Table of Contents

Welcome to California State University, Bakersfield Spring 2013 Quarter....................... 2
Academic Calendar Spring 2013................................................................. 3
Registration Information........................................................................ 4
Admission Information............................................................................ 5-6
Registration Information....................................................................... 7
Registration Payment Information......................................................... 8-11
Antelope Valley Information................................................................. 12-14
Grading Information............................................................................. 15-16
Requirements and Tests.................................................................... 17-20
Graduation Requirements.................................................................... 21-24
General Education............................................................................... 25-26
Academic Information.......................................................................... 27-30
Student Services................................................................................ 31-37
University Police................................................................................ 38-40
Rights and Responsibilities................................................................. 41-54
Index..................................................................................................... 55
Welcome to California State University, Bakersfield
Spring 2013 Quarter

This Schedule of Courses will help:

- **Outline** new or changed academic policy for this quarter or year.
- **Advise** you of current deadlines, and vacation & testing schedules.
- **Provide** you with information on academic and administrative procedures, how to plan your course schedule, register, and change your class program.
- **Instruct** you in completing your registration.

California State University, Bakersfield establishes certain academic policies and requirements which must be met before a degree is granted. These include such things as curricula and courses, including course prerequisites, majors and minors and unit requirements.

CSUB students are responsible for the information contained in these pages and the University catalog. **Failure to read and understand these policies, regulations and deadlines will not exempt a student from whatever consequences may occur.**

Advisors, directors, deans, department chairs and faculty will always help you meet these requirements, but you are **responsible for fulfilling them.** If requirements have not been satisfied, your degree will be withheld pending adequate fulfillment. For this reason, it is important for you to acquaint yourself with all regulations and remain currently informed throughout your University career.

Finally, at the appropriate time, you **are required to apply and pay fees for graduation.**

Although this class schedule was prepared on the basis of the best information available at the time, all information including class meeting times and locations, faculty, course offerings, and statement of fees are subject to change without notice or obligation.

This university does not guarantee the availability of a particular course or section. Enrollment is permitted only until the established maximum number of students in a section has been enrolled.

**Undergraduate Orientation Program Days – Spring 2013**

March 28, 2013 (All Students)
March 28, 2013 (Antelope Valley Students)

New undergraduate students should attend an Advising-Registration session. The program allows you to meet with faculty advisors and register for classes.

All students should sign-up in advance to attend, in order that advising materials will be prepared; otherwise, you may be delayed in the advising and registration process.

All students must be exempt from, or have taken, the EPT-ELM prior to attending. Failure to do so will keep you from enrolling in English-Math classes.

Students must also satisfy the required Measles-Rubella and Hepatitis B vaccination requirements prior to attending classes. Call the Student Health Center for information (661/654-2394).

For information, call the New Student Program Office: 661/654-3388.
Spring 2013 Academic Calendar

January 28 ...................... Last Day to Apply for Spring Graduation ($40 fee)
Jan 29 – Feb 08 ................ Late Application for Spring Graduation Accepted ($55 fee)
Feb 04 – 15 .................... Academic Advising for Continuing Students (for Spring Quarter)
Feb 11 – Mar 28 ............... Registration for Continuing Students (for Spring Quarter)
March 24 ....................... Palm Sunday – Christian Holy Day
March 26 ...................... Passover – Jewish Holy Day
March 27 ....................... Holi – Hindu Holy Day
March 28 ....................... Orientation and Advising for All Students (for Spring Quarter)
March 28 ....................... Orientation and Advising for Antelope Valley Students (for Spring Quarter)
March 29 ....................... Good Friday – Christian Holy Day
March 31 ....................... Easter – Christian Holy Day
April 01 ....................... HOLIDAY – Cesar Chavez Day Observed – Campus Closed
April 02 ....................... ALL FACULTY DUE ON CAMPUS
April 02 ....................... First Day of Classes
Apr 02 - 09 ..................... Schedule Adjustment Period (for Spring Quarter)
April 09 ....................... Last Day to Add Classes
April 09 ....................... Last Day to Change between Audit and Letter Grading
April 09 ....................... Last Day of Schedule Adjustment Period (for Spring Quarter)
Apr 15 – 26 ..................... Academic Advising for Continuing Students (for Summer & Fall Quarters)
April 22 ....................... Census Day
April 22 ....................... Last Day to Change between Credit/No-credit and Letter Grading
April 22 ....................... Last Day to Withdraw from Classes without a “W” being recorded; withdrawals from classes after this date and continuing through the next four-week period will be permitted only for serious and compelling reasons and require written approval by the Dean or Department Chair

Apr 22 – Sep 12 ................ Registration for Continuing Students (for Fall Quarter)
May 06 – June 13 .............. Registration for Continuing Students (for Summer Quarter)
May 07 ....................... Campus-wide Emergency Evacuation Day
May 20 ....................... Last Day to Withdraw from Classes for a Serious and Compelling Reason
May 27 ....................... HOLIDAY – Memorial Day – Campus Closed
May 28 - 31 .................... SOCI Week
June 10 ....................... Last Day of Classes
June 10 ....................... Last Day for Completion of Work by Master’s Candidates to Graduate in June
June 10 ....................... Last Day to Submit Completed Master’s Thesis to Library (Room 211)
June 11 ....................... Study/Reading Day
June 12 - 15 .................... Examination Period
June 14 -15 ..................... Commencement
June 17 ....................... Grades Due
### Registration Calendar for Spring 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 4-15, 2013</td>
<td>Academic advising for continuing students.</td>
</tr>
<tr>
<td>February 11 – March 28, 2013</td>
<td>Registration period for continuing students.  Students registered during the registration period above must properly:  • Complete payment (cash, check, e-check online, credit-card online) or  • Complete a fee payment plan or  • Have financial aid grants, scholarships, and/or accepted student loans by the Fee Due Date. <em>IMPORTANT</em>: Registration during this time is not complete without payment or payment arrangements stated above. Students who fail to complete their registration by the posted due date will be charged a non-refundable $20.00 Failure to Meet Administrative Deadline Fee.</td>
</tr>
<tr>
<td>March 28, 2013</td>
<td>Registration fees due  Students registering for the first time are subject to a $25 late registration fee. Registration fees are due on the same day registration occurs. Students registered during this time must properly:  • Complete payment (cash, check, e-check online, credit-card online) or  • Complete a fee payment plan or  • Have financial aid grants, scholarships, and/or accepted student loans by the Fee Due Date. <em>IMPORTANT</em>: Registration during this time is not complete without payment or payment arrangements stated above and must be received on the day of registration. Failure to complete registration will result in cancellation of all classes.</td>
</tr>
<tr>
<td>April 02, 2013</td>
<td>First day of classes  Students with existing registration may continue to add/drop classes during this time. Students are responsible for additional fees due to an increase in unit load.  Registration that remains incomplete, due to non payment of fees will be cancelled. Refer to payment methods previously listed.</td>
</tr>
<tr>
<td>April 02 - 09, 2013</td>
<td>Schedule Adjustment Period  Students registering for the first time are subject to a $25 late registration fee. Registration fees are due on the same day registration occurs. Students registered during this time must properly:  • Complete payment (cash, check, e-check online, credit-card online) or  • Complete a fee payment plan or  • Have financial aid grants, scholarships, and/or accepted student loans by the Fee Due Date. <em>IMPORTANT</em>: Registration during this time is not complete without payment or payment arrangements stated above and must be received on the day of registration. Failure to complete registration will result in cancellation of all classes.</td>
</tr>
<tr>
<td>April 10 -22, 2013</td>
<td>Any course adds/registrations must be processed inside the Records office and must have the following:  • Instructor signature and  • Proof of payment  Last day to:  • Change between credit/no credit and letter grading  • Withdraw from course(s) without receiving a grade of &quot;W&quot;  • Receive a partial refund of fees when dropping below 6.1 units  • Receive 100% refund of tuition (foreign and non-resident students) when dropping units.</td>
</tr>
<tr>
<td>April 22, 2013</td>
<td>Census date  Any drops or withdrawals during this time must be for serious and compelling reasons and will require signatures from the instructor of the courses. Courses dropped or withdrawn during this period will receive a grade of &quot;W.&quot;</td>
</tr>
<tr>
<td>April 23 – May 20, 2013</td>
<td>Last day for a complete withdrawal with a pro-rated refund.</td>
</tr>
<tr>
<td>May 16, 2013</td>
<td>Last day for a complete withdrawal with a pro-rated refund.</td>
</tr>
</tbody>
</table>
Admission Information

Requirements for admission to California State University, Bakersfield are in accordance with Title 5, Chapter 1, Subchapter 3, of the California Code of Regulations. Complete information is available at www.csumentor.edu/planning/. Electronic versions of the CSU undergraduate and graduate applications are accessible on the World Wide Web at http://www.csumentor.edu. The CSUMentor system allows students to browse through general information about CSU's twenty-three campuses, view multimedia campus presentations, send and receive electronic responses to specific questions, and apply for admission and financial aid. Applying online via www.csumentor.edu is encouraged, and many CSU campuses will facilitate use of online applications for admission. Application in "hard copy" form may be obtained online or at any California high school or community college or from the Office of Admissions at any of the campuses of the California State University.

Procedure for Admission

Prospective students applying for part-time or full-time undergraduate programs of study in day or evening classes must file a complete undergraduate application. The $55 nonrefundable application fee should be in the form of a check or money order payable to “The California State University” or by credit card if submitting the online application, and may not be transferred or used to apply to another term. The applications of persons denied admission to an impacted campus may be re-routed to another campus, but only if the applicant is CSU eligible.

For additional information about admission to California State University, Bakersfield, visit www.csub.edu/admissions.

Holding of Records

A student's record may have a service indicator placed because of financial or similar University obligations (California Administrative Code, Title 5, Section 42381). The student will not be allowed to register, nor will transcripts be released until a clearance is obtained from the department issuing the service indicator.

Where to clear them:

All service indicators printed on your myCSUB must be cleared prior to registration. Refer to the following if you have questions concerning a specific hold:

**Academic Advisor**
School Dean's Office

**Advising**
Academic Advising and Resource Center (AARC) (SA 130)

**Student Loan Ex Interview**
Financial Aid – SA 114

**Accounting**
Student Financial Services – AE 106

**English/Math Remediation**
Academic Advising and Resource Center (AARC) (SA 130)

**Admissions**
Admissions & Records Office

**International Student & Programs**
Admissions and Records Office

**Administration**
Admissions & Records Office

**Math Placement Test**
Academic Advising and Resource Center (AARC) (SA 130)

**English Placement Test**
Academic Advising and Resource Center (AARC) (SA 130)

**Hepatitis B, Measles/Rubella**
Student Health Center

If you have questions about:

**Change of Major or Address Changes**
Admissions and Records Office

**Class Level**
Admissions and Records Office

**Registration**
Admissions and Records Office
Admission Information

Keeping Your Own Records
In order to fulfill your responsibility for planning your education, you should assemble and keep up to date an academic portfolio (which should always be taken to every advising appointment) containing the following kinds of information:

- A list of courses taken to show progress toward your objectives.
- Transcripts from all schools and CSUB's evaluation of transfer credit if you are an undergraduate transfer student.
- CSU, Bakersfield grades (available online.)
- Test Results from entrance exams, English proficiency, Math proficiency or placement exams, and advanced placement exams.
- Copies of important communications to and from the University.
- A copy of your class schedule once you have registered for courses.

Change of Schedule
Each student is responsible for all changes made to his/her official schedule of classes. Students may add courses by Web during the first week of the term. If an instructor's signature is required, an Add Form is needed. Add forms are available in the Records Office or through the Web at the Admissions and Records homepage under the “Forms” link. Students may drop courses by Web during the first 3 weeks of the term, after which time Drop Slips and signatures are necessary.

Change of Address
A student who changes a local or permanent mailing address after admission should immediately notify the Admissions/Records Office in order that registration materials, correspondence, and other information reach the student without unnecessary delay. Changes / Updates may be made online at myCSUB.
Registration Information

ENROLLMENT DATES NOTIFICATION

You can check on your enrollment (registration) dates for the upcoming term in your "myCSUB" Student Center.

Registration Period: February 11 – March 28, 2013
(Help line 654-6000 available from 8:15 a.m. to 5:30 p.m. Monday through Thursday 10:00a.m. to 3:00 p.m. Friday

Registration at CSUB consists of two steps: 1. Enrollment in classes and 2. Payment of fees. Both steps must be completed before you are considered officially registered.

STEP 1: Enrollment in class:
• Meet with Academic Advisor to select courses.
  (A) You will not be allowed to register before your assigned time.
  (B) You may register at the assigned time shown on your myCSUB or anytime thereafter until the end of the registration period.
  (C) Registering at your assigned time will mean priority in course selection.
  (D) Before registering, list alternate classes for each class you select.

NOTE: Students are responsible for confirming their registration/adds/drops/transactions. Confirm your course enrollments online.

STEP 2: Payment of fees:

PAYMENT IS DUE BY March 28, 2013

For New Students: proceed to the Photo ID Card Office to have your picture taken. Returning students must have the campus’ current photo ID to use.

Schedule Adjustment Period: April 02 – 09, 2013

• Students with existing registration may continue to add/drop classes without incurring any additional late fees during this time. Students may be responsible for additional registration fees due to an increase in unit load. Please review your account summary by term by logging into your student account via "MyCSUB" located on the CSUB web site www.csub.edu.

• Students registering for the first time, are subject to a:
  • $25.00 late registration fee required
Registration Payment Information

REGISTRATION PROCESSES FOR Spring 2013
Registration is not complete without payment of fees, approved payment arrangements, or by having financial aid grants, scholarships, and/or accepted student loans by the Fee Due Date.

Payment Methods

Web Payments
Make a web payment by first accessing your student account from the “myCSUB” Icon located on the CSUB web site [http://www.csub.edu](http://www.csub.edu) and then choosing any Make a Payment link.

CSUB eCheck
You may pay your fees using the ACH check payment option. This is just like writing a check but you make the payment online at no additional charge to you.

Credit Card payments
You may pay your fees online using MasterCard, Discover or American Express credit cards. Online credit card payments are processed through Cashnet SmartPay who will assess a 2.9% convenience fee based on the amount of the payment.

Installment Payment Plans

Tuition Fee Installment Plan
You may defer payment of 50% of the Tuition Fee for 30 days. A non-refundable installment charge of $22.00 will be assessed to your account.

The Installment Payment Plan form can be found by accessing any “Make a Payment” link located on the CSUB web site [http://www.csub.edu](http://www.csub.edu), or by contacting Student Financial Services (661) 654-6097.

Non-resident Tuition Fee Installment Plan
Non-resident tuition fee may be deferred for a period of either 30 or 60 days (registration fees must be paid in full) please contact Student Financial Services (661) 654-3225 to participate in this plan.

Financial Aid
Financial Aid students must have grants, scholarships, and/or accepted student loans by the Fee Due Date to complete their registration. Contact the Office of Financial Aid & Scholarships at (661) 654-3016 for additional information.

Checks
To ensure proper credit to your account make checks payable to CSUB, include your name and student ID number and mail to:

CSUB Cashier's Office
California State University, Bakersfield
ADM 35
9001 Stockdale Highway
Bakersfield, Ca. 93311-1022

Cash
Bakersfield Campus Cashier Office
Or Antelope Valley Campus Building 100
REGISTRATION PAYMENT INFORMATION

PAYMENT DEADLINES
Payment is due by March 28, 2013. The amount due is posted on your “MyCSUB” Student Center; students are responsible for meeting the due date whether or not notification is received. Registration is not complete without payment of fees, approved payment plan or by having financial aid grants, scholarships, and/or accepted student loans by the Fee Due Date. Students who fail to complete their registration by the posted due date will be charged a non-refundable $20.00 Failure to Meet Administrative Deadline Fee.

SCHEDULE ADJUSTMENT PERIOD: April 02 – 09, 2013
Students with existing registration may add/drop classes during this time.

Students are responsible for additional fees due to an increase in unit load and payment is due the same day.

Students registering for the first time, or whose courses have been cancelled due to non-payment of fees during the Registration Period, will be charged a $25.00 Late Registration.

Registration is not complete without payment of fees, approved payment arrangements, or by having financial aid grants, scholarships, and/or accepted student loans by the Fee Due Dates.

Failure to complete registration by posted due dates will result in cancellation of all.

REGISTRATION FEE REFUND INFORMATION
The CSU, Bakersfield withdrawal and refund policy is established in accordance with Section 41802 in Title 5 of the California Code of Regulations, revised December 14, 2001, and the United States Department of Education regulations governing Title IV Financial Aid

DROP TO LOWER FEE CATEGORY
A student who drops to a lower fee category by April 22, 2013, the 15th day of instruction (census date) will receive a 100 percent refund of the fee differential. This includes all mandatory fees, including non-resident tuition fee.

COMPLETE TERM WITHDRAWAL
Students who cancel their registration or drop all classes prior to, April 02, 2013, the first day of instruction; will receive a full (100 percent) refund of mandatory fees, including non-resident tuition fee.

Students who withdraw, by May 16, 2013 the 60 percent point in the term, in accordance with the university’s established procedures will receive a pro-rated refund of mandatory fees, including nonresident tuition, based on the portion of the term during which the student was enrolled.

Students who withdraw on or after May 17, 2013, the 60 percent point in the term, will not be entitled to a refund of any mandatory fees or nonresident tuition.

COMPLETE TERM WITHDRAWAL REFUND CHART

<table>
<thead>
<tr>
<th>Date</th>
<th>Refund Percentage</th>
<th>Date</th>
<th>Refund Percentage</th>
<th>Date</th>
<th>Refund Percentage</th>
<th>Date</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>To 04/01/2013</td>
<td>100%</td>
<td>04/02/2013</td>
<td>99%</td>
<td>04/11/2013</td>
<td>87%</td>
<td>04/20/2013</td>
<td>75%</td>
</tr>
<tr>
<td>04/03/2013</td>
<td>97%</td>
<td>04/12/2013</td>
<td>86%</td>
<td>04/21/2013</td>
<td>73%</td>
<td>04/30/2013</td>
<td>61%</td>
</tr>
<tr>
<td>04/04/2013</td>
<td>96%</td>
<td>04/13/2013</td>
<td>84%</td>
<td>04/22/2013</td>
<td>72%</td>
<td>05/01/2013</td>
<td>60%</td>
</tr>
<tr>
<td>04/05/2013</td>
<td>95%</td>
<td>04/14/2013</td>
<td>83%</td>
<td>04/23/2013</td>
<td>71%</td>
<td>05/02/2013</td>
<td>59%</td>
</tr>
<tr>
<td>04/06/2013</td>
<td>93%</td>
<td>04/15/2013</td>
<td>81%</td>
<td>04/24/2013</td>
<td>69%</td>
<td>05/03/2013</td>
<td>87%</td>
</tr>
<tr>
<td>04/07/2013</td>
<td>92%</td>
<td>04/16/2013</td>
<td>80%</td>
<td>04/25/2013</td>
<td>68%</td>
<td>05/04/2013</td>
<td>56%</td>
</tr>
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<td>04/08/2013</td>
<td>91%</td>
<td>04/17/2013</td>
<td>79%</td>
<td>04/26/2013</td>
<td>67%</td>
<td>05/05/2013</td>
<td>55%</td>
</tr>
<tr>
<td>04/09/2013</td>
<td>89%</td>
<td>04/18/2013</td>
<td>77%</td>
<td>04/27/2013</td>
<td>65%</td>
<td>05/06/2013</td>
<td>53%</td>
</tr>
<tr>
<td>04/10/2013</td>
<td>88%</td>
<td>04/19/2013</td>
<td>76%</td>
<td>04/28/2013</td>
<td>64%</td>
<td>05/07/2013</td>
<td>52%</td>
</tr>
</tbody>
</table>

05/17/2013 to End of Term 0%
Registration Payment Information

Transcripts

Official transcripts of courses attempted at the University are issued only with the written permission of the student concerned. Partial transcripts are not issued. A fee of $4.00 for single transcripts issued must be received before the record can be forwarded. A fee of $2.00 is charged for each additional transcript request at the same time.

Transcripts from other institutions which have been presented for admission or evaluation become a part of the student's permanent academic file and are not returned nor copied for distribution. Students desiring transcripts covering work attempted elsewhere should request them from the institutions concerned. No transcript can be issued until all accounts with the University are clear and the record is free of encumbrances.
Registration Payment Information

**ADDING A COURSE**
February 11, 2013 – April 9, 2013
Students may add courses online during this period unless special permission is required. If special permission is required, a completed add form with appropriate signatures must be turned into the Records Office.

April 10, 2013 – April 22, 2013
All adds during this time must have: 1. the approval signature of the instructor of the course, 2. a paid stamp from the Accounting office. The student must secure an add form from the Records Office. The completed add form is then returned to the Records Office for processing.

April 23, 2013 through End of Term
Adds are not permitted during this time.

**DROPPING A COURSE**
February 11, 2013 – April 22, 2013
Students may drop courses online during this period.

April 23, 2013 – May 20, 2013
Dropping a course during this time is permissible for serious and compelling reasons as determined by the instructor of the course.

Secure a drop form from the Records Office. The signatures of the instructor, department Chair, and AVP for Enrollment Management are required. The completed add/drop form is then returned to the Records Office for processing and a grade of “W” will appear on the transcript. (NOTE: Grades of “W” do NOT affect a student’s GPA).

May 21, 2013 through End of Term
Drops are not permitted during this time except in cases involving accidents, serious illnesses, or where the cause of the drop is clearly beyond the student’s control and the assignment of an “Incomplete” grade is not practical.

Secure a drop form from the Records Office. The signatures of the instructors, dept chairs, and the AVP for Enrollment Management are required. The completed form is then returned to the Records Office for processing.

**COMPLETE WITHDRAWAL FROM TERM**
February 11, 2013 – April 22, 2013
Students may completely withdraw online during this time period. Students are responsible for a prorated portion of their registration fees which is calculated from the first day of classes.

April 23, 2013 – May 20, 2013
Complete withdrawal from term during this period is only permissible for serious and compelling reasons as determined by the instructors of the courses.

Secure a Complete Withdrawal From Term Request form from the Records Office. Clearance signatures are required from:
1. Instructor(s) of the course(s)
2. Department Chair or Dean of one of the courses
3. Cashier’s office and
4. Financial Aid office
The completed form is then returned to the Records Office for processing.
5. AVP for Enrollment Management

May 21, 2013 through End of Term
Complete withdrawals are not permitted during this time except in cases involving accidents, serious illnesses, or where the cause of the withdrawal is clearly beyond the student’s control and the assignment of incomplete grades is not practical.

Secure a Complete Withdrawal From Term Request form from the Records Office. Clearance signatures are required from:
1. Instructor(s) of the course(s)
2. Department Chair or Dean of one of the courses
3. Cashier’s office and
4. Financial Aid Office
5. AVP for Enrollment Management
The completed form is then returned to the Records Office for processing.
## CSUB Antelope Valley Information

### STUDENT INFORMATION AVAILABLE VIA MY CSUB

View your transcripts, records, personal information, admission status, account information, holds, financial aid, registration, and other information on the web. This service can be accessed on the CSUB homepage (www.csub.edu) under Student Information Online.

### Students: Follett is now operating Runner Bookstore. Your textbooks are ordered through main campus Runner Bookstore. Go to: http://www.csub.bkstr.com for more information.

If you have any questions about the ordering process, please contact any of the bookstore staff at (661) 654-2273 or send e-mail inquiries to 1250mgr@fhg.follett.com

### NEW STUDENT ORIENTATION DATES: Spring 13-Mar 28; Fall 13-Apr 26, Jun 20, Aug 8, Sep 13

New Student Orientation is a requirement for all newly admitted students. The orientation program will familiarize students with various CSUB Antelope Valley policies, procedures, requirements, and student services. Students will receive an invitation to orientation via standard mail. Promptly attending an orientation will enable students to avoid having an Advising hold placed on their account.

### CLEARING HOLDS

#### Admissions Hold:

Students should contact their evaluator directly. Student evaluators are appointed alphabetically, according to a student’s last name. To speak to an evaluator, call 1-800-788-2782 and ask for Admissions and Records.

#### Advising Hold:

Students must attend an orientation in order to clear an advising hold. If after attending an Orientation and an advising hold still exists, the student should contact the University Advising Center (UAC) for assistance at (661) 952-5010.

#### ELM/EPT Hold:

Students should bring proof of completion or current registration in college level English and Math classes to the University Advising Center (UAC) (661) 952-5010. Acceptable proof includes unofficial transcripts, banner web transcripts, or grade reports.

#### MMR Hold:

All California State students are required to provide proof of Measles, Mumps, and Rubella (MMR) immunization. Students should provide an immunization record to the CSUB AV Health Center as proof they have been immunized, or students may elect to schedule an appointment with the CSUB AV Health Center or private physician to be immunized. Students born on or before January 1, 1957 are exempt from this requirement. (661) 952-5064
CSUB Antelope Valley Information

TEACHER EDUCATION Credential Program Information Sessions: Call 661-952-5080 for dates.

CSUB ANTELOPE VALLEY DIRECTORY:
- Information Desk 952-5000
- Teacher Education Information 952-5080
- Advising Center 952-5010
- Student Life Consulting 952-5062
- Health Center 952-5064
- Library Resource Center 952-5072
- Services for Students with Disabilities 952-5061
- Student Accounting 952-5026
- Student Counselor 952-5099

TEST INFORMATION:

GWAR (Graduation Writing Assessment Requirement)
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 the University Advising Center (UAC) (661) 952-5010. Students can find information on the exam at [www.csub.edu/english/composition/students/GWAR_Info.htm](http://www.csub.edu/english/composition/students/GWAR_Info.htm).

This exam is proctored once per quarter. There is no exam in summer.

Sign-up in person at the Information Desk
1. Pay $25 fee at the Information Desk and get the registration packet.
2. Turn in completed sign-up form and $25 receipt to the Information Desk prior to registration deadline.
3. Bring admission ticket and picture identification with you to the test.

Test Dates: May 11, 2013
Registration Deadline: May 8, 2013

SSD students please contact SSD 952-5061 if accommodations are needed to take the GWAR.

PARKING INFORMATION:
All vehicles in the Antelope Valley College parking lots are required to display a parking permit. Day passes may be purchased both north and south of the facility from the yellow permit box, for a charge of fifty cents (quarters only). Antelope Valley College is on a semester system so you will purchase a semester long pass at the Antelope Valley College cashier window for approximately $15.00, $7.50 for a summer pass.
GENERAL INFORMATION:

- Classes are also held at the Lancaster University Center (LUC) 45356 Division St, Lancaster, CA 93535. Cross streets are Ave I and Division St.
- Room assignments are subject to change and will be posted in My CSUB Class Schedule.
- EOP (Equal Opportunity Program) applications – please call 661-654-3219
- Academic calendar: refer to page 3
- Registration calendar: refer to page 4
- Registration & Payment Information: refer to pages 8-11
- Grading Information: refer to page 15-16
Grading Information
You may view your grades online by logging into your “myCSUB” student account.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Key</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td></td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td></td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
</tbody>
</table>

Grade point averages (GPA) are computed by dividing the number of grade points earned by the number of units attempted. Only units and grade points earned by a student while enrolled at CSUB are used to compute the CSUB GPA. The CSUB GPA is used to determine academic standing. For detailed definitions and explanations of each grading symbol, refer to pages 71-72 the 2009-2011 CSUB General Catalog.

Alternative Grading Options

Auditing Courses
Deadline: April 9, 2013
Students wanting to audit a course should be aware of the following:
• Admitted students may register in courses as auditors without credit with permission of instructor, provided there is room.
• Registration fees are the same as regular courses.
• Student may not change registration to obtain credit after the last day to add a course. Likewise, a student registered for credit may not change to audit status after the last day to add a class.
• Auditors are not permitted to take examinations in the audited course.
• Baccalaureate credit is NOT given for audited courses.
• A grade for auditing a course is not posted on the student’s academic record unless, in the opinion of the instructor, the student has attended a sufficient number of class meetings to receive the “AU” grade; otherwise, a “W” will be recorded.
1. Officially register in the course.
2. Obtain an Audit form from the Records Office.
3. Complete the requested information on the form.
4. Secure the instructor’s signature. (This is to make the instructor aware you are auditing the course and that a grade of “AU” is to be assigned.)
5. Turn completed Audit form in to the Records Office.

Credit, No-Credit Grading Option
Deadline: April 22, 2013
Undergraduates: Courses taken on an optional credit, no credit basis may not be counted toward major or minor concentration, or cognate requirements for graduation. Ten units of credit, no-credit course work can be used in meeting the general education requirements. Liberal Studies majors may count up to ten units toward the completion of their major.
• Credit, no-credit registration is also used for all students enrolled in courses numbered 0-99, not counting special courses such as Music 423, Individual Instruction, where letter grades are not deemed appropriate.
• Up to a maximum of 45 units of credit, no-credit course work completed at CSUB may be counted toward a baccalaureate degree.
• A grade of “CR” is awarded for work of C or better. The grade of “NC” is awarded for a grade of C- or below.
• Graduates: A student enrolled in a one-year, 45 quarter unit master’s degree program may complete up to 10 quarter units of course work on a non-optional credit, no-credit basis. A student in the two-year, 90 quarter unit master’s degree program may complete no more than 24 quarter units of non-optional credit, no-credit course work.
• For all graduate level courses, the grade “CR” is awarded for the grades of B or better and the grade of “NC” for grades lower than B.
1. Officially register in the course(s).
2. Obtain a Credit, No-Credit form from the Records Office.
3. Complete the requested information on the form.
4. Secure your academic advisor’s signature. (If you are petitioning)
to enroll in more than one course on a CR/NC basis, you must also secure the signature of the appropriate school dean.)

5. Turn completed Credit, No-Credit form in to the Records Office.
Requirements and Tests

THE ENGLISH PLACEMENT TEST (EPT)

WHAT IS THE EPT AND HOW IS IT USED?
EPT stands for English Placement Test. The test is mandated by the State of California and is used to place students in English courses that meet their particular needs. It also gives English instructors a profile of their students’ strengths and weaknesses in reading and writing.

The EPT is a two-hour exam, which consists of two thirty-five minute objective sections and a forty-five minute essay.

WHO MUST TAKE THE EPT?
Students are exempt from the EPT and eligible for English 110 if they have earned any one of the following scores. These scores are effective for all matriculated students enrolled in the CSU system as of summer/fall 2011.

- Students who score 147 or above on the EPT will be placed in college-level composition classes
- A score of 500 or above on the critical reading section of the College Board SAT Reasoning Test
- A score of 22 or above on the American College Testing (ACT) English Test
- A score of 3 or above on either the Language and Composition or Composition and Literature examination of the College Board Scholastic Advanced Placement Program*
- A score of “Exempt” or “Ready for college-level English courses” on the CSU Early Assessment Program (EAP) taken along with the English Language Arts California Standard Test in grade 11
- A score of 5 or 6 on the KHSD Golden State Exam
- A passing score on the Bakersfield College English Placement Test**
- A score of 4 or better on the International Baccalaureate (IB)***
- Completion and transfer to CSU of the credits for a college course that satisfies the CSU General Education requirement in English Composition, provided such a course was completed with a grade of C or better****

*These scores also give students credit for English 110 and 101.
**We accept all scores from the English Placement Test at Bakersfield College for placement into our English classes.
***This score also gives students credit for English 110.
****For transfer students, completion and transfer of a college course to the CSU is applicable as long as the course satisfies the General Education Transfer Curriculum requirement in English composition.

WHAT HAPPENS TO THOSE WHO DO NOT TAKE THE EPT?
Because it is in the students’ interest to take the EPT at the earliest possible opportunity, the university requires students to take this test prior to attending orientation and enrolling at CSUB. Students who have not taken the EPT and are not exempt from the requirement will not be allowed to register for any classes.

HOW CAN STUDENTS REGISTER FOR THE EPT?
Students must register for the English Placement Test in the Testing Office (654-3373), which also has a list of the dates on which the test will be given.

HOW ARE THE EPT SCORES INTERPRETED?

<table>
<thead>
<tr>
<th>Total EPT score</th>
<th>Required Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>147-180</td>
<td>English 110</td>
</tr>
<tr>
<td>138-146</td>
<td>English 99</td>
</tr>
<tr>
<td>120-137</td>
<td>English 80 or English 90 (for ESL students)</td>
</tr>
</tbody>
</table>

*Based on their total EPT score, students can take the course designated here or any course with a lower number.

Students will receive their official test results in the mail from the Educational Testing Service. Students may contact the English Department or their advisor for placement in the appropriate course. On the local level, we occasionally use only the scores on the objective portion of the test for placement, but students must be prepared for their total scores (and their placement) to change when we receive the essay scores from ETS.

Students who have questions or who want their scores interpreted should see Dr. Kim Flachmann in Faculty Towers 102-B.

Revised Winter 2012
Requirements and Tests

Entry Level Mathematics (ELM) Test Requirements

The ELM is used to place students in CSUB mathematics courses; the test is a CSU system requirement. This sixty item examination tests students’ competency in algebra and geometry and their preparation to advance to college mathematics; and if required, must be taken prior to attending classes.

Who must take the ELM?

All entering undergraduates must take the ELM examination before enrolling in a course that satisfies the college-level mathematics requirement of the General Education-Breadth program. Exemptions from the test are given only to those students who can present proof of one of the following:

• a score of 550 or above on the mathematics section of either College Board SAT or SAT I: Reasoning Test*
• a score of 550 or above on Level I, IC, II, or IIC (C=Calculator) of either the College Board Mathematics Achievement Test or SAT II: Mathematics Test*
• a score of 23 or above on the ACT Mathematics Test taken October 1989 or later
• a score of 3 or above on the College Board Advanced Placement Mathematics examination (Calculus AB or BC)
• a score of 3 or above on the College Board Advanced Placement Statistics examination
• completion and transfer to the CSU of a college course that satisfies the requirement in Quantitative Reasoning, provided such a course was completed with a grade of C or better
• a score of 45 or better on the ACT ASSET Intermediate Algebra test
• a score of 70 or better on the ACT Compass mathematics test

When must students take the test?

Undergraduates who are not otherwise exempt must take the ELM prior to attending orientation and enrolling at CSUB. Failure to do so results in the student being unable to attend CSUB until the test is taken.

Current CSUB policy requires that students who score below the minimum on the ELM must enroll immediately in the prescribed course and complete that coursework within the next three quarters.

What do the scores mean?

ELM scores place students in the following math courses:

<table>
<thead>
<tr>
<th>ELM Score</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-36</td>
<td>Math 75</td>
</tr>
<tr>
<td>38-48</td>
<td>Math 85</td>
</tr>
<tr>
<td>50 or higher</td>
<td>Passing</td>
</tr>
</tbody>
</table>

*Prerequisites to baccalaureate math courses are any one of the following: (1) Credit for Math 85, (2) Three years of college preparatory math or equivalent AND passage of the ELM, (3) Any exemption noted above.

Pre-calculus Requirements:

In order to take Math 191, students who do not have a passing score on the ELM exam, or any of the other exams listed above.

Calculus Requirements:

In order to take Math 201, students without credit of C- or above in college level Pre-calculus (both I and II) must satisfy the Entry Level Mathematics requirement and pass the MDTP Calculus Readiness Test. Please contact the Mathematics Department for the appropriate test dates.

Students who pass with a score of 3 or above on the College Board Advanced Placement Mathematics examination (Calculus AB) can enroll into Math 202.
Requirements and Tests

Students who pass with a score of 3 or above on the College Board Advanced Placement Mathematics examination (Calculus BC) can enroll into Math 203.

Students who pass with a C- or above in college level Pre-calculus I can enroll into Math 211.

Health Screening

All entering CSU students are required to present proof of the following immunizations to the Student Health Services by the end of their first quarter of attendance.

• Measles, Rubella - All new or readmitted students born on or after January 1, 1957 must provide proof of immunity against measles and rubella during their first quarter at CSUB. The minimum requirement is proof of at least one immunization for measles and rubella given after the first birthday and after 1968. (All students are encouraged to consider a second measles immunization.) If you cannot find your immunization record or need the injection, immunization for measles, mumps and rubella (MMR) is available at the CSUB Health Services for $15.00 for students 18 and younger through Vaccines for Children. $60.00 for students 19 and above. Hours for immunizations: Monday through Friday 8:30 a.m. to 4:30 p.m.

Students may fulfill the immunization requirement by bringing or sending medical documentation as proof of immunization to Student Health Services. Students who attended high school in California can also fulfill the requirement by completing the California High School Immunization Form at the Student Health Services. Students who can't fulfill these requirements may also receive the immunization at Student Health Services.

• Hepatitis B - All new students who will be 18 years of age or younger at the start of their first term must provide proof of immunity against hepatitis B during their first quarter at CSUB. Hepatitis B vaccination consists of three timed doses of vaccine over a minimum four to six month period. (All students are encouraged to consider immunization against Hepatitis B). If you have not had the vaccine series, immunization for hepatitis B is available at the Health Services for $15.00 for students 18 and younger through Vaccines for Children or $30.00 per injection for those 19 and older (adult vaccine). Hours of immunization: Monday through Friday 8:30 a.m. to 4:30 p.m.

Students may fulfill the immunization requirement by bringing or sending medical documentation of immunization to the Student Health Services. Students may also receive the immunization at Student Health Services. Important: Students who have not complied with these California State University mandates prior to the registration deadline will not be able to register for their second quarter.

Test Dates – Spring 2013 (At CSUB)

ACT (American College Testing)
(ACT Residual Test - only for incoming CSUB students – Call Testing Center for Appt. (661) 654-3373)
April 13, 2013 (National Test Date)

EPT/ELM (EPT - $18.00, ELM - $18.00)
February 09, 2013 (System Wide Exam)
March 16, 2013 (System Wide Exam)
April 06, 2013 (Local Scoring)
May 04, 2013 (System Wide Exam)
June 08, 2013 (Local Scoring)

Register on-line www.csub.edu/testing

SAT (Scholastic Aptitude Test)
June 01, 2013

CHEMISTRY PLACEMENT EXAM (by appointment only) 661/654-3373

GWAR (Graduation Writing Assessment Requirement Exam)
May 11, 2013
Requirements and Tests

**Miller Analogies Test**
(By appointment only) 661/654-3373

**LSAT, MCAT, CSET, RICA**
(CSUB does not administer these exams, but testing information and registration bulletins are available.)

**Registration Deadlines**
All the above tests have registration deadlines. Deadline dates and application forms are available in the new Testing Center Building, (located next to Campus Police), 661-654-3373.
Graduation Requirements

American Institutions Requirement

The California Education Code requires that each student qualifying for graduation with a baccalaureate degree shall demonstrate competence in the areas of United States history and federal, state, and local government, including the rights and obligations of citizens. Satisfactory completion of this requirement shall be met by no less than one course in United States history and one course in United States government or by examinations administered respectively by the History (FT 304E, 654-3079) and Political Science Departments (BDC A248, 654-2141). The course in United States government must focus on both the federal government, including the United States Constitution, and the state and local government of California. Students who have completed their U.S. government course at an institution outside of California will not have satisfied the state and local government requirement and will be required to take an additional course or to pass the applicable examination.

Courses that satisfy the United States history requirement include:
- HIST 231 Survey of US History to 1865
- HIST 232 Survey of US History Since 1865

Courses that satisfy the United States and state/local government requirement include:
- PLSI 101 American Government Politics
- PPA 275 American Government & Public Administration

Roadrunner First Year Seminar

All new lower division students with fewer than twenty-one (21) quarter units must take and successfully complete with a credit (CR) grade CSUB 101 (2 units). This course must be taken within the first thirty (30) quarter units completed at CSUB.

Foreign Language Proficiency

Students must demonstrate competency in a foreign language. They can do so in one of the following ways:
1. Meeting the CSU admissions requirement for first-time freshman students by completing two years of high school coursework in the same language with a "C" or better (for international students, this is demonstrated by a high school diploma or equivalent in an non-English language);
2. Passing a CSUB administered foreign language challenge exam at the 101 or higher level.
3. Passing a CSUB Foreign Language course at the 101 or higher level, or equivalent.
Graduation Requirements

Gender, Race and Ethnicity Requirement (GRE)
As part of its effort to assist its graduates to become well educated and enlightened citizens, to be sensitive and tolerant of diverse beliefs and practices in our contemporary society, and to engage effectively with diverse peoples and cultures, the University requires all students to complete a course focusing on gender, race, and ethnicity prior to graduation.
Courses approved for this equity requirement (Gender, Race, and Ethnicity) can not satisfy either Area or Theme requirements for General Education.
The list of approved CSUB courses is published in the quarterly online Schedule of Classes. CSUB accepts equivalent articulated courses offered at other institutions of higher education.
Students with questions about this requirement should discuss them with their advisor or the Dean of Academic Programs (EDUC 242, 654-3420).

Graduation Writing Assessment Requirement (GWAR)

Effective Winter 2007
In May 1976, the CSU Board of Trustees established a system-wide policy that both baccalaureate and graduate (seeking a graduate degree) students must demonstrate writing competence as part of their respective programs. Baccalaureate degree students must be upper-division and must complete the writing competence requirement prior to graduation. Graduate students must demonstrate writing competence upon admission to their programs if they haven't already done so. By CSUB policy, all post-baccalaureate students (including non-degree graduate students and credential candidates) must also demonstrate writing competence upon admission to their programs.

WHAT ARE MY OPTIONS FOR SATISFYING THE GWAR?
You have two options for meeting the GWAR: (1) receive a grade of “C” or higher in an approved upper-division writing course or (2) achieve a score of 8 or higher on a university-wide writing proficiency examination.

(1) APPROVED UPPER-DIVISION WRITING COURSES
Writing competence may be demonstrated by earning a grade of “C” or higher in any one of the following upper-division courses.

Prerequisite (as of Fall 2003): Upper-division standing and a grade of C or higher in English 110 or its equivalent (except for English 305, which requires a B in English 110 or its equivalent).

History 300: Historical Writing
Communications 304: Technical and Report Writing
English 305: Modes of Writing
Communications 306: News Writing and Reporting
English 310: Advanced Writing
Communications 311: Feature Writing
English 311: Writing Literary Analysis
PPA 493: The Public Policy-Making Process
ADM 510: Technical Communication

(2) UNIVERSITY-WIDE WRITING PROFICIENCY EXAMINATION
This writing proficiency exam is particularly suited for the student who writes reasonably well within a limited time period. This examination is NOT recommended for students who need additional work on their writing skills or for students who don’t write well under pressure. For these students, the upper-division/graduate courses listed above offer an extended opportunity for students to develop and demonstrate their writing skills with the assistance of an instructor.
Graduation Requirements

Examination Registration Procedure
The university-wide writing competency exam is open to all students who have earned at least 90 quarter units of undergraduate work and have completed English 110 or an equivalent course that satisfies General Education A2, Writing and Reading with a C or higher. This examination is administered at least once each academic quarter (3 times during the academic year).

Registration for the examination takes place in the University Testing Center, located next to the CSUB Campus Police building. Before registering at the University Testing Center, you must pay a $25 fee at the Cashier’s window in Administration West and get a printed record (either an unofficial transcript or an evaluation form) that verifies your completion of at least 90 units and a grade of C or higher in English 110 or its equivalent. When you present the fee receipt and academic record to the University Testing Center, you will receive an admission ticket for the exam.

The writing proficiency exam may be completed either in handwriting or on a computer. Because the university has only 75 computers available for each administration of the test, you should register early if you want to use a computer. Once the 75 computer spaces are allocated, only the hand-written option is available. Only students who have completed this registration procedure by the published registration date may take the examination. You may repeat the exam if necessary, but you must pay the $25 registration fee each time you take it.

Materials for the Examination
On the day of the exam, you must bring (1) official identification bearing your photograph, such as a driver’s license, (2) the admission ticket issued by the University Testing Office, and (3) a pen (an extra pen is recommended). You may also bring a dictionary.

Format of the Examination
The writing proficiency exam requires you to choose one of two essay prompts. Each prompt has two parts: Part A asks for a summary, and Part B requires you to write an argumentative essay.

You will be allowed 1-1/2 hours to complete the exam. Built into the test format is time for you to plan and revise your work. The essay prompts are designed to give all students an equal chance to demonstrate their writing ability. In fact, no research or outside sources are needed to write the essay.

Outside Sources
During the exam, students are prohibited from accessing research materials of any kind, including on the Internet. Any student found doing so will automatically receive a grade of FP (Fail/Plagiarism) and be subject to the appropriate university sanctions.

Preparing for and Taking the Exam
To prepare for the exam, analyze your writing in reference to the sample responses included in this packet. Your essay will be judged, in particular, on the quality of your organization, the logical development of your ideas, your clarity, and your grammatical accuracy. Make sure, whenever possible, that you support your general statements with concrete examples and illustrations that are clearly relevant to the point you are making. You may benefit from responding to the sample question under mock exam conditions, after which you should compare your writing with the graded essays provided here. Above all, you should read and follow directions carefully.

You must answer both parts of the question (Parts A and B). Part A requires you to see main ideas and explain them and their relationship to one another in your own words. In Part B, if you are asked to take a position or argue a point, be sure that your essay includes a clear response that follows instructions carefully. Also, you should acknowledge words from the quotation by putting them in quotation marks in your response. You should also take a clear stand in your essay and support it thoroughly and reasonably. Finally, you should strive for overall balance with a succinct introduction, a well-developed body, and a precise summary or conclusion.

Special Provisions for Students with Disabilities
In compliance with Section 504 of the Rehabilitation Act of 1973, individual arrangements and accommodations for testing will be made for students with disabilities to meet the GWAR. These arrangements will be made in such a manner as to assure the writing competence of handicapped students is tested and not the limitations imposed by their disabilities.

Grading of the Graduation Writing Assessment Requirement
The essays for the GWAR exam are read by a university-wide group of faculty. The student names on the essays are concealed from the readers. Each essay is scored by two readers on a scale of 1 to 6 points according to the scoring guide printed below, with 6 being the highest score possible. Therefore, your total score will range from 2 to 12.
Graduation Requirements

12. You need a score of 8 to pass the exam. After the faculty have read all the essays, your composite score will be posted on your transcript.

Counseling and Appeal Process
After the results have been reported, you may want to discuss your exam with a GWAR counselor. You can request that your essay be reread or that you receive specific feedback on your essay. The GWAR counselor will review and approve all requests for rereading. At the end of the process, a GWAR counselor can advise you further about meeting this requirement. To make an appointment with a GWAR counselor, call 654-6194.

AM I ELIGIBLE TO WAIVE THE GWAR?

Waivers for Undergraduate Students
If you transferred to CSUB from another CSU or from a UC, the Evaluations Office can determine if you have satisfied the upper-division writing requirement at that campus.

If you transferred to CSUB from a college or university other than a CSU or a UC, the Evaluations Office may grant a waiver of the GWAR based on your having taken an appropriate course. If you disagree with their decision, you will have to bring documentation to the Composition Office in Faculty Towers 102D showing you have earned a grade of C or higher in an upper-division writing course equivalent to one of our GWAR courses (NOT just a writing-intensive course, but a course that focuses on writing instruction and the development of writing skills). The documentation includes the following materials:

- A description of the relevant course from the college catalog;
- A copy of your transcript with the course and grade highlighted;
- An explanation showing that the course is upper-division;
- Proof of your upper-division standing when you took the course (such as the number of hours you completed before taking the course).

Waivers for Post-Baccalaureate and Graduate Students
You will be exempt from the GWAR if you meet any of the four criteria below:

1. You graduated from a CSU or UC since 1980.

2. As of Fall 2006, post-baccalaureate and graduate students with the following test scores (provided the test(s) were taken since 1980):
    - GMAT 4.5 or higher on the writing portion of the GMAT
    - CBEST 41 or higher on the writing portion of the CBEST
    - GRE 4.5 or higher on the analytic writing portion of the GRE General Test

3. Post-baccalaureate and graduate students who have one or more articles published as first author in a refereed professional journal may submit their work for review to the chair of the university-wide GWAR committee with a formal request to waive the GWAR.

4. Post-Baccalaureate and graduate students who already have an MA or MS in any discipline that included a master’s thesis or project and are working on another degree or credential may submit their thesis or project for review to the chair of the university-wide GWAR committee (Faculty Towers 102-D) with a formal request to waive the GWAR.

In the last two situations, waiver requests and supporting documents will be reviewed, and you will receive a decision usually within two weeks.

Roadrunner First Year Seminar

All new lower division students with fewer than twenty-one (21) quarter units must take and successfully complete with a credit (CR) grade CSUB 101 (2 units). This course must be taken within the first thirty (30) quarter units completed at CSUB.
General Education

General Education Program Effective with the 1997-99 Catalog

Policies for General Education

1. Students must complete the four areas and three themes and accumulate as many additional units as are needed to reach a total of 72 units.
2. Students must complete three approved upper-division theme courses in residence at CSUB. These are required of all students intending to graduate from CSUB, regardless of community college certification or the courses completed at other institutions. These courses cannot be completed and counted toward this requirement until the student has achieved upper division status, i.e., 90 quarter units. These courses can NOT be double-counted toward lower-division area requirements or the Gender, Race, Ethnicity (GRE) requirement.
3. Lower-division general education and upper-division theme courses may be double-counted for the major, minor, cognate, foundation, or American Institutions requirements.
4. Waiver Exams: The requirements for subareas A1, A2, A3, and B4 may be satisfied by a test designed specifically for that requirement. The exams for subarea A1 are scheduled during the first week of each quarter by the Academic Programs Office (EDUC 242). Exams for subareas A2, A3, and B4 are available through the Testing Office (Health Center). Exams cost $10.00 each.
5. Students earning degrees in Biology, Chemistry, Computer Science, Geology, Mathematics, Nursing, and Physics have the Theme 1 requirement waived by their senior seminar.
7. Students with a verified learning disability who are registered with the Office of Services for Students with Disabilities (SSD) may be eligible to petition for a course substitution for a General Education requirement. The Associate Dean for Undergraduate Studies acts on all such petitions. Information regarding course substitutions can be obtained from the Office of Services for Students with Disabilities.

Sequencing for “Basic Skills” (Areas A and B4)

Because the four basic skills (speaking, writing and reading, critical/logical thinking, and mathematical reasoning) are so fundamental to the educational process and to living an informed life, students must demonstrate that they have acquired these skills to a sufficient degree and in a timely fashion. This may be accomplished by satisfactorily completing a course or courses specifically designed to increase our students' basic skills or by passing waiver examinations.

The University requires students to demonstrate basic skills competency in a timely manner.

1. Students who begin their CSUB studies with less than 30 quarter units are required to:
   a. Complete Area A2 within the first 45 quarter units at CSUB;
   b. Complete Areas A1 and A3 within the first 60 quarter units at CSUB;
   c. Complete Area B4 within the first 75 quarter units at CSUB.
2. Students transferring with 30 or more quarter units are required to:
   a. Complete Areas A1, A2, and A3 within the first 45 quarter units at CSUB;
   b. Complete Area B4 within the first 60 quarter units at CSUB.

Students who do not complete the Basic Skills within the allotted period are not permitted to enroll for subsequent quarters unless they enroll in courses that, if passed, would complete the relevant goals. For information, contact the office of Undergraduate Studies (654-3420).

Petitions for Exception Regarding General Education
General Education

I. Purpose of General Education

The goals of general education are accomplished jointly through the General Education Program, major and minor programs, and other graduation requirements. The goals include the following:
1. develop and reinforce basic skills in writing, speaking, and listening in the English language, in critical thinking and logical reasoning, and in quantitative reasoning;
2. provide students with a breadth of exposure to mathematics, life and physical sciences, arts and humanities, and social and behavioral sciences;
3. provide students with an in-depth exposure to themes of importance in the modern world-natural science and technology, arts and humanities, and social and behavioral sciences;
4. assist students in the process of becoming well-informed and responsible citizens;
5. increase students’ understanding of human diversity and their tolerance for differences of perceptions, ideas and values;
6. give students an international and multicultural perspective on issues and problems confronting human society and the natural world; and
7. facilitate the process of ethical development and responsibility at the personal, interpersonal, and societal levels.

II. Curriculum of General Education

http://www.csub.edu/schedules.shtml

Students must accumulate a minimum of 72 quarter units to complete CSUB’s General Education Program. The program consists of two parts. The first part is comprised of introductory, lower-division courses that expose students to the breadth of the core disciplines. These courses are grouped into four broad subject areas (Areas A-D). Typically, 60 quarter units earned in Areas A-D courses are required to satisfy this part of CSUB’s General Education Program. However, CSUB accepts certification of the CSU general education requirements by California community colleges and completion through the Intersegmental General Education Transfer Curriculum (IGETC). The overall unit requirements may also be reduced through the passage of externally developed standardized examinations and through the passage of CSUB waiver or challenge examinations.

The second part consists of a minimum of 12 quarter units in upper-division (300 and 400 level) courses grouped in three thematic areas (Themes 1-3). This requirement must be completed in residence at CSUB and after the student achieves upper-division status, i.e., completes 90 quarter units. These courses are designed to give students a more in-depth exposure to topics not fully covered in introductory, lower-division courses. Instructors in all courses will incorporate materials related to the dimensions of human diversity, whenever appropriate and to the extent possible.

The upper-division component of the General Education Program normally consists of three courses, one from each of the following themes:
1. Natural Sciences and Technology
2. Arts and Humanities
3. Social and Behavioral Sciences

Thematic courses may have specific lower-division prerequisites that must be completed prior to enrollment in the thematic course. One of the three thematic courses may be taken as an optional credit, no-credit. All thematic courses have a significant writing assignment in addition to classroom examinations.

Students may satisfy two of these thematic requirements by taking a specially designed interdisciplinary course (minimum of eight quarter units) taught by faculty representing two of the thematic areas.

Thematic courses shall NOT be used to satisfy lower-division Area requirements or the Gender, Race, Ethnicity (GRE) Requirement.
Academic Information

Readmission of Academically Disqualified Undergraduate Students
Students disqualified for academic reasons will ordinarily be considered for readmission only when they have satisfied one of the following conditions:
1. For students who were lower-division (completed fewer than 90 quarter units):
   a. completed college work elsewhere or in CSUB Extended University, and brought their total college work completed to 90 or more quarter units with an overall grade point average of "C" (2.0) or better, with recent work clearly indicating capability of performing college work with above average achievement, or
   b. attained at least a "B" (3.0) average in not less than 15 quarter units of rigorous academic coursework.
2. For students who were upper-division (completed 90 quarter units or more): and
   a. earned college credit elsewhere or in CSUB Extended University and attained at least a "B" (3.0) average in not less than 9 quarter units of rigorous academic coursework, or
   b. remained absent from the university for at least one year, during which time they have remedied the conditions that contributed to their academic difficulty.

Students who have satisfied these conditions will be considered for readmission only after filing a regular application for re-entry and furnishing transcripts of all college work taken since disqualification. Readmission is not automatic: each applicant is considered on an individual basis.

Students must file a petition for readmission with the Academic Petitions Committee (APC). The petition must clearly indicate the courses the student successfully completed to meet the above conditions. For upper-division students who simply remained absent for at least one year, the petition must provide verifiable evidence that the student has remedied whatever difficulties contributed to the previous poor academic performance. Students interested in having the APC consider their petitions for re-admission should contact the Dean of Academic Programs (EDUC 242, 654-3420). Those students accepted for readmission will re-enter on Academic Probation.

Removal of Coursework from Previous Terms (Academic Renewal)
In exceptional circumstances, an undergraduate student may be granted permission to have up to three quarters of undergraduate coursework, taken at least five years earlier, disregarded from all considerations associated with requirements for the baccalaureate degree. Removal of coursework from previous terms (academic renewal) shall be used only to assist a student to graduate with his/her baccalaureate degree, i.e., to achieve a CSUB and/or cumulative GPA of 2.0. Under no circumstances will students be authorized to remove coursework for previous terms solely to raise their GPA for scholarships or honors, for admission to graduate or credential programs, or for any situation that has GPA criteria. This policy does not apply to graduate students.

To qualify for Academic Renewal through removal of coursework from previous terms, an undergraduate student must demonstrate by his/her academic performance since that time that the coursework to be removed is not reflective of his/her ability. Students must file a petition for the removal of coursework for previous terms with the Academic Petitions Committee (APC). Students should contact the Academic Programs Office (EDUC 242, 654-3420) to get information regarding the content and format for their petitions.

Challenge Examination Credit
Students may challenge lower-division courses by taking examinations developed by the CSUB faculty. Credit for the lower-division course shall be awarded if these examinations are successfully passed. A student interested in challenging a CSUB lower-division course must first contact the Department Chair of the program that offers the course to determine whether it is eligible for challenge. If the course is eligible, the student then discusses the challenge examination with a faculty member who teaches the course. That faculty member then may develop an appropriate challenge examination. The student is required to pay a $2.00 fee, payable to the CSUB Accounting Office, for each challenge examination; the student submits the receipt to the department prior to taking the examination. See campus catalog for restrictions.

University Absence Policy
Responsibilities regarding student absences are as follows:
• The University’s responsibility is to facilitate learning, and to provide an environment conducive to student learning.
• The student’s responsibilities include attending classes to facilitate their learning and evaluating the impact of absences on their academic success. Students must recognize that class attendance and participation are critical to their learning and in many cases are essential to the educational goals of the course.
• The responsibility of the faculty is to establish specific attendance regulations and make-up policies that will maximize student learning, while avoiding penalties, where practical and possible, for university-related absences.
• The responsibility of advisors is to assist students in choosing classes that will maximize their opportunity for class attendance.
Academic Information

- There are occasions when students must miss classes due to university sponsored obligations such as intercollegiate athletic competitions or student research presentations. It is the responsibility of the sponsoring programs to provide, on the first day of classes, written documentation in the form of a memorandum to the affected instructors naming the students and identifying expected dates for student absences. Sponsoring programs are to be reasonable in their expectations, with an understanding that the students are at the University for academic reasons first and foremost.

If unexpected scheduling changes occur, the sponsor will provide the student with a revised memorandum to be given to instructors as soon as possible.

When students must miss class, it is their responsibility to inform faculty members of the reason for the missed class (documentation may be required) and to arrange to make up any missed assignments, exams, quizzes, and class work, to the extent that this is possible. Excusable absences include, but are not limited to:

- Illness or injury to the student
- Death, injury, or serious illness of an immediate family member
- Religious observances (per the California Education Code section 89320)
- Military or other Government obligation
- University sanctioned or approved activities, such as artistic performances, forensics presentations, participation in research conferences, intercollegiate athletic competitions, student government conferences, required class field trips, etc. Extra-curricular activities associated with campus organizations/clubs that are not part of an academic program do not qualify for excused absences.

Faculty are expected to make reasonable accommodations for excused student absences, provided there is not an unreasonable number of such absences (as per course instructor) during the quarter, and provided that make-up work can be accomplished without substantial additional time or resources from the academic department or instructor. All parties must recognize that not all learning activities and exercises during class times can be made up, and therefore students may not be able to make up missed work. This University Absence Policy will be disseminated to faculty, students, school Deans, advisors, the Athletic Director, the Faculty Athletic Representative, coaches, and through appropriate university documents.

Mandatory Advising

Academic advising plays a key role in connecting students to CSUB and in facilitating their academic success and the fulfillment of their career goals. To affirm this, CSUB's Academic Senate, with the approval of the President, passed a resolution calling for mandatory advising of all students at least once per academic year.

To implement this new policy, a schedule has been developed to ensure all students meet at least annually with an advisor (either a faculty advisor, discipline advisor, or an advisor from the Academic Advising and Resource Center (AARC)) to discuss and develop individual education plans to facilitate graduation.

Students are encouraged to meet with their advisors at any time during the academic year however, students will receive a Mandatory Advising Hold if they have not met with an advisor as indicated by the following schedule*:

If a student has completed:

- 135 or more units:
The student must meet with an advisor prior to or during Spring quarter.

- 90 to 134.5 units:
The student must meet with an advisor prior to or during Winter quarter.

- 45 to 89.5 units:
The student must meet with an advisor prior to or during Fall quarter.

*Please note: Students will be meeting with their advisor to get advising for the subsequent quarters. For example, if a student has completed 95 units, the student must have met with an advisor prior to or during Winter quarter to get advised for Spring and Fall.

Students will receive a reminder regarding Mandatory Advising on the myCSUB student center page. The reminder will stay on the account until it has been released by an advisor. Please note: the reminder does not have any impact on registration. However, if a student has not had the reminder released prior to the respective quarter (eg: Winter quarter for students who have completed between 90 to 134.5 units), a Mandatory Advising Hold will be placed on the account preventing registration for subsequent quarters.

For questions regarding Mandatory Advising, please contact the AARC at 661-654-2700 or visit http://www.csub.edu/aarc/mandatoryadvising.
Academic Information

Course Overload
A student is normally permitted to enroll in a maximum of 19 units. Loads in excess of 19 units are not permitted for first-quarter CSUB students. A student with a CSUB grade point average 2.5 or above may request permission to carry more than 19 units per quarter by petition to the dean of the school for his/her major. A full-time student with a CSUB grade point average of 3.3 or better may carry extra courses without petition.

Declaring a Major or Changing a Major
All students are encouraged to declare a major in a discipline area, or a Special Major if applicable, as soon as possible so that they can be advised by a faculty member from that discipline. In addition, the earlier that the student declares a major, the sooner the student can develop a comprehensive program of study for the baccalaureate degree. All students are required to declare a major by the time they achieve junior status, i.e., have completed 90 quarter units.

If a student decides to change his/her major, it is the student's responsibility to submit a formal "Change of Major" form to Admissions & Records (SA 103, 654-2147).

National Student Exchange (NSE)
CSUB is one of over 200 state colleges and universities within the United States, Guam, Puerto Rico, and the Virgin Islands that participate in the National Student Exchange (NSE) program. Students may spend a year or part of a year at one of the participating institutions and return to CSUB to complete their undergraduate education. The NSE program provides the student with new academic and social experiences through a simplified admissions process and assurance of full academic credit at CSUB during the term of exchange at a minimal cost to the student.

To qualify for participation in the National Student Exchange program, the applicant must meet the following criteria:

a. be a full-time student at CSUB (enrolled in at least 12 units per quarter);
b. be a sophomore or junior during the term(s) of exchange; and

c. have a cumulative GPA of at least 2.5.

Tuition and fees assessed are the in-state (resident) tuition and fee at either CSUB or the host campus, depending upon the exchange plan of the member college or university. Participants must also pay for room and board, books, transportation, and personal expenses at the host school. Students are encouraged to consult with the Financial Aids Office early in the National Student Exchange application process to determine financial needs for the exchange period.

Catalogs, detailed information, and applications are available from the National Student Exchange Coordinator in the Admissions & Records Office (654-3405).

Repeating Courses
As declared in Executive order 1037, the University limits the number of times that a student may repeat a course. The number of credit units counted toward the baccalaureate degree is limited to that of a single registration for that course. The limits below apply to courses taken through the main campus and through Open University.

a. Repeats with forgiveness. CSUB students will be limited to 24 quarter units of course repeats with forgiveness (grade replacements). These grade replacements will be done automatically each term. These are the courses that students retake and for which the lower grade is no longer used in GPA calculations though both grades remain on the transcript. The original coursework for which students petition to replace grades may have been taken at CSUB or some other institution. If the student took the course the first time at CSUB, they cannot retake the course elsewhere and replace the grade. Only courses with grades of C- or lower can be repeated for forgiveness. Students can repeat with forgiveness at most two occurrences of an individual course. Students cannot use the repeat with forgiveness policy on any course for which the course grade was the result of a finding of academic dishonesty.

b. Additional course repeats. Beyond the 24 quarter units of "repeats for forgiveness", students will be limited to an additional 18 quarter units of repeated coursework. For such courses, both (or all) grades are used in GPA calculations.

c. Petitions for additional repeat with forgiveness units or for additional regular repeat units. Students needing to raise either their CSUB, overall, major, or minor GPA in order to graduate on a timely basis, may petition the Academic Petitions Committee (APC) to (i) replace grades beyond the 24 units of repeat for forgiveness (part (a) above) allowed by the University, or (ii) repeat courses beyond the 18 additional units (part (b) above) allowed by the University. Approval of such petitions is not automatic. Students should contact the Academic Programs office (EDUC 242, 654-3420) to get information regarding the content and format for their petition to repeat courses and replace grades beyond the 24-unit limit.
Academic Information

Withdrawal From The Term Policy –

**Retroactive Withdrawal.** Students may petition for retroactive withdrawal from a course after the completion of the quarter in which they were registered for the course if they meet the following criteria:

1. The request to drop the course would have been approved by the course instructor if it had been filed during the quarter;
2. There is verification that the student was unable to file the request to drop the course in a timely manner because of extenuating circumstances, e.g., serious illness or injury to self or family or sudden unexpected change in work assignments, that were beyond the student’s control; and
3. No more than 12 months have elapsed since the end of the term in which the course was taken.

All petitions for retroactive withdrawal shall be submitted as a Petition for Exception to the office of the Dean of the school of the student’s major. Such petitions require the approval of the course instructor(s), the department chair(s), and the school dean(s). Because retroactive withdrawal from a course is an exceptional occurrence, the student’s documentation of eligibility shall be carefully scrutinized before approval is granted. All petitions for retroactive withdrawal that have been approved will result in the assigned grade for the course(s) being changed to “W.”
Student Services

Academic Advising and Resource Center (AARC)
Student Services Building (SA 130). Tel: (661) 654-2700
www.csusb.edu/aarc

The Academic Advising and Resource Center (AARC) offers academic advising and informational support services. The center operates as an important academic component of the Division of Enrollment Management at California State University, Bakersfield. The AARC provides advising and support primarily to undeclared students however, all students are welcome and encouraged to utilize the resources available at the center. The center specializes in advising for general education and other graduation requirements, Roadrunner Academic Achievement Program advising (English and Mathematics development), academic probation intervention (REACH Workshops), and provides orientation to undeclared students. The Center also disburses information relative to various academic majors (roadmaps), university programs, and other services available to students. The AARC has a dedicated academic advisor for student athletes as well as an advisor dedicated to assist students with Satisfactory Academic Progress (SAP) for Financial Aid. For more information, please visit the AARC website where you may locate who your advisor is, retrieve the General Education and Other Graduation Requirements checklists, retrieve information about academic probation, and utilize a probation GPA calculator to estimate grades needed to clear probation. In addition to advising, the AARC also coordinates special programs for students such as the “Job-Shadowing” program allowing students to experience certain careers for a day. The AARC welcomes students through appointments or on a walk-in basis. If you have any questions about your academic career at CSUB, please feel free to stop by the AARC and speak to one of our advisors.

Educational Opportunity Program (EOP)
Administration East 100 (661) 654-2276

Under the aegis of Enrollment Management, the EOP office houses the Educational Opportunity Program, Guardian Scholars Program, Student Affirmative Action Program, and the Summer Bridge Program. The Educational Opportunity Program (EOP) is designed to improve access and retention of historically low-income and educationally disadvantaged students. EOP students have the potential and demonstrated motivation to perform satisfactorily at a CSU, but they have not been able to realize their fullest potential because of their economic or educational background. The program provides admission and academic assistance to EOP-eligible undergraduate students.

Guardian Scholars Program - The CSUB Guardian Scholars Program supports former foster youth who are college bound by providing a support network that increases the access and academic retention rate and potential of students to become successful and productive world citizens. The program assists foster youth with admissions to the university, provides comprehensive support that promotes academic and personal success, and can assist financially with housing during periods of non-enrollment, such as the summer, winter, and spring breaks.

Student Affirmative Action – The Student Affirmative Action Program is designed to increase the enrollment of regularly eligible women, ethnic minorities, disabled, and other under-represented groups in post-secondary education. The Student Affirmative Action Program’s main emphasis is on outreach in the local area, with some statewide efforts as well. Locally the program focuses on those high schools and community colleges with high enrollments of underrepresented students. At these selected schools, students and parents are provided with information and assistance on admissions, financial aid & scholarships, and special programs, such as Guardian Scholars and EOP.

Summer Bridge – The Summer Bridge Program is a six-week academy for incoming freshmen. The flagship of the EOP program, it is designed to give our incoming students a head start on their education by offering them English, Math, and Intro to University Studies classes with the opportunity to skip levels of remedial math and English. Students who enter CSUB through EOP Special Admissions are required to complete the program as a condition of their admission to the University.

Center for Community Engagement & Career Education
CAF 102 661/654-3033

The University offers a centralized career center providing career exploration and counseling services to CSUB students. Staff at the center work directly with students to explore majors, and careers, and to offer students skill building options through internships, volunteer activity and service learning within the community. Jobs, internships, and volunteer opportunities are listed through the RunnerLink system found on the CECE website at www.csusb.edu/cece. These services are provided in support of the educational mission of the University, in cooperation with various academic departments and student services departments.
The Children’s Center is a student sponsored program through the University Foundation which is designed to provide developmental activities and care for children aged 2 through 5. The program is concerned with the personal growth of children while providing a meaningful educational experience for those participating youngsters. Included in the approach is a concern for the children’s educational needs, social learning, emotional growth and physical well-being.

While the emphasis is to provide a program for the children of California State University, Bakersfield students, other children are welcomed for admission as space permits. Interested families should contact the Director of the Center as early as possible prior to the start of each quarter in order to complete application procedures.

The University provides services to address the mental health needs of college students at the Counseling Center. These services are designed to help students develop their maximum potential while pursuing their educational and personal goals, as well as to help remove any emotional or psychological barriers that may interfere with students’ successful graduation from CSUB.

Professional counseling services are provided to all registered CSUB students at the Counseling Center. Outreach, consultation, and emergency response services are also provided to students, faculty, and staff. The licensed, professional, and caring counselors who staff the Counseling Center provide, free of charge, confidential individual and group services in the following areas:

**Crisis Intervention** - Counselors are available at all times that the Center is open to provide crisis intervention assistance.

**Educational Counseling** - Educational counseling includes selecting an appropriate major, working on academic problems, and educational planning. Counselors provide opportunities for identifying interests, goals, and skills, and learning decision-making skills.

**General Studies Courses** - Each quarter a variety of General Studies courses are offered. Courses are typically available in such areas as self-esteem, stress management, parenting, test anxiety, and adult children from dysfunctional families.

**Personal Counseling** - Personal counseling is an opportunity to meet on a one-to-one basis with a licensed counselor to explore various needs and concerns. Concerns include relationships, abuse, and emotional issues such as loneliness, self-confidence, anger, and depression. Personal counseling may address any issue which influences a person's sense of well-being and progress in school. Due to high demands for services, an appointment may be necessary and the number of individual counseling sessions is limited.

CSUB opens its regular courses to the community through the Open University. Students may register for classes without going through the University’s formal admission procedures. For the Open University program, the fees are posted at the EUD office. All course prerequisites and class requirements apply. Foreign students must have clearance from the Dean of Admissions. Stop by the Extended University Office for information and registration materials (BDC C) or look us up on our internet.

The Office of Financial Aid and Scholarships (OFA&S) administers a number of financial aid programs to enable students without adequate financial resources to attend California State University, Bakersfield (CSUB). Students are encouraged to contact the OFA&S for specific application instructions, and/or visit our website at www.csub.edu/finaid for information on: Applying for Aid; Getting Started - Steps to Financial Aid - a General Overview of the Financial Aid Application & Delivery Process; Tips for Success; and, simplified Checklists to assist with a smooth transition to CSUB. The priority filing date for financial aid consideration for all CSU campuses is March 2 prior to the beginning of each new academic year. Applications for financial aid will be accepted after the priority date, but awards to late applicants are dependent upon the availability of funds.
Student Services

A qualified applicant who has submitted all required verification documentation will be considered for a “financial aid award package,” which may include monies from one, or a combination of some, of the following programs:

Campus-based Aid
Applicants are encouraged to complete a Free Application for Federal Student Aid (FAFSA) between January 1 and March 2 for the upcoming academic year in order to receive priority awarding consideration for funds with limited Allocations. Awards are contingent upon student eligibility and availability of funds.

Federal Pell Grant
The Federal Pell Grant program is the largest federal student-grant program. Eligibility was previously limited to Undergraduate students for up to five years of full-time attendance. As a result of the Higher Education Act Amendments of 1998, students enrolled at least half-time in teacher preparation post-baccalaureate programs leading to an initial teaching credential are now also eligible. Eligibility for a Pell Grant is dictated by the federal government according to a formula developed by the U.S. Department of Education and Congress. Pell Grant awards for full-time students up to $5,550 annually, but may change from year to year depending on Congressional appropriations. Apply by completing the Free Application for Federal Student Aid (FAFSA).

Scholarships
The purpose of the University’s scholarship program is to provide monetary support and public recognition to students who have demonstrated academic excellence in the classroom. CSUB’s growing scholarship program encompasses campus-wide, school/departmental, and community-based scholarships that are awarded by donors and/or respective scholarship committees. Scholarship awards typically range from $300 to $2,500, and are usually disbursed on a quarterly basis. CSUB students may apply for CSUB campus-based scholarships online at http://www.csub.edu/finaid/content/types_of_aid/csub_scholarships.shtml The priority application filing period is February 1st to March 15th each year.

William D. Ford Federal Direct Student Loan Program
Some financial aid programs allow eligible students to borrow money to pay their living and educational expenses. Various short-term and long-term loan programs are available to both students and/or their parents. Students must be enrolled at least half-time to be eligible for federal student loans. For more detailed information on the types of loans available, their terms, and borrowing limits, please refer to our web page at http://www.csub.edu/finaid/content/types_of_aid/stafford_loans.shtml

Satisfactory Academic Progress (SAP)
In accordance with regulations that govern federal and state financial aid programs, California State University, Bakersfield (CSUB) is required to establish, publish, and consistently apply reasonable standards for measuring a student’s academic progress. Satisfactory Academic Progress (SAP) must include both a qualitative component (e.g. GPA) and a quantitative component (e.g. percent of units completed). Both components must be cumulative in nature, and must be evaluated by the University at least once per year to certify the student’s SAP. CSUB has elected to review SAP each term. Student eligibility for all federal, state, and institutional financial aid programs is affected by this policy. It is the responsibility of every CSUB financial aid recipient to read, understand, and comply with these standards of eligibility. Students may view the Satisfactory Academic Progress (SAP) guidelines in full detail on our website at http://www.csub.edu/finaid/content/receiving_aid/sap_standards.shtml

Food Services
The Runner Café and the Dining Commons are operated by SodexhoUSA, Campus Division. The Cafeteria is open Monday through Friday 7:30 am to 2 pm and grab-and-go items and snacks until 5 pm; and on Friday until 3 pm. Wiley's Pub is open Monday through Thursday, 11 am to 9 pm, and Friday 11 am to 5 pm. Jazzman's Café is open Monday through Thursday 7:30 am to 8:00 pm, and on Friday to 3:00 pm. The Dining Commons are open to the public. Each location serves a unique menu, designed for that location. Please see our website at: www.csub.edu/foodservices for more information, menus, nutritional information, and promotions

Campus Bookstore
Student Union/Bookstore  661/654-2273
The Runner bookstore is a full service bookstore providing service to the University campus and its visitors. The bookstore carries all course required materials as well as school supplies, study guides, convenience items, and emblematic giftware, including clothing. The bookstore also offers educationally priced software online.
Student Services

Bookstore Hours
Monday thru Thursday 8:00am to 6:00pm
Friday 8:00am to 4:00pm
The bookstore will be open additional hours the first week of the quarter.

Credit Card Policy
The bookstore accepts Visa, Mastercard, American Express, and Discover. All cards must be current and the cardholder's name must appear on the card. Otherwise, the cardholder must be an authorized signer on the account (this will be verified by contacting the credit card company). The cardholder must be able to provide a photo ID upon request of the cashier.

Textbook Buyback
The bookstore buys back used textbooks in good condition year-round. If a text has been readopted for the next quarter, the bookstore will pay half of the current selling price during finals week providing it is a needed edition and required quantities have not been fulfilled. Otherwise, the bookstore may be able to recycle the textbook into the national used book distribution market. In this case the book will be bought at the current price the market is paying for that title.

Textbook Reservation
www.csub.bkstr.com
Register for Textbook Rentals at www.rent-a-text.com
Digital Books www.cafescribe.com
Books can also be shipped direct to your door.

Student Housing and Residence Life
The Commons, Room 104, 661/654-3014

The campus residence halls provide CSUB students the opportunity to live on campus, establish a community of support with fellow residents, and engage in a variety of social, recreational, and educational activities while pursuing their academic goals.
CSUB residential facilities consist of six three-story buildings. These traditional residence halls accommodate fifty-five students in double and triple rooms. Each hall is accommodated with a television lounge and a study room which are located on the ground floor. All living areas are carpeted and all rooms have individualized heating and air conditioning. All student rooms come with basic cable television and wireless internet access. Other amenities include microwave ovens in each lounge, a centrally located coin operated laundry facility, swimming pool, bicycle racks, parking, and a lighted sand volleyball court. Freshman who do not live at home or with legal guardians are encouraged to live on campus.
The Student Housing and Residence Life Office sponsor a series of social, educational and recreational programs throughout the year. The Dining Commons serves as focal point for many of the programs as well as food service. Students must select a myriad of dining plan option when living in the campus resident halls. The dining format is all you can eat and includes hot entries, a deli line, a char-broiler line, a salad bar and a dessert bar. The residence hall staff includes a full time professional Resident Coordinator as well as student Resident Assistants and Programming Assistants. All staff has been trained in community development with the express purpose of enhancing student life on campus.
The facilities are available for rental for academic and athletic groups or groups from the Bakersfield community from June to September. For more information, email csubhousing@gmail.com or call 661/654-3014.

Intensive English Language Center
MEC2, Room 211 661/654-2014

The IELC prepares international undergraduate and graduate students for successful academic study in American colleges and universities. There is a special track for pre-MBA students. Experienced ESL teachers teach all IELC classes. Class sizes are small with individual attention given to each student.
The Center offers four sessions throughout the year. The non-credit Extension courses meet daily with at least 23 hours of instruction per week. Classes are given in reading and vocabulary, writing and grammar, and listening and speaking, including pronunciation. Elective courses are offered in American culture, academic study skills and TOEFL preparation. A computer lab and a listening lab are available to the students to reinforce language skills. The summer session provides courses for graduate and undergraduate students who have already been accepted at the university and want to improve their English language skills. Attention is given to academic writing, textbook reading, and oral presentation. For more information about programs offered by the Intensive English Language Center, call 661-654-2014, email ielc@csub.edu, or visit the office in MEC2, Room 211.
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 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 TOEFL Requirement for undergraduate applicants), financial resources, and academic performance are each important considerations for admission. Academic records from foreign institutions must be on file before the first term and, if not in English, must be accompanied by certified English translations.

The International Students and Programs Office (SA 42, 654-6113) provides a host of services for international students enrolled in classes at CSUB.

International Student Exchange Program (ISEP) - CSUB is a member institution with the International Student Exchange Program (ISEP), a network of 275 institutions of higher education located throughout the United States and in more than 39 other countries. The ISEP program offers CSUB students the opportunity to study at a diverse range of sites and programs that combine opportunities for intellectual and personal growth with immersion in another culture. Through reciprocal exchange and other innovative and cost-effective approaches, students have access to affordable, high quality study abroad programs as an integral part of their education.

For more information about the ISEP program offerings at CSUB, please call the International Students and Programs office at 661-654-6113, email csubis@csub.edu, or visit the ISP office in the Students Services/EOP, Room 137. You may also visit the ISEP homepage at www.isep.org/ for more information.

The California State University International Programs (CSU-IP)

Developing intercultural communication skills and international understanding among its students is a vital mission of The California State University (CSU). Since its inception in 1963, the CSU International Programs has contributed to this effort by providing qualified students an affordable opportunity to continue their studies abroad for a full academic year. More than 15,000 CSU students have taken advantage of this unique study option.

The CSU International Programs can accommodate students in over 100 academic majors and operates study centers in 19 countries. We are affiliated with over 70 universities and other institutions of higher education around the world. For detailed information on the programs that are available to you and advice on how to choose a program that best meets your needs, please visit IP's Campus Coordinator. You can call at 661-654-6113, email dkarnowski@csub.edu, or visit the ISP office in the Students Services/EOP, Room 137. You may also visit the Study Abroad IP homepage at http://www.calstate.edu/ip/

Bilateral Exchange and Other Programs

CSUB students can participate in balanced one-to-one exchanges with students from Université d’Orléans, The University of Southern Denmark, and University of Incheon. It is also possible for CSUB students to participate in numerous international study programs sponsored by other universities and organizations. For specific information contact the Director for International Students & Programs at 654-6113.

Services For Students With Disabilities (SSD)

California State University, Bakersfield (CSUB) was planned with a dedication to academic excellence and an emphasis on accommodating individual student needs. This philosophy is extended to all students and is implemented for students with disabilities through the Office of Services for Students with Disabilities (SSD).

The mission of SSD is to provide support services that will enable every student, regardless of disability, to have access to a university education. In addition, SSD staff will promote campus awareness of and sensitivity to disability issues.

CSUB is accessible both in its architectural planning and in the attitudes of the faculty and staff. As the nineteenth institution in the California State University system, CSUB was built in the 1970's in compliance with state architectural building codes that mandate accessibility for persons with disabilities. It is a small campus, built on flat terrain, with classrooms and services located close together and with proper ramping. SSD recognizes the following disabling conditions which may impede the educational process and necessitate support service(s) or programs: visual limitations, communication disability, mobility limitation, specific learning disability, other functional limitations, and temporary disabilities.
Student Services

• Services are available without charge to all enrolled students with verified temporary or permanent disabilities. All contacts and obtained information are confidential within CSU policies and state and federal laws.
• Assistance is available for mobility, reading, writing, and communication needs that may occur during registration.
• Readers, note-taking paper, test proctors, scribes, and interpreter services are provided as appropriate.
• Priority registration is available for students with disabilities.
• A variety of equipment is available including: tape recorders, assistive listening devices, a Kurzweil reading machine, Braille, CCTV large text display, and adaptive computer training.
• Contact is made with off-campus agencies such as the Department of Rehabilitation in order to best meet the needs of the students. SSD staff serves as liaison with campus departments and personnel to ease the student’s integration into the campus population.
• A learning disabilities specialist is available to provide diagnostic assessment at no cost to currently enrolled CSUB students who feel they may have a learning disability.
• Disabled Parking spaces for persons with physical disabilities are designated near each major facility on campus and may be used with a valid DMV Disabled placard and a current CSUB parking permit.
• Students who are interested in obtaining information about services appropriate to their disabilities should contact the SSD staff for an application for services. SSD is located in the SA 140. Upon receipt of a completed application, including current medical documentation or previous diagnosis of a learning disability, the SSD will evaluate and certify the disability and recommend appropriate accommodations.

Student Health Services

SHC   AVC Health Unit
661/654-2394  661/952-5064
FAX 661/654-3301  661/952-5124

The College Health Specialists at the CSUB Student Health Services are dedicated to providing the highest quality health care to the diverse community at California State University, Bakersfield. Services are designed to help students stay healthy and reach their academic goals. Enrolled students at CSUB have access to basic medical care at the Student Health Services located on both the main campus and the satellite campus in Antelope Valley. The SHS excellent medical staff of physicians, nurse practitioners, registered nurse and other licensed medical professionals offer a wide range of care to help students stay well and get better quickly should they become ill or injured. The Health Service is accredited by the Accreditation Association for Ambulatory Health Care, an independent national accrediting organization that recognizes the Health Service's high standard of outpatient medical care and services.

All currently enrolled students can access the health services with their CSUB identification card. Current enrolled students of the Extended University can qualify for care once they have paid the quarterly mandatory health fee. If students are under 18 years of age, they are required to submit a signed "Consent to Treat" form by their parent or guardian prior to receiving any services. Forms are available at the Health Center reception desk.

Services offered at the Health Center include both basic and augmented services such as general medicine, physicals, immunizations, health education, laboratory, x-ray, and pharmacy. All basic services rendered in support of actual illness or injuries are provided at no extra cost. Augmented services such as pharmacy services, specialized lab testing, or services requested for health maintenance or clearances have a small fee associated with them. The complete fee schedule is posted in the Health Center and on the website: www.csub.edu/healthcenter/.

All charges for health care provided off campus are the responsibility of the individual student. The Health Services recommends that students have supplemental health insurance for services beyond the scope of the Health Center; such as emergency room care, ambulance service, hospitalization, and outside specialist care. For those students not otherwise covered, medical insurance plans are available through the Associated Students, Inc. Please also see the catalog section on Health Screening regarding documentation of the vaccine series for Hepatitis B vaccination for those students 18 years of age and younger, and documentation of a vaccination for Measles and Rubella.

Walter W. Stiern Library
661/654-3172

The Walter W. Stiern Library, completed in 1994, is an attractive and useful resource for CSUB students, faculty, and staff. This 150,000 square foot, five-floor complex includes library collections and services, computer labs and classrooms, a media center, faculty and graduate student study carrels, group study rooms, as well as instructional television studios. ADA compliant seating and computing equipment is also available. Wireless Internet access is available to current CSUB students only.
Student Services

Stiern Library personnel offer an array of services and programs. To assist students and faculty, research assistance is provided by librarians at the reference desk and by appointment, phone, email or chat. Library Courses and orientations are offered every quarter.

For students taking CSUB courses outside the Bakersfield area, the Library's Distance Services area provides library access and assistance to currently enrolled CSUB students. A full-time librarian is available to assist students at the CSUB Antelope Valley Center.

The Library provides access to over 20,000 electronic journals and a half a million volumes. Other collections housed in the Library include the campus archives, special collections, new acquisitions, multicultural and faculty books. Off-campus access is available to the Library's electronic resources, requiring only a current CSUB ID and an Internet connection. A Course Reserves collection includes many electronically available materials as well as some print materials for course assignments. Additionally, if the Library does not own or have access to a particular article, book, etc. current CSUB users can request the material through the Interlibrary Loan Service.

The Library's web page is the portal to library resources including online periodical databases and reference sources, the library's online catalog, subject guides, and links to other services such as distance services, interlibrary loan, course reserves (online and print), and library courses.

For more information about the Library, please visit in person or via the library web site: http://www.csub.edu/library/
University Police

24-Hour Emergency Line
Dial “911” for University Police, Medical or Fire Emergency

Non-Emergency
Extension 2111 or 654-2111

University Police Department Mission Statement
We are committed to working in partnership with our community to provide the highest level of safety, service, and preparedness. We are the University’s resource for a peaceful learning environment.

Crime Statistics
You can obtain a copy of the annual campus crime statistics by contacting the University Police Department at 661-654-2111 or by logging onto the UPD website at: www.csub.edu/bas/police

When calling the University Police
• Give your name
• Describe the condition clearly and accurately
• Give your telephone number or extension number
• Give building and room number or other specific location
• DON’T HANG UP! Let the person to whom you are talking end the conversation; other information may be needed

Be Alert
Look around you; be aware of who else is around. If you think someone is following you, turn around and check. The surprise of a hostile look or aggressive words might avoid problems. If you feel you are in danger, make as much noise as possible and run. Trust your instincts - if you feel uneasy, get out of the situation as quickly as possible.

Be Responsible
Thefts occur everywhere - even on campuses. Watch your property and do not leave it unattended. Be observant of persons around you, especially when studying in libraries and when in the cafeteria. Report suspicious situations, such as persons loitering in parking areas and unoccupied areas.

Escort Service
The University Police Department provides escort services across campus, to your vehicle, or to your dorm residence. If for any reason you do not feel comfortable or safe walking to your destination please call 654-2111 for an escort.

Go In Groups
Avoid walking alone - especially during late hours. Share a walk with a friend, or call the University Police for an escort.

Lock Your Vehicle
Don't leave valuables inside and in plain sight. Keep car doors locked. Have your keys in hand and check inside the car before entering.

Parking Mission
The mission of Parking Services at C.S.U.B. is to provide quality parking services, parking lot safety, and enforcement of regulations in a fair and consistent manner, while conforming to Title V of the California Code of Regulations, which provides that parking fees shall be assessed to park vehicles upon CSU campuses. We are dedicated to protecting the spaces for those who pay the required parking fees and properly display the appropriate permit (daily permit, parking pass, or deposit of coins in a meter), so that students, faculty, staff, and visitors are able to park lawfully and as conveniently as possible. We are also dedicated to providing quality customer service that results in a high level of customer satisfaction.
University Police

Bicycle and Skateboard Regulations
The use of bicycles, skateboards and scooters as an alternative means of transportation to and from the University is encouraged. Bicycle racks for secure storage have been placed at many locations throughout the campus. Regulations on their use have been implemented by the University to allow access to major campus thoroughfares. The regulations apply to all persons on the CSUB campus and will be enforced by the University Police Department. A copy of the regulations may be viewed at www.csub.edu/bas/police.

Parking and Safety
The California State University Police Department is responsible for the enforcement of parking and traffic regulations at California State University, Bakersfield. Parking and traffic regulations are in place for the safety of all who utilize CSUB facilities. Citations are issued to those who do not comply with campus parking regulations and traffic laws, as a means to promote safety and fair and equitable parking standards. Parking regulations and ordinances are enforced 24 hours per day, 7 days per week. If not otherwise specified, all ordinances and laws contained in the California Vehicle Code are applicable to the operation of vehicles on this campus. All fines are processed through CSU, Stanislaus, Dept. of Public Safety, Parking Mgmt. Bureau, 801 W. Monte Vista Ave., Turlock, CA 95382. Failure to pay parking and traffic fines may result in the immobilization of your vehicle or by the withholding of vehicle registration by the State Department of Motor Vehicles, section 41103 C.V.C.

Parking Regulations
Parking on campus is governed by University Parking Regulations, which require payment of an established parking fee and possession of a daily, quarterly, annual, or temporary parking permit, to permissibly park on campus (except in metered, loading, time limited zones, or by issuance of a visitor’s permit). These regulations apply to students, the general public, and state university employees. A copy of the C.S.U.B. parking regulations may be viewed at www.csub.edu/bas/police.

Parking Permit Validity
A. Pay parking shall be in effect 24 hours per day, 7 days per week.
B. Permits will be valid as indicated with beginning and ending expiration dates on the permit.
C. The permit or decal must be clearly visible at all times to be valid.
D. The parking permit or decal is not transferable and must not be altered.
E. Visitor or Special Business permits will be valid only when displayed as directed on the permit.

Disabled Parking
Disabled parking spaces have been designated in each of the parking lots. Their use is reserved exclusively for disabled persons with disabled placards issued by the Department of Motor Vehicles. As campus regulations do not permit complimentary parking for university students or employees, disabled students and employees must also display a valid campus parking permit. Vehicles displaying a disabled placard and a valid campus parking permit are valid in all other spaces, as well, but are subject to time limits or other designations posted with the space, with the exception of metered spots in which they may park without being required to pay a parking meter fee.

Parking Areas
A. All areas on the campus where vehicles may be legally parked are designated.
B. Motorcycles and other motorized two-wheeled vehicles shall be parked in designated areas.
C. Parking areas marked with GREEN are time-limited areas.
D. Parking spaces marked with YELLOW are loading areas, with a time limit.
E. Areas marked in RED are designated no parking zones.
F. Parking areas marked with WHITE are for loading and unloading passengers.
G. Metered spaces are provided for short-term parking. Parking permits are not valid in metered spaces.
H. Special Business parking permits are valid in spots reserved for “Special Business Parking” and in any legal parking space on campus.
University Police

Sale of Parking Permits
A. Permits may be purchased during registration at any time during normal business hours from the Cashier’s Office. Permits may also be purchased online through MYCSUB and mailed to you during a designated time period prior to the start of classes.
B. Daily Parking Permits are available 24 hours per day from dispensers at each entrance to the University.
C. Daily permits and parking information may also be obtained from the Information Kiosks at the Don Hart Drive - East and Roadrunner Drive entrances during open hours of operation.

CSUB Smoking Policy (Effective September 6, 2011 and supersedes all previous CSUB smoking policies)

California State University, Bakersfield strives to provide a healthy, smoke free environment for its students, faculty, staff, visitors and the general public.

Smoking is permissible only where designated as a smoking area through signage. Designated smoking areas are located conveniently throughout campus. A map of designated smoking areas is available on the University's Home Page and at the following locations: Safety and Risk Management, University Police, Human Resources, Student Affairs, and the Student Union. Questions regarding the designated smoking locations may be addressed to Safety & Risk Management.

Smoking is prohibited:
- In all State owned, leased or rented vehicles. This includes vans, busses, mobile equipment, electrical carts, and heavy equipment.
- In enclosed areas such as buildings, courtyards, and breezeways.
- Within 20 feet of entrances and exits to buildings.
- At the Children’s Center, Student Health Center, Student Recreation Center, Student Union and Runner Café Patio areas, Science III Outdoor Patio (North West End), athletic fields, and bleachers.

Signs prohibiting smoking shall be prominently displayed throughout campus. Ash cans will be removed from all campus locations except for the designated smoking areas. Any member of the campus community may respectfully ask individuals to comply with this policy. There shall be no reprisal against anyone seeking assistance in enforcing this policy. New employees will be notified of the policy by the Human Resources Management Office upon employment.

Authorities Cited:
- Sections 42356 and 41301 of Title 5 of the California Code of Regulations;
- California Government Code Section 7597, Section 1994.31-19994.32,
Rights and Responsibilities

Academic Integrity
The principles of truth and integrity are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles and in so doing will protect the integrity of all academic work and student grades. Students are expected to do all work assigned to them without unauthorized assistance and without giving unauthorized assistance. Faculty have the responsibility of exercising care in the planning and supervision of academic work so that honest effort will be encouraged and positively reinforced.

There are certain forms of conduct that violate the university’s policy of academic integrity. ACADEMIC DISHONESTY (CHEATING) is a broad category of actions that involve fraud and deception to improve a grade or obtain course credit. Academic dishonesty (cheating) is not limited to examination situations alone, but arises whenever students attempt to gain an unearned academic advantage. PLAGIARISM is a specific form of academic dishonesty (cheating) which consists of the misuse of published or unpublished works of another by claiming them as one’s own. Plagiarism may consist of handing in someone else’s work as one’s own, copying or purchasing a pre-written composition and claiming it as one’s own, using paragraphs, sentences, phrases, words or ideas written by another without giving appropriate citation, or using data and/or statistics compiled by another without giving appropriate citation. Another example of academic dishonesty (cheating) is the SUBMISSION OF THE SAME, OR ESSENTIALLY THE SAME, PAPER or other assignment for credit in two different courses without receiving prior approval from the instructors of the affected courses.

When a faculty member discovers a violation of the university’s policy of academic integrity, the faculty member is required to notify the Office of Student Rights and Responsibilities and the student(s) involved. A course grade of ‘F’ may be assigned or another grade penalty may be applied at the discretion of the course instructor. Additional disciplinary sanctions are determined by the Director of the Office of Student Rights and Responsibilities. Disciplinary sanctions may include disciplinary probation, suspension, permanent expulsion from the university or from the California State University system, administrative hold on the release of records, and withholding a degree. Disciplinary probation shall be noted on the student’s formal academic record only for the duration of the probationary period. Disciplinary suspension of more than one academic year and expulsion are a part of the student’s permanent record.

The student may pursue a formal hearing or make a settlement agreement with the Director of the Office of Student Rights and Responsibilities. The Office of Student Rights and Responsibilities shall conduct an investigation, confer with the faculty member, students and any witnesses identified, and review all evidence. The student is entitled to a formal hearing scheduled by the Office of Student Rights and Responsibilities, in which the evidence of the alleged violation shall be presented before an impartial Hearing Officer (appointed by the President) and the student shall be present to provide an explanation or defense. The Hearing Officer shall submit a written report to the President containing the findings, conclusions, and recommendations. Alternatively, a settlement agreement may be made with the Office of Student Rights and Responsibilities. The settlement agreement will specify the disciplinary sanctions, the length and terms of disciplinary probation or suspension, and the conditions the student is expected to meet in order to remain in good standing (e.g., training or regular meetings with the Office of Student Rights and Responsibilities). All sanctions are reported to the instructor reporting the incident, the student’s Chair, and the student’s Dean.

Any repeated violation of academic integrity shall result in more serious academic sanctions. Normally, this will include suspension or expulsion from the university with a note on the student’s permanent record.

POLICY ON ACADEMIC FREEDOM AND RESPONSIBILITY

Principles of Community
California State University, Bakersfield is a multicultural community of persons from diverse backgrounds and sets of beliefs and values. As a community our university is committed to ensure that our programs, classes, lectures, activities and everyday interactions are enriched by our acceptance of one another and by striving to learn from each other in an atmosphere of positive engagement and mutual respect. As a university, we are committed to maintain a learning climate free from expressions of bigotry, and to protect diversity and lawful free speech. Our university affirms and seeks to promote tolerance, civility, and mutual respect for diversity of background, gender, ethnicity, race, religion, political beliefs, sexual orientation, and physical abilities.
Rights and Responsibilities

Principles of Academic Freedom

Freedom of inquiry and the open exchange of ideas are fundamental to the vitality of our academic institutions. The notion that freedom and national security are opposed denies the basic premise of a free democratic society where open exchange of information, public access to vital information, and ability to openly challenge governmental decisions without fear of reprisals, increases rather than hinders national security.

The principles of academic freedom are critical to ensure higher education’s important contribution to the common good. Basic academic freedom includes the ability to do research and publish the freedom to teach and the freedom to communicate extramurally.

California State University is committed to assuring that all persons may exercise the rights of free expression, speech, and assembly and affirm below the following statements and principles.

1. CSU, Bakersfield strongly reaffirms its commitment to uphold and preserve the principles of Academic Freedom as contained in the 1940 Association of University Professors (AAUP) Statement on Academic Freedom and Tenure with the 1970 Interpretive Comments. These principles and comments have been widely adopted by many universities and Associations of Higher Education in the United States.

2. CSU, Bakersfield affirms that these principles reflect the fundamental mission of the University to discover and disseminate knowledge to its students and the society at large. CSU, Bakersfield shall support the pursuit of excellence and academic freedom in teaching, research, and learning through the free exchange of ideas among faculty, students, and staff. The university and its community recognizes that quality education requires an atmosphere of academic freedom and academic responsibility for academic freedom is always accompanied by a corresponding concept of responsibility to the University and its students and the University and its students to its faculty and staff.

3. CSU, Bakersfield reaffirms that it is the faculty who have primary responsibility for and jurisdiction over establishing hiring criteria for faculty positions; that these criteria must derive exclusively from the professional standards set forth by scholarly/professional organizations and by campus faculty (according to the shared governance processes of the University); and that conditions of hiring never include reference to an individual's political affiliations.

4. CSU, Bakersfield affirms that academic freedom for student rests first upon their access to a high quality education and their right to pursue a field of study that they deem appropriate and desirable.

5. CSU, Bakersfield reaffirms its support of the principles of academic freedom as they apply to the rights of students in a class and university environment that fosters civil discourse, respect, open inquiry and freedom of expression.

6. CSU, Bakersfield affirms further that these principles also support the University's mission to foster in students a maturity and independence of mind by providing within the class and university an environment where students as well as faculty are free to express the widest range of viewpoints within the standards of scholarly inquiry and professional ethics.

7. Students have the right to disagree with the conduct or content of courses and to seek change, but such freedom does not include the right to disrupt orderly classroom activities or to avoid fulfillment of expectations of the course. Academic freedom for faculty members must include a means for seeking the censure or dismissal of students guilty of disruption, destruction, or unethical classroom behavior. This is done through the established university discipline procedures.

8. Academic freedom for students includes the rights of students to be fairly and competently evaluated and graded. Punitive grading is not acceptable except in the cases of cheating or plagiarism. The university provides established Student Grievance Procedures for students to seek redress in such matters.

9. Academic freedom includes the rights of both faculty and students to seek censure of faculty members by complaint, petition, or seeking discipline for incompetence or unprofessional behavior including improper and clearly documented intrusion on student rights to academic freedom. The university provides established procedures through its Committee on Professional Responsibilities for such redress. Complaints about infringement of such rights should be brought either to the Provost and Vice President for Academic Affairs or the University Ombudsman and then, after review, forwarded to the Chair of the Committee on Professional Responsibilities. Before such formal action is sought the normal informal procedures for grievance resolution should be followed. These informal procedures are described in the "Student Complaint and Academic Grievance Procedures" which may be found on the web page of Academic Programs.

Philosophy Regarding Academic Freedom in the Classroom - The expression of different points of view in the classroom by faculty and students is not only a right but also a responsibility. Although we cannot control the interpretations of others, we must always remember why we are here: to enlighten, nurture and educate. It is our responsibility to try to provide an environment of mutual respect in which individuals can express their opinions. Instructors often present controversial opinions (some of which they do not personally believe to be true) in order to stimulate conversations and higher reasoning amongst students. This ability must not be eroded. Students do have
Rights and Responsibilities

the right to be graded fairly and the right for professors and the university to protect their academic freedom. Having an ideological divergent opinion does not constitute grounds for punitive action.

NONDISCRIMINATION AND UNLAWFUL HARASSMENT POLICY

CSUB is committed to maintaining an environment free from unlawful discrimination. To fulfill this commitment, the University will work to prevent unlawful discrimination from occurring and will ensure that University policies prohibiting discrimination are fully enforced. The University affirms and protects the rights of students and employees to seek and obtain the services of the University without unlawful discrimination. No employee or student shall on the basis of race, color, gender, religion, age, sexual orientation, marital status, pregnancy, disability, veteran status or national or ethnic origin be excluded from participation in, be denied the benefits of or be otherwise subjected to unlawful discrimination, including discriminatory harassment, under any program of the University. Employees and students who cause these rights to be violated may be subject to discipline. This policy should not be interpreted as supersed ing or interfering with collective bargaining agreements or other California State University policies and procedures currently in effect. If discipline of an employee is sought as a remedy under this policy, the procedural rights under applicable collective bargaining agreements and system-wide procedures will continue to apply. However, those rights may not supersede or interfere with the requirements of state and federal law.

Responsible Office - In carrying out the applicable policies of the University, the Office of the Provost and Academic Vice President is responsible for responding to complaints of discrimination for faculty and students and the Director of Human Resources is responsible for responding to complaints from staff employees at the University. They arrange for investigations of such complaints and issues findings of fact following such investigation.

Upon receipt of a complaint alleging unlawful discrimination from applicants to, or participants in, any program administered by an approved University auxiliary organization, other than the Associated Students Incorporated (ASI), the Office of the Provost shall promptly acknowledge receipt of the complaint in writing and refer the investigation and resolution of such complaint to the auxiliary organization.

Complaints against the ASI will be referred to the Student Discipline Coordinator.

Filing of Complaints - Individuals who believe they are or may have been victims of discrimination and/or discriminatory harassment, may initiate either an informal inquiry or file a formal complaint.

Informal Inquiry - The intent of the informal inquiry process is to provide persons who are concerned that they might have a discrimination complaint with an opportunity to receive information and advice about the definition of discrimination, the legitimacy of their concerns, and the procedures that exist for resolving complaints. It seeks to provide an opportunity for an informal, yet fair, resolution of the inquiry, while preserving, to the greatest extent possible, the confidentiality of the parties involved in an atmosphere of mediation and conciliation. At any time during the informal inquiry and resolution process, the person making the inquiry may initiate a formal complaint.

The University designates the Student Ombudsman (Student Counseling Center) to receive informal inquiries from students, the Director of Human Resources (ADM 104, 661-654-2266), to receive informal inquiries from staff employees, and the Office of the Provost and Vice President for Academic Affairs (ADM 100, 661-654-2154) to receive informal inquiries from faculty.

In addition to giving information and advice, those designated to receive informal inquiries may seek to achieve informal resolution to problems by bringing together the two parties. This attempt will likely require the agreement of the inquirer to enlarge the scope of confidentiality to include the second party.

The University will endeavor to restrict confidentiality to the person making the informal inquiry and the designee receiving it, but this restriction cannot be guaranteed. As a means of fulfilling its obligation to create and maintain an environment free from discrimination and discriminatory harassment, the University may conduct reasonable and appropriate investigations designed to assess whether a violation of the nondiscrimination policy has occurred and this may require enlarging the scope of confidentiality. A confidential record of informal inquiries shall be maintained in the office conducting the investigation. Both parties are encouraged to keep the results of the resolution confidential.

In the event this informal inquiry leads to a resolution, both parties are precluded from subsequently filing a formal complaint under these procedures unless it is demonstrated to the satisfaction of the Provost and Vice President for Academic Affairs or the Director of Human Resources that the terms and conditions of the resolution, if any, have been violated.
Rights and Responsibilities

The University, under the charge of protecting its members from discrimination, may have a legal duty to initiate an investigation, a resolution, or disciplinary action, even if a formal complaint is not filed and independent of the intent or wishes of the person making the informal inquiry.

Formal Complaints - Students or faculty employees may file a formal complaint with the Office of the Provost and staff employees may file with the Director of Human Resources. To be timely, the person must submit a complaint no later than 20 days after the most recent allegedly discriminatory act occurred. The President, Provost or Director of Human Resources may extend the deadline based on extenuating circumstances.

The person filing the complaint may, but is not required to, have a consultant of their own choosing present at their interviews conducted during the course of the investigation into the complaint. The consultant shall not be a person admitted to the practice of law before any state or federal court. The role of the consultant is limited to observing and consulting with the Complainant.

The student or the employee may initiate a formal complaint by filing a paper with the appropriate individual, which contains the following information.

1. The full name, address and telephone number of the complainant, who must be the individual claiming to be harmed by the discrimination;
2. The name of person(s) alleged to have committed a discriminatory act;
3. A clear and concise written statement of the facts that constitute the alleged discriminatory act(s), including pertinent dates and sufficient information to identify any other individuals who may provide information during the course of an investigation conducted under these procedures;
4. A statement by complainant verifying that the information supporting the allegations of unlawful discrimination is true and accurate to the best of complainant's knowledge;
5. Complainant's signature;
6. The date of submission of the complaint;
7. Information that establishes that both complainant and person(s) alleged to have committed a discriminatory act have a sufficient relationship to the University to require application of University policies and procedures to the allegedly discriminatory act(s); and
8. The full name, address and telephone number of the complainant's consultant, if any.

At, or a mutually agreed time after, the time a student or employee initiates a complaint, a representative from the appropriate office shall conduct an interview with the complainant. If the proffered complaint fulfills the requirements set forth above, the representative shall inform the complainant in writing that the complaint has been filed. However, if the complaint alleges conduct that, if true, would not constitute a violation of University policies related to unlawful discrimination on the basis of race, color, gender, religion, age, sexual orientation, marital status, pregnancy, disability, veteran status or national or ethnic origin, the matter shall be dismissed without further investigation.

With the exception of notice to person(s) alleged in the complaint to have committed a discriminatory act, only those persons with a legitimate need to know will be appraised of the filing of and final disposition of a complaint. Those persons may include, but are not necessarily limited to, appropriate organization unit administrators (Deans, Department Heads, Directors or Vice Presidents) who may have an obligation to monitor the workplace to ensure that retaliatory action does not occur during or after the investigative process concludes, and who may be required to implement recommendations resulting from the investigation of the Complaint.

The student or employee who filed the complaint, upon inquiry and during the course of an investigation, shall be advised of the status of the investigation.

Following the filing of a complaint, the Provost and Vice President for Academic Affairs or Director of Human Resources will designate an investigator to act as a neutral fact-finder. This investigator shall assemble statements, documents and other relevant evidence, and interview witnesses and other identified individuals who have or may have information concerning the allegations set forth in the complaint. The investigator will make every reasonable attempt to complete the investigation within 90 days of the filing of a formal complaint.

Upon completion of an investigation, the investigator will make findings of fact regarding the allegations, which s/he shall reduce to an investigative report and which shall be submitted to the Provost and Vice President for Academic Affairs or Director of Human Resources.
Rights and Responsibilities

After review of the investigative report, the Provost, Director or Designee shall evaluate the evidence in accordance with University policies related to unlawful discrimination or harassment, and shall make a Finding of "Cause" or "No Cause" regarding the allegations. The Provost, Director or designee shall notify complainant in writing of the finding of "Cause" or "No Cause". Such notice shall inform the complainant of the outcome of the complaint, including sufficient detail so as to permit an informed decision as to whether to appeal the finding. The Provost, Director or designee may also notify other persons with a legitimate need to know. This information is to be treated as confidential and is not to be disclosed to third parties.

If the Provost, Director or designee finds "Cause", s/he shall also issue a separate recommendation regarding corrective actions. This may include individual remedies for the complainant or a range of formal or informal disciplinary measures or other personnel actions. If it is determined that disciplinary charges should be initiated, disciplinary proceedings shall be conducted in accordance with the current applicable collective bargaining agreement or, for charges against administrators or other non-represented employees, appropriate University policies shall be utilized. Whenever any information concerning recommended corrective action in connection with allegations of discrimination is provided to the complainant, such information shall be provided on a confidential basis. Failure on the part of the complainant to respect confidentiality could result in civil action initiated by person(s) alleged in the complaint to have committed a discriminatory act.

Once a formal complaint has been filed, the University has an obligation to investigate complaints raising significant claims of discrimination and sexual harassment. However, in appropriate circumstances, and in the discretion and judgment of the President, Provost, or Director the complainant may withdraw a Complaint. The appropriate Office shall notify complainant of such withdrawal.

Following receipt of a finding, the student or the employee filing a complaint may seek to have the finding reviewed by the President. The issues raised on appeal shall be limited to those issues raised during the investigation. To secure an appeal, the student or the employee must file a written request no later than fourteen (14) days from the date on which he/she received the finding. The President or Appeals Designee shall consider the facts in support of the request and develop any additional facts deemed necessary. The President or Appeals Designee shall complete the review in a timely manner and shall prepare and provide a written decision to complainant, the Provost or Director and to those individuals who received a copy of the finding. The decision by the Appeals Designee shall be final.

An investigation shall be considered complete and the investigation shall be closed after the period has passed within which an appeal may be timely filed, if no appeal has been filed, or following a final decision by the President or Appeals Designee. A matter also may be closed administratively when the Provost or Director decides that further investigation is either impossible or unnecessary.

When a formal complaint is made to the Office of the Provost alleging discrimination or sexual harassment by a student, the complainant shall be referred to the University Student Discipline Coordinator. Upon receiving a formal complaint, or upon determining that the University has an obligation to pursue an inquiry into possible incidents of discrimination or sexual harassment even without a signed Complaint, the Student Discipline Coordinator or appropriate University personnel shall promptly begin an investigation. The Student Discipline Coordinator or designee shall complete the investigation within ninety (90) instructional days from receipt of the complaint against a student and shall thereafter inform the complainant in writing as to whether the University will or will not initiate formal disciplinary charges. If the Student Discipline Coordinator (or designee) concludes that disciplinary action may be required, formal disciplinary charges shall be initiated in accordance with the Student Disciplinary Procedures for the California State University.

OTHER PROVISIONS

Confidentiality - The Provost, Director of Student Discipline Coordinator, or designee shall respect confidentiality of information obtained during the course of an investigation, except where disclosure is required by an obligation imposed on the University by law, to investigate a Complaint or to advise parties to the complaint of the outcome of an investigation or to facilitate other legitimate University processes. As a means of fulfilling its obligation to create and maintain an environment free from discrimination and discriminatory harassment, the University may conduct reasonable and appropriate investigations designed to assess whether a violation of the University policies related to nondiscrimination or sexual harassment has occurred and this activity may require enlarging the scope of disclosure.

Retaliation; Cooperation - Threats or other forms of intimidation or retaliation against any person who files a Complaint of discrimination or sexual harassment, participates in an investigation or opposes an unlawful discriminatory practice or policy are prohibited and shall form an independent basis for investigation under the procedures. Employees and students are expected to cooperate in an investigation into a complaint of discrimination or sexual harassment.
Rights and Responsibilities

Complaints Filed with Outside Agencies - The University acknowledges that individuals have rights to file charges with external agencies at any time within that agency's deadlines, and that those charges may be filed concurrently with complaints that are filed with the University in accordance with these procedures. The fact that a charge has been filed with an external agency will in no way deter an investigation by the University concerning the same or similar events, so long as the complaint is filed in a timely manner pursuant to these procedures.

Race, Color, and National Origin - The California State University complies with the requirements of Title VI and Title VII of the Civil Rights Act of 1964, as well as other applicable federal and state laws prohibiting discrimination. No person shall, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program of the California State University.

Disability - The California State University does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and various state laws prohibit such discrimination. The Director of Services for Students with Disabilities (SSD) has been designated to coordinate the efforts of California State University, Bakersfield to comply with all relevant disability laws. Inquiries concerning compliance may be addressed to the Director at the SSD office located in SA 140, (661) 654-3360 (voice), (661) 654-6288 (TDD).

Sex/Gender - The California State University does not discriminate on the basis of sex, gender or sexual orientation in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972 and certain other federal and state laws prohibit discrimination on these bases in education programs and activities operated by California State University, Bakersfield. Such programs and activities include admission of students and employment. Inquiries concerning the application these laws to programs and activities of California State University, Bakersfield may be referred to the Counseling Center, the campus officer(s) assigned the administrative responsibility of reviewing such matters or to the Regional Director of the Office of Civil Rights, Region IX, 50 United Nations Plaza, Room 239, San Francisco, California 94102.

The California State University is committed to providing equal opportunities to male and female CSU students in all campus programs, including intercollegiate athletics.

Observance of Religious Holidays - The Academic Senate recognizes and welcomes the religious diversity of our student body. Further, the Academic Senate recognizes that, upon occasion, students’ religious observances may conflict with course requirements (such as examinations) and requests all faculty to be sensitive to that fact and to make reasonable accommodations for those students.

POLICIES ON THE RIGHTS OF INDIVIDUALS

Campus Policy on Disruptive and Violent Behavior - California State University, Bakersfield is committed to creating and maintaining a safe working, learning, and social environment for all students, employees and visitors which is free from violence, threats, intimidation, hostile acts, and disruptive behavior.

Civility, understanding, and mutual respect toward all persons are intrinsic to the existence of a safe and healthy campus. Threats or acts of violence, or hostile, intimidating, or disruptive behavior not only impact the individuals concerned, but also the mission of the University. The University prohibits acts or threats of violence, and any person who commits such acts is subject to disciplinary action, and/or civil or criminal prosecution.

The University has zero tolerance for potentially violent or violent acts against any member of the campus environment, or against any property.

For the purpose of this policy, violence, threats of violence, and other inappropriate behaviors include, but are not limited to:

- any act that is physically or emotionally assaultive; or
- any threat, behavior or action which is interpreted by a reasonable person to carry the potential of:
  - harm or endangering the safety of others;
  - resulting in an act of aggression; or
  - destroying or damaging property.

Established student, personnel, and public safety procedures will serve as the mechanisms for resolving such situations. Each incident will be taken very seriously and may be reported to, and records maintained in, the Office of Risk Management (SSS 109, 661-654-2066).
Rights and Responsibilities

Members of the campus community are encouraged to report to the Public Safety Office, the appropriate school dean, or the employee's area supervisor, acts of violence, threats of violence or any other behavior which by intent, act or outcome could harm another person or property.

Individuals who severely disrupt classrooms, offices or common spaces may be removed from the campus. Deans may deny class enrollment to a student whose behavior compromises the learning environment. Formal sanctions may also be administered by the Coordinator for Student Discipline and Judicial Affairs.

Confidentiality of Disability Related Student Records - California State University campuses comply with the Family Education Rights and Privacy Act of 1974 (FERPA) and its regulations. Each CSU campus shall maintain appropriate confidential records identifying students with disabilities. Information in these records shall include the student's name, address, social security number, nature of disability, support services recommended, and verifying statement by the director of disabled student services or designee, or documentation provided by the student. The confidential records will be protected in accordance with FERPA regulations with the purpose of providing appropriate academic accommodations to the student. Information about the student may be released with the student's consent or in accordance with FERPA or other applicable legislation.

Service Animal Policy - According to the Americans with Disabilities Act (ADA), a service animal is defined as "any animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items". Service animals must be permitted to accompany a person with a disability everywhere on campus or off campus as the activity (e.g. internship, field work, etc.) pertains to the curriculum. If there are any questions as to whether an animal qualifies as a service animal, a determination will be made by the Section 504 Compliance Officer/ADA Coordinator in consultation with the Office of Services to Students with Disabilities (SSD).

In compliance with the ADA, service animals are welcome in all buildings on campus and may attend any class, meeting, or other event. Disabled students desiring to use a service animal on campus should first contact SSD to register as a student with a disability. The Director of SSD (or designee) will evaluate the disability and recommend any additional accommodations appropriate to the functional limitations of the disability.

Faculty or staff desiring the use of a service animal on campus should contact the Office of Personnel Services. The Director of Personnel (or designee), in consultation with the Director of SSD (or designee), will evaluate the disability and make any appropriate recommendations.

Requirements of service animals and their owners include:
- Dogs must be licensed in accordance with county regulations and wear a vaccination tag.
- Other types of animals (monkeys, snakes, miniature donkeys, etc.) must have vaccinations appropriate for that type of animal.
- Animals must be in good health. Animals to be housed in university housing must have an annual clean bill of health from a licensed veterinarian.
- Animals must be on a leash at all times.
- The owner must be in full control of the animal at all times.
- The owner should provide SSD information as to how the animal accommodates for their disability.

Reasonable behavior is expected from service animals while on campus. If a service dog, for example, exhibits unacceptable behavior, the owner is expected to employ the proper training techniques to correct the situation.

The owners of disruptive and aggressive service animals may be asked to remove them from university facilities. If the improper behavior happens repeatedly, the owner may be told not to bring the service animal into any facility until they take significant steps to mitigate the behavior. This mitigation may include muzzling a barking dog, or refresher training for the animal and its owner.

Cleanliness of the service animal is mandatory. Daily grooming and occasional baths (at a vet or a family home) should keep dog odor to a minimum. Flea control is essential and adequate preventative measures should be taken. If a flea problem develops, it should be dealt with immediately and in an effective manner.

Consideration of others must be taken into account when providing maintenance and hygiene of service animals.

Any questions regarding this policy may be directed to either the SSD Office SA 140 (661) 654-3360 (voice) (661) 654-6288 (TDD), or to the Section 504 Compliance Officer/ADA Coordinator, Provost & Vice President of Academic Affairs.
Rights and Responsibilities

Sexual Harassment - Sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the California Fair Employment and Housing Act, as well as under CSU Executive Order 345. California State University, Bakersfield is committed to creating and maintaining an environment in which faculty, staff, and students work together in an atmosphere of mutual respect and unconstrained academic interchange. In the university environment, all faculty, staff, and students are entitled to be treated on the basis of their qualifications, competence, and accomplishments without regard to gender. Individuals are entitled to benefit from university programs and activities without being discriminated against on the basis of their sex. Sexual harassment violates university policy, seriously threatens the academic environment, and is illegal. The policy on campus is to eliminate sexual harassment and to provide prompt and equitable relief to the extent possible.

Sexual harassment includes such behavior as sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature directed toward an employee, student, or applicant when one or more of the following circumstances are present:

- Submission to or toleration of the conduct is an explicit or implicit term or condition of appointment, employment, admission, or academic evaluation;
- Submission to or rejection of such conduct is used as a basis for a personnel decision or an academic evaluation affecting an individual;
- The conduct has the purpose or effect of interfering with an employee’s work performance, or creating an intimidating, hostile, offensive or otherwise adverse working environment;
- The conduct has the purpose or effect of interfering with a student's academic performance, creating an intimidating, hostile, offensive or otherwise adverse learning environment, or adversely affecting any student.

Sexual harassment will not be tolerated by the university and may result in disciplinary action, up to and including termination or dismissal. Administrative personnel are available to answer questions or handle complaints by students, employees, student applicants or employee applicants. The names and office locations of sexual harassment counselors and respective administrative personnel are available in the Counseling Center and the Office of Personnel Services. Any employee who believes that this policy has been violated should promptly report the facts of the incident(s) and the person(s) involved.

Formal complaints alleging sexual harassment of employees or applicants for employment should be made to the Director of Personnel Services (ADM 108, 661-654-2266). Complaints involving sexual harassment of students should be made to the Ombudsman, located in the Counseling Center (HC, 661-654-3366). Such complaints will be investigated without delay in accordance with university procedures and appropriate action taken.

University Alcohol and Illicit Drug Policy (Philosophical Statement) - CSUB recognizes that the abuse of alcohol and other drugs is detrimental to the educational mission of the University, as well as to individual members of the University community and their families. All members of the University community have a stake in ensuring that alcohol is used in a responsible manner. To achieve this end, CSUB has developed a comprehensive approach to address potential and/or problems of substance abuse. This approach emphasizes the following components:

- Taking effective steps to create and maintain an environment conducive to educational growth for students, faculty, and staff.
- Providing continual education, prevention, and intervention services along with referrals to community treatment facilities as needed.
- Encouraging students who are experiencing difficulties associated with alcohol and/or illicit drug use to seek an assessment, counseling, and other treatment services voluntarily with the understanding that assistance is confidential.
- Assessing university sanctions for the manufacture, distribution, use or possession of illegal drugs or the possession of alcohol which may include prosecution under applicable state and federal laws.

Student Policy on Alcohol - Only those university students 21 years of age or older may possess or consume alcoholic beverages at approved university-related functions or in designated locations on campus, and they must do so in a responsible manner. Students are expected to assume responsibility for their own behavior while drinking and must understand that being under the influence of alcohol in no way lessens their accountability to the university community.

- Students will not provide alcoholic beverages to anyone under 21 years of age.
- University-recognized student living units and events sponsored by university-recognized groups are governed by university policy concerning alcohol. Individuals and groups are expected to follow appropriate on-campus residential hosting guidelines.
- Alcoholic beverages may not be present at student organization recruitment efforts. The use of university funds to provide alcohol to students is prohibited.
Rights and Responsibilities

• The intention to serve alcoholic beverages must be registered with the office or department administratively responsible for the facility or location where the event is to be held.

Violation of University policies concerning alcohol will result in appropriate disciplinary action. If a determination that a violation of the alcohol policy has occurred, by either an individual or a student organization, sanctions will be assessed. Such sanctions for a group or individual may include any of the following:
• Community Service
• Educational Sessions
• Denial of use of university facilities
• Social Probation
• Disciplinary Probation
• Revocation of recognition as a student organization
• Suspension from the university
• Expulsion from the university

If a determination is made that a student organization has violated the university alcohol policy, sanctions will be assessed by the Office of Student Activities. If a determination is made that a student is in violation of the university alcohol policy, sanctions will be assessed by the President or a designee.

In addition, if a determination that a violation of the alcohol policy has occurred by an individual student (group grievances are not permitted), that student has the right to file a nonacademic grievance. A student wishing to file a grievance should consult the Student Complaint and Grievance Procedure. Copies of the procedure are available in the Office of the Vice President of Student Services and the Office of the Dean of Academic Programs.

State and Federal Criminal Sanctions - Additionally, the university expects all students and student groups to comply with all current laws of the state of California and the city of Bakersfield. It is the responsibility of each student to be aware of, and to abide by, all state and local ordinances and university regulations. Current laws provide for severe penalties for violations, which may result in a criminal record. Students should note that state and local laws include but are not limited to, the following provisions:
• The purchase, possession or consumption of any alcoholic beverages by any person under the age of 21 is prohibited
• It is unlawful to provide alcohol to anyone under the age of 21
• Selling, either directly or indirectly, any alcoholic beverage except under the authority of a California Alcoholic Beverage Control Board license is prohibited
• Serving alcohol to an intoxicated person or to someone to the point of intoxication is prohibited
• Being intoxicated and disorderly in public is prohibited
• Driving a motor vehicle or a bicycle while under the influence of alcohol is prohibited

The following is a brief summary of the state and federal criminal sanctions that may be imposed upon someone who violates the alcohol policy at CSUB or elsewhere in the state of California:
• A violation of California law for the unlawful sale of alcohol may include imprisonment in the county jail for six months, plus fines and penalties
• A violation of California law for the use of alcohol by obviously intoxicated individuals will vary with particular circumstances but may include imprisonment in the county jail and substantial fines and penalties. Additionally, minors who are arrested for violations concerning the use of alcohol run the risk of having their driving privileges suspended or revoked until they are 18 years of age.

The Department of Public Safety is responsible for enforcement for all unlawful possession, use, and/or sale of alcohol.

Student Policy on Illicit Drugs - CSUB prohibits the possession, use, and/or sale of narcotics, marijuana, and/or other illicit drugs. Violation of university policies concerning illicit drugs shall result in appropriate disciplinary action up to and including suspension or expulsion from the university, and in the case of organizations, loss of recognition. The following is a brief summary of the state and federal criminal sanctions that may be imposed upon someone who violates the illicit drug policy at CSUB or elsewhere in the state of California:
• A violation of California law for the possession, use, and/or sale of narcotics, marijuana, and/or other illicit drugs includes imprisonment in the county jail or state prison for one to nine years, plus fines up to $100,000 for each count
Rights and Responsibilities

- A violation of federal law for the possession, use and/or sale of narcotics, marijuana, and/or other illicit drugs may include imprisonment in a federal penitentiary for one to fifteen years plus substantial financial penalties.
- A violation of the law involving an individual being under the influence of a combination of alcohol and drugs (itself potentially fatal), may result in an increase in criminal sanctions and penalties.

The Department of Public Safety is responsible for enforcement for all unlawful possession, use, or distribution of illicit drugs.

Counseling and Intervention Services - Any student, who is concerned about problems resulting from his/her use of alcohol and/or other drugs, is encouraged to seek assistance from the Student Health Center and Counseling Center. Students will receive an initial counseling assessment, and a referral will be provided, when appropriate, to a community treatment agency for diagnosis and treatment. In addition, regular Alcoholics Anonymous meetings are held on campus.

CSUB is an institution of higher education which complies with the Drug-Free Schools and Campuses Regulations of 1989, which states that "as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students."

Therefore, for the benefit of all students, California State University, Bakersfield will strive to maintain an environment free of alcohol and substance abuse.

PRIVACY RIGHTS OF STUDENTS IN EDUCATION RECORDS

Federal Family Educational Rights and Privacy Act (FERPA) - The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted there under (34 C.F.R. 99) set out requirements designed to protect students' privacy in their records maintained by the campus. The statute and regulations govern access to certain student records maintained by the campus and the release of such records. The law provides that the campus must give students access to records directly related to the student, and must also provide opportunity for a hearing to challenge the records if the student claims they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under this law does not include any right to challenge the appropriateness of a grade determined by the instructor. The law generally requires the institution to receive a student's written consent before releasing personally identifiable data about the student. The institution has adopted a set of policies and procedures governing implementation of the statute and the regulations. Copies of these policies and procedures may be obtained at the Vice President for Student Affairs’ Office. Among the types of information included in the campus statement of policies and procedures are: (1) the types of student records maintained and the information they contain; (2) the official responsible for maintaining each type of record; (3) the location of access lists indicating persons requesting or receiving information from the record; (4) policies for reviewing and expunging records; (5) student access rights to their records; (6) the procedures for challenging the content of student records; (7) the cost to be charged for reproducing copies of records; and (8) the right of the student to file a complaint with the Department of Education. The Department of Education has established an office and review board to investigate complaints and adjudicate violations. The designated office is: Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. 20202-4605.

The campus is authorized under the Act to release "directory information" concerning students. "Directory information" may include the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, department employed, student employee status, grade level, enrollment status, degrees, honors, and awards received, and the most recent previous educational agency or institution attended by the student. Students employed by a department and directory information for their employment status apply ONLY to those under the Unit 11 bargaining unit. The above-designated information is subject to release by the campus at any time unless the campus has received prior written objection from the student specifying what information the student requests not be released. Written objections should be sent to the Vice President for Student Affairs’ Office.

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

California State University, Bakersfield/Class Schedule/ Spring 2013 - 50 -
Rights and Responsibilities

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 sanction 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.
Rights and Responsibilities

(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 message.
(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.
Rights and Responsibilities

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

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

Note: Authority cited: Sections 66017, 66452, 66600, 69810, 89030 and 89035, Education Code. Reference: Sections 66450, 69813 et seq. and 89030, Education Code; and Section 245.6, Penal Code.

(e) 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.

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.

Student Discipline and Intellectual Property
Title 5 has been revised to include the following cause to student disciplinary action.
• Unauthorized recording, dissemination, and publication of academic presentations for commercial purposes. This prohibition applies to a recording made in any medium, including, but not limited to, handwritten or typewritten class notes.
• The term "academic presentation" means any lecture, speech, performance, exhibition, or other form of academic or aesthetic presentation, made by an instructor of record as part of an authorized course of instruction that is not fixed in a tangible medium of expression.
• The term "commercial purpose" means any purpose that has financial or economic gain as an objective.
• Instructor of record" mean any teacher or staff member employed to teach courses and authorize credit for the successful completion of courses.

Student Right-to-know Disclosure
The graduation rates of CSUB students who enter as first-time freshmen are comparable with rates nationally. There is a long-standing rule of thumb that about 50 to 60 percent of first-time freshmen entering U.S. state universities successfully complete their baccalaureate studies.
Of the 467 full-time first-time freshmen who enrolled full time in fall 1997, 44.1 percent had graduated with a degree from CSUB by Fall 2001. A further 9.9 percent were still enrolled with a high likelihood of graduation. Thus 55.0 percent were projected to complete a baccalaureate degree at CSUB.
Rights and Responsibilities

A number of the fall 1997 freshmen transferred to another campus. In all, 34.9 percent transferred to either another CSU campus or a California Community College.

So, only 11.1 percent of the fall 1997 freshmen were unaccounted for. The rest had either graduated, were still enrolled, or had transferred to some other California public college or university.

AB 771 (Chacon): Disclosure of Student Information

Agencies of the State of California may request for recruitment purposes information including the names, addresses, major fields of study, and total units completed of CSU students and former students. The university is required by law to release such information to state agencies on request concerning students who have requested in writing that such information be released to state agencies. Students will have an opportunity during registration for each term to request in writing release of such information. Students will also have an opportunity to forbid release of any personally identifiable information to state agencies or any other person or organization.
<table>
<thead>
<tr>
<th>Index</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence Policy</td>
<td>27-28</td>
</tr>
<tr>
<td>Academic Advising/Information Center</td>
<td>5</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>3</td>
</tr>
<tr>
<td>Academic Freedom</td>
<td>41-42</td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>41</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>27</td>
</tr>
<tr>
<td>Academic Renewal</td>
<td>27</td>
</tr>
<tr>
<td>Adding a Course</td>
<td>11</td>
</tr>
<tr>
<td>Admission Information</td>
<td>5</td>
</tr>
<tr>
<td>Advising-Registration Days</td>
<td>3</td>
</tr>
<tr>
<td>Spring 2013</td>
<td>3</td>
</tr>
<tr>
<td>Alcohol/Illicit Drug Policy</td>
<td>48-50</td>
</tr>
<tr>
<td>American Institutions Req</td>
<td>21</td>
</tr>
<tr>
<td>Antelope Valley</td>
<td>12-14</td>
</tr>
<tr>
<td>Auditing Courses</td>
<td>15</td>
</tr>
<tr>
<td>Basic Skills Policy</td>
<td>25</td>
</tr>
<tr>
<td>Bicycle and Skateboard Regulations</td>
<td>39</td>
</tr>
<tr>
<td>Campus Bookstore</td>
<td>33-34</td>
</tr>
<tr>
<td>Campus Policy Disruptive/Violent Behavior</td>
<td>46-47</td>
</tr>
<tr>
<td>Center for Community Engagement &amp; Career</td>
<td>31</td>
</tr>
<tr>
<td>Challenge Examination Credit</td>
<td>27</td>
</tr>
<tr>
<td>Change of Schedule</td>
<td>6</td>
</tr>
<tr>
<td>Children's Center</td>
<td>32</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>32</td>
</tr>
<tr>
<td>Course Overload</td>
<td>29</td>
</tr>
<tr>
<td>Credit, No-Credit Grading Option</td>
<td>15</td>
</tr>
<tr>
<td>Declaring a Major or Changing A Major</td>
<td>29</td>
</tr>
<tr>
<td>Disabled Students Services</td>
<td>35-36</td>
</tr>
<tr>
<td>Disclosure of Student Info:</td>
<td>54</td>
</tr>
<tr>
<td>AB 771 (Chacon)</td>
<td>54</td>
</tr>
<tr>
<td>Dropping a Course</td>
<td>4,11</td>
</tr>
<tr>
<td>Educational Opportunity Program (EOP)</td>
<td>31</td>
</tr>
<tr>
<td>English Placement Test</td>
<td>17</td>
</tr>
<tr>
<td>Entry Level Mathematics Test</td>
<td>18</td>
</tr>
<tr>
<td>Extended University</td>
<td>32</td>
</tr>
<tr>
<td>Fed. Family Educ Rights/Privacy</td>
<td>47</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>32-33</td>
</tr>
<tr>
<td>Food Service</td>
<td>33</td>
</tr>
<tr>
<td>Foreign Language Proficiency</td>
<td>21</td>
</tr>
<tr>
<td>Gender, Race &amp; Ethnicity Req</td>
<td>22</td>
</tr>
<tr>
<td>General Education Program</td>
<td>25-26</td>
</tr>
<tr>
<td>Graduation Writing Assessment Requirement</td>
<td>22-24</td>
</tr>
<tr>
<td>Housing</td>
<td>5</td>
</tr>
<tr>
<td>Housing</td>
<td>34</td>
</tr>
<tr>
<td>Intensive English Language Center</td>
<td>34</td>
</tr>
<tr>
<td>International Students &amp; Programs</td>
<td>35</td>
</tr>
<tr>
<td>Learning Disabilities Assessment</td>
<td>35-36</td>
</tr>
<tr>
<td>Library, Walter W. Stiern</td>
<td>36-37</td>
</tr>
<tr>
<td>Measles &amp; Rubella Immunizations</td>
<td>19</td>
</tr>
<tr>
<td>National Student Exchange</td>
<td>29</td>
</tr>
<tr>
<td>Nondiscrimination Policy</td>
<td>43</td>
</tr>
<tr>
<td>Observance of Religious Holidays</td>
<td>46</td>
</tr>
<tr>
<td>Parking Information</td>
<td>38-40</td>
</tr>
<tr>
<td>Police</td>
<td>38-40</td>
</tr>
<tr>
<td>Race, Color &amp; National Origin</td>
<td>46</td>
</tr>
<tr>
<td>Registration Calendar</td>
<td>4</td>
</tr>
<tr>
<td>Registration Information</td>
<td>7-11</td>
</tr>
<tr>
<td>Repetition of a Course</td>
<td>29</td>
</tr>
<tr>
<td>Roadrunner First Year Seminar</td>
<td>24</td>
</tr>
<tr>
<td>Section 504 Compliance</td>
<td>47</td>
</tr>
<tr>
<td>Sex Discrimination</td>
<td>46</td>
</tr>
<tr>
<td>Sexual Orientation</td>
<td>46</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>48</td>
</tr>
<tr>
<td>Smoking Policy</td>
<td>40</td>
</tr>
<tr>
<td>Student Academic Grievance Policy</td>
<td>42</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>51</td>
</tr>
<tr>
<td>Student Disciple/Intellectual Property</td>
<td>53</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>36</td>
</tr>
<tr>
<td>Student Non-Academic Grievance Policy</td>
<td>49</td>
</tr>
<tr>
<td>Student Record Keeping</td>
<td>6</td>
</tr>
<tr>
<td>Student Right-to-Know Disclosure</td>
<td>53</td>
</tr>
<tr>
<td>Study Abroad Programs</td>
<td>35</td>
</tr>
<tr>
<td>Test Dates</td>
<td>19</td>
</tr>
<tr>
<td>Transcripts</td>
<td>10</td>
</tr>
<tr>
<td>Withdrawing From the University</td>
<td>11</td>
</tr>
</tbody>
</table>

California State University, Bakersfield/Class Schedule/ Spring 2013 - 55 -