evaluation, student needs additional academic support including participation in the Early Start Program. Visit the Early Start page to learn about the Early Start Program.

Assessments and Placement for GE Mathematics/Quantitative Reasoning: Pre-STEM/STEM and Other Math- Intensive Majors

Has Fulfilled the GE Subarea B4 Math/Quantitative Reasoning Requirement

The student has met the requirement via completion of one of the following:

Advanced Placement (AP) Test:

- 3 or above on AP Calculus AB
- 3 or above on AP Calculus BC
- 3 or above on AP Statistics
- 3 or above on AP Computer Science Principles

International Baccalaureate (IB) Test:

- 4 or above on Math Higher Level (HL)

College Level Examination Program (CLEP):

- 50 or above on: Calculus, College Algebra, College Algebra-Trigonometry, Pre-Calculus or Trigonometry

College Transfer Coursework:

- Completed math/quantitative reasoning college course with a C- or better that satisfies CSU GE Area B4

Placement in a GE Subarea B4 Math/Quantitative Reasoning Requirement

The student has met examination standards and/or multiple measures- informed standards via one of the criteria below:

CAASPP/EAP Math Exam:

- Standard Exceeded
- Standard Met and completed 12th grade approved year-long math course beyond Algebra 2 with a C- or better

***New SAT Math Test:**

- 570 or above
- 550 or above on Subject Test in Math Level 1 or 2
- 520 – 560 and completed 12th grade approved year-long math course beyond Algebra 2 with a C- or better

ACT Math Test:

- 23 or above
- 20-22 and completed 12th grade approved year-long math course beyond Algebra 2 with a C- or better

High School Courses and GPA:

- Weighted math GPA 3.5 or above and completed 12th grade approved year-long math course beyond Algebra 2 with a grade of C- or better
- Weighted math GPA 3.5 or above and 5 or more years of high school math or quantitative reasoning
- Weighted high school GPA 3.7 or above
- *SAT score conversion for scores prior to March 2016 (old SAT):
<https://collegereadiness.collegeboard.org/sat-scoring-beforemarch-2016>

Placement in a Supported GE Subarea B4 Math/ Quantitative Reasoning Requirement

The student has met examination standards and/or multiple measures- informed standards via the criteria below:

High School Math GPA:

- Weighted math GPA 3.3 or above

Placement in a Supported GE Subarea B4 Math/ Quantitative Reasoning Requirement and Participation in the Early Start Program Required

Based on multiple measures evaluation, student needs additional academic support including participation in the Early Start Program. Visit the Early Start page to learn about the Early Start Program.

The goal of the Early Start Program (ESP) is to:

- Better prepare students in written composition and mathematics/quantitative reasoning before the fall term of freshman year, improving students' chances of successful completion of a baccalaureate degree.
- If required to participate in ESP, as determined by multiple measures, students will begin in the summer before the start of the freshman year.
- For general information about ESP including fees and course listings, visit csustudentsuccess.org/earlystart. Students are encouraged to visit the campus website for ESP information once admitted.
- Eligible financial aid applicants with an Estimated Family Contribution (EFC) of \$5,000 or less will be eligible for waiver of the per unit ESP fee. For more information on assessments, placements and the Early Start Program, please visit www.csustudentsuccess.org

Adult Students

As an alternative to regular admission criteria, an applicant who is 25 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 2.00 GPA 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 CSU 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 and the CSU admission portal www.calstate.edu/apply are good sources for 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. 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

Fully matriculated students enrolled at any CSU campus have access to courses at other CSU campuses on a space available basis unless those campuses/programs are impacted. This access is offered without students being required to be admitted formally to the host campus and in most cases without paying additional fees. 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 Fully Online Courses – Matriculated students in good standing may request enrollment in one course per term, offered by a CSU host campus. Enrollment requests will be granted based on available space, as well as completion of any stated pre-requisites. Credit earned at the host campus is electronically reported to the student’s 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.]

Note: The CSU anticipates a policy change to the immunization requirements for the 2018-2019 academic year.

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 CSU 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.

Admission 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

PROGRAMS LEADING TO LICENSURE AND CREDENTIALING

Admission into programs leading to licensure and credentialing does not guarantee that students will obtain a license or credential. Licensure and credentialing requirements are set by agencies that are not controlled by or affiliated with the CSU and requirements can change at any time. For example, licensure or credentialing requirements can include evidence of the right to work in the United States (e.g., social security number or taxpayer identification number) or successfully passing a criminal background check. Students are responsible for determining whether they can meet licensure or credentialing requirements. The CSU will not refund tuition, fees or any associated costs to students who determine subsequent to admission that they cannot meet licensure or credentialing requirements. Information concerning licensure and credentialing 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 (IRS) 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) (FERPA) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect students' privacy in their educational records maintained by the campus. The statute and regulations govern access to certain student records maintained by the campus and the release of those records. FERPA 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 correct 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. FERPA generally requires the campus obtain a student's written consent before releasing personally identifiable data pertaining to the student. The campus has adopted a set of policies and procedures governing implementation of FERPA and the regulations. Copies of these policies and procedures may be obtained at **(DESIGNATE LOCATION ON CAMPUS)**. Among the information included in the campus statement of policies and procedures is: (1) the student records maintained and

the information they contain; (2) the campus official responsible for maintaining each 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) procedure for challenging the content of student records; and (7) the student's right 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.

FERPA authorizes the campus to release "directory information" pertaining to 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 the student attended. The campus may release this "directory information" at any time unless the campus has received prior written objection from the student specifying the information the student requests not be released. Written objections must 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 will be disclosed to the CSU Chancellor's Office to conduct research, to analyze trends, or to provide other administrative services. 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 AND COMPLAINT PROCEDURES

Protected Status: Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color or ancestry), Religion or Religious Creed, and Veteran or Military Status.

The California State University does not discriminate on the basis of age, genetic information, marital status, medical condition, nationality, race or ethnicity (including color and ancestry), religion (or religious creed), and veteran or military status – as these terms are defined in CSU Executive Order 1097– 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]**. CSU Executive Order 1097 Revised October 5, 2016 (www.calstate.edu/EO/EO-1097-rev-10-5-16.pdf) (or any successor policy) 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.

Protected Status: Disability

The California State University does not discriminate on the basis of disability (physical and mental) – as this term is defined in CSU Executive Order 1097 – 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]**. CSU Executive Order 1097 Revised October 5, 2016 (www.calstate.edu/EO/EO-1097-rev-10-5-16.pdf) (or any successor policy) 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.

Protected Status: Gender (or sex), Gender Identity (including transgender), Gender Expression and Sexual Orientation

The California State University does not discriminate on the basis of gender (or sex), gender identity (including transgender), gender expression or sexual orientation – as these terms are defined in CSU policy – 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 all CSU students in all campus programs, including intercollegiate athletics. CSU Executive Order 1097 Revised October 5, 2016 (www.calstate.edu/EO/EO-1097-rev-10-5-16.pdf) (or any successor policy) 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.

As a matter of federal and state law and California State University policy, the following types of conduct are prohibited:

Sex Discrimination or **Gender Discrimination** means an adverse action taken against a student by the CSU, a CSU employee, or another student because of gender or sex (including sexual harassment, sexual misconduct, domestic violence, dating violence and stalking).

Sexual Harassment, a form of sex discrimination, is unwelcome verbal, nonverbal or physical conduct of a sexual nature that includes, but is not limited to, sexual advances, requests for sexual favors, and any other conduct of a sexual nature where:

1. Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a complainant's status or progress, or access to benefits and services, honors, programs, or activities available at or through the university; **or**
2. The 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 complainant, and is in fact considered by the complainant, as limiting his or her ability to participate in or benefit from the services, activities or opportunities offered by the university; **or**
3. The 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 complainant, and is in fact considered by the complainant, as creating an intimidating, hostile or offensive environment.

Sexual harassment could include being forced to engage in unwanted sexual contact as a condition of membership in a student organization; being subjected to video exploitation or a campaign of sexually explicit graffiti; or frequently being exposed to unwanted images of a sexual nature in a classroom that are unrelated to the coursework.

Sexual harassment also includes acts of verbal, non-verbal or physical aggression, intimidation or hostility based on gender or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Executive Order 1097 covers unwelcome conduct of a sexual nature. While romantic, sexual, intimate, personal or social relationships between members of the university community may begin as consensual, they may evolve into situations that lead to sexual harassment or sexual misconduct, including dating or domestic violence, or stalking, subject to this policy.

Claiming that the conduct was not motivated by sexual desire is not a defense to a complaint of harassment based on gender.

Sexual Misconduct: All sexual activity between members of the university community must be based on affirmative consent. Engaging in any sexual activity without first obtaining affirmative consent to the specific activity is sexual misconduct, whether or not the conduct violates any civil or criminal law. Sexual activity includes, but is not limited to, kissing, touching intimate body parts, fondling, intercourse, penetration of any body part, and oral sex. It also includes any unwelcome physical acts, such as unwelcome sexual touching, sexual assault, sexual battery, rape, and dating violence. When based on gender, domestic violence or stalking also constitute sexual misconduct. Sexual misconduct may include using physical force, violence, threat or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person's incapacitation (including voluntary intoxication) to engage in sexual activity. Men as well as women can be victims of these forms of sexual misconduct. Sexual activity with a minor is never consensual when the complainant is under 18 years old, because the minor is considered incapable of giving legal consent due to age.

Sexual Assault is a form of sexual misconduct and is an attempt, coupled with the ability, to commit a violent injury on the person of another because of that person's gender or sex.

Sexual Battery is a form of sexual misconduct and is any willful and unlawful use of force or violence upon the person of another because of that person's gender or sex as well as

touching an intimate part of another person against that person's will and for the purpose of sexual arousal, gratification or abuse.

Rape is a form of sexual misconduct and is non-consensual sexual intercourse that may also involve the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Any sexual penetration, however slight, is sufficient to constitute rape. Sexual acts including intercourse are considered non-consensual when a person is incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, is under 18 years old, or if a mental disorder or developmental or physical disability renders the person incapable of giving consent. The respondent's relationship to the person (such as family member, spouse, friend, acquaintance or stranger) is irrelevant.

Acquaintance Rape is a form of sexual misconduct committed by an individual known to the victim. This includes a person the victim may have just met; i.e., at a party, introduced through a friend, or on a social networking website.

Affirmative Consent means an informed, affirmative, conscious, voluntary, and mutual agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that s/he has the affirmative consent of the other participant(s) to engage in the sexual activity. Lack of protest or resistance does not mean consent nor does silence mean consent. Affirmative consent must be voluntary, and given without coercion, force, threats or intimidation.

- The existence of a dating or social relationship between those involved, or the fact of past sexual activities between them, should never by itself be assumed to be an indicator of affirmative consent. A request for someone to use a condom or birth control does not, in and of itself, constitute affirmative consent.
- Affirmative consent can be withdrawn or revoked. Consent to one form of sexual activity (or sexual act) does not constitute consent to other forms of sexual activity. Consent given to sexual activity on one occasion does not constitute consent on another occasion. There must always be mutual and affirmative consent to engage in sexual activity. Consent must be ongoing throughout a sexual activity and can be revoked at any time, including after penetration. Once consent is withdrawn or revoked, the sexual activity must stop immediately.
- A person who is incapacitated cannot give affirmative consent. A person is unable to consent when s/he is asleep, unconscious or is incapacitated due to the influence of drugs, alcohol, or medication so that s/he could not understand the fact, nature or extent of the sexual activity. A person is incapacitated if s/he lacks the physical and/or mental ability to make informed, rational decisions.
- Whether an intoxicated person (as a result of using alcohol or other drugs) is incapacitated depends on the extent to which the alcohol or other drugs impact the person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. A person's own intoxication or incapacitation from drugs or alcohol does not diminish that person's responsibility to obtain affirmative consent before engaging in sexual activity.
- A person with a medical or mental disability may also lack the capacity to give consent.
- Sexual activity with a minor (a person under 18 years old) is not consensual, because a minor is considered incapable of giving legal consent due to age.
- It shall not be a valid excuse that a person affirmatively consented to the sexual activity if the respondent knew or reasonably should have known that the

person was unable to consent to the sexual activity under any of the following circumstances:

- The person was asleep or unconscious;
 - The person was incapacitated due to the influence of drugs, alcohol or medication, so that the person could not understand the fact, nature or extent of the sexual activity;
 - The person was unable to communicate due to a mental or physical condition.
- It shall not be a valid excuse that the respondent believed that the person consented to the sexual activity under either of the following circumstances:
- The respondent's belief in affirmative consent arose from the intoxication or recklessness of the respondent;
 - The respondent did not take reasonable steps, in the circumstances known to the respondent at the time, to ascertain whether the person affirmatively consented.

Consensual Relationships: Consensual relationship means a sexual or romantic relationship between two persons who voluntarily enter into such a relationship. While sexual and/or romantic relationships between members of the university community may begin as consensual, they may evolve into situations that lead to discrimination, harassment, retaliation, sexual misconduct, dating or domestic violence or stalking.

- A university employee shall not enter into a consensual relationship with a student or employee over whom s/he exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority. In the event such a relationship already exists, each campus shall develop a procedure to reassign such authority to avoid violations of this policy.
- This prohibition does not limit the right of an employee to make a recommendation on the personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or MPP/confidential personnel plan.
- **Domestic Violence** is abuse committed against someone who is a current or former spouse, current or former cohabitant, someone with whom the respondent has a child, someone with whom the respondent has or had a dating or engagement relationship, or a person similarly situated under California domestic or family violence law. Cohabitant means two unrelated persons living together for a substantial period of time, resulting in some permanency of relationship. It does not include roommates who do not have a romantic, intimate, or sexual relationship. Factors that may determine whether persons are cohabiting include, but are not limited to (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as spouses, (5) the continuity of the relationship, and (6) the length of the relationship. For purposes of this definition, "abuse" means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another. Abuse does not include non-physical, emotional distress or injury.

Dating Violence is abuse committed by a person who is or has been in a social or dating relationship of a romantic or intimate nature with the victim. This may include someone the victim just met; i.e., at a party, introduced through a friend, or on a social networking

website. For purposes of this definition, "abuse" means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another. Abuse does not include non-physical, emotional distress or injury.

Stalking means engaging in a repeated course of conduct directed at a specific person that would cause a reasonable person to fear for his/her or others' safety or to suffer substantial emotional distress. For purposes of this definition:

- Course of conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property;
- Reasonable person means a reasonable person under similar circumstances and with the same protected status(es) as the complainant;
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- See further information in **[CAMPUS]** sexual violence prevention and education statement, Title IX Notice of Nondiscrimination (which includes facts and myths about sexual violence), and Victim's Rights and Options Notice, at **[INSERT CAMPUS WEB LINK TO THIS DOCUMENT]**.

Whom 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. The campus Title IX Coordinator is available to explain and discuss the right to file a criminal complaint (for example, in cases of sexual misconduct); 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 (OCR):

(800) 421-3481 (main office), or (415) 486-5555 (California office), or (800) 877-8339 (TDD) or ocr@ed.gov (main office) or ocr.sanfrancisco@ed.gov (California office)

If you wish to fill out a complaint form online with the OCR, you may do so at: 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 gender discrimination complaints, including sexual

harassment and misconduct, as well as provide training, education and preventive measures related to sex discrimination. CSU Executive Order 1097 (www.calstate.edu/EO/EO-1097-rev-10-5-16.pdf) (or any successor policy) 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.

Duty to Report. Except as provided below under confidentiality and sexual misconduct, dating violence, domestic violence, and stalking, **any** university employee who knows or has reason to know of allegations or acts that violate university policy shall promptly inform the Title IX Coordinator. These employees are required to disclose all information including the names of the parties, **even where the person has requested that his/her name remain confidential.** The Title IX Coordinator will determine whether confidentiality is appropriate given the circumstances of each such incident. (See confidential reporting options outlined below.)

Regardless of whether an alleged victim of gender discrimination ultimately files a complaint, if the campus knows or has reason to know about possible sexual discrimination, harassment or misconduct, it must review the matter to determine if an investigation is warranted. The campus must then take appropriate steps to eliminate any gender discrimination/harassment/misconduct, 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 gender discrimination, harassment or misconduct; therefore, victims should not be deterred from reporting incidents of sexual misconduct 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 misconduct 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 misconduct 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, up to and including suspension or expulsion. 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 who are charged by the university with gender discrimination, harassment or misconduct will be subject to discipline, pursuant to the California State University Student Conduct Procedures (see Executive Order 1098 at www.calstate.edu/EO/EO-1098-rev-6-23-15.pdf or any successor executive order) 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 but not be limited to: immediate interim suspension from the university; a required move from university-owned or affiliated housing; adjustments to course schedule; and/or prohibition from contact with parties involved in the alleged incident.

Confidentiality and Sexual Misconduct, Dating Violence, Domestic Violence and Stalking

The university encourages victims of sexual misconduct, dating violence, domestic violence or stalking to talk to someone about what happened – so they can get the support they need, and so the university can respond appropriately.

Privileged and Confidential Communications

Physicians, Psychotherapists, Professional Licensed Counselors, Licensed Clinical Social Workers, and Clergy – Physicians, psychotherapists, professional, licensed counselors, licensed clinical social workers, and clergy who work or volunteer on or off campus, acting solely in those roles or capacities as part of their employment, and who provide medical or mental health treatment or counseling (and those who act under their supervision, including all individuals who work or volunteer in their centers and offices) may not report any information about an incident of sexual misconduct to anyone else at the university, including the Title IX Coordinator, without the victim's consent. A victim can seek assistance and support from physicians, psychotherapists, professional, licensed counselors, licensed clinical social workers and clergy without triggering a university investigation that could reveal the victim's identity or the fact of the victim's disclosure. However, see limited exceptions below regarding when health care practitioners must report to local law enforcement agencies. Health care practitioners should explain these limited exceptions to victims, if applicable.

Sexual Assault and Domestic Violence Counselors and Advocates – Sexual assault and domestic violence counselors and advocates who work or volunteer on or off campus in sexual assault centers, victim advocacy offices, women's centers and health centers (including those who act in that role under their supervision, along with non-professional counselors or advocates who work or volunteer in sexual assault centers, victim advocacy offices, women's centers, gender equity centers, or health centers), may talk to a victim without revealing any information about the victim and the incident of sexual misconduct to anyone else at the university, including the Title IX Coordinator, without the victim's consent. A victim can seek assistance and support from these counselors and advocates without triggering a university investigation that could reveal his/her identity or that a victim disclosed an incident to them. However, see limited exceptions below regarding when sexual assault and domestic violence counselors and advocates must report to local law enforcement agencies. Counselors and advocates should explain these limited exceptions to victims, if applicable.

The university will be unable to conduct an investigation into a particular incident or pursue disciplinary action against a perpetrator if a victim chooses to (1) speak only to a physician, professional licensed counselor, licensed clinical social worker, clergy member, sexual assault counselor, domestic violence counselor or advocate; and (2) maintain complete confidentiality. Even so, these individuals will assist victims in receiving other necessary protection and support, such as victim advocacy, disability, medical/health or mental health services, or legal services, and will advise victims regarding their right to file a Title IX complaint with the university and a separate complaint with local or university police. If a victim insists on confidentiality, such professionals, counselors and advocates will likely not be able to assist the victim with: university academic support or accommodations; changes to university-based living or working schedules; or adjustments to course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the university or report the incident to the police, and thus have the incident fully investigated. These counselors and advocates can provide victims with that assistance if requested by the

victim. These counselors and advocates will also explain that Title IX includes protections against retaliation, and that the university will not only take steps to prevent retaliation when it knows or reasonably should know of possible retaliation, but will also take strong responsive action if retaliation occurs.

EXCEPTIONS: Under California law, any health practitioner employed in a health facility, clinic, physician's office, or local or state public health department or clinic is required to make a report to local law enforcement if he or she provides medical services for a **physical condition** to a patient/victim who he or she knows or reasonably suspects is suffering from (1) a wound or physical injury inflicted by a firearm; or (2) any wound or other physical injury inflicted upon a victim where the injury is the result of assaultive or abusive conduct (including sexual misconduct, domestic violence, and dating violence). This exception does **not** apply to sexual assault and domestic violence counselors and advocates. Health care practitioners should explain this limited exception to victims, if applicable.

Additionally, under California law, **all** professionals described above (physicians, psychotherapists, professional counselors, licensed clinical social workers, clergy, and sexual assault and domestic violence counselors and advocates) are mandatory child abuse and neglect reporters, and are required to report incidents involving victims under 18 years of age to local law enforcement. These professionals will explain this limited exception to victims, if applicable.

Finally, some or all of these professionals may also have reporting obligations under California law to: (1) local law enforcement in cases involving threats of immediate or imminent harm to self or others where disclosure of the information is necessary to prevent the threatened danger; or (2) to the court if compelled by court order or subpoena in a criminal proceeding related to the sexual misconduct, dating or domestic violence, or stalking incident. If applicable, these professionals will explain this limited exception to victims.

REPORTING TO UNIVERSITY OR LOCAL POLICE

If a victim reports to local or university police about sexual misconduct crimes, the police are required to notify victims that their names will become a matter of public record unless confidentiality is requested. If a victim requests that his/her identity be kept confidential, his/her name will not become a matter of public record and the police will not report the victim's identity to anyone else at the university, including the Title IX Coordinator. University police will, however, report the facts of the incident itself to the Title IX Coordinator being sure not to reveal to the Title IX Coordinator victim names/identities or compromise their own criminal investigation. The university is required by the federal Clery Act to report certain types of crimes (including certain sex offenses) in statistical reports. However, while the university will report the type of incident in the annual crime statistics report known as the Annual Security Report, victim names/identities will not be revealed.

REPORTING TO THE TITLE IX COORDINATOR AND OTHER UNIVERSITY EMPLOYEES

Most university employees have a duty to report incidents of sexual misconduct when they are on notice of it. When a victim tells the Title IX Coordinator or another university employee about an incident of sexual misconduct, the victim has the right to expect the university to take immediate and appropriate steps to investigate what happened and to

resolve the matter promptly and equitably. In all cases, the university strongly encourages victims to report incidents of sexual misconduct directly to the campus Title IX Coordinator. As detailed above, in the “Privileged and Confidential Communications” section of this policy, all university employees except physicians, licensed professional counselors, licensed clinical social workers, sexual assault counselors and advocates, must report to the Title IX Coordinator all relevant details about any incidents of sexual misconduct of which they become aware. The university will need to determine what happened – and will need to know the names of the victim(s) and the perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the incident.

To the extent possible, information reported to the Title IX Coordinator or other university employees will be shared only with individuals responsible for handling the university’s response to the incident. The university will protect the privacy of individuals involved in a sexual misconduct violence incident except as otherwise required by law or university policy. A report of sexual misconduct may result in the gathering of extremely sensitive information about individuals in the campus community. While such information is considered confidential, university policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual misconduct. In such cases, efforts will be made to redact the records, as appropriate, in order to protect the victim’s identity and privacy and the privacy of other involved individuals. Except as detailed in the section on “Privileged and Confidential Communications” above, no university employee, including the Title IX Coordinator, should disclose the victim’s identity to the police without the victim’s consent or unless the victim has also reported the incident to the police.

If a victim requests of the Title IX Coordinator or another university employee that his/her identity remain completely confidential, the Title IX Coordinator will explain that the university cannot always honor that request or guarantee complete confidentiality. If a victim wishes to remain confidential or request that no investigation be conducted or disciplinary action taken, the university must weigh that request against the university’s obligation to provide a safe, non-discriminatory environment for all students, employees, and third parties, including the victim. Under those circumstances, the Title IX Coordinator will determine whether the victim’s request for complete confidentiality and/or no investigation can be honored under the facts and circumstances of the particular case, including whether the university has a legal obligation to report the incident, conduct an investigation or take other appropriate steps. Without information about a victim’s identity, the university’s ability to meaningfully investigate the incident and pursue disciplinary action against the perpetrator may be severely limited. See Executive Order 1095 (or any successor executive order) for further details around confidential reporting, and other related matters (<http://www.calstate.edu/eo/EO-1095-rev-6-23-15.pdf>).

Additional Resources

[*CAMPUS*’] sexual misconduct violence prevention and education statement, which includes facts and myths about sexual misconduct violence, at ***[INSERT CAMPUS WEB LINK TO THIS DOCUMENT]***.

U.S. Department of Education, regional office

Office for Civil Rights
50 United Nations Plaza
San Francisco, CA 94102

(415) 486-5555
TDD (877) 521-2172

U.S. Department of Education, national office
Office for Civil Rights
(800) 872-5327

California Coalition Against Sexual Assault
1215 K. Street, Suite 1850
Sacramento, CA 95814
(916) 446-2520
<http://calcasa.org/>

- Know your rights about Title IX:
- <http://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.html>
- Domestic and Family Violence, Office of Justice Programs, United States Department of Justice: <https://ovc.ncjrs.gov/topic.aspx?topicid=27>
- National Institute of Justice: Intimate Partner Violence, Office of Justice Programs, United States Department of Justice: <http://www.nij.gov/topics/crime/intimate-partner-violence/Pages/welcome.aspx>
- National Domestic Violence Hotline: 1-800-799-SAFE (7233): <http://www.thehotline.org/>
- Office of Violence against Women, United States Department of Justice: <http://www.justice.gov/ovw>
- Centers for Disease Control and Prevention: Intimate Partner Violence: <http://www.cdc.gov/ViolencePrevention/intimatepartnerviolence/index.html>
- Defending Childhood, United States Department of Justice: <http://www.justice.gov/archives/defendingchildhood>

**[LOCAL COMMUNITY RESOURCE INFORMATION:
NAME OF AGENCY
ADDRESS
PHONE
OFFICE HOURS
WEBSITE]**

SECTION XVII

STUDENT COMPLAINT PROCEDURE (COMPLAINTS REGARDING THE CSU)

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 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 any law that prohibits discrimination, harassment or retaliation based on a protected status (such as age, disability, gender (or sex), gender identity, gender expression, nationality, race or ethnicity (including color or ancestry), religion or veteran or military status), you may present your complaint as described in Section XVI (Nondiscrimination Policy).

(3) If your complaint concerns an alleged violation by the CSU of other state law, including laws prohibiting fraud and false advertising, you may present your claim complaint to the campus president or designee at **[NAME, TITLE AND E-MAIL ADDRESS]**. See Procedure for Student Complaints—Executive Order No. 1063 for details regarding the complaint requirements and complaint process: www.calstate.edu/eo/eo-1063.html.

(4) Other complaints regarding the CSU may be presented to the campus dean of students [or other appropriate administrator], who 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 campus, or by WASC, you may file an appeal with the Assistant Vice Chancellor, Academic and Student Affairs (or designee) at the CSU Chancellor's Office.

This procedure should not be construed to limit any right that you may have to take 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.

SECTION XIX

CHANGES OF 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]***:

A description of the federal, state, institutional, local, and private student financial assistance programs available to students who enroll at ***[NAME OF INSTITUTION]***;

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;

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;

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;

The method by which financial assistance disbursements will be made to students and the frequency of those disbursements;

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;

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;

The general conditions and terms applicable to any employment provided as part of the student's financial aid package;

The terms and conditions of the loans students receive under the Direct Loan and Perkins Loan Programs;

The exit counseling information the school provides and collects for student borrowers; and
Contact information for campus 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 others 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]**.

Information concerning student activities that **[NAME OF INSTITUTION]** provides, must be easily accessible on **[INSTITUTION'S WEBSITE]**.

Information concerning student body diversity at **[NAME OF INSTITUTION]**, including the percentage of enrolled, full-time students who are (1) male, (2) female, (3) Pell Grant recipients, and (4) self-identified members of a specific racial or ethnic group, must 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 association fee* and a *student center fee*, may be established. A *student 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 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 association fees* support a variety of cultural and recreational programs, childcare centers, and special student support programs. A *student 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 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 1102, 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 campus 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. [Note: At the time of publication, such procedures are set forth in California State University Executive Order 1098 (Revised June 23, 2015), available at calstate.edu/eo/EO-1098-rev-6-23-15.html.

(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.

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

CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Anyone who is found to be liable for copyright infringement may be liable for either the owner's actual damages along with any profits of the infringer or statutory damages of up to \$30,000 per work infringed. In the case of a willful infringement, a court may award up to \$150,000 per work infringed. (See 17 U.S.C. §504.) Courts also have discretion to award costs and attorneys' fees to the prevailing party. (See 17 U.S.C. §505.) Willful copyright infringement can also result in criminal penalties, including imprisonment and fines. (See 17 U.S.C. §506 and 18 U.S.C. §2319.)

SECTION XXIV

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 XXV

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, practice, 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.