PART THREE

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 2013 will be required to follow the procedures and regulations stated in the 2013-14 edition of the Graduate Bulletin.

If you were admitted to a graduate degree curriculum at SDSU prior to that date and have not been enrolled for at least 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 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 provide 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, 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.

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 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/personalinfo.

The campus is authorized to provide access to student records to campus employees and officials who have legitimate educational interests in such access. These persons have responsibilities in the campus’ academic, administrative or service functions and have readiness to access student records in order to fulfill their responsibilities. The campus is also authorized to disclose educational records, as defined by the Act, without the written consent of the student to certain persons, including but not limited to, those persons having a legitimate educational interest in such records.

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 campus’ efforts to comply with applicable federal and state laws prohibiting discrimination on these bases.

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

The California State University does not discriminate on the basis of race, color, ethnicity, national origin, age, religion, or veteran status in its programs and activities, including admission and access. Federal and state laws, including Title VII of the Civil Rights Act of 1964 and the California Equity in Higher Education Act, prohibit such discrimination.

Disability

The California State University does not discriminate on the basis of disability in its programs and activities, including admission and access. Federal and state laws, including sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, 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: 619-594-2529).

Genetic Information

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. “Genetic information” as defined by GINA, includes an individual’s
family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Sex/Gender/Gender Identity/Sexual Orientation

The California State University does not discriminate on the basis of sex, gender identity, or sexual orientation in its programs and activities, including admission and access. Federal and state laws, including Title IX of the Education Amendments of 1972, prohibit such discrimination. The California State University is committed to providing equal opportunities to male and female CSU students in all campus programs, including intercollegiate athletics. Title IX of the Education Amendments of 1972 protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and violence:

- Sexual discrimination means an adverse act of sexual discrimination (including sexual harassment and sexual violence) that is perpetrated against an individual on a basis prohibited by Title IX of the Education Amendments of 1972; 20 U.S.C. §1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 (Title IX); California Education Code §66250 et seq., and/or California Government Code §11135.

- Sexual harassment is unwelcome conduct of a sexual nature that includes, but is not limited to, sexual violence, sexual advances, requests for sexual favors, indecent exposure and other verbal, non-verbal or physical unwelcome conduct of a sexual nature, where such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the individual, and is in fact considered by the individual, as limiting the individual’s ability to participate in or benefit from the services, activities or opportunities offered by the university. Sexual harassment also includes gender-based harassment, which may include acts of verbal, non-verbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

- Sexual violence means physical sexual acts (such as unwelcome sexual touching, sexual assault, sexual battery, and rape) perpetrated against an individual without consent or against an individual who is incapable of giving consent due to that individual’s use of drugs or alcohol, or disability.

- See further information in San Diego State University’s sexual violence prevention and education statement, which includes facts and myths about sexual violence at [http://oerc.sdsu.edu/Title_IX_Notice.html](http://oerc.sdsu.edu/Title_IX_Notice.html).

Who to Contact If You Have Complaints, Questions, or Concerns

Title IX requires the university to designate a Title IX coordinator to monitor and oversee Title IX compliance. Your campus Title IX coordinator is available to explain and discuss your right to file a criminal complaint (sexual assault and violence); the university’s complaint process, the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters. If you are in the midst of an emergency, call the police immediately by dialing 9-1-1.

**SDSU Title IX Coordinator**
Jessica Rentto, jrentto@mail.sdsu.edu
Administration, Room 320
619-594-6017

**Office of the Ombudsman**
Student Services East, Room 1105
ombuds@mail.sdsu.edu
619-594-6578

**U.S. Department of Education, Office for Civil Rights**
800-421-3481 orocr.ed.gov
If you wish to file a complaint form online with the OCR, you may do so at: [http://www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html).

Title IX requires the university to adopt and publish complaint procedures that provide for prompt and equitable resolution of sex discrimination complaints, sexual harassment, and violence. CSU Executive Order 1074 ([http://www.calstate.edu/eo/EO-1074.pdf](http://www.calstate.edu/eo/EO-1074.pdf)) is the systemwide procedure for all complaints of discrimination, harassment, or retaliation made by students against the CSU, a CSU employee, other CSU students, or a third party.

Except in the case of a privilege recognized under California law, examples of which include Evidence Code §§1014 (psychotherapist-patient); 1035.8 (sexual assault counselor-victim); and 1037.5 (domestic violence counselor-victim), any member of the university community who knows of or has reason to know of sexual discrimination allegations shall promptly inform the campus Title IX coordinator.

Regardless of whether an alleged victim of sexual discrimination ultimately files a complaint, if the campus knows or has reason to know about possible sexual discrimination, harassment or violence, it must review the matter to determine if an investigation is warranted. The campus must then take appropriate steps to eliminate any sex discrimination/harassment, prevent its recurrence, and remedy its effects.

Safety of the Campus Community is Primary

The university’s primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for sexual discrimination, harassment or violence; therefore, victims should not be deterred from reporting incidents of sexual violence out of a concern that they might be disciplined for related violations of drug, alcohol, or other university policies. Except in extreme circumstances, victims of sexual violence shall not be subject to discipline for related violations of the Student Conduct Code.

Information Regarding Campus, Criminal, and Civil Consequences of Committing Acts of Sexual Violence

Individuals alleged to have committed sexual assault may face criminal prosecution by law enforcement and may incur penalties as a result of civil litigation. In addition, employees and students may face discipline at the university. Employees may face sanctions up to and including dismissal from employment, pursuant to established CSU policies and provisions of applicable collective bargaining unit agreements.

Students charged with sexual discrimination, harassment, or violence will be subject to discipline, pursuant to the California State University Student Conduct Procedures (CSU Executive Order 1073 at [http://www.calstate.edu/eo/EO-1073.pdf](http://www.calstate.edu/eo/EO-1073.pdf)) and will be subject to appropriate sanctions. In addition, during any investigation, the university may implement interim measures in order to maintain a safe and non-discriminatory educational environment. Such measures may include immediate interim suspension from the university, required move from university-owned or affiliated housing, adjustment to course schedule, or prohibition from contact with parties involved in the alleged incident.

Additional Resources

- SDSU’s sexual violence prevention and education statement, which includes facts and myths about sexual violence, at [http://oerc.sdsu.edu/Title_IX_Notice.html](http://oerc.sdsu.edu/Title_IX_Notice.html).
- U.S. Department of Education, national office: Office for Civil Rights 800-872-5327
- Know Your Rights about Title IX: [http://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201014.html](http://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201014.html)
- California Coalition Against Sexual Assault ([http://calcasa.org/](http://calcasa.org/))
- 1215 K. Street, Suite 1850 Sacramento, CA 95814 916-446-2520
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;
- Grade of B (praiseworthy performance; definitely above average), 3 points;
- Grade of C (average; awarded for satisfactory performance; the most common undergraduate grade), 2 points;
- Grade of D (minimally passing; less than the typical undergraduate achievement), 1 point;
- Grade of F (failing), 0 points;
- Grade of RP (report in progress), not counted in the grade point average;
- Grade of AU (audit), no credit earned and not counted in the grade point average;
- Grade of IC (incomplete charged), no credit earned and not counted in the grade point average;
- Grade of NC (no credit), no credit earned and not counted in the grade point average;
- Grade of 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;
- Grade of 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;
- Grade of B (average; awarded for satisfactory performance), 3 points;
- Grade of C (minimally passing), 2 points;
- Grade of D (unacceptable for graduate credit; course must be repeated), 1 point;
- Grade of F (failing), 0 points;
- Grade of RP (report in progress), not counted in the grade point average;
- Grade of AU (audit), no credit earned and not counted in the grade point average;
- Grade of Cr (credit), signifying units earned, but not counted in the grade point average;
- Grade of NC (no credit), no credit earned and not counted in the grade point average;
- Grade of 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;
- Grade of 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:

- Grade of A = 4.0
- Grade of A– = 3.7
- Grade of B+ = 3.3
- Grade of B = 3.0
- Grade of B– = 2.7
- Grade of C+ = 2.3
- Grade of C = 2.0
- Grade of C– = 1.7
- Grade of D+ = 1.3
- Grade of D = 1.0
- Grade of D– = 0.7
- Grade of F = 0
- Grade of WU = 0
- Grade of I = 0
- Grade of 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 year except for graduate thesis (799A) or dissertation (899). An additional exception shall be made for Research (797) in which time period is not to exceed two years. 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 4 p.m. on 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 4 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-, 600-, or 700-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 “F” 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 proceed 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. Students must earn a minimum grade of C or better in all courses on their program of study. However, some programs require grades of B or better in selected courses. With prior permission of the graduate adviser a graduate student may repeat one course on the official program of study in which a grade of C has been earned. A program of study course must be repeated if the minimum grade requirement is not satisfied. 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. Both grades will also be included in the student’s program of study. 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(s). Any more than one repeated WU will be calculated into the grade point average(s). 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(s).

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 Web-Portal at http://www.sdsu.edu/portal will receive a failing grade. Schedule adjustments are accepted until 11:59 p.m. on the following dates:

- **Fall 2013 Semester - September 9, 2013**
- **Spring 2014 Semester - February 4, 2014**

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 responsible for checking the accuracy of their schedules by the deadline and making any necessary adjustments to ensure their schedule is correct.

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.

Withdrawments

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. Such requests may be granted only in verified cases such as accident or serious illness where the cause for standard performance was due to circumstances clearly beyond your control. No requests for individual classes will be accepted.

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 terminated 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.
Eduational 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 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 Joan and Art Barron 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 e-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

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

A graduate student whose cumulative 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 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 cumulative 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 cumulative GPA 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 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, 41302, 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.
University Policies

(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 the 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. 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. SDSU does not permit the possession or use of marijuana even with a medical recommendation.

(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 California Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

(e) Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

As referenced earlier in Student Conduct (15) (G) the penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.
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 violation of discipline under Sections 41501 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 East building.

Cheating and Plagiarism

Institutions of higher education are founded to impart knowledge, seek truth, and encourage one's development for the good of society. University students shall thus be intellectually and morally obliged to pursue their course of studies with honesty and integrity. Therefore, in preparing and submitting materials for academic courses and in taking examinations, a student shall not yield to cheating or plagiarism, which not only violate academic standards but also make the offender liable to penalties explicit in Section 41501 of Title 5, California Code of Regulations as follows:

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 that must be campus related:

Cheating

Cheating is defined as the act of obtaining or attempting to obtain credit for academic work by the use of dishonest, deceptive, or fraudulent means. Examples of cheating include, but are not limited to:

(a) copying, in part or in whole, from another's test or other examination;
(b) discussing answers or ideas relating to the answers on a test or other examination without the permission of the instructor;
(c) obtaining copies of a test, an examination, or other course material without the permission of the instructor;
(d) using notes, cheat sheets, or other devices considered inappropriate under the prescribed testing condition;
(e) collaborating with another or others in work to be presented without the permission of the instructor;
(f) falsifying records, laboratory work, or other course data;
(g) submitting work previously presented in another course, if contrary to the rules of the course;
(h) altering or interfering with the grading procedures;
(i) plagiarizing, as defined; and
(j) knowingly and intentionally assisting another student in any of the above.

Plagiarism

Plagiarism is defined as the act of incorporating ideas, words, or specific substance of another, whether purchased, borrowed, or otherwise obtained, and submitting same to the university as one's own work to fulfill academic requirements without giving credit to the appropriate source. Plagiarism shall include but not be limited to:

(a) submitting work, either in part or in whole, completed by another;
(b) omitting footnotes for ideas, statements, facts, or conclusions that belong to another;
(c) omitting quotation marks when quoting directly from another, whether it be a paragraph, sentence, or part thereof;
(d) close and lengthy paraphrasing of the writings of another;
(e) submitting another person's artistic works, such as musical compositions, photographs, paintings, drawings, or sculptures; and
(f) submitting as one's own work papers purchased from research companies.

Disciplinary Action

Cheating and plagiarism in connection with an academic program at the university may warrant two separate and distinct courses of disciplinary action that may be applied concurrently in response to a violation of this policy: (a) academic sanctions, such as grade modifications; and (b) punitive sanctions, such as probation, suspension, or expulsion.

Academic sanctions are concerned with the student's grades and are the responsibility of the instructor involved. Punitive sanctions are concerned with the student's records and status on campus and shall be the responsibility of the university president or designated representative. The Coordinator of Judiciary Procedures shall be the president's representative in matters of student discipline.

SDSU Alcohol and Substance Abuse Policies

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 Department, 619-594-1995.

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 website at http://calbar.ca.gov/Public/Pamphlets/KidsTheLaw.aspx or the California Alcohol Beverage Control Web site at http://www.cabc.ca.gov/iencorner.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://calbar.ca.gov/Public/Pamphlets/KidsTheLaw.aspx

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 prohibit 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 agencies in criminal and civil actions. If 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, and in surrounding neighborhoods, 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. SDSU does not permit the possession or use of marijuana even with a medical recommendation.

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 held, suspended, placed on probation for violation of 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, methamphetamine, or other hallucinogens and narcotics, or who violate state, and productive campus community. We hope that you will take advantage of the programs and services available to you, and that you will join 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 West, Room 3605, 619-594-6323, or at http://www.sdsu.edu/financialaid.

SDSU Smoke Free Policy

Smoking is permitted only in designated smoking areas. Violations of the SDSU Smoking Policy may result in misdemeanor citation pursuant to CA Education Code section 89031. Visit http://www.sdsu.edu/smokingpolicy for more information on the SDSU Smoking Policy and smoking cessation programs.

Safety and Security Report


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 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), and Clinical Internship (Psychology 894) is considered full time for students admitted to a doctoral program.

**Transfer, Extension, and Foreign University Credit**

For most master's degree programs, the maximum transferable course credit is nine 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 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 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 West, 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, criteria for continued student eligibility under each program, and how a drug law violation may affect your eligibility to receive financial aid.

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 way the university provides for Pell-eligible students to obtain or purchase required books and supplies by the seventh day of a payment period and how the student may opt out.

7. The terms of any loan received as part of the student’s financial aid package, a sample loan repayment schedule, and the necessity for repaying loans.

8. The general conditions and terms applicable to any employment provided as part of the student’s financial aid package.

9. The terms and conditions of the loans students receive under the Federal Family Education Loan Program.

10. The exit counseling information the university provides and collects for student borrowers; and

11. Contact information for ombudsman office available for disputes concerning federal, institutional and private loans.

Information concerning the cost of attending San Diego State University is available from the Office of Financial Aid and Scholarships, Student Services West, 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 West, 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 West, Room 2536, 619-594-5253, or at http://www.sdsu.edu/sas.

Information concerning San Diego State University policies, procedures, and facilities for students with disabilities may be obtained from Student Disability Services, Calpulli Center, Room 3100, 619-594-6473 (TTY: 619-594-2929), or at http://www.sdsu.edu/sds.

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.sdsu.edu/cps.

Information concerning San Diego State University policies, procedures, and facilities for students with disabilities may be obtained from Student Disability Services, Calpulli Center, Room 3100, 619-594-6473 (TTY: 619-594-2929), or at http://www.sdsu.edu/sds.

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

Information concerning student retention and graduation rates of student borrowers; and

Information concerning federal, institutional, and private loans.

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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 East, 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.

Student Complaint Procedure
Office of the Ombudsman
Student Services East, Room 1105
619-594-6578
http://www.sa.sdsu.edu/ombuds

The California State University takes very seriously complaints and concerns regarding the institution. If you have a complaint regarding the CSU, you may present your complaint as follows:

1. If your complaint concerns CSU’s compliance with academic program quality and accrediting standards, you may present your complaint to the Western Association of Schools and Colleges (WASC) at http://www.wascsenior.org/comments. WASC is the agency that accredits the CSU’s academic program.

2. If your complaint concerns an alleged violation by CSU of a state law, including laws prohibiting fraud and false advertising, you may present your claim to the campus president or Office of the Ombudsman, Student Services East, Room 1105, 619-594-6578, http://www.sa.sdsu.edu/ombuds. The president or ombudsman will provide guidance on the appropriate campus process for addressing your particular issue.

If you believe that your complaint warrants further attention after you have exhausted all the steps outlined by the president or ombudsman, or by WASC, you may file an appeal with the Associate Vice Chancellor, Academic Affairs at the CSU Chancellor’s Office. This procedure should not be construed to limit any right that you may have to take civil or criminal legal action to resolve your complaint.