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# University Policies

## Student Responsibility for Bulletin Information

Students are held individually responsible for the information contained in this bulletin. Although the Division of Graduate Affairs attempts to preserve requirements for students subject to this bulletin, information contained herein is subject to change from year to year as university rules, policies, and curricula change. Failure to keep informed of such changes will not exempt students from whatever penalties they may incur. All students beginning graduate study at San Diego State University after August 2017 will be required to follow the procedures and regulations stated in the 2017-18 edition of the *Graduate Bulletin*.

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

## Changes in Rules and Policies

Although every effort has been made to assure the accuracy of the information in this bulletin, students and others who use this bulletin 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 a publication of this size 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 bulletin 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 statutes and the regulations. Copies of these policies and procedures may be obtained through the SDSU Office of the Registrar website at <http://arweb.sdsu.edu/es/registrar/privacy.html>.

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

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

The campus is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons have responsibilities in the campus' academic, administrative or service functions and have reason for accessing student records associated with their campus or other related academic responsibilities. Student records will be disclosed to the chancellor's office of the California State University in order to conduct research, to analyze trends, or to provide other administrative services on behalf of the CSU. 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-10-5-16.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 age, genetic information, marital status, medical condition, nationality, race or ethnicity (including color and ancestry), religion (or religious creed), and veteran or military 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 (physical and mental) 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.

### Gender/Gender Identity/ Gender Expression/Sexual Orientation

The California State University does not discriminate on the basis of gender (or sex), gender identity (including transgender), gender expression, or sexual orientation in its programs and activities, including admission and access. Federal and state laws, including Title IX of the Education Amendments of 1972, prohibit such discrimination. The California State University is committed to providing equal opportunities to all CSU 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:

- **Gender discrimination** means an adverse act taken against an individual because of gender or sex (including sexual harassment, sexual misconduct, 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 advances, requests for sexual favors, and any other conduct of a sexual nature where:
  1. Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a complainant's academic status or progress, or access to benefits and services, honors, programs, or activities available at or through the university; or
  2. The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the complainant, and is in fact considered by the complainant, as limiting his or her ability to participate in or benefit from the services, activities or opportunities offered by the university; or
  3. The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the complainant, and is in fact considered by the complainant, as creating an intimidating, hostile or offensive environment.

Sexual harassment could include being forced to engage in unwanted sexual contact as a condition of membership in a student organization; being subjected to video exploitation or a campaign of sexually explicit graffiti; or frequently being exposed to unwanted images of a sexual nature in a classroom that are unrelated to the coursework.

Sexual harassment also includes acts of verbal, non-verbal or physical aggression, intimidation or hostility based on Gender or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

California State University Executive Order 1097 covers unwelcome conduct of a sexual nature. While romantic, sexual, intimate, personal or social relationships between members of the university community may begin as consensual, they may evolve into situations that lead to sexual harassment or sexual misconduct, including dating or domestic violence, or stalking, subject to this policy. Claiming that the conduct was not motivated by sexual desire is not a defense to a complaint of harassment based on gender.

- **Sexual misconduct:** All sexual activity between members of the university community must be based on affirmative consent. Engaging in any sexual activity without first 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 any 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 act) does not constitute consent to other forms of sexual activity. Consent given to

sexual activity on one occasion does not constitute consent on another occasion. There must always be mutual and affirmative consent to engage in sexual activity. 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;
  - The person was unable to communicate due to a mental or physical condition.
- It shall not be a valid excuse that the respondent believed that the person consented to the sexual activity under either of the following circumstances:
  - 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.
- **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.
  - This prohibition does not limit the right of an employee to make a recommendation on the personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or MPP/confidential personnel plan.
- **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 continuity 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 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;
  - Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- See further information in San Diego State University's sexual violence prevention and education statement, Title IX Notice of Nondiscrimination (which includes facts and myths about sexual violence), and Victim's Rights and Options Notice, at [http://oerc.sdsu.edu/Title\\_IX\\_Notice.html](http://oerc.sdsu.edu/Title_IX_Notice.html).

### 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 misconduct); the university's complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters. **If you are in the midst of an emergency, call the police immediately by dialing 9-1-1.**

#### SDSU Title IX Coordinator

Jessica Rentto, [jrentto@mail.sdsu.edu](mailto:jrentto@mail.sdsu.edu)  
Administration, Room 320  
619-594-6017

#### SDSU Deputy Title IX Coordinator

Dr. Lee Mintz, [lmintz@mail.sdsu.edu](mailto:lmintz@mail.sdsu.edu)  
Student Services West, Room 1604  
619-594-3069

#### SDSU Police Department

[police@mail.sdsu.edu](mailto:police@mail.sdsu.edu)  
5350 55th Street  
619-594-1991

#### U.S. Department of Education, Office for Civil Rights

800-421-3481 or [ocr.ed.gov](http://ocr.ed.gov)

If you wish to fill out a complaint form online with the OCR, go to: <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

Title IX requires the university to adopt and publish complaint procedures that provide for prompt and equitable resolution of gender discrimination complaints, including 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/EO-1097-rev-10-5-16.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 gender 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 gender 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 alleged to 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 gender 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-6-23-15.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; adjustments to course schedule; and/or prohibition from contact with parties involved in the alleged incident.

### 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 or 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 to local 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 academic 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 can provide victims 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.

**EXCEPTIONS:** Under California law, any health practitioner employed in a health facility, clinic, physician's office, or local or state public health department or clinic is required to make a report to local law enforcement if he or she provides medical services for a *physical condition* to a patient/victim who he or 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.

Additionally, under California law, *all* professionals described above (physicians, psychotherapists, professional counselors, licensed clinical social workers, clergy, and sexual assault and domestic violence counselors and advocates) are mandatory child abuse and neglect reporters, and are required to report incidents involving victims under 18 years of age to local law enforcement. These professionals will explain this limited exception to victims, if applicable.

Finally, some or all of these professionals may also have reporting obligations under California law to (1) local law enforcement in cases involving threats of immediate or imminent harm to self or others where disclosure of the information is necessary to prevent the threatened danger; or (2) to the court if compelled by court order or subpoena

in a criminal proceeding related to the sexual violence incident. If applicable, these professionals will explain this limited exception to victims.

### 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 to 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 has the right to expect the university 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 concerning a report of sexual 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 California State University Executive Order 1095 for further details around confidential reporting, and other related matters (<http://www.calstate.edu/EO/EO-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](http://oerc.sdsu.edu/Title_IX_Notice.html).
- U.S. Department of Education, regional office:  
Office for Civil Rights  
50 United Nations Plaza  
San Francisco, CA 94102  
415-486-5555 (TDD 877-521-2172)
- 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://calcasa.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/>
- National Domestic Violence Hotline:  
1-800-799-SAFE (7233)  
<http://www.thehotline.org/>
- Office of Violence against Women:  
United States Department of Justice  
<http://www.ovw.usdoj.gov/>
- Centers for Disease Control and Prevention:  
Intimate Partner Violence  
<http://www.cdc.gov/ViolencePrevention/intimatepartnerviolence/index.html>
- 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 (385-4657) 24-Hour Toll Free Crisisline  
<http://www.ccssd.org>

### Licensure And Credentialing

Admission into programs leading to licensure and credentialing does not guarantee that students will obtain a license or credential. Licensure and credentialing requirements are set by agencies that are not controlled by or affiliated with the CSU and requirements can change at any time. For example, licensure or credentialing requirements can include evidence of the right to work in the United States (e.g., social security number or tax payer identification number) or successfully passing a criminal background check. Students are responsible for determining whether they can meet licensure or credentialing requirements. The CSU will not refund tuition, fees, or any associated costs, to students who determine subsequent to admission that they cannot meet licensure or credentialing requirements.

## Numbering of Courses

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

Courses numbered at the 900 level, except 997, are reserved for graduate courses in certain professional curricula as part of 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 advanced certificates or 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.

## Grading System

### Definition of Grades for Undergraduate Students

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

### Definition of Grades for Graduate Students

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

### Plus/Minus Grading

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

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

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

### Computation of Grade Point Average

To compute the grade point average, the total number of grade points earned is divided by the number of units attempted. Units earned with a Cr (Credit) are not included in the computation. A grade of I (incomplete authorized) is not counted in the grade point computation until one calendar year has expired, at which time it will be charged as an IC (incomplete charged) grade and will count as an F. The minimum grade point average for awarding an advanced certificate or an advanced degree is 3.0 (B) or better.

### Report in Progress Grade – RP

The RP symbol is used in connection with courses that extend beyond one academic term. It indicates that work is in progress and has been evaluated and found to be satisfactory to date, but that assignment of a precise grade must await completion of additional work. Work is to be completed within a stipulated time period not to exceed one year except for graduate thesis (799A) or dissertation (899). An additional exception shall be made for Research (797) in which time period is not to exceed two years. Graduate courses for which the RP symbol is appropriate are specifically designated in the departmental listings of the *Graduate Bulletin*.

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

### Withdrawal Grade – W (Graduate Student Degree Coursework)

The symbol "W" indicates the student was permitted to drop a course after the 10th day from the first day of classes because of a verified serious and compelling reason. The signature of the instructor and the approval of the Dean of Graduate Affairs is required.

Dropping a class is not permitted after 11:59 p.m. on the 10th day from the first day of classes, except in serious, compelling, and unexpected circumstances. When possible, the student should instead seek instructor accommodation or a grade of "I" (incomplete). Petitions for withdrawal must be accompanied by appropriate verification. Withdrawal petitions must be signed by the course instructor and approved by the Dean of Graduate Affairs.

After the last day of instruction for the semester, petitions for individual class withdrawal will not be accepted. After this time, petitions for retroactive withdrawal must include all courses from a particular semester. Retroactive withdrawal petitions must be signed by each course instructor and approved by the Dean of Graduate Affairs.

### 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. Graduate students cannot use audited courses to fulfill a degree requirement.

### **Credit/No Credit – Cr/NC (Graduate Student Degree Coursework)**

No courses graded credit/no credit (Cr/NC) are acceptable on an advanced degree program, except those offered only for credit/no credit. The symbol "Cr" is used to report the satisfactory completion of courses 797, 798, 799A, and certain 500-, 600-, 700-, and 800-numbered courses specifically designated in the graduate curriculum and the *Class Schedule*. Failure to complete such courses will result in the assignment of "NC." For graduate students, a grade of "Credit" in graduate level courses is awarded for work equivalent to a course letter grade of B (3.0) or better. "No Credit" is awarded for work equivalent to a course letter grade of B- (2.7) or less. See Thesis Extension (799B) section of this bulletin for additional information about 799B credit.

### **Incomplete Authorized Grade – I**

The symbol I (incomplete authorized) indicates that a portion of required coursework has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. It is your responsibility to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. The conditions for removal of the Incomplete shall be 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 the student 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 the student maintains continuous enrollment. The I (incomplete authorized) grade must be resolved prior to the student's graduation date, even if it is less than a year. Failure to do so will result in a cancellation of the student's graduation application. 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. In any case, because a student's record must provide an accurate and complete accounting of the student's 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 I (incomplete authorized) 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. Re-registering for a course in which a grade of I was initially assigned does not remove the outstanding grade.

### **Withdrawal Unauthorized Grade – WU**

The symbol WU indicates that a student enrolled in a course, did not withdraw from the course, but failed to complete course requirements. It is used when, in the opinion of the instructor, the number of completed assignments or course activities or both were insufficient to make possible a normal evaluation of academic performance. For purposes of grade point average computation, this symbol is equivalent to an F. If the student attended a portion of a course and then, after receiving failing grades, stopped attending without officially withdrawing, a final grade of F not WU should be assigned. Graduate students who have successfully repeated a WU graded course may petition the Division of Graduate Affairs for a possible grade point average adjustment.

## **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 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 twelve or more months have elapsed since the grade was issued, or you have graduated, no grade change will be considered.

## **Repeated Courses**

### **(Graduate Student Degree Coursework)**

Students must earn a minimum grade of C (2.0) or better in all courses on their program of study; however, some programs require a grade of B (3.0) or better in selected courses. Ordinarily, a graduate student may not repeat courses taken as part of an official master's degree program; however, with prior permission of the graduate adviser, a student may repeat one course on the official program of study in which a grade of C (2.0) has been earned. A program of study course must be repeated if the minimum grade requirement is not satisfied. Repeated courses may not be taken for credit/no credit (Cr/NC). When a graduate student in any category of admission repeats a course, both grades will remain on the student's permanent record and both grades will be calculated in all grade point averages. Both grades will also be included in the student's program of study. Upon appeal to the Division of Graduate Affairs, the first grade for a repeated course may be omitted from all grade point averages if the first grade was withdrawal unauthorized grade (WU). Omitting the original grade from grade point average calculations may only be done once and only if the original grade was WU and after the repeat grade is posted.

## **Schedule Adjustment**

The schedule adjustment period begins when a student first registers on their assigned day and time and runs through the schedule adjustment deadline which is the 10th day of classes at 11:59 p.m. During this period, students are responsible for checking their schedules regularly and for taking the necessary actions to add, drop, or change grading options before the schedule adjustment deadline. Students who do not attend a class and who do not ensure that the course is officially dropped in the SDSU WebPortal at <http://www.sdsu.edu/portal>, will receive a failing grade. Schedule adjustments are accepted until 11:59 p.m. on the following dates:

**Fall 2017 Semester - September 11, 2017**

**Spring 2018 Semester - January 30, 2018**

Students are not permitted to drop or add a class after the stated deadlines, except in cases such as accident or serious illness where the cause of dropping the class is due to circumstances clearly beyond the student's control and the assignment of an Incomplete is not applicable. All such request 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 the student's grade status in the class and approved by the dean (or designee) of the college of the student's major.

**Instructor Initiated Drop.** Students who do not attend the first class session of a course may be dropped from that course by the instructor within the first eight class days of the semester. Students who do not meet the prerequisite requirements can also be dropped within the first eight class days of the semester. Any student dropped by the instructor during this period will be notified of the action by e-mail. Not all instructors will drop students who miss the first class session or for lack of prerequisites. Students are responsible for all classes on their schedules and should check their schedules regularly

to ensure accuracy. It is the student's responsibility to keep a current e-mail address on file through the SDSU WebPortal at <http://www.sdsu.edu/portal>.

**Wait List.** Students are able to wait list a class when it has reached capacity. The wait list option is effective when registration begins for each semester. Students will be ranked on the wait list based on specific conditions and first-come, first-serve basis. Students must manage their wait list and ranking throughout the registration period. If a spot becomes available, students will be automatically enrolled to a class on their wait list. An e-mail will be sent to students to confirm enrollment in the wait list class. It is the student's responsibility to keep a current e-mail address on file through the SDSU WebPortal at <http://www.sdsu.edu/portal>. If you decide that you no longer want that class you have wait listed, you are responsible for removing the class from your wait list.

## Final Examinations

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

## Withdrawals

A graduate student who has been admitted to a graduate degree curriculum but has completed no courses at this university for two consecutive semesters is considered to have withdrawn from the curriculum if a request for an approved leave of absence has not been granted. The student will be required to file an application for readmission to the university upon resumption of graduate study. A student who withdraws from a graduate curriculum will be required to comply with regulations and requirements in effect at the time of readmission to the Division of Graduate Affairs.

### Official Withdrawal

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

A student who has not paid fees and is not enrolled in at least one class (other than for audit) by 11:59 p.m. on the 10th day from the first day of classes is no longer considered a continuing student and may be required to apply for readmission.

A course will not appear on the permanent record if withdrawal occurs by 11:59 p.m. on the 10th day from the first day of classes. After the 10th 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. 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. No requests for individual classes will be accepted.

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

## Unofficial Withdrawal

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

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

## Leaves of Absence

### Educational Leave of Absence (Graduate Student Degree Coursework)

A one semester leave of absence may be granted when necessary due to personal, educational, military, or employment reasons. Students are permitted to take up to four semesters of approved leave of absence and must apply at the beginning of 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 graduate adviser and the Dean of Graduate Affairs is required. Educational leaves of absence will be granted only to students who have completed a minimum of one semester at San Diego State University. Leaves will not be granted to students who have been disqualified or students who have specific registration holds. For more information, visit <http://arweb.sdsu.edu/es/registrar/leave.html>.

### 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

A student who withdraws from the university for more than one semester must file an application for readmission before the stated closing deadline with a \$55 application fee. If the student was enrolled at another institution subsequent to the last attendance at San Diego State University, an official transcript showing work completed must be sent by the institution directly to Graduate Admissions before readmission can be completed. SDSU students in good academic standing, with programs of study on file, will retain their original bulletin status as long as the student remains matriculated.

## Probation and Disqualification

### Academic Probation (Grade Point Average Deficiency)

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

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

### Academic Disqualification (Grade Point Average Deficiency)

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



### Reinstatement of Academically Disqualified Students

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

### Administrative Disqualification

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

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

## Student Conduct

Inappropriate conduct by students or 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*. Procedures are set forth in California State University Executive Order 1098 (Revised June 23, 2015), available at <http://calstate.edu/eo/EO-1098-rev-6-23-15.html>. These sections are as follows:

### 41301. Standards for Student Conduct.

#### (a) Campus Community Values

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

#### (b) Grounds for Student Discipline

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

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

- (1) Dishonesty, including:
  - (A) Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
  - (B) Furnishing false information to a university official, faculty member, or campus office.

- (C) Forgery, alteration, or misuse of a university document, key, or identification instrument.
- (D) Misrepresenting one's self to be an authorized agent of the university or one of its auxiliaries.
- (2) Unauthorized entry into, presence in, use of, or misuse of university property.
- (3) Willful, material and substantial disruption or obstruction of a university-related activity, or any on-campus activity.
- (4) Participating in an activity that substantially and materially disrupts the normal operations of the university, or infringes on the rights of members of the university community.
- (5) Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus university related activity.
- (6) Disorderly, lewd, indecent, or obscene behavior at a university related activity, or directed toward a member of the university community.
- (7) Conduct that threatens or endangers the health or safety of any person within or related to the university community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
- (8) Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (*Penal Code 245.6*), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.
- (9) Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and university regulations) or the misuse of legal pharmaceutical drugs. 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, to property within the university community or poses a significant threat of disruption or interference with university operations.
- (19) Violation of the Student Conduct Procedures, including:
- (A) Falsification, distortion, or misrepresentation of information related to a student discipline matter.
  - (B) Disruption or interference with the orderly progress of a student discipline proceeding.
  - (C) Initiation of a student discipline proceeding in bad faith.
  - (D) Attempting to discourage another from participating in the student discipline matter.
  - (E) Attempting to influence the impartiality of any participant in a student discipline matter.
  - (F) Verbal or physical harassment or intimidation of any participant in a student discipline matter.
  - (G) Failure to comply with the sanction(s) imposed under a student discipline proceeding.
- (20) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

(c) Procedures for Enforcing This Code

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

(d) Application of This Code

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

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

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

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

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

representative, enter any campus of the California State University other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

## 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, seek 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 submitting materials for academic courses and in taking examinations, a student shall not yield to cheating or plagiarism, which not only violate academic standards but also make the offender liable to penalties explicit in Section 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 fraudulent means. Examples of cheating include, but are not limited to:

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

### Plagiarism

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

- (a) submitting work, either in part or in whole, completed by another;
- (b) omitting 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 as one's own work papers purchased from research companies.

### Disciplinary Action

Cheating and plagiarism in connection with an academic program at the university may warrant two separate and distinct courses of 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 instructor involved. 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 Copyrights Law

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 criminal penalties, including imprisonment and fines. 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 U.S.C. §2319 (see 17 U.S.C. §506 and 18 U.S.C. §2319).

## SDSU Alcohol and Substance Abuse Policies

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

This statement is presented to students to provide information about (1) health risks associated with alcohol and other drugs, (2) prevention and treatment programs available on campus, and (3) applicable State laws and campus policies.

### Risks

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

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

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

### Campus Resources

Keeping yourself informed is an important step in developing a healthy lifestyle and in knowing how to cope with problems as they arise. SDSU provides useful and informative prevention education programs throughout the year. A variety of departments sponsor workshops and lectures on alcohol and drug related issues to support and encourage healthy, productive lifestyles. These programs are available through: Counseling and Psychological

Services, 619-594-5220; Residential Education Office, 619-594-5742; 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.abc.ca.gov/teencorner.html>.

Federal and State laws define a number of substances as "drugs" with sanctions related to their manufacture, sale, possession, and use varying by type of substance and quantity. See California State Bar 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 instituted 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\\_affairs/healthpromotion/aodalcoholandotherdrugs.aspx](http://go.sdsu.edu/student_affairs/healthpromotion/aodalcoholandotherdrugs.aspx).

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

Students who possess, use, or distribute substances such as, but not limited to, marijuana, cocaine, methamphetamines, or other hallucinogens and narcotics, or who violate statutes regarding alcoholic beverages, are subject to arrest, imprisonment, or a fine according to State law. The University Police Department is empowered to enforce all State and Federal laws, including public drunkenness, driving under the influence, and possession of alcohol by a minor.

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

### Drug Law Violations and Consequences

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

### 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 areas.

This policy implements *California Code of Regulations* Section 42356 of Title 5 and CSU Memorandum, 2002-26 and 2003-19, in accordance with *California Education Code* Sections 89030 and 89031, *California Government Code* Sections 7596-7598, and CSU Executive Order 599.

Visit [http://smokefree.sdsu.edu/smoke\\_free/](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, or the law, resulting in an administrative or criminal citation.

### 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/student\\_affairs/sds/serviceanimals.aspx](http://go.sdsu.edu/student_affairs/sds/serviceanimals.aspx).

### Safety and Security Report

In accordance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the San Diego State University Safety, Security and Fire Report and current annual crime statistics are available online at <http://www.police.sdsu.edu>. Call the University Police Crime Prevention Unit at 619-594-1985 for more information.

### Integrity in Research and Scholarship

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

### Transcripts of Record

#### Official Transcripts

Official transcripts can be ordered online in your SDSU WebPortal at <http://www.sdsu.edu/portal> under the Official Transcript section. If all your coursework was completed prior to 1987 or if your transcript requires special handling (e.g. via United States Postal Service Priority or Express Mail only), you will need to order official transcripts by completing an Official Transcript Request form and submitting it to the University Cashiers Office. A fee is charged for all transcripts and must be paid in advance. An official transcript is usually mailed within five to seven business days after the request is processed by the Cashiers Office, unless a hold has been indicated. Transcripts from other schools or colleges become the property of this university and will not be released or copied.

#### Unofficial Transcripts

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

### Graduate Program Unit Limits and Guidelines

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

#### Transfer and Foreign University Credit

For most master's degree programs, the maximum transferable course credit is nine units including courses taken through San Diego State University College of Extended Studies. Exceptions are the Master of Business Administration degree, Master in Regulatory Affairs degree, Master of Science in Nursing degree which permits 12 units; the Master of Fine Arts in Creative Writing degree which permits 18 units; the Master of Science degree in Counseling which permits 24 units; and the Master of Fine Arts degree in Art, the Master of Fine Arts degree in Theatre Arts, the Master of Science degree in Rehabilitation Counseling, and

the Master of Social Work degree which permit 30 units. All transfer credit earned in other colleges and universities including foreign universities and those earned through the San Diego State University College of Extended Studies must be approved by the graduate adviser and graduate dean. Credit earned by correspondence or by examination is not acceptable as satisfying advanced degree requirements. Transfer limits for most advanced certificate programs are limited to a maximum of three units including courses taken through San Diego State University College of Extended Studies. For advanced certificates requiring more than 12 units, maximum transfer limits are 30% of degree units and must have the recommendation of the program adviser and the Dean of Graduate Affairs.

### Open University

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

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

### Special Sessions Program Credit

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

### Non-Credit Courses

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

### Availability of Institutional and Financial Assistance Information

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

1. A description of the federal, state, institutional, local, and private student financial assistance programs available to students who enroll at San Diego State University and for San Diego State University students participating in study abroad programs;
2. For each aid program, a description of procedures and forms by which students apply for assistance, student eligibility requirements, criteria for selecting recipients from the group of eligible applicants, and criteria for determining the amount of a student's award;
3. A description of the rights and responsibilities of students receiving financial assistance, including federal Title IV student assistance programs, criteria for continued student eligibility under each program, and how a drug law violation may affect your eligibility to receive financial aid;
4. The satisfactory academic progress standards that students must maintain for the purpose of receiving financial assistance and criteria by which a student who has failed to maintain satisfactory progress may reestablish eligibility for financial assistance;
5. The method by which financial assistance disbursements will be made to students and the frequency of those disbursements;
6. The way the university provides for Pell-eligible students to obtain or purchase required books and supplies by the seventh day of a payment period and how the student may opt out;
7. The terms of any loan received as part of the student's financial aid package, a sample loan repayment schedule, and the necessity for repaying loans;

8. The general conditions and terms applicable to any employment provided as part of the student's financial aid package;
9. The terms and conditions of the loans students receive under the 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 student room, board, and transportation costs; and, if requested, additional costs for specific programs.

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

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

Information concerning 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, 619-594-6473 (TDD: 619-594-2929), or at <http://www.sa.sdsu.edu/sds>.

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

Information concerning San Diego State University annual campus security report 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.sa.sdsu.edu/cps>.

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

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

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

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

Information concerning student activities that San Diego State University provides, must be easily accessible on <http://www.sdsu.edu>. Information concerning student body diversity at San Diego State University, including the percentage of enrolled, fulltime students who are (1) male, (2) female, (3) Pell Grant recipients, and (4) self-identified members of a specific racial or ethnic group, may be obtained from Analytic Studies and Institutional Research, Manchester Hall, Room 3310, 619-594-6846, or at <http://asir.sdsu.edu>.

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 18<sup>th</sup> 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.studentaffairs.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.





