

PART SIX

University Policies

University Policies

Student Responsibility for Bulletin Information

Students are individually responsible for the information contained in this bulletin. Although the Division of Graduate Affairs attempts to preserve requirements for students subject to this bulletin, information contained herein is subject to change from year to year as university rules, policies, and curricula change. Failure to keep informed of such annual changes will not exempt students from whatever consequences may result. All students beginning graduate study at San Diego State University after August 2011 will be required to follow the procedures and regulations stated in the 2011-12 edition of the *Graduate Bulletin*.

If you were admitted to a graduate degree curriculum at SDSU prior to that date and have been enrolled in one or more courses during each consecutive semester since first enrolling as a graduate student, or if your attendance has not been interrupted by more than two consecutive semesters, you will be held responsible for the regulations in effect at the time the official master's degree program of study is approved.

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 certain student records maintained by the campus and the release of such records. The law provides that the campus must give students access to most records directly related to the student, and must also provide opportunity for a hearing to 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 through the SDSU Office of the Registrar Web site at <http://arweb.sdsu.edu/es/registrar/privacy.html>.

Among the types of information included in the campus statement of policies and procedures are: (1) the types of student records maintained and the information they contain; (2) the official responsible for maintaining each type of record; (3) the location of access lists indicating persons requesting or receiving information from the record; (4) policies for reviewing and expunging records; (5) student access rights to their records; (6) the procedures for challenging the content of student records; (7) the cost to be charged for reproducing copies of records; and (8) the right of the student to file a complaint with the Department of Education. The Department of Education has established an office and review board to investigate complaints and adjudicate violations. The designated office is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

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, e-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 what 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 accessing 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 Employee Relations and Compliance, 619-594-6464, have been designated to coordinate the efforts to comply with the following acts and their implementing regulations.

Race, Color, Ethnicity, National Origin, Age, and Religion

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

Disability

The California State University does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Federal laws, including sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, and various state laws prohibit such discrimination. Students should address inquiries concerning San Diego State University's compliance with all relevant disability laws to the director of Student Disability Services (SDS), Calpulli Center, Room 3101, San Diego State University, CA 92182, or call 619-594-6473 (TDD: 619-594-2929).

Sex/Gender

San Diego State University does not discriminate on the basis of sex, gender, gender identity or expression, or sexual orientation in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972 and certain other federal and state laws prohibit discrimination on these bases, in education programs and activities. Such programs and activities include admission of students and employment. Inquiries concerning the application of these laws to programs and activities can be directed to the director, Office of Employee Relations and Compliance, 619-594-6464, or to the SDSU athletic director of compliance, 619-594-3395, or to the regional director of the Office for Civil Rights, United States Department of Education, 50 Beale Street, Suite 7200, San Francisco, CA 94105.

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

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 Personal Responsibility and Work Opportunity Reconciliation Act to achieve licensure.

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. Undergraduate students may enroll in these courses only if they are officially admitted to a blended or integrated program where undergraduate and credential coursework is included in the same program. 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.

Grading System

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** (incomplete authorized), 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** (incomplete authorized), 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.

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 (incomplete authorized) is not counted in the grade point computation until one calendar year has expired, at which time it will be charged as an IC (incomplete charged) grade 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.

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

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year except for graduate thesis (799A) or dissertation (899). Graduate courses for which the RP symbol is appropriate are specifically designated in the departmental listings of the *Graduate Bulletin*.

Candidates for graduation whose record carries a grade of RP will be graduated provided they are otherwise eligible for graduation. However, the RP cannot be made up after the degree has been granted. If students do not wish to be graduated with the grade of RP on their record, they must officially cancel their application for graduation.

Withdrawal Grade – W

The symbol "W" indicates that you were permitted to drop a course after the first 10 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.

Dropping a class is not permitted after 11:59 p.m. on the 10th class day of the semester, 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 11:59 p.m. on or before the 12th 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 11:59 p.m. prior to the end of the 12th class day of instruction. If you are enrolled for credit, you may not change to audit after 11:59 p.m. on the 12th class day of instruction.

Credit/No Credit - Cr/NC (Graduate Student Option)

Graduate students may not take a course listed on their program of study for a Cr/NC grade unless the course is specifically designated as credit/no credit only. The symbol "Cr" is used to report the satisfactory completion of courses 797, 798, 799A, and certain 500- 600- 700- and 800-numbered courses specifically designated in the graduate curriculum and the Class Schedule. Failure to complete satisfactorily such courses will result in the assignment of "NC." No other 600, 700-

or 800-numbered courses may be taken for credit/no credit. No 500-numbered courses graded credit/no credit, except those offered only for credit/no credit, are acceptable on an advanced degree program. A grade of "Credit" in graduate level courses is awarded for work equivalent to all grades that earn 3.0 or more grade points (A through B). "No Credit" is awarded for work equivalent to all grades which earn less than 3.0 grade points (B- through F). Some specified sections of graduate level topics courses may be offered for credit/no credit provided the following statement is included in the course description in the Graduate Bulletin: "Specified sections of this course may be offered for credit/no credit. Refer to the *Class Schedule*."

Incomplete Authorized 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 Incomplete grades are available at department offices or the Office of the Registrar Web site at <http://www.sdsu.edu/registrar>.

Failure to complete the assigned work within one calendar year will result in an Incomplete being converted to an "IC" symbol, which would become the final grade on the student's record at the end of the calendar year deadline. An Incomplete may not be removed by reenrollment in the course.

Candidates for graduation whose record carries a grade of Incomplete will be graduated provided they are otherwise eligible for graduation. However, the Incomplete cannot be made up after the degree has been granted, and it will be counted as an "F" for grade point purposes at the time of graduation. If students do not wish to be graduated with the grade of Incomplete on their record, they must officially cancel their application for graduation.

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 is posted to the record at the end of the one year time limit 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 the student attended a portion of a course and then, after receiving failing grades, stopped attending without officially withdrawing, a final grade of F not WU should be assigned.

Assignment of Grades and Grade Appeals

Faculty have the right and responsibility to provide evaluation and timely assignment of appropriate grades. There is a presumption that grades assigned are correct. It is the responsibility of anyone appealing an assigned grade to demonstrate otherwise.

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. 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.

Repeated Courses

Ordinarily, a graduate student may not repeat courses that have been taken as part of the official master's degree program. With prior permission of the graduate adviser, however, a graduate student may repeat one course on the official program of study in which a grade of C, D, F or WU has been received. When a graduate student in any category of admission repeats a course in which a C, D, or F has been earned, both grades will remain on the student's permanent record and both grades will be calculated in the grade point average. Students must earn a grade of C or better in all courses on their program of study. Some programs require grades of B or better in selected courses. A course must be repeated if the minimum grade requirement is not satisfied. The grades will be averaged in computing the grade point average. If a student repeats a course in which a WU has been earned, the original WU grade will remain on the permanent record, but only the second grade will be used in computation of the grade point average. Any more than one repeated WU will be calculated into the grade point average. A course in which a WU has been earned may be repeated only once. Repeated courses may not be taken for credit/no credit. **Students who have successfully repeated a "WU" graded course should notify the Division of Graduate Studies if they wish immediate adjustment of their grade point average.**

Schedule Adjustment

Schedule adjustment include: 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, withdrawing from the university, or changing grading options. Students should check their online schedules regularly and take necessary action to add or drop during the schedule adjustment period. Students who do not attend a class and who do not ensure that the course is officially dropped in the WebPortal at <http://www.sdsu.edu/portal>, will receive a failing grade. Schedule adjustments are accepted until 6 p.m. on the following dates:

Fall 2011 Semester

Drop classes by 11:59 p.m. on September 12.

Add classes by 11:59 p.m. on September 14.

Spring 2012 Semester

Drop classes by 11:59 p.m. on January 31.

Add classes by 11:59 p.m. on February 2.

Students are responsible for every course in which they are registered. If students do not attend the first class meeting of the semester and are not present at the start of the second meeting, the professor may give the place to another student. If this occurs, the student has forfeited the place and may be dropped from the course by the instructor within the first eight class days of the semester. The instructor may 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 not permitted to drop or add a class after the stated deadlines, 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.

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.

Withdrawals

A graduate student who has been admitted to a graduate degree curriculum but has completed no courses at this university for two consecutive semesters is considered to have withdrawn from the curriculum. The student will be required to file an application for readmission to the university upon resumption of graduate study. A student who withdraws from a graduate curriculum will be required to comply with regulations and requirements in effect at the time of readmission to the Division of Graduate Affairs.

Official Withdrawal

Students who find it necessary to cancel their registration or to withdraw from the university 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 grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on canceling registration and withdrawal procedures is available from 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 11:59 p.m. on the 12th 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 10th class day of the semester by 11:59 p.m. After the 10th 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.

Withdraw Retroactively

After the last day of instruction for a term, 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 academic calendar 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.

Military Called to Compulsory Service

For information about the policy for Military Called to Compulsory Service, contact the SDSU Veterans Center at 619-594-5813.

Readmission

If not disqualified, an enrolled student is eligible to stay out one semester without penalty. No reapplication is necessary and registration information will automatically be mailed to the last address on file.

A student who withdraws from the university for more than one semester must file an application for readmission before the stated closing deadline with a \$55 application fee. If the student was enrolled at another institution subsequent to the last attendance at San Diego State University, an official transcript showing work completed must be sent by the transfer institution directly to Graduate Admissions before readmission can be completed. SDSU students in good academic standing, with programs of study on file, will retain their original bulletin status if they are absent from the university for no more than one semester.

Probation and Disqualification

Academic Probation (Grade Point Average Deficiency)

A post-baccalaureate graduate student in any admission category shall be placed on academic probation if the student fails to maintain a cumulative grade point average of at least 2.85 in all units attempted subsequent to admission to the university.

Students in a graduate degree program in conditional or classified standing should consult the section of this bulletin entitled "General Requirements for Doctoral Programs" and "Basic Requirements for the Master's Degree" for additional grade point average requirements for degree seeking students.

Academic Disqualification (Grade Point Average Deficiency)

A graduate student whose grade point average falls below 2.85 for work attempted at San Diego State University will be placed on academic probation at the end of the semester. If during the first semester on probation the student does not achieve a term GPA of a 2.85 or higher, the student will be disqualified from San Diego State University. If during the first semester on probation the student earns a term GPA of 2.85 or better in San Diego State University coursework, but still has an overall GPA less than 2.85, the student will continue on academic probation for a second semester. If at the end of the second semester a student fails to achieve a cumulative GPA of 2.85, the student will be subject to academic disqualification from further attendance at the university. If at the end of the second semester the student has attained a 2.85 average or better on all work attempted at San Diego State University, academic probation will be lifted.

Reinstatement of Academically Disqualified Students

Graduate students who are academically disqualified from further attendance at the university may not attend SDSU for one full semester. They must file an application for readmission with a \$55 application fee. They will be sent a Petition for Reinstatement that they need to return as soon as possible. Readmission to the university is NOT automatic. Each applicant will be considered on an individual basis by the graduate adviser with recommendations to the graduate dean.

Administrative Disqualification

Departments or schools of the university may recommend that the graduate dean dismiss from the program any graduate student whose performance in a degree, certificate, or credential program is judged unsatisfactory with respect to the scholastic or professional standards of the program other than GPA. Students will be notified when they are subject to dismissal from the major and given a chance to respond in writing. If the department or school decides to proceed with the administrative disqualification, they will notify the graduate dean of the decision and the student will be disqualified and officially removed from the major at the end of the semester. Examples of unsatisfactory performance include but are not limited to: withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms, failure to adhere to professional standards (see section on Standards for Professional Graduate Student Conduct), failure to make normal progress toward the degree, failure to fulfill conditions for fully classified admission within the time specified, denial of advancement to candidacy for a degree, and failure in presentation of a thesis or comprehensive examination.

Upon the dean's issuance of disqualification, the student's status will become undeclared and the student will become ineligible to enroll in coursework from his or her program. If the student wishes to apply to another San Diego State University graduate program, the information regarding his or her dismissal will be included with the application materials forwarded to the new program prior to an admission decision. Unless a student has been accepted to a new graduate program by the end of the semester following dismissal, the student will be ineligible for registration and will need to reapply to the university if she or he wishes to return to the university.

Student Conduct

Inappropriate conduct by students or by applicants for admission is subject to discipline on the San Diego State University campus. The Center for Student Rights and Responsibilities 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. Standards for Student Conduct.

(a) Campus Community Values

The university is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

(b) Grounds for Student Discipline

Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

The following are the grounds upon which student discipline can be based:

(1) Dishonesty, including:

- (A) Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
- (B) Furnishing false information to a university official, faculty member, or campus office.
- (C) Forgery, alteration, or misuse of a university document, key, or identification instrument.
- (D) Misrepresenting one's self to be an authorized agent of the university or one of its auxiliaries.

(2) Unauthorized entry into, presence in, use of, or misuse of university property.

(3) Willful, material and substantial disruption or obstruction of a university-related activity, or any on-campus activity.

(4) Participating in an activity that substantially and materially disrupts the normal operations of the university, or infringes on the rights of members of the university community.

(5) Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus university related activity.

(6) Disorderly, lewd, indecent, or obscene behavior at a university related activity, or directed toward a member of the university community.

(7) Conduct that threatens or endangers the health or safety of any person within or related to the university community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.

(8) Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (*Penal Code 245.6*), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

(9) Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and university regulations) or the misuse of legal pharmaceutical drugs.

(10) Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and university regulations), or public intoxication while on campus or at a university related activity.

(11) Theft of property or services from the university community, or misappropriation of university resources.

(12) Unauthorized destruction, or damage to university property or other property in the university community.

(13) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a university related activity.

(14) Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.

(15) Misuse of computer facilities or resources, including:

- (A) Unauthorized entry into a file, for any purpose.
- (B) Unauthorized transfer of a file.
- (C) Use of another's identification or password.
- (D) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the university community.
- (E) Use of computing facilities and resources to send obscene or intimidating and abusive messages.
- (F) Use of computing facilities and resources to interfere with normal university operations.
- (G) Use of computing facilities and resources in violation of copyright laws.
- (H) Violation of a campus computer use policy.

(16) Violation of any published university policy, rule, regulation or presidential order.

(17) Failure to comply with directions or, or interference with, any university official or any public safety officer while acting in the performance of his/her duties.

(18) Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well being of members of the university community, to property within the university community or poses a significant threat of disruption or interference with university operations.

(19) Violation of the Student Conduct Procedures, including:

- (A) Falsification, distortion, or misrepresentation of information related to a student discipline matter.
- (B) Disruption or interference with the orderly progress of a student discipline proceeding.
- (C) Initiation of a student discipline proceeding in bad faith.
- (D) Attempting to discourage another from participating in the student discipline matter.
- (E) Attempting to influence the impartiality of any participant in a student discipline matter.
- (F) Verbal or physical harassment or intimidation of any participant in a student discipline matter.
- (G) Failure to comply with the sanction(s) imposed under a student discipline proceeding.

(20) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

(c) Procedures for Enforcing This Code

The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the university imposes any sanction for a violation of the Student Conduct Code.

(d) Application of This Code

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

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

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

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

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

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; 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 Office of the Ombudsman 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. Lindey, 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 Vice President for Student Affairs or designee 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.

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 and Psychological Services, 619-594-5220; Residential Education Office, 619-594-5742; Alcohol and Other Drug Initiatives, 619-594-4133; Athletic Department, 619-594-3019; Student Health Services, 619-594-5281; University Police, 619-594-1991.

For students with substance abuse problems or concerns, assistance is available at SDSU's Counseling and Psychological Services (CPS) located in Calpulli Center, Room 4401. 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 and 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 at http://www.calbar.ca.gov/calbar/pdfs/cbj/kids_and_the_law.pdf or the California Alcohol Beverage Control Web site at <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 at http://www.calbar.ca.gov/calbar/pdfs/cbj/kids_and_the_law.pdf.

In addition to the Standards for Student Conduct in the California Code of Regulations, Title V, Article 2, Section 41301, SDSU's expectations of responsible student behavior prohibits the unlawful possession, use, or distribution of drugs and alcohol by students on university property or in surrounding neighborhoods, or as any part of the university's activities. Violators 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 by those 21 years of age or older 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. More information can also be found at <http://aod.sdsu.edu>.

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, but not limited to, 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 University Police Department is empowered to enforce all State and Federal laws, including public drunkenness, driving under the influence, and possession of alcohol by a minor.

The university's commitment to exercising disciplinary powers in cases of illegal alcohol and drug use 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.

Drug Law Violations and Consequences

A federal or state drug conviction for possession, sale, or conspiring to sell illegal drugs can affect a student's eligibility to receive federal student financial aid, including loans, grants, and work study. If the offense occurs while the student is receiving federal student financial aid, the student will lose aid eligibility for a certain period of time. Additional information is available from the Office of Financial Aid and Scholarships, Student Services, Room 3605, 619-594-6323, or at <http://www.sdsu.edu/financialaid>.

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 the Center for Human Resources.

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, Security and Fire Report and current annual crime statistics are available online at <http://www.police.sdsu.edu>. Call the University Police Crime Prevention Unit at 619-594-1985 for more information.

Integrity in Research and Scholarship

San Diego State University expects the highest standards of ethical behavior of all members of the academic community involved in the conduct of research, including graduate students. Although instances of misconduct in research are rare, reports of possible scientific fraud concerning faculty, staff, and graduate students employed in research contracts and grants are dealt with in accordance with the university's assurance of compliance with the United States Public Health Service scientific misconduct regulations. The administrative process for handling allegations of scientific misconduct and for protecting the rights and reputations of all persons involved is detailed in the Policy on Integrity in Research and Scholarship and published in the SDSU Policy File. Reports and/or charges of misconduct in research at SDSU should be directed to the chair of the department or dean of the college in which the alleged misconduct has occurred. Such reports may also be directed to the Vice President for Research in Graduate and Research Affairs for referral to the appropriate college dean.

Transcripts of Record

Official Transcripts

Official transcripts can be ordered online in your SDSU WebPortal at <http://www.sdsu.edu/portal> under the Official Transcript section. If all your coursework was completed prior to 1987 or if your transcript requires special handling (e.g. via United States Postal Service Priority or Express Mail only), you will need to order official transcripts by completing an Official Transcript Request form and submitting it to the University Cashiers Office. A fee is charged for all transcripts and must be paid in advance. An official transcript is usually mailed within five to seven business days after the request is processed by the Cashiers Office, unless a hold has been indicated. 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 the SDSU WebPortal at <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.

Study List Limits in the Division of Graduate Studies

Full time enrollment for graduate students is nine units of coursework numbered 500 through 999. Enrollment in Thesis (799A) is considered full time for master's degree candidates. Enrollment in Thesis Extension (799B) or Comprehensive Examination Extension (799C) is considered half time for master's degree candidates. Enrollment in Doctoral Research (897), Doctoral Dissertation (899), or Clinical Internship (Psychology 894) is considered full time for students admitted to a doctoral program.

Graduate students who are employed as graduate teaching associates at San Diego State University are limited to 15 units of combined teaching assignments and coursework unless a request for excess load is approved by department chair and the graduate dean. Graduate teaching associates who enroll for more units than authorized will not receive credit on their official degree programs for the excess number of units completed.

Graduate students employed as graduate assistants are limited to 20 hours of work per week combined with a maximum of 8 units of coursework. Any excess load must be approved by the department chair and the graduate dean. Graduate assistants who enroll for more units than authorized will not receive credit on their official programs for the excess number of units completed.

Transfer, Extension, and Foreign University Credit

For most master's degree programs, the maximum transferable course credit is 9 units including courses taken through San Diego State University College of Extended Studies. Exceptions are the Master of Business Administration degree, Master in Regulatory Affairs degree, Master in Biomedical Quality Systems degree, Master of Science in Nursing degree which permits 12 units; the Master of Fine Arts in Creative Writing degree which permits 18 units; the Master of Science degree in Counseling which permits 24 units; and the Master of Fine Arts degree in Art, the Master of Fine Arts degree in Theatre Arts, the Master of Science degree in Rehabilitation Counseling, and the Master of Social Work degree which permit 30 units. All transfer credit earned in other colleges and universities including foreign universities and those earned through the San Diego State University College of Extended Studies must be approved by the graduate adviser and graduate dean. Credit earned by correspondence or by examination is not acceptable as satisfying advanced degree requirements.

Open University

Students who have been admitted to the university may **NOT** enroll in on-campus courses through Open University.

Students who have not been admitted to the university may enroll in on-campus courses through Open University during the regular semester on a space available basis with approval of the course instructor and the department chair. Courses taken through Open University prior to admission to the university may be transferred to meet graduate degree requirements with the approval of the graduate adviser and the graduate dean and are normally limited to nine units depending on the degree objective (see Transfer Credit).

Special Sessions Program Credit

Special session degree programs are offered through the College of Extended Studies for external degree students. A matriculated graduate student who is not in a special session degree program may only take courses through the special session program if the course is not being offered through the regular session, if the student must take the course as part of their program of study, and if the course will not be offered again prior to the student's planned graduation date. In these cases if the student is taking **regular session** courses, he or she **will** have to pay **special session** fees and **regular session** fees.

Non-Credit Courses

Non-credit courses offered through the College of Extended Studies will appear on the San Diego State University transcript but are not transferable for graduate credit. Graduate students who enroll in these courses normally do so for personal enrichment only.

Availability of Information

The following information concerning student financial assistance may be obtained from the Office of Financial Aid and Scholarships, Student Services, Room 3605, 619-594-6323, or at <http://www.sdsu.edu/financialaid>:

1. A description of the federal, state, institutional, local, and private student financial assistance programs available to students who enroll at San Diego State University and for San Diego State University Students participating in study abroad programs;
2. For each aid program, a description of procedures and forms by which students apply for assistance, student eligibility requirements, criteria for selecting recipients from the group of eligible applicants, and criteria for determining the amount of a student's award;
3. A description of the rights and responsibilities of students receiving financial assistance, including federal Title IV student assistance programs, and criteria for continued student eligibility under each program;
4. The satisfactory academic progress standards that students must maintain for the purpose of receiving financial assistance and criteria by which a student who has failed to maintain satisfactory progress may reestablish eligibility for financial assistance;
5. The method by which financial assistance disbursements will be made to students and the frequency of those disbursements;
6. The terms and conditions of any loan received as part of the student's financial aid package, sample loan repayment information, the necessity for repaying loans, and terms and conditions under which students may obtain loan deferments; and
7. The general conditions and terms applicable to any employment provided as part of the student's financial aid package.

Information concerning the cost of attending San Diego State University is available from the Office of Financial Aid and Scholarships, Student Services, Room 3605, 619-594-6323, or at <http://www.sdsu.edu/financialaid>, and includes tuition and fees; the estimated costs of books and supplies; estimates of typical student room, board, and transportation costs; and, if requested, additional costs for specific programs.

Information concerning the refund policies of San Diego State University for the return of unearned tuition and fees or other refundable portions of institutional charges is available from Student Account Services, Student Services 2536, 619-594-5253, or at <http://www.sdsu.edu/sas>.

Information concerning policies regarding the return of federal Title IV student assistance funds as required by regulation is available from Student Account Services, Student Services, Room 2536, 619-594-5253, or at <http://www.sdsu.edu/sas>.

Information concerning loan exit counseling for all student borrowers under the federal student loan programs is available from Student Account Services, Student Services, Room 2536, 619-594-5253, or at <http://www.sdsu.edu/sas>.

Information regarding special facilities and services available to students with disabilities may be obtained from Student Disability Services, Calpulli Center, Room 3100, 619-594-6473 (TDD: 619-594-2929), or at <http://www.sa.sdsu.edu/sds>.

Information concerning San Diego State University policies, procedures, and facilities for students and others to report criminal actions or other emergencies occurring on campus may be obtained from the Department of Public Safety, 619-594-1991, or at <http://www.police.sdsu.edu>.

Information concerning San Diego State University annual campus security report may be obtained from the Department of Public Safety, 619-594-1991, or at <http://www.police.sdsu.edu>.

Information concerning the prevention of drug and alcohol abuse and rehabilitation programs may be obtained from Counseling and Psychological Services, Calpulli Center, Room 4401, 619-594-5220, or at <http://www.sa.sdsu.edu/cps>.

Information regarding student retention and graduation rates of students enrolled at San Diego State University and, if available, the number and percentage of students completing the program in which the student is enrolled or expresses interest may be obtained from Analytic Studies and Institutional Research, Manchester Hall, Room 3310, 619-594-6846, or at <http://asir.sdsu.edu>.

Information concerning athletic opportunities available to male and female students and the financial resources and personnel that San Diego State University dedicates to its men's and women's teams may be obtained from the director of Intercollegiate Athletics, Aztec Athletics Center, Room 3015, 619-594-6357, or at <http://www.goaztecs.com>.

Information concerning teacher preparation programs at San Diego State University, including pass rate on teacher certification examinations, may be obtained from the Office of Advising and Recruitment, Education and Business Administration, Room 259, 619-594-6320.

Information concerning grievance procedures for students who feel aggrieved in their relationships with the university, its policies, practices and procedures, or its faculty and staff may be obtained from the ombudsman, Student Services, Room 1105, 619-594-6578, or at <http://www.sa.sdsu.edu/ombuds>.

The federal Military Selective Service Act (the "Act") requires most males residing in the United States to present themselves for registration with the Selective Service System within thirty days of their eighteenth birthday. Most males between the ages of 18 and 25 must be registered. Males born after December 31, 1959, may be required to submit a statement of compliance with the Act and regulations in order to receive any grant, loan, or work assistance under specified provisions of existing federal law. In California, students subject to the Act who fail to register are also ineligible to receive any need-based student grants funded by the state or a public postsecondary institution.

Selective Service registration forms are available at any U.S. Post Office, and many high schools have a staff member or teacher appointed as a Selective Service Registrar. Applicants for financial aid can also request that information provided on the Free Application for Federal Student Aid (FAFSA) be used to register them with the Selective Service. Information on the Selective Service System is available and the registration process may be initiated online at <http://www.sss.gov>.

SDSU

NewsCenter

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