

# Welcome to California State University, Bakersfield

## Winter 2010 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.
- **Furnish** Class Schedule data. The Class Schedule pages indicate when specific classes are being offered this quarter. When planning a schedule, it is important to read all footnotes to determine if the class has specific requirements or prerequisites.
- **Instruct** you in completing your registration.

This **Schedule of Courses** is not a substitute for the General Catalog. Be sure to read the catalog for more complete information regarding course descriptions, graduation requirements, and other regulations.

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 Advising-Registration Program (RUSH-A) Days - Winter 2010**

October 22, 2009 ( All Students )      October 24, 2009 ( AV Students )  
January 05, 2010 ( All 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.

### **Academic Advising Days - Winter 2010**

**October 19 – 30, 2009**

## Table of Contents

A	F	O
Academic Advancement Center..... 30	Fed. Family Educ Rights/Privacy Act (FERPA) ..... 48	Observance of Religious Holidays ..... 44
Academic Advising/Information Center..... 5	Final Exam Schedule..... 52	
Academic Calendar..... 3	Financial Aid..... 31-32	<b>P</b>
Academic Freedom..... 39-40	Food Service ..... 32	Parking Information..... 37-38
Academic Integrity..... 39	Foreign Language Proficiency ..... 18	
Academic Probation..... 26	Foundation, CSUB..... 32	<b>R</b>
Academic Renewal ..... 26		Race, Color & National Origin..... 44
Adding a Course ..... 11	<b>G</b>	Re-Entry..... 5
Admission Information..... 5	Gender, Race & Ethnicity Req..... 22-23	Registration Calendar..... 4
Advising-Registration Days (RUSH-A) Winter 2010 ..... 3	General Education Program..... 23-25	Registration Information..... 8-11
American Institutions Req ..... 17	Graduation Writing Assessment Requirement ..... 18-21	Repetition of a Course ..... 28
Antelope Valley ..... 53-55		Roadrunner First Year Seminar ..... 21
Auditing Courses..... 12		
	<b>H</b>	<b>S</b>
<b>B</b>	Hepatitis B Immunization..... 16	Schedule Adjustment Period..... 4, 10
Basic Skills Policy ..... 23	Holding of Records..... 6	Section 504 Compliance ..... 45
	Housing ..... 33	Service Animal Policy ..... 45
<b>C</b>		Services for Students with Disabilities ..... 34
Campus Bookstore..... 32	<b>I</b>	Sex Discrimination ..... 44
Campus Policy Disruptive/Violent Behavior ..... 44	Individual Study ..... 28	Sexual Orientation ..... 44
Career Development Center ..... 30	Intensive English Language Center ..... 33	Sexual Harassment ..... 46
Challenge Examination Credit..... 26	Instructional Television Network..... 36	Student Academic Grievance Policy..... 42
Change of Schedule..... 7	Instructor Initiated Drop Policy..... 28	Student Activities ..... 35
Children's Center ..... 30	International Students & Programs ..... 33	Student Conduct ..... 49
Community Service Programs..... 27		Student Discipline/Intellectual Property..... 50
Counseling Center ..... 30-31	<b>L</b>	Student Health Services ..... 35
Course Overload..... 27	Learning Disabilities Assessment ..... 34	Student Non-Academic Grievance Policy..... 46
Credit, No-Credit Grading Option.... 12	Library, Walter W. Stiern ..... 36	Student Record Keeping..... 7
		Student Right-to-Know Disclosure ..... 51
<b>D</b>	<b>M</b>	Study Abroad Programs..... 33-34
Declaring a Major or Changing A Major ..... 27	Measles & Rubella Immunizations..... 16	<b>T</b>
Disabled Students Services ..... 34		Test Dates ..... 16-17
Disclosure of Student Info: AB 771 (Chacon) ..... 51		Transcripts ..... 10
Dropping a Course..... 4, 11		
	<b>N</b>	<b>U</b>
<b>E</b>	National Student Exchange ..... 28	University Alcohol/Illicit Drug Policy..... 46-47
English Placement Test ..... 14	Nondiscrimination Policy ..... 41	University Absence Policy..... 26-27
Entry Level Mathematics Test ..... 15		University Police ..... 37-38
Experiential Learning Credit..... 27-28		
Extended University ..... 31		<b>W</b>
		Withdrawing From the University.... 11

## Academic Calendar Winter 2010

October 02 .....	Last Day to Apply for <b>Winter</b> Graduation ( <b>\$40 fee</b> )
Oct 03-31 .....	Late Application for <b>Winter</b> Graduation Accepted ( <b>\$55 fee</b> )
Oct 19-30 .....	<b>Academic Advising</b> for Continuing Students (for Winter Quarter)
October 22 .....	<b>Advising-Registration Program (RUSH-A)</b> for All Students (for Winter Quarter)
October 24 .....	<b>Advising-Registration Program (RUSH-A)</b> for Antelope Valley Students (for Winter Quarter)
Oct 26-Dec 30 .....	<b>Registration</b> for Continuing Students (for Winter Quarter)
November 27.....	Eid Al-Adha – Islamic Holy Day
December 25.....	Christmas Day
January 01 .....	<b>HOLIDAY</b> – New Year’s Day – Campus Closed
January 04 .....	<b>All FACULTY DUE ON CAMPUS</b>
January 05 .....	<b>Advising-Registration Program (RUSH-A)</b> and Advising for All Students (for Winter Quarter)
January 05 .....	<b>Advising-Registration Program (RUSH-A)</b> and Advising for Antelope Valley Students (for Winter Quarter)
January 06 .....	<b>First Day of Classes</b>
Jan 06-13 .....	Schedule Adjustment Period (for Winter Quarter)
January 13 .....	Last Day to <b>Add</b> Classes
January 13 .....	Last Day to Change between Audit and Letter Grading
January 13 .....	Last Day of Schedule Adjustment Period (for Winter Quarter)
January 18 .....	<b>HOLIDAY</b> – Martin Luther King Jr. Day – Campus Closed
January 22 .....	Last Day to Apply for <b>Spring</b> Graduation ( <b>\$40 fee</b> )
Jan 23-Feb 20.....	Late Application for <b>Spring</b> Graduation Accepted ( <b>\$55 fee</b> )
January 27 .....	Census Day
January 27 .....	Last Day to Change between Credit/No-Credit and Letter Grading
January 27 .....	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
Feb 01-12.....	Academic Advising for Continuing Students (for Spring Quarter)
Feb 08-Mar 25.....	<b>Registration</b> for Continuing Students (for Spring Quarter)
February 17.....	Ash Wednesday – Christian Holy Day
February 24.....	Last Day to Withdraw from Classes for a Serious and Compelling Reason
February 28.....	Holi – Hindu Holy Day
Mar 01-05.....	SOCI Week
March 16 .....	<b>Last Day of Classes</b>
March 16 .....	Last Day to Submit Completed Master’s Thesis to Library (Room 211)
Mar 17-20.....	Examination Period
March 22 .....	Grades Due
March 25 .....	<b>Advising-Registration Program (RUSH-A)</b> and Advising for All Students (for Spring Quarter)
March 26 .....	<b>Advising-Registration Program (RUSH-A)</b> and Advising for Antelope Valley Students (for Spring Quarter)

Spring Break: March 23, 2010 – March 28, 2010

<<<<<<<<REGISTRATION INFORMATION>>>>>>>>



## Registration Calendar for Winter 2010

<b>October 19 – October 30, 2009</b>	Academic advising for continuing students.
<b>October 26 – December 30, 2009</b>	Registration period for continuing students.
<b>January 04, 2010</b> <u>Registration fees due</u>	<p><b>Students registered during the registration period above must properly:</b></p> <ul style="list-style-type: none"> <li>•Complete payment (cash, check, e-check online, credit-card online) or</li> <li>•Complete a fee payment plan or</li> <li>•Have financial aid grants, scholarships, and/or accepted student loans by the Fee Due Date.</li> </ul> <p><b>IMPORTANT:</b> Registration during this time is not complete without payment or payment arrangements stated above. Failure to complete registration will result in deregistration of all classes.</p>
<b>January 06, 2010</b>	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.
<b>January 06 – 13, 2010</b> <u>Schedule Adjustment Period</u>	<p><b>Students registering for the first time are subject to a \$25 late registration fee.</b></p> <p>Registration fees are due on the same day registration occurs. Students registered during this time must properly:</p> <ul style="list-style-type: none"> <li>•Complete payment (cash, check, e-check online, credit-card online) or</li> <li>•Complete a fee payment plan or</li> <li>•Have financial aid grants, scholarships, and/or accepted student loans by the Fee Due Date.</li> </ul> <p><b>IMPORTANT:</b> 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 deregistration of all classes.</p>
<b>January 20, 2010</b>	Registration that remains incomplete, due to non payment of fees will be cancelled. Refer to payment methods previously listed.
<b>January 14 – 27, 2010</b>	<p><b>Any course adds/registrations must be processed inside the Records office and must have the following:</b></p> <ul style="list-style-type: none"> <li>• Instructor signature and</li> <li>• Proof of payment</li> </ul>
<b>January 27, 2010</b> <u>Census date</u>	<p><b>Last day to:</b></p> <ul style="list-style-type: none"> <li>•Change between credit/no credit and letter grading</li> <li>•Withdraw from course(s) without receiving a grade of "W"</li> <li>•Receive a partial refund of fees when dropping below 6.1 units</li> <li>•Receive 100% refund of tuition (foreign and non-resident students) when dropping units.</li> </ul>
<b>January 28 – February 24, 2010</b>	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 "W."
<b>February 18, 2010</b>	Last day for a complete withdrawal with a pro-rated refund.

## **Advising/Admission Information**

### **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/](http://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](http://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](http://www.csub.edu/admissions).

**Office of Admissions, 47SA  
California State University, Bakersfield  
9001 Stockdale Highway  
Bakersfield, California 93311-1022**

### **Re-Entry Students**

Returning students in good standing must apply for re-entry if absent for more than two full consecutive quarters (excluding summer session) immediately preceding the quarter in which re-entry is sought. If the student has attended another institution during that time, transcripts (2 copies for each institution) must be sent to the Office of Admissions indicating all work for which the student was registered. Policies relating to application fees, statements of residence, and transcripts apply to re-entering students.

Students on Academic Dismissal status should refer to the section on "Readmission of Disqualified Students" in the Academic Information portion of the catalog.

### **Academic Advising**

The assignment of the faculty advisor is normally made by the Department Chair. All freshman students with less than 45 quarter units will be required to meet with their assigned advisor prior to registering for courses each quarter. The faculty are trained to provide accurate information and helpful advice regarding university requirements (Roadrunner First-Year RUSH-A seminar; GE, GRE, GWAR, foreign language, residency, etc.), major and minor requirements, and career opportunities within the discipline.

Students who have not declared a major (i.e., undeclared) will be assigned a faculty advisor (Roadrunner Advising Fellow) or a trained staff member from The Student Success and Retention Center (SSRC). All undeclared students will also be required to meet with their assigned advisor (Roadrunner Advising Fellow or SSRC staff) until they formally declare a major and get assigned to a faculty advisor from the discipline/program of their major.

Students who are required to enroll in developmental courses for English and/or Mathematics will be "tracked" and advised by the Coordinator for the Roadrunner Academic Achievement Program (RAAP). The RAAP Coordinator is a staff member of The Student Success and Retention Center (SSRC).

Students who have been placed on "academic probation" or "subject to dismissal" status will be required to meet with the SSRC Director until the student achieves "good academic standing." In addition, any student granted "re-instatement" following "academic dismissal" will be required to meet with the SSRC Director.

The staff at the SSRC is available for academic advising to all students, not just students who have not yet declared a major. Regardless of class level or major, all students are encouraged to meet with their advisors every quarter. Advising is particularly important prior to registration, not only for selecting courses for the coming quarter but also to verify whether the student is on track regarding his/her program of study toward the baccalaureate degree. Regular meetings with the faculty advisor also provide the student with the opportunity to ask questions about the scheduling of needed courses, availability of specific instructors, internships, career plans, employment opportunities, etc. These meetings also provide the faculty advisor with the opportunity to become better acquainted with the student and his/her academic performance, progress toward degree, and career interests, so that the advisor may be able to provide more detailed and helpful letters of recommendation when requested. The SSRC professional staff can answer questions about many of the university's programs.

## Advising/Admission Information

Our advising system is designed to insure that all students obtain the information they need to meet their educational objectives. If a student finds that the system is not working, however, he/she can receive emergency assistance from the Division of Enrollment Management (SA 104, 654-2160).

### 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

Student Success and Retention Center AE 100

#### Student Loan Ex Interview

Student Financial Services – AW 106

#### Accounting

Student Financial Services – AW 106

#### English/Math Remediation

Student Success and Retention Center AE 100

#### Admissions

Admissions & Records Office

#### International Student & Programs

Admissions and Records Office

#### Administration

Admissions & Records Office

#### Math Placement Test

Student Success and Retention Center AE 100

#### English Placement Test

Student Success and Retention Center AE 100

#### 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

## **Advising/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 "Official 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

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### ENROLLMENT DATES NOTIFICATION

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

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**Academic Advising: October 19 – 30, 2009**

**Registration Period: October 06 – December 30, 2010**

(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 January 04, 2010**

**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: January 06 – 13, 2010**

- 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](http://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 Winter 2010

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> 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

##### State University Fee (SUF) Installment Plan

You may defer payment of 50% of the State University 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> , or by contacting Student Financial Services (661) 654-2178.

##### Non-resident Tuition Installment Plan

Non-resident tuition 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) 654-2178 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 **January 04 2010**. 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.

### Schedule Adjustment Period: January 06 - 13, 2010

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 Fee and a \$20.00 Failure to Meet Administrative Deadline Fee for failing to complete registration by January 06, 2010.

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.

Failure to complete registration on the day you register will result in cancellation of all classes.

### 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

#### **Oct. 26 – Dec. 30, 2009**

Students may add courses online during this time.

#### **Dec 31, 2009 – Jan 13, 2010**

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.

#### **January 14 – 27, 2010**

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.

#### **January 28, 2010 through End of Term**

Adds are not permitted during this time.

### DROPPING A COURSE

#### **Oct 26, 2009 – Jan 27, 2010**

Students may drop courses online during this period.

#### **Jan. 28, - Feb. 24 2010**

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 and the department Chair of each course being dropped 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).

#### **February 25, 2010 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

#### **Oct. 06, 2009 – Jan. 27, 2010**

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.

#### **Jan. 28, 2009 – Feb. 24, 2010**

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.

#### **February 25, 2010 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.

## Grading Information

**Grades for Summer 2009** quarter will be available **June 19, 2009**. You may view your grades online by logging into your "myCSUB" student account.

### Grading System

Grade	Key	Points
A	Excellent	4.0
A-		3.7
B+		3.3
B		3.0
B-		2.7
C+	Good	2.3
C		2.0
C-		1.7
D+		1.3
D		1.0
D-	Average	0.7
F		0

Grade	Key	Points
W	Withdrawal	No Effect
I	Incomplete	No Effect
IC	Incomplete-Charged	0
CR	Credit	No Effect
NC	No-Credit	No Effect
RD	Report Delayed	No Effect
AU	Audit	No Effect
RP	Report in Progress	No Effect
WU	Unauthorized Withdrawal	0

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 70-72 the 2005-2007 CSUB General Catalog.

### Alternative Grading Options

#### Auditing Courses

**Deadline: January 13, 2010**

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: January 27, 2010**

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

### English Placement Test (EPT) Requirements

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 that consists of two thirty-five minute objective sections and a forty-five minute essay.

#### Who must take the EPT

The test is required of all students who have not already taken English 100, 110, or the equivalent. However, students are exempt from the EPT if they have earned any one of the following:

- a score of **550** or above on the **Critical Reading section** of the College Board SAT Reasoning Test taken March 2005 or later
- a score of 680 or more on the "writing section" of the SAT Reasoning Test taken March 2005 or later
- a score of 3, 4, or 5 on either the Language and Composition or Literature examination of the **College Board Scholastic Advanced Placement Program.\***
- a score on the **CSU English Equivalency Examination** that qualifies the student for "Pass for Credit" or Exemption.\*
- a score of 24 or above on the enhanced ACT English Test taken October 1989 or later.
- a score of 550 or above on the Verbal section of the College Board SAT I: Reasoning Test taken April 1, 1995-January 2005
- a score of 680 or above on the College Board SAT II Writing Test taken on or after April 1, 1998.
- a score of 5 or 6 on the **KHSD Golden State Exam.**
- a score of 50 or better on the **ACT ASSET English Test.**
- a passing score on the **Bakersfield College English Placement Test.** (Student must bring documentation to Department of English)
- placement in the "exempt" category on the Early Assessment Program (EAP) English taken in conjunction with the 11th grade California Standards Test in English Language Arts
- A score of 4 or better on the **International Baccalaureate (IB).\*\*\***

\*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.

Students who have earned any of the scores above are also exempt from English 100 and are eligible for English 110. Before these students register for English 110, they must submit evidence of these scores to the Records Office (SA103).

For transfer students, completion and transfer to the CSU of a college course that satisfies the General Education Transfer Curriculum requirement in English composition, provided such a course was completed with a grade of "C" or better.

#### What happens to those who do not take the EPT?

Students who have not taken the EPT and are not exempt from the requirement will not be allowed to register for any classes. The college requires students to take this test their first quarter at CSUB; Students who do not complete this requirement will not be allowed to register for any courses in the University for their second quarter.

#### How can students register for the EPT?

Students must register for the English Placement Test on-line <http://www.csub.edu/testing/register.shtml> or call 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?

Each student who takes the EPT 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.

## Requirements and Tests

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

<u>EPT Score</u>	<u>Course</u>
155-180	English 110
142-154	English 100
120-141	English 80 or 90 (for ESL students)

\*Based on their total EPT score, students can take the course designated here or any course with a lower number (except the ESL students may not take English 80).

### 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:

<u>ELM Score</u>	<u>Course</u>
0-36	Math 75
38-48	Math 85
50 or higher	Passing

\*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.

## Requirements and Tests

### 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.

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 – Winter 2010 (At CSUB)

#### ACT (American College Testing)

March 13, 2010 (ACT Residual Test - only for incoming CSUB students - score only for CSUB)

April 10, 2010 (National test date)

#### EPT/ELM (EPT - \$18.00, ELM - \$18.00)

December 19, 2009 (local scoring)

February 20, 2010 (local scoring)

March 20, 2010 (System-wide Exam)

April 17, 2010 (local scoring)

**Register on-line [www.csub.edu/testing](http://www.csub.edu/testing)**

## Requirements and Tests

**PRAXIS** (National Teachers Exam)  
April 24, 2010

**SAT** (Scholastic Aptitude Test)  
June 5, 2010

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

**GWAR** (Graduation Writing Assessment Requirement Exam)  
February 6, 2010  
May 8, 2010

**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 Testing Center, Modular West Building (located next to the Children's Center), 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.

Satisfaction 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
- HIST 370 Early California
- HIST 371 Modern California

Courses that satisfy the United States and state/local government requirement include:

- PLSI 101 American Government Politics
- INST 275 Administrative Processes in Government

## Requirements and Tests

### 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 a 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

### 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)

## CALIFORNIA STATE UNIVERSITY, BAKERSFIELD 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. 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 Literacy Analysis  
PPA 503: The Public Policy-Making Process  
ADM 510: Technical Communication

## Requirements and Tests

### **(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.

#### **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 (Modular Building West, next to the Children's Center). 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 write on 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.

## Requirements and Tests

A workshop to prepare for the writing proficiency exam is offered two weeks before every administration through the English Department. If you are interested in this workshop, you should sign up in the Composition Office (FT 102-D), at which time you will be given a time and place for the workshop. You will be charged \$50.00. Registering for this workshop does NOT mean you are registered for the writing proficiency exam. Registering to take the writing proficiency examination is a separate process (see above).

### **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 GVAR. 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 Writing Proficiency Examination**

The essays for the writing proficiency exam are read by a university-wide group of faculty; each essay is read by at least two readers. The student names on the essay booklets 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. You need a score of 8 to pass the exam. After the faculty have scored all the essays you will receive a letter containing your composite score. The results will be sent to the mailing address you provide on the day of the exam.

### **Counseling and Appeal Process**

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

## **AM I ELIGIBLE TO WAIVE THE GVAR?**

### **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 GVAR 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 GVAR 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 GVAR 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 GVAR committee with a formal request to waive the GVAR.

## **Requirements and Tests**

(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\* 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 in approximately two weeks.

\* Faculty Towers 102-D

### **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.

## Gender, Race & Ethnicity Requirement

Students who establish or reestablish their enrollment with the CSU in Fall 1997 or thereafter are required to complete a course that focuses on gender, race and equity. The following CSUB courses satisfy that requirement:

Course	
<b>Anth 252</b>	<b>Native Peoples of North America</b>
Anth 339	Sexual Behavior in Cross-Cultural Perspective
<b>Anth 438</b>	<b>Anthropology of Gender</b>
BehS 435	Family and Kin: Comparative Perspectives
<b>BA 200</b>	<b>Diversity in Business Organizations</b>
<b>CAFS 320</b>	<b>Individual and Family Development in Diverse Cultures</b>
<b>Comm 360</b>	<b>Gender and Communication</b>
Comm 370	Intercultural Communication
CrJu 325	Women and Criminal Justice System
<b>CrJu 330</b>	<b>Race, Ethnicity, and the Criminal Justice System</b>
<b>CrJu 345</b>	<b>Gangs in America</b>
<b>CrJu 430</b>	<b>Victims and the Criminal Justice System</b>
Econ 380	Gender and Diversity in the Workplace
Econ 381	Race, Gender and Prosperity in America
<b>EDBI 475</b>	<b>Introduction to Cross-Cultural Education</b>
Engl 364	Studies in Fiction: The African-American Experience
Engl 370	Literature by Women of Color
<b>Engl 374</b>	<b>Gender in Literature and Film</b>
Engl 375	Women Writers in the South: Eudora Welty, Flannery O'Connor, and Alice Walker
Engl 420	Sociolinguistics: Language, Society, and Education
Fren 425	The Novels of Colette in Translation
Fren 426	French Women Writers in Translation
Hist 421	Gender in East Asia
<b>Hist 462</b>	<b>Women in History</b>
Hist 465	History of African-Americans to 1865
Hist 466	History of African-Americans Since 1865
Hist 467	American Indian History
Hist 468	Mexican-American History
InSt 205	Perspectives on Women in Society
Nurs 327	Women's Health
PEAK 430	Women in Sport
Phil 381	Feminist Philosophy
Phil 382	Philosophy of Race
<b>PISi 339</b>	<b>Women in Politics</b>
Psyc 340	Psychology of Diversity
Psyc 421	Psychology of Women
Psyc 442	Intergroup Relations
RS 326	Native American Religion
RS 360	Women, Religion and Sexuality
<b>Soc 327</b>	<b>Race and Ethnic Relations</b>
Soc 335	The Latino Experience in the United States
Soc 336	The Asian-American Experience in the United States
Soc 337	The African-American Experience in the United States
<b>Soc 338</b>	<b>The Indigenous Experience in the Modern Americas</b>
Soc 370	Gender and Society
<b>Span 425</b>	<b>Chicano Literature</b>
Thtr 381	Women Playwrights

## General Education

### General Education Program Effective with the 1997-99 Catalog

This program is required of students who began their collegiate studies in Fall 1997 or after.

#### 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.
6. The US Constitution/CA State and Local Government course fulfills the requirement for subarea D3, Political Science.
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

### Transfer Students

In unusual circumstances, transfer students may petition for exemption from a specific General Education requirement by providing appropriate justification of undue hardship and/or of other means by which the student has acquired the knowledge. Petitions are reviewed and approved by the Associate Dean for Undergraduate Studies (EDUC 242, 654-3420).

### Upper-Division Students Who Have Broken "Continuous Enrollment"

Upper-division students who have broken "continuous enrollment" may discover that the General Education requirements have changed upon their re-admission to CSUB. If these changes cause serious hardship for the student in terms of additional courses needed to complete the new requirements, these students have an opportunity to petition to the Academic Petitions Committee (APC) for return to the catalog in effect at the time the student stopped attending CSUB. Students desiring to submit such a petition to the APC must get information regarding the specific content and format of the petition at the Dean of Academic Programs (EDUC 242, 654-3420).

### 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

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.

## **General Education**

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.

### **Lower-Division Seminar Alternatives:**

Students may partially complete Area C (10 quarter units) and Area D (5 quarter units) through a year-long World Civilizations Seminar. Normally, the seminar will be taken in the second year of study. This seminar is designed to enable students to explore the development of civilizations (Western and non-Western) throughout the world. The World Civilizations Seminar is interdisciplinary in nature and jointly taught with faculty from different disciplines.

## 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.

### Community Service Program

The Community Service Program includes a series of General Studies courses GST 207A, B, and C in which students receive 2 units of credit for 40 hours of community service per quarter, with a total of 6 units available through the three courses. Most of the "class activities" for GST 207A, B, and C, will be completed online via WebCT. Students in "good academic standing" must work with the Community Partnerships & Service Learning Center (CPSL, MB2 302, 654-2100) to arrange for 40 hours of community service with nonprofit, governmental, educational, or community-based service organizations. Placements are designed to provide direct experience with appropriate professionals, while improving the quality of life in the community.

### 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).

### Experiential Learning Credit

The University grants units of credit for learning, knowledge, or skills-based experience that has been documented and evaluated according to campus policy. Students should be aware, however, that policies for earning credit for prior experiential learning vary from campus to campus in the CSU.

The amount of credit for experiential learning is determined only after self and faculty assessment of the scope and quality of the learning. Evaluation of experiential learning takes varied forms, including written examinations, portfolios, personal interviews, and demonstrations. Frequently, complementary academic study will be required prior to the awarding of credit.

## Academic Information

There are several restrictions on Credit for Prior Experiential Learning:

- a. Students shall not be awarded Credit for Prior Experiential Learning until they have completed 30 quarter units in residence.
- b. Credit for Prior Experiential Learning shall not count as resident credit and shall be awarded only on a credit, no-credit basis;
- c. Credit for Prior Experiential Learning shall not exceed 20 quarter units;
- d. Only undergraduates are eligible to receive Credit for Prior Experiential Learning, and the credit may not count for post-baccalaureate credit;

Students interested in pursuing this option should consult with the appropriate school dean or department chair. Forms are available from the Office of Undergraduate Studies (EDUC 242, 654-3420).

### Individual Study

The individual study course, normally numbered 499, 599 or 699, allows the student to explore in-depth a topic of interest or to engage in an original creative project selected by the student. The student must identify a faculty member willing to supervise the course. The University strongly recommends that students wishing to enroll in an independent study course have earned a CSUB GPA of 3.00 or higher and have completed at least 30 units in residence. Grading may be by letter grade or be on a credit, no-credit basis, depending upon the nature of the independent study.

### Instructor Initiated Drop Policy

If a class is fully enrolled and the instructor has a waiting list, the course instructor has the right to request that students who have not attended for three (3) consecutive class sessions during the first two weeks of the term be administratively dropped from the class.

Except for the courses designated as "instructor initiated drop courses," students will not be automatically dropped from classes due to nonattendance.

### National Student Exchange (NSE)

CSUB is one of over 100 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 (654-2123).

### Replacement of a Grade through Repetition of Course

**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 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. Qualified students may get the Repetition of Course Petition form from the Records Office (SA 103, 654-3036) or from the Admissions and Records website. The petition does not require

## Academic Information

any approvals and may be filed at any time, although students are encouraged to file soon after they have completed the repeated course.

**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.

### 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.”

## Services

**Academic Advancement Center (AAC)** - Under the aegis of Enrollment Management and with the cooperation of the entire campus, an academic support program is available for students experiencing scholastic difficulties or students simply interested in especially strengthening their academic skills. Courses, programs, and activities are designed to assist in the retention of the under-represented students on campus. Services provided by the AAC include, but are not limited to, the following:

**College Survival Skills courses** - Tutoring for all students on campus is provided by the OASIS center, but for students who need skill development classes that cover college survival, time management, major selection, and issues facing first-generation, non-traditional students the AAC offers several classes that can enrich any student's CSUB experience. Look for the following courses offered every quarter under General Studies.

- Advancing Academic Confidence
- Educating Women on Campus (EWOC)
- Thinking Critically
- Bridge Mentors on Campus (BMOC Peer Mentoring)

**Advising Services** - Advising for all Educational Opportunity Program (EOP) students is available at the Academic Advancement Center. These services include academic advising, career counseling and goal setting, cultural enrichment, peer advising, bilingual advising, and probation counseling.

**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 under-represented students. At these selected schools, students and parents are provided with information and assistance on admissions, financial aid & scholarships, and special programs. Through its early outreach efforts, the Student Affirmative Action Program helps minority/disadvantaged seventh and eighth grade students become better prepared to pursue the high school pre-college curriculum, thereby increasing the pool of regularly eligible minority/disadvantaged students.

### **Career Development Center**

CAF 102 661/654-3033

The University offers a centralized Career Development Center providing career exploration and counseling services to CSUB students. Professional trained staff at the career center work directly with students to explore and discuss educational and career plans, with the goal of creating an academic and professional road map for success. These services are provided in support of the educational mission of the University, in cooperation with various academic departments and student services departments.

The Career Development Center may furnish information about the employment of students who graduate from programs at CSUB. The information is collected from graduates nationally and compiled by the National Association of Colleges and Employers.

### **Children's Center**

Child Care 661/654-3165

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.

### **Counseling Center**

Student Health Center 661/654-3366

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

## Services

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.

## Extended University

Business Development Center 661/654-2441

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 \$135 per unit for undergrad and \$150 for grad. 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 address at [csub.edu/eud](http://csub.edu/eud).

## Financial Aid & Scholarships

Student Services Building 661/654-3016

In its simplest definition, financial aid is money that helps pay the cost of your education. The money comes from several sources. The federal or state governments, private donors, and University aid is available in the form of grants (awards that need not be repaid), loans (awards that must be repaid), work-study employment and/or scholarships. Students are encouraged to contact the OFA&S for specific application instructions, and/or visit our website at [www.csub.edu/finaid](http://www.csub.edu/finaid) for information on: **How to Apply** – a General Overview of the Financial Aid Application & Delivery Process; **Tips for Success**; and, simplified **Checklists** to assist with a smooth transition to CSUB.

## Application Filing Deadlines for Academic Year 2008-09

### Campus-based Aid

The Financial Aid Office requires a Free Application for Federal Student Aid (FAFSA) be filed for the upcoming academic year beginning January 2 and no later than March 2 for priority consideration. Awards are contingent upon the availability of funds. Students applying after March 2 will be considered for financial aid only if funds are available.

### Federal Pell Grant

Students may apply by completing the FAFSA.

### How Need is Determined

When you apply for financial aid, your FAFSA is analyzed by the Federal Processor, and the results are forwarded to the Financial Aid Office at CSUB. On-time applicants should be notified by May 15 of their eligibility.

### Scholarships

Applications for the upcoming academic year are available beginning February 1 and have a priority filing date of April 2. Applicants should have a minimum GPA of 3.0 for most scholarship programs.

## Services

### Satisfactory Academic Progress

All financial aid is contingent upon admission to and enrollment at this campus, and on maintaining "satisfactory academic progress" toward a stated degree objective. The Satisfactory Academic Progress Policy statement is provided on the CSUB Office of Financial Aid & Scholarships web page at [www.csub.edu/finaid/sap.shtml](http://www.csub.edu/finaid/sap.shtml) and is also available in the Financial Aid Office.

For additional financial aid information, contact the Office of Financial Aid and Scholarships or visit our web page at [www.csub.edu/finaid](http://www.csub.edu/finaid).

### William D. Ford Federal Direct Loan

Applicants are encouraged to complete a FAFSA for the upcoming academic year beginning January 2. Applicants must also complete a separate promissory note and loan entrance counseling requirement online.

### Food Services

The Runner Café and the Dining Commons are operated by SodexoUSA, 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/foodserves](http://www.csub.edu/foodserves) for more information, menus, nutritional information, and promotions

### Foundation, California State University Bakersfield

University Advancement Building 661/654-2136

The CSUBF is a private non-profit auxiliary dedicated to advancing the mission, vision, and priorities of the University. A Board of Directors governs the foundation. The board works closely with the president, the executive director of the CSUBF and vice president of advancement to increase private support to the university. The foundation accepts, deposits, and provides receipts for all gifts to the university as well as investing the universities endowments to increase the value of existing gifts.

### University Advancement

University Advancement Building – 661-654-2136

The goal of University Advancement is to support the mission, vision, and priorities of CSU Bakersfield. The University Advancement division team brings a spirit of cooperation and a commitment to meeting the overall institutional goals through contact with individual donors, faculty, and students. Our common purpose and singular cause is – to advance the university. The division provides fundraising for university needs, alumni relations programming, outreach through internal and external public affairs and communications, and federal and state government relations. Fundraising projects, press releases and media outreach must be coordinated with the advancement division.

### 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.

### 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.

## Services

### **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**

[Whywaitforbooks.com](http://Whywaitforbooks.com)

Books can also be shipped direct to your door.

### **Residential Life & Housing**

Common 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 high speed 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 Residential Life Office sponsors a series of social, educational and recreational programs throughout the year. The Dining Commons serves as a focal point for many of the programs as well as food service. Students must select between a 14 and 19 meal plan 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 twenty four item salad bar and a desert bar including ice cream.

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.

### **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](mailto:ielc@csub.edu), or visit the office in MEC2, Room 211.

### **International Student Program (ISP)**

MEC2, Room 211 661/654-2350

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.

## Services

The International Students and Programs Office (MB2 211, 654-2014) 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 661-654-2014, email [csubis@csub.edu](mailto:csubis@csub.edu), or visit the ISP office in the Modular East Complex, Room 211. You may also visit the ISEP homepage at [www.isep.org/](http://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.

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

### **Bilateral Exchange and Other Programs**

CSUB students can participate in balanced one-to-one exchanges with students from Université d'Orléans, Universités de Paris in France and Ludwigshafen School of Business in Germany. The University also has bilateral Agreements for Academic Cooperation and Exchange with several universities in the People's Republic of China and Tunghai University in Taiwan. 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 654-2350.

### **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.

- 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.

## Services

- 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.
- 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 Activities

Student Union, Room 138 661/654-3091

The Office of Student Activities assists students, faculty and staff in the development and coordination of social, cultural, educational and recreational activities and programs for the university. Co-curricular activities and programs are planned to enhance instructional offerings, provide opportunities for student involvement, and make available a variety of diverse experiences to assist students in the development of their interpersonal and social skills. These activities and programs include: campus clubs and organizations, fraternities and sororities, special interest programs, recreational and leisure activities, intramural sports and student government.

Student Activities is also concerned with the development and training of student leaders. All students are encouraged to become involved in the planning of various student activities and to serve on the numerous campus committees. Student Activities is interested in student ideas for new activities and programs and for suggestions for improving the existing ones. Students who have ideas for activities and programs or who want to get involved are encouraged to visit the Office of Student Activities.

### 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/](http://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.

## Services

### **Instructional Television Network**

ITV 2, Stiern Library 661/654-2448

The University televises a variety of university courses from the CSUB campus to nearby locations and surrounding communities. Some courses are available for home viewing via cable; others require attendance at specific sites. All courses are televised live at the time of instruction at CSUB and students must watch at the designated time. The region serviced by the program broadcast varies from course to course. The general area is from Porterville on the north to Frazier Park on the south using wireless transmission and five cable systems. There are no additional fees charged for participation in courses delivered through the ITV network. For information concerning registration procedures, fees, and the current schedule of classes, interested students should call (661) 654-2448 or log on to the CSUB web site at [www.csub.edu/itv](http://www.csub.edu/itv).

### **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.

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/>

## Services

### 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](http://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.

## Services

### 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](http://www.csub.edu/bas/police).

### Effective 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. Metered spaces are provided for short-term parking. Parking permits are not valid in metered spaces.
- G. Special Business parking permits are valid in spots reserved for "Special Business Parking" and in any legal parking space on campus.

### 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.

## **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 CSUB Dean of Student Life and CSUB Student Conduct Coordinator 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 academic sanctions are determined by the student conduct coordinator. Academic 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 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 student conduct coordinator. CSUB Dean of Student Life and CSUB Student Conduct Coordinator 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 CSUB Dean of Student Life and CSUB Student Conduct Coordinator, 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 CSUB Dean of Student Life and CSUB Student Conduct Coordinator. The settlement agreement will specify the academic 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 CSUB Dean of Student Life and CSUB Student Conduct Coordinator). 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 superseding 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 apprised 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).

## Rights and Responsibilities

### STUDENT DISCIPLINE

#### § 41301. Standards for Student Conduct

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 must choose behaviors that contribute toward this end. 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.

##### (a) Student Responsibilities

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) Unacceptable Student Behaviors

The following behavior is subject to disciplinary sanctions:

- (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 oneself 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, as defined in Education Code Sections 32050 and 32051:

"Hazing" means 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.

A group of students acting together may be considered a 'student organization' for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

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

## **Rights and Responsibilities**

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

### **(c) 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.

### **(d) 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.

## **Rights and Responsibilities**

### **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.

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.

Final Exam Schedule—Fall 2009

The schedule is based on the first day of the week on which your course meets. Also, if your course overlaps two or more of the final exam time windows, use the window in which your course meets for the most time.

First meeting of	Start time	End time	Final Exam
M or W or F	700am or later	Before 930	A
T or R	700am or later	Before 930	B
M or W or F	930am or later	Before 1055	C
M or W or F	1055am or later	Before 1220	F
T or R	930am or later	Before 1220	D
M or W or F	930am or later	Before 1220	E
M or W or F	1220pm or later	Before 145	G
M or W or F	145pm or later	Before 310	J
T or R	1220pm or later	Before 310	H
M or W or F	1220pm or later	Before 310	I
M or W	310pm or later	Before 600	K
T or R	310pm or later	Before 600	L
M or W	After 545pm but before		M
T or R	After 545pm but before		N
M or W	730pm or later		O
T or R	730pm or later		P
Saturday morning			Q

**FINAL SCHEDULE EXAMINATION (Fall 2009)**

	Saturday November 21	Monday November 23	Tuesday November 24	Wednesday November 25	
8:00 AM to 10:30 am	A	B	C	Q	
11:00 AM to 1:30 PM	F	D	E	P	
2:00 PM to 4:30 PM	G	H	I		
5:00 PM to 7:30 PM	J	L	K		
8:00 PM to 10:30 PM	M	N	O		

CSUB policy provides that no student shall be required to take more than two final examinations on the same academic day. In such a situation, the student should contact one or more of the course instructors.

# CSUB Antelope Valley Information

## STUDENT INFORMATION AVAILABLE VIA “myCSUB”

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](http://www.csub.edu)) by clicking on the MyCSUB link.

**NEW: Students: Your textbooks will now be ordered through main campus Runner Bookstore. Go to: <http://www.csub.edu/av/bookstore> for more information. Textbook pick up is at the Lancaster University Center and pick up dates will be sent to your runner email.**

## NEW STUDENT ORIENTATION DATES: Winter: 10/25/09 & 01/05/10; Spring– 03/26/10

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 an advising hold still exists the student should contact the University Advising Center (UAC) for assistance (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.

**SCHOOL OF EDUCATION Credential Program's Orientations: Please call 661-952-5080 for dates.**

**ANTELOPE VALLEY DIRECTORY:**

Information Desk 952-5000  
School of Education Information 952-5080  
Advising Center 952-5010  
Counseling Office 952-5062  
Health Center 952-5064  
Library Resource Center 952-5072  
Services for Students with Disabilities 952-5061  
Student Accounting 952-5026

**TEST INFORMATION:**

GWAR (Graduate 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.**

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: February 06, 2010 & May 08, 2010

Registration Deadline: February 03, 2010 & May 05, 2010

**SSD students please contact SSD if accommodations are needed to take the GWAR.**

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**PARKING INFORMATION:**

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

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**GENERAL INFORMATION:**

- **Classes are also held at the Lancaster University Center (LUC) 45356 Division St, Lancaster, CA 93535. It's at the corner of Ave I and Division St.**
- Room assignments are subject to change and will be posted in "myCSUB" Class Schedule.
- EOP (Equal Opportunity Program) applications are available at the CSUB AV Information Desk.
- Fee Information: refer to page 9
- 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 12