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# University Policies

## Student Responsibility for Catalog Information

Students are held individually responsible for the information contained in this catalog. The requirements listed in the "Graduation Requirements" section of the catalog are those requirements which the University will make every effort to preserve for students subject to this catalog. All other parts of the catalog, including this "University Policies" section, are subject to change from year to year as University rules, policies, and curricula change. Failure to keep informed of such changes will not exempt students from whatever penalties they may incur.

## Changes in Rules and Policies

Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Changes may come in the form of statutes enacted by the Legislature, rules and policies adopted by the Board of Trustees of the California State University, by the Chancellor or designee of the California State University, or by the President or designee of San Diego State University. It is not possible in this publication to include all of the rules, policies, and other information that pertain to students, San Diego State University, and the California State University. More current or complete information may be obtained from the appropriate department, school, or administrative office. Each semester, the *Class Schedule* outlines changes in academic policy and procedure and current deadlines which are of importance to students.

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

## Privacy Rights of Students in Education Records

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect students' privacy in their records maintained by the campus. The statute and regulations govern access to student records maintained by the campus and the release of such records. The law provides that the campus must give students access to records directly related to the student, and must also provide opportunity for a hearing to challenge the records if the student claims they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under this law does not include any right to challenge the appropriateness of a grade determined by the instructor. The law generally requires the institution to receive a student's written consent before releasing personally identifiable data about the student. The institution has adopted a set of policies and procedures governing implementation of the statutes and the regulations. Copies of these

policies and procedures may be obtained at the Office of the Provost. Among the types of information included in the campus statement of policies and procedures are: (1) the types of student records maintained and the information they contain; (2) the official responsible for maintaining each type of record; (3) the location of access lists indicating persons requesting or receiving information from the record; (4) policies for reviewing and expunging records; (5) student access rights to their records; (6) the procedures for challenging the content of student records; (7) the cost to be charged for reproducing copies of records; and (8) the right of the student to file a complaint with the Department of Education. The Department of Education has established an office and review board to investigate and adjudicate violations. The designated office is: Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. 20202-4605.

The campus is authorized under the Act to release "directory information" concerning students. The Office of the Registrar releases the following: student's name, major field of study, dates of attendance, degrees, honors, and awards received. Although federal law allows for the release of address, telephone listing, electronic mail address, photograph, place and date of birth, grade level, enrollment status, previous educational institution attended, and information related to participation in athletics, San Diego State University has a practice of not routinely releasing this information. The above designated information is subject to release by the campus at any time unless the campus has received prior written objection from the student specifying information the student requests not be released. Students are given an opportunity to restrict the release of "directory information" about themselves by accessing <http://www.sdsu.edu/portal>.

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

## Nondiscrimination Policy

The Office of the Ombudsman, (619) 594-6578, and the Office of Diversity and Equity, (619) 594-6464, have been designated to coordinate the efforts to comply with the following acts and their implementing regulations.

### Race, Color, and National Origin

San Diego State University complies with the requirements of Title VI and Title VII of the Civil Rights Act of 1964, as amended and the regulations adopted thereunder. No person shall, on the basis of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program of the California State University.

### Disability

San Diego State University does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted thereunder and the Americans with Disabilities Act of 1990 prohibit such discrimination.

### Sex

San Diego State University does not discriminate on the basis of sex in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972, as amended, and the administrative regulations adopted thereunder prohibit discrimination on the basis of sex in education programs and activities. Such programs and activities include admission of students and employment. Inquiries concerning the application of Title IX to programs and activities can be directed to the Director, Office of Diversity and Equity, (619) 594-6464, or to the SDSU Assistant Athletic Director of Compliance, (619) 594-0394, or to the Regional Director of the Office of Civil Rights, Region IX, 50 United Nations Plaza, Room 239, San Francisco, CA 94102.

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

### Sexual Orientation

By CSU Board of Trustees policy, San Diego State University does not discriminate on the basis of sexual orientation.

## Immigration Requirements for Licensure

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

Students who will require a professional or commercial license provided by a local, state, or federal government agency in order to engage in an occupation for which the CSU may be training them must meet the immigration requirements of the new Personal Responsibility and Work Opportunity Reconciliation Act to achieve licensure.

## Grades

### Definition of Grades for Undergraduate Students

Grades and grade points per unit used in reporting are as follows: Grade of **A** (outstanding achievement; available only for the highest accomplishment), 4 points; **B** (praiseworthy performance; definitely above average), 3 points; **C** (average; awarded for satisfactory performance; the most common undergraduate grade), 2 points; **D** (minimally passing; less than the typical undergraduate achievement), 1 point; **F** (failing), 0 points; **RP** (report in progress), not counted in the grade point average; **W** (withdrawal), not counted in the grade point average; **AU** (audit), no credit earned and not counted in the grade point average; **Cr** (credit), signifying units earned, but not counted in the grade point average; **NC** (no credit), no credit earned and not counted in the grade point average; **I** (authorized incomplete), no credit earned and not counted in the grade point average until one calendar year has expired at which time it will be changed to an **IC** (incomplete charged) and will count as an "F" for grade point average computation; **WU** (withdrawal unauthorized), will count as an "F" for grade point average computation.

### Definition of Grades for Graduate Students

Grades and grade points per unit used in reporting are as follows: Grade of **A** (outstanding achievement; available for the highest accomplishment), 4 points; **B** (average; awarded for satisfactory performance), 3 points; **C** (minimally passing), 2 points; **D** (unacceptable for graduate credit, course must be repeated), 1 point; **F** (failing), 0 points; **RP** (report in progress), not counted in the grade point average; **W** (withdrawal), not counted in the grade point average; **AU** (audit), no credit earned and not counted in the grade point average; **Cr** (credit), signifying units earned, but not counted in the grade point average; **NC** (no credit) no credit earned and not counted in the grade point average; **I** (authorized incomplete), no credit earned and not counted in the grade point average until one calendar year has expired at which

time it will be changed to an **IC** (incomplete charged) and will count as an "F" for grade point average computation; **WU** (withdrawal unauthorized), will count as an "F" for grade point average computation.

### Plus/Minus Grading

A plus/minus grading system is utilized at San Diego State University. Plus/minus grading is not mandatory but is utilized at the discretion of the individual instructor. The grades of A+, F+ and F- are not issued. The decimal values of plus and/or minus grades are utilized in the calculation of grade point averages as follows:

A = 4.0	C+ = 2.3	D- = 0.7
A- = 3.7	C = 2.0	F = 0
B+ = 3.3	C- = 1.7	WU = 0
B = 3.0	D+ = 1.3	I = 0
B- = 2.7	D = 1.0	IC = 0

Faculty members use all grades from A through F to distinguish among levels of academic accomplishment. The grade for average undergraduate achievement is C.

### Report in Progress Grade – "RP"

The "RP" symbol is used in connection with courses that extend beyond one academic term. It indicates that work is in progress and has been evaluated and found to be satisfactory to date, but that assignment of a precise grade must await completion of additional work. Work is to be completed within a stipulated time period not to exceed one year except for graduate thesis (799A) or dissertation (899). Failure to complete the assigned work within one calendar year except for courses 799A, 899 will result in the course being computed into the grade point average as an "F" (or a "NC" if the course was taken for a credit/no credit grade).

### Withdrawal Grade – "W"

The symbol "W" indicates that you were permitted to drop a course after the first 15 class days of the semester because of a verified serious and compelling reason, and you have obtained the signature of the instructor and the approval of the dean or designee of the college in which the class is located. After the first 15 class days, the grade of "W" will appear on your permanent record for courses which an official drop has been approved.

Dropping a class is not permitted after the 15th class day of the semester by 6:00 p.m., except in cases such as accident or serious illness where the cause of dropping the class is due to circumstances clearly beyond your control, and the assignment of an incomplete is not practicable. All such requests must be accompanied by appropriate verification. Ordinarily, withdrawals in this category will involve total withdrawal from the University, except that credit, or an Incomplete, may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Requests to withdraw under such circumstances must be signed by each instructor, who indicates your grade status in the class, and approved by the dean or designee of the college of your major.

After the last day of the semester, if you wish to change assigned grades to "W" grades you must request to withdraw from the full semester's work; no requests for individual classes will be accepted. Such requests may be granted only in verified cases such as accident or serious illness where the cause for substandard performance was due to circumstances clearly beyond your control. Only those retroactive changes from an assigned grade to a "W" which are approved by the instructor who assigned the original grade will be made, except that (a) the dean or designee of the college of your major may authorize the change of "WU" to "W," and (b) department chairs shall act on behalf of instructors no longer affiliated with the University.

### Auditing – “AU”

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. Failure to meet required class attendance may result in an administrative drop of the course. Units taken for audit are not used in the calculation of enrollment status. To enroll as an auditor, obtain the **Change to Audit Grade** form from the Office of the Registrar. Obtain instructor approval and return the completed form by 6:00 p.m. on or before the 15th class day of instruction to the Office of the Registrar. Once enrolled as an auditor, you may not change to credit status unless such a change is requested by 6:00 p.m. prior to the end of the 15th class day of instruction. If you are enrolled for credit, you may not change to audit after the end of the 15th class day of instruction by 6:00 p.m.

### Credit/No Credit (Undergraduate Student Option) – “Cr/NC”

An undergraduate student may elect to be graded credit/no credit in particular courses, subject to the following conditions:

1. Upper division courses graded credit/no credit (Cr/NC), whether taken at this or at another institution, may not be used to satisfy requirements for your major or minor except for those courses identified in the course listing as graded “Cr/NC.”
2. Courses graded credit/no credit may not be used to satisfy I. Communication and Critical Thinking and II. Foundations A.4 Mathematics/Quantitative Reasoning sections of General Education.
3. No more than 15 units graded credit/no credit may be offered in satisfaction of the total units required in a bachelor's degree program, except that all units accepted as transfer credit from another institution at the time of your admission may be used. If 15 or more units graded credit/no credit are transferred, you may not use additional courses graded credit/no credit to satisfy total units required for a bachelor's degree. Exceptions to this rule will be made only if you are required to take an SDSU course on a credit/no credit basis.
4. Units for courses required for graduation which are offered for Cr/NC only will not be counted as part of the 15 elective units of Cr/NC allowed.
5. If for any reason (change of major or minor or transfer from another institution) upper division courses graded credit/no credit are offered to satisfy requirements in the major, you may be required by the major department to pass competency examinations at an acceptable level or take prescribed alternate courses before being allowed to continue in the major.
6. Change in grading basis may be made by calling RegLine (619) 594-7800 or by accessing <http://www.sdsu.edu/webline> on or before the 15th day of instruction by 6:00 p.m. No changes in grading basis are permitted after that date.
7. A grade of “Credit” is awarded for work equivalent to all grades which earn 2.0 or more grade points (A through C). “No Credit” is awarded for work equivalent to all grades which earn less than 2.0 grade points (C– through F).
8. The only courses which may be repeated with a credit/no credit option are those in which you previously received a grade of “No Credit.” If a course previously taken for a grade is repeated for a grade of “Credit,” the original grade will continue to be used in computation of the grade point average.

**NOTE:** “NC” is not calculated in the grade point average at San Diego State University. However, some institutions, particularly for graduate admissions, calculate an “NC” as an “F.”

### Authorized Incomplete Grade – “I”

The symbol “I” (incomplete authorized) indicates that a portion of required coursework 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 your responsibility to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. The conditions for removal of the Incomplete shall be reduced to writing by the instructor and given to you with a copy placed on file with the department chair until the Incomplete is removed or the time limit for removal has passed. A final grade is assigned when the work agreed upon has been completed and evaluated. An Incomplete shall not be assigned when the only way you could make up the work would be to attend a major portion of the class when it is next offered. Contract forms for Incompletes are available at department offices.

An Incomplete must be made up within one calendar year immediately following the end of the term in which it was assigned. This limitation prevails whether or not you maintain continuous enrollment. Failure to complete the assigned work within one calendar year will result in an Incomplete being converted to an “IC” symbol, which would replace the “I” in the student's record at the end of the calendar year deadline. After one calendar year, the only way you may eliminate that grade from the grade point calculation is to repeat the course and file a petition for course “forgiveness” (see “Repeated Courses” below). In any case, because your record must provide an accurate and complete accounting of your academic history, the notation of “Incomplete” will remain on the record.

An incomplete may not be made up after you have graduated.

### Incomplete Charged Grade – “IC”

The symbol “IC” (incomplete charged) may be used when a student who received an authorized incomplete “I” has not completed the required coursework within the allowed time limit. The “IC” replaces the “I” and is counted as a failing grade for grade point average and progress point computation.

### Withdrawal Unauthorized Grade – “WU”

The symbol “WU” indicates that you enrolled in a course, did not withdraw from the course, but failed to complete course requirements. It is used when, in the opinion of the instructor, the number of completed assignments or course activities or both were insufficient to make possible a normal evaluation of academic performance. For purposes of grade point average computation, this symbol is equivalent to an “F.”

If you attend a portion of a course and then, after receiving failing grades, stop attending without officially withdrawing, you should normally receive a final grade of “F” and not “WU.”

### Computation of Grade Point Average

To compute the grade point average, the total number of grade points earned is divided by the number of units attempted. Units earned with a Cr (Credit) are not included in the computation. A grade of “I” (authorized incomplete) is not counted in the grade point computation until one calendar year has expired, at which time it will be changed to an IC (incomplete charged) and will count as an “F.” The minimum GPA for a bachelor's degree is 2.0 (C); in other words, you must have earned at least twice as many grade points as units attempted.

### Good Standing

Academic standing for undergraduate students at San Diego State University is determined by the grade point average a student earns in University areas. At the undergraduate level, good academic standing means that the student has an overall cumulative GPA and an SDSU cumulative GPA of 2.0 or better. (Students should note that in order to graduate, they also need a GPA of 2.0 in the major.)

## Repeated Courses

Course "Forgiveness" and Course Repeat Policy: Undergraduate students are subject to the following conditions and requirements. If you receive a grade of C- or lower (fewer than 2.0 grade points per unit) you may request that the course repeat policy for grade forgiveness be applied to that course. **The course repeat policy can be applied to as many as four repetitions of lower division courses and one upper division course taken at San Diego State University**, except in cases where enrollment is restricted and you no longer qualify for admission to a course.

1. In the semester in which you are repeating a course for which you want an earlier grade "forgiven," you must file a Course Forgiveness Form in the Office of the Registrar. While the original grade(s) will remain on your record, the grade earned in the repeat, whether higher or lower than the original grade, will be used in place of the earlier grade in calculation of grade point averages.
2. A course may be repeated only twice for grade forgiveness. Courses repeated more than once, including repeats of those originally taken at another institution, all count as part of the five-course maximum. Although the original grade(s) will remain on the transcript, only the latest grade will be used in calculating grade point averages.
3. The course "forgiveness" and course repeat policy applies only to repeats of the **same course** (same number, same title, and, for Experimental Topics courses, same subtitle). Exceptions will be made only in those cases where the course number changes and the change is documented in the General Catalog.
4. In some cases, admission to courses may have become restricted due to impactation, limitation by major code, enforcement of prerequisites, or sequence requirements (e.g., mathematics and foreign language); in those cases, you are prohibited from repeating those courses.
5. The only courses which may be repeated Credit/No Credit are those in which you previously received No Credit; if a course previously taken for a grade is repeated Credit/No Credit, the original grade will continue to be calculated in grade point averages. Repeating courses in which the original grade was "NC" does not require the filing of the Course Forgiveness Petition, nor does it subtract from the five forgivable repeats permitted, since the No Credit grade does not affect your GPA.
6. The course "forgiveness" policy may be extended to courses originally taken elsewhere and repeated at San Diego State University, in which case the original transfer grade will no longer be used in the calculation of the overall grade point average. However, *the "forgiveness" policy applies only to courses repeated at San Diego State University.*
7. The course "forgiveness" policy applies to courses repeated at San Diego State University in summer term and to courses repeated through Open University during summer term, fall and/or spring semesters.
8. *If courses with C- or lower grades are repeated without appropriate notification having been filed or in excess of course repeat limitations (no more than two repeats per course, no more than five repeats total), course "forgiveness" will not be applied; all grades for those courses will be calculated in grade point averages. Units for a course will be counted only once toward graduation, regardless of number of repeats.*
9. If you repeat a course in which a grade of C or better was received, only the original grade and units earned will be used for calculation of grade point averages and units needed for a degree.
10. Course "forgiveness" is only applicable to undergraduate students pursuing a first bachelor's degree.

## Assignment of Grades and Grade Appeals

1. Faculty have the right and responsibility to provide evaluation and timely assignment of appropriate grades.
2. There is a presumption that grades assigned are correct. It is the responsibility of anyone appealing an assigned grade to demonstrate otherwise.
3. If you believe that an appropriate grade has not been assigned you should first seek to resolve the matter with the instructor of record. If the matter cannot be resolved informally, you may present the case to the appropriate campus entity, have it reviewed and, where justified, receive a grade correction.
4. It is your responsibility to attempt to resolve grade disputes in a timely manner, typically during the semester following the semester the questioned grade was received. If twelve or more months have elapsed since the grade was issued, or you have graduated, no grade change will be considered.

## Courses

### Satisfaction of Requirements

Except as permitted in the Graduation Requirements section of the catalog, a course cannot be used to satisfy more than one requirement.

### Numbering of Courses

Courses numbered 80 through 99 are nonbaccalaureate level and are not acceptable for a bachelor's degree; those numbered 100 through 299 are in the lower division (freshman and sophomore years); those numbered 300 through 499 are in the upper division (junior and senior years) and intended for undergraduates; those numbered 500 through 599 are in the upper division and are also acceptable for advanced degrees when taken by students admitted to graduate standing; those numbered 600 through 799 are graduate courses; and those numbered 800 through 899 are doctoral courses.

Courses numbered at the 900 level, except 997, are reserved for graduate courses in certain professional curricula as part of advanced certificate, credential, and licensure programs and are specifically intended for students admitted to the University with post-baccalaureate classified standing. Courses numbered at the 900 level are not applicable to other graduate programs.

Courses numbered 397 offered in regular sessions are professional advancement training or tutorial/discussion classes that accompany other credit courses and are not acceptable towards an undergraduate or graduate degree.

Courses numbered X-01 through X-79 and X-397 are Extension professional development units offered only through Extension to meet specific academic needs of community groups and are not acceptable toward an undergraduate or graduate degree.

### Undergraduate Enrollment in 600-, 700-, and 800-Numbered Courses

1. You must obtain permission of the instructor.
2. You must be a senior in good standing and have a B (3.0) GPA average.
3. Undergraduate enrollments may not cause the exclusion of a qualified graduate student in a graduate course.
4. Undergraduate students must complete a petition for request to enroll which is available in the Graduate Division.

### California Articulation Number (CAN)

The California Articulation Number (CAN) identifies some of the transferable, lower division, introductory (preparatory) courses commonly taught within each academic discipline on California college campuses.

The system assures students that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN course on another participating campus. For example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on another participating campus.

Courses at San Diego State University that have qualified for CAN designations are listed parenthetically by the course description in the Courses and Curricula section of this catalog.

### Final Examinations

No final examination shall be given to individual students before the regular time. If you find it impossible to take a final examination on the date scheduled you must make arrangements with the instructor to have an incomplete grade reported and must take the deferred final examination within the time allowed for making up incomplete grades.

### Academic Credit Through Coursework

#### Credit for Upper Division Courses

Normally, only juniors, seniors and graduate students enroll in upper division courses (numbered 300 through 599). However, a freshman or sophomore may enroll in an upper division course for upper division credit if the instructor consents. Article 40405.2 of Title 5, *California Code of Regulations* specifically limits upper division general education credit to students who have achieved upper division status.

#### Community College Credit

A maximum of 70 semester units earned in a community college may be applied toward the degree, with the following limitations: (a) no upper division credit may be allowed for courses taken in a community college; (b) no credit may be allowed for professional courses in education taken in a community college, other than an introduction to education course.

#### Concurrent Master's Degree Credit

The bachelor's degree must be completed at the end of the semester or term in which the concurrent credit is earned.

A senior who has met all of the required competencies in writing and mathematics and who is within 12 units of completing requirements for the bachelor's degree and whose grade point average in the last 60 semester units attempted is 3.0 or above may petition the Graduate Council to take for concurrent master's degree credit 500-numbered courses listed in the *Bulletin of the Graduate Division* as acceptable for master's degree programs, and certain 600- and 700-numbered courses approved by the department, with the remaining requirements for the bachelor's degree. Petitions may be obtained from the Graduate Division and must be submitted to the Office of the Registrar by the end of the third week of classes of the semester or term in which the concurrent credit is earned, and you must have on file a current graduation application for the bachelor's degree. The maximum number of units which may be earned as concurrent master's degree credit is determined by the difference between the number of units remaining for the bachelor's degree and 15.

### Concurrent Postbaccalaureate Credit

#### Applicable to the "Fifth Year" Credential Requirement Only.

Concurrent postbaccalaureate credit may be earned during the final semester or summer term by seniors admitted to the College of Education who meet all of the following qualifications:

1. Have a minimum grade point average of 2.85 on the last 60 units attempted.
2. Complete coursework in excess of graduation requirements during the semester (or summer term) when graduation occurs.
3. Attempt no more than 21 units during the final undergraduate semester.
4. Request no more than a maximum of 12 units of 300, 400, 500, or 900-numbered courses for postbaccalaureate credit.
5. Submit petition before the end of the first week of classes of the final undergraduate semester (or term) when graduation occurs.
6. Petition the Assistant Dean of the College of Education.
7. Graduate at the end of the semester (or summer term) the petition is made.

Extension courses are not acceptable for concurrent postbaccalaureate credit. Concurrent postbaccalaureate credit will not be granted retroactively.

Petition forms are available in the Office of the Registrar, SS-1641.

#### Credit for Extension Courses

The maximum amount of extension and correspondence credit which may be accepted toward the minimum requirements for the bachelor's degree is 24 semester units. Extension and correspondence credit are not counted in satisfaction of the minimum residence requirement. A maximum of nine units in extension courses at San Diego State University may be accepted as part of the requirements for the master's degree, subject to limitations described in the Bulletin of the Graduate Division.

Continuing education courses offered by departments are of two kinds. The first includes regular courses listed in the General Catalog which are available for use by students in meeting college and university credit requirements of various kinds, and are usually at the upper division level. A second kind is offered by some departments at the X-01 through X-79 and X-397 level and serves to meet the needs of specific community groups.

Courses numbered 80 through 99 are nonbaccalaureate level and are not acceptable for a bachelor's degree; those numbered 100 through 299 are in the lower division (freshman and sophomore years); those numbered 300 through 499 are in the upper division (junior and senior years) and intended for undergraduates; those numbered 500 through 599 are in the upper division and are also acceptable for advanced degrees when taken by students admitted to graduate standing; those numbered 600 through 799 are graduate courses; and those numbered 800 through 899 are doctoral courses. Courses numbered at the 900 level, except 997, are reserved for graduate courses in certain professional curricula as part of advanced certificate, credential, and licensure programs and are specifically intended for students admitted to the University with postbaccalaureate classified standing. Courses numbered at the 900 level are not applicable to other graduate programs.

Courses numbered X-01 through X-79 and X-397 are Extension professional development units offered only through Extension to meet specific academic needs of community groups and are not acceptable toward an undergraduate or graduate degree.

## Academic Credit Through Examination

San Diego State University grants credit for passing scores on The College Board Advanced Placement Examinations, on certain tests in the College-Level Examination Program, and on Higher Level subjects in the International Baccalaureate program. It also grants credit for locally administered "credit by examination" tests. A total of 30 units will be allowed for credit earned through examination (excluding Advanced Placement). The details in each case are provided below.

<p>Maximum credit of six units may be granted in each of the general examinations in social science, natural science, and humanities. Three units of credit are granted for the general examination in mathematics.</p> <p>A total of thirty units of credit may be granted for all types of credit by examination. Credit is not allowed if coursework in the subject area has been completed. For further information, contact the Office of Advising and Evaluations.</p>				
<p><b>GENERAL EXAMINATIONS</b> <i>(Paper &amp; Pencil Testing through June 2001)</i></p>				
<b>EXAMINATION</b>	<b>PASSING SCORE</b>	<b>MAXIMUM CREDIT GRANTED</b>	<b>GENERAL EDUCATION CREDIT</b>	
Natural Science	500	6 units	3 units in life science 3 units in physical science	
Social Science	500	6 units	3 units in social science 3 units in history	
Humanities	500	6 units	3 units in literature 3 units in fine arts	
Mathematics	500	3 units	None.	
<p><b>SUBJECT EXAMINATIONS</b> <i>(Paper &amp; Pencil Testing through June 2001)</i></p>				
<b>EXAMINATION</b>	<b>PASSING SCORE</b>	<b>MAXIMUM CREDIT GRANTED</b>	<b>SDSU COURSE EQUIVALENT</b>	<b>GENERAL EDUCATION CREDIT GRANTED</b>
College Algebra/ Trigonometry	49	3 units	MATH 141	Yes
Calculus with Elementary Functions	51	3 units	MATH 121	Yes
General Chemistry	48	3 units	CHEM 200	Yes
<p><b>SUBJECT EXAMINATIONS</b> <i>(Computer Based Testing [CBT] beginning July 2001)</i></p>				
<b>EXAMINATION</b>	<b>PASSING SCORE</b>	<b>CREDIT GRANTED</b>	<b>SDSU COURSE EQUIVALENCY</b>	<b>GENERAL EDUCATION CREDIT</b>
College Algebra/ Trigonometry	50	3 units	MATH 141	Yes
Calculus	50	3 units	MATH 121	Yes
Chemistry	50	3 units	CHEM 200	Yes
Humanities	50	6 units		3 units in literature 3 units in fine arts
Mathematics, College	50	3 units		None
Natural Sciences	50	6 units		3 units in life sciences 3 units in physical sciences
Social Sciences and History	50	6 units		3 units in social science 3 units in history

**University Policies**

<b>Advanced Placement Credit</b>				
EXAMINATION	S C O R E	Semester units credit allowed toward degree	SDSU course equivalents*	REMARKS
Art History.....	3, 4, 5	6	Art 258 and 259	
Art, Studio:				
Drawing.....	3, 4, 5	3	Art 100	
2D Design.....	3, 4, 5	3	Art 101	
3D Design.....	3, 4, 5	3	Art 103	
Biology.....	3, 4, 5	6	Biology 100,100L and 2 units of Biology 299	
Chemistry.....	3, 4, 5	6	Chemistry 200, 201	
Classics:				
Latin Literature.....	3, 4	5	Classics 202L	If both examinations are passed with scores of 5, additional 3 units credit for Classics 304L will be provided.
	5	6	Classics 202L and 303L****	
Vergil.....	3, 4	5	Classics 202L	
	5	6	Classics 202L and 303L****	
Computer Science				
A**.....	3	3	Computer Science 299	
	4, 5	3	Computer Science 107	
AB**.....	3	6	Computer Science 107 and 3 units of Computer Science 299	
	4, 5	6	Computer Science 107 and 108	
Economics:				
Macro.....	3, 4, 5	3	Economics 101	
Micro.....	3, 4, 5	3	Economics 102	
English:				
Lang. and Comp.....	5	6	Rhetoric and Writing Studies 100 and 200	Exempts from CSU English Placement Test and satisfies Writing Competency.
	3,4	6	Rhetoric and Writing Studies 100 and 3 units of Rhetoric and Writing Studies 299	
Lit. and Comp.....	3, 4, 5	6	English 220 and Rhetoric and Writing Studies 100	
Environmental Science.....	3, 4, 5	6	Environmental Sciences 100 and 3 units of Environmental Sciences 299	Satisfies three units of electives.
French Language.....	3	6	French 201 and 210	Satisfies the language requirement.
	4, 5	6	French 220 and 221	
French Literature.....	3, 4, 5	6	French 305A and 305B	
Geography:				
Human Geography.....	3, 4, 5	3	Geography 102	
German Language.....	3	3	German 202	Satisfies the language requirement.
	4, 5	8	German 205A and 205B	
History:				
United States.....	3, 4, 5	6	History 109 and 110	Satisfies American History/Institutions and Ideals, and U.S. Constitution requirements. Does not satisfy Calif. government requirement.
European.....	3, 4, 5	6	History 106 and 3 units of History 299	
World History.....	3, 4, 5	3	History 101	
Mathematics:				
Calculus AB.....	3, 4, 5	5	Mathematics 150	Exempts from CSU Entry Level Mathematics Test.
Calculus BC.....	3, 4, 5	6	Mathematics 150 and 151	
Calculus AB and BC.....	3, 4, 5	9	Mathematics 150 and 151	
Music Theory.....	3, 4, 5	6	Music 205A-205B***	
Physics:				
B.....	4, 5	3	Physics 180A	
C (Mechanics).....	4, 5	3	Physics 195	
Political Science				
Govt./Politics: United States.....	3, 4, 5	6	Political Science 101 and 102	Satisfies American History/Institutions and Ideals, and U.S. Constitution requirements. Does not satisfy Calif. government requirement.
Govt./Politics: Comparative.....	3, 4, 5	6	Political Science 101 and 102	
Govt./Politics: United States and Comparative.....	3, 4, 5	12	Political Science 101, 102, 103, 296	
Psychology.....	3, 4, 5	3	Psychology 101	
Spanish Language.....	3	6	Spanish 103 and 211	Satisfies the language requirement.
	4, 5	6	Spanish 202 and 212	
Spanish Literature.....	3, 4, 5	6	Spanish 405A-405B	
Statistics.....	3, 4, 5	3	Statistics 250	Exempts from CSU Entry Level Mathematics Test.

\* Credit may not be earned at SDSU for courses which duplicate credit already allowed for examinations as listed under SDSU course equivalents

\*\* Maximum combined credit six units allowed for Computer Science A and AB examinations.

\*\*\* Student must also take Music Placement Examination.

\*\*\*\* Satisfies the language requirement.

International Baccalaureate Credit				
EXAMINATION	SCORE	Semester units credit allowed toward degree	SDSU course equivalents*	REMARKS
Art/Design .....	Higher 4-7	6	See department.	
Biology .....	Higher 4-7	6	Biology 100 and 100L	Two additional units of Biology 299.
English A1 .....	Higher 4-7	6	English 220 and Rhetoric and Writing Studies 100	Exempts from CSU English Placement Test and satisfies Writing Competency.
French .....	Higher 4-7	6	French 220 and 221	Satisfies Language Graduation Requirement and lower division prerequisites.
Geography .....	Higher 4-7	6	Geography 101 and 102	
German .....	Higher 4-7	6	German 200 and 205A	Satisfies Language Graduation Requirement and lower division prerequisites.
History of the Americas .....	Higher 4-7	6	History 115 and 116	Satisfies American Institutions, except California government.
Spanish A2 .....	Higher 4-7	6	Spanish 202 and 212	Satisfies the Language Graduation Requirement and lower division prerequisites.
Spanish B .....	Higher 4-7	6	Spanish 202 and 212	Satisfies Language Graduation Requirement and lower division prerequisites.
Theatre Arts .....	Higher 4-7	6	See department adviser.	

\*Credit may not be earned at SDSU for courses which duplicate credit already allowed for examinations as listed under SDSU course equivalents.

### Credit for Advanced Placement Examinations

San Diego State 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 may be granted college credit.

High school students who intend to participate in this program should make the necessary arrangements with their high schools and should indicate at the time they take the Advanced Placement Examinations that their test scores be sent to San Diego State University. To obtain credit and advanced placement, you should contact the Office of Advising and Evaluations.

The Advanced Placement Credit table in this section of the catalog indicates the units granted for the score attained and the course equivalents for each of the examinations offered.

### Credit for College-Level Examination Program (CLEP)

The University grants credit on four of the five CLEP General Examinations (Humanities, Mathematics, Natural Sciences, and Social Sciences) and on four of the CLEP Subject Examinations (Calculus with Elementary Functions, College Algebra and Trigonometry, General Chemistry). See the Academic Credit Through Examination table in this section of the catalog.

### Credit for International Baccalaureate Certificates or Diplomas

San Diego State University normally grants six units of credit for each International Baccalaureate Higher Level subject examination passed with a score of 4 or better. To receive credit, you must request that your International Baccalaureate transcript of grades be sent to San Diego State University's Office of Advising and Evaluations.

The International Baccalaureate Credit table identifies established course equivalencies. Subject examinations not listed in the table will be evaluated for appropriate course credit by the departmental adviser.

### Credit by Examination

Students may challenge courses by taking examinations developed at San Diego State University. Up to 30 units will be awarded to those who pass the examinations successfully, and the grade(s) earned, including "F," will be used in San Diego State University grade point calculations. At the discretion of the department a grade of Cr/NC may be awarded instead of a letter grade; a maximum of 15 total Cr units may be applied toward an undergraduate degree.

If you are interested in applying for credit-by-examination you need to check with the appropriate department(s) since each department has the option of excluding any or all of its courses from credit by examination or of setting special conditions on the student requesting this option.

Approval to receive undergraduate credit-by-examination is granted at the discretion of the appropriate college authorities and under the following conditions:

1. You must be matriculated, in good standing (not on probation), be registered in at least one regular course (not Extension) at the time credit-by-examination is authorized, and pay for additional units if cost exceeds fees already paid.
2. You must register in the course for which credit by examination is being requested within the time limits for filing a change of program as listed in the Academic Calendar each semester.
3. Approval of the department chair and the dean of the college concerned is required prior to taking the examination. Forms for approval may be obtained from the Office of the Registrar.
4. Credit-by-examination is restricted to regular undergraduate courses listed in the General Catalog, does not include 600- and 700-numbered or Extension courses, and does not count toward the 30-unit minimum residency requirement.
5. Credit-by-examination is not treated as part of your study load and, therefore, is not considered by the Veterans Administration in the application of their regulations; and is not always accepted as transfer credit between collegiate institutions.
6. Credit-by-examination is restricted to the regular summer, fall, or spring semester. It is not allowed during summer term.

### Credit for Noncollegiate Instruction

San Diego State University grants undergraduate degree credit for successful completion of noncollegiate instruction, either military or civilian, appropriate to the baccalaureate degree, that has been recommended by the Commission on Educational Credit and Credentials of the American Council on Education. The number of units allowed are those recommended in the *Guide to the Evaluation of Educational Experience in the Armed Services* and the *National Guide to Educational Credit for Training Programs*.

Credit will be considered to be elective units in most cases. Petitions for acceptance of credits toward specific requirements are available in the Office of the Registrar. Applicability to specific degree requirements (General Education, Major, Minor, etc.) is subject to approval of the appropriate campus authority.

### Academic Credit for Military Service

The University is guided by the recommendations of the American Council on Education in granting undergraduate credit toward the bachelor's degree for military service. Postgraduate credit is not granted.

To obtain credit for military service, you must be fully matriculated, be enrolled at the University, and submit Form DD-214 or DD-295.

### Student Classification

A matriculated student is one who has complied with all requirements for admission to the University and has received an official Notice of Admission. All students taking courses in any regular semester must be matriculated students.

**Freshman.** A student who has earned a total of fewer than 30 semester units.

**Sophomore.** A student who has earned a total of 30 to 59 semester units, inclusive.

**Junior.** A student who has earned a total of 60 to 89 semester units, inclusive.

**Senior.** A student who has earned a total of 90 semester units or more.

**Graduate.** A student who has completed a four-year college course with an acceptable baccalaureate degree from an accredited institution and who has been admitted to the University with postbaccalaureate standing. For information on classification of graduate students, see the Bulletin of the Graduate Division.

### Student Program and Records

#### Transcripts of Record

You may obtain an official transcript of your record by filing a transcript request form at the University Cashiers Office. A fee is charged for all transcripts and must be paid in advance. Five to seven working days should be allowed for the processing and mailing of the transcript. Transcripts from other schools or colleges become the property of this University and will not be released or copied.

#### Unofficial Transcripts

You may print an unofficial SDSU transcript by accessing <http://www.sdsu.edu/portal>. If all of your SDSU coursework has been taken since fall 1987, your entire record will be available on the web. If you completed coursework at SDSU prior to fall 1987, you must contact the Office of the Registrar to obtain an unofficial transcript reflecting that portion of your record. Unofficial transcripts do not bear the seal of the University and are not suitable for transfer purposes.

### Full-Time Student Status

Full-time student status for undergraduates at SDSU is 12 units per semester. Full-time enrollment for a graduate student is nine units of coursework numbered 500 through 999. Units taken for audit are not used in the calculation of enrollment status. You can obtain verification of your enrollment from the Office of the Registrar by any of the following methods: (1) in person with proper photo identification in Room 1641 of the Student Services building; (2) by mailing the request with your authorization and signature, and a stamped, self-addressed envelope to Office of the Registrar, San Diego State University, San Diego, CA. 92182-7453.

### Prerequisites

Students must satisfy course prerequisites (or their equivalent) prior to beginning the course requiring the prerequisite. Faculty have the authority to enforce prerequisites listed in the catalog, to evaluate equivalent preparation, and to require proof that such prerequisites/preparation have been completed.

If you do not meet the prerequisite requirements, you **MAY BE DROPPED FROM THAT COURSE BY THE INSTRUCTOR** within the first 12 class days of the semester **OR** the instructor may request that you personally take formal action to drop the class. Failure to comply will result in a failing grade.

### Schedule Adjustment

Schedule adjustment includes: dropping a class, adding a class, adding or reducing units of a class for which the student is already registered, changing a section of the same class, or changing grading options. Schedule adjustments are accepted until 6:00 p.m. by the 15th class day of the semester at <http://www.sdsu.edu/portal>.

You are responsible for every course in which you are registered. If you do not attend the first class meeting of the semester and you are not present at the start of the second meeting, the professor may give your place to another student. If this occurs, you have forfeited your place and the instructor may drop you from the course within the first 12 class days of the semester or request that you personally take formal action to drop the class. **Not all instructors will drop students who miss the first class session and the beginning of the second class session.** Students are responsible for all courses on their schedules. Students should check their online schedules regularly and take necessary action to add or drop during the first 15 class days of the semester by 6:00 p.m. If you do not attend a class and do not ensure that the course is dropped, you will receive a failing grade.

Students are not permitted to drop a class after the 15th class day of the semester by 6:00 p.m., except in cases such as accident or serious illness where the cause of dropping the class is due to circumstances clearly beyond the student's control and the assignment of an Incomplete is not practicable. All such requests must be accompanied by appropriate verification. Ordinarily, withdrawals in this category will involve total withdrawal from the University, except that credit, or an Incomplete, may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Requests to withdraw under such circumstances must be signed by each instructor, who indicates your grade status in the class, and approved by the dean (or designee) of the college of the student's major.

### Deadlines

For the fall 2004 semester, the Schedule Adjustment Deadline is by 6:00 p.m. on September 20, 2004. This includes adding a class, dropping a class, changing grading basis, or withdrawing from the University.

For the spring 2005 semester, the Schedule Adjustment Deadline is by 6:00 p.m. on February 11, 2005. This includes adding a class, dropping a class, changing grading basis, or withdrawing from the University.

### Change of Major

Based on your application for admission, you are admitted to a pre-major, major, or designated as an undeclared major. If, after registration, you wish to change your major, you should check with the department of your intended major for requirements and filing periods.

Change of Major forms are available at the Office of the Registrar and require approval of the change by the new major department. After approval, return the form to the Registrar's Office. You will be required to meet the major and minor requirements stated in the General Catalog that are in effect when you submit your change or declaration.

If you are admitted to a premajor, you must complete specific requirements before you will be admitted to the major. Requirements are described in the section of this catalog on Courses and Curricula, or you may contact the major department for information. Requirements are also described on the SDSU Web site at <http://www.sdsu.edu/impactedmajors>. If you are a veteran using veteran benefits, you must obtain appropriate approval from the Veterans Administration for necessary changes in letters of eligibility.

### Academic Renewal

Under certain circumstances the campus may disregard up to two semesters or three quarters of previous undergraduate coursework taken at any college from all considerations associated with requirements for the baccalaureate degree. These circumstances are:

1. You are a candidate for the baccalaureate degree at San Diego State University.
2. You have requested the action formally and have presented evidence that work completed in the term(s) under consideration is substandard and not representative of present scholastic ability and level of performance; and
3. The level of performance represented by the term(s) under consideration was due to extenuating circumstances; and
4. There is every evidence that you would find it necessary to complete additional units and enroll for one or more additional terms in order to qualify for the baccalaureate degree if the request were not approved.

Final determination that one or more terms shall be disregarded in determination of eligibility for graduation shall be based upon a careful review of evidence by a committee appointed by the President which shall include the Vice President for Academic Affairs and consist of at least three members. Such final determination shall be made only when:

1. Five years have elapsed since the most recent work to be disregarded was completed; and
2. You have completed at SDSU, since the most recent work to be disregarded was completed, 15 semester units with at least a 3.0 GPA, 30 semester units with at least a 2.5 GPA, or 45 semester units with at least a 2.0 GPA. Work completed at another institution cannot be used to satisfy this requirement.

When such action is taken, your permanent academic record shall be annotated so that it is readily evident to all users of the record that **no** work taken during the disregarded term(s), even if satisfactory, may apply toward baccalaureate requirements. However, all work must remain legible on the record ensuring a true and complete academic history.

The procedure for filing Petition for Academic Renewal is as follows:

1. Obtain the petition from the Division of Undergraduate Studies, AD-201.
2. Fill in the form carefully and completely.
3. Attach statements and documentary evidence from doctors, lawyers, employers, parents, professors, or other appropriate persons to substantiate your claim that the request is justified.
4. Obtain all necessary clearances and signatures.
5. Return all materials to the Division of Undergraduate Studies, AD-201.

### Cancellation of Registration, Withdrawal, Leaves of Absence, Readmission, Evaluation, and Military Service

#### Cancellation of Registration, Withdrawal

Students who find it necessary to cancel their registration or to withdraw from the University all classes after enrolling for any academic term must initiate action formally through the Office of the Registrar and follow the University's official withdrawal procedures. Failure to follow formal University procedures may result in an obligation to pay fees as well as the assignment of failing grade in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on canceling registration and withdrawal procedures is available from the Office of the Registrar.

A student who has not paid fees and is not enrolled in at least one class (other than for audit) by 6:00 p.m. at the end of the 15th class day of the semester is no longer considered a continuing student and may be required to apply for readmission.

A course will not appear on the permanent record if withdrawal occurs before the end of the 15th class day of the semester by 6:00 p.m. After the 15th class day of the semester, withdrawals are not permitted except in cases where the cause of withdrawal is due to circumstances clearly beyond your control, such as accident or serious illness. All such requests must be accompanied by appropriate verification. Credit or an incomplete may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Refer to the *Class Schedule* for appropriate dates for the deadlines indicated above.

After the last day of the semester, if you wish to change assigned grades to "W" grades, you must request to withdraw from the full semester's work; no requests for individual classes will be accepted. Such requests may be granted only in verified cases such as accident or serious illness where the cause for substandard performance was due to circumstances clearly beyond your control.

Students who receive financial aid funds must consult with the Office of Financial Aid and Scholarships prior to withdrawing from the University regarding any required return or repayments of grant or loan assistance received for that academic term or payment period. If a recipient of student financial aid funds withdraws from the institution during an academic term or a payment period, the amount of grant or loan assistance received may be subject to return and/or repayment provisions.

#### Unofficial Withdrawal

If you withdraw unofficially from classes or from the University, you will receive failing grades in all courses that you stop attending. An unofficial withdrawal is one in which you stop attending classes without filing official withdrawal forms within the established deadlines.

Veterans unofficially withdrawing will have veteran's allowances immediately suspended and will be subject to full repayment of allowances received after date of unofficial withdrawal.

#### Leaves of Absence

**One-Semester Stop Out.** With certain exceptions, matriculated undergraduate and graduate students may stop out of the University one semester in a calendar year and maintain their continuing student status. Continuing status includes the maintenance of catalog requirements for graduation. Disqualified students, students absent for more than one semester without an approved leave of absence, and those who attend another institution for more than one semester must apply for readmission should they wish to return to San Diego State University. Students who are disqualified are not eligible for a one-semester stop out.

**Educational Leave of Absence.** Students are permitted to take up to four semesters of approved leave of absence. An educational leave of absence is appropriate in those cases where students will be engaged for the majority of the leave time in an activity, other than attending an accredited college or university, that is directly related to

their formal academic careers or otherwise contributes to specific academic goals. Students must apply for the particular semester they wish to be absent from school. If they wish to take leave for additional semesters, they must do so on a semester-by-semester basis. Students may request a leave of absence at <http://www.sdsu.edu/portal>.

The *Class Schedule* lists specific deadlines. For students participating in the CSU visitors' program, units completed at the visitor campus will be considered resident units; they will not, however, be calculated into the San Diego State University grade point average.

Approval for educational leaves of absence will be granted only to undergraduate students who have completed a minimum of one semester at San Diego State University, who are in good academic standing, and who are eligible to register. Leaves will not be granted to students on probation, students who are subject to disqualification or have been disqualified, students who qualify for a change from undergraduate to graduate status, or students who have a registration hold.

### Readmission

Information on readmission is given in the section of this catalog on Admission and Registration, page 62.

### Evaluation

An evaluation is a summary of college work completed and of requirements to be completed for a bachelor's degree. New transfer students will receive an evaluation prior to second semester registration. Transfer courses will be included, where applicable, to meet San Diego State University's degree requirements. Students admitted as freshmen will receive an evaluation at the end of the second semester of attendance. Continuing students may request updates to the evaluation at the Academic Advising Center, located in Student Services West, Room 1551 or on the SDSU Web site at <http://www.sdsu.edu/portal>.

### Military Called to Compulsory Service

For further information about the policy for Military Called to Compulsory Service, contact the Veteran's Affairs Office at (619) 594-5813.

## Credit and Study List Limits

A unit or credit hour represents 50 minutes of lecture or recitation combined with two hours of preparation per week throughout one semester of 16 weeks. Two hours of activity (as in exercise and nutritional sciences) or three hours of laboratory (as in the sciences) are considered equivalent to one hour of lecture.

During initial RegLine/WebLine registration, students can enroll in a maximum of 18 units. During the last three days of registration and during the add-drop process, this limit is removed. You are strongly advised to consider all aspects of your situation before adding additional courses. If you work or have family obligations that will limit the time you can devote to your studies, you are strongly urged to reduce the number of units you attempt each semester.

You should expect to spend a total of three hours per week, in class and study time, for each unit of college work attempted. A normal 16-unit load, therefore, represents a 48-hour week. You should also keep in mind that some courses require more than the average amount of time, and that your workload in all courses will vary throughout the semester as examinations and major papers or projects come due.

## Graduation With Honors and Distinction

Graduation with honors is granted to undergraduate students who achieve high grade point averages. Excellence is recognized at three levels: *cum laude* (3.50-3.64), *magna cum laude* (3.65-3.79), and *summa cum laude* (3.80-4.00).

For determination of eligibility, two grade point averages are computed; **both** must satisfy the minimum grade point average for appropriate honors designation. They are the GPA calculated on all units taken at this institution (a minimum of 24 graded units), and the overall (cumulative) grade point average (including both SDSU and transfer units).

Grades for the final semester's work are included in calculation of eligibility for graduation with honors. Students are tentatively designated as eligible for graduation with honors if both grade point averages meet required standards at the beginning of the fall semester for midyear graduates and at the end of the fall semester for May and summer term graduates. Notation of *cum laude*, *magna cum laude*, or *summa cum laude* on transcripts and diplomas is based on achievement when all courses for graduation are completed.

Upon recommendation of their major department, students doing superior work in their major field may be graduated with distinction in that field. To qualify for Distinction in the Major, a student must have a minimum 3.50 grade point average in the major (upper division courses) by the beginning of the fall semester for midyear graduates and by the end of the fall semester for May and summer term graduates. Departments may set a higher GPA or additional criteria.

To be considered for computation of the major grade point average, grades for removal of Incomplete and all other grade changes must be received in the Office of the Registrar no later than the end of the fifth week of the semester in which the student plans to graduate. All changes for summer term graduates must be received by the end of the fifth week of the spring semester prior to graduation.

## Dean's List

The Dean's List recognizes academic achievement within a single fall semester or spring semester.

To be eligible for the Dean's List, students must be in good academic standing, matriculated, and have a grade point average of at least 3.50 based on a minimum of 12 units of credit for courses in which letter grades were assigned. The computation of grade points will be made six weeks after the end of the semester to include students who complete Incomplete grades promptly.

Students will be recognized by the dean of their respective college; undeclared and liberal studies majors will be listed by the Dean of Undergraduate Studies.

## Academic Probation, Disqualification, and Readmission of Undergraduate Students

### Academic Probation

The purpose of probation is to warn students that their academic performance is below the state minimum required for graduation and to indicate that improvement is required before a degree can be granted.

An undergraduate student whose grade point average falls below a C average (2.0) for either all baccalaureate level college work attempted or all work attempted at San Diego State University will be placed on academic probation at the end of the semester.

Provided a student earns a C average (2.0) or better in San Diego State University work during the semester while on academic probation, academic probation may be continued up to a maximum of three semesters.

Academic probation will be lifted when the student has attained a C (2.0) average or better on all baccalaureate level college work attempted and on all work attempted at San Diego State University.

Summer Term and Open University courses are included in the SDSU grade point average; Extension courses are calculated only in the overall grade point average.

Grade point average is computed by dividing the number of grade points accumulated by the number of graded units attempted (see chart under "Plus/Minus Grading" for number of grade points assigned per unit in each grade category.)

### Academic Disqualification

Students who are admitted to SDSU in good standing will not be disqualified at the end of their first semester of coursework at San Diego State University. After the first semester, students will be disqualified at the end of the fall or spring semesters if the following conditions exist:

1. A student on probation fails to earn at least a 2.0 grade point average (C average) in San Diego State University work for any semester while on probation, or
2. A student on academic probation still has less than a 2.0 grade point average in all work attempted at San Diego State University at the end of the third semester on probation.

Students who have been disqualified from SDSU will not be allowed to attend Open University or classes through the SDSU College of Extended Studies Special Sessions until one year from the date of their disqualification.

### Readmission of Academically Disqualified Students

Information on readmission is given in the section of this catalog on Admission and Registration, page 62.

## Administrative Probation and Disqualification

### Administrative Probation

An undergraduate or graduate student may be placed on administrative probation by action of appropriate campus officials for any of the following reasons:

1. Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms.
2. Repeated failure to progress toward the stated degree or objective or other program objective (when such failure appears to be due to circumstances within the control of the student).
3. Failure to comply, after due notice, with an academic requirement or regulation which is routine for all students or a defined group of students (examples: failure to list all colleges attended on the application for admission, failure to take placement tests, failure to complete a required practicum).

### Administrative Disqualification

A student who has been placed on administrative probation may be disqualified from further attendance if:

1. The conditions for removal of administrative probation are not met within the period specified.
2. The student becomes subject to academic probation while on administrative probation.
3. The student becomes subject to administrative probation for same or similar reason for which the student has been placed on administrative probation previously, although not currently in such status.

Students who have been disqualified from SDSU will not be allowed to attend Open University or classes through the SDSU College of Extended Studies Special Sessions until one year from the date of their disqualification.

## Student-Athlete Satisfactory Academic Progress Requirement

In order to remain eligible for intercollegiate competition, a student-athlete must be enrolled in an academic program leading to a recognized degree, must be making satisfactory progress toward that degree under the rules of the institution and the NCAA.

## Student Discipline and Grievances

Inappropriate conduct by students or by applicants for admission is subject to discipline on the San Diego State University campus. The Office of Judicial Procedures coordinates the discipline process and establishes standards and procedures in accordance with regulations contained in Sections 41301 through 41304 of Title 5, *California Code of Regulations*. These sections are as follows:

### 41301. Expulsion, Suspension and Probation of Students.

Following procedures consonant with due process established pursuant to Section 41304, any student of a campus may be expelled, suspended, placed on probation or given a lesser sanction for one or more of the following causes which must be campus related:

- (a) Cheating or plagiarism in connection with an academic program at a campus.
- (b) Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information to a campus.
- (c) Misrepresentation of oneself or of an organization to be an agent of the campus.
- (d) Obstruction or disruption, on or off campus property, of the campus educational process, administrative process, or other campus function.
- (e) Physical abuse on or off campus property of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse.
- (f) Theft of, or nonaccidental damage to, campus property, or property in the possession of, or owned by, a member of the campus community.
- (g) Unauthorized entry into, unauthorized use of, or misuse of campus property.
- (h) On campus property, the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis.
- (i) Knowing possession or use of explosives, dangerous chemicals or deadly weapons on campus property or at a campus function without prior authorization of the campus president.
- (j) Engaging in lewd, indecent, or obscene behavior on campus property or at a campus function.
- (k) Abusive behavior directed toward, or hazing of, a member of the campus community.
- (l) Violation of any order of a campus President, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this Section.
- (m) Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation pursuant to this Section.

- (n) Unauthorized recording, dissemination, and publication of academic presentations for commercial purposes. This prohibition applies to a recording made in any medium, including, but not limited to, handwritten or typewritten class notes.
- (1) The term "academic presentation" means any lecture, speech, performance, exhibition, or other form of academic or aesthetic presentation, made by an instructor of record as part of an authorized course of instruction that is not fixed in a tangible medium of expression.
  - (2) The term "commercial purpose" means any purpose that has financial or economic gain as an objective.
  - (3) "Instructor of record" means any teacher or staff member employed to teach courses and authorize credit for the successful completion of courses.
- (o) For purposes of this Article, the following terms are defined:
- (1) The term "member of the campus community" is defined as meaning California State University Trustees, academic, nonacademic and administrative personnel, students, and other persons while such other persons are on campus property or at a campus function.
  - (2) The term "campus property" includes:
    - a) real or personal property in the possession of, or under the control of, the Board of Trustees of the California State University, and
    - b) all campus feeding, retail, or residence facilities whether operated by a campus or by a campus auxiliary organization.
  - (3) The term "deadly weapons" includes any instrument or weapon of the kind commonly known as a blackjack, sling-shot, billy, sandclub, sandbag, metal knuckles; any dirk, dagger, switchblade knife, pistol, revolver, or any other firearm; any knife having a blade longer than five inches; any razor with an unguarded blade, and any metal pipe or bar used or intended to be used as a club.
  - (4) The term "behavior" includes conduct and expression.
  - (5) The term "hazing" means any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger or physical or emotional harm, to any member of the campus community; but the term "hazing" does not include customary athletic events or other similar contests or competitions.
- (p) This Section is not adopted pursuant to Education Code Section 89031.
- (q) Notwithstanding any amendment or repeal pursuant to the resolution by which any provision of this Article is amended, all acts and omissions occurring prior to that effective date shall be subject to the provisions of this Article as in effect immediately prior to such effective date.

Note: Authority cited: Sections 66300, 66452, and 89030, Education Code. Reference: Sections 66300, and 66450 *et seq.*, Education Code.

### **41302. Disposition of Fees: Campus Emergency; Interim Suspension.**

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

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

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

### **41303. Conduct by Applicants for Admission.**

Notwithstanding any provision in this Chapter 1 to the contrary, admission or readmission may be qualified or denied to any person who, while not enrolled as a student, commits acts which, were he enrolled as a student, would be the basis for disciplinary proceedings pursuant to Sections 41301 or 41302. Admission or readmission may be qualified or denied to any person who while a student, commits acts which are subject to disciplinary action pursuant to Section 41301 or Section 41302. Qualified admission or denial of admission in such cases shall be determined under procedures adopted pursuant to Section 41304.

### **41304. Student Disciplinary Procedures for the California State University.**

The Chancellor shall prescribe, and may from time to time revise, a code of student disciplinary procedures for the California State University. Subject to other applicable law, this code shall provide for determinations of fact and sanctions to be applied for conduct which is a ground of discipline under Sections 41301 or 41302, and for qualified admission or denial of admission under Section 41303; the authority of the campus President in such matters; conduct related determinations on financial aid eligibility and termination; alternative kinds of proceedings, including proceedings conducted by a Hearing Officer; time limitations; notice; conduct of hearings, including provisions governing evidence, a record, and review; and such other related matters as may be appropriate. The Chancellor shall report to the Board actions taken under this section.

## **Student Grievances**

If a student believes that a professor's treatment is grossly unfair or that a professor's behavior is clearly unprofessional, the student may bring the complaint to the proper University authorities and official reviewing bodies by following the *Procedures for Handling Student Grievances Against Members of the Faculty*, adopted by the Faculty Senate. A copy of the procedures may be obtained from the Ombudsman's Office in the Student Services building.

## **Plagiarism**

Plagiarism is formal work publicly misrepresented as original; it is any activity wherein one person knowingly, directly, and for lucre, status, recognition, or any public gain resorts to the published or unpublished work of another in order to represent it as one's own. Work shall be deemed plagiarism: (1) when prior work of another has been demonstrated as the accessible source; (2) when substantial or material parts of the source have been literally or evasively appropriated (substance denoting quantity; matter denoting qualitative format or style); and (3) when the work lacks sufficient or

unequivocal citation so as to indicate or imply that the work was neither a copy nor an imitation. This definition comprises oral, written, and crafted pieces. In short, if one purports to present an original piece but copies ideas word for word or by paraphrase, those ideas should be duly noted.

Lindley, Alexander. *Plagiarism and Originality*, 1952.

San Diego State University is a publicly assisted institution legislatively empowered to certify competence and accomplishment in general and discrete categories of knowledge. The President and faculty of this University are therefore obligated not only to society at large but to the citizenry of the State of California to guarantee honest and substantive knowledge in those to whom they assign grades and whom they recommend for degrees. Wittingly or willfully to ignore or to allow students' ascription of others' work to themselves is to condone dishonesty, to deny the purpose of formal education, and to fail the public trust.

The objective of university endeavor is to advance humanity by increasing and refining knowledge and is, therefore, ill served by students who indulge in plagiarism. Accordingly, one who is suspected or accused of disregarding, concealing, aiding, or committing plagiarism must, because of the gravity of the offense, be assured of thorough, impartial, and conclusive investigation of any accusation. Likewise, one must be liable to an appropriate penalty, even severance from the University and in some cases revocation of an advanced degree, should the demonstrated plagiarism clearly call into question one's general competence or accomplishments.

## SDSU Alcohol and Substance Abuse Policies

**In accordance with the California Information Practices Act, the Dean of Students of San Diego State University may notify a student's parent(s) or legal guardian(s) in the event compelling circumstances exist affecting the student's health or safety, including circumstances involving alcohol or controlled substances.**

This statement is presented to students to provide information about (1) health risks associated with alcohol and other drugs, (2) prevention and treatment programs available on campus, and (3) applicable State laws and campus policies. For more information, please contact SDSU's coordinator of Alcohol and Other Drug Initiatives, (619) 594-4133.

### Risks

Use and abuse of alcohol and other drugs can lead to accidents, injury, and other medical emergencies. Alcohol, especially in high doses, or when combined with medications or illegal drugs continues to claim the lives of college students across the nation. If you see someone unconscious, call 9-1-1; doing so may save his or her life.

Driving after consumption of even relatively small quantities of alcohol can substantially increase your risk of crash involvement. Even after just a drink or two, drinkers may experience some loss of their ability to think about complex problems or accomplish complex tasks. Drinkers may also lose some control over impulsive behavior.

To become dependent upon chemicals such as alcohol and/or illicit drugs is to put your health and life at risk. Chemical dependency is a condition in which the use of mood altering substances, such as drugs or alcohol, affect any area of life on a continuing basis. Medical research has established very strong evidence that alcohol abuse contributes significantly to cancer and heart disease. Many illicit drugs have also been demonstrated to lead to serious short and long-term health problems. There is clear evidence of serious negative effects on babies due to use of illicit drugs and alcohol by the mother during pregnancy.

### Campus Resources

Keeping yourself informed is an important step in developing a healthy lifestyle and in knowing how to cope with problems as they arise. SDSU provides useful and informative prevention education programs throughout the year. A variety of departments sponsor workshops and lectures on alcohol and drug related issues to support and encourage healthy, productive lifestyles. These programs are available through: Counseling & Psychological Services, (619) 594-5220; Residential Education Office, (619) 594-5742; Center on Substance Abuse, (619) 594-5472; Athletic Department, (619) 594-5164; Student Health Services, (619) 594-4133; Public Safety Department, (619) 594-1987.

For students with substance abuse problems or concerns, assistance is available at SDSU's Counseling & Psychological Services (CPS) located in the Student Services Building, Room 2109. Students who prefer an appointment with a health care provider (e.g. nurse or physician), may contact Student Health Services. If you are aware of problems with friends, roommates, or family members, we encourage you to act responsibly by consulting with Counseling & Psychological Services. Remaining silent or waiting until a situation has escalated is not responsible behavior. SDSU supports the notion of students helping one another to cooperatively solve alcohol and substance abuse problems as they occur.

### Laws and Campus Policy

With few exceptions, it is illegal for anyone under the age of 21 to purchase or possess alcohol. If you violate these laws you may face a fine of \$250 and suspension of your driving license. For more information about California laws visit the California State Bar Web site [http://www.calbar.ca.gov/calbar/pdfs/cbj/kids\\_and\\_the\\_law.pdf](http://www.calbar.ca.gov/calbar/pdfs/cbj/kids_and_the_law.pdf) or California Alcohol Beverage Control Web site <http://www.abc.ca.gov/teencorner.html>. Federal and state laws define a number of substances as "drugs" with sanctions related to their manufacture, sale, possession, and use varying by type of substance and quantity. See California State Bar Web site [http://www.calbar.ca.gov/calbar/pdfs/cbj/kids\\_and\\_the\\_law.pdf](http://www.calbar.ca.gov/calbar/pdfs/cbj/kids_and_the_law.pdf) for interesting information.

Campus standards of conduct prohibit the unlawful possession, use, or distribution of drugs and alcohol by students on University property or as any part of the University's activities. Students who violate these standards of conduct may face suspension or expulsion from the University. In addition, the University will cooperate with governmental authorities in criminal and civil actions. The University does not accept alcohol or substance abuse as an excuse, reason, or rationale for any act of abuse, harassment, intimidation, violence, or vandalism.

Possession or consumption of distilled liquor on University property is prohibited at all times. Possession, consumption, or sale of beer or wine is permitted at designated campus locations and events only with prior approval of the Vice President for Student Affairs.

On campus property, the sale, distribution, knowing possession, and use of dangerous drugs or narcotics are prohibited. You are also forbidden by State and Federal laws to sell, distribute, possess, or use those drugs.

Student organizations, residence halls, athletics, and Greek Life have instituted additional policies regarding alcohol and drugs. Please contact relevant administration offices for more information.

As a student at SDSU, you are responsible for your behavior and are fully accountable for your actions. Violation of this policy statement will not go unchallenged within the SDSU community. Any University student may be expelled, suspended, or placed on probation for violating University regulations regarding alcohol or drugs. Additionally, using alcohol or drugs **negatively affects your academic performance.**

Students who possess, use, or distribute substances such as marijuana, cocaine, methamphetamines, or other hallucinogens and narcotics, or who violate statutes regarding alcoholic beverages, are subject to arrest, imprisonment, or a fine according to State law. The SDSU Department of Public Safety is empowered to enforce all State and Federal laws, including public drunkenness, driving under the influence, and possession of alcohol by a minor.

## University Policies

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The University's commitment to exercising disciplinary powers in cases of illegal alcohol and drug abuse complements its full measure of support for students who seek help for themselves or their acquaintances. These two approaches, combined with an active prevention education program, provide a strong basis for maintaining University expectations for a safe, healthy, and productive campus community. We hope that you will take advantage of the programs and services available to you, and that you will join with us in creating a viable learning community.

### SDSU Smoke Free Policy

This policy implements CSU Executive Order 599, in accordance with Education Code 89031.

Smoking is prohibited in all San Diego State University buildings or leased spaces and motor pool vehicles.

Smoking is prohibited in those outdoor areas which are either connected to or in close proximity of SDSU buildings or leased space if the smoke can readily enter the building through open doors, windows, or ventilation system intakes.

Smoking is prohibited in outdoor areas immediately adjacent to SDSU owned or leased food establishments unless designated as a smoking area, consistent with the overall goals of this policy; smoking is prohibited in outdoor SDSU owned or leased constructed seating areas where people are likely to congregate, unless designated as a smoking area.

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of everyone. Deans, Directors, and Department Chairs are responsible for implementing this policy. The Associate Vice President for Faculty Affairs and the Director of the Center for Human Resources are available to assist in the policy interpretation and to ensure its consistent application.

To aid persons desiring to stop smoking, the University offers smoking cessation programs for students through Student Health Services and for faculty and staff through Personnel Services.

The SDSU auxiliary organizations shall operate in conformity with this campus policy.

### Safety and Security Report

In accordance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the San Diego State University Safety and Security Report and current annual crime statistics are available on-line at: <http://www.sdsu.edu/securityreport>. Printed copies are available at the University Police Department lobby, Student Services, Room 1410 or by calling the University Police Crime Prevention Unit at (619) 594-1985.

## Absence from Class

### Instructor Initiated Drop Policy

Students who do not attend the first class session and the beginning of the second class session of a course may be dropped from that course by the instructor within the first 12 class days of the semester. Students who do not meet prerequisite requirements can also be dropped within the first 12 class days of the semester. Any student dropped by the instructor during this period will be notified of the action by e-mail. It is the student's responsibility to keep a current e-mail address on file through the SDSU WebPortal at <http://www.sdsu.edu/portal>. To reenroll, the student must receive an add code from the instructor and reenroll in the course within the first 15 class days of the semester by 6:00 p.m.

NOT ALL INSTRUCTORS WILL DROP STUDENTS WHO MISS THE FIRST CLASS SESSION AND THE BEGINNING OF THE SECOND CLASS SESSION. Students are responsible for all courses on their schedules. Students should check their online schedules regularly and take necessary action to add or drop during the first 15 class days of the semester by 6:00 p.m.

### Religious Observances

By the end of the second week of classes, students should notify the instructors of affected courses of planned absences for religious observances. Instructors shall reasonably accommodate students who notify them in advance of planned absences for religious observances.