PART SIX

University Policies
University Policies

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

Changes in Rules and Policies
Although every effort has been made to assure the accuracy of the information in this publication, students and others who use this publication 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 publication 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 publication 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 and the California 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 statute and the regulations. Copies of these policies and procedures may be obtained through the SDSU Office of the Registrar at website at http://arweb.sdsu.edu/es/registrar/privacy.htm

"Applicant," "applicant," or "applicants" as used in this catalog 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. 20202-5902.

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 preference 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 Center for Student Rights and Responsibilities, 619-594-3069, and the Office of Employee Relations and Compliance, 619-594-6464, have been designated to coordinate the efforts of SDSU to comply with all applicable federal and state laws prohibiting discrimination on these bases. CSU Executive Order 1097 (http://www.calstate.edu/EO/EO-1097-rev-6-23-15.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.

Race, Color, Ethnicity, National Origin, Age, Genetic Information, Religion, and Veteran Status
The California State University does not discriminate on the basis of race, color, ethnicity, national origin, age, genetic information, religion, or veteran status in its programs and activities, including admission and access. Federal and state laws, including Title VI 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: 619-594-2929).

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/
Gender Expression/Sexual Orientation

The California State University does not discriminate on the basis of sex, gender, gender identity, gender expression, or sexual orientation in its programs and activities, including admission and access, financial aid and loan programs, and recruitment. Title IX of the Education Amendments of 1972, prohibit such discrimination. The California State University is committed to providing equal opportunities to all CSL students in all campus programs, including intercollegiate athletics.

Title IX of the Education Amendments of 1972 protects all people regardless of their gender, gender identity, or gender expression from sex discrimination, which includes sexual harassment and violence:

- **Sexual discrimination** means an adverse act taken against an individual because of gender or sex (including sexual harassment, sexual violence, domestic violence, dating violence, and stalking) 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**, a form of sex discrimination, is unwelcome verbal, nonverbal, or physical 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, nonverbal or physical unwelcome conduct of a sexual nature, where such conduct is sufficiently severe, persistent or pervasive that it affects the educational environment of the individual or the other participants to the conduct.

- **Sexual misconduct**: All sexual activity between members of the university community must be based on affirmative consent. Engaging in any sexual activity without obtaining affirmative consent to the specific activity is sexual misconduct, whether or not the conduct violates any civil or criminal law. Sexual activity includes, but is not limited to, kissing, touching intimate body parts, fondling, intercourse, penetration of any body part, and oral sex. It also includes any unwelcome physical acts, such as unwelcome sexual touching, sexual assault, sexual battery, rape, and dating violence. When based on gender, domestic violence or stalking also constitutes sexual misconduct. Sexual misconduct may include using physical force, violence, threat or intimidation, ignoring the objections of the other person, causing the other person’s intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person’s incapacitation (including voluntary intoxication) to engage in sexual activity. Men as well as women can be victims of these forms of sexual misconduct. Sexual activity with a minor is never consensual when the complainant is under 18 years old, because the minor is considered incapable of giving consent.

- **Sexual assault** is a form of sexual misconduct and is an attempt, coupled with the ability, to commit a violent injury on the person of another because of that person’s gender or sex.

- **Sexual battery** is a form of sexual misconduct and is an willful and unlawful use of force or violence upon the person of another because of that person’s gender or sex as well as touching an intimate part of another person against that person’s will and for the purpose of sexual arousal, gratification, or abuse.

- **Rape** is a form of sexual misconduct and is non-consensual sexual intercourse that may also involve the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Any sexual penetration, however slight, is sufficient to constitute rape. Sexual acts including intercourse are considered non-consensual when a person is incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, is under 18 years old, or if a mental disorder or developmental or physical disability renders the person incapable of giving consent. The respondent’s relationship to the person (such as family member, spouse, friend, acquaintance, or stranger) is irrelevant. (See complete definition of consent below.)

- **Acquaintance rape** is a form of sexual misconduct committed by an individual known to the victim. This includes a person the victim may have just met; i.e., at a party, introduced through a friend, or on a social networking website. (See above for definition of rape.)

- **Affirmative consent** means an informed, affirmative, conscious, voluntary, and mutual agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that s/he has the affirmative consent of the other participant(s) to engage in the sexual activity. Lack of protest or resistance does not mean consent nor does silence mean consent. Affirmative consent must be voluntary, and given without coercion, force, threats, or intimidation.

  - The existence of a dating or social relationship between those involved, or the fact of past sexual activities between them, should never by itself be assumed to be an indicator of affirmative consent. A request for someone to use a condom or birth control does not, in and of itself, constitute affirmative consent.

  - Affirmative consent can be withdrawn or revoked. Consent to one form of sexual activity (or sexual acts) does not constitute consent to other activities. A person must give affirmative consent to each activity on one occasion. Lack of protest or resistance does not mean consent nor does silence mean consent. Consent must be ongoing throughout a sexual activity and can be revoked at any time, including after penetration. Once consent is withdrawn or revoked, the sexual activity must stop immediately.

  - A person who is incapacitated cannot give affirmative consent. A person is unable to consent when s/he is asleep, unconscious, or is incapacitated due to the influence of drugs, alcohol, or medication so that s/he could not understand the fact, nature, or extent of the sexual activity. A person is incapacitated if s/he lacks the physical and/or mental ability to make informed, rational decisions. Whether an intoxicated person (as a result of using alcohol or other drugs) is incapacitated depends on the extent to which the alcohol or other drugs impact the person’s decision-making capacity, awareness of consequences, and ability to make fully informed judgments. A person’s own intoxication or incapacitation from drugs or alcohol does not diminish that person’s responsibility to obtain affirmative consent before engaging in sexual activity.

  - A person with a medical or mental disability may also lack the capacity to give consent.

  - Sexual activity with a minor (a person under 18 years old) is not consensual, because a minor is considered incapable of giving legal consent due to age.

  - It shall not be a valid excuse that a person affirmatively consented to the sexual activity if the respondent knew or reasonably should have known that the person was unable to consent to the sexual activity under any of the following circumstances:

    - The person was asleep or unconscious;

    - The person was incapacitated due to the influence of drugs, alcohol, or medication, so that the person could not understand the fact, nature, or extent of the sexual activity;
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- The respondent's belief in affirmative consent arose from the intoxication or recklessness of the respondent;
- The respondent did not take reasonable steps, in the circumstances known to the respondent at the time, to ascertain whether the person affirmatively consented.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- Consensual relationship means a sexual or romantic relationship between two persons who voluntarily enter into such a relationship. While sexual and/or romantic relationships between members of the university community may begin as consensual, they may evolve into situations that lead to discrimination, harassment, retaliation, sexual misconduct, dating or domestic violence, or stalking.
- A university employee shall not enter into a consensual relationship with a student or employee over whom s/he exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority. In the event such a relationship already exists, each campus shall develop a procedure to reassign such authority to avoid violations of policy.
- Domestic violence is abuse committed against someone who is a current or former spouse, current or former cohabitant, someone with whom the abuser has a child, someone with whom the abuser has or had a dating or engagement relationship, or a person similarly situated under California domestic or family violence law. Cohabitant means two unrelated persons living together for a substantial period of time, resulting in some permanency of relationship. It does not include roommates who do not have a romantic, intimate, or sexual relationship. Factors that may determine whether persons are cohabiting include, but are not limited to (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as husband and wife, (5) the continuance of the relationship, and (6) the length of the relationship. For purposes of this definition, "abuse" means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another. Abuse does not include non-physical, emotional distress, or injury.
- Dating violence is a form of sexual violence and is abuse committed by a person who is or has been in a social or dating relationship of a romantic or intimate nature with the victim. This may include someone the victim just met; i.e., at a party, introduced through a friend, or on a social networking website. For purposes of this definition, "abuse" means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another. Abuse does not include non-physical, emotional distress or injury.
- Stalking means a repeated course of conduct directed at a specific person that would cause a reasonable person to fear for his/her or others' safety, or to suffer substantial emotional distress. For purposes of this definition:
  - Course of conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person, or interferes with a person's property;
  - Reasonable person means a reasonable person under similar circumstances and with the same protected status as the complainant;
- Whom 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 (for example, in cases of sexual 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, rentto@mail.sdsu.edu
    Administration, Room 320
    619-594-6017
  - SDSU Deputy Title IX Coordinator
    Dr. Lee Mintz, lmintz@mail.sdsu.edu
    Student Services West, Room 1604
    619-594-3069
  - SDSU Police Department
    police@mail.sdsu.edu
    Department of Public Safety, Room 100
    619-594-1991
  - U.S. Department of Education, Office for Civil Rights
    800-421-3481 or ocr@ed.gov
  - If you wish to file out a complaint form online with the OCR, you may do so at: http://www2.ed.gov/about/offices/list/ocr/complaintintro.html

Whom to Contact If You Have Complaints, Questions, or Concerns
- 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 misconduct, as well as provide training, education, and preventive measures related to sex discrimination. CSU Executive Order 1097 (http://www.calstate.edu/EO-1097-rev-6-23-15.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 as provided below under confidentiality and sexual misconduct, dating violence, domestic violence, and stalking, any university employee who knows or has reason to know of allegations or acts that violate university policy shall promptly inform the Title IX Coordinator. These employees are required to disclose all information including the names of the parties, even where the person has requested that his/her name remain confidential. The Title IX Coordinator will determine whether confidentiality is appropriate given the circumstances of each such incident (see confidential reporting options outlined below).
  - 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 misconduct, 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/misconduct, 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 misconduct; therefore, victims should not be deterred from reporting incidents of sexual misconduct 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 misconduct 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 who have committed sexual misconduct 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, up to and including suspension or expulsion. 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 who are charged by the university with sexual discrimination, harassment, or misconduct will be subject to discipline, pursuant to the California State University Student Conduct Procedures (CSU Executive Order 1098 at http://www.calstate.edu/EO/EO-1098-rev-0-23-15.pdf or any successor executive order) 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, but not be limited to: immediate interim suspension from the university; a required move from university-owned or affiliated housing; and non-discriminatory educational environment. Such measures may be necessary to prevent ongoing misconduct, the pursuit of information necessary to the university investigation, or the collection of evidence relevant to the university investigation. These measures may be necessary in order to protect victims and witnesses from retaliation, and that the university will not only take steps to prevent retaliation when it knows or reasonably should know of possible retaliation, but will also take strong responsive action if it occurs.

EXCEPTIONS: Under California law, any health practitioner employed in a health facility, clinic, or state or local public health department or clinic is required to make a report to local law enforcement if he or she provides medical services for a patient/victim who she knows or reasonably suspects is suffering from (1) a wound or physical injury inflicted by a firearm; or (2) any wound or other physical injury inflicted upon a victim where the injury is the result of assaultive or abusive conduct (including sexual misconduct, domestic violence, and dating violence). This exception does not apply to sexual assault and domestic violence counselors and advocates. Health care practitioners should explain this limited exception to victims, if applicable.

Confidentiality and Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking

The university encourages victims of sexual misconduct, dating violence, domestic violence, or stalking (collectively sexual misconduct) to talk to someone about what happened – so they can get the support they need and so the university can respond appropriately.

Privileged and Confidential Communications

Physicians, psychotherapists, professional, licensed counselors, licensed clinical social workers, and clergy who work or volunteer on or off campus, acting solely in those roles or capacities as part of their employment, and who provide medical or mental health treatment, counseling (and those who act under their supervision, including all individuals who work or volunteer in their centers and offices) may not report any information about an incident of sexual misconduct to anyone else at the university, including the Title IX Coordinator, without the victim’s consent. A victim can seek assistance and support from physicians, psychotherapists, professional, licensed counselors, licensed clinical social workers, and clergy without triggering a university investigation that could reveal the victim’s identity or the fact of the victim’s disclosure. However, see limited exceptions below regarding when health care practitioners must report incidents to law enforcement agencies. Health care practitioners should explain these limited exceptions to victims, if applicable.

Sexual assault and domestic violence counselors and advocates who work or volunteer on or off campus in sexual assault centers, victim advocacy offices, women’s centers, and health centers (including those who act in that role under their supervision, along with non-professional counselors or advocates who work or volunteer in sexual assault centers, victim advocacy offices, women’s centers, gender equity centers, or health centers) may talk to a victim without revealing any information about the victim and the incident of sexual misconduct to anyone else at the university, including the Title IX Coordinator, without the victim’s consent. A victim can seek assistance and support from these counselors and advocates without triggering a university investigation that could reveal his/her identity or that a victim disclosed an incident to them. However, see limited exceptions below regarding when sexual assault and domestic violence counselors and advocates must report to local law enforcement agencies. Counselors and advocates should explain these limited exceptions to victims, if applicable.

The university will be unable to conduct an investigation into a particular incident or pursue disciplinary action against a perpetrator if a victim chooses to (1) speak only to a physician, professional licensed counselor, licensed clinical social worker, clergy member, sexual assault counselor, domestic violence counselor, or advocate; and (2) maintain complete confidentiality. Even so, these individuals will assist victims in receiving other necessary protection and support, such as victim advocacy, disability, medical/health or mental health services, or legal services, and will advise victims regarding their right to file a Title IX complaint with the university and a separate complaint with local or university police. If a victim insists on confidentiality, such professionals, counselors and advocates will likely not be able to assist the victim with: university support or accommodations; changes to university-based living or working schedules; or adjustments to course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the university or report the incident to the police, and thus have the incident fully investigated. These counselors and advocates provide assistance with that assistance if requested by the victim. These counselors and advocates will also explain that Title IX includes protections against retaliation, and that the university will not only take steps to prevent retaliation when it knows or reasonably should know of possible retaliation, but will also take strong responsive action if it occurs.

Reporting to University or Local Police

If a victim reports to local or University Police about sexual misconduct, the police are required to notify victims that their names will become a matter of public record unless confidentiality is requested. If a victim requests that his/her identity be kept confidential, his/her name will not become a matter of public record and the police will not report the victim’s identity to anyone else at the university, including the Title IX Coordinator. University Police will, however, report the facts of the incident itself to the Title IX Coordinator being sure not to reveal the Title IX Coordinator victim names/identities or compromise their own criminal investigation. The university is required by the federal Clery Act to report certain types of crimes (including certain sex offenses) in statistical reports. However, while the university will report the type of incident in the annual crime statistics report known as the Annual Security Report, victim names/identities will not be revealed.

Reporting to the Title IX Coordinator and Other University Employees

Most university employees have a duty to report sexual misconduct incidents when they are on notice of it. When a victim tells the Title IX Coordinator or another university employee about a sexual misconduct incident, the victim/victim volunteer or other university employee is required to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. In all cases, the university strongly encourages victims to report sexual misconduct directly to the campus Title IX Coordinator. As detailed above, all university employees except physicians, licensed professional counselors, licensed clinical social workers, sexual assault counselors and advocates, must report to the Title IX Coordinator all relevant details about any sexual violence incidents of which they become aware. The university will need to determine what happened – and will need to know the names of the victim(s) and the perpetrator(s), any witnesses, and any other relevant facts, including the date, time, and specific location of the incident.

To the extent possible, information reported to the Title IX Coordinator or other university employees will be shared only with individuals responsible for handling the university’s response to the incident. The university will protect the privacy of individuals involved in a sexual misconduct incident except as otherwise required by law or university policy. A sexual misconduct report may result in the gathering of extremely sensitive information about individuals in the campus community. While such information is considered confidential, university policy regarding access to public records and disclosure of personal information may require disclosure of certain information to victims, applicable law enforcement agencies, and to anyone else at the university, including the Title IX Coordinator.
misconduct. In such cases, efforts will be made to redact the records, as appropriate, in order to protect the victim's identity and privacy and the privacy of other involved individuals. Except as detailed in the section on Privileged and Confidential Communications above, no university employee, including the Title IX Coordinator, should disclose the victim's identity to the police without the victim's consent or unless the victim has also reported the incident to the police.

If a victim requests of the Title IX Coordinator or another university employee that his/her identity remain completely confidential, the Title IX Coordinator will explain that the university cannot always honor that request and guarantee complete confidentiality. If a victim wishes to remain confidential or request that no investigation be conducted or disciplinary action taken, the university must weigh that request against the university's obligation to provide a safe, non-discriminatory environment for all students, employees, and third parties, including the victim. Under those circumstances, the Title IX Coordinator will determine whether the victim's request for complete confidentiality and/or no investigation can be honored under the facts and circumstances of the particular case, including whether the university has a legal obligation to report the incident, conduct an investigation or take other appropriate steps. Without information about a victim's identity, the university's ability to meaningfully investigate the incident and pursue disciplinary action against the perpetrator may be severely limited. See Executive Order 1095 for further details around confidential reporting, and other related matters (http://www.calstate.edu/EQEOC-1095.pdf).

Additional Resources
- SDSU's sexual misconduct prevention and education statement, which includes facts and myths about sexual misconduct, at http://oerc.sdsu.edu/Title_IX_Notice.html
- U.S. Department of Education, national office: Office for Civil Rights 800-872-5327
- California Coalition Against Sexual Assault 1215 K. Street, Suite 1850 Sacramento, CA 95814 916-446-2520 http://ccasa.org/
- Know Your Rights about Title IX: http://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.html
- Domestic and Family Violence: Office of Justice Programs, United States Department of Justice http://ovc.ncjrs.gov/topic.aspx?topicid=27
- National Institute of Justice: Intimate Partner Violence Office of Justice Programs, United States Department of Justice http://www.nij.gov/topics/crime/intimate-partner-violence/
- Centers for Disease Control and Prevention: Intimate Partner Violence http://www.cdc.gov/ViolencePrevention/
- Defending Childhood, United States Department of Justice: http://www.justice.gov/defendingchildhood/
- Center for Community Solutions: 4508 Mission Bay Drive San Diego, CA 92109 1-888-DVLINKS (585-4657) 24-Hour Toll Free Crisisline http://www.ccssd.org

Immigration Requirements for Licensure

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PL. 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 999 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, except for the Master of Arts in Teaching degree program.

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

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

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

1. Undergraduate students wishing to enroll in graduate level courses must file an undergraduate request form to enroll in graduate level courses prior to registering in any 600-, 700-, and 800-numbered courses.
2. Student must obtain permission of the instructor prior to submitting request form for approval.
3. Student must be a senior in good standing and have a B (3.0) GPA average in last 60 units.
4. Undergraduate enrollments may not cause the exclusion of a qualified graduate student in a graduate course.

NOTE: Coursework completed prior to earning a baccalaureate degree is not applicable toward any future graduate degree except under policy for concurrent Master's degree credit.

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; IC (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 point calculations are determined 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 (unsatisfactory 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 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+, 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Decimal Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.3</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>F+</td>
<td>3.7</td>
</tr>
<tr>
<td>F–</td>
<td>3.3</td>
</tr>
<tr>
<td>A</td>
<td>3.0</td>
</tr>
<tr>
<td>F</td>
<td>2.7</td>
</tr>
</tbody>
</table>

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) and grade will count as an F. The minimum grade point average 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 listing in 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 10th day from the first day of classes 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 day from the first day of classes, 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 instruction for 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. Total withdrawal 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 before 4 p.m. on the 10th day from the first day of classes 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 10th day from the first day of classes.

Credit/No Credit – Cr/NC

(Undergraduate Student Option)

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

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

NOTE: NC is not calculated in the grade point average at San Diego State University. However, some institutions, particularly for graduate admissions, calculate NC as an
Incomplete Authorized Grade – I
(Undergraduate Student Option)

The symbol I (incomplete charged) 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 stated on the Incomplete agreement form that is processed by the instructor when grades are submitted. A copy of the Incomplete agreement will be available to the student, the instructor, and department via SDSU WebPortal at http://www.sdsu.edu/portal. 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.

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

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

Incomplete Charged Grade – IC

The symbol IC (incomplete charged) may be used when a student who received an authorized incomplete I has not completed the required coursework within the allowed time limit. The IC 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 that is less than one year, after receiving failing grades, stopped attending without officially withdrawing, a final grade of F not WU should be assigned.

Good Standing

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

Repeated Courses

Undergraduate students may repeat a course only once if they earned a grade lower than a C. A student who receives a grade of C- (fewer than 2.0 grade points per unit) or lower may request that the course repeat policy for grade forgiveness be applied to that course. Students may request a maximum of 16 units for course forgiveness, with the constraint that no more than one course may be an upper division course. A course may be repeated once for course forgiveness. A 28 unit limit will be applied to repeated courses, including those in which course forgiveness has been approved.

1. In the semester in which you are repeating a course for which you want an earlier grade forgiven, you must file a Course Forgiveness request via SDSU WebPortal at http://www.sdsu.edu/portal. While the original grade(s) will remain on your record, the grade earned in the repeat, whether higher or lower than the original grade, will be used in place of the earlier grade in the calculation of grade point averages.

2. The course forgiveness and course repeat policy applies only to repeats of the same course (same number, same title, and, for Experimental Topics courses, same subtitle). Exceptions will be made only in those cases where the course number changes and the change is documented in the General Catalog.

3. In some cases, admission to courses may have become restricted due to impaction, limitation by major code, enforcement of prerequisites, or sequence requirements (e.g., mathematics and foreign language). In those cases, you are prohibited from repeating those courses.

4. The only courses which may be repeated Credit/No Credit are those in which you previously received No Credit; if a course previously taken for a grade is repeated Credit/No Credit, the original grade will continue to be calculated in grade point averages. Repeating courses in which the original grade was No Credit (NC) does not require the filing of the Course Forgiveness request.

5. The course forgiveness policy may be extended to courses originally taken elsewhere and repeated at San Diego State University, in which case the original transfer grade will no longer be used in the calculation of the overall grade point average. However, the course forgiveness policy applies only to courses repeated at San Diego State University.

6. The course forgiveness policy applies to courses repeated at San Diego State University in summer terms and to courses repeated through Open University during the summer term, fall and/or spring semesters.

7. If courses with C- or lower grades are repeated without course forgiveness approval or in excess of course repeat limitations, all grades for those courses will be calculated in grade point averages. Units for a course will be counted only once toward graduation, regardless of the number of repeats.

8. Course forgiveness is only applicable to undergraduate students pursuing a bachelor’s degree.

9. Per University Senate policy, course forgiveness will not be granted if the Center for Student Rights and Responsibilities finds the student responsible for academic dishonesty in that particular course.

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. Requests to improve an earned grade are assigned at the end of a semester by completing additional coursework are not considered. 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 12 or more months have elapsed since the grade was issued, or you have graduated, no grade change will be considered.

Dean’s List

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

Students will be recognized by the dean of their respective college; undeclared and interdisciplinary studies in three departments will be listed by the dean of undergraduate studies.

Graduation With Honors and Distinction

Graduation with honors is granted to undergraduate students who achieve high grade point averages. Excellence is recognized at three levels:

- cum laude (3.50-3.84)
- magna cum laude (3.65-3.79)
- summa cum laude (3.80-4.00)

For determination of eligibility, two grade point averages are computed: both must satisfy the minimum grade point average for appropriate honors designation. They are the GPA calculated on all units taken at this institution (a minimum of 24 graded units), and the overall (cumulative) grade point average (including both SDSU and transfer units).
Grades for the final semester's work are included in calculation of eligibility for graduation with honors. Students are tentatively designated as eligible for graduation with honors if both grade point averages meet required standards at the beginning of the fall semester for midyear graduates and at the end of the fall semester for May and summer term graduates. Notation of *cum laude, magna cum laude, or summa cum laude* on transcripts and diplomas is based on achievement when all courses for graduation are completed. Second bachelor's degree in nursing candidates are not eligible for graduation with honors.

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

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

**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 at the Academic Advising Center, located in Student Services West, Room 1551 or on the SDSU WebPortal at http://www.sdsu.edu/portal.

**Evaluation**

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

**Academic Credit Through Coursework**

**Credit for Upper Division Courses**

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

**Community College Credit**

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

**Concurrent Master's Degree Credit**

The bachelor's degree must be earned at the end of the semester or term in which the concurrent credit is earned. Concurrent advanced degree credit must be earned during the final semester of the undergraduate degree. Concurrent credit will not be granted retroactively. Senior undergraduate students requesting to take concurrent master's degree credit must petition the Graduate Dean and meet the following criteria:

1. A senior who has met all of the required freshman competency requirements in writing and mathematics (EPT and ELM) or is currently registered in competency coursework;
2. Have a minimum grade point average of at least 3.0 in the last 60 semester units attempted;
3. Student is within 12 units of completing requirements for the bachelor's degree;
4. Attempts no more than a maximum of 15 units. The maximum number of units that may be earned as concurrent master's degree credit is determined by the difference between the number of units remaining for the bachelor's degree and 15;
5. Courses taken for concurrent advanced degree credit must be approved by the department. Courses are to be at the 500-numbered and certain 600- and 700-numbered courses;
6. Petitions may be obtained from the Division of Graduate Affairs and must be submitted to the Office of Advising and Evaluations by the end of the third week of classes of the semester or term in which the concurrent credit is earned;
7. The student must have on file a current application for graduation with the bachelor's degree.

**Concurrent Post-Baccalaureate Credit**

**Applicable to the Fifth Year Credential Requirement**

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

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

Extension courses are not acceptable for concurrent post-baccalaureate credit. Concurrent post-baccalaureate credit will not be granted retroactively.

Petition forms are available in the Office of the Registrar, Student Services West, Room 1641.

**Credit for Extension Courses**

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

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

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

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

<table>
<thead>
<tr>
<th>EXAMINATION</th>
<th>SCORE</th>
<th>Semester units credit allowed toward degree</th>
<th>SDSU COURSE EQUIVALENTS*</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History:</td>
<td>3, 4, 5</td>
<td>6</td>
<td>Art 258 and 259</td>
<td></td>
</tr>
<tr>
<td>Art, Studio:</td>
<td>3, 4, 5</td>
<td>3</td>
<td>Art 100</td>
<td></td>
</tr>
<tr>
<td>Drawing</td>
<td>3, 4, 5</td>
<td>5</td>
<td>Art 101</td>
<td></td>
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<tr>
<td>2D Design</td>
<td>3, 4, 5</td>
<td>3</td>
<td>Art 103</td>
<td></td>
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<tr>
<td>3D Design</td>
<td>3, 4, 5</td>
<td>6</td>
<td>Biology 100, 100L and 2 units of Biology 299</td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>3, 4, 5</td>
<td>6</td>
<td>Chemistry 200, 201</td>
<td></td>
</tr>
<tr>
<td>Chinese Language and Culture</td>
<td>3, 4, 5</td>
<td>6</td>
<td>Chinese 202 and 1 unit of Chinese 296</td>
<td>Satisfies the language requirement.</td>
</tr>
<tr>
<td>Classics:</td>
<td>3, 4, 5</td>
<td>5</td>
<td>Classics 202L</td>
<td></td>
</tr>
<tr>
<td>Latin</td>
<td>3, 4</td>
<td>5</td>
<td>Classics 202L</td>
<td></td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
<td>6</td>
<td>Classics 202L and 303L***</td>
<td></td>
</tr>
<tr>
<td>Computer Science Principles</td>
<td>3, 4, 5</td>
<td>3</td>
<td>Computer Science 107</td>
<td></td>
</tr>
<tr>
<td>Economics:</td>
<td>3, 4, 5</td>
<td>3</td>
<td>Computer Science 100</td>
<td>Exempts from CSU ELM Test.</td>
</tr>
<tr>
<td>Lang. and Comp.</td>
<td>3, 4, 5</td>
<td>6</td>
<td>Rhetoric and Writing Studies 100 and 200</td>
<td>Exempts from CSU English Placement Test.</td>
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<tr>
<td>Lit. and Comp.</td>
<td>3, 4, 5</td>
<td>6</td>
<td>Rhetoric and Writing Studies 100 and 200</td>
<td>Satisfies Foundations of Learning Physical Sciences and Laboratory.</td>
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<tr>
<td>Environmental Science</td>
<td>3, 4, 5</td>
<td>4</td>
<td>Environmental Science 100 and 1 unit of Environmental Science 299</td>
<td>Satisfies the requirements.</td>
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<tr>
<td>French Language and Culture</td>
<td>3, 4, 5</td>
<td>6</td>
<td>French 201 and 210</td>
<td>Satisfies the language requirement.</td>
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<tr>
<td>Geography:</td>
<td>3, 4, 5</td>
<td>3</td>
<td>Geography 102</td>
<td></td>
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<tr>
<td>Human Geography</td>
<td>3, 4</td>
<td>6</td>
<td>German 202</td>
<td>Satisfies the language requirement.</td>
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<tr>
<td>History:</td>
<td>3, 4, 5</td>
<td>6</td>
<td>History 109 and 110</td>
<td>Satisfies American History/Institutions and Ideals, and U.S. Constitution requirements. Does not satisfy California Government requirement.</td>
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<tr>
<td>World History</td>
<td>3, 4, 5</td>
<td>6</td>
<td>History 100, 101</td>
<td></td>
</tr>
<tr>
<td>Italian Language and Culture</td>
<td>3, 4</td>
<td>6</td>
<td>Italian 201, 211</td>
<td>Satisfies the language requirement.</td>
</tr>
<tr>
<td>Japanese Language and Culture</td>
<td>3, 4</td>
<td>6</td>
<td>Japanese 111, 112</td>
<td>Satisfies the language requirement.</td>
</tr>
<tr>
<td>Calculus AB/AB Subscore</td>
<td>3, 4, 5</td>
<td>6</td>
<td>Mathematics 120</td>
<td>Exempts from CSU ELM Test.</td>
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<tr>
<td>Calculus BC</td>
<td>3, 4, 5</td>
<td>6</td>
<td>Mathematics 150</td>
<td>Exempts from CSU ELM Test.</td>
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<tr>
<td>Calculus BC and AB Subscore</td>
<td>3, 4, 5</td>
<td>8</td>
<td>Mathematics 150 and 151</td>
<td>Exempts from CSU ELM Test.</td>
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<tr>
<td>Calculus AB and BC</td>
<td>3, 4, 5</td>
<td>8</td>
<td>Mathematics 150 and 151</td>
<td>Exempts from CSU ELM Test.</td>
</tr>
<tr>
<td>Calculus AB, BC, and AB Subscore</td>
<td>3, 4, 5</td>
<td>6</td>
<td>Mathematics 120 and 141</td>
<td>Exempts from CSU ELM Test.</td>
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<tr>
<td>Music Theory</td>
<td>3, 4, 5</td>
<td>6</td>
<td>Music 205A and 205B***</td>
<td></td>
</tr>
<tr>
<td>Physics:</td>
<td>3, 4, 5</td>
<td>4</td>
<td>Physics 180A and 182A</td>
<td></td>
</tr>
<tr>
<td>C (Mechanics)</td>
<td>3, 4, 5</td>
<td>4</td>
<td>Physics 180B and 182B</td>
<td></td>
</tr>
<tr>
<td>C (Electricity and Magnetism)</td>
<td>3, 4, 5</td>
<td>4</td>
<td>Physics 195 and 195L</td>
<td></td>
</tr>
<tr>
<td>Political Science</td>
<td>3, 4, 5</td>
<td>4</td>
<td>Physics 196 and 196L</td>
<td></td>
</tr>
<tr>
<td>Gov’t/Politics: Comparative</td>
<td>3, 4, 5</td>
<td>3</td>
<td>Political Science 102</td>
<td>Satisfies U.S. Constitution requirement. Does not satisfy California Government requirement.</td>
</tr>
<tr>
<td>Gov’t/Politics: United States</td>
<td>3, 4, 5</td>
<td>3</td>
<td>Political Science 102</td>
<td></td>
</tr>
<tr>
<td>Gov’t/Politics: United States and</td>
<td>3, 4, 5</td>
<td>3</td>
<td>Political Science 102</td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>3, 4, 5</td>
<td>3</td>
<td>Psychology 101</td>
<td></td>
</tr>
<tr>
<td>Spanish Language and Culture</td>
<td>3, 4</td>
<td>6</td>
<td>Spanish 201 and 211</td>
<td>Satisfies the language requirement.</td>
</tr>
<tr>
<td>Spanish Literature and Culture</td>
<td>3, 4, 5</td>
<td>6</td>
<td>Spanish 202 and 212</td>
<td></td>
</tr>
<tr>
<td>Statistics</td>
<td>3, 4, 5</td>
<td>3</td>
<td>Statistics 250</td>
<td></td>
</tr>
</tbody>
</table>

* Credit may not be earned at SDSU for courses which duplicate credit already allowed for examinations as listed under SDSU course equivalents.
** Student must also take Music Placement Examination.
*** Satisfies the language requirement.
## College Level Examination Credit

<table>
<thead>
<tr>
<th>Examination</th>
<th>Passing Score</th>
<th>Credit Granted</th>
<th>SDSU Course Equivalency</th>
<th>General Education Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Law, Introductory</td>
<td>50</td>
<td>3</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>50</td>
<td>3</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Information Systems and Computer Applications</td>
<td>50</td>
<td>3</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>50</td>
<td>3</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>50</td>
<td>3</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Composition and Literature</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>3</td>
<td>No</td>
<td>Foundations of Learning: Humanities, Literature</td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
<td>50</td>
<td>3</td>
<td>No</td>
<td>Foundations of Learning: Humanities, Literature</td>
</tr>
<tr>
<td>College Composition</td>
<td>50</td>
<td>6</td>
<td>No</td>
<td>Communication and Critical Thinking: Composition and Intermediate Composition</td>
</tr>
<tr>
<td>College Composition Modular</td>
<td>50</td>
<td>6</td>
<td>No</td>
<td>Communication and Critical Thinking: Composition and Intermediate Composition</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>3</td>
<td>No</td>
<td>Foundations of Learning: Humanities, Literature</td>
</tr>
<tr>
<td>Humanities</td>
<td>50</td>
<td>3</td>
<td>Humanities 101</td>
<td></td>
</tr>
<tr>
<td><strong>Foreign Language</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>French Language, Level 1</td>
<td>50</td>
<td>6</td>
<td>No</td>
<td>Foundations of Learning: Foreign Language.</td>
</tr>
<tr>
<td>German Language, Level 1</td>
<td>50</td>
<td>6</td>
<td>No</td>
<td>Foundations of Learning: Foreign Language.</td>
</tr>
<tr>
<td>German Language, Level 2</td>
<td>60</td>
<td>12</td>
<td>No</td>
<td>Foundations of Learning: Foreign Language. Satisfies language requirement.</td>
</tr>
<tr>
<td>Spanish Language, Level 1</td>
<td>50</td>
<td>6</td>
<td>No</td>
<td>Foundations of Learning: Foreign Language.</td>
</tr>
<tr>
<td><strong>History and Social Science</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># American Government</td>
<td>50</td>
<td>3</td>
<td>Pol S 102</td>
<td>U.S. Constitution</td>
</tr>
<tr>
<td>Educational Psychology, Introduction to</td>
<td>50</td>
<td>3</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>History of the United States I</td>
<td>50</td>
<td>3</td>
<td>History 109</td>
<td>American History and U.S. Constitution</td>
</tr>
<tr>
<td># History of the United States II</td>
<td>50</td>
<td>3</td>
<td>History 110</td>
<td>American History</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>50</td>
<td>3</td>
<td>No</td>
<td>Foundations of Learning: Social and Behavioral Sciences</td>
</tr>
<tr>
<td>* Macroeconomics, Principles of</td>
<td>50</td>
<td>3</td>
<td>Economics 101</td>
<td></td>
</tr>
<tr>
<td>* Microeconomics, Principles of</td>
<td>50</td>
<td>3</td>
<td>Economics 102</td>
<td></td>
</tr>
<tr>
<td>Psychology, Introductory</td>
<td>50</td>
<td>3</td>
<td>Psychology 101</td>
<td></td>
</tr>
<tr>
<td>Social Sciences and History</td>
<td>50</td>
<td>6</td>
<td>No</td>
<td>Foundations of Learning: Social and Behavioral Sciences; Humanities, History</td>
</tr>
<tr>
<td>Sociology, Introductory</td>
<td>50</td>
<td>3</td>
<td>Sociology 101</td>
<td></td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>50</td>
<td>3</td>
<td>History 105</td>
<td></td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>50</td>
<td>3</td>
<td>History 106</td>
<td></td>
</tr>
<tr>
<td><strong>Science and Mathematics</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>50</td>
<td>3</td>
<td>Biology 100</td>
<td></td>
</tr>
<tr>
<td>Calculus</td>
<td>50</td>
<td>3</td>
<td>No</td>
<td>Foundations of Learning: Mathematics/ Quantitative Reasoning</td>
</tr>
<tr>
<td>Chemistry</td>
<td>50</td>
<td>6</td>
<td>Chemistry 200</td>
<td></td>
</tr>
<tr>
<td>College Algebra</td>
<td>50</td>
<td>3</td>
<td>No</td>
<td>Foundations of Learning: Mathematics/ Quantitative Reasoning</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>50</td>
<td>3</td>
<td>No</td>
<td>Foundations of Learning: Mathematics/ Quantitative Reasoning</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>50</td>
<td>3</td>
<td>Biology 100</td>
<td></td>
</tr>
<tr>
<td>Precalculus</td>
<td>50</td>
<td>3</td>
<td>Mathematics 141</td>
<td></td>
</tr>
</tbody>
</table>

# Does not satisfy the American Institutions California Government requirement.
* Only one of these examinations can be used in Foundations of Learning: Social and Behavioral Sciences.
## International Baccalaureate Credit

<table>
<thead>
<tr>
<th>EXAMINATION</th>
<th>SCORE</th>
<th>Semester units credit allowed toward degree</th>
<th>SDSU COURSE EQUIVALENTS*</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic B</td>
<td>Higher 4-7</td>
<td>6</td>
<td>Arabic 202</td>
<td>Satisfies language graduation requirement and lower division prerequisites.</td>
</tr>
<tr>
<td>Biology</td>
<td>Higher 5-7</td>
<td>6</td>
<td>Biology 100 and 100L</td>
<td>Two additional units of Biology 299.</td>
</tr>
<tr>
<td>Business and Management</td>
<td>Higher 5-7</td>
<td>3</td>
<td>Business Administration 299</td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>Higher 5-7</td>
<td>6</td>
<td>Chemistry 100</td>
<td>Two additional units of Chemistry 299.</td>
</tr>
<tr>
<td>Classical Languages</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Greek B</td>
<td>Higher 4-7</td>
<td>6</td>
<td>Classics 101G and 202G</td>
<td></td>
</tr>
<tr>
<td>Latin B</td>
<td>Higher 4-7</td>
<td>6</td>
<td>Classics 101L and 202L</td>
<td></td>
</tr>
<tr>
<td>Computer Science</td>
<td>Higher 4-7</td>
<td>6</td>
<td>Computer Science 100</td>
<td>Exempts from CSU Entry Level Mathematics Test.</td>
</tr>
<tr>
<td>Dance</td>
<td>Higher 4-7</td>
<td>3</td>
<td>Dance 299</td>
<td>Satisfies Foundations of Learning, Humanities (II.C.2.).</td>
</tr>
<tr>
<td>Economics</td>
<td>Higher 5-7</td>
<td>6</td>
<td>Economics 101 and 102</td>
<td>Exempts from CSU English Placement Test.</td>
</tr>
<tr>
<td>English A: Language and Literature</td>
<td>Higher 4-7</td>
<td>6</td>
<td>English 220 and Rhetoric and Writing Studies 100</td>
<td></td>
</tr>
<tr>
<td>English A: Literature</td>
<td>Higher 4-7</td>
<td>6</td>
<td>English 220 and Rhetoric and Writing Studies 100</td>
<td>Exempts from CSU English Placement Test.</td>
</tr>
<tr>
<td>Film</td>
<td>Higher 4-7</td>
<td>3</td>
<td>Television, Film and New Media 160</td>
<td></td>
</tr>
<tr>
<td>French B</td>
<td>Higher 4-7</td>
<td>6</td>
<td>French 220 and 221</td>
<td>Satisfies language graduation requirement and lower division prerequisites.</td>
</tr>
<tr>
<td>Geography</td>
<td>Higher 5-7</td>
<td>6</td>
<td>Geography 101 and 102</td>
<td>Satisfies language graduation requirement and lower division prerequisites.</td>
</tr>
<tr>
<td>German B</td>
<td>Higher 4-7</td>
<td>6</td>
<td>German 202 and 205B</td>
<td>Satisfies language graduation requirement and lower division prerequisites.</td>
</tr>
<tr>
<td>Global Politics</td>
<td>Higher 5-7</td>
<td>3</td>
<td>Political Science 104</td>
<td></td>
</tr>
<tr>
<td>Hindi B</td>
<td>Higher 4-7</td>
<td>3</td>
<td>Linguistics 299</td>
<td>Satisfies Foundations of Learning, Humanities (II.C.5.) and language graduation requirement.</td>
</tr>
<tr>
<td>History (any region)</td>
<td>Higher 5-7</td>
<td>6</td>
<td>History 100 and 101</td>
<td></td>
</tr>
<tr>
<td>Information Technology in a Global Society</td>
<td>Higher 5-7</td>
<td>3</td>
<td>Management Information Systems 299</td>
<td></td>
</tr>
<tr>
<td>Italian B</td>
<td>Higher 4-7</td>
<td>6</td>
<td>Italian 211 and 212</td>
<td>Satisfies language graduation requirement and lower division prerequisites.</td>
</tr>
<tr>
<td>Korean B</td>
<td>Higher 4-7</td>
<td>6</td>
<td>Korean 202</td>
<td>Satisfies language graduation requirement and lower division prerequisites.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Higher 4-7</td>
<td>6</td>
<td>Mathematics 118</td>
<td>Three additional units of Mathematics 299.</td>
</tr>
<tr>
<td>Music</td>
<td>Higher 4-7</td>
<td>3</td>
<td>Music 299</td>
<td>Exempts from CSU Entry Level Mathematics Test.</td>
</tr>
<tr>
<td>Philosophy</td>
<td>Higher 4-7</td>
<td>3</td>
<td>Philosophy 209</td>
<td>Satisfies Foundations of Learning, Humanities (II.C.2.).</td>
</tr>
<tr>
<td>Physics</td>
<td>Higher 5-7</td>
<td>6</td>
<td>Physics 180A and 182A</td>
<td>Two additional units of Physics 299.</td>
</tr>
<tr>
<td>Portuguese B</td>
<td>Higher 4-7</td>
<td>6</td>
<td>Portuguese 102</td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>Higher 5-7</td>
<td>3</td>
<td>Psychology 101</td>
<td></td>
</tr>
<tr>
<td>Russian B</td>
<td>Higher 4-7</td>
<td>6</td>
<td>Russian 200A and 200B</td>
<td>Satisfies language graduation requirement and lower division prerequisites.</td>
</tr>
<tr>
<td>Social and cultural anthropology</td>
<td>Higher 4-7</td>
<td>3</td>
<td>Anthropology 102</td>
<td></td>
</tr>
<tr>
<td>Spanish B</td>
<td>Higher 4-7</td>
<td>6</td>
<td>Spanish 202 and 212</td>
<td>Satisfies language graduation requirement and lower division prerequisites.</td>
</tr>
<tr>
<td>Theatre</td>
<td>Higher 4-7</td>
<td>6</td>
<td>Theatre 100</td>
<td>Three additional units of Theatre 299.</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>Higher 4-7</td>
<td>6</td>
<td>See department</td>
<td></td>
</tr>
</tbody>
</table>

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

San Diego State University grants credit for passing scores on the College Board Advanced Placement examinations, on certain College-Level Examination Program tests, and on International Baccalaureate higher level subjects. SDSU also grants credit for locally administered credit by examination tests. A total of 30 units will be allowed for credit earned through examination (excluding Advanced Placement). The details in each case are provided in the tables in this section of the catalog.

Credit for Advanced Placement Examinations

San Diego State University grants credit toward its undergraduate degrees for successful completion of examinations of the Advanced Placement Program of the College Board.

High school students who intend to participate in this program should make the necessary arrangements with their high schools and should indicate their desire for Advanced Placement on the Advanced Placement examinations that their test scores be sent to San Diego State University. To obtain credit and advanced placement, you should contact the Office of the Registrar.

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

Credit for College-Level Examination Program (CLEP)

The university grants credit on 33 CLEP Subject Examinations. See the Credit by SDSU Examinations section in this catalog.

Credit for International Baccalaureate Certificates or Diplomas

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

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

Credit by SDSU Examinations

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

If you are interested in applying for credit by examination you need to check with the appropriate department(s) since each department has the option of excluding any or all of its courses from credit by examination or of setting special conditions on the student requesting this option. Approval to receive undergraduate credit by examination is granted at the discretion of the appropriate college authorities and under the following conditions:

1. You must register in the course in which credit by examination is being requested within the time limits for filing a change of program as listed in the academic calendar each semester.
2. Approval of the department chair and the dean of the college concerned is required prior to taking the examination. Forms for approval may be obtained from the Office of the Registrar.
3. Credit by examination is restricted to regular undergraduate courses listed in the General Catalog, does not include 500- and 700-numbered or Extension courses, and does not count toward the 30-unit minimum residency requirement.
4. Credit by examination is not treated as part of your study load and, therefore, is not considered by the Veterans Administration in the application of their regulations; and is not always accepted as transfer credit between collegiate institutions.
5. Credit by examination is restricted to the regular summer, fall, or spring semester.

Academic Credit for Non-Collegiate Instruction

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

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

Academic Credit for Military Service

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

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

Student Classification

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

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

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

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

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

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

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 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.

Full-Time Student Status

Full-time student status for undergraduates at SDSU is 12 units per semester. Full-time enrollment for a graduate student is nine units of coursework numbered 500 through 999. Units taken for audit are not used in the calculation of enrollment status. You can obtain verification of your enrollment from the Office of the Registrar by either of the following methods: (1) in person with proper photo identification or of Student Services West, Room 1641; (2) by mailing the request
with your authorization and signature, and a stamped, self-addressed
envelope to Office of the Registrar, San Diego State University, San
diego, CA 92182-7453. You may also view your enrollment status
and/or print a verification form by accessing your SDSU Webport at
http://www.sdsu.edu/portal and selecting the Enrollment Verification
option which will link you to the National Student Clearinghouse.

Study List Limits
A unit or credit hour represents 50 minutes of lecture or recita-
tion combined with two hours of preparation per week throughout one
semester of 16 weeks. Two hours of activity (as in exercise and nutri-
tional sciences) or three hours of laboratory (as in the sciences) are
equivalent to one hour of lecture.

During initial registration, students can enroll in a maximum of
17 units or other specified unit total directed by the student’s major.
During the add-drop period, this limit is removed. You are strongly
advised to consider all aspects of your situation before adding addi-
tional courses. If you work or have family obligations that will limit
the time you can devote to your studies, you are strongly urged to reduce
the number of units you attempt each semester.

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

Change of Major
Based on the application for admission, students are admitted to
a premajor or designated as a pre-undeclared major. If, after regis-
tration, you wish to change your major, you should check with the
department of your intended major for requirements and filing periods.
Depending on admission status and degree, there may be limitations
on a student’s ability to change his or her premajor. Check with the
Academic Advising Center (SSW-1551) for more information.

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

If you are admitted to a premajor, you must complete specific
requirements before you will be admitted to the major. Requirements
are described in the section of this catalog on Courses and Curricula, or you may contact the major department for information.
Requirements are also described in the specific major department
section of this catalog. If you are a veteran using veteran benefits, you
must obtain appropriate approval from the Veterans Administration for
necessary changes in letters of eligibility.

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

1. All degree requirements, except the earning of at least a C
(2.0) grade point average, have or will soon have been met.
2. The student has formally requested such action and has
presented evidence that work completed in the term(s) under
consideration is substantial and not representative of present
scholastic ability and level of performance; and
3. The level of performance represented by the term(s) under
consideration was due to circumstances clearly beyond
your control.

Final determination that one or more terms shall be disregarded
shall be based upon a careful review of evidence by a committee
appointed by the president which shall include designee of the chief
academic officer and consist of at least three members. Such final
determination shall be made only when:

1. Five years have elapsed since the most recent work to be
disregarded was completed; and
2. The student has earned in residence at the campus since the
most recent work being considered was completed, 15
semester units with at least a 3.0 GPA, 30 semester units with
at least a 2.5 GPA, or 45 semester units with at least a 2.0 GPA.
Work completed at another institution cannot be used to satisfy
this requirement.

When such action is taken, the student’s permanent academic
record shall be annotated so that it is readily evident to all users of
the record that NO work taken during the disregarded term(s), even
if satisfactory, has been applied towards the meeting of degree
requirements. However, all work must remain legible on the record
ensuring a true and complete academic history.

The procedure for filing for Academic Renewal is as follows:
1. Discuss the situation with the Assistant Dean in the Division of
Undergraduate Studies.
2. Write a letter to the Academic Renewal Committee describing
the extenuating circumstances.
3. Obtain statements from doctors, lawyers, employers, parents,
professors, or other appropriate persons to substantiate your
claim that the request is justified.
4. Return all materials to the Division of Undergraduate Studies,
Administration, Room 101.

University policy regarding academic renewal is not intended to
permit the improvement of a student’s grade point average beyond
what is required for graduation.

Withdrawals
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 re-admission 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 10th day from the first
day of classes is no longer considered a continuing student and may
be required to apply for re-admission.

A course will not appear on the permanent record if withdrawal
occurs by 11:59 p.m. on the 10th day from the first day of classes.
After the 10th class day from the first day of classes, 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. Total withdrawal requests may be granted only in veri-
fied 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 allow-
ances received after date of unofficial withdrawal.

University Policies
Leaves of Absence

Educational Leave of Absence
Students are permitted to take up to four semesters of approved leave of absence. Students must apply within the specified time frame 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 access the leave of absence form at http://www.sdsu.edu/portal. Approval from the student’s college designee is required and 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 who 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
Students interested in readmission to SDSU should visit the website at http://www.sdsu.edu/admissions for the most up-to-date admission criteria. Criteria differ for students who left the university in good academic standing versus those who left on academic probation or who were academically disqualified. Students who have been disqualified twice from SDSU will not be considered for reinstatement. Students with prior SDSU enrollment through regular session, special session, Open University, or cross-enrollment must have a minimum SDSU GPA of 2.0 in all coursework, in addition to meeting all other transfer admission requirements.

Probation and Disqualification

Academic Probation
The purpose of probation is to warn students that their academic performance is below the state minimum required for graduation and to indicate that improvement is required before a degree can be granted.
An undergraduate student whose grade point average falls below a C average (2.0) for either all baccalaureate level college work attempted or all work attempted at San Diego State University will be placed on academic probation at the end of the semester.
Provided a student earns a C average (2.0) or better in San Diego State University work during the semester while on academic probation, academic probation may be continued up to a maximum of three semesters.
Academic probation will be lifted when the student has attained a C (2.0) average or better on all baccalaureate level college work attempted and on all work attempted at San Diego State University.
Summer term and Open University courses are included in the SDSU grade point average. Extension courses are calculated only in the overall grade point average.
Grade point average is computed by dividing the number of grade points accumulated by the number of graded units attempted (see chart under Plus/Minus Grading for number of grade points assigned per unit in each grade category.)

Academic Disqualification
Undergraduate students who are admitted to SDSU in good standing will not be disqualified at the end of their first semester of coursework at San Diego State University. After the first semester, students will be disqualified at the end of the fall or spring semesters if the following conditions exist:
1. A student on probation fails to earn at least a 2.0 grade point average (C average) in San Diego State University work for any semester while on probation, or
2. A student on academic probation still has less than a 2.0 grade point average at San Diego State University at the end of the third semester on probation.

Students who have been disqualified from SDSU will not be allowed to attend regular or Open University classes, or classes through the SDSU College of Extended Studies Special Sessions until one year from the date of their disqualification. Students must also reapply for admission to the university and gain acceptance before resuming enrollment in regular SDSU classes after that one year.

Administrative-Academic Probation
An undergraduate student may be placed on administrative-academic probation by action of appropriate campus officials for any of the following reasons:
1. Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms.
2. Repeated failure to progress toward the stated degree or objective or other program objective, including that resulting from assignment of 15 units of No Credit (when such failure appears to be due to circumstances within the control of the student).
3. Failure to comply, after due notice, with an academic requirement or regulation, as defined by campus policy, which is routine for all students or a defined group of students (examples: failure to list all colleges attended on the application for admission, failure to take placement tests, failure to complete a required practicum, failure to comply with professional standards appropriate to the field of study, failure to complete a specified number of units as a condition for receiving student financial aid or making satisfactory progress in the academic program).

Administrative-Academic Disqualification
A student who has been placed on administrative-academic probation may be disqualified from further attendance if:
1. The conditions for removal of administrative-academic probation are not met within the period specified.
2. The student becomes subject to administrative-academic probation while on administrative probation.
3. The student becomes subject to administrative-academic probation for same or similar reason for which the student has been placed on administrative-academic probation previously, although not currently in such status.

In addition, an appropriate campus administrator may disqualify a student who at any time during enrollment has demonstrated behavior so contrary to the standards of the profession for which the student is preparing as to render him/her unfit for the profession. In such cases, disqualification will occur immediately upon notice to the student, which shall include an explanation of the basis for the action, and the campus may require the student to discontinue enrollment as of the date of the notification.

Students who have been disqualified from SDSU will not be allowed to attend regular, or Open University, or classes through the SDSU College of Extended Studies Special Sessions until one year from the date of their disqualification. Students must also reapply for admission to the university and gain acceptance before resuming enrollment in regular SDSU classes after that one year.

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

Student Conduct
Inappropriate conduct by students or applicants for admission is subject to discipline on the San Diego State University campus. The Center for Student Rights and Responsibilities establishes standards and procedures in accordance with regulations contained in Sections 41301, 41302 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 pharmaceuticals. 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 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, 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 a 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 appli-
cants, enrolled students, students between academic terms, grad-
uates 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.

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 prop-
erty and to insure the maintenance of order. A student so placed on
interim suspension shall be given prompt notice of charges and the
opportunity for a hearing within 10 days of the imposition of interim
suspension. During the period of interim suspension, the student shall
not, without prior written permission of the president or designated
representative, enter any campus of the California State University
other than to attend the hearing. Violation of any condition of interim
suspension shall be grounds for expulsion.

Student 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, Student Services East, Room 1105.

Cheating and Plagiarism
Institutions of higher education are founded to impart knowledge,
speak truth, and encourage one's development for the good of society.
University students shall thus be intellectually and morally obliged to
pursue studies with honesty and integrity. In preparing and submit-
ting 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
equal to those specified in Section 41301 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 fraud-
ulent 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 citations 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 drawings,
musical compositions, paintings, photographs, or sculptures; and
(f) submitting 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
action that may be applied concurrently in response to a violation of
this policy: (a) academic sanctions, such as grade modifications; and
(b) disciplinary sanctions, such as probation, suspension, or expulsion.
Academic sanctions are concerned with the student's grades and
are the responsibility of the university president or designated
representative. Disciplinary 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 Director of the Center for Student Rights and
Responsibilities shall be the president's representative in matters of student discipline.

Civil and Criminal Penalties for Violation of
Federal Copyright Laws
Anyone who is found to be liable for copyright infringement may
be ordered to pay either actual damages suffered as a result of the
infringement along with any profits of the infringer attributable to the
infringement that are not already taken into account in computing the
actual damages, or "statutory" damages between $750 and $30,000
per work infringed. In the case of a "willful" infringement, a court may
award up to $150,000 per work infringed. (See 17 U.S.C. §504.) Courts
also have discretion to award costs and attorneys' fees to the prevailing
party. (See 17 U.S.C. §505.) Willful copyright infringement can also
result in civil penalties, including imprisonment of up to five years
and fines of up to $250,000 per offense. Criminal penalties may vary
depending on the nature of the offense and whether the infringer has
previously been convicted of criminal copyright infringement under 18
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 who has consumed too much alcohol, 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. Many resources are available at SDSU. Cheri Krieger, a strong advocate, has proven 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; Health Promotion, 619-594-4133; Athletic Department, 619-594-3019; Student Health Services, 619-594-5281; University Police Department, 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 minimum 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 website at http://www.cabc.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 website 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 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, and in surrounding neighborhoods, the sale, distribution, knowing possession, and use of dangerous drugs or narcotics are prohibited. Students 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 established additional policies regarding alcohol and drugs. Please contact relevant administration offices for more information. More information can also be found at http://go.sdsu.edu/student_52affairs/healthpromotion/alcoholandotherdrugs.aspx.

If a student at SDSU, you are responsible for your own 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, can violate statutes with regards to the transportation of controlled substances to, from, or in any vehicle, to, from, or in any building, to, from, or in any business, and personal property, and vehicles are subject to search, 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 us in creating a viable learning community.

Drug Law Violations and Consequences

A federal or state drug conviction for possession, sale, or consorting 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/FSaid.

SDSU Smoke-Free Policy

SDSU is a completely smoke-free campus. Smoking is not permitted in or outside any buildings, including Viejas Arena and auxiliary buildings, or in parking lots. SDSU is a completely smoke-free campus. Smoking is not permitted in or outside any buildings, including Viejas Arena and auxiliary buildings, or in parking lots.

This policy implements Section 42536 of Title 5, California Code of Regulations and CSU Memorandum, 2002-26 and 2003-19, in accordance with California Education Code Sections 89030 and 89031, California Government Code Sections 7906-7998, and CSU Executive Order 599.

Visit http://smokefree.sdsu.edu/smoke_free/ for more information on the SDSU smoking policy and smoking cessation programs.

SDSU Active Transportation Policy (Bicycles and Skateboards on Campus)

SDSU encourages our community to use alternative modes of transportation to and from campus. Bicycles may only be operated on streets and designated paths. In other locations, bicyclists shall walk their bicycles and shall park them in designated parking stands and areas. Skateboards, roller skates, and similar personal wheeled conveyances may only be operated on designated bike paths, Avenue of Arts, Aztec Circle Drive, Hilltop Way, and Scripps Terrace. Use of bicycles or personal wheeled conveyances in areas other than designated areas could be a violation of university policy, University Public Safety Code, and/or the California Vehicle Code.
Service and Guide Dog Policy

San Diego State University complies with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and Section 504 of the Rehabilitation Act of 1973. The ADAAA and Section 504 require SDSU to make reasonable modifications to its policies, practices, or procedures to permit the use of a service or guide animal (further known as “dog”) by a faculty, staff, student, or visitor (further known as handler) with a disability.

Definition of a Service or Guide Dog

The ADAAA defines a service or guide animal as “any dog (or miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, psychiatric, sensory, or other mental disability.”

It is important to note that other species of animal, whether wild or domestic, trained or untrained, are not service animals for the purposes of the ADAAA. It should further be noted that the ADAAA provides an exception for miniature horses that are trained as guide animals for the blind or visually impaired. Note that the crime deterrent effects of a dog’s presence and the provision of comfort, companionship, emotional support, or well-being do not constitute work or tasks for the purposes of determining whether a dog is a service or guide animal under the ADAAA or this policy.

Verification of a Service or Guide Dog

Handlers will not be asked about the nature or extent of his or her disability. However, when it is not readily apparent that the dog identified by the handler is trained to do work or perform tasks for him or her, university designees may only ask the handler the following two questions:

- Is the dog required because of a disability?
- What work or task has the dog been trained to perform?

Documentation, such as proof that the dog has been certified, trained, or licensed as a service or guide dog is not required.

For complete service and guide dog policy, visit http://go.sdsu.edu/studentaffairs/sdsu/serviceanimals.aspx.

Safety and Security Report


Available Information concerning student financial assistance

The following information concerning student financial assistance may be obtained from the Office of Financial Aid and Scholarships, Student Services West, Room 3050, 619-594-8321, 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 Direct Loan and Perkins Loan Programs;
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 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 regarding special facilities and services available to students with disabilities may be obtained from Student Disability Services, Calpulli Center, Room 3100, 619-594-6475 (TDD: 619-594-2929), or at http://www.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 and annual fire safety 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.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.goadetics.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 Office of 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 30 days of their 18th 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/. 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.