

## ACADEMIC AFFAIRS

The University's Provost and Vice President for Academic Affairs is responsible for all academic programs. The degree programs are administered by School Deans and housed in four Schools: the School of Arts and Humanities (DDH B100, 661-654-2221), the School of Business and Public Administration (BDC 124A, 661-654-2157), the School of Natural Sciences, Mathematics and Engineering (SCI 104, 661-654-3450), and the School of Social Sciences and Education (EDUC 124, 661-654-2210). The Associate Vice President for Academic Programs provides overall coordination for the graduate and undergraduate programs (EDUC 242, 661-654-3420). The Dean of the Extended University (BDC C, 661-654-2441), in cooperation with the Deans of the four Schools, administers off-campus degree programs, certificate programs offered through the Extended University, Open University, and special sessions. Individuals with questions about specific degree programs or academic policies should contact the above offices.

The following sections are organized to provide essential information about academic programs and policies.

### UNDERGRADUATE ACADEMIC PROGRAMS

#### Baccalaureate Degree Programs

All undergraduate degree programs at the University are structured to provide sufficient breadth and depth to prepare students to function as useful and responsible citizens. To accomplish this goal, the University requires that programs leading to both undergraduate degrees, Bachelor of Arts and Bachelor of Science, have three components: a) broad exposure to a variety of fields of knowledge (general education); b) study of one or more fields in depth (major or major/minor combination); and c) courses chosen to fit the background and preferences of the individual student (electives). Requirements for the general education program, for each major field, and for each minor field are found in the appropriate sections elsewhere in this catalog.

Bachelor of Arts degree programs have a broad focus and prepare students for immediate employment or graduate study in a variety of professions or disciplines, respectively. The major and the minor, often complementing each other, constitute areas of study within the degree program. Bachelor of Science degree programs have a narrower focus than Bachelor of Arts programs, and, while requiring the same breadth in general education, are usually directed toward immediate employment or graduate study in a specific professional field or discipline, respectively. These programs, therefore, require no minor field, but do require a larger number of units in the major field to permit greater depth of study in a single field or professional area.

When both degree programs are offered within the same field, the Bachelor of Arts program will maintain a broader focus, will require a minor field of study, and will prepare students for advanced study in a variety of disciplines and professions. The Bachelor of Science program in the same field, because it is more narrowly focused on study leading to employment or toward further study in a single field, will require no minor, but will achieve more depth in the single field often through more emphasis on applications, practical field experiences, and use of the specialized techniques peculiar to the field.

#### Bachelor of Arts Degree

One of the two types of undergraduate degrees offered at the university is a Bachelor of Arts degree. The requirements are as follows:

General Education:	72 or more quarter units
Minimum Major, including Senior Seminar:	36 or more quarter units
Electives:	Up to 52 quarter units

One of the following

three alternatives: 20 or more quarter units

- A minor of 20 quarter units designed by another discipline, at least 10 of which must be upper division, and taken outside the major department.
- A concentration or minor in one of the specially developed areas in the section on Interdisciplinary Programs.
- A special minor consisting of 20 or more units, 15 of which must be upper division, taken outside the major discipline. Proposals for the Special Minor must be submitted and approved by the faculty advisor, the department chair for the student's major, and the AVP for Academic Programs no later than the Census Date of the quarter in which the student becomes a senior (135 or more units). Any changes to the Special Minor require the approval of the student's faculty advisor, the department chair of the student's major, and the AVP for Academic Programs.

**Total units required for graduation:** 180 quarter units

In addition to the university-wide requirements, each School or department may impose additional requirements for its particular majors. These are listed under each discipline area.

#### Bachelor of Science Degree

The second type of undergraduate degree offered at the university is the Bachelor of Science degree. The requirements are as follows:

General Education:	72 or more quarter units
Minimum major, including Senior Seminar:	55 or more quarter units
Electives:	Up to 53 quarter units

**Total units required for graduation:** 180 quarter units

In addition to the university-wide requirements, each School or department may impose additional requirements for its particular majors. These are listed under each discipline area.

### Senior Seminar

As part of the requirements for a Bachelor of Arts and Bachelor of Science degree, the student completes a senior seminar course (normally numbered 490). The senior seminar is designed as a culminating activity for the student's major field of study. The seminar's particular focus, approach, unit value, and content vary from discipline to discipline. Descriptions of the discipline senior seminars are found under the program requirements.

### Second Baccalaureate Degree

The university does not encourage students to seek a second bachelor's degree. A student who has the ability and the interest will normally be better advised to satisfy the prerequisites to the second field and then seek the master's degree in that field. Exceptions may be made under the following guidelines:

1. A student may not be granted two baccalaureate degrees at the time of meeting the requirements for graduation from the university.
2. A student desiring a second baccalaureate degree should have the written approval of the department chair of the major in which he/she seeks the second degree.
3. To earn a second baccalaureate degree:
  - a. the student must meet the Graduate Writing Assessment Requirement (GWAR) if it has not already been satisfied at another institution;
  - b. the student must meet all the requirements for the second baccalaureate degree, including the major and the minor, if applicable;
  - c. units completed for the first baccalaureate degree may be counted, but the student must complete a minimum of 36 units of additional course work in residency.

### Undergraduate Pre-Professional Programs

Designated officials at CSUB will provide students with guidance in the selection of programs designed to prepare them for subsequent study in professional schools oriented toward careers in such fields as business administration, theology, forestry, and pharmacy. Help with decisions concerning professional study is available through the individual schools.

### Pre-Engineering

CSUB offers three engineering programs and several emphases. Turn to the section on Engineering in the School of Natural Sciences, Mathematics, and Engineering for information about these programs. In addition, pre-engineering courses are also offered that allow students to transfer to Schools of Engineering at some other universities to pursue engineering degrees not yet available at CSUB.

### Pre-Law

Law schools are more concerned about the general quality of an applicant's undergraduate education rather than about his/her having taken specific courses. They are looking for students who have maintained a high GPA and developed good writing, speaking/listening, critical thinking/logical reasoning, and problem solving skills.

The University offers pre-law concentrations within each of the Philosophy, Economics, and Political Science baccalaureate degree programs. These concentrations provide the appropriate broad preparation desired by law schools. Students should read the relevant section of this catalog for each discipline for information on the specific pre-law concentration requirements.

### Pre-Medical

The University offers course work to meet the requirements of medical and other professional schools in the health sciences, including dentistry, physical therapy, clinical laboratory sciences, optometry, physician's assistant, veterinary medicine, and pharmacy. Although these professional schools do not always require a bachelor's degree, they generally encourage basic preparation and a broad general education. Most students obtain a baccalaureate degree in the natural sciences, e.g., Biology or Chemistry, but other majors are also accepted, provided that the student has completed the required courses for the professional school. Typically, mathematics (one year), physics (one year), chemistry (two years), and biology (one or two years) are required. Courses recommended for CSUB students to satisfy these requirements may include:

- BIOL 201, 202, 203, 304, 305;
- CHEM 211, 212, 213, 331, 332, 333, 340;
- MATH 191 and 192 or 201 and 202 or 211 and 212;
- PHYS 221, 222 and 223 or 201, 202 and 203

Since the admissions requirements vary among the diverse medical programs and institutions, interested students should acquire a list of specific requirements from professional schools of their choice. Sources of information include the Career Development Center, the Walter Stiern Library, and the internet. Students are urged to consult with appropriate faculty advisors as soon as possible to plan course selections. These advisors and further information can be found at the Department of Biology (SCI I Room 227, 661-654-3089), Department of Chemistry (SCI II Room 273, 661-654-3027), or the Office of the Dean for Natural Sciences, Mathematics and Engineering (SCI I Room 104, 661-654-3450).

**STUDENT CLASSIFICATIONS****Admission Status of Students:****Pre-Baccalaureate/General**

Final	Met all admission requirements.
Probational	Admitted with scholastic deficiency.
Conditional	Permitted to register pending official verification of final admission status.
Extension	Permitted to register for extension course work only.
Summer	Permitted to register for summer session course work only.

**Post-Baccalaureate**

Classified	Admitted by a specific credential or certificate program for the purpose of enrolling in a post-baccalaureate credential or certificate program, subject to prerequisites.
Unclassified	Admitted by the university since the student holds an acceptable baccalaureate degree or has completed equivalent academic preparation, or admitted by “Special Action”. Admission as a post-baccalaureate unclassified student does NOT constitute admission to any specific graduate program or post-baccalaureate credential or certificate program.

**Graduate**

Classified	Admitted by a specific graduate program for the purpose of enrolling in an authorized graduate degree curriculum by meeting all requirements for admission. Classified graduate students may enroll in all graduate courses.
Conditional	Admitted by a specific graduate program for the purpose of enrolling in an authorized graduate degree curriculum, but the student must remedy identified deficiencies, such as prerequisite preparation, within a specified time period. Normally, “Conditional” graduate students are not allowed to enroll in 600-level courses.

**Registration Status of Students:**

Continuing	Student is enrolled in regular programs in the previous quarter, or a student is resuming studies after an absence of no more than two consecutive quarters.
Former	Returning student who has not registered in three previous consecutive terms.
New	Student who is registering in a regular term for the first time.

**Class Level of Students:**

Freshman	44-1/2 or fewer quarter units
Sophomore	45 to 89-1/2 quarter units
Junior	90 to 134-1/2 quarter units
Senior	135 or more quarter units
Post-Baccalaureate	Possesses acceptable baccalaureate or advanced degree; may be admitted to a credential or certificate program, but is not admitted to a graduate degree curriculum.
Graduate	Formally admitted to a graduate degree curriculum.

**Full-Time and Part-Time Student Classification:****Full-Time:**

1. For fee purposes, students registering for more than 6 quarter units of credit.
2. For all other purposes, undergraduate students registering for 12 quarter units or more of credit or graduate students registering for 8 quarter units or more of credit.

**Part-Time:**

1. Undergraduate students registering for less than 12 quarter units of credit or graduate students registering for less than 8 quarter units of credit, except as noted above.

**UNIVERSITY-WIDE COURSE REQUIREMENTS FOR DEGREE****University Learning Outcomes**

CSUB’s student learning outcomes are accomplished jointly through the General Education program, major and minor programs, and other graduation requirements. The goals include the following:

**Goal I****Students will show critical reasoning and problem solving skills.**

- Objective 1A: The student will demonstrate the ability to read critically.
- Objective 1B: The student will demonstrate the ability to write critically.
- Objective 1C: The student will demonstrate the ability to speak critically.
- Objective 1D: The student will demonstrate the ability to think critically.
- Objective 1E: The student will demonstrate the capacity for life-long learning.
- Objective 1F: The student will engage in critical problem solving.

**Goal II****Students will be able to communicate orally and in writing.**

- Objective 2A: The student will present information in a professional manner using well-developed writing skills.

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Objective 2B: The student will present information in a professional manner using well-developed oral presentation skills.

Objective 2C: The student will demonstrate competence in information management.

Objective 2D: The student will demonstrate computer literacy.

### Goal III

#### Students will demonstrate discipline-based knowledge and career-based-learning.

Objective 3A: The student will demonstrate broad knowledge in their selected discipline.

Objective 3B: The student will successfully apply discipline-based knowledge to the real world.

Objective 3C: The student will successfully engage in career preparation and planning.

### Goal IV

#### Students will possess numerical literacy.

Objective 4A: The student will correctly utilize mathematical calculations and estimation skills.

Objective 4B: The student will demonstrate quantitative reasoning skills.

Objective 4C: The student will successfully apply quantitative reasoning skills to the real world.

### Goal V

#### Students will become engaged citizens.

Objective 5A: The student will engage in university and community activities (including civic action).

Objective 5B: The student will demonstrate superior interpersonal skills.

Objective 5C: The student will develop and demonstrate a thorough knowledge of self.

Objective 5D: The student will demonstrate responsibility in group settings (including teamwork, leadership, managing skills, etc.)

Objective 5E: The student will demonstrate the ability to work independently.

### Goal VI

#### Students will develop a well-rounded skill set.

Objective 6A: The student will possess and demonstrate an ethical framework.

Objective 6B: The student will demonstrate an understanding of cultural and ethnic diversity.

Objective 6C: The student will successfully apply research methods/analysis and technology for problem solving.

Objective 6D: The student will demonstrate interdisciplinary knowledge.

### University-Wide Course Requirements for a Baccalaureate Degree

1. **CSUB 101:** Only required for first-time freshman students and for students transferring in with less than 20 quarter units.

2. **American Institutions:** U. S. History; American Government-US Constitution and California government/politics.

3. **Foreign Language Proficiency:** Satisfied with (a) 2 years high school course work in same language with grades of C, or (b) passing score on proficiency exam passed.

4. **Gender, Race, and Ethnicity (GRE)**

5. **Graduation Writing Assessment Requirement (GWAR):** Satisfied by passing (a) GWAR exam, or (b) approved GWAR course.

6. **General Education—Lower-division components. General Education—Upper-division components.**

### 1. CSUB 101

This is the first component in the First-Year Experience program. CSUB 101 is a seminar (one version for first-time freshman students and a second version (301) for new transfer and re-entry students) with the following course goals:

- To acquire knowledge about CSUB and to use that knowledge for academic success;
- To improve technical skills for academic success; and
- To increase connections and engagement of students “in transition” with CSUB, i.e., other students, faculty, staff, and administrators.

### 2. 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, 661-654-3079) and Political Science Departments (BDC A248, 661-654-2141). 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. Some courses may also count toward the discipline-based requirements. 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. The list of approved CSUB courses is published in the online Course Schedules.

### 3. Foreign Language Proficiency

Students must demonstrate competency in a foreign language. They can do so in one of the following ways:

- 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);

- b. Passing a CSUB administered foreign language challenge exam at the 101 or higher level.
- c. Passing a CSUB Foreign Language course at the 101 or higher level, or equivalent.

#### 4. 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) cannot satisfy either Area or Theme requirements for General Education. Some courses may also count toward the discipline-based requirements. The list of approved CSUB courses is published in the online Course Schedules. CSUB accepts equivalent articulated courses offered at other institutions of higher education. Students with questions about this requirement should discuss them with their advisor.

#### 5. Graduation Writing Assessment Requirement (GWAR)

In May 1976, the CSU Board of Trustees established a system-wide policy that all degree candidates (bachelor's and master's) must demonstrate writing competence as part of their graduation requirement. Undergraduate students must be upper-division (90 or more quarter units) before they demonstrate competence. Some courses may also count toward the discipline-based requirements.

Both undergraduate and graduate students have two options for meeting this requirement: (1) achieve a score of 8 or higher on a university-wide proficiency examination or (2) receive a grade of "credit" or of "C" or better in an approved course. The list of approved CSUB courses is published in the online Course Schedules.

For students transferring to CSUB from another CSU or from a UC, the Evaluations Office can determine if the upper-division writing requirement has been satisfied. For students transferring to CSUB from a college or university other than a CSU or a UC, the Evaluations Office may grant a waiver of the GWAR based on a previously completed appropriate course. Students who disagree with the decision of the Evaluations Office may bring a transcript, course description, and proof of upper-division standing to the Composition Office in FT 102D showing an earned a grade of C or higher in an upper-division writing course equivalent to one of the CSUB GWAR courses (NOT just a writing-intensive course, but a course that focuses on writing instruction and the development of writing skills).

The university-wide proficiency examination, open to all students who have earned at least 90 quarter units of undergraduate college credit and have completed ENGL 110

(the Basic Subjects requirement in English) or its equivalent with a grade of "C" (2.0) or higher, is given at least three times a year. Information concerning dates and registration for the examination can be obtained from the Testing Center (661-654-3373). Students will be required to provide evidence (printout of transcript or degree evaluation) to verify upper-division standing and completion of ENGL 110 (or the equivalent) with a grade of "C" or higher prior to registering for the examination. Eligible students may attempt the examination more than once.

In compliance with Section 504 of the Rehabilitation Act of 1973, individual arrangements and accommodations for testing and course work will be made for disabled students to meet the GWAR. These arrangements will be made in such a manner as to ensure the English competence of disabled students be tested and not the limitations imposed by their disabilities. Examination results will be mailed to each registrant who completes the examination. Results will be sent to the addresses registrants provide on the day of the examination.

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 Testing Center, the Campus Composition Office (FT 102B, 661-654-3083), the Department of English (FT 202A, 661-654-2144), the Academic Programs Office (EDUC 242, 661-654-3420), and all School Deans' offices.

#### 6. General Education

The general education program at CSUB is established in keeping with the University Learning Outcomes as well as the broad mission and vision of the university in order to:

- a. develop and reinforce basic skills in writing, speaking, and listening in the English language, in critical thinking and logical reasoning, and in quantitative reasoning;
- b. provide students with a breadth of exposure to mathematics, life and physical sciences, arts and humanities, and social and behavioral sciences;
- c. 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;
- d. assist students in the process of becoming well informed and responsible citizens;
- e. increase students' understanding of human diversity and their tolerance for differences of perceptions, ideas and values;
- f. give students an international and multicultural perspective on issues and problems confronting human society and the natural world; and
- g. facilitate the process of ethical development and responsibility at the personal, interpersonal, and societal levels.



## 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). Some courses may also count toward the discipline-based requirements. 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. Some courses may also count toward the discipline-based requirements. Instructors in all courses will incorporate materials related to the dimensions of human diversity, whenever appropriate and to the extent possible.

### Part 1: Lower Division Component

#### Areas A-D Requirements

These lower-division courses are designed to be introductory in nature and will expose students to the richness and breadth of disciplines. They are grouped in the following four areas:

- A. Communication in the English Language
- B. Mathematics, Life and Physical Sciences
- C. Arts and Humanities
- D. Social and Behavioral Sciences

#### Area A: Communication in the English Language (13 to 17 quarter units):

- A1. One course in speaking (with emphasis on public speaking) and listening (must be completed with a grade of "C" (2.0) or higher)
- A2. One course in writing and reading (must be completed with a grade of "C" (2.0) or higher)
- A3. One course in writing-intensive critical thinking and logical reasoning (must be completed with a grade of "C" (2.0) or higher)

#### Area B: Mathematics, Life and Physical Sciences (13 to 17 quarter units):

- B1. One lecture course in physical sciences
- B2. One lecture course in the life sciences

- B3. One related science laboratory in physical sciences or life sciences
- B4. One course in mathematics (must be completed with a grade of "C" (2.0) or higher)

#### Area C: Arts and Humanities (13 to 17 quarter units):

One course from Area C1, Art or Performing Arts, and one course from two of the following sub-areas:

- C2. Foreign Languages
- C3. History
- C4. Literature
- C5. Philosophy/Religious Studies

#### Area D: Social and Behavioral Sciences (13 to 17 quarter units):

One course from three of the following subareas:

- D1. Anthropology
- D2. Economics
- D3. Political Science
- D4. Psychology
- D5. Sociology

### Part 2: Upper Division Component

Students must complete in-residence at CSUB a minimum of 12 quarter units from coursework approved for upper-division general education credit. Students can enroll in this coursework only after they have achieved upper-division status, i.e., completed 90 quarter units, and have completed the lower-division requirements in Area A, Communication in the English Language, and B4, Quantitative Reasoning. In addition, students must have completed the respective Areas related to each Theme: Area B for Theme 1, Area C for Theme 2, and Area D for Theme 3.

#### Thematic Course Requirements

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.

**Theme 1: Natural Sciences and Technology**

Courses offered under this theme will provide students with an analysis and understanding of contemporary issues involving technology and physical and biological sciences. Within this context, courses will focus on issues regarding the impact of human activities on natural resources and the resulting global implications.

**Theme 2: Arts and Humanities**

Courses offered under this theme will enable students to gain knowledge of communications, linguistics, literature, history, philosophy, religion, and/or artistic expression of ideas. Students are expected to learn how different methods of inquiry can be used to convey perspectives on the human condition. Through the study of language, culture, and the arts in different times and places, students should gain a greater understanding of diverse cultures and their development over time. In a substantial research assignment, students will demonstrate their ability to critically analyze and interpret evidence and incorporate scholarly resources.

**Theme 3: Social and Behavioral Sciences**

Courses offered under this theme will focus on human, social, economic, and political behavior and institutions and their historical backgrounds. These courses will enable students to gain knowledge of contemporary social and behavioral issues as well as individual initiatives and public policies which address those issues.

**Demonstrating Competency in the “Basic Skills” (Areas A and B4)**

Because the four basic skills requirements (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. Acquiring the skills may be accomplished by satisfactorily completing a course or courses in the particular areas or by passing challenge examinations or by passing waiver exams available for each area.

The university requires students to demonstrate basic skills competency within a specified number of units.

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.

**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 once each quarter by the Academic Programs Office (EDUC 242). Exams for subareas A2, A3, and B4 are available through the Testing Office. Exams cost \$10.00 each.
5. Students earning degrees in Biology, Chemistry, Computer Science, Geology, Mathematics, Nursing, and Physics have the Theme 1 requirement substituted by fulfillment of 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 AVP for Academic Programs reviews all such petitions. Information regarding course substitutions can be obtained from the Office of Services for Students with Disabilities.

**Certification of General Education**

The university accepts full certification of lower-division General Education (57 quarter units) or partial certification by Area (A, B, C, or D) from California Community Colleges, other CSU campuses, and other institutions of higher education that have negotiated agreements with the CSU. Courses and examinations used to certify units must be baccalaureate level and have been completed at the certifying institution. However, any participating institution may report completion of courses or examinations taken at other participating institutions provided that all such courses and examinations would be certified by the institution offering them. Such courses and examinations shall be deemed to have been certified. It is the

student's responsibility to request the community college, other CSU, or other institutions of higher education to send the certification to the Evaluations Office at CSUB.

### **Intersegmental General Education Transfer Curriculum (IGETC)**

CSUB participates fully in the IGETC system. Students who have completed an IGETC program at a California community college or other participating institutions should ask the last institution attended to submit an IGETC completion form to the Evaluations Office at CSUB.

### **PETITIONS FOR WAIVER OR SUBSTITUTION REGARDING GENERAL EDUCATION**

#### **Transfer Students**

In unusual circumstances, transfer students may petition for a waiver from a specific General Education requirement by providing appropriate justification and demonstration of means by which the student has acquired the knowledge for that requirement. Petitions must be submitted to the Dean's Office of the School which is responsible for the specific requirement.

#### **Students with Disabilities**

Students with documented learning disabilities may petition for substitution of course(s) for specific General Education requirements. Students must be registered with Services for Students with Disabilities (SA 140, 661-654-3360) and undergo a review by a certified staff member for recommendation of any substitution. All recommendations are reviewed and approved by the AVP for Academic Programs (EDUC 242, 661-654-3420).

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

Upper-division students who have broken "continuous enrollment" (see Applicable University Requirements page 52) 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 a return to the catalog in effect at the time the student stopped attending CSUB. Students desiring to submit such a petition to the APC can get information regarding the specific content and format of the petition at the AVP for Academic Programs (EDUC 242, 661-654-3420).

### **GENERAL GRADUATION REQUIREMENTS**

#### **Unit Requirements**

A minimum of 180 quarter units is required. In the case of a BA degree, a minimum of 60 upper-division units is required.

#### **Residency Requirements**

Students must complete a minimum of 45 quarter units in resident study at CSUB. At least 36 of these 45 units shall be earned in upper-division courses, and at least 18 of those upper-division units shall be earned in the major.

#### **Academic Scholarship Requirements**

Each student must complete, with a grade point average (GPA) of 2.0 (C) or better:

1. all acceptable university units attempted, including all transfer units,
2. all units counted toward satisfaction of the major requirements;
3. all units counted toward satisfaction of the minor requirements, if applicable; and
4. all units attempted at CSUB. Only courses in which a letter grade (A, B, C, D, F, including pluses and minuses) is assigned are used in computing the GPA. Students cannot graduate with grades of "I," "RP," or "RD" on their record.

#### **Currency of Courses Requirements**

CSUB students pursuing a baccalaureate degree must satisfy major and minor requirements, including all required cognates and prerequisite courses, within 10 years of the date of the award of the baccalaureate degree.

Exceptions to the policy may be granted if a student can demonstrate currency in the relevant course or courses to the satisfaction of the faculty in the department or program offering the major and minor. Students should consult their academic advisor about how to demonstrate currency for course work that is completed 10 or more years prior to the anticipated award of the baccalaureate degree. The academic Dean responsible for the major or minor program must approve all exceptions to this currency of courses requirement.

#### **Applicable Catalog for Graduation Requirements**

To maintain rights to a set of catalog graduation requirements, a student must remain in continuous enrollment. "Continuous enrollment" means that the student cannot miss three consecutive quarters or two consecutive semesters. Summer sessions do not count toward continuous enrollment. Absence due to an approved educational leave shall not be considered an interruption in continuous enrollment, provided the absence does not exceed two years.

The university allows students two options in selecting the catalog for their major and minor requirements. Students may choose either of the following catalogs:

1. the catalog in effect when the student began continuous enrollment at the university or college level;
2. the catalog in effect at the time the student graduates from CSUB.



Similarly, the university allows students three options in selecting the catalog for their university-wide requirements. Students may choose the following catalog in effect during:

1. the term in which graduation requirements are completed;
2. the term the student started course work at CSUB, assuming the student has been in continuous enrollment since then;
3. the term the student began college-level coursework applicable to the baccalaureate degree, provided the student has been in continuous enrollment in regular sessions in any California public university (California State University or University of California) or California community college.

#### **Credit for Physical Education and General Studies courses**

Students may apply to graduation a maximum of 8 total units of credit earned in PEAK activity courses, General Studies courses, or any approved equivalent courses.

#### **Graduation Requirement in Writing Proficiency**

All students must demonstrate competency in writing skills as a requirement for graduation. Information on currently available ways to meet this graduation requirement may be obtained from the **University-Wide Course Requirements for a Baccalaureate Degree** section. Item number five gives details regarding the Graduation Requirement in Writing Proficiency (GWAR) requirement.

### **MAJORS AND MINORS**

#### **Discipline-Based Majors**

Each of the academic disciplines at CSUB has a prescribed set of requirements involving a correlated set of courses that lead to the baccalaureate degree, either the Bachelor of Arts or Bachelor of Science. The faculty has primary responsibility in developing and updating its major requirements and the supporting curriculum. Students declaring a discipline-based major will develop a program of study in collaboration with a faculty advisor to meet the prescribed requirements

#### **Declaration of a Major and a Minor, if applicable**

Students must declare a major by the time they complete 60 quarter units of coursework listed on their transcript. For those majors that require a minor, the minor must be declared before students attain junior standing, i.e., have 90 quarter units of coursework listed on their transcript. Students must declare the catalog under which they intend to graduate when they file for graduation.

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 and Records (SA 103, 661-654-2147).

#### **Double Majors**

Any student completing the requirements for two majors in disciplines generating Bachelor of Arts degrees or in two majors generating Bachelor of Science degrees must request approval for a diploma recognizing a double major. The AVP for Academic Programs reviews these requests.

Any student completing work for two majors, one of which generates a Bachelor of Arts degree and the other a Bachelor of Science degree, must request approval for a diploma recognizing a double major. The AVP for Academic Programs reviews these requests.

Students graduating with a double major are required to complete all components of each major, including the Senior Seminars. Although double-counting of courses from one major to the other is possible, the student must accumulate a minimum number of unduplicated units in each major. For the BA major, the minimum is 36 quarter units; for the BS major, the minimum is 55 quarter units. The student completing a double major does not need to complete a minor.

#### **Special Major**

The University also offers a baccalaureate degree with a Special Major. This permits a student to propose a program of correlated studies. This alternative is for the student who wants to pursue a field of study not covered by one of the university's academic departments or who transfers with a large number of upper-division units in a degree program not offered at CSUB. Students seeking information on the Special Major should contact the AVP for Academic Programs (EDUC 242, 661-654-3420).

A student wanting to develop a Special Major must request a faculty member to serve as the academic advisor. The faculty advisor, upon agreeing to serve, may require that a second or third advisor be secured for the other fields to be included in the Special Major.

The student and advisor(s) develop an agreed upon Program of Study. The Program of Study must contain a minimum of 55 quarter units, 35 of which must be upper division. The student is also required to complete the senior seminar course. This can be accomplished by completing a "special" senior seminar specifically developed for the Special Major. The form to be completed for the Special Major is available in the Office of the AVP for Academic Programs (EDUC 242, 661-654-3420).

The proposed Program of Study is then reviewed for approval by the Dean or Deans of the School(s) involved. If approved, the AVP for Academic Programs then reviews the proposed Program of Study and makes a final determination. The approved Program of Study becomes a permanent part of the student's academic record.

## Minors

The university offers a wide array of minors. There are three different types of minors - a traditional minor from a single discipline, a special minor, and an interdisciplinary minor. Regardless of type, most minors require a minimum of 20 units with at least two upper-division courses.

Students, whether pursuing either a Bachelor of Arts or Bachelor of Science degree, are able to complete one or more minors and have them displayed on their diploma and transcript. Students should contact the academic department or faculty coordinator responsible for the minor. The department or faculty coordinator must approve the minor and, at the time of graduation, certify completion of the minor to the Evaluation Office.

The 20 units (normally four 5-unit courses) used in a minor cannot be drawn from those used to satisfy the major requirements. However, in the case of majors requiring extensive lower division cognates (e.g., Business Administration), students may count one of the cognate courses as one of the four required in the minor.

## Special Minor

The special minor consists of 20 or more units separate from the declared major, at least 15 units of which must be in upper-division courses. The student may request that two lower-division courses that are “related” in subject matter content be used to meet one of the upper-division course requirements, but that pair can only count as a maximum of 5 units towards the minor. Proposals for the Special Minor must be submitted and approved by the faculty advisor, department chair for the student’s major, and the AVP for Academic Programs no later than the Census Date of the quarter in which the student becomes a senior (135 or more units). Any changes to the Special Minor require the approval of the student’s faculty advisor, the department chair of the student’s major, and the AVP for Academic Programs.

## GENERAL INFORMATION REGARDING CLASSES

### Course Numbering System:

- 1 - 99** Courses which carry no-credit toward a degree or a credential.
- 100 - 199** Lower-division courses designed as freshman level, but also open to other students.
- 200 - 299** Lower-division courses designed as sophomore level, but also open to other students.
- 300 - 399** Upper-division courses designed as junior level; may be opened to “advanced” lower division students under special circumstances with prior approval.
- 400 - 499** Upper-division courses designed as senior level not open to lower division students and may be used for post-baccalaureate or graduate credit with prior approval.

- 500 - 599** Graduate courses open to “advanced” seniors, credential candidates, and graduate students.
- 600 - 699** Graduate courses designed primarily for Classified graduate students.
- 700 - 799** Continuous enrollment courses designed for those students who have completed all requirements for the Master’s Degree except the thesis, project or examination, and who are not enrolled in any other course. These are offered in each Master’s program.
- 800 - 899** Courses receiving Continuing Education Units (CEUs) designed for re-licensure requirements. Credit for these courses is not applicable to degrees.
- 900-999** Courses designed for professional groups seeking vocational improvement or career development. Credit for these courses is not applicable to degrees or credentials.

## Quarter Unit

One quarter unit of credit normally represents one hour of in-class work **and** two to three hours of outside study per week. One semester unit of credit is equivalent to one and one-half quarter units. Conversely, one quarter unit of credit is equivalent to 2/3 of a semester unit.

## Course Units

For courses taught in a lecture mode, there will be 50 minutes per week of instruction for each unit of credit, so a 5-unit lecture course will have 250 minutes of instruction per week. Courses with laboratories or other non-lecture components will either have that component integrated into the course structure or the lecture and other component might have separate course numbers. The time per week for non-lecture modes of instruction varies depending on the type of non-lecture component and on the course.

## Credit Hour

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

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

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

### **Out-of-Class Preparation**

Course instructors generally structure their courses so that the “average” student will need to devote two to three hours outside of class each week for each unit of course credit. In other words, students should expect to spend 10 to 15 hours outside of class each week for a 5 unit class in completing assigned readings, performing library or internet searches, doing homework assignments, writing papers or reports, studying for quizzes/exams, etc.

### **Class Schedule**

The university provides an online searchable Schedule of Classes each quarter. The university also prepares a quarterly online Academic Information and Policies document with information about the registration schedule, registration procedures, fees, and other pertinent information about university resources available to the student.

### **Class Meetings**

Classes meet at the time and place indicated in the online Schedule of Classes. Except in cases of emergency, all changes will be updated online and/or announced by the course instructor prior to subsequent class meetings. Information on any rescheduled class session may be secured from the office of the appropriate School Dean.

### **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.

- 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.

### **Instructor Initiated Drop Policy**

Students who do not attend the first day of class may be administratively dropped from the class. Students from the waiting list who attend the first day of class may be added. Students who are on the waiting list, but do not attend the first day of class, may be dropped from the waiting list. All students

## ACADEMIC INFORMATION

enrolled in on-line courses with waiting lists must log in to the course and complete any assignments or other activities that are required by the instructor during the first week. Students who fail to complete first-week assignments within the deadline may be dropped. Students who are administratively dropped under this policy will be sent an e-mail informing them of the drop. Students should not presume they will be dropped by their instructor for non-attendance. Students who have registered for a class, but never attended, should verify whether or not they are officially enrolled. It is the student's responsibility to withdraw officially from the class.

### Student Opinionnaire on Courses and Instruction (SOCI)

Students enrolled in each class are asked to respond to anonymous questionnaires which report their assessment of the course content and the instruction in that class. The Student Opinionnaire on Courses and Instruction (SOCI) are used both by individual faculty members and the university administration in a continuing effort to ensure the instructional program at CSUB is as effective as possible. Faculty members use the student feedback to make systematic adjustments in their courses to better serve our students. Faculty committees and university administrators use the SOCI as one mechanism to assess faculty performance in teaching for Retention, Tenure, and Promotion (RTP) for probationary tenure-track faculty, for post-tenure review of tenured faculty, and for performance review of temporary faculty.

### COURSE GRADING SYSTEM

Grade Symbol	Explanation	Grade Points/ Course Unit
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Passing	1.0
D-		0.7
F	Failing	0.0
AU	Audit	No Effect
CR	Credit	No Effect
I	Incomplete	No Effect
IC	Incomplete-Charged	0.0
NC	No Credit	No Effect
RD	Report Delayed	No Effect
RP	Report in Progress	No Effect
W	Withdrawal	No Effect
WU	Unauthorized Withdrawal	0.0

Grade point averages (GPAs) are computed by dividing the total number of grade points earned by the total number of units attempted. Only units and grade points earned by a student while enrolled at CSUB are used to compute the CSUB GPA. Both the CSUB GPA and the overall GPA are used to determine academic standing.

### Letter Grades

The assignment of letter grades for each course is the responsibility of the course instructor.

### Change of Final Course Grade

A change in letter grade can be approved by the department chair only in the case of a declared clerical error. The definition of clerical error is an error made by the instructor or by an assistant in grade estimating or posting. Under no circumstances, except for completion of work when "I" was issued or through the Student Academic Grievance Procedures, may a grade change be made as the result of work completed or presented following the close of a grading period.

### Non-Letter Grade Symbols:

#### AU (Audit)

Admitted students may file a request with the Office of Admissions and Records (SA103, 661-654-3036) to audit a course. An auditor does not receive baccalaureate credit for the audited course. Enrollment as an auditor is subject to permission of the instructor provided that enrollment in a course as an auditor shall be permitted only after students otherwise eligible to enroll on a credit basis have had an opportunity to do so. Auditors are subject to the same fee structure as credit students and regular class attendance is expected. Once enrolled as an auditor, a student may not change to credit status unless such a change is requested no later than the last day to add classes in that term. A student who is enrolled for credit may not change to audit after the first week of instruction. Auditors are not permitted to take examinations in the course. A grade of "AU" for an audited course is posted on a student's permanent record if, in the judgment of the instructor, the student has attended enough class meetings to receive a grade of "AU"; otherwise, a "W" is recorded.

#### CR/NC (Credit / No-Credit)

These symbols are used in courses where letter grades are not deemed appropriate. Credit/no-credit registration is also used for all students enrolled in courses numbered 0-99 that do not count toward the baccalaureate degree, and in some performance courses such as Music and Theatre where participation is the key component. Finally, most Independent Study and Directed Research courses are graded on a credit/no-credit basis, since accomplishment of a specified amount of work is the content of such courses. A "CR" or "NC" is not used in calculating grade point average or progress points.

A student desiring to enroll in a course on an optional credit/no-credit basis must obtain the appropriate form from the Records Office (SA 103, 661-654-3036). This form requires the advisor's signature and, if a student is requesting permission to take more than one course in a single term on an optional credit/no-credit basis, the signature of the appropriate School Dean. Students may change their enrollment among optional credit/no-credit grading and letter grading up to the 15th instructional day (Census Day). A grade of "CR" will be awarded for work of "C" (2.0) or better; the grade "NC" will be awarded for the grade of "C-" (1.7) or below.

Courses taken on an optional credit/no-credit basis may not be counted toward major, minor, concentration, or cognate requirements for the baccalaureate degree. Ten units of optional credit/no-credit course work can be used in meeting the General Education requirements. Up to a maximum of 45 units of credit/no-credit course work (including optional credit/no-credit) completed at CSUB may be counted toward a baccalaureate.

### **I (Incomplete-Authorized)**

The symbol "I" indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the Incomplete. A formal Petition for Incomplete Grade must be signed by the instructor and filed with the Records Office. An "I" is not used in calculating grade point average or progress points. A final grade is assigned when the work agreed upon has been completed and evaluated.

An "I" must normally be made up within one quarter immediately following the end of the term during which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. The student is not permitted to re-enroll in the course until the incomplete grade is removed and a final course grade is processed. Failure to complete the assigned work will result in an "I" being converted to an "IC" symbol, unless the faculty member assigns a specific letter grade at the time the Incomplete is assigned, which would replace the "I" in the student's record after the calendar year deadline.

### **IC (Incomplete Charged)**

The "IC" symbol is used when a student who received an authorized incomplete ("I") fails to complete the required course work within the allowed time limit. The "IC" replaces the "I" and is counted as a failing grade (F) for grade point average and progress point computation.

### **RD (Report Delayed)**

The RD grade is assigned by the Office of Academic Records only in instances where a faculty member has failed to submit grades in accordance with published deadlines. A grade of "RD" shall be replaced by a substantive grading symbol as soon as possible. The Registrar may change the grade to "CR" if no other grade is assigned in a timely manner. An "RD" is not used in calculating grade point average or progress points. Students shall not be re-enrolled in a course for which they have an outstanding "RD" grade. "RD" grades may affect students by, for example, obstructing financial aid and quarterly registration. Further, students cannot graduate with an outstanding "RD" grade on their record. The Office of Academic Records shall notify the instructor of record, the department chair, and the School Dean within one week of the assignment of "RD" grades.

### **RP (Report in Progress)**

The "RP" symbol is used in connection with courses that extend beyond one academic term, normally Independent Study, Directed Research, and master's thesis or project. It indicates that work is in progress and that the progress has been judged satisfactory, but that the assignment of a final course grade must await completion of additional work. Students shall not be re-enrolled in a course for which they have an outstanding "RP" grade. Work must be completed within one year; theses or projects for master's degrees may be authorized for a maximum of two years as long as the delay does not exceed the overall time limit for completion of the master's degree requirements. Any extension of time limits must receive prior authorization by the appropriate School Dean and, for master's degree theses and projects, by the AVP for Academic Programs.

### **W (Withdrawal, authorized)**

The "W" symbol indicates that the student was authorized to withdraw from the course after the third full week of class instruction with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in calculating grade point average or progress points. Withdrawals are not permitted during the final three weeks of instruction except in cases such as accident or serious illness, where the cause of withdrawal is clearly beyond the student's control and the assignment of an "Incomplete" is not practical. Ordinarily, withdrawals during the last three weeks of the quarter involve Complete Withdrawal from the University.

### **WU (Unauthorized Withdrawal)**

The "WU" symbol indicates that an enrolled student did not formally withdraw from the course and also failed to complete course requirements. It is used when, in the judgment of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average and progress point computation, the "WU" symbol is equivalent to an "F."



## CLASS REGISTRATION

### Steps to Registration

Registration is the final step in the matriculation process. When students have been admitted to the university and have determined which courses they should take to meet specific requirements for their degree, they are ready for registration. In order to begin registration, admitted students must have:

- Spoken with an academic advisor
- Cleared all holds and obligations to the university
- Taken necessary tests or prerequisites
- Obtained proper registration appointment time disbursed by the registration office via e-mail

Details of registration procedures are available online before registration each quarter. No student should attend classes until his or her registration has been completed. Registration is complete only when all official documents are properly filed, and all outstanding fees and deposits are paid or arrangements for a payment plan are completed. Students may not receive credit in any course for which they have not completed registration.

### Academic Advising

The assignment of a faculty advisor is normally made by the department chair. All freshman students with less than 45 quarter units are required to meet with an advisor prior to registering for courses each quarter. All students are required to meet with an advisor at least once per year. Faculty members are trained to provide accurate information and helpful advice regarding university-wide requirements, major and minor requirements, and career opportunities within the discipline.

Students who have not yet declared a major should meet regularly with a trained staff member from the Academic Advising & Resource Center (AARC). 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 Academic Advising & Resource Center (AARC).

Students who have been placed on “academic probation” status will be required to meet with the AARC 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 AARC Director.

The staff at the AARC 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 AARC professional staff can answer questions about many of the university’s programs.

The AARC advising system is designed to ensure 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, 661654-2160).

### Orientation, Advising, and Registration (OAR) Program

The university schedules one-day Orientation, Advising, and Registration (OAR) programs in April, May, July, August and just before the beginning of each academic quarter to provide new first-year students (first-time freshman, transfer, and re-entry students) an opportunity to: (1) learn about basic requirements for the baccalaureate degree and about various academic support services available at CSUB; (2) be advised by either faculty or staff in the selection of courses for the student’s first academic term; and (3) register for those courses in order to become a CSUB student.

### Remediation: English and Mathematics Placement Tests

#### English Placement Test (EPT)

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

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

- A score of 500 or above on the critical reading section of the College Board SAT Reasoning Test;
- A score of 22 or above on the American College Testing (ACT) English Test;
- A score of 3 or above on either the Language and Composition or Composition and Literature examination of the College Board Scholastic Advanced Placement Program;
- Completion and transfer to CSU of the credits for a college course that satisfies the CSU General Education requirement in English Composition, provided such a course was completed with a grade of C or better;

- A score of “Exempt” or “Ready for college-level English courses” on the CSU Early Assessment Program (EAP) taken along with the English Language Arts California Standard Test in grade 11.

### **Entry Level Mathematics (ELM) Examination**

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

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

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

### **Completion of Remediation**

In accord with Executive Order 665 (issued February 1997, revised June 1999), all students requiring developmental (remedial) course work in English and/or mathematics must complete the courses within one academic year (three quarters). Students who have maintained a CSUB grade point average (GPA) of 2.0 or higher and have made a “good faith effort” to complete the required developmental (remedial) course work in English and/or mathematics may be allowed an additional quarter based upon the recommendation by the Director of the Academic Advising & Resource Center (AARC) and if approved by the AVP for Academic Programs.

### **Early Start Program**

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

The goals of Early Start Program are to:

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

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

### **Executive Order 665**

In accord with Executive Order 665 (issued February 1997, revised June 1999), all students requiring developmental (remedial) course work in English and/or mathematics must complete the courses within one academic year (three quarters). Students who have maintained a CSUB grade point average (GPA) of 2.0 or higher and have made “good faith effort” to complete required developmental (remedial) course work in English and/or mathematics may be allowed an additional quarter based upon the recommendation by the Director of the - Advising and Academic Resource Center (AARC) and if approved by the AVP for Academic Programs.

### **First-Year Experience Program**

The Roadrunner Resources for Undergraduate Success and High-Achievement (RUSH-A) Program formally introduces all new students in “transition” (first-time freshman, transfer, and re-entry students) to the many important issues that are fundamental to academic and career success. An integrated series of seminars is offered for all new students in “transition”: CSUB 101/301, 103/303, and 105/305. The CSUB 101 course is required for all first-time freshman students.

The Roadrunner RUSH-A program collaborates with the following campus programs to offer new and continuing students a wide range of academic support services to assist in their achievement of academic success:

- Academic Advising & Resource Center (AARC)
- Roadrunner Faculty Mentor Fellows (RFMF)
- Helen Hawk Honors Program
- Alliance for Minority Participation (AMP)
- Educational Opportunity Program (EOP)

- College Assistance Migrant Program (CAMP)
- Academic Advancement Center (AAC)
- Early Assessment Program (EAP)
- International Students & Programs (ISP)
- Intensive English Language Center (IELC)
- One-Stop Academic Success & Integrated Services (OASIS)
- Writing Center
- Math Tutoring Center
- CSUB Student Activities
- CSUB Associated Students, Inc. (ASI)
- CSUB Athletics
- CSUB Services for Students with Disabilities (SSD)
- CSUB Outreach Services

### Registration Dates

Registration dates and the last day to register for classes are published in the Class Schedule and the University Catalog. Late registrants may experience difficulties arranging their programs due to closed classes. A \$25.00 fee is assessed for late registration.

### Online Registration and Student Information

Students are encouraged to register for courses and review their academic records online via their “myCSUB” account. The “myCSUB” student center offers the following options:

1. Registration
  - Registering for classes
  - Dropping and Adding classes
  - Verifying current and past schedules
  - Checking availability of courses
2. Student Records
  - Accessing unofficial transcripts
  - Viewing an up-to-date degree audit
  - Viewing quarter-by-quarter grades
  - Reviewing account history, charges, and payments
  - Checking current address and biographical information on file

### Use of Student Data for Marketing Programs

Please note that your name, address, phone number, school or college, and year of graduation may be used by California State University, Bakersfield for the development of university affiliated marketing programs. If you do not wish to have this information used, please notify the University Advancement Office by writing to the office at 9001 Stockdale Highway, Bakersfield, California 93311-1022.

### Course Overload

A student is not normally permitted to enroll in more than 19 units. Loads in excess of 19 units are not permitted for first-quarter CSUB students. A student with a CSUB grade point average 2.50 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 3.30 or better may carry more than 19 units without petition.

### Changing Course Registration

Each student is responsible for all changes made to his/her official schedule of classes, i.e., adding courses, dropping courses (except for instructor initiated drop, see above), or complete withdrawal from the university.

### Adding Courses

Students may add courses that are “open” either in person at the Records Office or using the online myCSUB registration system until the end of the first week of the term. For courses that are “closed” and for all courses after the first week of classes, students must file an Add Form with instructor signature(s) with the Records Office (SA 103). Add Forms are available in the Records Office and in all the School Deans’ offices.

### Dropping and Withdrawing From Courses

It is the responsibility of students to attend each class meeting of the courses in which they are enrolled. Students absent from any class meeting are responsible for personally contacting the instructor by the next class meeting. In addition, as a courtesy to other students waiting to get into classes as well as a courtesy to the faculty, students who decide to drop a class should notify the instructor immediately. However, it is still the student’s responsibility to drop online or to submit the “Drop Request Form” to the Admissions and Records Office.

- a. **Dropping classes during the first three weeks.** Students may only drop classes during the first three weeks of the term. There is no penalty for such an action; the dropped course(s) will not appear on the transcript.
- b. **Withdrawing from classes during week four through week seven.** Students are permitted to withdraw from classes during this period only for serious and compelling reasons that make it impossible for the student to complete course requirements. “Serious and compelling reasons” include documented accident or serious illness, job change, or serious family and/or psychological reasons. Failing or performing poorly in a class is not an acceptable “serious and compelling” reason. Students must secure a withdrawal request form from the Records Office. The signatures of the instructor and the department chair of each course being dropped are required. The completed drop form is then returned to the Records Office for processing and a grade of “W” will appear on the transcript. Grades of “W” do NOT affect a student’s GPA.

### Limit on number of units of “W” grades

Beginning with the fall 2009 term, the university will limit the number of units of such withdrawals from classes per Executive Order 1037. Any “W” grades assigned prior to the beginning of the fall 2009 term will not count against this limit. CSUB students will be limited to a total of 28 quarter units of “W” grades. The limit applies only to courses taken at CSUB (main campus and Open University). Additionally, “W” grades assigned during the fourth through seventh weeks for documented and verified “accident or serious illness” are

not counted against the limits. Students can submit a request to the Academic Petitions Committee (Academic Programs Office) to be allowed additional “W” units beyond the 28 unit limit, but such petitions will only be approved in cases in which the student presents convincing evidence that such consideration is merited.

### **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.”

### **Withdrawal From The Term Policy**

Withdrawal from the university for the term may occur in two periods during the quarter: (1) after the third week of instruction and through to the seventh week; and (2) after the seventh week of instruction.

Authorization to withdraw from the term shall be granted only for the most serious and compelling reasons. “Serious and compelling reasons include documented accident or serious illness, job change, or serious family and or psychological difficulties or other factors beyond the student’s control.” Such reasons must be documented by the student. Poor academic performance or poor attendance is not evidence of a serious and compelling reason for withdrawal.

For the period after the third week of instruction and up through the seventh week, approval of the instructor and advisor is required. If the student is on financial aid, the approval of the Financial Aid Office is also required. The request for withdrawal must state the reason for the withdrawal.

Withdrawals from the term shall not be permitted after the seventh week of instruction except in cases, appropriately documented, such as accident or serious illness, job change

or serious family and or psychological difficulties where the assignment of an Incomplete is not practical and the need for withdrawal is clearly beyond the student’s control. Ordinarily, withdrawals in this category will involve total withdrawal from the university except that credit and/or an incomplete grade may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Students may obtain 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
4. Financial Aid Office
5. AVP for Enrollment Management

The completed form is then returned to the Records Office for processing. “W” grades assigned as part of complete withdrawals do not count against the limits.

### **Repeating Courses**

As declared in Executive Order 1037, the university limits the number of times 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, 661-654-3036) or from the Admissions and Records website. The petition does not require 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, 661-654-3420) to get information regarding the content and format for their petition to repeat courses and replace grades beyond the limits.

### **Disregarding 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. Even though the coursework may be disregarded for GPA and other graduation purposes, the coursework will remain on the transcript. Disregarding 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 or overall or major or minor GPA of 2.0. Under no circumstances will students be authorized to disregard coursework for previous terms solely to raise their GPAs 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. If another institution has acted to disregard coursework from consideration for a student, such action shall be honored in terms of that institution's policy. But disregarding of any coursework's consideration by another institution shall reduce by one term the three quarter maximum on the application of academic renewal to an individual CSUB student's record. 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, 661-654-3420) to get information regarding the content and format for their petitions.

### **Open University Enrollment**

Concurrent enrollment in regular CSUB courses by non-matriculated students is on a space available basis through Open University with the Division of Extended Studies. Courses carry extension credit. No more than 36 quarter units of Open University coursework can be applied towards a baccalaureate degree and no more than 13 quarter units can be applied toward a master's degree.

### **Concurrent Enrollment**

A student at CSUB who desires to enroll for concurrent work at another institution or through Extended University at CSUB must file a petition with the Director of Admissions and Records (SA 107, 661-654-2160). A student, for whom the total units resulting from concurrent enrollment in courses at CSUB and courses from another institution, including Extended University at CSUB, would exceed the 19-unit load, must have approval via a petition to the Dean of the student's major in accord with the university's policy for Course Overload.

### **TRANSFER STUDENTS: EVALUATION AND ACCEPTANCE OF TRANSFER CREDIT**

After a person has been accepted for admission as an undergraduate transfer student, the Evaluations Office of Admissions and Records (SA 104, 661-654-2258) will evaluate all previous college work and issue an evaluation of transfer credit to the student and to the student's major department. The evaluation remains valid as long as the student matriculates at the date specified and remains in continuous enrollment (see Applicable University Requirements page 52). These evaluations are conditional and are subject to revision during the first quarter that the student is in attendance. Therefore, transfer students should discuss their evaluation in detail with their academic advisors to ensure that all credit earned has been granted and that no error has been made.

### **Credit from a California Community College**

The university will accept for full transfer credit all course work taken at a California community college which has been indicated by that college as designed or appropriate for baccalaureate credit. Community college credit is allowed to a maximum of 105 quarter (70 semester) units. Courses taken at a community college by a student who has already completed 105 quarter units of community college work may be used to fulfill course requirements but do not carry unit credit towards total units required for the baccalaureate degree. No upper division credit may be allowed for courses completed at a community college.

### **Credit from an Accredited Four-Year College or University**

The university will accept for full transfer credit any baccalaureate-oriented courses taken at a four-year accredited college or university.

### **Credit from a Non-Accredited College or University**

Credits earned in non-accredited colleges may be accepted upon review and recommendation by respective faculty for each course and approval by the appropriate Dean(s).



**Credit for Extension, Correspondence, and DANTES Work**

The university will accept for credit towards a baccalaureate degree, on the basis of evaluation of courses submitted on official transcripts, no more than 36 quarter units of credit earned through extension, correspondence, and/or DANTES (Defense Activity for Non-Traditional Educational Support) courses.

**Credit for Military Service**

Students with active military service of one year or more will receive 9 quarter units of lower-division elective credit and additional units for specified service training and courses. A copy of service separation papers (service form DD-214) must be submitted to the Admissions Office during the admissions process.

**Credit for Peace Corps Service**

Students with Peace Corps service of one year or more will receive 9 quarter units of lower-division elective credit and additional units for training courses completed at an accredited college. Written certification by recognized authorities of service and training must be filed with the Admissions Office during the admissions process.

**Subsequent Enrollment**

Students enrolled at the university who wish to receive transfer credit for courses offered at other institutions should obtain prior approval of these courses from the appropriate department chair, School Dean, and the AVP for Academic Programs before enrolling in such courses.

**ACADEMIC STANDING**

The students' academic standing is determined by the quality of their academic performance and progress toward their degree objective.

**Dean's List**

A full-time, undergraduate student, carrying at least eight (8) units of letter-graded work during the quarter, who earns a GPA of 3.25 or above in that quarter will be placed on the Dean's List.

**Good Academic Standing**

Good Academic Standing indicates that a student is eligible to continue in attendance at CSUB and is not on academic probation/jeopardy/disqualification or disciplinary probation/suspension/expulsion from the University.

**Academic Probation**

In accord with Executive Order 1038, any undergraduate student with a CSUB GPA or overall GPA falling below 2.00 shall be placed on Academic Probation. Students on Academic Probation will have a registration hold placed on their account requiring them to participate in an Academic Intervention

Program. In subsequent terms, students will remain on probation so long as either the CSUB GPA or overall GPA remains below 2.00 and their CSUB GPA and overall GPA are at or above the following limits:

- **Freshman students** (44.5 or fewer quarter units) at or above 1.50
- **Sophomore students** (45-89.5 quarter units) at or above 1.70
- **Junior students** (90-134.5 quarter units) at or above 1.85
- **Senior students** (135 or more quarter units) at or above 1.95

**Academic Jeopardy**

Students on Academic Probation whose CSUB or overall GPA falls below these limits may be eligible for Academic Jeopardy only once during their academic career so long as they meet all of the following criteria:

- a. The student has never been on Academic Jeopardy before.
- b. The student has successfully completed the prescribed Academic Intervention Program while on Probation.
- c. It is mathematically possible for the student's GPA to permit a return to Probation within the following term, based on current course registrations.
- d. The student has signed an Academic Intervention Contract.
- e. The student satisfies all of the requirements set forth in their Academic Intervention Contract, including regular meetings with an advisor.

Students on Academic Jeopardy will be subject to immediate Academic Disqualification and deregistration when they fail to meet any of these requirements.

**Academic Disqualification**

Students on Probation are subject to Academic Disqualification when their CSUB GPA or overall GPA drops below the following limits:

- **Freshman students** (44.5 or fewer quarter units) below 1.50
- **Sophomore students** (45-89.5 quarter units) below 1.70
- **Junior students** (90-134.5 quarter units) below 1.85
- **Senior students** (135 or more quarter units) below 1.95

Students on Academic Jeopardy shall be Academically Disqualified when their CSUB GPA or overall GPA drops below these limits. Students on Academic Jeopardy are subject to immediate Disqualification and deregistration when they fail to meet the requirements set forth in their Academic Intervention Contract.

**Readmission of Academically Disqualified Undergraduate Students**

Students disqualified for academic reasons will 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 academically rigorous quarter units.
2. For students who were upper-division (completed 90 quarter units or more):
    - a. earned college credit in academically rigorous courses elsewhere or in CSUB Extended University and attained at least a “B” (3.0) average in not less than 9 academically rigorous quarter units, 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 one of 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 AVP for Academic Programs (EDUC 242, 661-654-3420). A student accepted for readmission will re-enter on Academic Reinstatement status. To retain that status, the student must attain a GPA of at least 2.00 every term. When the student’s CSUB GPA and overall GPA both reach 2.00, the student will be removed from Academic Reinstatement status and put on Good Academic Standing status.

### **ALTERNATE WAYS TO EARN ACADEMIC BACCALAUREATE CREDIT**

The university provides a variety of alternatives to the traditional classroom. Some alternatives allow students to accelerate their progress toward their baccalaureate degree:

- Advanced Placement (AP) Program
- International Baccalaureate (IB) Diploma
- College Level Examination Program (CLEP)
- Credit for Courses by Challenge Examination

Other alternatives may permit the student to earn baccalaureate credit for experience or study completed prior to matriculation at CSUB:

- Credit for Non-Collegiate Instruction
- Credit for Prior Experiential Learning

Each of these alternatives is described below. Students are urged to explore the different programs with their advisors.

#### **Advanced Placement (AP) Program**

The university grants credit toward its undergraduate degrees for successful completion of examinations of the Advanced Placement Program of the College Board. Students who present scores of three or better will be granted up to nine quarter units of college credit. Students will receive credit for CSUB coursework most nearly equivalent to the material covered in the AP examination. The courses credited will be displayed on the transcript. Questions about AP credit should be directed to the Enrollment Management Office (SA 47, 661-654-3036).

#### **International Baccalaureate (IB) Diploma**

The university recognizes the high scholastic quality of the International Baccalaureate (IB) program. High school students holding the IB diploma (not certificate) are eligible for admission and will receive 5 quarter units of General Education credit for each higher level examination passed with a minimum score of 4.0. Application of credit to a major or minor is at departmental discretion. Applicants who plan to enroll at CSUB should submit a copy of their official IB transcript to the Office of Admissions for evaluation. The courses credited will be displayed on the transcript. Questions about IB credit should be directed to the Enrollment Management Office (SA 47, 661-654-3036).

#### **College Level Examination Program (CLEP)**

The College Level Examination Program (CLEP) enables students who have reached the university level of education outside the classroom and before matriculation to demonstrate their knowledge and to earn baccalaureate credit. Students interested in CLEP should contact the Testing Office (661-654-3373). A student who has taken CLEP examinations should request that scores be sent to the Office of Admissions.

There are four CLEP General Examinations for which credit is awarded: Humanities, Mathematics, Natural Sciences, and Social Sciences. These General Examinations provide a comprehensive measure of undergraduate achievement in these basic areas of the liberal arts. Students who successfully pass one or more of these examinations earn credit that applies to CSUB’s General Education Program. The application of the credit is displayed on the transcript.

There are also approximately 30 Subject Examinations. These differ from the General Examinations in that they are more closely tied to course content and are intended to cover material that is typical of university courses in these subjects. Before taking a Subject Examination, students should consult with the relevant department. If the department approves, the students may earn credit for specific university courses by passing a Subject Examination.

### **Credit by Examination**

Students may challenge courses by taking examinations developed by the CSUB faculty. Credit (units) shall be awarded to those who pass them successfully.

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 may then 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.

There are several restrictions on Credit by Challenge Examination:

- a. Credit shall not be awarded when degree credit has already been granted through regular course work, credit by evaluation, credit through externally developed diagnostic tests, or other instructional processes, such as correspondence;
- b. Credit shall not be awarded when credit has already been granted at a level more advanced than that represented by the examination;
- c. Credit by Challenge Examination shall not count as resident credit and shall be awarded only on a credit/no-credit basis;
- d. Application of the Credit by Challenge Examination units to major or minor requirements shall be determined by the department responsible for the student's baccalaureate degree program; and
- e. A student may earn no more than 20 quarter units through Credit by Challenge Examination.

### **Credit for Non-Collegiate Instruction**

The university grants undergraduate degree credit for successful completion of non-collegiate instruction, either military or civilian, appropriate to the baccalaureate degree, which has been recommended by the Commission on Educational Credit and Credentials of the American Council on Education. The number of units allowed is recommended in the Guide to the Evaluation of Educational Experience in the Armed Services and the National Guide to Educational Credit for Training Programs.

### **Credit for Prior Learning**

The university grants up to **20** units of credit for learning, knowledge, or skills-based experience that has been documented and evaluated according to campus policy. Students should be aware, however, that policies for earning credit for prior learning vary from campus to campus in the CSU. 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.

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 Academic Programs Office (EDUC 242, 661-654-3420).

### **ALTERNATIVES TO CLASSROOM STRUCTURE**

The university provides a variety of alternatives to the traditional classroom. Several permit the student to earn academic credit for career-related employment or community service.

- Service Learning
- Community Service Program
- Discipline-Based Internships
- Directed Research
- Several kinds of Independent Study
- Human Corps program
- Cooperative Education

Each of these alternatives is described below. Students are urged to explore the different programs with their advisors.

### **Service Learning**

Many faculty at CSUB have developed service learning components that are integrated into their courses. Students enrolled in such courses have the opportunity to be placed with a community organization in the private, public, or non-profit sector. The Center for Community Engagement and

Career Education (CECE) works cooperatively with faculty to facilitate real world experiences in support of classroom learning. Students gain professional knowledge and skills and develop valuable relationships in the community through service learning while completing academic courses. For more information about service learning, please contact CECE at [www.csub.edu/cece](http://www.csub.edu/cece) or 661-654-3033.

### **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 variable 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, are completed online via Blackboard. The course does include a mandatory orientation and attendance at two class sessions. Placements are identified using the RunnerLink system available at [www.csub.edu/cece](http://www.csub.edu/cece). Community service is designed to provide direct experience with appropriate professionals, while improving the quality of life in the community.

### **Discipline-Based Internship Program**

Under the Internship Program, students can receive academic credit for service that is directly related to the academic discipline. The Center for Community Engagement and Career Education (CECE) works cooperatively with the faculty sponsor to place qualified students in an internship site or to develop a partnership with an organization. Students register for internship credit in a discipline-based course with the units based on the number of hours served. The faculty sponsor in the student’s major field of study is the instructor of record for the internship course. For more information, students should contact their faculty advisor, department chair, and/or the Center for Community Engagement and Career Education (CECE) at 661-654-3033. Students can also access information about these programs online at [www.csub.edu/cece](http://www.csub.edu/cece).

### **Directed Research**

Faculty involved in research projects may engage students with their research. Students may earn 1 to 5 units per quarter. In addition, students may engage in “independent” research under the sponsorship of a faculty member and earn 1 to 5 units per quarter. Students interested in working on research projects should contact their faculty advisor or the department chair of their major.

### **Independent Study**

A major goal of the university is to instill in its students a commitment to continuing self-education. Many CSUB students will reach a point during their undergraduate or graduate years at which they will have the knowledge, skills, ability, and discipline necessary to carry out independent projects under the sponsorship of a faculty member.

Undergraduate or graduate students may enroll in independent study courses for 1 to 5 units of credit. Students may apply a maximum of 20 quarter units of independent study credit toward their undergraduate degree but no more than 10 units toward their major. Graduate degree requirements vary by program. The department responsible for the degree determines the application of the independent study units toward specific requirements.

Students wishing to engage in independent study must file a petition. This petition, available in the School Deans’ offices, requires the signatures of the supervising faculty member, the department chair, and the School Dean. After securing the required signatures, the student follows the registration procedures required for traditional courses.

The university offers several different types of independent study courses, with the two most common being Individual Study and Individual Course. Students should discuss with their faculty advisor the alternatives offered by their department.

### **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 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.

### **Individual Course**

When a student requires a regular course for graduation or other special purposes and the course is unavailable, the department may allow a student to enroll in that course as an independent study. A faculty member must agree to conduct this course as an independent study. The content of the course will remain the same as the regular course, with some adjustments made by the faculty member to accommodate the independent study mode. Students will earn the same number of units as the regular course. Grading will be based upon the same standards as the regular course.

## **OPPORTUNITIES FOR OFF-CAMPUS STUDY**

The university offers several opportunities for off-campus study. Each of these alternatives is described below. Students are urged to explore the different programs with their advisors.

### **Instructional Television (ITV)**

The Instructional Television Network (ITV) offers regular CSUB courses over interactive two-way video. It allows students to view college professors on closed circuit television.



Students enrolled in ITV are able to attend classes at participating community colleges and remote sites when offered. For more information about taking a class over ITV or to view the current schedule of classes, call 661-654-2448 or visit the CSUB E-Learning Services web site at [www.csub.edu/els](http://www.csub.edu/els).

### **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:

1. Be a full-time student at CSUB (enrolled in at least 12 units per quarter);
2. Be a sophomore or junior during the term(s) of exchange; and
3. 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 Aid 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 and Records Office at 661-654-3405.

### **International Students and Programs (ISP)**

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 and academic performance are each important considerations for admission. Academic records from foreign institutions must be on file before the first term and, if not in English, must be accompanied by certified English translations.

The International Students and Programs Office provide services for international students enrolled in classes at CSUB. For more information, please call the International Students and Programs Office at SA 42, Room 137, 661-654-6113, email [dkarnowski@csub.edu](mailto:dkarnowski@csub.edu), or visit the ISP office in the

Students Services/EOP building, Room 137. You may also visit the ISP homepage at [www.csub.edu/isp](http://www.csub.edu/isp) for more information.

### **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 the innovative and cost-effective approaches, students have access to affordable, high quality study abroad programs as an integral part of their education. For CSUB students, most forms of financial aid can be applied toward participation. Currently, CSUB offers students the ISEP-Direct option.

### **Eligibility and Requirements**

All undergraduate and graduate students at CSUB who have completed at least one year of university coursework may be eligible to participate. Most programs require a minimum GPA of 2.75, and some programs may require foreign language skills. However, there are many institutions offering courses taught in English. Students must also demonstrate the personal maturity needed to study abroad, which is evaluated by essays and professor recommendations.

### **Deadline for application**

April 1 for Fall entry and October 1 for Spring entry.

For more information about the ISEP program offerings at CSUB, please contact the International Students and Programs offices (SA 137, 661-654-6113), email [ssilva7@csub.edu](mailto:ssilva7@csub.edu), or visit the ISEP homepage at [www.isep.org](http://www.isep.org).

### **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 20,000 CSU students have taken advantage of this unique study option.

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



## ACADEMIC INFORMATION

<b>Australia</b>	Griffith University, Macquarie University, Queensland University of Technology, University of Queensland, University of Western Sydney, Victoria University
<b>Canada</b>	Concordia University (Montréal)
<b>Chile</b>	Pontificia Universidad Católica de Chile (Santiago)
<b>China</b>	Peking University (Beijing)
<b>Denmark</b>	Danish Institute for Study Abroad (international education affiliate of the University of Copenhagen)
<b>France</b>	Institut Catholique de Paris, Université d'Aix-Marseille (Aix-en-Provence), Universités de Paris I, III, IV, VI, VII, VIII, X, XI, XII, XIII, Université Paris-Est Marne-la-Vallée, Université d'Evry Val d'Essonne, and Université de Versailles Saint-Quentin-en-Yvelines.
<b>Germany</b>	University of Tübingen and a number of institutions of higher education in the Federal state of Baden-Württemberg
<b>Ghana</b>	University of Ghana, Legon
<b>Israel</b>	University of Haifa
<b>Italy</b>	CSU Study Center (Florence), Università degli Studi di Firenze, Accademia di Belle Arti Firenze
<b>Japan</b>	Waseda University (Tokyo), University of Tsukuba
<b>Korea</b>	Yonsei University (Seoul)
<b>Mexico</b>	Instituto Tecnológico y de Estudios Superiores de Monterrey, Campus Querétaro
<b>South Africa</b>	Nelson Mandela Metropolitan University, Port Elizabeth
<b>Spain</b>	Universidad Complutense de Madrid, Universidad de Granada, Universidad de Jaén
<b>Sweden</b>	Uppsala University
<b>Taiwan</b>	National Taiwan University (Taipei), National Tsing Hua University (Hsinchu)
<b>United Kingdom</b>	Bradford University, Bristol University, Hull University, Kingston University, Swansea University

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

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

Additional information and application materials may be obtained on campus (International Students and Programs Office, 661-654-6113), or by writing to The California State University International Programs, 401 Golden Shore, 6<sup>th</sup> Floor, Long Beach, California 90802-4210. Visit us on the World Wide Web at [www.calstate.edu/IP/](http://www.calstate.edu/IP/).

The deadline for applications for most countries is February 1. South Africa, Australia, and New Zealand have a deadline of May 1.

For detailed information on available programs and advice on how to choose a program that best meets your needs, contact the International Students and Programs office:

Phone: 661-654-6113

Location: Students Services Building, Room 137

email: [ssilva7@csu.edu](mailto:ssilva7@csu.edu)

Website: [www.calstate.edu/IP/](http://www.calstate.edu/IP/)

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

CSUB students can participate in balanced one-to-one exchanges with students from Université d'Orléans, University of Southern Denmark, and University of Incheon. It is also possible for CSUB students to participate in numerous international study programs sponsored by other universities and organizations. For more information, contact the Director for International Students and Programs at 661-654-6113.

### **General requirements**

Students must have a 2.75 GPA or higher. In addition, they must have the equivalent of two years of foreign language education of the host country at college level with a 3.0 GPA or higher in the language. The application deadline is Feb 1 for fall entry and July 1 for spring entry.

### **University of Odense—Odense, Denmark**

This program is based on one-to-one student exchanges of CSUB and University of Odense (OU) students. The actual school costs to participate in this program are the same as CSUB's and are paid here before you go. OU receives approximately 100 exchange students each year. The exchange students enroll in various courses as well as in the Scandinavian Area Studies. Contact the International Students and Programs Office at 661-654-6113 for more information.

**Universite d'Orleans—Orleans, France**

This program is based on one-to-one student exchanges of CSUB and Universite d'Orleans students. Students pay CSUB tuition and fees before departure to the host institution and room and board is arranged through the host institution. Students must have a 2.75 GPA or higher to apply. In addition, they must have the equivalent of two years of university French and a 3.0 GPA or higher in the language. Through this program, CSUB students with almost any major can enroll directly in the host institution and are integrated with native students. Students interested in studying at Unversite d'Orleans should contact Dr. Joanne Schmidt, Department of Modern Languages and Literatures (DDH B117, 661-654-2317).

**Fachhochschule at Lugwigshafen am Rhein**

This program is based on one-to-one student exchanges of CSUB (home institution) and Fachhochschule at Lugwigshafen am Rhein (host institution) students. Although most majors can be accommodated, the primary focus of this program is in science and technology, business administration, and public administration. Students must have a 2.75 GPA or higher. In addition, they must have the equivalent of two years of university German and a 3.0 GPA or higher in the language. Interested students should contact either the Dean for Natural Sciences, Mathematics and Engineering (SCI 104, 661-654-3450), or Dr. Donavan Ropp, Department of Management and Marketing (BDC A214, 661-654-2435).

**MICEFA (Mission interuniversitaire de coordination des échanges franco-américains Paris - Ile de France)**

This program is based on balanced one-to-one student exchanges of CSUB students (home institution) and those of MICEFA (host institutions are Universites de Paris III—XIII). Students must have a 2.75 GPA or higher to apply. In addition, they must have the equivalent of two years of university French and a 3.0 GPA or higher in the language. Most forms of financial aid can be applied toward participation in MICEFA. Students enroll directly in courses at the host institutions. Students interested in studying at one of the Universite de Paris campuses should contact Dr. Joanne Schmidt, Department of Modern Languages and Literatures (DDH B117, 661-654-2317).

**Morelia Summer Program**

This program is designed to give participants the opportunity to live in a Spanish-speaking country while studying the language and culture. The program offers not only language classes (beginning, intermediate and advanced), but also literature and culture courses. Some may wish to visit a region of Mexico which is somewhat off the beaten path, others may wish to improve their Spanish, and still others may need to satisfy academic and professional requirements. Contact: Dr. José Reyna, Department of Modern Languages and Literatures, at jreyna@csub.edu.

**GRADUATION AND COMMENCEMENT****Application for Graduation**

Candidates for baccalaureate degrees must file applications with the Evaluations Office (SA 104, 661-654-3036) no later than the end of the third week of instruction of the quarter before the quarter in which they expect to complete all graduation requirements. However, students are urged to submit their Application for Baccalaureate Degree at least two full quarters before they plan to graduate, because a reply to the application by the Evaluations Office may take six to eight weeks. By applying earlier, students will hopefully be notified prior to the registration period for their last quarter of any deficiencies in graduation requirements and, thereby, be able enroll in appropriate classes so that their graduation plans will not be disrupted.

**Graduation Application Procedures**

Complete the online application and return a printed copy of the application with proof of payment to the Evaluation Office. The Evaluation Office will notify the student's major(s), minor(s) and Dean's Office, via e-mail, of the applicant's request for graduation. The departments should respond in a timely manner and submit the appropriate materials to the Evaluation Office for completion of the graduation process. The Evaluation Office will complete the graduation process and will send a copy of the decision to the student and the major department. The online graduation application can be found on the Admissions and Records website ([www.csub.edu/admissions/](http://www.csub.edu/admissions/)).

**No changes can be made to the official transcript or to the diploma once the degree has been conferred.** Students are therefore encouraged to ensure all necessary modifications to their student record, such as grade replacements, are complete and processed.

**Post-Baccalaureate Credit**

Courses taken and passed satisfactorily by a student that are not needed to fulfill baccalaureate degree requirements may be recorded as post-baccalaureate credit. It is the student's responsibility to request this post-baccalaureate credit as part of the Application for Baccalaureate Degree. The courses for which the student is requesting provisional post-baccalaureate credit must be taken in the quarter of graduation. Liberal Studies majors may request post-baccalaureate credit for credential courses taken up to two quarters prior to the quarter of graduation (summer quarter counts only if credential courses are completed in the term). The student's request for post-baccalaureate credit shall NOT be made retroactively; the student must request this post-baccalaureate credit as part of the Application for Baccalaureate Degree.

## Graduation with Honors

An undergraduate student must have completed at least 60 letter-graded units of resident credit at CSUB to be eligible for graduation with honors. Honors are awarded if the student's cumulative grade point average (GPA) and CSUB GPA both reach the following standard:

- GPA 3.3 - 3.59..... Cum Laude
- GPA 3.6 - 3.89..... Magna Cum Laude
- GPA 3.9 - 4.0..... Summa Cum Laude

## Graduation Dates

The university has four graduation dates each year. These dates coincide with the last day of the final examination period for each academic quarter (fall, winter, spring, and summer). For the different sessions that may be scheduled during summer quarter, the graduation date will be the last day of the final examination period of the last session.

## Commencement

The university holds commencement ceremonies each year to honor all degree awardees or candidates (baccalaureate and master's degrees).

## OTHER ACADEMIC PROGRAMS

### Undergraduate Certificate Programs

The university offers several undergraduate certificate programs. A student might pursue one of these to achieve a variety of purposes: career advancement, professional growth and development, in-service training, and vocational or occupational training. The certificate programs currently offered at CSUB by the four Schools and through the Extended University are listed below. A student interested in any of the certificate programs listed below should consult the department or office offering the certificate:

#### School of Arts and Humanities

- Post-Baccalaureate Certificate in Chicano Studies
- Post-Baccalaureate Certificate in Children's Literature
- Certificates in Communications (three options)
- Post-Baccalaureate Certificate in TESOL (Teaching English to Speakers of Other Languages)
- Post-Baccalaureate Certificate in Writing

#### School of Business and Public Administration

- Certificate in Accounting
- Certificate in Public Administration
- Certificate in Environmental Resource Management

#### School of Natural Sciences, Mathematics and Engineering

- Certificate in Hydrogeology
- Post-Baccalaureate and Post-Masters School Nursing Certificate
- Post-Master's Family Nurse Practitioner Certificate

## Extended University

The Extended University (661-654-2427) offers a variety of specially designed certificate programs that lead to new employment opportunities. The curricula are designed for individuals who participate in an organized and integrated program of study but who are not regularly registered students. These certificate programs are designed and taught by professionals in the field. Certificate programs currently offered by Extended University include:

- Advanced Family Law
- Attorney Assistant
- Chief Business Officer
- Drug and Alcohol Studies
- Geographic Information Systems
- Human Resource Management
- Safety and Risk Management
- Project Management
- Workers' Compensation Law

## Early Enrollment Program

The Early Enrollment Program was designed to assist high schools in meeting the needs of gifted students and expand outreach programs to under-represented groups. High school students may earn college credit through this program. Cost for the program is \$21.00 each term; books and parking are extra.

Eligible students may take a freshman level course offered by CSUB in fall, winter, or spring terms. Early Enrollment is not available during summer session except for special programs such as Enterprise College. Students are limited to one course each term. Students must follow the following enrollment process:

- Student meets with the AVP for Academic Programs to determine eligibility and to select a course for the Early Enrollment Program. Call 661-654-3420 for an appointment.
- Student completes and signs the CSUB Undergraduate Admission Application. Form found on the Undergraduate Studies webpage.
- Student completes Early Enrollment Program form and parents/legal guardian sign (up to age 18).
- High school counselor or guidance director attaches transcript and verifies eligibility and measles certification.
- Student pays the \$21.00 fee (check payable to CSUB).
- Student gets permission to add class by having professor sign an Add Slip.
- The student turns in all the materials and fee to the Academic Programs Office, EDUC 242.