



# Admissions

# Undergraduate Students



## UNDERGRADUATE STUDENTS

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## FRESHMAN REQUIREMENTS

You will qualify for regular admission as a first-time freshman if you:

1. have graduated from high school, have earned a Certificate of General Education Development (GED), or have passed the California High School Proficiency Examination; and
2. have a qualifiable eligibility index (see Eligibility Index Table next page); and
3. have completed with grades of C or better the required comprehensive pattern of college-preparatory subjects as follows:

**English** – 4 years

**Math** – 3 years including Algebra I, Geometry and Algebra II

**U.S. History and Social Science** – 2 years

**Science** – 2 years with laboratory (1 biological and 1 physical, both with labs)

**Foreign Language** – 2 years in the same language

**Visual and Performing Arts** – 1 year (art, dance, drama/theater or music)

**Electives** – 1 year

4. Subject matter requirements must be met with a “C” or better and may not be completed during the summer term immediately preceding fall admission.

## ELIGIBILITY INDEX

The eligibility index is the combination of a high school grade point average and a test score on either the American College Test (ACT) or the Scholastic Assessment Test (SAT I). For admission beginning in fall 2004, we will compute a grade point average on the comprehensive pattern of college preparatory courses taken during the final three years of high school study. CSUF may offer you early, provisional admission based on work completed through the junior year of high school and planned for your senior year. You can calculate the index by multiplying a grade point average by 800 and adding a total score on the mathematics and critical reading scores of the SAT. Or, if you took the ACT, multiply the grade point average by 200 and add ten times the composite score from the ACT. California high school graduates (or legal residents of California for tuition purposes) need a minimum index of 2900 using the SAT I or 694 using the ACT; the table on the next page shows the combinations of test scores and averages required. For admission to terms during the 2011-2012 college year, the university has no current plans to include the writing scores from either of the admissions tests in the computation of the CSU Eligibility Index.

Persons who neither graduated from a California high school or are legal residents of California for tuition purposes need a minimum index of 3502 (SAT I) or 842 (ACT).

When the grade point average is above 3.0 (3.61 for nonresidents) applicants to non-impacted programs are exempt from the test requirement. However, students are urged to take the SAT or ACT and provide the scores of such tests to each CSU to which they seek admission.

## Eligibility Index Table for California High School Graduates or Residents of California

	ACT	SAT I		ACT	SAT I		ACT	SAT I		ACT	SAT I		ACT	SAT I
GPA	Score	Score	GPA	Score	Score	GPA	Score	Score	GPA	Score	Score	GPA	Score	Score
3.00 and above qualifies			2.81	14	660	2.60	18	820	2.39	22	990	2.18	26	1160
with any score			2.80	14	660	2.59	18	830	2.38	22	1000	2.17	26	1170
			2.79	14	670	2.58	18	840	2.37	22	1010	2.16	27	1180
2.99	10	510	2.78	14	680	2.57	18	850	2.36	23	1020	2.15	27	1180
2.98	10	520	2.77	14	690	2.56	19	860	2.35	23	1020	2.14	27	1190
2.97	10	530	2.76	15	700	2.55	19	860	2.34	23	1030	2.13	27	1200
2.96	11	540	2.75	15	700	2.54	19	870	2.33	23	1040	2.12	27	1210
2.95	11	540	2.74	15	710	2.53	19	880	2.32	23	1050	2.11	28	1220
2.94	11	550	2.73	15	720	2.52	19	890	2.31	24	1060	2.10	28	1220
2.93	11	560	2.72	15	730	2.51	20	900	2.30	24	1060	2.09	28	1230
2.92	11	570	2.71	16	740	2.50	20	900	2.29	24	1070	2.08	28	1240
2.91	12	580	2.70	16	740	2.49	20	910	2.28	24	1080	2.07	28	1250
2.90	12	580	2.69	16	750	2.48	20	920	2.27	24	1090	2.06	29	1260
2.89	12	590	2.68	16	760	2.47	20	930	2.26	25	1100	2.05	29	1260
2.88	12	600	2.67	16	770	2.46	21	940	2.25	25	1100	2.04	29	1270
2.87	12	610	2.66	17	780	2.45	21	940	2.24	25	1110	2.03	29	1280
2.86	13	620	2.65	17	780	2.44	21	950	2.23	25	1120	2.02	29	1290
2.85	13	620	2.64	17	790	2.43	21	960	2.22	25	1130	2.01	30	1300
2.84	13	630	2.63	17	800	2.42	21	970	2.21	26	1140	2.00	30	1300
2.83	13	640	2.62	17	810	2.41	22	980	2.20	26	1140	†Below 2.00 does not		
2.82	13	650	2.61	18	820	2.40	22	980	2.19	26	1150	qualify for regular admission		

You will qualify for regular admission to programs not “impacted.” At present, Cal State Fullerton is impacted on the first-time freshman level. Therefore, all first-time freshmen applicants must present the results of the SAT or the ACT. Students attending high schools within the local area must meet the eligibility index higher than 2900, depending upon major impactation requirements in a given year. Those inside California, but not in the local area, are required to meet a higher index. More current information regarding changes in impacted status will appear in CSU application booklet and on the university’s website [www.fullerton.edu](http://www.fullerton.edu) or [www.calstate.edu](http://www.calstate.edu).

The CSU Eligibility Index is subject to change on an annual basis. Admission as a first-time freshman may not be available for all semesters.

### HIGH SCHOOL HONORS COURSES

Up to eight semesters of honors courses taken in the last three years of high school, including up to two approved courses taken in the tenth grade, can be accepted. Each unit of A in an approved course will receive a total of 5 points; B, 4 points; C, 3 points.

### TRANSFER REQUIREMENTS

Students who have completed 59 or fewer transferable semester college units (89 or fewer quarter units) are considered lower-division transfer students. Students who have completed 60 or more transferable semester college units (90 or more quarter units) are considered upper-division transfer students. Students who complete college units during high school or through the summer between

high school graduation and fall enrollment in the California State University are considered first-time freshmen and must meet those admission requirements. Transferable courses are those designated for baccalaureate credit by the college or university offering the courses and accepted as such by Cal State Fullerton.

Please note that former CSU students who are seeking readmission after academic disqualification must meet the GPA standards in place for their major at the time of reapplication.

### Lower-Division Transfer Requirements

You may qualify for admission as a lower-division transfer student if you have a grade point average of 2.0 (C or better) in all transferable units attempted, are in good standing at the last college or university attended, have completed at least General Education English composition and General Education mathematics courses with at least a grade of C, and meet any of the following standards:

1. you will meet the freshman admission requirements in effect for the term to which you are applying (See “Freshman Requirements” section); or
2. you were eligible as a freshman at the time of high school graduation except for the subject requirements and have been in continuous attendance in an accredited college since high school graduation, and
  - a. have made up the missing subjects, or
  - b. have completed at least 30 semester units of college coursework with a grade of C or better in each course to be selected

from courses in English, arts and humanities, social science, science and mathematics at a level at least equivalent to courses that meet general education requirements. The 30 units must include all the general education requirements in communication in the English language and critical thinking (at least nine semester units) and the requirement in mathematics/quantitative reasoning (usually three semester units), OR the Intersegmental General Education Transfer Curriculum (IGETC) requirements in English communication and mathematical concepts and quantitative reasoning.

### **Making Up Missing College Preparatory Subject Requirements**

Lower-division applicants who did not complete subject requirements while in high school may make up missing subjects in any of the following ways:

1. complete appropriate courses with a C or better in adult school or high school summer sessions;
2. complete appropriate college courses with a C or better. One college semester course is equivalent to one year of high school study; or
3. earn acceptable scores on specific examinations.

Admission as a lower-division transfer may not be available for all semesters/terms.

### **Upper-Division Transfer Requirements**

Generally, you will qualify for admission as an upper-division transfer student if:

1. you have earned 60 or more transferable semester (90 or more quarters) units;
2. have a grade point average of 2.0 (C or better) in all transferable units attempted; and
3. are in good standing at the last college or university attended; and
4. have completed at least 30 semester units of college coursework with a grade of C or better in each course to be selected from courses in English, arts and humanities, social science, science and mathematics at a level at least equivalent to courses that meet general education requirements. The 30 units must include all of the general education requirements in communication in the English language and critical thinking (at least 9 semester units) and the requirement in mathematics/quantitative reasoning (usually 3 semester units), OR the Intersegmental General Education Transfer Curriculum (IGETC) requirements in English communication and mathematical concepts and quantitative reasoning.

CSU Fullerton is an impacted campus at the transfer level. Impaction means that there are more applications for a campus than can be accommodated. In order to ensure that capacity is not exceeded, more rigorous standards are applied to the transfer applicant pool. Impacted criteria may include local vs. out of local area and major program impaction.

The local area for Cal State Fullerton includes all Orange County community colleges. Students must have earned their majority of units from an Orange County community college to be considered a local applicant. The GPA requirement for each major and applications to non-impacted majors from other than Orange County community colleges will be determined based on the number of applications received and will not be determined until after the filing period is over.

The major that an applicant applies and to which they are accepted must be their major for a minimum of two semesters. Applicants will be unable to move between majors without meeting the initial impacted major GPA requirement. Change of major is not permitted after an applicant submits an application for fall or spring consideration. CSU Fullerton does not use alternative major for admission consideration.

In addition to the GPA requirement, an applicant must be in good standing at the last college or university attended (eligible to re-enroll) and have earned 60 or more transferable semester units (90 or more quarter units), and completed at least 30 semester units of college coursework with a grade of "C" or better in each course to be selected from courses in English, arts and humanities, social science, science and mathematics at a level at least equivalent to courses that meet general education requirements. The 30 units must include all of the general education requirements in communication in the English language and critical thinking (at least 9 semester units) and the requirement in mathematics/quantitative reasoning (usually 3 semester units), OR the Intersegmental General Education Transfer Curriculum (IGETC) requirements in English communication and mathematical concepts and quantitative reasoning. CSU general education requirements ("Golden Four") are designated as Oral Communication, Written Communication, Critical Thinking, and Mathematics/Quantitative Reasoning. Transfer applications applying for fall term must complete the Golden Four courses no later than the end of the spring term. Transfer applicants applying for the spring term must complete the Golden Four courses no later than the end of the summer term. Applicants applying to impacted majors will be considered for admission based on meeting minimum CSU criteria and the supplemental criteria for the specific major. Former CSU students who are seeking readmission after academic disqualification must meet the GPA standards in place for their major at the time of reapplication.

As circumstances may warrant, minimum grade point average (GPA) and units of required general education are subject to change. Current information is available at [www.csumentor.edu](http://www.csumentor.edu).

Beginning with fall 2006 admission, upper-division transfer applicants may choose to complete the Lower-Division Transfer Pattern by Major.

Based on Executive Order 918, a system-wide lower-division transfer pattern by major shall include at least 45 baccalaureate-level semester units but no more than 60 baccalaureate-level semester units.

CSUF is an impacted campus both by major and location.

## HEALTH SCREENING

### Measles and Rubella Immunizations

The campus shall notify certain students born after January 1, 1957, of the CSU requirement to present proof of measles and rubella immunizations by the beginning of the second term of enrollment. At the beginning of the next term of enrollment, those so notified who have not presented acceptable proof of the immunizations shall be notified further of the need to comply before receiving registration materials to enroll for the succeeding term. This is not an admission requirement.

Persons subject to these health screening provisions include:

- New students enrolling fall 1986 and later
- Readmitted students reenrolling fall 1986 and later
- Students who reside in campus residence halls
- Students who obtained their primary and secondary schooling outside the United States
- Students enrolled in dietetics, medical technology, nursing, physical therapy; and any practicum, student teaching or field work involving preschool-age children, school-age children, or taking place in a hospital or health care setting

The Student Health and Counseling Center shall provide immunizations without cost to those students unable to obtain acceptable proof of immunizations.

### Hepatitis B

The CSU Chancellor's Office requires that every student aged 18 and younger on September 18, 2000 be vaccinated against hepatitis B or provide documentation that proves immunity due to previous vaccination. Students will not be allowed to enroll in their second semester unless they have begun the immunizations during their first semester or provided the Student Health and Counseling Center with the documentation of previous immunization.

Hepatitis B is a disease of the liver that can cause serious illness and even death. The vaccination is safe. You cannot get hepatitis B from the vaccine. The immunization requires three shots; 1st shot, another one in 30 days (2nd shot), and another one in 6 months (3rd shot). You must complete all three shots for full immunization in order to register for your third semester.

Options for obtaining this series of vaccinations include:

1) a private physician, 2) the Public Health Department, 3) CSUF Student Health and Counseling Center (SHCC), once you have enrolled and paid your fees. The SHCC shall provide immunizations without cost to students. You may bring your documentation of a previous vaccination to the Student Health and Counseling Center or fax it with your name, telephone number and student identification number and address (doctor's records, school records, public health records or letter from your doctor). The SHCC fax number is 657-278-3069.

You may request a waiver based on religious or personal beliefs. You must fill out a form to request this waiver at the Student Health and Counseling Center and bring it to the director's office. Waivers are accepted only during your first semester at CSUF.

If students fail to comply with the immunizations/documentation requirement, i.e., do not begin the series of vaccinations before the start of their second semester or provide documentation of full immunization, a hold will be placed against their records so that future registration will be prevented until the immunization/documentation requirement is met.

## TEST SCORES

Freshmen and transfer applicants who have fewer than 60 semester or 90 quarter units of transferable college credit must submit scores from either the ACT or the SAT of the College Board. If you are applying to an impacted program on a campus and are required to submit test scores, you should take the test no later than October or early November. Test scores are also used for advising and placement purposes. Registration forms and dates for the SAT or ACT are available from high school or college counselors or from a CSU campus testing office. Or, you may call or write to:

The College Board (SAT)  
Registration Unit, Box 6200  
Princeton, New Jersey 08541  
609-771-7588  
[www.collegeboard.org](http://www.collegeboard.org)

American College Testing Program  
Registration Unit, P.O. Box 414  
Iowa City, Iowa 52240  
319-337-1270  
[www.act.org](http://www.act.org)

## TOEFL REQUIREMENT

All undergraduate applicants regardless of citizenship who have not attended schools at the secondary level or above for at least three years full-time where English is the principal language of instruction must present a score of 500 or above on the paper-based version, or 61 on the Internet-based version of the Test of English as a Foreign Language (TOEFL). The International English Language Testing System (IELTS) score requirement for undergraduate applicants is 5.5. The TOEFL results submitted must not have been earned more than two years prior to the desired enrollment date. Individual campuses may require a higher score. Institutional TOEFL tests administered outside of CSUF are not acceptable.

As circumstances warrant, minimum TOEFL scores may be changed. Current information is available at [www.csumentor.edu](http://www.csumentor.edu).

### Intensive Academic English Program

International students who need to improve their TOEFL or IELTS scores may enroll in the American Language Program (ALP), an intensive academic English program that provides preparation for study at an American college or university. Conditional admission to Cal State Fullerton is available for qualified students. For more information, go to [www.alp.fullerton.edu](http://www.alp.fullerton.edu) or call 657-278-8293.

### English Language Proficiency Test (ELPT)

The CSU Admission Advisory Council authorizes campuses to accept the results of the English Language Proficiency Test (ELPT) in lieu of the Test of English as a Foreign Language (TOEFL) for undergraduate admission purposes. Applicants must be U.S. Citizens or Permanent Residents of the U.S. Only undergraduate applicants may be considered eligible on the basis of ELPT. Since ELPT is not a placement test, it may not be used as an alternative for the English Placement Test (EPT).

Title 5, Sections 40752.1 and 40802.1 require a minimum score of 500 on TOEFL for any undergraduate who has not completed three years of full-time study in a high school, college or university where English is the language of instruction. This requirement may apply to U.S. Citizens or Permanent Residents who have not received three years of instruction in an English-speaking school or college.

### COMPUTER COMPETENCY

All entering students are expected to be knowledgeable in the use of a personal computer (PC or Macintosh) prior to being admitted to the university. Entering students should have 1) the ability to use a PC to locate, create, move, copy, delete, name, rename, and save files and folders on hard drives and on secondary storage devices such as floppy disks; 2) the ability to use a word processing program that runs on a PC or Macintosh computer to create, edit, format, store, retrieve, and print documents; 3) the ability to use an electronic mail system to receive, create, edit, print, save, and send an e-mail message with and without an attached file; and 4) the ability to use an Internet browser to search the World Wide Web.

Students who feel they do not meet the expected level of competency, should contact the Academic Advisement Center at 657-278-3606.

### STATEWIDE PLACEMENT TEST REQUIREMENTS

The California State University requires each entering undergraduate, except those who qualify for an exemption, to take the CSU Entry Level Mathematics (ELM) examination and the CSU English Placement Test (EPT) prior to enrollment. These placement tests are not a condition for admission to the CSU, **but they are a condition of enrollment.** They are designed to identify entering students who may need additional support in acquiring basic English and mathematics skills necessary to succeed in CSU baccalaureate-level courses. Undergraduate students who do not demonstrate college-level skills both in English and in mathematics will be placed in appropriate remedial programs and activities during the first term of their enrollment. Students must finish all remediation in their first year.

Students register for the EPT and/or ELM at their local CSU campus. Questions about test dates and registration materials may be referred to the Admission and Records Service Center 657-278-7601 or Testing Services at 657-278-3838.

### English Placement Test (EPT)

The EPT is designed to assess the level of reading and writing skills of entering undergraduate students so that they can be placed in appropriate baccalaureate-level courses. The CSU EPT must be completed by all entering undergraduates, with the exception of those who present proof of one of the following:

- Placement in the “exempt” category on the Early Assessment of Readiness for College English taken in conjunction with the 11th grade California Standards Test in English Language Arts
- A score of 550 or above on the verbal section of the College Board SAT I Reasoning Test taken April 1995 or later
- A score of 24 or above on the enhanced ACT English Test taken October 1989 or later
- A score of 680 or above on the re-centered and adjusted College Board SAT II; Writing Test taken May 1998 or later
- A score of 660 on the writing portion of the SAT Reasoning test
- A score of 3, 4 or 5 on either the Language and Composition or the Composition and Literature examination of the College Board Scholastic Advanced Placement program
- Completion and transfer of a course that satisfies the General Education-Breadth or Intersegmental General Education Transfer Curriculum (IGETC) written communication requirement, provided such course was completed with a grade of C or better

California State University, Fullerton (CSUF) has established the following policy regarding compliance with this regulation:

All new and continuing undergraduate students who have not taken the EPT and who are not otherwise exempt must take the test prior to registering for their first semester of enrollment at CSUF. Students must take the EPT exam unless otherwise exempt by no later than early May preceding the fall start of classes. Students can only take the EPT exam once.

Students who have taken the EPT exam but have not been placed in English 101 must remediate their English skills by taking Developmental Writing. Students must complete the remediation coursework during or prior to their first semester of enrollment. If they are not able to pass the remediation course, they must retake it during their second semester. Failure to complete remedial coursework within two terms will jeopardize a student's continued enrollment in the university.

### Entry Level Mathematics (ELM) Test

The ELM examination is designed to assess the skill levels of entering CSU students in the areas of mathematics typically covered in three years of rigorous college preparatory mathematics courses in high school (Algebra I, Algebra II and Geometry). The CSU ELM must be completed by all entering undergraduates, with the exception of those who present proof of one of the following:

- Placement in the “exempt” category on the Early Assessment of Readiness for College Mathematics taken in conjunction with the 11th grade California Standards Test in High School Mathematics or Algebra II

- Placement in the “conditionally exempt” category on the Early Assessment of Readiness for College Mathematics (EAP) taken in conjunction with the 11th grade California Standards Test in High School Mathematics PLUS successful completion of a CSU-approved math or math-related course or activity taken before enrollment in the CSU
- A score of 550 or above on the mathematics section of the College Board SAT I Reasoning Test or on the College Board SAT II Mathematics Tests Level I, IC (Calculator), II, or IIC (Calculator)
- A score of 23 or above on the American College Testing Mathematics Test
- A score of 3 or above on the College Board Advanced Placement Mathematics Examination (AB or BC).
- A score of 3 or above on the College Board Advanced Placement Statistics examination
- Completion and transfer of a course that satisfies the General Education-Breadth or Intersegmental General Education Transfer Curriculum (IGETC) quantitative reasoning requirement, provided such course was completed with a grade of C or better

The ELM test is offered only to all students not otherwise exempted, and has no effect on admission decisions. It must be taken before the student can register in any courses.

California State University, Fullerton established the following policy regarding compliance with this regulation:

#### **Requirement To Take The ELM Test**

Effective fall 1998, all new and continuing undergraduate students who have not taken the ELM test and who are not otherwise exempt must take the test prior to registering for their first semester of enrollment at CSUF. The deadline to take the exam is early May prior to the fall start of classes. However, for maximum registration date choices, students are encouraged to take the placement test in March or April. Students who fail to comply with this policy will not be permitted to register for classes. Students who do not pass the test must complete required remediation coursework during or prior to their first semester of enrollment. If they are not able to pass the remediation course, they must retake it during their second semester. Failure to complete remedial coursework within two terms will jeopardize a student’s continued enrollment in the university.

#### **Students Who Have Taken But Not Passed The ELM Test**

Students who have taken but failed to pass the ELM test must take a remedial math course(s). Intensive Learning Experience is responsible for monitoring compliance with this provision and for certifying the appropriateness of the course in which the student wishes to participate. Students who fail either of the placement tests should consult with Intensive Learning Experience Office (McCarthy Hall-026) concerning specific requirements and services.

Information bulletins and registration materials for the EPT and ELM will be mailed to all students subject to the requirements. The materials may also be obtained from the Office of Admissions and Records or the campus testing office.

## **DETERMINATION OF RESIDENCE FOR NONRESIDENT TUITION PURPOSES**

The campus admissions office determines the residence status of all new and returning students for nonresident tuition purposes. Responses to the Application for Admission and, if necessary, other evidence furnished by the student are used in making this determination. A student who fails to submit adequate information to establish a right to classification as a California resident will be classified as a nonresident.

The following statement of the rules regarding residency determination for non-resident tuition purposes is not a complete discussion of the law, but a summary of the principal rules and their exceptions. The law governing residence determination for tuition purposes by The California State University is found in Education Code Sections 68000-68090, 68120-68134, and 89705-89707.5, and in Title 5 of the California Code of Regulations, Sections 41900-41912. This material can be viewed on the Internet by accessing the California State University’s website at <http://www.calstate.edu/GC/resources.shtml>.

Legal residence may be established by an adult who is physically present in the state and who has the legal capacity and who, at the same time, intends to make California his or her permanent home. Physical presence in the state combined with steps to establish residency must be taken at least one year prior to the residence determination date to show an intent to make California the permanent home with concurrent relinquishment of the prior legal residence. The steps necessary to show California residency intent will vary from case to case. Included among the steps may be registering to vote and voting in elections in California; filing resident California state income tax forms on total income; maintaining California vehicle plates and operator’s license; ownership of residential property or continuous occupancy or renting of an apartment on a lease basis where one’s permanent belongings are kept; maintaining active resident memberships in California professional or social organizations; maintaining active savings and checking accounts in California banks; maintaining permanent military address and home of record in California if one is in the military service.

The student who is within the state for educational purposes only does not gain the status of resident regardless of the length of the student’s stay in California.

In general, an unmarried minor (a person under 18 years of age) derives legal residence from the parent with whom the minor maintains or last maintained his or her place of abode. The residence of a minor cannot be changed by the minor or the appointment of a guardian for the minor, so long as the minor’s parents are living.

A married person may establish his or her residence independent of his or her spouse. A non-citizen may establish his or her residence, unless precluded by the Immigration and Nationality Act from establishing domicile in the United States. An unmarried minor alien derives his or her residence from the parent with whom the minor maintains or last maintained his or her place of abode.

Nonresident students seeking reclassification are required by law to complete a supplemental questionnaire concerning their financial dependence status.

The general rule is that a student must have been a California resident for at least one year immediately preceding the residence determination date in order to qualify as a “resident student” for tuition purposes. Please note that these students must be deemed financially independent. To be financially independent, a student cannot have been claimed as a dependent on anyone’s income tax returns within the past three years, or accepted more than \$750.00 in financial support in any form, or lived with a parent during the past three years. If a student cannot be considered financially independent, he or she cannot meet the core requirement of demonstrated financial independence necessary for reclassification from non-resident to resident.

A residence determination date is set for each academic term. At the Fullerton campus, the residence determination date for the fall term is September 20 and for the spring term is January 25.

The residence determination dates for the four stages of Cal-StateTEACH are as follows:

Stage 1	September 20
Stage 2	January 5
Stage 3	June 1
Stage 4	September 20

Questions regarding residence determination dates should be directed to the campus admissions office which can give you the residence determination date for the term for which you are registering.

There are exceptions from nonresident tuition, including:

1. persons below the age of 19 whose parents were residents of California but who left the state while the student, who remained, was still a minor. When the minor reaches age 18, the exception continues until the student has resided in the state the minimum time necessary to become a resident;
2. minors who have been present in California with the intent of acquiring residence for more than a year before the residence determination date, and entirely self-supporting for that period of time;
3. persons below the age of 19 or adults, who have lived with and been under the continuous direct care and control of an adult, not a parent, for the two years immediately preceding the residence determination date. Such adults must have been a California resident for the most recent year. The exception continues until the student has resided in the state the minimum time necessary to become a resident;
4. dependent children and spouses of persons in active military service stationed in California on the residence determination date. There is no time limitation on this exception unless the military person transfers out of California or retires from military service. If either of these events happens, the student’s eligibility for this exception continues until he or she resides in the state the minimum time necessary to become a resident;
5. military personnel in active service stationed in California on the residence determination date for purposes other than education at state-supported institutions of higher education. This exception continues until the military personnel has resided in the state the minimum time necessary to become a resident;
6. military personnel in active service in California for more than one year immediately prior to being discharged from the military. Eligibility for this exception runs from the date the student is discharged from the military until the student has resided in state the minimum time necessary to become a resident;
7. dependent children of a parent who has been a California resident for the most recent year. This exception continues until the student has resided in the state the minimum time necessary to become a resident, so long as continuous residence is maintained at an institution;
8. graduates of any school located in California that is operated by the United States Bureau of Indian Affairs, including, but not limited to, the Sherman Indian High School. The exception continues so long as continuous attendance is maintained by the student at an institution;
9. certain credentialed, full-time employees of California school districts;
10. full-time CSU employees and their children and spouses; state employees assigned to work outside the state and their children and spouses. This exception continues until the student has resided in the state the minimum time necessary to become a California resident;
11. children of deceased public law enforcement or fire suppression employees, who were California residents, and who were killed in the course of law enforcement or fire suppression duties;
12. certain amateur student athletes in training at the United States Olympic Training in Chula Vista, California. This exception continues until the student has resided in the state the minimum time necessary to become a resident;
13. federal civil service employees and their natural or adopted dependant children if the employee has moved to California as a result of a military mission realignment action that involves the relocation of at least 100 employees. This exception continues until the student has resided in the state the minimum time necessary to become a resident; and
14. state government legislative or executive fellowship program enrollees. The student ceases to be eligible for this exception when he or she is no longer enrolled in the qualifying fellowship.

The initial campus determination of residency classification is made by the Office of Admissions and Records. The final campus residency decision is made by the assistant vice president for enrollment services. Written appeals may be made to the assistant vice president in Langsdorf Hall 102.



Any student, following a final campus decision on his or her residence classification, only may make written appeal within 120 calendar days of notification of the final decision on campus of the classification to:

The California State University  
Office of General Counsel  
401 Golden Shore, 4th Floor  
Long Beach, CA 90802-4210

The Office of General Counsel may make a decision on the issue, or it may send the matter back to the campus for further review. Students classified incorrectly as residents or incorrectly granted an exception from non-resident tuition are subject to reclassification as nonresidents and payment of nonresident tuition in arrears. If incorrect classification results from false or concealed facts, the student is subject to discipline pursuant to Section 41301 of Title 5 of the California Code of Regulations. Resident students who become nonresidents, and nonresident students qualifying for exceptions whose basis for so qualifying changes, must immediately notify the Admissions Office. Applications for a change in classification with respect to a previous term are not accepted.

The student is cautioned that this summation of rules regarding residency determination is by no means a complete explanation of their meaning. The student should also note that changes may have been made in the rate of nonresident tuition, in the statutes, and in the regulations between the time this catalog is published and the relevant residence determination date.

Changes in residency for tuition purposes are not automatic. Students wishing to apply for residency reclassification may submit a request for reclassification and supporting documents to the Admission and Records Service Center (LH-114).

# Application Procedures



## APPLICATIONS PROCEDURES

How to Apply for Admission  
Impacted Programs  
Graduate and Postbaccalaureate  
Application Procedures  
Application Filing Periods  
Filing Period Duration  
Application Acknowledgement  
Hardship Petitions  
Records Retention

## INTRODUCTION

Requirements for admission to Cal State Fullerton are in accordance with Title 5, Chapter 1, Subchapter 3, of the California Code of Regulations. If you are not sure of these requirements, you should consult a high school or community college counselor or the Admissions Office.

Electronic versions of the CSU undergraduate and graduate applications are accessible on the Web at <http://www.csumentor.edu>. The CSUMentor system allows students to browse through general information about CSU's 23 campuses, view multimedia campus presentations, send and receive electronic responses to specific questions, and apply for admission and financial aid. Applying online via [www.csumentor.edu](http://www.csumentor.edu) is expected unless electronic submission is impossible, when online applications have been submitted. Application in "hard copy" form may be obtained online via [www.csumentor.edu](http://www.csumentor.edu) as a portable data format (PDF). Paper applications may be mailed to the campus admission office.

The CSU advises prospective students that they must supply complete and accurate information on the application for admission, residence questionnaire and financial aid forms. Further, applicants must when requested submit authentic and official transcripts of all previous academic work attempted. Failure to file complete, accurate and authentic application documents may result in denial of admission, cancellation of academic credit, suspension or expulsion (Section 41301 of Title 5, California Code of Regulations).

Prospective students, applying for part-time or full-time undergraduate programs of study, in day or evening classes, must file a complete application as described in the undergraduate admissions booklet or at [www.csumentor.edu](http://www.csumentor.edu). The \$55 nonrefundable application fee should be in the form of a check or money order payable to The California State University.

You may also choose to pay the application fee by credit card via the electronic application at [www.csumentor.edu](http://www.csumentor.edu). The application fee may not be transferred or used to apply to another term. The applications of persons denied admission to an impacted campus may be rerouted to another campus, but only if the applicant is CSU eligible.

The university uses the social security number to identify the student for purposes of financial aid eligibility and disbursement and the repayment of financial aid and other debts payable to the institution. Also, the Internal Revenue Service requires the university to file information returns that include the student's social security number and other information, such as the amount paid for qualified tuition, related expenses and interest on educational loans. That information is used to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes.

## HOW TO APPLY FOR ADMISSION

1. Submit an application via the Web by going to [www.csumentor.edu](http://www.csumentor.edu). Complete the application, and designate CSU, Fullerton to receive it. Submit it by following directions in the website. By applying electronically, you save time on the processing of your application.

If applying using a paper application, complete the application for admission within the announced filing period accompanied by the required application fee to:

Office of Admissions and Records  
California State University, Fullerton  
P. O. Box 6900  
Fullerton, California 92834-6900

2. **When asked to do so**, request required transcripts of records of all previous scholastic work from each school or college attended. The transcripts required at CSUF are:

**a. undergraduate applicants with fewer than 60 transferable semester units**

- (1) the high school transcript, and
- (2) an official transcript from each college or university attended.

**b. undergraduates with 60 or more transferable semester units**

- (1) an official transcript from each college or university attended.

**c. graduates**

- (1) applicants for unclassified post-baccalaureate standing with no degree or credential objective must submit a transcript from the college or university where the baccalaureate was earned. Further, one transcript from other institutions attended is required as necessary so that the university has a complete record of the last 60 semester units attempted prior to enrollment at Fullerton.
- (2) applicants for a master's degree or teaching credential, or both, must submit two copies of the transcript from each college or university attended.

*Note:* In addition, all students should have a personal set of college transcripts for advising purposes. All transcripts must be received directly from the issuing institutions and become official records of the university; such transcripts therefore cannot be returned or reissued. Foreign language transcripts must be accompanied by certified English translations.

3. All undergraduate students who have completed fewer than 59 semester or 89 quarter units of transferable work are required to submit scores from either one of two national testing programs before eligibility for admission to the university can be determined. Registration forms and test dates for either test may be obtained from school or college counselors, from the address below, or from campus testing offices. For either test, submit the registration form and fee at least one month prior to the test date.

ACT Address  
American College Testing Program, Inc.  
Registration Unit, P.O. Box 414  
Iowa City, Iowa 52243  
319-337-1270

SAT Address  
The College Board (SAT 1)  
Registration Unit, P.O. Box 6200  
Princeton, New Jersey 08541  
609-771-7588

Applicants to graduate programs must submit the scores of any qualifying examinations required in their prospective programs of study.

## IMPACTED PROGRAMS

The CSU designates programs to be impacted when more applications are received in the first month of the fall and spring filing period than the spaces available. Some programs are impacted at every campus where they are offered; others are impacted at some campuses but not all. Candidates must meet supplementary admissions criteria if applying to an impacted program.

The CSU will announce with the opening of the fall filing period which programs are impacted for the academic year. Detailed impactation information is available at <http://www.calstate.edu/SAS/impactationinfo.shtml> and via [www.csumentor.edu](http://www.csumentor.edu). That announcement will be published in the CSU Review and made available online at <http://www.calstate.edu/AR/csureview/>. Information about the supplementary criteria is also sent to program applicants.

You must file your application for admission to an impacted program during the first month of the filing period. Further, if you wish to be considered in impacted programs at two or more campuses, you must file an application to each.

Each campus with impacted programs uses supplementary admission criteria in screening applicants. Supplementary criteria may include ranking on the freshman eligibility index, the overall transfer grade point average, completion of specified prerequisite courses and a combination of campus-developed criteria. You are required to submit scores on either the SAT I or ACT and should take the tests no later than November. The supplementary admission criteria used by the individual campuses to screen applicants appear periodically in the CSU Review and are made available by the campuses to applicants who seek admission to an impacted program.

California State University, Fullerton has been declared impacted on the first-time freshman level.

## GRADUATE AND POSTBACCALAUREATE APPLICATION PROCEDURES

All graduate and postbaccalaureate applicants (e.g., Ed.D., master's degree applicants, those seeking credentials, and those interested in taking courses for personal or professional growth) must file a complete graduate application as described in the graduate and postbaccalaureate admission materials. Applicants who completed undergraduate degree requirements and graduated the preceding term are also required to submit an application and the \$55 nonrefundable application fee. To be assured of initial consideration by more than one campus, it will be necessary to submit separate applications (including fees) to each. Applications may be obtained

from the Graduate Studies Office or the Admissions Office of any California State University campus. An electronic version of the CSU graduate application is available at [www.csumentor.edu/](http://www.csumentor.edu/) and is expected unless submission of an electronic application is impossible.

### **Graduate Application Deadlines**

In most cases, applications need to be postmarked no later than March 1 for the fall semester and October 1 for the spring semester. However, deadlines may be changed for individual programs based upon enrollment projections. Check the university graduate studies website for current information, <http://www.fullerton.edu/graduate>.

### **APPLICATION FILING PERIODS**

#### *Fall Term*

Filing Period Begins: previous October.

Filing Period Duration: until application categories are filled.

#### *Spring Term*

Filing Period Begins: previous August.

Filing Period Duration: until application categories are filled.

### **FILING PERIOD DURATION**

#### *Fall Term*

Admissions categories are subject to closure anytime after November 30.

#### *Spring Term*

Admissions categories are subject to closure anytime after August 31.

Students are encouraged to consult the filing status website at [http://www.csumentor.edu/filing\\_status/Default.asp](http://www.csumentor.edu/filing_status/Default.asp).

### **APPLICATION ACKNOWLEDGMENT**

On-time applicants may expect to receive an acknowledgment from their first choice campus within several weeks of filing the application. A notice that space has been reserved will also include a request that additional records are necessary for the campus to evaluate academic qualifications. Applicants may be assured of admission if the evaluation of qualifications indicates that applicants meet CSU admission requirements and campus requirements for admission to an impacted program. Such a notice is not transferable to another term or to another campus.

### **HARDSHIP PETITIONS**

Fullerton has established procedures to consider qualified applicants who would be faced with an extreme hardship if not admitted. Prospective petitioners should write to the admissions officer and document extenuating circumstances that warrant special consideration.

### **RECORDS RETENTION**

The university retains the admissions materials for those who apply, but who for whatever reason do not enroll for two years. For those who do enroll, the university will retain the materials including transcripts of the record of work completed elsewhere for five years beyond the date of last attendance. Records of academic performance at California State University, Fullerton, including individual student records, faculty grade lists, and graduation lists are kept permanently.

# Admission Requirements

## ADMISSION REQUIREMENTS FOR FIRST-TIME FRESHMEN

### High School Graduates

You will qualify for regular admission as a first-time freshman if you:

1. have **graduated** from high school, have earned a Certificate of General Education Development (GED), or have passed the California High School Proficiency Examination; and
2. have a qualifiable eligibility index (see section regarding eligibility index); and
3. have completed for admission with grades of “C” or better in each of the courses in the comprehensive pattern of college-preparatory subjects, also known as the “a-g” pattern (see Subject Requirements):

**English** – 4 years

**Math** – 3 years including Algebra I, Geometry and Algebra II

**U.S. History and Social Science** – 2 years

**Science** – 2 years with laboratory (1 biological and 1 physical, both with labs)

**Foreign Language** – 2 years in the same language

**Visual and Performing Arts** – 1 year (art, dance, drama/theater or music)

**Electives** – 1 year

4. Subject matter requirements must be met with a “C” or better and may not be completed during the summer term immediately preceding fall admission.

### Subject Requirements

The California State University requires that first-time freshman applicants complete, with a C or better, a comprehensive pattern of college preparatory study totaling 15 units. A “unit” is one year of study in high school. Please refer to the CSUMentor website at [www.csumentor.edu](http://www.csumentor.edu) for further information on subject unit requirements

**Foreign Language Subject Requirement:** The foreign language subject requirement may be satisfied by applicants who demonstrate competence in a language other than English equivalent to or higher than expected of students who complete two years of foreign language study. Consult with your school counselor or any CSU campus admission or relations with schools office for further information. Please consult with any CSU admissions office for further information about alternative ways to satisfy the subject requirements.

### Substitutions for Disabled Students

Applicants with disabilities are encouraged to complete college preparatory course requirements. If a qualified applicant is judged unable to fulfill a specific course requirement because of a disability, alternative college preparatory courses may be substituted for specific subject requirements. Substitutions may be authorized on an individual basis after review and recommendation by an academic adviser or guidance counselor in consultation with the director of CSUF’s Disabled Student Services. Failure to complete courses required for admission may limit your later enrollment in certain majors, par-



## ADMISSION REQUIREMENTS

- Admission Requirements for First-Time Freshmen
- Admission Requirements for Undergraduate Transfer Students
- Admission Requirements for International Students
- Intensive Academic English Program
- Admission Requirements for Postbaccalaureate and Graduate Students
- Cancellation of Admission
- Readmission of Former Students

ticularly those involving mathematics. For further information and substitution forms, please contact the director of CSUF's Disabled Student Services.

### **Provisional Admission**

The university may provisionally admit first-time freshman applicants based on their academic performance through the junior year of high school and planned for the senior year. California State University, Fullerton will monitor the senior year of study of those provisionally admitted to ensure that those so admitted complete their senior year of studies satisfactorily, including the required college preparatory subjects, and graduate from high school. A final, official high school transcript should be forwarded to the Admissions Office as soon as final senior grades and the graduation date have been posted. A campus may rescind admission decisions, cancel financial aid awards, withdraw housing contracts, and cancel any university registration for students who are found not to be eligible after the final transcript has been evaluated.

### **High School Students**

Students still enrolled in high school will be considered for enrollment in certain special programs if recommended by the principal and the appropriate campus department chair and if preparation is equivalent to that required of eligible California high school graduates. Such admission is only for a given program and does not constitute the right to continued enrollment.

### **Adult Reentry Students**

Adult reentry students are expected to meet the requirements for regular admission. However, an applicant who is twenty-five years of age or older may be considered for admission outside of normal parameters if he or she has not been enrolled in college as a full-time student for more than one term during the last five years. Consideration for exceptional admission will be based upon the judgment as to whether or not the applicant is as likely to succeed as a regularly admitted freshman or transfer. This judgment will include an assessment of basic skills in the English language and mathematical computation including, but not limited to, completion of English composition and a transferable college-level math course. Interested adult students should contact the Office of Adult Reentry at 657-278-3889.

## **ADMISSION REQUIREMENTS FOR UNDERGRADUATE TRANSFER STUDENTS**

You will qualify for admission as a transfer student in a non-impacted major if you have a grade point average of 2.5 or better in all transferable units attempted, (2.0 with the majority of units from an Orange County community college) are in good standing at the last college or university attended (eligible to re-enroll) and meet additional criteria below depending upon your status as a lower-division or upper-division transfer applicant.

Please note that former CSU students who are seeking readmission after academic disqualification must meet the GPA standards in place for their major at the time of reapplication.

## **Lower-Division Transfer Admission Requirements (completed less than 60 transferable college units)**

1. Meet the admission requirements for a first-time freshman or have successfully completed necessary courses to make-up deficiencies you had in high school if you did not complete the 15-unit pattern of college preparatory subjects;
2. meet the eligibility index required of freshmen; and
3. have completed or will complete prior to transfer GE English composition and general education mathematics.

*Note:* Due to enrollment constraints, the campus may choose not to consider any applicants for admission as lower-division transfers. Please refer to the application filing status area at [www.csumentor.edu](http://www.csumentor.edu) for current filing information.

## **Upper-Division And Transfer Admission Requirements (completed 60 or more transferable college units)**

1. Have completed or will complete prior to transfer at least 30 semester units (45 quarter units) of courses equivalent to general education requirements with a grade of C or better. The 30 units must include all of the general education requirements in communication in the English language (English composition, oral communication and critical thinking) and at least one course of at least 3 semester units (4 quarter units) required in college-level mathematics; or
2. have completed the Intersegmental General Education Transfer Curriculum (IGETC) including requirements in English communication and mathematical concepts and quantitative reasoning; and
3. have completed the Lower-Division Transfer Pattern by Major (commencing for fall 2006 admission)

Based on Executive Order 918, a system-wide Lower-Division Transfer Pattern by Major includes at least 45 baccalaureate-level semester units but no more than 60 baccalaureate-level semester units. This transfer pattern will ordinarily include courses that fulfill the General Education-Breadth or Intersegmental General Education Transfer Curriculum requirements; United States history, Constitution, and American ideals requirements; and major-specific lower-division requirements.

## **Intrasystem and Intersystem Enrollment Programs**

Students enrolled at any CSU campus will have access to courses at other CSU campuses on a space available basis unless those campuses or programs are impacted or admission to the desired program or admission categories is closed. This access is offered without students being required to be admitted formally to the host campus and sometimes without paying additional fees. Although courses taken on any CSU campus will transfer to the students' home CSU campus as at least elective credit, students should consult their home campus academic advisers to determine how such courses may apply to their specific degree programs before enrolling at the host campus.

There are two programs for enrollment within the CSU and one for enrollment between CSU and the University of California or

California community colleges. Additional information about these programs is available from the Office of Admissions and Records.

#### *CSU Concurrent Enrollment*

Matriculated students in good standing may enroll on a space available basis at both their home CSU campus and a host CSU campus during the same term. Credit earned at the host campus is automatically reported to the home campus to be included on the student's transcript at the home campus.

#### *CSU Visitor Enrollment*

Matriculated students in good standing enrolled at one CSU campus may enroll on a space available basis at another CSU campus for one term. Credit earned at the host campus is reported automatically to the home campus to be included on the student's transcript at the home campus.

#### *Intersystem Cross Enrollment*

Matriculated CSU, UC or community college students may enroll for one course per term at another CSU, UC or community college and request that a transcript of records be sent to the home campus.

### **ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS**

The university is pleased to accept applications from international students. The CSU must assess the academic preparation of foreign students. For this purpose, "foreign students" include those who hold U.S. visas as students, exchange visitors, or in other non-immigrant classifications.

The CSU uses separate requirements and application filing dates in the admission of foreign students. Priority in admission is given to residents of California. Verification of English proficiency (see the section on the TOEFL Requirement for undergraduate applicants), financial resources, and academic performance are all important considerations for admission. Academic records from foreign institutions must be on file at least 8 weeks before registration for the first term and, if not in English, must be accompanied by certified English translations. Freshman applicants applying directly from overseas should have outstanding academic qualifications and meet TOEFL or IELTS score requirements.

Applicants who are graduates of foreign secondary schools must have preparation equivalent to that required of eligible California high school graduates. The university will carefully review the previous record of all such applicants and only those with promise of academic success equivalent to that of eligible California high school graduates will be admitted. Undergraduate transfers, who have completed a two-year program in an accredited institution of higher education, with a good academic record and satisfactory TOEFL or IELTS scores, shall receive priority for admission.

Postbaccalaureate applicants who have completed a bachelor's degree or its equivalent, with a strong academic record, and satisfactory TOEFL or IELTS scores from an accredited institution may be considered for admission as graduate students.

The university has established deadlines to insure the timely processing of all applications and to enable admitted applicants to make arrangements to reach the U.S. and the campus prior to orientation and registration. Early application is strongly advised due to strong demand for programs. Newly admitted students are required to take an English Placement Examination prior to enrollment in classes (mid-August for fall semester and mid-January for spring semester).

Applications may be submitted according to the following schedule:

#### **For Fall Semester**

Apply beginning October 1 of the preceding year. Application must be completed with supporting documents by March 15. Completion dates may be changed at any time due to enrollment constraints.

#### **For Spring Semester**

Apply beginning August 1 of preceding year. Application must be completed with supporting documents by October 15. Completion dates may be changed at any time due to enrollment constraints.

All international student applicants must declare a major field of study when the application is filed. Campus programs of study that receive more applications than spaces are available or have been declared impacted are not open to nonresidents, foreign or domestic.

#### **TOEFL Requirement**

All applicants, regardless of citizenship, whose native language is other than English are required to present scores for the Test of English as a Foreign Language (TOEFL) before they can be admitted to the university unless they have attended for at least three years, full-time, an educational institution at the secondary level or above where English is the principal language of instruction. Undergraduate applicants must achieve a score of 500 on the paper-based TOEFL exam or 61 on the Internet TOEFL; graduate applicants or second B.A. degree applicants a score of 550 on the paper-based exam or 213 on the computer-based TOEFL or 80 on the Internet TOEFL; graduate music applicants 560 or 220 or 83, respectively; MBA applicants 570 or 230 or 89, respectively; and graduate TESOL applicants a score of 573 or 230 or 89, respectively. Adequate performance on the TOEFL is mandatory for admission. We accept test results from the IELTS exam. The minimum score for undergraduate applicants is 5.5; most graduate applicant programs have minimum requirements ranging between 6.0 and 7.0.

As circumstances warrant minimum requirements for TOEFL scores may be changed. Current information is available at [www.csumentor.edu](http://www.csumentor.edu).

Applicants should obtain the TOEFL Bulletin of Information and registration forms well in advance. Copies of this bulletin and registration forms are often available at American embassies and consulates, offices of the United States Information Service, United States educational commissions and foundations abroad, bi-national centers, and several private organizations. Those who cannot obtain locally a TOEFL Bulletin of Information should write to: Test of English as a Foreign Language, Educational Testing Services, P.O. Box 6151, Princeton, New Jersey, USA, 08541-6151, or go to [www.ETS.org](http://www.ETS.org).

## Sponsorship

International student applicants must include a statement of financial support accompanied by a bank statement from their sponsor. Students sponsored by an international organization or home government agency must include a letter of scholarship support specifying this university and the students proposed degree and program of study.

## Transcripts

Transcripts of all educational documents in languages other than English must be accompanied by translation into English certified by independent agencies. All academic records must be received directly from the issuing institutions and become official records of the university.

## Student Visas

International student applicants who are admitted by the university will be issued form I-20 which is used to obtain an F-1 student visa from a U.S. embassy or consulate overseas. Students transferring from a U.S. institution will use form I-20 to apply for transfer authorization through the Department of Homeland Security. Arrival, orientation and registration information from the Office of International Education and Exchange will accompany the admission materials mailed to new students.

## Insurance Requirement

Effective August 1, 1995, as a condition of receiving an I-20 or DS-2019 form, all F-1 and J-1 visa applicants must agree to obtain and maintain health insurance as a condition of registration and continued enrollment in the California State University. Such insurance must be in amounts as specified by the Department of State and NAFSA: Association of International Educators. The campus president or designee shall determine which insurance policies meet these criteria. Further information may be obtained from the Office of International Education and Exchange.

## INTENSIVE ACADEMIC ENGLISH PROGRAM

The American Language Program (ALP) of University Extended Education offers an intensive academic English program for international students who want to improve their English language skills, increase their TOEFL and IELTS scores, and prepare for study at a U.S. college or university.

The ALP application is available online at <http://alp.fullerton.edu>. You may also request an ALP application by calling 657-278-8293 or emailing [alp@fullerton.edu](mailto:alp@fullerton.edu). Upon completing the ALP application, students are required to print it, sign it, and mail the application package to ALP. Be sure to include:

- Completed application form (original, with signature)
- Signature of the financial sponsor
- Bank document or scholarship verification of support funds
- Application processing fee of \$100 in the form of a cashier's check or money order payable to Cal State Fullerton
- Copy of passport information page

International students who have a strong academic background may apply for conditional admission to Cal State Fullerton. Students applying to both ALP and conditional admission to Cal State Fullerton should send all application documents to ALP. Conditional admission requires an additional month to process, as well as an additional fee. See [alp.fullerton.edu/condadmit](http://alp.fullerton.edu/condadmit) for more information.

## ADMISSION REQUIREMENT FOR POSTBACCALAUREATE AND GRADUATE STUDENTS

See admission information in the "Graduate Regulations" section of this catalog.

## CANCELLATION OF ADMISSION

A student admitted to the university for a given semester but who does not register in the specified semester will have the admission canceled. The student must file a new application form when again seeking admission and must follow the complete application procedure and meet the current admission requirements.

## READMISSION OF FORMER STUDENTS

A student previously enrolled in the university, planning to return after an absence of more than one semester, must file a new application for admission. Unless a leave of absence was granted, catalog requirements at the time of readmission will apply. Please see the "Stop-Out Policy" section in the University Regulations section of this catalog for further information on applications for readmission.

## Former Students in Good Standing

A student who left the university in good standing will be readmitted provided any academic work attempted elsewhere since the last attendance does not change his or her scholastic status. Additionally, students may be required, prior to readmission, to have fulfilled the basic subjects of General Education. Transcripts of the record of any work attempted in the interim are required.

## Former Students Who Were on Probation

A student on probation at the close of the last enrollment will be readmitted on probation provided he or she is otherwise eligible. The student must furnish transcripts of any college work taken during the absence.

## Former Students Who Were Disqualified

The readmission of a previously disqualified student is by special action only. Consideration for readmission is primarily based on evidence that the student has significantly raised the CSUF grade point average through grades in CSUF's Extended Education program. Any work since disqualification at other accredited institutions affects the cumulative grade point average but not the CSUF grade point average.

Please note that former CSU students who are seeking readmission after academic disqualification must meet the GPA standards in place for their major at the time of reapplication.



# Transfer Credits

## EVALUATION OF TRANSFER CREDITS

When a student is admitted, the Office of Admissions and Records will evaluate previous college work in relation to the requirements of Cal State Fullerton. All undergraduate degree candidates will be issued a credit summary or a degree audit report (DARS) during the first semester of attendance that serves as a basis for determining remaining requirements for the student's specific objectives. The admissions office will convert quarter units of credit transferred to the university to semester units by multiplying quarter-unit totals by two-thirds.

Once issued to a student, the evaluation remains valid as long as the student enrolls for the term specified, pursues the objective specified, and remains in continuous attendance. The student will not be held to additional graduation requirements unless such requirements become mandatory as a result of changes in the California Administrative Code or the California Education Code. If the student does not remain in continuous attendance and has not applied for and been granted a formal leave of absence, the evaluation issued upon readmission will specify the remaining requirements for the student's objectives.

In view of the foregoing regulations, the student should notify the Office of Admissions and Records immediately of a change in the objective specified in the evaluation. While the evaluation for a student remains valid, the student is held responsible for complying with all changes in regulations and procedures that may appear in subsequent catalogs.

## ACCEPTANCE OF CREDIT

Credit for work completed at accredited institutions, other than coursework identified by such institutions as remedial or in other ways as being nontransferable, will be accepted toward the satisfaction of baccalaureate degree and credential requirements at the university within limitations of residence requirements and community college transfer maximums.

## TRANSFER OF CREDIT FROM A COMMUNITY COLLEGE

Upper-division credit is not allowed for courses taken in a community college. Credential credit is not allowed for courses in professional occupational education taken in a community college. This does not invalidate credit for preprofessional courses taken at a community college, such as introduction to education, art or design, arithmetic, or music for classroom teachers. After a student has completed 70 units of college credit at a community college, no additional community college units may be accepted for unit credit.

## CREDIT BY EXAMINATION

California State University, Fullerton grants credit to those students who pass examinations that have been approved for credit system wide. These include the Advanced Placement Examinations and some CLEP examinations. Students may challenge courses by taking examinations developed at the campus. Credit shall be awarded to those who pass them successfully.



## TRANSFER CREDITS

- Evaluation of Transfer Credits
- Acceptance of Credit
- Transfer of Credit From a
  - Community College
- Credit by Examination
- Credit by Advanced Placement
- International Baccalaureate Program
- Credit for Extension and
  - Correspondence Courses
- Credit for Noncollegiate Instruction
- Credit for Prior Learning
- College Level Examination Program

## **CREDIT BY ADVANCED PLACEMENT**

Students who have successfully completed courses in the Advanced Placement Program of the College Entrance Examination Board (defined as receiving a score of 3, 4 or 5) shall be granted credit for each advanced placement course toward graduation, advanced placement in the university's sequence of courses and credit for curriculum requirements.

Cal State Fullerton grants semester units toward its undergraduate degrees for successful completion of examinations (scores of 3 or better) of the Advanced Placement Program of the College Board.

Please refer to Credit By Advanced Placement on facing page.

## **INTERNATIONAL BACCALAUREATE PROGRAM**

California State University, Fullerton recognizes the high scholastic quality of the International Baccalaureate Diploma Program. High school graduates who have participated in the program are encouraged to apply for admission, and those who have received the International Baccalaureate Diploma will be given special consideration for admission. Advanced placement and/or university credit for International Baccalaureate subject examinations may be awarded at the discretion of individual departments.

For example for a grade of 4 or better, the Departments of Modern Languages and Literatures and Mathematics award credit in the following manner:

### ***Foreign Languages***

Subject to a successful oral interview with two CSUF instructors of the target languages, and upon their recommendation:

#### ***Higher-Level Language B***

- Waiver of appropriate lower-division requirements
- 3 to 12 units of upper-division language credit
- Waiver of appropriate lower-division requirements
- 0 to 6 upper-division language credit (if 0 upper division is awarded, a minimum of 6 units of 200-level credit is recommended)

### ***Mathematics***

#### ***Higher Level***

- One semester of Calculus (Math 150A)

#### ***Subsidiary Level***

- Math 125 (GE B.4)

## **CREDIT FOR EXTENSION AND CORRESPONDENCE COURSES**

The maximum amount of credit through correspondence and extension courses that may be allowed toward the bachelor's degree is 24 units, if otherwise applicable.

## **CREDIT FOR NON-COLLEGIATE INSTRUCTION**

Cal State Fullerton grants undergraduate degree credit for successful completion of non-collegiate instruction, either military or civilian, appropriate to the baccalaureate, that has been recommended by the Commission on Educational Credit and Credentials of the American Council on Education. The number of units allowed is those recommended in the Guide to the Evaluation of Educational Experience in the Armed Services and the National Guide to Educational Credit for Training Programs. Students who have at least one year of active military service may be granted 4-12 units of undergraduate credit. As per CSU policy, every effort should be made to assure that "military" credit is used to advance individuals toward degree completion.

## **CREDIT FOR PRIOR LEARNING**

California State University, Fullerton grants up to 30 units of undergraduate credit for learning, knowledge or skills-based experience that has been documented and evaluated at a community college, according to campus policy. Requests for Credit for Prior Learning will be evaluated individually.

## **COLLEGE LEVEL EXAMINATION PROGRAM**

The university shall accept three semester units of credit for approved College Level Examination Program (CLEP) examinations, subject to minimum passing scores, provided the examination was not taken previously within one calendar year and that degree credit has not been granted for previous coursework at the equivalent or at a more advanced level than for the examination in question.

Cal State Fullerton may be able to grant additional credit or advanced standing based upon CLEP examination results. Contact the Office of Admissions and Records for additional information or visit the following website for listings of approved exams: <http://www.fullerton.edu/admissions/ProspectiveStudent/Articulation.asp>.

## CREDIT BY ADVANCED PLACEMENT

AP Exam Title	Units	Credit	General Education	Exemption
Art Studio 3-D Design	3	ART 104	GE C.1	
Art Studio-Drawing	3	ART 107A	GE C.1	
Art Studio 2-D Design	3	ART 103	GE C.1	
Art History	3	ART 201A	GE C.1	
Biology	3	BIO 101	GE B.2	
Chemistry - score of 3	4	CHEM 115 <sup>2</sup>	OR	GE B.1
- score of 4 or 5	5	CHEM 120A <sup>3</sup>		GE B.1
Chinese Language and Culture	10	CHIN 101 (5) and CHIN 102 (5)	GE C.2	
Computer Science A	3	CPSC 121 <sup>4</sup>	—	
Computer Science AB	6	CPSC 121 <sup>4</sup>	—	
		CPSC 131 <sup>4</sup>	—	
Economics: Microeconomics	3	ECON 201	GE D.1	
Economics: Macroeconomics	3	ECON 202	GE D.5	
English Language and Composition	6	ENGL 101 (3)	GE A.2	EPT
		ENGL 105 (3)	GE C.2	
English Literature and Composition	6	ENGL 101 (3)	GE A.2	EPT
		ENGL 200 (3)	GE C.2	
Environmental Science	3	GEOG 120	GE B.5	—
French Language	10	FLFR 101 (5) and FLFR 102 (5)	GE C.2	
French Literature				
Score of 3 or 4	8	FREN 102 (5) and FREN 203 (3)	GE C.2	
Score of 5	5	FREN 204 (3) and FREN 214 (2)	GE C.2	
Human Geography	3	GEOG 160 (3)	GE D.5	
German Language	10	FLGM 101 (5) and FLGM 102 (5)	GE C.2	
Government and Politics: U.S.	3	POSC 100 <sup>1</sup>	GE D.4	
Government and Politics: Comparative	3	Elective		—
History: United States	3	HIST 180	GE D.3	
Italian	5	ITAL101	GE C.2	
	5	ITAL 102	GE C.2	
Japanese Language and Culture	6	JAPN 204 (5)	GE C.2	
		Elective (1)		
Latin: Vergil	3	Elective		—
Latin: Literature	6	Complete 6 units in GE C.2	GE C.2	
Mathematics/Calculus AB				
- score of 3	3	Units in GE B.4	GE B.4	ELM
- score of 4 or 5	4	MATH 150A	GE B.4	ELM
Mathematics/Calculus BC				
- score of 3	4	MATH 150A	GE B.4	ELM
- score of 4 or 5	8	MATH 150AB (8)	GE B.4	ELM
Calculus AB Subscore	4	MATH 150A (4)	GE B.4	ELM
Music Theory	3	MUSC 100	GE C.1	
Physics B	6	PHYS 211 (3) <sup>5</sup>	GE B.1	
		PHYS 212 (3) <sup>5</sup>	GE B.5	
Physics C Mechanics	3	PHYS 225	GE B.1	
Physics C Electricity and Magnetism	5	Elective		
Psychology	3	PSYC 101	GE D.1	
Spanish Language	10	FLSP 101 (5) and FLSP 102 (5)	GE C.2	
Statistics	3	MATH 120	GE B.4	ELM
Spanish Literature				
Score of 3 or 4	8	SPAN 102 (5) and SPAN 201 (3) or SPAN 203 (3)	GE C.2	
		SPAN 204 (3) and SPAN 214 (3)	GE C.2	
Score of 5	6		GE C.2	
World History	6	HIST 110A and HIST 110B	GE C.4	
			GE D.2	

<sup>1</sup> To meet the state requirement, you must take POSC 300 in GE D.5.

<sup>2</sup> Must take CHEM 120A if you plan to take an additional course for which CHEM 120A is a prerequisite.

<sup>3</sup> May enroll in CHEM 120B or CHEM 125.

<sup>4</sup> Consult the Department of Computer Science.

<sup>5</sup> To complete requirements for PHYS 211, 212, you must successfully complete two units of PHYS 211L and 212L laboratory at CSUF.





# Registration

# Registration Information



## REGISTRATION INFORMATION

- Orientation
- Registration
- Computerized Records System
- Controlled Entry Classes
- Late Registration
- Changes in Program After Registration
- Concurrent Enrollment Outside the CSU System
- Enrollment at Other CSU Campuses
- Visitor Enrollment
- Auditors
- Disabled Students
- Veterans
- Summer Session

## ORIENTATION

Opportunities are provided for new students to obtain information relating to academic programs, student services and activities, and other aspects of university life. Information about specific programs is published separately. For first-time freshmen, New Student Orientation (NSO), including academic advising and registration, is required.

## REGISTRATION

### Online Class Schedule

A complete listing of courses offered will be found in the online Class Schedule published prior to the start of each semester. Detailed information pertaining to the semester including class enrollment and tuition and fee payment procedures is available in the online Registration Guide. Class schedule and Registration Guide information is available on the university website [www.fullerton.edu](http://www.fullerton.edu).

It is important that students familiarize themselves not only with the academic policies stated in this catalog but also with the requirements and procedures in the online Registration Guide as both are used in the selection of classes for the semester.

### Registration

Registration involves two steps: class enrollment and tuition and fee payment, and may be accomplished through TITAN Online, CSUF's Internet Web-based registration process. Students can register from home, work or on campus before the semester starts, or through late registration during the first week of instruction using the TITAN Online website. Students who need assistance with registration may call the TITAN Helpline at 657-278-7601.

Registration does not become official until all tuition and fees have been paid.

## COMPUTERIZED RECORDS SYSTEM

The student records system, including the registration process, is computerized. It is a fact of life in a large institution such as Cal State Fullerton that computerization is essential. Thus, there are requirements for data forms, code numbers, student identification numbers and for meeting precise criteria for recording data, which introduce impersonal elements in the student records system. Despite these conditions, every effort is made to provide courteous, efficient and personalized service to students and the entire university community. To assist in providing this service, students are urged to be careful and accurate in preparing forms. Accurate preparation of information will assure each student of records that are as error-free as possible.

## CONTROLLED ENTRY CLASSES

In general, all courses listed in the semester class schedule shall be available to all matriculated students except for appropriate academic restrictions as stated in the online schedule and the catalog. These restrictions, including special qualifications and other academic limitations, on class entry shall be published in the online Class Schedule as appropriate footnotes to the designated class or class section and are usually consistent with the catalog.

## **LATE REGISTRATION**

The last day to register for each semester will be announced in the online Class Schedule. Late registrants will find themselves handicapped in arranging their programs and must pay a \$25 late registration fee in addition to regular tuition and fees.

## **CHANGES IN PROGRAM AFTER REGISTRATION**

Each student is responsible for the program of courses listed at registration. Changes may be made thereafter only by following procedures announced in the online Registration Guide and the online Class Schedule.

Students may drop classes and add classes to their programs of study during the first two weeks of instruction (the specific deadline is stated in the Registration Guide and the online Class Schedule each semester). After the second week of instruction, the university expects students to complete all courses in which they are enrolled. If students must withdraw after the deadline for dropping classes published in the online Class Schedule, they are subject to the withdrawal policy contained in the "University Regulations" section of this catalog. In all instances, dropped classes must be officially dropped by the student; students not attending class are not dropped automatically. Undergraduate students will be limited to a maximum of 18 units of withdrawals ("W" on transcript) during their CSUF career. Additional Information regarding this withdrawal limit may be found on the Admissions and Records website [www.fullerton.edu/admissions](http://www.fullerton.edu/admissions).

## **CONCURRENT ENROLLMENT OUTSIDE THE CSU SYSTEM**

A student enrolled at the university may enroll concurrently for additional courses at another institution outside the CSU system without advance written approval from the student's academic adviser or the Office of Admissions and Records. Students are reminded that the study load in the proposed combined program of study may not exceed the maximum number of units authorized at this university.

## **ENROLLMENT AT OTHER CSU CAMPUSES**

Fullerton students may enroll at other campuses of The California State University either while concurrently enrolled at Cal State Fullerton or as visitors. There are certain eligibility requirements and enrollment conditions that must be met, including completion of at least one semester at Cal State Fullerton and being in good academic standing. Information and application forms may be obtained from the Office of Admissions and Records.

## **VISITOR ENROLLMENT**

Students enrolled at other campuses of The California State University may enroll at Cal State Fullerton while concurrently enrolled at their home campus or as visitors. Information about eligibility requirements, enrollment conditions and application forms are available from the Office of Admissions and Records at the home campus.

## **AUDITORS**

A properly qualified student may enroll in classes as an auditor. The student must meet the regular university admission requirements and must pay the same tuition and fees as other students. See the description of Audit in the "University Regulations" section of this catalog under "Administrative Symbols."

## **DISABLED STUDENTS**

Disabled students who require assistance should consult with Disabled Student Services prior to the announced semester registration period so that special arrangements can be made.

## **VETERANS**

California State University, Fullerton is approved, by the Bureau for Private Postsecondary and Vocational Education of the Department of Consumer Affairs, for the training of veterans and eligible persons under provisions of Title 38, United States Code. All students seeking veterans' benefits must have a degree or credential objective.

At the end of each term, any WU (withdrawal unauthorized) grades that are assigned will be reported to the Veterans Administration in the same manner as a W (withdrawal) is, which may result in a repayment requirement. Once this information is reported and you receive correspondence from the VA, you may be given the opportunity to present mitigating circumstances, if any. In addition, withdrawing or adding a class after certification may affect veterans' benefits.

Final grades for a semester may result in a student being placed on academic probation. Once probation is noted on the student records, the student's will be placed on warning. If after the following two consecutive terms, the student's academic progress remains below graduation requirements that cause him/her to remain on academic probation, the student will not be certified for VA educational benefits. Certification will resume when the student is no longer on academic probation.

## **SUMMER SESSION**

Class schedules and other information concerning summer session will be available from University Extended Education, [www.csufextension.org](http://www.csufextension.org), or the Admissions and Records Service Center, [www.fullerton.edu/admissions](http://www.fullerton.edu/admissions).

# Fee Information



## **SCHEDULE OF FEES, 2010-2011**

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fee, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU-listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.

The following reflects applicable systemwide fees for both semester and quarter campuses.

### **All Students**

Application Fee (nonrefundable), payable by check or money order at time application is made \$55

### **2010-11 Basic Tuition Fees**

For information about current fees, please visit :

<http://sfs.fullerton.edu/Feeinformation/Default.aspx>

## **FEE INFORMATION**

- Schedule of Fees 2010-11
- Category I Fees
- Category II Fees
- Category III Fees
- Category IV Fees
- Category V Fees
- Alan Pattee Scholarships
- Fee Payment
- ID Card
- Fees Waivers
- Refund of Mandatory Fees, Including Nonresident Tuition
- Services Supported by Tuition Fees
- Typical Student Expenses
- Parking Fees
- Procedure for Establishment or Abolishment of Campus-Based Mandatory Fees (Associated Students Fee)
- Consolidated Course Fees
- Average Support Costs and Sources of Funds



The Professional Program Fee is paid on a per unit basis in addition to basic tuition fees and campus fees for the following graduate business programs:

Master of Business Administration (MBA)

Master of Science (M.S.) programs in Accountancy

Master of Science (M.S.) programs in Business Administration

Master of Science (M.S.) programs in Health Care Management

Master of Science (M.S.) programs in Business and Technology

Master of Science (M.S.) programs in Information Systems

Master of Science (M.S.) programs in Taxation

### **Nonresident Students (U.S. and Foreign)**

Nonresident Tuition (in addition to basic tuition fees and other systemwide fees charged to all students) for all campuses:

	<b>Semester</b>	<b>Quarter</b>
Charge Per Unit	\$372	\$248

The total nonresident tuition paid per term will be determined by the number of units taken.

Mandatory systemwide fees are waived for those individuals who qualify for such exemption under the provisions of the California Education Code (see section on fee waivers).

Students are charged campus fees in addition to tuition fees and other systemwide fees. Information on campus fees can be found by contacting Student Financial Services at <http://sfs.fullerton.edu> or calling 657-278-2495.

### **CATEGORY I FEES**

Systemwide mandatory tuition and fees that must be paid to apply to, enroll in, or attend the university, or to pay the full cost of instruction required of some students by statute.

### **CATEGORY II FEES**

Campus mandatory fees that must be paid to enroll in or attend the university.

### **CATEGORY III FEES**

Fees associated with state-supported courses. Specifically for materials and services used in concert with the basic foundation of an academic course offering.

### **CATEGORY IV FEES**

Fees, other than Category II or III fees, paid to receive materials, services, or for the use of facilities provided by the university; and fees or deposits to reimburse the university for additional costs resulting from dishonored payments, late submissions, or misuse of property or as a security or guaranty.

### **CATEGORY V FEES**

Fees paid to self-support programs such as Extended Education, Parking and Housing including materials and services fees, user fees, fines and deposits.

### **ALAN PATTEE SCHOLARSHIPS**

Children of deceased public law enforcement or fire suppression employees who were California residents and who were killed in the course of law enforcement or fire suppression duties are not charged systemwide tuition or fees of any kind at any California State University campus, according to the Alan Pattee Scholarship Act, Education Code Section 68120. Students are responsible for campus fees. Students qualifying for these benefits need to contact the Admissions/Registrar's Office, which determines eligibility.

### **FEE PAYMENT**

MasterCard, American Express, Discover credit cards and ACH (e-check) from savings or checking accounts may be used for payment of student fees. Payments may be made online by logging into Titan Online via your student portal <http://www.fullerton.edu> and click on "Student Center." Select "Account Inquiry" to view any current balances due and follow the instructions to "Make a Payment." For other payment options please go to the Student Financial Services website at <http://sfs.fullerton.edu/>.

### **ID CARD**

The campus ID card, the TitanCard, incorporates multiple applications into a single card. The TitanCard, which bears the user's photograph, signature and CSUF logo, is designed to be the student's permanent ID card with electronic validation occurring each semester of enrollment. The card permits easy access to university facilities and services including the Pollak Library, recreation activities, several Student Affairs offices, Athletic ticket office, Titan Shops, dining and vending services, computer labs, student elections, etc. TitanTender is the debit account portion of the TitanCard, reducing the need to carry cash on campus. The card can also serve as a long distance calling card and ATM card.

### **FEE WAIVERS**

The California Education Code includes provisions for the waiver of mandatory systemwide fees as follows:

#### **Section 66025.3**

Qualifying children, spouses/registered domestic partners, or unmarried surviving spouses/registered domestic partners of a war period veteran of the U.S. military who is totally service connected disabled or who died as a result of service-related causes; children of any veteran of the U.S. military who has a service-connected disability, was killed in action, or died of a service-connected disability and meets specified income provisions; any dependents or surviving spouse/registered domestic partner who has not remarried of a member of the California National Guard who in the line of duty and in active service of the state was killed or became permanently disabled or died of a disability as a result of an event while in active service of the state; and undergraduate students who are the recipient of or the child of a recipient of a Congressional Medal of Honor and meet certain age and income restrictions.

### Section 68120

Qualifying children and surviving spouses/registered domestic partners of deceased public law enforcement or fire suppression employees who were California residents and who were killed in the course of active law enforcement or fire suppression duties (referred to as Alan Pattee Scholarships).

### Section 68121

Qualifying students enrolled in an undergraduate program who are the surviving dependent of any individual killed in the September 11, 2001 terrorist attacks on the World Trade Center in New York City, the Pentagon building in Washington, D.C., or the crash of United Airlines Flight 93 in southwestern Pennsylvania, if the student meets the financial need requirements set forth in Section 69432.7 for the Cal Grant A Program and either the surviving dependent or the individual killed in the attacks was a resident of California on September 11, 2001. Students who may qualify for these benefits should contact the Admissions/Registrar's Office for further information and/or an eligibility determination.

## REFUND OF MANDATORY FEES, INCLUDING NON-RESIDENT TUITION

Regulations governing the refund of mandatory fees, including nonresident tuition, for students enrolling at the California State University are included in Section 41802 of Title 5, California Code of Regulations. For purposes of the refund policy, mandatory fees are defined as those systemwide and campus fees that are required to be paid in order to enroll in state-supported academic programs at the California State University. Refunds of fees and tuition charges for self-support, special session, and extended education programs or courses at the California State University are governed by a separate policy established by the university.

In order to receive a full refund of mandatory fees, including nonresident tuition, a student must cancel registration or drop all courses prior to the first day of instruction for the term. Information on procedures and deadlines for canceling registration and dropping classes is available in the online Class Schedule or Student Financial Services, University Hall 180, <http://sfs.fullerton.edu>.

For state-supported semesters, quarters, and non-standard terms or courses of four (4) weeks or more, a student who withdraws during the term in accordance with the university's established procedures will receive a refund of mandatory fees, including nonresident tuition, based on the portion of the term during which the student was enrolled. No student withdrawing after the 60 percent point in the term will be entitled to a refund of any mandatory fees or nonresident tuition.

For state-supported non-standard terms or courses of less than four (4) weeks, no refunds of mandatory fees and nonresident tuition will be made unless a student cancels registration or drops all classes prior to the first day in accordance with the university's established procedures and deadlines.

Students will also receive a refund of mandatory fees, including nonresident tuition, under the following circumstances:

- The fees were assessed or collected in error
- The course for which the fees were assessed or collected was cancelled by the university
- The university makes a delayed decision that the student was not eligible to enroll in the term for which mandatory fees were assessed and collected and the delayed decision was not due to incomplete or inaccurate information provided by the student
- The student was activated for compulsory military service

Students who are not entitled to a refund as described above may petition the university for a refund demonstrating exceptional circumstances and the chief financial officer of the university or designee may authorize a refund if he or she determines that the fees and tuition were not earned by the university.

Information concerning any aspect of the refund of fees may be obtained from Student Financial Services, University Hall 180, 657-278-2495.

### Services supported by Tuition Fees

Undergraduate, Credential Program, Graduate/Post-Baccalaureate and Doctorate Tuition Fees provides financing for the following student services:

- Social and Cultural Development Activities – Provides for the coordination of various student activities, student organizations, student government and cultural programs
- Counseling – Includes the cost of counselors' salaries and clerical support, plus operating expenses and equipment
- Testing – Covers the cost of test officers, psychometrists, clerical support, operating expenses and equipment
- Placement – Provides career information to students and faculty for academic program planning and employment information to graduates and students
- Financial Aid Administration – Includes the cost of the counseling and business services provided in connection with the financial aid programs
- Health Services – Provides health services to students and covers the cost of salaries of medical officers and nurses and related clerical and technical personnel, as well as operating expenses and equipment
- Housing – Supports personnel who provide housing information and monitor housing services available to students
- Student Affairs Administration – Covers 50 percent of the cost of the Office of the Vice President for Student Affairs, which has responsibility for the overall administration of student services

## TYPICAL STUDENT EXPENSES 2011-2012

Typical school year budgets for California residents vary widely. Room and board allowances for nine months range from \$4,357 for students living at home to \$10,300 for students living on campus and \$12,000 for students living off campus. The allowance for books and supplies is \$1,656. Total yearly costs include allowances for tuition and fees, books and supplies, room and board, transportation and miscellaneous personal expenses and range from \$15,743 for a student living at home to \$21,596 for a student living on campus and \$23,396 for a student living off campus. Non-resident students must also allow for non-resident tuition fees in addition to the costs listed above. Further details on student costs are available from the Office of Financial Aid (UH 146).

	Commuter	Dorm	Apt.
Tuition Fees	\$ 5,540	\$ 5,540	\$ 5,540
Books & Supplies	1,656	1,656	1,656
Room/Board	4,347	10,300	12,000
Misc.	2,900	2,900	2,900
Transportation	1,300	1,200	1,300
Total	\$15,743	\$21,596	\$23,396

## PROCEDURE FOR THE ESTABLISHMENT OR ABOLISHMENT OF CAMPUS-BASED MANDATORY FEES (ASSOCIATED STUDENTS FEE)

The law governing the California State University provides that fees defined as mandatory, such as a student body association fee and a student body center fee, may be established. A student body association fee must be established upon a favorable vote of two-thirds of the students voting in an election held for this purpose (Education Code, Section 89300). A student body center fee may be established only after a fee referendum is held which approves by a two-thirds favorable vote the establishment of the fee (Education Code, Section 89304). The Associate Students Fee was established at Cal State Fullerton by student referendum in December 1959. The campus president may adjust the same fee only after the fee adjustment has been approved by a majority of students voting in a referendum established for that purpose (Education Code, Section 89300). The required fee shall be subject to referendum at any time upon the presentation of a petition to the campus president containing the signatures of 10 percent of the regularly enrolled students at the university. Once bonds are issued, authority to set and adjust the Associate Students Fee is governed by provisions of the State University Revenue Bond Act of 1947, including, but not limited to, Education Code sections 90012, 90027, and 90068. The Associated Students Fee supports a variety of cultural and recreational programs, childcare centers, and special student support programs.

The process to establish and adjust other campus-based mandatory fees requires consideration by the campus fee advisory committee and a student referendum. The campus president may use alternate consultation mechanisms if he/she determines that

a referendum is not the best mechanism to achieve appropriate and meaningful consultation. Results of the referendum and the fee committee review are advisory to the campus president. The president may adjust campus-based mandatory fees but must request the chancellor to establish a new mandatory fee. The president shall provide to the fee advisory committee a report of all campus-based mandatory fees. The campus shall report annually to the chancellor a complete inventory of all campus-based mandatory fees.

For more information or questions, please contact the Budget Office in the CSU Chancellor's Office at (562) 951-4560.

## CONSOLIDATED COURSE FEES

A \$25.00 per semester "Consolidated Course Fee" includes all individual miscellaneous course fees other than those for travel and field trip expenses, event and facility admissions, sports equipment and musical instruments (including rentals). This fee will be charged as part of the "basic fees" due on or before the pertinent tuition and fee deadline. Course fees not covered by the Consolidated Course Fee are listed and described in the "Footnotes" sections that follow the class listings in the online Class Schedule. Information as to the amount and payment of these fees will be provided before or on the first day of classes. For questions concerning the Consolidated Course Fee, please contact Student Financial Services at [sfs@fullerton.edu](mailto:sfs@fullerton.edu).

## AVERAGE SUPPORT COST PER FULL-TIME EQUIVALENT STUDENT AND SOURCES OF FUNDS

The total support cost per full-time equivalent student (FTES) includes the expenditures for current operations, including payments made to students in the form of financial aid, and all fully reimbursed programs contained in state appropriations. The average support cost is determined by dividing the total cost by the number of FTES. The total CSU 2010-11 budget amounts were \$2,617,435,000 from state General Fund appropriations (not including capital outlay funding), \$1,244,603,000 from net basic tuition fee revenue, and \$320,211,000 from other fee revenues and reimbursements for a total of \$4,182,249,000. The number of projected 2010-11 FTES is 339,873 resident and 14,509 non-resident students. FTES is determined by dividing the total academic student load by 15 units per term (the figure used here to define a full-time student's academic load).

The 2010-11 average support cost per FTES based on General Fund appropriation and net basic tuition fee revenue only is \$11,213 and when including all sources as indicated below is \$12,117. Of this amount, the average net basic tuition fee revenue and other income and reimbursements per FTES is \$4,416, which includes all fee revenue in the CSU Operating Fund (e.g. tuition fees, application fees, other miscellaneous fees, and reimbursements).

2010-11	Amount	Average Cost per FTES	Percentage
Total Support Cost	\$4,182,249,000	\$12,117	100%
• State Appropriation <sup>1</sup>	2,617,435,000	7,701	64%
• Net Basic Tuition Fee Revenue <sup>2</sup>	1,244,603,000	3,512	29%
• Other Income & Reimbursements <sup>2,3</sup>	320,211,000	904	7%

<sup>1</sup>State Appropriation includes a decrease of \$106 million reflecting a shift of costs on a one-time basis to the federal American Recovery and Reinvestment Act State Fiscal Stabilization Fund.

<sup>2</sup>Net Basic Tuition fee revenue and other income represents campus 2010-11 budgets submitted November 2010.

<sup>3</sup>Other income and reimbursements represent campus “other fee” 2010-11 final budget revenues submitted, as well as reimbursements in the CSU Operating Fund.

The average CSU 2010-11 academic year, resident, undergraduate student basic tuition fee and other mandatory fees required to apply to, enroll in, or attend the university is \$5,285. However, the costs paid by individual students will vary depending on campus, program, and whether a student is part-time, full-time, resident, or nonresident.

## PARKING FEES

Updated parking fees and penalties, as well as the parking fee refund schedule are available at the Parking and Transportation Services website [www.parking.fullerton.edu](http://www.parking.fullerton.edu) or call 657-278-3082.

Semester parking pass (non-reserved space):

	Fall 2011	Spring 2012	Summer 2012	Fall 2012	Spring 2013	Summer 2013	Fall 2013
Regular and limited students (4-wheeled vehicle)	\$220	\$220	\$147	\$220	\$220	\$147	\$229
Regular and limited students (2-wheeled vehicle)	\$75	\$75	\$50	\$75	\$75	\$50	\$100

Daily parking permit \$8.00/day

Short Term Parking Parking Rate

0-1 hour \$2

1 hour – 2 hours \$4

Parking violation penalty – \$80.00 to \$350 depending on violation.

# Financial Aid

## INTRODUCTION

Financial Aid refers to a wide variety of programs designed to assist students in meeting the cost of attendance at California State University, Fullerton. These programs include gift aid in the form of scholarships and grants which do not require repayment or performance of work; student loans, which require repayment over a period of time at a specified interest rate; and employment programs through Federal Work-Study. The Emergency Loan program also provides students with resources to meet unusual or unexpected emergencies through a short-term loan.

For general information including application procedures, deadlines, workshops offered, and types of aid available, visit our website at [www.fullerton.edu/financialaid](http://www.fullerton.edu/financialaid). If you have questions or need further information, contact the Office of Financial Aid.

## ELIGIBILITY REQUIREMENTS

The following eligibility requirements apply to federal and state financial aid programs. Separate requirements apply to emergency loans and scholarships.

Demonstration of financial need is a primary requirement for many types of financial aid. A federal need analysis formula establishes the “expected family contribution” based on the size of the family, the number in college, tax filing status, income and assets. Financial need is that portion of the CSUF cost of attendance that is not met by the expected family contribution and any outside resources such as scholarships and tuition fee waivers.

Some financial aid programs, including unsubsidized student and parent loans, private education loans, emergency loans and some scholarships do not necessarily require the demonstration of financial need. We require all students to apply for need-based financial aid first and to explore other options as well.

All applicants for federal and state financial aid are required to:

1. be a U.S. citizen, national or permanent resident of the U.S. Eligible students also include some citizens of the Marshall Islands and permanent residents of the Trust Territories, as well as other eligible non-citizens who can document their status in the United States as other than for a temporary purpose;
2. be enrolled or accepted for enrollment to an eligible program of study leading to a degree, certificate or recognized credential offered by the institution. Many financial aid programs require at least half-time enrollment (the equivalent of 6 undergraduate units);
3. maintain satisfactory academic progress in the course of study according to the standards and practices of the university;
4. have no student loan in default or refund owed on a federal grant previously received for attendance at any college or university;
5. complete a Free Application for Federal Student Aid (FAFSA), and submit all documentation requested by the Office of Financial Aid;



## FINANCIAL AID OFFICE

University Hall 146  
657-278-3125  
[www.fullerton.edu/financialaid](http://www.fullerton.edu/financialaid)

## FINANCIAL AID

Eligibility Requirements  
Scholarships and Institutional Grants  
State Grants  
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Students Receiving Aid  
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6. be registered for the Draft with the Selective Service or certify that he/she is not required to register. The federal Military Selective Service Act (the "Act") requires most males residing in the United States to present themselves for registration with the Selective Service System within thirty days of their eighteenth birthday. Most males between the ages of 18 and 25 must be registered. Males born after December 31, 1959, may be required to submit a statement of compliance with the Act and regulations in order to receive any grant, loan or work assistance under specified provisions of existing federal law. In California, students subject to the Act who fail to register are also ineligible to receive any need-based student grants funded by the state or a public postsecondary institution. Selective Service registration forms are available at any U.S. Post Office, and many high schools have a staff member or teacher appointed as a Selective Service Registrar. Applicants for financial aid can also request that information provided on the Free Application for Federal Student Aid (FAFSA) be used to register them with the Selective Service. Information on the Selective Service System is available and the registration process may be initiated online at <http://www.sss.gov>;
7. provide valid Social Security number; and
8. have a high school diploma or recognized equivalent.

## **SCHOLARSHIPS AND INSTITUTIONAL GRANTS**

### **Scholarships**

CSUF scholarships and awards are given to students to honor outstanding achievement and may or may not take financial need into consideration. Some CSUF scholarships are open to all students; these are known as "university scholarships." Other scholarships are open only to students who meet certain specific requirements such as major, career goal, or who live in a certain geographical area. In accordance with the laws of the State of California, CSUF is committed to providing equal opportunities to all students without regard to their race, ethnicity, gender or national origin.

Most scholarship applications are due the last weekday in February. Generally, recipients are selected during the spring semester for the next academic year. For full details regarding scholarship requirements and deadlines, visit our website at [www.fullerton.edu/financialaid](http://www.fullerton.edu/financialaid) and click on the "scholarships" link.

### **Educational Opportunity Program Grant (EOPG)**

The Educational Opportunity Program Grant of the California State University system is available to undergraduate students who are residents of California and who are officially enrolled in EOP (contact the EOP Office for program enrollment procedures). EOP grants range from \$200 to \$800 per year.

### **State University Grant (SUG)**

The State University Grant of the California State University system is available for graduate and undergraduate students who are residents of California. All applicants who file a FAFSA and have a low expected family contribution will be considered for this grant.

## **STATE GRANTS**

### **Cal Grant A and B**

The State of California, through the California Student Aid Commission, administers grant programs for undergraduates seeking a post-secondary education. To qualify for Cal Grant A or B, a student must be a California resident attending an eligible school or college within the state, must be making satisfactory academic progress, and must not owe a refund on any State or Federal grant or have defaulted on a student loan.

First-time applicants for Cal Grant funds are required to complete a Free Application for Federal Student Aid (FAFSA) no later than March 2 prior to the fall semester for which the grant will be used and verify their GPA by March 2. The GPA verification form is available online at [www.csac.ca.gov](http://www.csac.ca.gov).

Cal Grant A is designed to assist low- and middle-income students with the cost of tuition and fees. Recipients are selected on the basis of financial need and grade point average. This grant is to be used for tuition fees but may not fully cover all tuition and fees.

Cal Grant B is available to low-income students with at least a 2.0 GPA. An access grant of up to \$1,551 is provided to help with such educational expenses as books, transportation, and room and board. Second, third and fourth year Cal Grant B recipients generally receive assistance with tuition and fees in addition to the \$1,551 access grant.

## **FEDERAL PROGRAMS**

### **Federal Pell Grant**

The Federal Pell Grant program is the largest of all federal student grant programs and is the "foundation" of all forms of student assistance. Pell Grants are available to undergraduates who have not already obtained a bachelor's degree. The amount of the grant is based on family contribution and ranges from \$200 to \$5,550 for students enrolled full time. Payments are adjusted for less than full-time enrollment. Students who file a Free Application for Federal Student Aid (FAFSA) are automatically considered for a Federal Pell Grant.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

The Federal Supplemental Educational Opportunity Grant supplements other forms of financial assistance offered to an eligible student. Applicants must meet all other eligibility requirements. Although designed to meet the needs of undergraduate students with the greatest amount of need, FSEOG funds are provided to schools and colleges by the federal government. Awards to students are made according to the school's awarding practices. Priority in awarding FSEOG funds must be given to Pell Grant recipients. Award amounts to CSUF students range from \$100 to \$800.

### **Professional Program Fee Grant**

The Professional Program Fee Grant is available to students admitted to a graduate business program. Students with a high to moderate need are evaluated for eligibility. The amount of the grant is tied directly to the fee assessed on ALL courses taken while enrolled in the advanced business degree program.

## Federal Perkins Loans

Federal Perkins Loans are low-interest loans (5 percent interest) available to undergraduate and graduate students. Based on their demonstrated financial need, students may borrow up to \$4,000 each academic year and up to a maximum borrowing limit of \$20,000 for completing an undergraduate degree; and up to \$8,000 for any student who has not completed two academic years of undergraduate work. The combined borrowing limit for completion of undergraduate and graduate study is \$40,000. Availability of funds is dependent on repayment of the school's previous borrowers and annual federal allocations to the program. Generally, Perkins loan awards at CSUF range from \$200 to \$2,400. Interest does not accrue on the loan, and no repayment is due while the student is enrolled at least half-time. Repayment begins nine months following graduation, withdrawal, or enrollment below half-time status. A hold will be placed on your transcripts until you complete an Exit Interview. You may get a temporary enrollment release from Student Financial Services if you need transcripts before you leave the university.

## Federal Work-Study

The Federal Work-Study program provides students with employment opportunities both on and off campus. Eligibility for the program is based on the student's demonstrated financial need. Students awarded Federal Work-Study receive an allocation of funds to be earned through part-time employment with an approved employer. The hourly wage will depend on the type of job. Students can take advantage of this employment opportunity to work in areas related to their studies or to perform community service work to minimize their student loan borrowing. Undergraduates and graduate students are eligible to participate in the program.

## Federal Direct Loans

A Federal Direct Loan is a long-term loan that students borrow from federal government. The loans are guaranteed and insured by the federal government.

Federal Direct Loans are available both "subsidized" and "unsubsidized." To qualify for a subsidized loan, the student must demonstrate financial need according to the federal need analysis formula. The federal government pays the interest on subsidized loans while the student is enrolled at least half-time and during the six-month grace period prior to repayment. Unsubsidized loans are available to all eligible students regardless of income and assets. Borrowers may choose to pay the interest on the unsubsidized loan while in school or to allow the interest to accrue and be paid along with the principal when repayment begins.

- The amount and type of Federal Direct Loan a student may borrow depends on the student's dependency status, financial need, and year in school.
- Dependent undergraduate students may borrow up to \$5,500 for the freshman year (with no more than \$3,500 subsidized), up to \$6,500 for the sophomore year (with no more than \$4,500 subsidized), and up to \$7,500 for the remainder of the undergraduate program (with no more than \$5,500 subsidized). The aggregate

loan limit for dependent undergraduates is \$31,000 of which no more than \$23,000 may be subsidized.

- Independent undergraduates may borrow up to \$9,500 for the freshman year (with no more than \$3,500 subsidized), up to \$10,500 for the sophomore year (with no more than \$4,500 subsidized), up to \$12,500 for the remainder of the undergraduate program (with no more than \$5,500 subsidized), and up to \$12,500 for students enrolled in coursework necessary for a professional credential or certification for employment as a teacher (with no more than \$5,500 subsidized). The aggregate loan limit for independent undergraduates and teaching credential students is \$57,500 of which no more than \$23,000 may be subsidized.
- Graduate students may borrow up to \$20,500 annually (with no more than \$8,500 subsidized). The aggregate loan limit for graduate students is \$138,500, including amounts borrowed for undergraduate study, of which no more than \$65,500 may be subsidized.

## Federal Direct PLUS Parent Loans

The Direct PLUS Parent Loan program is a loan designed to assist parents in meeting the educational costs of their dependents. The parent is the borrower and is responsible for repayment of the loan. The PLUS program is designed for families who either do not qualify for other forms of financial assistance or who can meet the additional burden of loan payments.

Parents who do not have an adverse credit history may be eligible to borrow up to the total cost of the student's education, minus any other financial aid received by the student. The PLUS interest rate is fixed at 7.9 percent. Repayment of the loan begins within 60 days of the disbursement of the loan. Parents must repay both interest and principal and should check <http://studentaid.ed.gov> concerning deferment options.

## Graduate PLUS Loans

Graduate PLUS loans are available to eligible graduate and professional students who do not have an adverse credit history. Students may borrow up to the cost of attendance minus other financial aid. The Graduate PLUS loan interest rate is fixed at 7.9 percent. Repayment begins within 60 days of the final disbursement of the loan; however, graduate students may request a PLUS Loan forbearance while in school.

## APPLICATION PERIODS

March 2 is the deadline for priority processing for the following academic year. Consult with the Office of Financial Aid for more specific deadlines.

## Emergency Loans

Emergency loans are available from the first day of classes until 30 days before the end of the semester.

## Bureau of Indian Affairs Grants

Consult with the BIA for exact dates. The application deadline is usually in mid-June.

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS RECEIVING AID**

### **Rights**

All students are entitled to and are guaranteed fair and equitable treatment in the awarding of financial aid. In addition, there shall be no discrimination of any kind. Appeals procedures exist for anyone who feels that a violation has occurred; consult with the director of financial aid for details.

All students have the right to receive full and open information about various financial aid programs and their eligibility. In addition, they have the right to know the selection and review processes used in awarding financial aid.

All students have the right to know the costs of attending the institution, the refund policies in case of withdrawal from the university, the academic programs offered by the university, the faculty and physical facilities of the institution, and data regarding student retention at the university.

The director of Financial Aid will provide the following information concerning student financial assistance upon request (University Hall 146, phone: 657-278-3125):

1. student financial assistance programs, including state grants, available to students who enroll at CSU, Fullerton;
2. the procedures and forms by which application for student financial assistance is made;
3. the student eligibility requirements for financial assistance and the criteria used in determining how financial assistance is distributed among eligible applicants who enroll at CSU, Fullerton;
4. the right and responsibilities of receiving financial assistance, including aid provided under federal Title IV student assistance programs, and criteria for continued student eligibility under each program;
5. the standards the student must meet to make satisfactory progress for the purpose of establishing and maintaining eligibility for financial assistance, and the criteria to reestablish eligibility;
6. the method by which financial assistance disbursements will be made to students and the frequency of those disbursements;
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. CSU Fullerton's responsibility to provide and collect exit counseling information for all student borrowers under the federal student loan programs; and
10. the terms and conditions for deferral of loan payments for qualifying service under the Peace Corps Act, the Domestic Volunteer Service Act of 1973, or comparable volunteer community service.

The following information concerning the cost of attending California State University, Fullerton, is available from the director of Financial Aid, University Hall 146, 657-278-3125:

- Tuition and fees (where applicable)
- Estimated costs of books and supplies
- Estimates of typical student room and board costs and typical commuting costs
- If requested, additional costs for specific programs

To ensure compliance with federal regulations to disclose information as required under the Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act-2008, consumer information can be found on the campus homepage, [www.fullerton.edu](http://www.fullerton.edu). Consumer information is also available in the Student Self Service area of the Student Portal. A paper copy of the information can be obtained by contacting the vice president of Student Affairs, 657-278-3221.

The following information may be obtained from departments as indicated:

1. Information regarding special facilities and services available to students with disabilities may be obtained from the Disabled Student Services Office, University Hall 101 or by calling 657-278-3117.
2. Information concerning CSU Fullerton policies, procedures and facilities for students and others to report criminal actions or other on-campus emergencies may be obtained from the University Police at 657-278-2515.
3. Information concerning CSU Fullerton annual campus security report may be obtained from the University Police at 657-278-2515 or referencing [police.fullerton.edu](http://police.fullerton.edu).
4. Information concerning the prevention of drug and alcohol abuse and rehabilitation programs may be obtained from the health educator in the Student Health Center, at 657-278-2800.
5. Information regarding student retention and graduation rates at CSU, Fullerton and, if available, the number and percentage of students completing the program in which the student is enrolled or has expressed interest may be obtained from the Office of Institutional Research and Analytical Studies in McCarthy Hall 136.
6. Information concerning athletic opportunities available to male and female students and the financial resources and personnel that CSU Fullerton dedicates to its men's and women's teams may be obtained from the Athletics Department, Titan House, at 657-278-3058.
7. 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 Vice President for Student Affairs Office, Langsdorf Hall 805, at 657-278-3221.



8. Information concerning teacher preparation programs at CSU Fullerton, including the pass rate on teacher certification examinations, may be obtained from the data analyst in the College of Education, College Park 540, at 657-278-3352.

### Responsibilities

All financial aid recipients agree to carry and complete a specific number of units each semester, to report graduation or withdrawal from the university, and to notify the Office of Financial Aid of any changes in their financial or marital status. Students who accept financial aid agree to report to the Office of Financial aid any additional resources received including, but not limited to, scholarships, stipends, tuition and fee waivers or reimbursements, and grants from outside sources.

Recipients of financial aid must use the funds only to meet education costs. Any other use of the funds is prohibited by law.

Students who are receiving financial aid must maintain satisfactory academic progress. See the section below for details.

### SATISFACTORY ACADEMIC PROGRESS STANDARDS

All students, including financial aid recipients, must maintain scholastic academic progress as outlined in the California State University, Fullerton catalog.

Federal and state regulations governing student financial aid programs require the university to ensure that each student who is receiving financial aid maintains satisfactory academic progress (SAP) toward a degree objective. These regulations allow the institution to set the standards of SAP as long as “those standards are reasonable, are applied consistently and are at least as strict as the requirements for all students, and measure progress toward the degree for all periods of enrollment regardless of whether the student is receiving financial aid.” As required, a quantitative and qualitative measurement has been defined. The policy is subject to change based on revision mandated by federal law. Refer to the Office of Financial Aid website for updates, [www.fullerton.edu/financialaid](http://www.fullerton.edu/financialaid).

#### Quantitative Measurement

At CSUF, all undergraduate programs are four-year programs but for purposes of defining the quantitative measurement for SAP, a maximum time frame of six full-time academic years of work attempted is allowed. Students are expected to complete their educational objective, degree or certificate according to the following schedule:

<i>Required for Degree</i>	<i>Max. Attempted Units</i>
Undergraduate:	
120 units or more, depending upon program (B.A.).....	180
Graduate:	
30 or more depending upon Program.....	45

Students are not eligible to receive financial assistance at CSUF once they have reached or exceeded the maximum number of attempted units as described above. Undergraduate students are allowed a maximum of 180 units; graduate or post-baccalaureate students are allowed a maximum of 45 units. The unit maximum for undergraduates includes all units attempted at CSUF, as well as all transferable units attempted at other colleges and universities, even those in excess of the number accepted by CSUF for transfer credit. Some academic programs require more than the standard number of units; a list of those programs and their maximum allowed units is available in the Satisfactory Academic Progress policy available on the Financial Aid website at [www.fullerton.edu/financialaid](http://www.fullerton.edu/financialaid). A student who cannot complete his/her objective within the maximum attempted units is not eligible for any financial aid from any federal or state source, including loans. A unit cap appeal process is available for students who have reached the maximum. As described on the Unit Cap Appeal form, the appeal requires a detailed statement of extenuating circumstances leading to excess units, evidence of progress toward completing the academic program, and documentation of remaining coursework to complete the program.

#### Qualitative Measurement

CSUF uses a 75 percent completion rate (the “75-percent rule”) as the qualitative SAP standard. Students earning passing grades for at least 75 percent of attempted units are considered to be maintaining SAP.

CSUF does not impose a minimum number of units each semester, although most financial aid programs require at least 6 units per semester (half-time status) to receive funds. Therefore, a student may decide each semester how many units to attempt. In deciding, factors such as employment, course difficulty, family responsibilities and academic probation should be considered. There is a four-week period each term to establish an enrollment status. On census date, the 20th day of instruction, units are “frozen,” and it is on this basis that satisfactory academic progress is calculated.

#### The 75-Percent Rule

The student’s census attempted units (“frozen units”) for the preceding summer, fall and spring semesters are added together, and grades are reviewed to calculate percentage of earned units. TO MAINTAIN UNRESTRICTED ELIGIBILITY FOR FINANCIAL AID, 75 PERCENT OF ATTEMPTED UNITS MUST BE EARNED.

#### Determination of Units Completed

The following grades are counted as successfully completed units: A, B, C, D, CR (credit).

RP (Report in Progress) grades are considered as units completed for all courses numbered 100 or above. A grade of RP in remedial courses, i.e., those numbered below 100, is not considered completed units.

The following grades will count as units attempted but will not count as units completed: F, NC (No Credit), W (Withdrawal), I (Incomplete), WU (Withdrawal Unauthorized).

If a grade is changed after the official posting for a semester, it is the student's responsibility to bring verification of the change to the Office of Financial Aid.

A repeated course in which the student initially received a D or better will count as units attempted or completed since an improved grade will only result in a grade change and not additional unit credit. A repeated course in which a student withdrew or received an unofficial withdrawal or grade of "F" will count as units attempted and completed.

Remedial courses will be considered as units completed for purposes of reviewing a student's satisfactory academic progress only when the university or department requires a student to take a remedial course(s) as part of his/her program whether or not the student receives unit credit towards graduation. A maximum of 30 units is allowed.

### **Termination**

If a student earns less than 75 percent of attempted units, the student's eligibility is terminated for the following year. At the end of the following year, if the student earns at least 75 percent of attempted units, the student will have met the qualitative measurement and can apply for financial aid.

### **Successful Completion Requirement**

In order to maintain satisfactory academic progress, each student must have a minimum cumulative C average or an academic standing consistent with the institution's requirements for graduation. This requirement is in addition to the requirement that a student maintain scholastic academic progress at the end of each semester as defined by California State University, Fullerton. CSUF academic probation and disqualification standards permit students to enroll while on probation with the following minimum grade point averages: Seniors must have a cumulative grade point average of 1.85 or higher (fall) or 1.95 or higher (spring); juniors must have a cumulative grade point average of 1.70 or higher (fall) or 1.85 or higher (spring); sophomores must have a cumulative grade point average of 1.40 or higher (fall) or 1.70 or higher (spring); and freshmen must have a cumulative grade point average of 1.0 or higher (fall) or 1.5 or higher (spring).

As a result, a student who meets these minimum grade point averages will be considered to be making satisfactory academic progress.

### **Semester Grade Review**

Even though California State University, Fullerton will measure satisfactory academic progress according to the number of units successfully completed at the end of each academic year, federal financial aid program regulations require each college and university to determine that a student is maintaining satisfactory academic progress each payment period and each time it certifies a Stafford

Loan. To meet this requirement, a student will have been certified as having made satisfactory academic progress for payment purposes at the end of the fall semester if the student meets the "qualitative standards" as outlined above.

### **Failure to Maintain Satisfactory Academic Progress**

A student who fails to maintain the qualitative or quantitative measurement standards will be defined as having failed to maintain satisfactory academic progress and will be ineligible to receive any federal or state financial aid.

### **Re-qualification of Financial Aid Eligibility**

At the end of the following year, if the student earns at least 75 percent of their attempted units, the student will automatically re-qualify for financial aid.

### **Changes in Federal Law**

Federal guidelines related to a school's Satisfactory Academic Progress are subject to change based upon revisions to federal laws. Refer to the Office of Financial Aid website for the most current Satisfactory Academic Progress Policy, [www.fullerton.edu/financialaid](http://www.fullerton.edu/financialaid).

### **Appeal Process**

Students have the right to appeal a financial aid eligibility termination or unit cap termination by presenting a written appeal with documentation of mitigating circumstances.

1. Complete a SAP appeal form;
2. explain the circumstances which contributed to failure to make SAP;
3. document the circumstances; and
4. state the steps that have been taken to improve future academic performance.

Allow 2-3 weeks for the SAP Appeals Committee to evaluate and to provide a written response.

### **REFUND POLICY**

CSU, Fullerton's policies regarding refunds for financial aid recipients are in accordance with federal Title IV student assistance program regulations. Information concerning the refund policies for the return of unearned tuition and fees or other refundable portions of institutional charges is available from the director of Financial Aid in University Hall 146, phone 657-278-3125. As stated in the appropriate CSUF online Class Schedule or Registration Guide, a student may be entitled to a refund of fees if he/she withdraws from the university or drops units. However, if the student received financial aid, the fee refund may be credited partially or completely to the appropriate financial aid account(s).

## TUITION AND FEE REFUNDS AND RETURN OF TITLE IV FUNDS

Information on policies regarding tuition and fee refunds and the return of federal Title IV student assistance as required by regulation is available from the director of Financial Aid in University Hall 146, phone 657-278-3125. Financial aid recipients who are considering withdrawal should visit the Office of Financial Aid for an estimate of the amount of financial aid that would have to be repaid. Since financial aid funds are awarded to help students meet their educational costs, financial aid is first used for direct institutional costs (tuition and fees). If a student withdraws before completing at least 60 percent of the term\*, he or she may have to repay any "unearned" portion of the financial aid received. (Unearned aid is calculated using the percentage of days in the term following the last date of attendance.) A financial aid student who withdraws on or before the 60 percent point in the term is eligible to receive a refund of tuition and fees; however, the refund may be applied to reduce the amount of unearned aid the student is required to repay. See examples on following page.

In these examples, the student received \$2,425 in federal grants and \$2,750 in subsidized Federal Direct Loan. The following examples illustrate the amount the student would owe based on three different withdrawal dates (dollar amounts shown are approximate).

	<b>Example 1</b>	<b>Example 2</b>	<b>Example 3</b>
<b>WITHDRAWAL ON</b>	<b>4th day of term</b>	<b>13th day of term</b>	<b>20th day of term</b>
TOTAL federal aid disbursed	\$5,175.50	\$5,175.50	\$5,175.50
Earned financial aid	<u>-\$ 186.30</u>	<u>\$ 600.30</u>	<u>\$ 926.33</u>
"Unearned" aid	\$4,988.70	\$4,574.70	\$4,248.67
Minus amount returned to			
Direct Loan Program by CSU	<u>-\$1,450.82</u>	<u>\$1,330.42</u>	<u>\$1,235.61</u>
Remaining unearned aid	\$3,537.88	\$3,244.28	\$3,013.06
<b>STUDENT MUST REPAY THESE AMOUNTS:</b>			
Reimbursement for loan funds returned by CSUF	\$1,450.82	\$1,330.42	\$1,235.61
Plus repayment of unearned federal grant fund	<u>+\$1,026.20</u>	<u>\$ 612.20</u>	<u>\$ 286.17</u>
Total student owes to CSUF	\$2,477.02	\$1,942.62	\$1,521.78
Minus tuition and fee refund** (reduces			
balance student owes)	<u>-\$1,450.82</u>	<u>-\$1,330.42</u>	<u>-\$1,235.61</u>
Balance student owes to CSUF	\$1,026.20	\$ 612.20	\$ 286.17
In addition, student must repay unearned			
Federal Direct Loan per terms of promissory note	\$1,299.18	\$1,419.58	\$ 1,514.39
<b>A HOLD IS PLACED ON CSUF SERVICES</b>			
<b>UNTIL STUDENT REPAYS THIS AMOUNT:</b>	<b>\$1,026.20</b>	<b>\$ 612.20</b>	<b>\$ 286.17</b>

\*Students who withdraw after the 60 percent point in the term are considered to have "earned" all financial aid received.

\*\*If tuition and fees were paid in part or in full by a Cal Grant and/or State University Grant, any refund of tuition and fees will be returned to the state grant program and will not be available to reduce the amount of unearned federal aid the student must repay.





# Graduate Regulations

# Graduate Admissions



## **ASSOCIATE VICE PRESIDENT, GRADUATE PROGRAMS AND RESEARCH**

Dorota Huizinga

## **DIRECTOR, OFFICE OF GRADUATE STUDIES**

Katherine Powers

## **EVALUATION TECHNICIANS**

Cathy Hess

Lynn Winter

## **ADMINISTRATIVE SUPPORT COORDINATOR**

Erinn Banks

## **GRADUATE STUDIES OFFICE**

McCarthy Hall 112

## **GRADUATE STUDIES WEBSITE**

<http://www.fullerton.edu/graduate>

## **GRADUATE ADMISSIONS**

Student Responsibility

Application Procedures

Admission Procedures

## **STUDENT RESPONSIBILITY**

Each student has a responsibility to understand and apply the information contained within the University Catalog. This includes following all processes and policies contained in this chapter on “Graduate Regulations.” For example, key policies include (but are not limited to) making certain that you are properly admitted to the degree program, meet or complete all academic prerequisites and grading standards, file an official Study Plan in a timely manner, meet the program requirements of the specific degree you are seeking, and apply for graduation according to the published deadlines. In order to be eligible to register and eventually to graduate with a degree, a student must maintain continuous enrollment status until the award of the degree (see “Continuous Enrollment”).

All master’s or doctoral students must apply for graduation by completing a Master’s or Doctoral Graduation Check form and paying a graduation processing and diploma fee. If you need to change your projected date of graduation, you must inform the Graduate Studies Office as soon as possible by filing a Change of Graduation Date form and paying a fee to the university cashier.

## **APPLICATION PROCEDURES**

All applicants for any type of postbaccalaureate or graduate standing (e.g., Ed.D. applicants, master’s degree applicants, and those seeking credentials or certificates) must file a complete application within the appropriate filing period. Applicants considering admission to more than one CSU campus must submit a separate application (including fee) to each campus.

Applicants who completed undergraduate degree requirements and wish to continue postbaccalaureate or graduate study are required to complete and submit a Graduate and Postbaccalaureate application and the nonrefundable application fee.

Applications may be accessed online at <http://www.csumentor.edu>. Instructions for completing the application forms are included online. Since some programs require the completion of an additional form as part of the application process, students should inquire concerning this possibility at the office of the academic unit offering the particular program.

For questions on application status, call 657-278-7788.

## **Application Deadlines**

The application period for fall admission opens the previous October 1; applications for spring admission are accepted beginning the previous August 1. In most cases, applications need to be postmarked no later than March 1 for the fall semester and October 1 for the spring semester. However, deadlines may vary for individual programs based upon program cycles and capacities. Check the website of the specific program of interest for current information.

## **Transcripts**

Official transcripts in sealed envelopes are required from each college or university previously attended. Students should arrange to have official transcripts sent at the same time applications are submitted. Transcripts should be sent directly to the university Admissions and Records Office.

Students who receive their baccalaureate degree at Cal State Fullerton and attend elsewhere subsequent to graduation, or continuing graduate students who change their declared objective subsequent to admission, must obtain whatever additional transcripts are needed to provide two complete sets of transcripts. Cal State Fullerton alumni do not need to request Cal State Fullerton transcripts.

All transcripts must be received directly from the issuing institutions and become official records of the university; such transcripts therefore cannot be returned or reissued. Transcripts that include coursework from other than the issuing institution are not sufficient evidence of coursework taken elsewhere. Foreign language transcripts must be accompanied by certified English translations.

### Tests

The Graduate Record Examination (GRE), or another test, may be required for conditionally classified admission, or subsequently for the granting of classified standing. Test requirements vary from department to department. Students should refer to master's or doctoral degree requirements outlined in the academic department section of this catalog. Applications and information on test dates for nationally administered tests (e.g., GRE, GMAT) are available in Testing Services, University Hall 229, e-mail [testingcenter@fullerton.edu](mailto:testingcenter@fullerton.edu).

### TOEFL Requirement

All graduate and postbaccalaureate applicants, regardless of citizenship, whose native language is not English and whose preparatory education was principally in a language other than English, must demonstrate competence in English. Those who do not possess a bachelor's degree from a postsecondary institution where English is the principal language of instruction must receive a minimum score of 550 (paper) or 80 (Internet-based test, iBT) on the Test of English as a Foreign Language (TOEFL). Computer-based TOEFL scores are not accepted. Certain master's degree programs require higher TOEFL scores than the university's minimum; contact the degree program of interest for their requirements. For specific information about the test's availability and scoring system, please consult the Educational Testing Service website at [www.ets.org](http://www.ets.org). For International English Language Testing System (IELTS) language test, a minimally acceptable score for graduate applicants is a 6.5 for most graduate programs, and 7.0 for master's degree programs in business administration (MBA), music and TESOL programs. The language test results submitted must not have been earned more than two years prior to the desired enrollment date.

### International Students

See procedures outlined in the international student portion of the "Admissions" section of this catalog.

### Second Master's Degree or Concentration

Application for admission to graduate standing in a second degree program or concentration will be accepted only after the first degree has been awarded. Units used for the first degree or concentration may not be applied to the second. Students who have completed a master's degree at Cal State Fullerton in one concentration and wish to complete another within the same degree program will not be awarded a second degree.

### ADMISSION PROCEDURES

Following completion of application procedures and subsequent review of the student's eligibility by the Admissions Office and appropriate academic unit, the student will be notified by the Admissions Office concerning admission. Written notice from the Admissions Office is the only valid proof of admission. Academic advisement prior to admission is tentative and should not be construed as granting official admission to a program or establishing requirements for the degree.

Students may apply for a degree objective or a credential or certificate objective. General admission requirements are as follows:

The minimum requirements for admission to master's and postbaccalaureate studies at a California State University campus are in accordance with university regulations, as well as Title 5, Chapter 1, Subchapter 3 of the California Code of Regulations. Specifically, a student shall at the time of enrollment: (1) have completed a four-year college course of study and hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association, or shall have completed equivalent academic preparation as determined by appropriate campus authorities; (2) be in good academic standing at the last college or university attended; (3) have attained a grade point average of at least 2.5 in an acceptable earned baccalaureate degree or attained a grade point average of at least 2.5 in the last 60 semester units (90 quarter units) attempted; and (4) satisfactorily meet the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations, as appropriate campus authorities may prescribe. In unusual circumstances, a campus may make exceptions to these criteria.

Minimum requirements for admission to the Ed.D. program are: (1) an earned baccalaureate degree and master's degree from an accredited institution or institutions of higher education; (2) good academic standing at the last institution of higher education attended; (3) a grade point average minimum of 3.0 in upper-division and graduate study; (4) demonstrated sufficient preparation for, experience in, and potential for educational leadership, including: successful experience in leadership in school, postsecondary, or community contexts, and/or policy leadership; academic excellence; problem-solving ability; technological proficiency; interest in critically assessing current educational policies and practices; and interest in improving current educational policies and practices. Admission shall be granted on a competitive basis; meeting the minimum requirements qualifies an individual for but does not guarantee admission to the program.

Three admissions categories are defined in terms of these academic objectives:

### **Postbaccalaureate Standing – Classified**

This category applies to students with a credential or certificate objective. To qualify for admission, applicants must (1) meet the general admissions requirements and (2) satisfy any additional professional, personal, scholastic, and other standards, including qualifying examinations. Refer to specific credential requirements under the “Teaching Credentials” section or individual departmental sections of this catalog.

### **Graduate Standing – Conditionally Classified**

This category applies to students with a graduate degree objective. To qualify for admission in conditionally classified standing, applicants must (1) meet the general admission requirements, and (2) meet any additional requirements of the particular program including a favorable recommendation from the academic unit.

An applicant who has deficiencies in departmental prerequisites or in departmental grade-point average requirements may be considered for admission in conditionally classified standing with the approval and recommendation of the academic unit. A student admitted in conditionally classified standing may subsequently be granted classified standing in a graduate degree program if professional, personal, scholastic, or other standards including qualifying examinations are met.

Determination of the student’s prerequisites and assignment of courses, units, and grade points required to remove deficiencies is made by the academic unit. For specific information on prerequisites to classified standing, refer to the graduate degree requirements described in the appropriate academic departmental section of this catalog.

### **Graduate Standing – Classified**

A student’s status is changed to classified standing when an official Study Plan has been approved by the associate vice president, Graduate Programs and Research (or designee). It is the student’s responsibility to initiate the request for classified standing by making an appointment with the departmental graduate program adviser to develop a Study Plan. An eligible student may request classified standing prior to the first registration or during the first semester of registration. However, no more than nine units of postgraduate work taken at this institution prior to classified standing will be applied to a master’s or doctoral degree Study Plan. Any acceptable transfer work is excluded from the nine units permitted.

Classified standing is granted when (1) all prerequisites and/or deficiencies have been satisfactorily completed; (2) the official Study Plan has been developed and signed by the graduate program adviser and committee; and (3) the Study Plan is sent to the Graduate Studies Office and approved by the associate vice president, Graduate Programs and Research (or designee). The Graduate Studies Office will send a copy of the approved Study Plan to the student, the academic unit and university records. The original Study Plan will

remain with the Graduate Studies Office. A student is not officially classified until an approved Study Plan is on file in the Graduate Studies Office.

To be granted the master’s or doctoral degree, a student must have been classified, applied for graduation, and completed the approved graduate Study Plan.

Requirements that apply to all programs are described in the following section. For specific requirements of particular programs, see the graduate program descriptions in the departmental section of this catalog.

Each student’s program for a master’s or doctoral degree (including eligibility, classified standing, candidacy, and award of the degree) must be approved by the departmental graduate program adviser, the student’s graduate committee, and the Office of Graduate Studies.



# Graduate Degree Requirements

## UNIVERSITY WRITING REQUIREMENT

Students working toward a graduate degree are required to demonstrate writing ability commensurate with the baccalaureate degree. This requirement should be met within the first nine units of graduate work. Master's students may fulfill the requirement by completing one of the following:

1. an upper-division writing requirement at any CSU campus;
2. an upper-division course at another university equivalent to a course that meets the Cal State Fullerton requirement. Such equivalence must be certified by the department or program responsible for the student's academic work;
3. Cal State Fullerton Examination in Writing Proficiency;
4. upper-division or graduate-level course(s) certified as meeting the writing requirement and approved by the department or program responsible for the student's academic work. The grade received must be a "C" (2.0) or better;
5. a minimum score of 4 on the Graduate Record Exam (GRE) Writing Assessment Test; or
6. a minimum score of 4 on the Graduate Management Admissions test (GMAT) Analytical Writing Assessment.

*Note:* Ed.D. students will fulfill the writing requirement by taking EDD 600.

Any student who has not met the requirement within the first nine units of graduate work will be required to enroll in a university-approved writing course at the earliest opportunity. Departments and programs may, at their discretion and with approval of the Graduate Education Committee, establish additional writing requirements for their graduate students. For further information, students should consult their departmental graduate program adviser.

## STUDY PLAN

A Study Plan must be filed with the Graduate Studies Office before nine units of Study Plan coursework have been completed at Cal State Fullerton toward a graduate degree.

General requirements for all master's degree Study Plans include the following:

1. a minimum of 30 approved semester units (Some programs require more);
2. at least 21 semester units must be taken in residence (For programs requiring 42 or more units, at least half the units must be taken in residence. Transfer credits and Cal State Fullerton extension credits are not residence units);
3. only 400- and 500-level courses may be used on the Study Plans (A graduate student enrolled in a 400-level course will be required to complete additional assignments as determined by the instructor. University policy does not allow 300-level courses on graduate Study Plans);
4. normally 70 percent of all Study Plan courses will be at the 500-level (With prior approval, upon the recommendation of the Graduate Education Committee, programs may permit students to include up to 50 percent of coursework at the 400-level);



## GRADUATE DEGREE REQUIREMENTS

University Writing Requirement  
Study Plan  
Advisers and Committees  
Graduation  
Completion of Requirements and  
Award of Degree  
Graduate Academic Standards

5. no more than nine units of postbaccalaureate work taken at Cal State Fullerton prior to admission to an approved graduate program;
6. no more than six semester units shall be allowed for a thesis or project;
7. maximum of six semester units of independent study;
8. no courses taken to satisfy prerequisite requirements;
9. no correspondence courses and/or credit by examination;
10. no courses with nontraditional grades (e.g., CR, S, P);
11. each course on the Study Plan must be completed with a grade of "C" (2.0) or better;
12. a minimum grade-point average of 3.0 ("B") in all courses attempted to satisfy requirements for the degree;
13. completion of all Study Plan courses within ten consecutive semesters (five years) or fourteen consecutive semesters (seven years) with approved extension (The time limit starts with the earliest course on the Study Plan);
14. all courses must be taken after completion of the baccalaureate (or postgraduate credit granted);
15. no courses credited toward another degree; and
16. a final evaluation, which may be a thesis, a project, a comprehensive examination, or any combination of these.

General requirements for all Study Plans for the Ed.D. include the following:

1. a minimum of 60 approved semester units;
2. at least 42 units must be taken in residence (Transfer credits and Cal State Fullerton extension credits are not residence credits);
3. only 500- and 600-level courses may be used on the Study Plan;
4. no more than 12 semester units shall be allowed for a dissertation;
5. maximum of six semester units of independent study;
6. no courses taken to satisfy prerequisite requirements;
7. no correspondence courses and/or credit by examination;
8. no courses with nontraditional grades (e.g., CR, S, P);
9. each course on the Study Plan must be completed with grade of B- or better;
10. a minimum grade point average of 3.0 (B) in all courses attempted to satisfy requirements for the degree;
11. completion of all Study Plan courses within 10 consecutive semesters (five years) or 14 consecutive semesters (seven years) with approved extension (The time limit starts with the earliest course on the Study Plan);
12. no courses credited toward another degree; and
13. a dissertation as a final evaluation;

The approved Study Plan is valid as long as the student maintains continuous enrollment in regular semesters at the university; otherwise it is necessary to reapply and meet any changed or additional requirements approved in the interim.

### **Culminating Experience Guidelines**

Each master's program includes a final evaluation (culminating experience) that marks the end of the graduate program: a thesis, a project, a comprehensive examination, or any combination of these is required of all students. An oral presentation is strongly encouraged. Doctoral students are required to write a dissertation and complete an oral defense.

Through culminating experiences, individual students demonstrate mastery of disciplinary materials. Because these demonstrations of mastery are specific to individual students, dissertations, theses, projects, performances, exhibitions, and comprehensive examinations shall be composed of individual student work, unless more than one culminating experience is required in the program.

Individual student work shall include exhibitions in which individual work is clearly identified but displayed alongside the work of others. Individual student work shall also include accompanied artistic performances, or performances rendered in ensemble, in which individual student performances are clearly identifiable. In programs that require more than one culminating experience, at least one culminating experience must be based on individual student work.

Students whose programs require a culminating experience that is undertaken in groups (e.g., for the MBA) shall receive an individual assessment based on a component of the work identifiable as authored or created by each individual student.

### **Election of Curriculum**

A student remaining in continuous attendance in regular semesters and continuing in the same curriculum may elect to meet the degree requirements in effect either at the time of entering the curriculum or at the time of completion of degree requirements, except that substitution for discontinued courses may be approved by the graduate program adviser.

### **Changes in Study Plan**

If a classified graduate student needs to make a change in the approved Study Plan, a request should be made to the student's departmental graduate program adviser. Requests must be made prior to registration for any coursework to be substituted or added. No course may be removed from the Study Plan after a student has taken it. Forms which may be used to file a request for change in Study Plan are available from graduate program advisers, in the Graduate Studies Office, or on the Graduate Studies website.

Changes in Study Plans may also be required because of outdated coursework or grade-point average deficiencies (see "Time Limit for Completion" and "Graduate Academic Standards").

### **Time Limit for Completion**

All requirements for the graduate degree, including all coursework on the student's Study Plan, normally should be completed within five years. This time limit begins with the semester of the earliest course used on the student's Study Plan and consists of a total of ten (10) consecutive semesters. When individual circumstances warrant, this time limit may be extended for up to two years (four additional consecutive semesters).

A student may request an extension of the five-year time limit by filing a petition with the Graduate Studies Office. The petition must contain a full explanation of the circumstances that prevented completion of the degree requirements within the normal five-year limit and must be approved (signed) by the graduate program adviser, the chair of the appropriate graduate committee, and the associate vice president, Graduate Programs and Research. Approvals for extension must be obtained prior to the expiration of the five-year limit.

### **Outdated Master's Degree Courses**

Outdated coursework (coursework older than the student's approved time limit; i.e., five or seven years for the master's degree) should be repeated. However, a maximum of nine units of coursework may be exempt from repetition if course content can be validated. Validation is allowed at the discretion of the graduate program adviser, the academic unit offering the subject course, and the associate vice president, Graduate Programs and Research. Copies of the "Petition for Validating Outdated Coursework" may be obtained from the Graduate Studies Office or website.

Validation must be accomplished by passing a written comprehensive test of the materials covered by the course being validated or by some equivalent method with prior approval of both the graduate program adviser and the associate vice president, Graduate Programs and Research. Courses completed more than ten years prior to the completion of requirements for the degree are not eligible for validation. Any outdated coursework that cannot be validated either because of a denial of the petition or because it is in excess of the nine units allowed for validation must be repeated or updated through enrollment in additional Study Plan coursework. If coursework is repeated or additional coursework is required to update, those units and grades will be added to the Study Plan.

Outdated transfer coursework cannot be validated.

### **ADVISERS AND COMMITTEES**

University policy provides that each student's program for the master's degree shall be under the guidance of an adviser and for some programs, a thesis or project committee as well. Each doctoral student will have a dissertation committee. A graduate program adviser is designated in each department or program to give overall supervision for the graduate program. In some departments, the graduate program adviser also serves as the individual student's adviser. Policies and procedures related to graduate committees are available in the Graduate Studies Office.

It is the responsibility of the student to arrange appointments for advisement and other information in the office of the academic unit offering the degree program. As a minimum, the student should obtain advisement (1) either prior to or during the first semester of attendance, (2) when requesting classified standing, and (3) when applying for a graduation check prior to the final semester.

It is advisable for the student to maintain a personal file of transcripts and other evidence of grades and achievements, and to have these documents available whenever seeking advisement.

### **GRADUATION**

A student who has been granted classified standing becomes a candidate for graduation after a request is filed and the fee is paid for graduation by the student and an affirmative recommendation is made by the graduate program adviser. An overall minimum graduate grade-point average of 3.0 (B) for all 400-, 500- and 600-level coursework attempted subsequent to admission to a degree program, including all transfer work and previous coursework approved for use in the graduate career, and an overall minimum grade-point average of 3.0 for all Study Plan coursework is required. Other scholastic, professional and personal standards, the passing of examinations, and other qualifications, may be required.

### **COMPLETION OF REQUIREMENTS AND AWARD OF DEGREE**

#### **Deadlines**

All coursework for the degree, except final course examinations, should be submitted by the last day of classes, in order to assure granting of the degree by the end of the semester or session. The degree is awarded upon the satisfactory completion of all state and university requirements, as well as the specific requirements approved on the student's graduate Study Plan. Award of the degree also requires the recommendation of the appropriate graduate program adviser and committee, the approval of the faculty, and approval of the associate vice president, Graduate Programs and Research (or designee).

If a dissertation or thesis is required, it must be deposited in the campus bookstore according to instructions shown under "Dissertations, Theses and Projects," no later than the last day of final examinations for the semester or session in which the degree is to be awarded.

#### **Applying for Graduation**

Students must apply for a graduation check and pay the graduation and diploma fee prior to the deadline.

The last date to file the application is listed in the Registration Guide for each regular semester and is posted on the Graduate Studies website. Candidates for summer (August) graduation must also obtain departmental approval prior to the summer term by filing a Petition for Summer Completion. The form is available in the Graduate Studies Office. The approved form must be returned to Graduate Studies during the spring semester.

Students who fail to complete requirements as planned must update the application for a graduation check and do so by the appropriate deadline. A fee is required to change the graduation date.

Forms for changing the graduation date are available at the Graduate Studies Office.

### Graduation and Commencement

The effective date of graduation will be the last day of the specific term in which requirements are completed.

Commencement ceremonies are held only at the end of the spring semester. Once you have completed the graduation check process, i.e., filed for graduation check and paid the graduation fee, you are eligible to participate in the commencement ceremonies appropriate to your graduate date. Students completing requirements at the end of the fall and spring semesters and during the following summer may participate in those ceremonies.

Information concerning commencement activities is sent to students by college dean's offices usually in April of each year. Check the university's website ([www.fullerton.edu/commencement](http://www.fullerton.edu/commencement)) for further details about commencement events and procedures. Arrangements for cap, gown and hood rental are made in the campus bookstore, Titan Shops.

## GRADUATE ACADEMIC STANDARDS

### Grade Point Average Requirements

A grade point average (grade points divided by units attempted) of at least 3.0 is required for graduation with a graduate degree. This grade point average applies to (1) all 400-, 500- and 600-level units attempted subsequent to admission to a degree program; and (2) all units required on the graduate Study Plan including transfer courses. Each course on the master's Study Plan must be completed with a grade of "C" (2.0) or better. Each course on the doctoral Study Plan must be completed with a grade of "B-" (2.7) or better. Some programs require higher minimum grades for specific courses.

A master's degree student may request a change in the Study Plan in order to raise the Study Plan grade point average by:

1. adding no more than six units of approved coursework, or
2. repeating no more than six units of coursework in which a "C" (2.0) or lower was earned, or
3. a combination of 1. and 2. not to exceed six units.

Requests to add courses to the Study Plan, repeat courses, or add courses to raise the overall grade point average, must be approved by the graduate program adviser and the associate vice president, Graduate Programs and Research (or designee) prior to registration. When a course is added or repeated, the original course remains on the Study Plan and on the student's transcript and both grades are used in calculating the student's grade point average.

A grade point average of at least 2.5 is required for continuing status as a credential, certificate or undeclared postbaccalaureate student.

### Repeated Courses

For master's degree students, if a grade less than "C" (2.0) is received in a Study Plan course, the course must be repeated and passed with a grade of "C" (2.0) or better. For doctoral degree students, if a grade less than "B-" (2.7) is received in a Study Plan course, the course must be repeated and passed with a grade of "B-" (2.7) or better. A course may be repeated only once. **If a course is repeated, both grades are included when computing the student's Study Plan and cumulative Cal State Fullerton grade point average.** Repetition of a course carries no additional unit credit toward the degree; however, the additional units are included in the cumulative units shown on the Cal State Fullerton transcript.

In extenuating circumstances, the student may petition the associate vice president, Graduate Programs and Research (or designee) to add another course to the approved program with the unit value equivalent to that of the course in which the unsatisfactory grade was received.

### Probation

A student enrolled in a graduate degree program will be placed on academic probation if either the graduate or the Study Plan grade point average falls below 3.0. A graduate student may also be placed on probation for reasons other than graduate and/or Study Plan grade point average. This is known as administrative-academic probation. The reasons for this may include repeated withdrawal, failure to progress toward an educational objective, non-compliance with an academic requirement, failure to demonstrate a level of professional competence or fitness commensurate with the standards of the student's discipline, or inappropriate behavior as defined in the Student Bill of Rights and Responsibilities and in the Academic Dishonesty sections of this catalog (see "University Regulations").

Master's degree students will be allowed two semesters on academic probation, following the semester in which the grade point average fell below the minimum 3.0 standard, before being subject to disqualification. Ed.D. students may not have a grade point average below 3.0 in two successive terms. The student will be placed on probation the first term in which their grade point average drops below 3.0; a grade point average below 3.0 in the next term is grounds for disqualification from the Ed.D. program. Students will remain on administrative-academic probation contingent upon conditions required for their continuing in the program. The Graduate Studies Office maintains a list of students on probation and subject to disqualification.

### Disqualification

The associate vice president, Graduate Programs and Research (or designee), in consultation with the student's graduate program adviser, will disqualify a master's student who is on probation if the student does not, or cannot, raise the Study Plan and graduate grade point average to 3.0 by the completion of the second regular semester following the semester in which the grade point average fell below the minimum 3.0 standard. An Ed.D. student is subject to disqualification the second term the student's grade point average is below 3.0.

If a student's grade point average becomes so low that it cannot be raised to 3.0 within the prescribed limits of coursework, the student will be disqualified from the graduate degree program.

Students placed on probation for reasons other than grade point average will be disqualified if:

1. the conditions for removal of administrative-academic probation are not met within the period specified;
2. the student becomes subject to academic probation while on administrative-academic probation; or
3. the student is removed from administrative-academic probation and subsequently becomes subject to administrative-academic probation for the same or similar reasons as originally placed on probation.

Disqualification removes a student from graduate standing and prevents further enrollment in university courses (except through University Extended Education). A student who has been disqualified from a master's degree program may not apply for readmission to that program. A student who has been disqualified from one degree program may apply for readmission to a different degree program. A readmitted student must file a new Study Plan that meets current requirements and policies. Any disqualified student who wishes to use previous coursework must have it approved by the associate vice president, Graduate Programs and Research (or designee).

Appeals related to graduate degree probation or disqualification should first be directed to the departmental graduate program adviser. Please contact the Graduate Studies Office for further information and procedures.

### **Probation and Disqualification for Credential, Unclassified or Undeclared Postbaccalaureate Students**

A postbaccalaureate student (credential, unclassified or undeclared status) will be subject to academic probation if after completing 12 or more units, the cumulative grade point average falls below a 2.5 average.

A postbaccalaureate student (i.e., credential or certificate objective) on probation will be subject to disqualification if the cumulative grade point average is not raised to 2.5 the semester after being placed on probation.

Appeals related to postbaccalaureate (credential or unclassified) probation or disqualification are submitted on a reinstatement form available in the Graduate Studies Office.

# Graduate Enrollment Policies



## GRADUATE ENROLLMENT POLICIES

- Residence Requirement
- Continuous Enrollment
- Leave of Absence
- Study Load
- University Extended Education
- Enrollment in 500-Level Courses  
by Seniors
- Postgraduate Credit
- Transfer Credit Policy

### RESIDENCE REQUIREMENT

A student is considered to be in residence when registered during regular semesters at this university. At least 21 semester units or half the units required by the master's program, whichever is larger, must be taken in residence at this university. The Ed.D. program requires a minimum 42 units for residency. Approved units earned in summer sessions may be used to meet regular semester unit requirements on a course by course basis. Extension credit may not be used to fulfill the minimum residence requirement.

### CONTINUOUS ENROLLMENT

A graduate degree student is required to maintain continuous enrollment in every fall and spring semester from the beginning of the program of study until award of the degree. This policy is designed to eliminate the need for readmission to the university, provide opportunity for continuous use of facilities, including the library, and assure the development of an integrated program, which is adequately supervised and effectively completed within the time limitations allowed by regulations.

Unless granted an approved leave of absence, a graduate student who fails to register each semester has discontinued enrollment in the graduate degree program. In order to resume study, the student needs to reapply for admission to the university and to the degree program and meet any changed or additional requirements approved in the interim.

Students who may have completed all coursework, but who may not have satisfactorily completed a comprehensive examination or other requirement, are expected to maintain continuous enrollment until award of the degree.

A master's student who finds it impossible to attend during a certain semester and is not eligible for a leave of absence must register in Graduate Studies 700. Registration in this course is restricted to conditionally classified or classified graduate students. It carries no unit credit and does not require class attendance. Registration in this course in each semester when no other coursework is taken will be necessary until award of the degree.

Similarly, Credential Studies 701 is available for students with a credential-only objective who find it impossible to enroll in coursework and are not eligible for a leave of absence.

### LEAVE OF ABSENCE

Graduate degree or credential students may request a leave of absence for up to one year. Conditionally classified or classified graduate students qualify for a leave if they are in good academic standing and have completed at least six units (if a master's student) or eight units (if an Ed.D. student) of work toward the degree in residence at Cal State Fullerton. Students with a credential-only objective qualify if they have completed at least one semester of coursework in good academic standing. Forms to request a leave of absence are available at the Graduate Studies Office and on the Graduate Studies website. Students are encouraged to submit requests for leave of absence prior to the start of the semester for which they are requesting a leave.

Any one of the following circumstances may be grounds for requesting a leave of absence:

1. illness or disability (permanent or temporary) or similar personal exigencies including pregnancy which make it impossible or inadvisable for a student to register for classes.
2. activities that enhance a student's professional career objectives.
3. active duty in the armed forces of the United States; or
4. other reasons at the discretion of the associate vice president, Graduate Programs and Research.

After review by the Graduate Studies Office, the academic unit (where applicable), and the Registrar's Office, a response is mailed to the student.

A first-time leave of absence of one semester only will normally be granted upon request for students who qualify and will not require an application for readmission to the university. Registration materials for the semester following the leave will be sent to the student.

Students requesting a subsequent leave or a leave longer than one semester are required to provide appropriate documentation (e.g., doctor's recommendation, verification of employment). Such requests must also be endorsed by the graduate program adviser.

A leave granted to a degree objective student preserves the election of curriculum rights regarding catalog requirements. However, leaves of absence do not change the time limit for completion of the degree. For credential students, a leave granted by the university does not exempt them from new requirements imposed by the State regardless of the catalog year and also does not extend time limitations imposed by the State for completing specific teaching credential requirements.

## **STUDY LOAD**

To qualify for full-time enrollment certification by the university, graduate students must carry a study load of 12 units of coursework a semester, or nine units of which six are in 500-level courses. A normal full-time load in summer session is one and one-third units per week of instruction.

As required by federal regulations for non-immigrant "F-1" and "J-1" visa students, the Graduate Studies Office maintains a listing of programs that allow fewer than 12 units per semester to qualify for full-time status. These departmental unit requirements do not change the official definition (stated above) that is used to certify full-time enrollment for financial aid eligibility or loan deferment.

The maximum study load for students working toward a master's degree is 12 units per semester; in exceptional cases, however, a student may take more with the approval of the graduate program adviser. Forms to request excess units are available in the Graduate Studies Office or on the Graduate Studies website.

## **UNIVERSITY EXTENDED EDUCATION**

In addition to its state-supported academic programs, the university offers self-supported courses through University Extended Education. This includes intersession, special session credit courses, summer session and Open University enrollment. The applicability of credit earned in courses taken through Extended Education may be subject to approval by the graduate program adviser and the associate vice president, Graduate Programs and Research; therefore, consultation with the program's graduate adviser before taking courses is strongly recommended.

Any student desiring a master's degree must be admitted to the university and maintain continuous enrollment every fall and spring semester until award of the degree. Enrollment through University Extension does not maintain continuous enrollment for students in state-funded degree programs.

### **Intersession/Special Sessions/Summer Session**

Appropriate courses taken during special sessions or intersession may be applied to a graduate degree program, provided the courses are approved in advance by the departmental graduate program adviser.

Enrollment in courses taken during intersession or summer session does not constitute admission to the university or enrollment as a continuing student.

### **Extension Credit**

No more than nine units of extension credit may be applied to a graduate degree. Extension credit is granted for courses with an "X" prefix in the Extended Education Class Schedule.

### **Open University Enrollment**

Open University enrollment through Extended Education permits students who are not formally admitted to the university to enroll in university courses, on a space available basis. However, Open University participation does not constitute admission to a CSUF degree program. Open University courses cannot be used to fulfill the graduate residence requirement. In addition, Open University is not available to (1) students currently admitted CSUF; (2) foreign students with scores of less than 500 on the paper-based (PBT) TOEFL or 61 on the Internet-based TOEFL (iBT) examination, or 5.5 on the IETS; (3) foreign students without an I-20 from another educational institution.

### **ENROLLMENT IN 500-LEVEL COURSES BY SENIORS**

Undergraduate students may enroll in graduate level courses (500-level) if they:

1. have reached senior status (i.e., completed a minimum of 90 semester units);
2. have the academic preparation and prerequisites required for entry into the course; and
3. gain the consent of the instructor.

Students wishing to use 500-level coursework taken during their undergraduate degree toward a master's degree should read the following section on Postgraduate Credit.

### **POSTGRADUATE CREDIT**

A master's student may petition for a maximum of nine units of postgraduate credit for coursework (either 400 or 500 level) taken during the undergraduate degree at California State University, Fullerton, if:

1. the coursework was not used to meet any of the university's requirements for the baccalaureate degree (including major, minor or concentration);
2. the coursework was taken during the twelve months immediately prior to the student's graduation; and
3. each course was completed with a grade of "B" (3.0) or better.

Petition forms are available at the Admissions and Records Service Center.

If approved, appropriate notations will be entered on the student's transcript.

The use of postgraduate coursework on a student's graduate Study Plan is governed by the general regulations for all graduate degrees and must be approved by the graduate program adviser, the appropriate graduate committee, and the associate vice president, Graduate Programs and Research (or designee).

### **TRANSFER CREDIT POLICY**

Graduate students may request to apply a limited amount of transfer coursework towards unit requirements for a graduate degree. The use of transfer coursework on a student's Study Plan is subject to the following provisions.

1. Each course being transferred must:
  - a. have been taken at an accredited college or university;
  - b. be acceptable for credit toward a graduate degree at the institution where the coursework was taken; in the case of transfer work for the Ed.D., the course must be acceptable for doctoral credit at the institution where it was taken;
  - c. have been completed with a grade of "B" (3.0) or better;
  - d. not have been used in meeting the requirements for another earned degree (either graduate or undergraduate); and
  - e. have been completed within the student's five-year time period which is required for completion of the requirements for the graduate degree at CSUF.
2. For the master's degree, an absolute minimum of 21 semester units or half the units required by the program, whichever is larger, must be taken in residence at this university. A minimum of 42 units must be taken in residence for the Ed.D. program. Residence units are granted for courses taken at the university during regular sessions of fall and spring and any special session;

3. use of transfer work on a student's Study Plan is subject to all other policies concerning Study Plan coursework;
4. in all cases, the use of transfer coursework on a student's Study Plan is subject to the acceptance and approval of the academic unit's graduate program adviser and the associate vice president, Graduate Programs and Research (or designee). Coursework taken at another institution after admission to CSUF as a graduate student is rarely accepted for credit toward a graduate degree and can only be accepted if the student has received prior approval of both the graduate program adviser and the associate vice president, Graduate Programs and Research (or designee);
5. all approved transfer units and grade points will be entered on the CSUF transcript at classification or graduation; and
6. a unit of coursework taken at a college or university on the quarter system will be considered as equivalent to two-thirds of a unit when such coursework is considered acceptable as transfer work.



# Dissertations, Theses and Projects

## DEFINITION

A thesis is defined as the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product demonstrates originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the thesis is required.

A project is a significant undertaking appropriate to the fine and applied arts or to professional fields. It also evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology and a conclusion or recommendation. An oral defense of the project is strongly encouraged.

An oral defense of either a thesis or a project normally includes a presentation by the master's candidate to a group of faculty capable of assessing the quality of the student's work, and/or a period of questioning directed to the master's candidate by said group of faculty. Oral defenses should include not fewer than three such faculty members, one of whom should be the student's supervisory committee chair and one other committee member, though they may include more than three faculty members, even the entire program faculty. Any member of the university community may attend the defense. The defense will be held in an appropriate academic environment, normally on campus. Program faculty may approve oral defenses undertaken partly or wholly in mediated environments, including via conference call or online, provided that the defense takes place in "real time." The oral defense, normally a graded pass/fail event, is documented by a signed statement attesting to the outcome of the defense. Such records must be complete enough to afford protection for both the student and the faculty members involved.

A dissertation is the written product of systematic, rigorous research on a significant educational issue and in accordance with an approved proposal. It shall demonstrate originality, critical and independent thinking, appropriate form and organization, and a rationale for the research problem examined. The dissertation shall identify the research problem and question(s), state the major theoretical perspective, explain the significance of the undertaking, relate it to the relevant scholarly and professional literature, set forth the appropriate sources for the methods of gathering and analyzing the data, and offer a conclusion or recommendation. An oral defense of the dissertation is required.

## GILES T. BROWN ANNUAL THESIS AWARD

An award of \$1,000 along with an engraved plaque will be given each year to the student whose master's thesis represents the highest standard of scholarly accomplishment as determined by a panel of judges chosen from emeriti professors. Interested students should contact the Graduate Studies Office or their graduate program adviser for further information on eligibility and deadlines. Finalists from each college may also be recommended for Honorable Mention by the judges; these will receive a certificate of Honorable Mention and a \$100 cash award.



## DISSERTATIONS, THESES AND PROJECTS

Definition

Giles T. Brown Annual Thesis Award  
Dissertation, Thesis and Project

Regulations

Format Guidelines and Style Manuals

Deadlines

Final Procedures

## DISSERTATION, THESIS AND PROJECT REGULATIONS

Of the minimum of 30 semester units of approved coursework required for the master's degree, no more than six are allowed for a thesis or project. Of the minimum 60 units for the Ed.D., no more than 12 units are allowed for a dissertation.

When a dissertation or thesis is required, the Pollak Library will be provided with an approved original in the approved binding and an acceptable microfilm of the work. An abstract accompanies the work and will normally be published in the University Microfilms International Journal. Copies are thereby made available for order by interested scholars.

An approved copy of the dissertation, thesis or project may also be required by the student's academic department. Students should check with their graduate program adviser as to whether a copy is needed by the department as part of the requirements for graduation.

When a project is required, some record of the project, or the project itself, is filed in the academic unit and, in some cases, in the library.

A student's thesis committee is composed of a minimum of three faculty members who supervise and approve the thesis. A qualified person who is not a regular Cal State University faculty member may serve as a visiting examiner and join in the approval of the thesis. This person serves as the fourth member of the committee.

Variations from procedures and regulations should be referred to the Office of Graduate Studies for review.

## FORMAT GUIDELINES AND STYLE MANUALS

All-university format guidelines are included in a dissertation/thesis manual that has been developed to assist the student. An electronic version of the manual, as well as templates, are available on the Graduate Studies website. It is the student's responsibility to make certain that the requirements are met. The student is strongly advised to become familiar with the instructions in the manual. Copies from the library or departmental offices should not be used as examples of correct format.

The academic unit, through the student's adviser and/or committee, is responsible for the academic content and English usage in the dissertation or thesis and for the student's correct use of forms of documentation and bibliography. In addition to the university format guidelines, each academic unit may select a supplementary style manual to be followed in matters of documentation and bibliography. Students should consult their graduate program adviser or committee chair concerning the style manual used.

If the supplementary style manual presents regulations that conflict with the all-university format guidelines published in the university dissertation/thesis manual, the university regulations take precedence.

Some graduate programs require style manuals or guides designed for journal articles. Although these are helpful for abbreviations, tables, figures and footnoting, as well as other purposes, students should be aware of the difference between a thesis and an

article and make appropriate adaptations when formatting their thesis, approved by the graduate program adviser.

If the academic unit does not recommend a specific style manual, the student should refer to the most recent edition of "A Manual for Writers of Term Papers, Theses, and Dissertations" by Kate L. Turabian or "The Chicago Manual of Style," published by the University of Chicago.

The student makes all necessary arrangements for preparing the dissertation/thesis for final approval. A list of independent word processing professionals is available in the Office of Graduate Studies. The university Career Center also maintains a listing of students and others who have indicated their availability for word processing assignments.

## DEADLINES

Adequate time should be allowed for typing, reading and approval by the adviser, the committee members, and the university thesis/dissertation reader. Specific deadlines are listed each semester on the Graduate Studies website. Ample time should be allowed for any special arrangements, such as duplication of the dissertation or thesis by the campus bookstore or elsewhere, prior to the deadline.

The final version of the dissertation or thesis should be submitted to the student's committee for final review and approval at least six weeks prior to the last day of classes. Deadlines for submission are available on the Graduate Studies website or in the Graduate Studies Office.

For summer completion, the student should check with the academic unit and the Graduate Studies website for appropriate deadlines. Theses and dissertations are reviewed by the university thesis/dissertation reader in the order in which they are received by the Graduate Studies Office.

The Graduate Studies Office must receive notification that the dissertation or thesis has been received for binding and microfilming by the official graduation date for each semester.

## FINAL PROCEDURES

1. Approval Signatures – When the final draft is completed, the student obtains signatures on the approval page of all of the members of the committee. If there is a disagreement within the committee concerning the acceptability of the work, the approving signatures of a majority of the committee will be sufficient. Nonavailability of one member of the committee is not an adequate reason for acceptance of signatures by less than the full committee. No changes or additions will be allowed after the final signatures have been obtained.

The title/approval page may be photocopied onto the correct paper stock; however, the signatures must be original. Photocopied signatures are not acceptable for binding or microfilming. The signatures must be in black ink. The student should arrange for at least three original title pages to be signed by the committee members. One original is submitted to the bookstore with the dissertation, thesis or project; the other originals may be used

as the student's personal copy or for the departmental copy, if required.

2. University Thesis/Dissertation Reader – The dissertation or thesis is ready for review by the university reader after the faculty have signed off and the work has been produced in its final form. One unbound copy of the dissertation or thesis including the original approval page is taken to the Graduate Studies Office for review by the reader for conformity to all-university format guidelines. The dissertation or thesis submitted to the Graduate Studies Office for review may be photocopied or printed on plain, unlined, white paper; however, the title/approval page should be on the correct paper stock. The student will be notified of any revisions or corrections that need to be made. Final approval on format is given by the reader on the “Thesis/Dissertation Approval Form” that is submitted with the work. The form is available in the Graduate Studies Office or on the website.
3. Binding and Microfilming – The student takes the approved copy of the thesis or dissertation, the signed title and approval page, and the signed Thesis/Dissertation Approval Form to the campus bookstore and pays the appropriate fees (approximately \$200 plus \$80 if copyright is desired). The bookstore arranges for the binding by a local bindery and other services by University Microfilms International (UMI). Once submitted and receipted, the work may not be withdrawn by the student from the campus bookstore. The campus bookstore sends the approved original (including the original signed approval page) to University Microfilms International for filming and publication of the abstract, and upon its return sends it to the bindery.

An agreement is completed for UMI to publish the abstract in University Microfilms International Journal, prepare a microfilm negative, and sell microfilm, photocopies and papers in electronic format to interested scholars. Arrangements for copyrighting are also possible through UMI.

4. Notification of Thesis/Dissertation Completion – The grade for the dissertation or thesis is reported in the usual manner to the registrar by the appropriate faculty. The bookstore notifies the Graduate Studies Office that the approved thesis has been deposited, the fees paid, and the agreement for microfilming and publication of the abstract completed by the student.
5. Depositing of Dissertation or Thesis in Library – When the dissertation or thesis is returned by the bindery, the bound copy is sent by the university bookstore to the library for circulation. One set of the slides or separately mounted illustrative material is housed with the bound copy.

# Graduate Student Checklist

There may be additional steps for individual students in particular programs; for these, consult the program description and the academic unit (college, department or program) offering the degree program.

= Action initiated by student (as indicated below)

◇ = Action initiated by the university

## 1. ADMISSION TO GRADUATE STANDING: CONDITIONALLY CLASSIFIED

- Apply for admission and declare objective(s), using precise codes on the application form.
- ◇ Receive application acknowledgement from the Admissions Office.
- Request official transcripts of all previous college-level coursework attempted be sent to Admissions Office.
- Take tests, if required by program, and order test scores sent to Cal State Fullerton, designating appropriate academic unit on the test registration form.
- Provide the departmental graduate program adviser with any other supporting statements or materials, as required.
- ◇ Recommendation for admission made by departmental graduate program adviser to Admissions Office.
- ◇ Receive notification of admission from Admissions Office.
- Make an appointment with the graduate program adviser to discuss your academic program. Advisers for each department are listed on the Graduate Studies website.

## 2. GRADUATE STANDING: CLASSIFIED

- Complete any course prerequisites and/or remove deficiencies.
- Apply for classified standing in the academic department offering the particular program prior to completion of nine units of Study Plan coursework.
- Consult departmental graduate program adviser for advisement, including development of official Study Plan.
- Provide appropriate academic unit with any other supporting statements or materials, as shown in program descriptions in this catalog.
- Take tests if required by program, and order test scores sent to Cal State Fullerton, designating appropriate academic unit on the test registration form.
- ◇ Recommendation for classified standing made by graduate program adviser by sending the signed Study Plan to the Graduate Studies Office.
- ◇ Notification of classified standing granted is sent to the student from Graduate Studies along with a copy of the approved Study Plan.

## 3. COMPLETION OF REQUIREMENTS

- Apply for graduation prior to the beginning of the final semester. Specific deadlines are posted on the Graduate Studies website. You may apply for your graduation check online via your Titan Online Student Center. A graduation and diploma fee is required.
- Maintain Continuous Enrollment. The Study Plan is valid only as long as a graduate student maintains continuous enrollment in both the fall and spring semesters until all requirements are completed. Otherwise, it will be necessary to reapply to the university and meet any additional requirements approved in the interim. If you have completed all coursework on the Study Plan but have not satisfactorily completed a project, thesis, dissertation or comprehensive examination or other requirements, you MUST register and pay fees for Graduate Studies 700, which carries no credit and does not require attendance.
- Consult the departmental graduate program adviser to confirm final requirements for the degree.
- Complete written and/or oral examination, if required. Complete dissertation, thesis or project, if applicable.
- Obtain committee approval for dissertation, thesis, project or results of comprehensive exam(s).
- If applicable, submit dissertation or thesis to university thesis/dissertation reader by deadlines on the Graduate Studies website.
- ◇ Thesis/Dissertation reader signs "Thesis/Dissertation Approval Form."
- Take approved copy of thesis or dissertation with "Thesis/Dissertation Approval Form" to the bookstore (Titan Shops Copy Center) and make arrangements for binding, microfilming and publication. The cost is approximately \$200 plus \$80 if copyright is desired.
- Final, approved Study Plan, with recommendation, sent by the department graduate program adviser to the Graduate Studies Office.
- ◇ A copy of the Grad Check Review Form is sent to the student showing the adviser's recommendation.
- ◇ Preliminary audit is completed by Graduate Studies Office staff. The student's Study Plan is checked for pending grades, and completion of any other requirements.
- Deposit approved copy of dissertation, thesis or project in academic department (if required).
- Complete all general and specific requirements, other than final course examinations, by the last day of classes, in order to assure granting of the degree by the end of the semester.
- Final verification of completion of requirements sent by the Graduate Studies Office staff to the registrar.
- ◇ Notification of award of degree received from registrar approximately ten weeks after the end of the semester.

## 4. COMMENCEMENT

- Check procedures online for participating in commencement at [www.fullerton.edu/commencement](http://www.fullerton.edu/commencement).
- Make appropriate arrangements for cap, gown and hood rental in the campus bookstore.
- ◇ Commencement information sent by the College Dean's office.