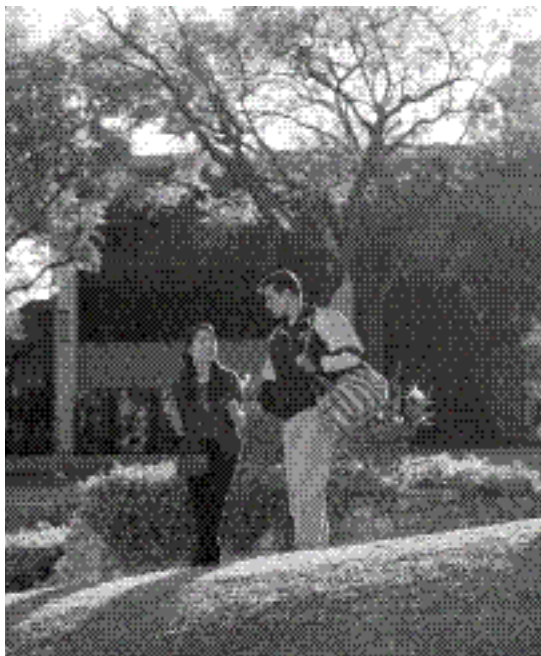




# Admissions

# Undergraduate Students



## UNDERGRADUATE STUDENTS

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## FRESHMAN REQUIREMENTS

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

1. Are a high school graduate
2. Have a qualifiable eligibility index (see Eligibility Index Table next page) and
3. Beginning with admission for the fall term 2003, the required comprehensive pattern of college-preparatory subjects, completed with grades of C or better will be 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

*Foreign Language:* 2 years in the same language

*Visual and Performing Arts:* 1 year

*Electives:* 1 year

## ELIGIBILITY INDEX

The eligibility index is the combination of your high school grade point average and your 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 your grade point average on the comprehensive pattern of college preparatory courses taken in your final three years of high school study. CSUF may offer you early, provisional admission based on your work completed through the junior year of high school and planned for your senior year. You can calculate the index by multiplying your grade point average by 800 and adding your total score on the SAT I. Or, if you took the ACT, multiply your grade point average by 200 and add ten times the composite score from the ACT. If you are a California high school graduate (or a legal resident of California for tuition purposes), you need a minimum index of 2900 using the SAT I or 694 using the ACT; the table below shows the combinations of test scores and averages required.

If you neither graduated from a California high school nor are a legal resident of California for tuition purposes, you need a minimum index of 3502 (SAT I) or 842 (ACT).

Applicants with grade point averages above 3.00 (3.61 for nonresidents) are exempt from the test requirement. However, students are urged to take the SAT I or ACT since campuses use test results for advisement and placement purposes.

You will qualify for regular admission to programs not "impacted." At present, Cal State Fullerton has no impacted programs, i.e., none for the fall 2003 semester. This situation is subject to change; 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 two years of high school, that are designated honors in approved subjects receive additional points in grade point average calculations. Each unit of A in an approved course will receive a total of 5 points; B, 4 points; C, 3 points.

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

GPA	ACT Score	SAT I Score	GPA	ACT Score	SAT I Score	GPA	ACT Score	SAT I Score	GPA	ACT Score	SAT I Score	GPA	ACT Score	SAT I Score
3.00 and above with any score		qualifies	2.81	14	660	2.60	18	820	2.39	22	990	2.18	26	1160
			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		
2.82	13	650	2.61	18	820	2.40	22	980	2.19	26	1150	not qualify for regular admission		

### 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.

You will qualify for admission as a transfer student if you have a grade point average of 2.0 (C) (2.40 for non-residents) or better in all transferable units attempted, are in good standing at the last college or university attended, and meet the following standards:

#### 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
  - have made up the missing subjects, or
  - have completed at least 30 semester units of college course work 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 9 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 course of at least three semester or four quarter units will be considered equivalent to one year of high school study.
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

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; and
2. You have a grade point average of 2.0 (C or better) in all transferable units attempted; and
3. You are in good standing at the last college or university attended; and

4. You have completed at least 30 semester units of college course work 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.

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).

## 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 (714) 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, unless exempt (See "Eligibility Index" section), from either the ACT or the SAT I 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 November or early December. Test scores are also used for advising and placement purposes. Registration forms and dates for the SAT I 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

American College Testing Program  
Registration Unit, P.O. Box 414  
Iowa City, Iowa 52240  
(319) 337-1270

## 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 173 or above on the computer-based version of the Test of English as a Foreign Language (TOEFL). The TOEFL results submitted must not have been earned more than two years prior to the desired enrollment date. A minimum score of 500 or above on the paper-based version or 173 or above on the computer-based version of TOEFL is required. 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).

### 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 appli-

cants 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 (714) 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 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 (714) 278-2370 or Testing Services at (714) 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:

- 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 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 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 course work 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 course work 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:

- 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. 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 course work 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 course work 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 nonresident 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.

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.

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 on CalStateTEACH 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 happen, 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 students 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.

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 director of Admissions and Records. Written appeals may be made to the director 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:

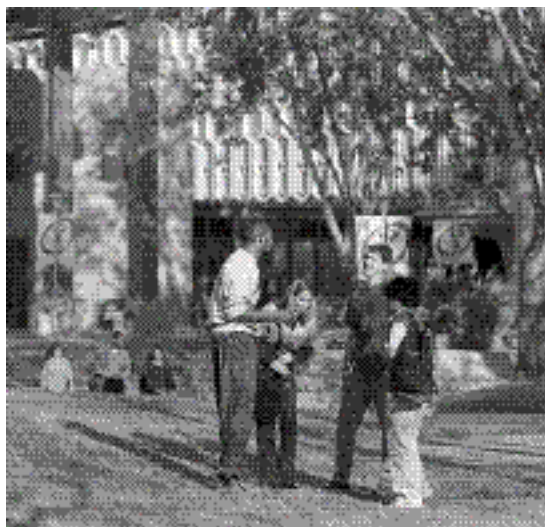
The California State University  
Office of General Counsel  
401 Golden Shore, 4th Floor  
Long Beach, California 90802-4210

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 nonresident 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).

# Applications Procedures



## APPLICATIONS PROCEDURES

- How to Apply for Admission
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Application Procedures
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## 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 World Wide Web at [www.csumentor.edu/](http://www.csumentor.edu/). The CSUMentor system allows students to browse through general information about CSU's twenty-three campuses, view multimedia campus presentations, send and receive electronic responses to specific questions, and apply for admission and financial aid.

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 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. An alternative campus and major may be indicated on the application, but applicants should list as an alternative campus only a CSU campus that also offers the major. Generally, an alternate major will be considered at the first choice campus before an application is redirected to an alternate choice campus. Applicants interested in redirection should contact the Admissions Office.

Applicants are required to include their correct social security numbers in designated places on applications for admission pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code. The university uses the social security number to identify records pertaining to the student, as well as 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:

■ **for undergraduate applicants with fewer than 60 transferable semester units:**

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

■ **for undergraduates with 60 or more transferable semester units:**

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

■ **for graduates:**

- (a) applicants for unclassified postbaccalaureate 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.
- (b) 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 I)  
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. You 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. That announcement will be published in the CSU Review and distributed to high school and college counselors. 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. If you are required to submit scores on either the SAT I or ACT, you should take the tests no later than November if applying for fall admission. The supplementary admission criteria used by the individual campuses to screen applicants appear periodically in the CSU Review and are sent by the campuses to all applicants seeking admission to an impacted program.

Unlike unaccommodated applicants to locally impacted programs, who may be redirected to another campus in the same major, unaccommodated applicants to system-wide impacted programs may not be redirected in the same major, but may choose an alternative major either at the first choice campus or another campus.

At the time of the preparation of this catalog, no majors at California State University, Fullerton have been declared impacted. Such circumstances are liable to change so early application is advised.

### **GRADUATE AND POSTBACCALAUREATE APPLICATION PROCEDURES**

All graduate and postbaccalaureate applicants (e.g., 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 booklet. Applicants who completed undergraduate degree requirements and graduated the preceding term are also required to submit an application and the \$55 nonrefundable application fee. Since applicants for postbaccalaureate programs may be limited to the choice of a single campus on each application, redirection to alternate campuses or later changes of campus choice will be minimal. 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 on the World Wide Web at [www.csumentor.edu/](http://www.csumentor.edu/).

#### **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 Admissions website at [www.fullerton.edu/admission.htm](http://www.fullerton.edu/admission.htm) for current information.

## **APPLICATION ACKNOWLEDGMENT**

You may expect to receive an acknowledgment from your first choice campus within several weeks of filing the application. A notice that space has been reserved for you will also include a request that you submit the records necessary for the campus to evaluate your qualifications. You may be assured of admission if the evaluation of your qualifications indicates that you 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 in student folders, 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. are a high school graduate
2. have a qualifiable eligibility index (see section regarding eligibility index), and
3. Have completed, for admission beginning for the fall term 2003, with grades of C or better in each of the courses in the comprehensive pattern of college-preparatory subjects:

*English:* 4 years

*Mathematics:* 3 years including Algebra I, Geometry and Algebra II

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

*Science:* 2 years with laboratory

*Foreign Language:* 2 years in the same language

*Visual and Performing Arts:* 1 year

*Electives:* 1 year

### 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.

**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, particularly 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.



## ADMISSION REQUIREMENTS

Admission Requirements for First-Time Freshmen

Admission Requirements for Undergraduate Transfer Students

Admission Requirements for International Students

American Language Program

Admission Requirements for Postbaccalaureate and Graduate Students

Cancellation of Admission

Readmission of Former Students

### 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 judgement as to whether or not the applicant is as likely to succeed as a regularly admitted freshman or transfer. This judgement 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 (714) 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 2.0 (C) or better (2.4 nonresidents) in all transferable units attempted, 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.

#### Lower-division transfer admission requirements (completed less than 56 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 and
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.

**Please 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.

#### 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. 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 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 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 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. There is little likelihood of nonresident applicants, including international students, being admitted either to impacted majors or to those with limited openings. 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 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 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 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.

#### **For Spring Semester**

Apply beginning August 1 of preceding year. Application must be completed with supporting documents by October 15.

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 173 on the computer-based 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;

graduate music applicants 560 or 220 respectively; MBA applicants 570 or 230 respectively; and graduate TESOL applicants a score of 573 or 230 respectively. Adequate performance on the TOEFL is mandatory for admission.

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.

#### **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 Immigration and Naturalization Service. 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 IAP-66 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 United States Information Agency (USIA) 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.

#### **AMERICAN LANGUAGE PROGRAM**

The American Language Program welcomes international students who want to improve their English language skills and prepare for studying in a U.S. college or university. The ALP offers a variety of programs, such as:

- (1) Intensive Academic English: This is the main ALP Program, supplying 24 hours a week of academic English instruction to prepare students to become successful in a university degree program. Advanced students may take one or more university courses for credit. Conditional admission to Cal State Fullerton is available for all undergraduate majors and most graduate majors.
- (2) A Pre-MBA program is available for advanced students who want to prepare to enter the MBA program at Cal State Fullerton. Students may take some elective courses, such as Business English and Writing, GMAT Preparation and TOEFL Preparation. Undergraduate business course may also be available.
- (3) English Language Review classes are offered in the evening for working professionals who want to improve their skills for business (Accent Reduction, Business Writing, Grammar Review) or for re-entering the university (TOEFL Preparation, GMAT Preparation).
- (4) Short-term programs are available for individuals and groups. Summer and January intensive courses are offered for TOEFL Preparation, EFL Teacher Workshops, and English Camp (for teens and young adults).

For more information, visit the ALP office in campus in T-14, call (714) 278-2909, e-mail alp@fullerton.edu, or see our website at <http://alp/fullerton.edu>.

### **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 regulations subchapter 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 affect the cumulative grade point average but not the CSUF grade point average. Appointments are available for counseling regarding the possibilities of readmission or transfer to another institution at (714) 278-2371.

# 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 course work 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.

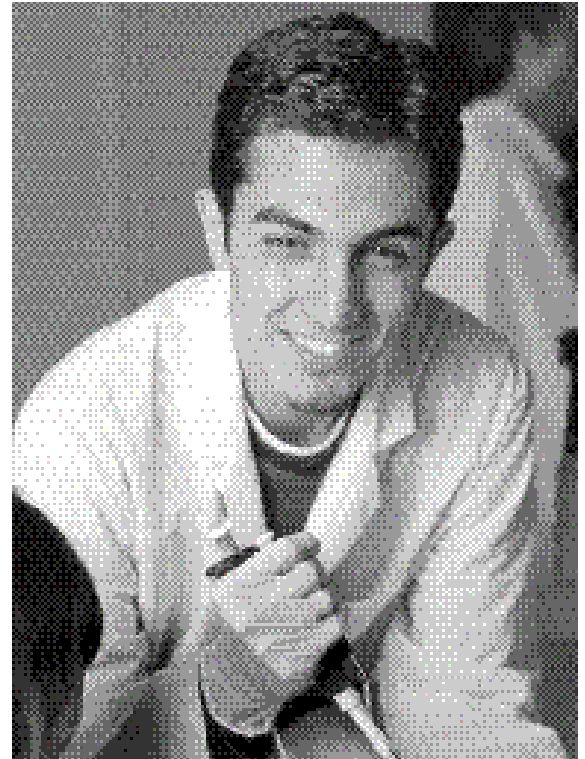
## CREDIT BY EXAMINATION

California State University, Fullerton grants credit to those students who pass examinations that have been approved for credit systemwide. 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.

## 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.



## 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

AP Exam Title	Units	Credit	General Education	Exemption
Art Studio-Drawing Portfolio	3	ART 107A	GE III.B3	
Art Studio-Portfolio	3	ART 103	GE III.B3	
Art History	3	ART 201A	GE III.B1	
Biology	3	BIO 101	GE III.A2c	
Chemistry - score of 3	4	CHEM 115 <sup>2</sup>	GE III.A2a	
- score of 4 or 5	5	CHEM 120A <sup>3</sup>	GE III.A2a	
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 III.C1	
Economics: Macroeconomics	3	ECON 202	GE III.C2	
English Language and Composition	6	ENGL 101 (3) ENGL 105 (3)	GE I.B GE III.B3	EPT
English Literature and Composition	6	ENGL 101 (3) ENGL 200 (3)	GE I.B GE III.B2	EPT
Environmental Science		N/A	N/A	—
European History	3	HIST 110B	GE II.A	
French Language	10	FLFR 101 (5) FLFR 102 (5)	GE III.B2	
French Literature	N/A	N/A		—
Geography	3	GEOG 160 (3)	GE III.C2	
German Language	10	FLGM 101 (5) FLGM 102 (5)	GE III.B2 GE III.B2	
Government and Politics: U.S.	3	POSC 100 <sup>1</sup>	GE II.B2	
Government and Politics: Comparative	3	Elective		—
History: United States	3	HIST 180	GE II.B1	
Latin: Vergil	N/A	N/A		—
Latin: Literature	N/A	N/A		—
International English Language	N/A	N/A		—
Mathematics/Calculus AB	4	MATH 150A	GE III.A1	ELM
Mathematics/Calculus BC	8	MATH 150AB (8)	GE III.A1	ELM
Subscore	4	MATH 150A (4)		
Music Theory	3	MUSC 100	GE III.B1	
Physics B	6	PHYS 211 (3) <sup>5</sup> PHYS 212 (3) <sup>5</sup>	GE III.A2a GE III.A3	
Physics C Mechanics	3	PHYS 225	GE III.A2a	
Physics C Electricity & Magnetism				
Psychology	3	PSYC 101	GE III.C1	
Spanish Language	10	FLSP 101 (5) FLSP 102 (5)	GE III.B2 GE III.B2	
Statistics	3	MATH 120	GE III.A1	ELM

<sup>1</sup> To meet the state requirement, you must take POSC 300 in GE III.C2.

<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.

## 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 Foreign Language 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

### Subsidiary-Level Language B:

- 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:

- two semesters of Calculus (Math 150A and Math 150B)

#### Subsidiary Level:

- one semester of Calculus (Math 150A or equivalent).



**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 are those recommended in the Guide to the Evaluation of Educational Experience in the Armed Services and the National Guide to Educational Credit for Training Programs. Students who have at least one year of active military service may be granted 4-12 units of undergraduate credit.

**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 each of the following College Level Examination Program (CLEP) examinations, subject to achievement of the scores indicated, provided the examination was not taken previously within one calendar year and that degree credit has not been

granted for previous course work at the equivalent or at a more advanced level than for the examination in question.

<i>Examination</i>	<i>Passing score</i>
Mathematics General Exam	50*
College Algebra-Trigonometry	49
Introductory Calculus and Analytic Geometry	48
Statistics	49
General Chemistry	48

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.

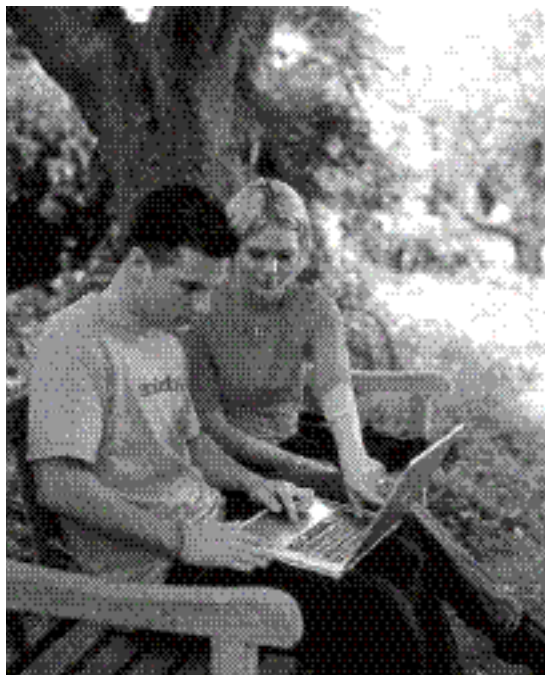
\*Effective credit only; does not fulfill GE mathematics requirement.





# 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

Various 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.

## REGISTRATION

### Class Schedule

A complete listing of courses offered will be found in the class schedule published prior to the start of each semester. This publication, which may be purchased in the Titan Bookstore, also includes detailed information pertaining to the semester including class enrollment and fee payment procedures. Class schedule information is also 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 class schedule as both are used in the selection of classes for the semester.

### Registration

Registration involves two steps: class enrollment and fee payment, and may be accomplished through TITAN, Cal State Fullerton's Touchtone Information Telecommunications Access Network, or 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 telephone system at (714) 278-7902 or the TITAN online Web site. Most students should find registration by telephone or the Worldwide Web (www) advantageous. Students may register through the Registration Center, Langsdorf Hall 114, if they are unable to use the TITAN telephone or Internet systems. The center is open only during the specified periods of registration. Hours and dates vary and are published each term in the class schedule. Students who need assistance with registration may call the TITAN Helpline at (714) 278-7601 during the registration period.

Registration does not become official until all 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, especially the telephone/Web registration worksheet. 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 schedule and the catalog. These restrictions, including special qualifications and other academic limitations, on class entry shall be published in the 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 class schedule. Late registrants will find themselves handicapped in arranging their programs and must pay a \$25 late registration fee in addition to regular 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 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 printed in the 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 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.

### **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 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 of School Approvals, State Department of Education, to offer programs to veterans seeking benefits under state and federal legislation. All students seeking veterans' benefits must have a degree or credential objective.

### **SUMMER SESSION**

As of summer 2001, the State of California has chosen to support summer classes in approximately the same way that it supports fall and spring semester classes. As a result, matriculated students who are California residents may expect to pay a State University Fee for summer instruction that is noticeably lower than the fee-supported prices experienced in prior years. Non-matriculated students may register for classes on a space-available basis via Adjunct or Open University enrollment through University Extended Education described elsewhere in this catalog.

From time to time, it may be necessary to offer summer courses on a fee-based cost recovery basis.

Class schedules and other information concerning Summer Session will be available from University Extended Education or the Admissions and Records Service Center.

# Fee Information



## FEE INFORMATION

- Application Fee
- State University Fee
- Nonresident and Foreign Visa Students
- Category I Fees
- Category II Fees
- Category III Fees
- Category IV Fees
- Alan Pattee Scholarships
- Fee Payment
- ID Card
- Waiver of Fees
- Refund of Fees
- Parking Fees
- Typical Student Expenses
- State University Fee
- Associated Students Fee
- Miscellaneous Course Fees
- Average Annual Costs and Sources of Funds

## FEE INFORMATION

Tuition is not charged to legal residents of California. Following are the fees and nonresident tuition in effect at the time of catalog preparation.

Fees charged to students, including students auditing a class, are categorized as “Category I,” “Category II,” “Category III” or “Category IV.” All fee amounts may change without advance notice. Students should refer to the current class schedule or [www.fullerton.edu/titanonline](http://www.fullerton.edu/titanonline) for fee amounts and for up-to-date information.

## APPLICATION FEE

(nonrefundable)

Payable online with application at <http://www.csumentor.edu/> via credit card, or by check or money order at time application is made ....\$55

## STATE UNIVERSITY FEE (Per Semester)

### Undergraduate

0 to 6 units. ....	\$456
7 or more units. ....	786

### Graduate

0 to 6 units. ....	\$504
7 or more units. ....	867

## NONRESIDENT AND FOREIGN VISA STUDENTS

Nonresident tuition fee (in addition to fees charged all students) per unit. ....\$282

## CATEGORY I FEES

Category I Fees are required to apply to, enroll in, attend, and to graduate from Cal State Fullerton. They include, but are not limited to, the CSU Application Fee, costs assessed per semester such as the State University Fee and those associated with the operation of the student union, Associated Students, Inc. programs and services, on-campus health services and specific courses.

## CATEGORY II FEES

Nonresident and foreign students pay a per unit tuition fee each semester, in addition to fees charged to all students. Tuition is not charged to legal residents of California.

## CATEGORY III FEES

Category III Fees are defined as fees other than Category I fees, paid to receive materials, services, or for the use of facilities provided by the university, or to enroll in a course offered through a self-support instructional program..

## CATEGORY IV FEES

Category IV Fees or deposits are required to reimburse the university for additional costs resulting from dishonored payments, late submissions, misuse of property, or as a security or guarantee. They include, but are not limited to, late registration, failure to meet an administrative deadline, late installment payments, returned checks, and late library returns.

### 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 fees or tuition of any kind at any California State University campus, according to the Alan Pattee Scholarship Act, Education Code Section 68120. Students qualifying for these benefits need to contact the Admissions/Registrar's Office, which determines eligibility.

### FEE PAYMENT

Online (ACH) checking from savings or checking accounts, VISA, MasterCard, American Express, or Discover credit cards may be used for payment of student fees. Payments can be made at [www.fullerton.edu/titanonline](http://www.fullerton.edu/titanonline) or at (714) 278-2121.

### 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.

### WAIVER OF FEES

Section 32320 of the California Education Code provides for the waiver of certain fees, other than nonresident tuition, for certain veterans' dependents. Those who meet one or more of the following criteria should present a certificate of eligibility obtained from the Division of Educational Assistance, California Department of Veterans Affairs, to the veterans' benefits coordinator in the Registrar's Office on or before the date of registration.

A. Children of veterans who have service-connected disabilities and whose annual income, not including governmental compensation for such service-connected disability, does not exceed \$5,000.

B. Children of veterans who died in action or as a result of a service-connected disability, where the annual income of such children, including the value of any support received from parents and the annual income of surviving parents, does not exceed \$5,000. There are no limitations on a person's age or the length of time as a California resident.

### REFUND OF FEES

Details concerning fees which may be refunded, the circumstances under which fees may be refunded, and the appropriate procedure to be followed in seeking refunds may be obtained by consulting Section 42201 (parking fees), 41913 (nonresident tuition), 42019 (housing charges) and 41802 (all other fees) of Title 5, California Code of Regulations. In all cases, it is important to act quickly in applying for a refund.

Information concerning the policy and appropriate procedure to be followed in seeking a refund may be obtained from the Office of the Registrar or Student Financial Services.

### PARKING FEES

Semester pass (non-reserved spaces):

Regular and limited students  
(4-wheeled vehicle).....\$99.00 through  
spring 2004;  
\$144.00 effective  
fall 2004

Regular and limited students  
(2-wheeled vehicle).....\$13.50  
Daily parking permit .....\$3.00/day  
through June 2004;  
\$5.00/day effective  
July 2004

Summer session  
(4-wheeled vehicle) ..... \$66.00  
summer 2003-04;  
\$96.00 summer 2005  
Summer session  
(2-wheeled vehicle) .....\$9.00

### TYPICAL STUDENT EXPENSES

Typical school year budgets for California residents living at home or making other housing arrangements will vary widely. It is estimated that, including a \$4,700 yearly allowance for room and board and \$400 for books and supplies, the total cost will approximate \$7,600 for an unmarried person. Nonresident students must also allow for nonresident tuition in addition to those fees listed above.

### STATE UNIVERSITY FEE

The State University Fee provides financing for the following student services:

1. Social and Cultural Development Activities. Provides for the coordination of various student activities, student organizations, student government and cultural programs.
2. Counseling. Includes the cost of counselors' salaries and clerical support, plus operating expenses and equipment.
3. Testing. Covers the cost of test officers, psychometrists, clerical support, operating expenses and equipment.
4. Placement. Provides career information to students and faculty for academic program planning and employment information to graduates and students.
5. Financial Aids Administration. Includes the cost of the counseling and business services provided in connection with the financial aid programs.
6. 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.
7. Housing. Supports personnel who provide housing information and monitor housing services available to students.
8. 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.

### ASSOCIATED STUDENTS FEE

The law governing The California State University provides that a student body fee may be established by student referendum with the approval of two-thirds of those students voting. The Associated Students fee was established at California State University, Fullerton by student referendum in December 1959. The same fee can be abolished by a similar two-thirds approval of students voting on a referendum called for by a petition signed by ten percent of the regularly enrolled students (Education Code, Section 89300). The level of the fee is set by the chancellor who may approve a fee increase only following a referendum approved by a majority of the students voting. The Associated Students fee supports

a variety of cultural and recreational programs, child care centers and special student support programs.

**MISCELLANEOUS COURSE FEES**

A \$9.00 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 registration 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 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.

**AVERAGE ANNUAL COSTS AND SOURCES OF FUNDS PER FULL-TIME EQUIVALENT STUDENT**

The 23 campuses and the Chancellor's Office of The California State University are financed primarily through funding provided by the taxpayers of California. The total state appropriation to the CSU for 2002/2003 (not including capital outlay funding in the amount of \$481,178,000) is \$2,680,280,000. However, the total cost of education for CSU is \$3,213,710,000, which must provide support for a projected 321,132 full-time equivalent students (FTES). The number of full-time equivalent students 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 total cost of education in the CSU is defined as the expenditures for current operations, including payments made to the students in the form of financial aid, and all fully reimbursed programs contained in state appropriations, but excluding capital outlay appropriations and lottery funds. The average cost of education is determined by dividing the total cost by the total FTES. The average cost is further differentiated into three categories: State Support (the state appropriation, excluding capital outlay), Student Fee Support, and Support from Other Sources (including federal funds).

Thus, excluding costs that relate to capital outlay, the average cost of education per FTE student is \$10,007. Of this amount, the average student fee support per FTE is \$1,926. (The State University Fee, application fee, and student body fees are included in the average costs paid by the students; individual students may pay less or more than \$1,926, depending on whether they are part-time, full-time, resident, or nonresident students.)

**SOURCES OF FUNDS AND AVERAGE COSTS FOR 2002/03 CSU BUDGET**  
(Projected Enrollment: 321,123 FTE)

	Amount	Average Cost Per FTE Student	Percentage
Total Cost of Education*	\$3,213,710,000	\$10,007	100.0
State Appropriation**	\$2,680,280,000	8,346	83.0
Student Fee Support	\$533,430,000	1,661	17.0
Detail:			
Total State Support	\$2,680,280,000		
Total Support	\$3,213,710,000		

(Including State General Fund Appropriation, student fee support, and support from other sources)

\*Based on final campus budget submissions subsequent to the passage of the Budget Act. Totals may differ slightly from other CSU published amounts.

\*\*Includes mandatory cost increases, enrollment increases, and general compensation increases.



# 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.

Students who have specific questions regarding financial aid or who would like further information should contact the Office of Financial Aid.

## ELIGIBILITY REQUIREMENTS

The following eligibility requirements apply to all financial aid programs except emergency loans and scholarships.

To be considered eligible for most student aid programs, the demonstration of financial need is one of the primary requirements. However, alternate forms of financial assistance such as scholarships, emergency loans and parental loan programs should also be explored since many of these alternate sources of aid do not necessarily require the demonstration of financial need. Financial need is the difference between the reasonable and approved costs incurred by a student at CSUF and all of the resources available to the student, including contributions from parents, student (and spouse, if applicable), and other aid the student may be eligible to receive. The university uses a nationally accepted formula developed by the federal government in determining the family contribution. In addition to demonstrating financial need, all applicants for federal student financial assistance must meet the following eligibility requirements:

1. be a U.S. citizen, national or permanent resident of the U.S. Eligible students also include 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 admitted to or enrolled on at least a half-time basis in a program of study leading to a degree, certificate or recognized credential offered by the institution. (Graduate students pursuing prerequisites required to gain admission to a graduate program may be eligible only for the Stafford loan, and the annual limit will be reduced);
3. maintain satisfactory academic progress in the course of study according to the standards and practices of the university;
4. not be in default on any loan made from a student loan fund and not owe a refund on grants 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;
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.



## FINANCIAL AID OFFICE

University Hall 146  
(714) 278-3125

## FINANCIAL AID

Eligibility Requirements  
Scholarships & Institutional Grants  
State Grants  
Federal Programs  
Application Periods  
Rights and Responsibilities of Students  
Receiving Aid  
Satisfactory Academic Progress Standards  
Eligibility for Multiple Degrees  
Refund Policy  
Fee Refunds and Return of Title IV Funds

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. have a Social Security number; and
8. have a high school diploma or recognized equivalent.

## **SCHOLARSHIPS & INSTITUTIONAL GRANTS**

### **Scholarships**

Scholarships and awards should not be viewed as another form of financial aid, even though many scholarships do take financial need into consideration during the review process. They are given to honor outstanding achievement. Many scholarships are available to all students and are known as university scholarships. Other scholarships have special objectives and may be awarded to students pursuing selected majors, students with certain career goals, or to those living in certain geographic areas. 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, the recipients are selected during the spring semester and the funds are awarded the next academic year. Full details regarding scholarship requirements and application deadlines can be found at [www.fullerton.edu/financialaid](http://www.fullerton.edu/financialaid). You will need to click on the scholarship icon.

### **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 will be considered for this grant.

## **STATE GRANTS**

### **Cal Grant A, B & T**

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.

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. First-time applicants must verify their GPA by March 2. CAL Grant T applicants must be accepted into a credential program.

Cal Grants A and T are 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 registration fees but may not cover full fees.

Cal Grant B is designed to provide very low-income students with a living allowance. In addition, Cal Grant B recipients may also receive assistance with tuition and fee costs. First-year students receiving Cal Grant B will generally receive a living allowance up to a maximum of \$1,551 for the academic year. During their 2nd, 3rd and 4th year of post-secondary education, Cal Grant B recipients will receive the living allowance in addition to tuition and fee assistance.

## **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 financial need and ranges from \$400 to \$4,000 for students enrolled full-

time. Part-time undergraduates are also eligible. Students may apply by completing a Free Application for Federal Student Aid (FAFSA).

### **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, and 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.

### **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 \$15,000 for completing an undergraduate degree. The combined borrowing limit for completion of undergraduate and graduate study is \$30,000. Students borrow through the Federal Perkins Loan program at their school or college, and availability of funds is dependent on repayment of the school's previous borrowers and annual federal allocations to the program. Generally, loan amounts range from \$200 to \$2,600. Interest does not accrue on the loan, and there is no repayment while the student is enrolled at least half-time. Repayment begins nine months following graduation, withdrawal, or enrollment below half-time status.

### **Federal Work-Study**

The Federal Work-Study program provides students with employment opportunities both on and off campus. Eligibility for the program is determined by the school or college based on the student's demonstrated financial need. Students awarded 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 and placement assistance is provided by the school or college. 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 Stafford Student Loan**

The Stafford Student Loan is a long-term loan made to students by banks, savings and loan associations and credit unions. The loans are guaranteed by the State of California and insured by the federal government.

The federal government pays interest on the loan while the student is in school. Six months following graduation, withdrawal or less than half-time enrollment, borrowers begin repayments.

Stafford Student Loan borrowers will be required to repay the loan at a variable interest rate set annually. The interest rate will be based on the 91-day T-bill rate plus 3.10 percent and capped at 9 percent.

First-year students are eligible to borrow up to \$2,625 annually, second-year students may borrow up to \$3,500, and other undergraduates will be limited to \$5,500 annually. Students enrolled in a program of study for less than one academic year will have their loan eligibility prorated based on the length of the program. The aggregate loan limit for an undergraduate will be \$23,000.

Graduate students will be eligible to borrow up to \$8,500 annually with an aggregate borrowing limit of \$65,500 including undergraduate loans.

### **Federal Unsubsidized Stafford Student Loan**

Students who do not demonstrate sufficient financial need to borrow under the regular Stafford Student Loan program may borrow under the unsubsidized Stafford Loan. Students may borrow within the loan limits and at the same interest rates as the regular Stafford loan program. With the exception of demonstrating financial need, borrowers must meet all eligibility criteria of the regular Stafford loan.

Borrowers will pay a combined origination and insurance premium of 4 percent which will be deducted from the loan checks. Interest payments must begin immediately after the loan is disbursed or may be added to the principal balance. Regular repayment begins six months after the borrower graduates or is no longer enrolled at least half-time.

### **Federal PLUS Parent Loans**

The PLUS program is a loan designed to assist parents in meeting the educational costs of their dependent. The parent is the borrower and is responsible for repayment of the loan. The PLUS program is designed for families who generally do not qualify for other forms of financial assistance and 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 variable, up to a maximum interest rate of 10 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 with their lender concerning deferment options.

### **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.

### **Scholarships**

Applications for scholarships are due in the Office of Financial Aid by late February. Students should contact the Office of Financial Aid for an application in mid-January.

### **Bureau of Indian Affairs Grants**

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

### **All Other Aid**

Priority is given to FAFSA applications mailed between January 1 and March 2 for the next academic year.

## **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 the status of 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 following information concerning student financial assistance may be obtained from the director of Financial Aid, University Hall UH-146, phone: (714) 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;
5. the standards the student must maintain to be considered to be making satisfactory progress for the purpose of establishing and maintaining eligibility for financial assistance.

Information concerning the cost of attending California State University, Fullerton, is available from the director of Financial Aid, University Hall 146, phone: (714) 278-3125:

1. fees and tuition (where applicable);
2. estimated costs of books and supplies;
3. estimates of typical student room and board costs and typical commuting costs;
4. and if requested, additional costs for specific programs.

All students are entitled to have the right to receive full and open information about various topics as provided by law. 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 (714) 278-3117.
2. Information concerning CSU, Fullerton policies, procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus may be obtained from the Department of Public Safety, Temporary 1200, at (714) 278-2515.
3. Information concerning CSU, Fullerton annual campus security report may be obtained from the Department of Public Safety, Temporary 1200, at (714) 278-2515 or referencing police.fullerton.edu on the Web.
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 (714) 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 Analytical Studies Office 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 Athletic Department, Physical Education 158, at (714) 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 (714) 278-3221.

### Responsibilities

All financial aid recipients agree to carry and complete a specific number of units each semester, report graduation or withdrawal from the university and to notify the Office of Financial Aid of any changes in their financial or marital status.

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. (See below for complete information).

#### 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 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.) .....	186
Graduate:	
30 or more depending upon program .....	45

You may not continue to receive financial assistance at CSUF once you have attempted or enrolled in a maximum number of units. If you are classified as an undergraduate, the maximum is 186 units. If you are classified as a graduate or post-baccalaureate, the maximum is 45 units. The unit maximum includes all units attempted at CSUF, as well as all transferable units attempted at other

colleges/universities. If your program requires more than the average number of units, provide documentation to the Office of Financial Aid to request an exception to the standard. A student who cannot complete his/her objective within the maximum attempted units outlined above according to his/her degree standing will not be eligible for any financial aid from any federal or state source.

#### Qualitative Measurement

CSUF uses a 90 percent completion percentage (90 percent rule) applied to attempted units each term on an annual basis for its qualitative measurement to determine if SAP is being maintained.

A minimum number of units each semester is not imposed, 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 90 Percent Rule

The student's census attempted units ("frozen units") for the preceding fall and spring semesters are added together. Then grades are reviewed and the percentage of earned units are calculated based on the attempted units. The percentage is calculated on a maximum of 12 units per semester or 24 units per academic year. TO MAINTAIN UNRESTRICTED ELIGIBILITY FOR FINANCIAL AID, 90 PERCENT OF ATTEMPTED UNITS MUST BE EARNED.

#### Determination of Units Completed

The following grades will be counted in determining units successfully completed: A, B, C, D, CR (credit).

SP (Satisfactory Progress) and RD (Report Delayed) will be temporarily considered as units completed provided these designations are replaced with an acceptable final grade within one calendar year from the beginning date of the semester. If the final SP grade is not posted within one year, the student must submit a written appeal to the Office of

Financial Aid. If a Report is delayed beyond one year, the student must submit to the Office of Financial Aid a statement from the faculty member explaining the cause for the extended delay.

The following grades will count as units attempted but will not count as units completed: F, NC (No Credit), W (Withdrawal), AU (Audit), 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 not 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 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.

### Warning

If at least 70 percent (but less than 90 percent) of attempted units is earned, the student will be allowed to receive financial aid for one semester on "warning" status; if less than 70 percent of attempted units is earned, the student's eligibility is terminated until the student re-qualifies.

The student is still eligible to receive financial aid for one semester while on warning; however, the student must meet the following conditions to be taken off warning status:

- attempt a minimum of 6 units;
- complete 100 percent of attempted units (12 units is the maximum requirement); and
- earn at least a 2.0 semester grade point average (GPA).

At the end of the warning semester, if the student has not met the conditions stated above, eligibility will be terminated until the student re-qualifies.

### 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 a student to enroll on academic probation with a cumulative grade point average of 1.95 or higher for a senior, 1.85 or higher for a junior, 1.7 or higher for a sophomore, 1.5 or higher for a freshman on all college units attempted or in all units attempted at this institution. 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

Students may re-qualify for a future semester by meeting the following conditions:

In a single semester:

- attempt a minimum of 6 units\*;
- complete 100 percent of attempted units (12 units is the maximum requirement); and

- earn at least a 2.0 semester grade point average (GPA).

\*transferable courses at another school may be used to re-qualify, provided they are accepted for unit credit toward graduation at CSUF.

### 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. Complete a SAP appeal form and:

- (1) explain the circumstances which contributed to failure to make SAP;
- (2) document the circumstances;
- (3) 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.

### ELIGIBILITY FOR MULTIPLE DEGREES

Students will be eligible to receive financial aid towards the completion of their first bachelor's degree and towards their first graduate degree.

### 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 (714) 278-3125. As stated in the appropriate CSUF Class Schedule, 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).

### FEE REFUNDS AND RETURN OF TITLE IV FUNDS

Information on policies regarding 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 (714) 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 (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

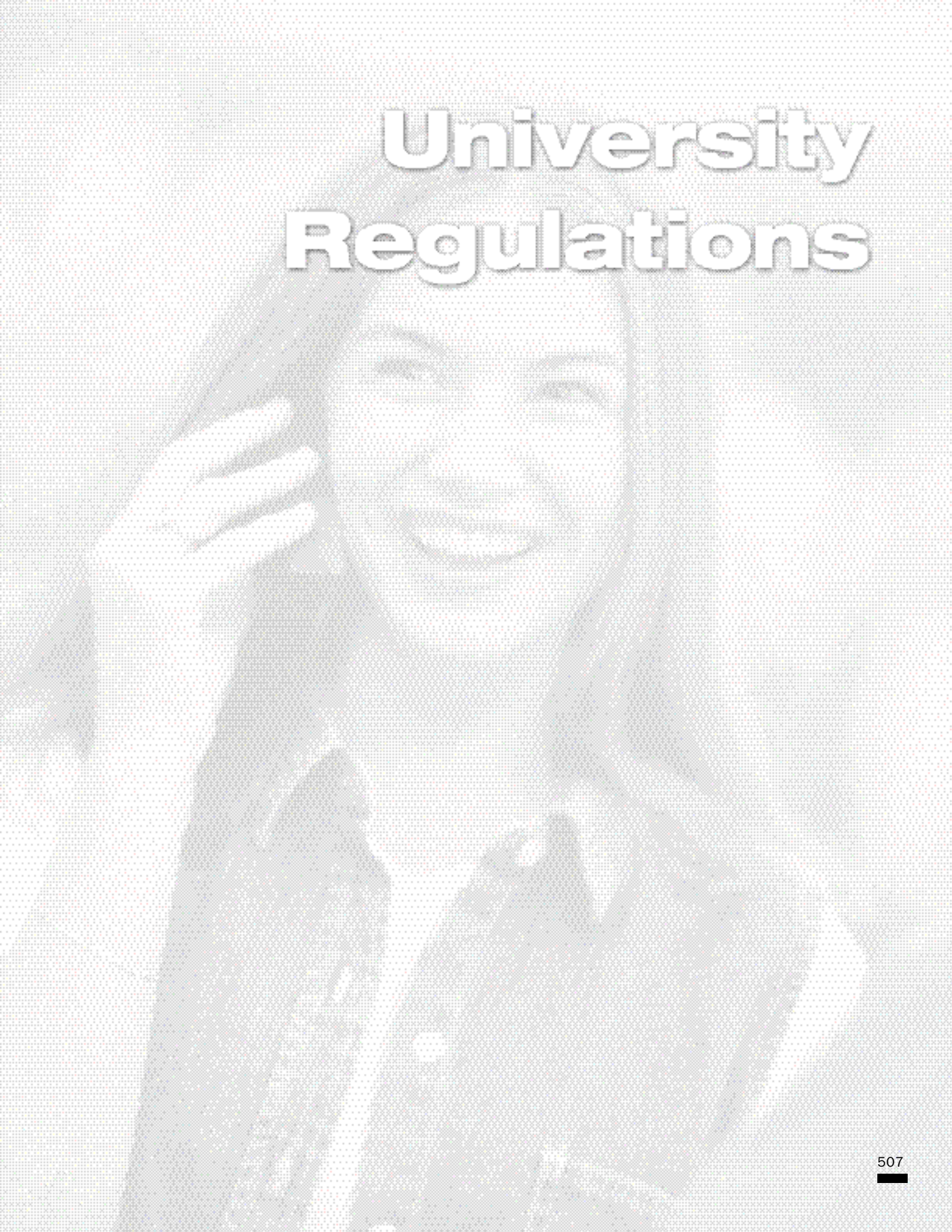
received. (Unearned aid is calculated using the percentage of days in the term following the last date of attendance.) A financial aid student who withdraws on or before the 60 percent point in the term is eligible to receive a fee refund; however, the refund is applied to reduce the amount of unearned aid the student is required to repay. See examples below.

In these examples, the student received \$1,650 in federal grants and \$2,667.50 in subsidized Federal Stafford Loan. The following examples illustrate the amount the student would owe based on three different withdrawal dates (dollar amounts shown are approximate).

	Example 1	Example 2	Example 3
	<b>4th day of term</b>	<b>29th day of term</b>	<b>54th day of term</b>
<b>WITHDRAWAL ON</b>			
TOTAL federal aid disbursed:	\$4,317.50	\$4,317.50	\$4,317.50
Earned financial aid	<u>-\$ 159.75</u>	<u>\$1,148.46</u>	<u>\$ 2,137.16</u>
“Unearned” aid	\$4,157.75	\$3,169.04	\$2,180.34
Minus amount returned to lender by CSUF	<u>-\$ 905.70</u>	<u>-\$ 690.33</u>	<u>\$ 474.95</u>
Remaining unearned aid	\$3,252.05	\$2,478.71	\$1,705.39
<b>STUDENT MUST REPAY THESE AMOUNTS:</b>			
Reimbursement for loan funds returned by CSUF	\$ 905.70	\$ 690.33	\$ 474.95
Plus repayment of unearned federal grant funds	<u>+\$ 745.13</u>	<u>+\$ 250.77</u>	<u>N/A</u>
<i>Total student owes to CSUF</i>	\$1,650.83	\$ 941.10	\$ 474.95
Minus fee refund (reduces balance student owes)	<u>-\$ 903.10</u>	<u>-\$ 687.70</u>	<u>\$ 472.32</u>
Balance student owes to CSUF	\$ 747.73	\$ 253.34	\$ 2.63
 In addition, student must repay unearned federal Stafford Loan per terms of promissory note	 \$1,761.80	 \$1,977.17	 \$2,192.55
 <b>A HOLD IS PLACED ON CSUF SERVICES UNTIL STUDENT REPAYS THIS AMOUNT:</b>	 <b>\$ 747.73</b>	 <b>\$ 253.34</b>	 <b>\$ 2.63</b>

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

# University Regulations



# University Regulations



## REGULATIONS

- Enrollment Regulations
- Class Attendance
- Initial Class Meeting
- Instructor-Initiated Drops

## INTRODUCTION

Each student is responsible for meeting the requirements printed in the university catalog and all published regulations of the university.

The university establishes certain academic policies and requirements that must be met before a degree is granted. These include major and unit requirements and prerequisites.

While advisers, directors, deans and faculty will provide a student with information and advice, responsibility for meeting these requirements rests with the student. Since failure to satisfy these requirements may result in the degree being withheld, it is important for each student to become thoroughly acquainted with all regulations. The catalog and the semester class schedule, available in the Titan Bookstore and online at [www.fullerton.edu](http://www.fullerton.edu), are the best sources of information on current policy and regulations.

The student also has the responsibility for securing the consent of the instructor before enrolling in a course with prerequisites that the student has not completed.

To ensure receipt of timely information and accurate grade reports from the university, each student must keep the Office of Admissions and Records informed of changes in personal data, including changes in name, address and program of study. Enrollment corrections and changes must be reported to the Office of Admissions and Records by the 20th day of classes each semester, using TITAN Online. During the third and fourth week, a \$20 administrative late fee will be required to make such changes. Other corrections should be reported on forms provided by and returned to the Office of Admissions and Records.

## ENROLLMENT REGULATIONS

### Unit of Credit

Each semester unit represents three hours of university work per week for one semester. Courses are of three types:

Lecture: one hour in class plus two hours of study.

Activity: two hours of class plus one hour of study.

Laboratory: three hours of laboratory activity in class plus one hour of study outside class.

Some courses may combine two or more of these types. All required courses carry unit credit.

### Class Levels

Undergraduate students who have completed 0-29 semester units of work are classified as freshmen, 30-59 semester units as sophomores, 60-89 semester units as juniors, and 90 or more as seniors.

### Maximum Number of Units

Undergraduate students' requests to enroll for more than 19 units in the fall or spring semester must be approved by the student's adviser and the department chair of the major. If such requests are denied, appeals may be made to the appropriate college dean. (Undeclared majors must receive the approval of the director of academic advising services.) The minimum full-time program is 12 units.

Consistent with university policy for the fall and spring semesters, the following individual student enrollment limits are assigned for summer (YRO) sessions:

- No more than seven units in any five- or six-week session, or
- No more than nine units in an eight-week session, or
- No more than twelve units in a ten-week session, or
- No more than sixteen units in the entire summer (YRO) term

A student whose academic record justifies a study list in excess of the normal may request to



be allowed to enroll for extra units. Request forms may be obtained from the Office of Admissions and Records. In general, only students with superior academic records are allowed to enroll for more than the maximum. In addition, the need to enroll for the extra study must be established. Factors such as time spent in employment or commuting, the nature of the academic program, extracurricular activities and the student's health should be considered in planning a study program.

The minimum and maximum units of a full-time program of study for graduate students are defined in the "Graduate Regulations" section of this catalog.

### **Graduate-Level Courses**

Graduate-level (500) courses are organized primarily for graduate students. Undergraduate students may be permitted to enroll in a graduate-level course if:

- a. they have reached senior standing (completed a minimum of 90 semester units)
- b. have academic preparation and prerequisites required for entry into the course
- c. gain the consent of the instructor on the appropriate form available at the Admissions and Records Service Center

Students wishing to use 500-level course work taken during their undergraduate degree toward a master's degree should read the section on postgraduate credit in the "Graduate Regulations" section of this catalog.

### **CLASS ATTENDANCE**

While class attendance is not recorded officially by the university, students are expected to attend all classes. The policy on class attendance is within the discretion of the individual faculty member and shall be included in the class syllabus distributed at the first class meeting of the semester.

Students who must miss class to represent the university or to participate in a university-

sponsored activity must notify the class instructor in writing a minimum of two weeks in advance of the absence. Given prior notice, instructors are encouraged to allow students to make up class work, complete class work in advance of the class absence, or complete an alternative assignment without penalty. In case of a disagreement about whether an activity constitutes a university-sponsored activity, the appropriate administrator will make the determination.

### **INITIAL CLASS MEETING**

It is especially important that students attend the first meeting of a class. Students absent from the first meeting must notify the instructor or departmental office of the absence no later than 24 hours after the class meeting in order to preserve their places in the class. Instructors may deny admission to the class to absentees who fail to contact the instructor or office, in order to admit persons on waiting lists.

### **INSTRUCTOR-INITIATED DROPS**

A student who registers for a class and whose name appears on the first-day-of-class list should attend all class meetings in the first week. If a student decides not to continue enrollment in a class, either before or after instruction begins, it is the student's responsibility to follow appropriate procedures for dropping the class; however, if a student is absent without notifying the instructor or departmental office within 24 hours after any meeting missed during the first week, the student may be dropped

administratively by the instructor. Students should not assume that this will be done for them and should take the responsibility to ensure that they have been dropped by following the appropriate procedures for dropping classes.

An instructor may also administratively drop a student who does not meet prerequisites for the course. These administrative withdrawals shall be without penalty and must be filed by the instructor with the Office of Admissions and Records no later than the end of the second week of instruction (the specific date is published in the class schedule each semester).

### **GRADING SYSTEM**

Every student of the university will have

# Grading Policies



## GRADING POLICIES

- Grading System
- Administrative Symbols
- Student Records

all course work evaluated and reported by the faculty using letter grades or administrative symbols.

The university uses a combination of traditional and nontraditional grading options as follows:

### Traditional (Letter Grade Option)

Letter grades, defined as:

- A - outstanding performance
- B - above average performance
- C - average performance
- D - below average performance, though passing
- F - failure

### Nontraditional (Credit/No Credit Option)

CR (Credit) for satisfactory (equivalent to C or better in undergraduate courses; B or better in graduate courses) and NC (No Credit) for less than satisfactory work.

When, because of circumstances, a student does not complete a particular course, or withdraws, certain administrative symbols may be assigned by the faculty. Grades and symbols are listed in a chart on the following page together with grade point values. The chart also illustrates the academic bookkeeping involved for all grades and symbols used.

### Selection of Grading Option

Selection of a grading option, with certain exceptions, is the responsibility of the student. Graduate students must use the letter grade option for courses that are on study plans leading to master's degrees. Undergraduates must use the letter grade option for major, minor and general education requirements.

Exceptions are those courses designated by the faculty to be graded solely on either a letter grade only or Credit/No Credit basis.

These courses will be so designated in the class schedule (and shall not be changed by the faculty after publication of the class schedule) for each semester and may be included in major, core or special program requirements.

Students shall inform the Office of Admissions and Records up to the end of the fourth week of classes regarding the selection of grading options in designated courses. If a student does not do so, the letter grade option will be used. A \$20 administrative late fee will be charged during the third and fourth weeks of classes to change grading options in a course. Students are not permitted to change grading options after the university census date except, by petition, changes from Credit/No Credit to letter grade, which will bring the student into compliance with major, minor and general education requirements.

The faculty shall grade all students using the traditional A, B, C, D or F grades except in Credit/No Credit (only) courses, and the Office of Admissions and Records shall make the necessary changes from A, B, C, D or F, converting A, B, C to Credit, and D and F to No Credit in undergraduate courses and A, B to Credit, and C, D and F to No Credit in graduate courses. In those courses offered only on a Credit/No Credit basis, the instructor shall assign grades of CR or NC or appropriate administrative symbols.

### Nontraditional Grade Option

A nontraditional grading option is available to undergraduate students, nonobjective graduate students and to classified graduate students for courses not included in the approved study plan. Any student attempting a course using the nontraditional grading option must meet the prerequisites for that course. Each student shall be permitted to select courses in subjects outside of the major, minor and general education requirements for enrollment on a Credit/No Credit basis. The phrase "major requirements" shall be taken to include core plus concentration (or option) requirements in departments using such terms, and professional course requirements in teacher education curricula.

A student in any one term may take one course under the Credit/No Credit option. In addition, he or she may enroll in a required course offered only under Credit/No Credit; however, a maximum of 36 units of Credit/No Credit courses, including those transferred from other institutions, may be counted toward the baccalaureate.

Under the Credit/No Credit option, the term "Credit" signifies that the student's academic performance was such that he or she was awarded full credit in undergraduate courses with a quality level of achievement equivalent to a C grade or better, unless the catalog course description states otherwise. In all graduate level and professional education courses, Credit signifies academic performance equivalent to B or A grades. No Credit signifies that the student attempted the course but that the performance did not warrant credit toward the objective.

Ordinarily, a student shall be limited to one non-major course per term using this option, exclusive of courses offered only on a Credit/No Credit basis.

When an undergraduate student changes his or her major field of study to one where he or she has completed courses with CR grades, such lower-division courses shall be included in major requirements. Upper-division courses may be included at the option of the department upon petition by the student.

**Grade or Symbol** **GPA**

Units	Point Units	Full Earned	Value	Credit
<i>Traditional</i>				
A.....	Yes	Yes	4	Yes
B.....	Yes	Yes	3	Yes
C.....	Yes	Yes	2	Yes
D.....	Yes	Yes	1	No
F.....	Yes	No	0	No
<i>Nontraditional</i>				
CR.....	*	Yes	None	Yes
NC.....	*	No	None	No
<i>Administrative Symbols</i>				
I (Incomplete Authorized).....	†	No		
IC (Incomplete Charged).....	Yes	No	0	No
U (Unauthorized Incomplete)††.....	Yes	No	0	No
W (Withdrawal).....	No	No	None	No
WF (Withdrawal) ††.....	Yes	No	0	No
WU (Withdrawal Unauthorized).....	Yes	No	0	No
AU (Audit).....	No	No	None	No
SP (Satisfactory Progress) †††.....	No	No	None	No
RD (Report Delayed).....	No	No	None	No
RP (Report in Progress).....	No	No	None	No
Totals.....	Used In GPA	Counted In Objective	Used Toward GPA	

\*Credit/No Credit course units are not included in GPA computations.

†If not completed within one year, I will be changed to an IC (or NC).

††Effective fall 1991, this symbol is no longer assigned.

†††Effective fall 2002, this symbol is no longer assigned

**ADVISORY CAUTION:** Undergraduate students who plan to pursue graduate or professional studies later are advised to be selective in opting for courses on a Credit/No Credit basis. As a general rule (advisory only), course work that is preparatory or prerequisite to advanced specialized study should be completed and evaluated on a letter grade basis and not Credit/No Credit.

**ADMINISTRATIVE SYMBOLS**

*Incomplete Authorized (I)*

The symbol I signifies that a portion of required course work has not been completed and evaluated in the prescribed time period owing to unforeseen but fully justified reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. A final grade is assigned when the work agreed upon has been completed and evaluated.

An Incomplete must be made up within one year immediately following the end of the term in which it was assigned. This limitation prevails whether or not the student

maintains continuous enrollment. Failure to complete the assigned work will result in an Incomplete being changed to an IC or an NC.

A grade of Incomplete may be given only when, in the opinion of the instructor, a student cannot complete a course during the semester of enrollment for reasons beyond the student's control.

Such reasons are assumed to include: illness of the student or of members of the student's immediate family, extraordinary financial problems, loss of outside position and other exigencies. In assigning a grade of I, the instructor shall file with the department for future reference and student access a Statement of Requirements for Completion of Course Work. The requirements shall not include retaking the course. The instructor will also designate a time limit (up to one year) for completing requirements.

Upon request, a copy of the document will be furnished to the student. The student should review this statement at the earliest opportunity.

The statement of requirements will include an indication of the quality of the student's work to date. This not only provides an interim evaluation for the student but

assists the department chair in assigning a final grade in those instances where the instructor is no longer available.

When the specific requirements are completed, the instructor will report a change of grade. The responsibility for changing the incomplete grade rests with the instructor.

#### *Incomplete Charged (IC)*

The IC symbol may be used when a student who received an authorized incomplete (I) has not completed the required course work within the allowed time limit. The IC replaces the I and is counted as a failing grade for grade point average and progress point computation.

#### *Withdrawal (W)*

Students may withdraw from class during the first two weeks of instruction without record of enrollment. After that time, students should complete all courses in which they are enrolled.

The university authorizes withdrawal after the first two weeks of instruction and prior to the last three weeks of instruction only with the approval of the instructor and the department chair (and, in some cases, the college associate dean). All requests for permission to withdraw during this period and all approvals shall be made in writing on the Withdrawal Request form and the Change of Program form and shall be filed at the Office of Admissions and Records by students or their proxies.

Authorization to withdraw after the second week of instruction shall be granted for only the most serious reasons i.e., a physical, medical, emotional or other condition that has the effect of limiting the student's full participation in the class. Such reasons must be documented by the student. Poor academic performance is not evidence of a serious reason for withdrawal. Signatures of the instructor and department chair are required for each course. In some departments, the signature of the associate dean is also required. Withdrawal from a class is signified by a grade of "W." Such grades are not included in grade point average calculations.

Students may not withdraw during the final three weeks of instruction except in cases, appropriately documented, such as accident or serious illness, where the assignment of an Incomplete is not practicable.

Ordinarily, withdrawals of this nature will involve withdrawal from all classes except that Credit or Incomplete Authorized (I) may be assigned for courses in which students have completed sufficient work to permit an evaluation to be made. Requests for permission to withdraw from all classes under these circumstances, with authorizations as described above, shall be submitted with Change of Program forms by the students (or their proxies) to the Office of Admissions and Records.

#### *Withdrawal Unauthorized (WU)*

The symbol WU indicates that an enrolled student did not withdraw from the course but failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average computations, this symbol is equivalent to an F.

Students may petition for retroactive withdrawal from individual courses or from an entire semester, provided they can document both the serious and compelling reasons or circumstances that required the withdrawal and the date of such withdrawal. Such a petition must be filed within 30 days after the first class day of the following semester.

**ADVISORY NOTE:** Students who unofficially withdraw and who are receiving financial aid or benefits which are dependent on completion of specified course units are advised that they may have such benefits suspended and may be subject to repayment of allowances received after date of unofficial withdrawal.

#### *Audit (AU)*

The symbol AU is used by the Office of Admissions and Records in those instances where a student has enrolled in a course either for information or other purposes not related to the student's formal academic objective. Enrollment as an auditor is subject to the permission of the instructor, provided that enrollment in any course as an auditor shall be permitted only after students otherwise eligible to enroll in the course on a credit basis have had an opportunity to do so. Auditors are subject to the same fees as credit students and regular class attendance is expected. An auditor may not change to

credit status and a student who is enrolled for credit may not change to audit after the fourth week of instruction. An auditor is not permitted to take examinations in the course; therefore, there is no basis for evaluation nor a formal grade report.

#### *Report in Progress (RP)*

The RP symbol is used in connection with thesis, project or similar courses that extend beyond one academic term. It indicates that work is in progress, and has been evaluated and found to be satisfactory to date, but that assignment of a final grade must await completion of additional course work. Cumulative enrollment in units attempted may not exceed the total number applicable to the student's educational objective. Work is to be completed within a stipulated period which may not exceed one year except for graduate degree theses or projects for which the time may be longer, but may not exceed the overall limit for completion of all master's degree requirements.

#### *Report Delayed (RD)*

The RD symbol is used where a delay in the reporting of a final grade is due to circumstances beyond the control of the student. The symbol is assigned by the Office of Admissions and Records and will be replaced as soon as possible. An RD shall not be included in calculation of a grade point average.

## **STUDENT RECORDS**

### **Grade Reports to Students**

A report of the final grades assigned in classes is available to each student at the end of each semester. Many students leave self-addressed post cards for instructors of specific courses to send them earlier reports. Grades are available at the end of each term by telephone, through several kiosks located on the campus, and through the TITAN Online feature of the Cal State Fullerton website.

### **Class Grade Point Averages**

Beginning with the fall semester 1978, information is included on student grade reports and permanent academic records that is intended to depict the level of achievement of students in relation to other students in a particular class. The class size and grade point average information is displayed for each graded course. The first set of figures

indicates the number of students officially completing the course and the second set is the class grade point average. In making the computations, marks of W, I, CR, NC and RP are excluded. This same information is displayed for summer session and intersession classes, but not for extension classes sponsored by the Office of Extended Education.

### Examinations

Final examinations, if required by the instructor, will be given at times scheduled by the university. Once established, the final examination schedule may not be changed unless approved by the dean of the college. No makeup final examination will be given except for reason of illness or other verified emergencies.

### Credit by Examination (Challenge Examinations)

Students may be granted credit toward the baccalaureate and to meet curriculum requirements in certain designated courses by the satisfactory completion of challenge examinations in the courses. The examinations are to be comprehensive and administered by the sponsoring departments. Well in advance of the semester in which a challenge examination is to be administered, the student, using the appropriate university form, will secure written approval of his or her major adviser and the chair of the department in which the course is offered. In general, prior work or academic experience will be required.

Courses to be offered as challenge examinations will be determined by the academic departments. Matriculated students may either enroll in these courses during registration or add them during the first three weeks of the semester. The examination must be administered not later than the end of the third week of instruction.

Upon successful completion of the examination, the instructor will report the grade of CR. Students who fail the challenge examination may elect to continue the course for credit or may officially withdraw from the course through the normal class withdrawal procedure. The challenge examination for any course may be administered only once.

A maximum of 30 credits can be earned by challenge examination, including those earned by advanced placement. Credit by examination may not be used to fulfill the minimum residence requirements.

### Grade point Averages

The numerical grade point values in the grading system chart are intended to give an exact determination of a student's scholastic standing. To compute the grade point average for course work at Fullerton, the grade point value of each grade, with the exception noted in the "Repetition of Courses" section, is multiplied first by the unit value of each course to obtain a total of all grade points earned. The total is then divided by the total units attempted in all courses in which grades of A, B, C, D, F, WU and WF were received. The resulting figure is the grade point average.

### Repetition of Courses

Undergraduate students may repeat courses at California State University, Fullerton for which D or failing grades were earned either at Cal State Fullerton or at other institutions; in repeating such courses, the traditional grading system shall be used. In computing the grade point average of a student who repeats courses in which he or she received D or failing grades, only the most recently earned grades and grade points shall be used for the first 16 units repeated. Nevertheless, the original grade on the academic record shall not be changed or eradicated.

Persons who plan to seek professional school admission, e.g., law, medicine should note that all grades may be calculated for admission regardless of local application of the CSUF repetition of course policy.

In exercising this option, an undergraduate student must repeat the course at Cal State Fullerton and may request application of this policy when a course has been repeated. This should be accomplished using the appropriate form, immediately following the term in which the course has been completed, so that the student's grade point average can be revised.

This policy may also be applied to courses in which WU, U or WF grades were assigned, as a means of eliminating such marks from grade point average computations.

In the case of any repetition beyond the 16-unit limit or in courses for which a C or better grade was awarded, both grades are considered in computing grade point averages. Successful repetition of a course originally passed carries no additional unit credit toward a degree or credential except for certain courses such as independent study, practicum, or other courses specified in this catalog as "may be repeated for credit."

Students transferring from other colleges where courses were taken and repeated may be eligible for consideration under this policy. In general, the policy of the college where the course was repeated shall be followed; however, units for the courses taken and repeated at the transfer institution are included in the 16-unit limitation.

Subject to the following restrictions, if a graduate or post-baccalaureate student (excluding students with a second bachelor's degree objective) repeats courses for which a grade of WU (withdrawal unauthorized) was received, only the most recently earned grade(s) and grade points shall be used in computing the grade point average; however, the original WU grade(s) will remain on the permanent record. This policy may be applied only to grades earned during the first semester in which WU grades are received. Repeated courses must be taken at Cal State Fullerton using the traditional grading system. Students who have successfully repeated WU-graded courses must notify the Admissions and Records office using the appropriate form if they wish adjustment to their grade point averages.

### Grade Changes

The university recognizes the long-standing prerogatives of faculty to set standards of performance and to apply them to individual students. The university will seek to correct injustices to students but at the same time believes that the instructor's judgment at the time the original grade is assigned is better than a later reconsideration of an individual case. Equity to all students is of fundamental concern. The following policies apply to changes of grades except for changes of Incomplete Authorized and Withdrawal Unauthorized symbols.

1. In general, all course grades are final when filed by the instructor in the end-of-term course grade report. Each student is notified by mail of the grades earned during the term, and these grades become a part of the official record.
2. A change of grade may occur only in cases of clerical error, administrative error, or where the instructor reevaluates the original course assignments of a student and discovers an error in the original evaluation. A clerical error is an error made by the instructor or an assistant in calculating or recording the grade.

A change of grade shall not occur as a consequence of the acceptance of additional work or reexamination beyond the specified course requirements.

3. A request for a change of grade shall be initiated by the student affected and shall be directed to the instructor within 60 calendar days of the first day of classes of the regular semester following the award of the original grade. If the instructor determines that there is a valid basis for the change, a Change of Grade form shall be used to notify the Office of Admissions and Records. These forms are available in department offices and are not to be handled by students. If the instructor determines that there is not a valid basis for the change and denies the student's request, the instructor's decision is final. The student may file a petition with the Academic Appeals Board on the basis of unfair or prejudicial treatment by the instructor. (See "Academic Appeals" in the "Student Affairs" section of this catalog)
4. The Change of Grade form completed and signed by the instructor, noting the basis for the change, shall not be accepted by the Office of Admissions and Records unless approved separately by the department chair and college dean.
5. If a request for change of grade is initiated after 60 calendar days into the following semester, it will be approved only in extraordinary circumstances. An explanation of such circumstances must accompany the request and must be approved separately by the instructor, department chair and the dean before acceptance by the Office of Admissions and Records.
6. In extraordinary circumstances, the University Records Office may refer requests for grade changes to the Office of the Associate Vice President for Academic Programs.

#### **Academic Dishonesty**

Academic dishonesty includes such things as cheating, inventing false information or citations, plagiarism, and helping someone else commit an act of academic dishonesty. It usually involves an attempt by a student to show possession of a level of knowledge or skill which he or she does not possess.

Cheating is defined as the act of obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive, fraudulent or unauthorized means. Examples of cheating include, but are not limited to: using notes or aids or the help of other students on tests and examinations in ways other than those expressly permitted by the instructor, plagiarism as defined below, tampering with the grading procedures, and collaborating with others on any assignment where such collaboration is expressly forbidden by an instructor.

Plagiarism is defined as the act of taking the specific substance of another and offering it as one's own without giving credit to the source. When sources are used, acknowledgment of the original author or source must be made following standard scholarly practice.

The initial responsibility for detecting and dealing with academic dishonesty lies with the instructor concerned. An instructor who believes that an act of academic dishonesty has occurred is obligated to discuss the matter with the student involved. The instructor should possess reasonable evidence, such as documents or personal observation. However, if circumstances prevent consultation with the student, the instructor may take whatever action, subject to student appeal, the instructor deems appropriate.

An instructor who is convinced by the evidence that a student is guilty of academic dishonesty shall:

1. Assign an appropriate academic penalty. This may range from an oral reprimand to an F in the course. To the extent that the faculty member considers the academic dishonesty to manifest the student's lack of scholarship and to reflect on the student's academic performance and academic integrity in a course, the student's grade should be adversely affected. Suggested guidelines for appropriate actions are an oral reprimand in cases where there is reasonable doubt that the student knew that his or her action constituted academic dishonesty; an F on the particular paper, project or examination where the act of dishonesty was unpremeditated, or where there were significant mitigating circumstances, or an F in the course where the dishonesty was premeditated or planned.

2. Report to the student involved, to the department chair, and to the vice president for student affairs the alleged incident of academic dishonesty, including relevant documentation, and make recommendations for action that he or she deems appropriate.

The vice president for student affairs shall maintain an academic dishonesty file of all cases of academic dishonesty with the appropriate documentation. Students shall be informed when their names are inserted into the file and provided with copies of any appeals or disciplinary procedures in which they may become involved. The vice president for student affairs or his or her designees may initiate disciplinary proceedings under Title 5, California Code of Regulations, Section 41301, and Chancellor's Executive Order 148; when two or more incidents involving the same student occur, he or she shall do so. Opportunities for appeal regarding sanctions resulting from disciplinary proceedings are provided by Executive Order 148.

A student may appeal any action taken on a charge of academic dishonesty under the University Policy Statement 300.030, "Academic Appeals." See "Academic Appeals" in the "Student Affairs" section of this catalog.

#### **Academic Renewal**

In 1974, the Board of Trustees of the California State University adopted an academic renewal policy that became part of Executive Order No. 213 issued by the Chancellor's Office. The Board of Trustees made it clear at the time Executive Order 213 was approved that the purpose of this policy was not to raise grade point averages, but to ensure that able students were not required to stay on after completion of all course requirements simply to remove a deficiency.

The university may disregard up to two semesters or three quarters of previous undergraduate course work taken at any college or university from all considerations associated with requirements for the baccalaureate when a student meets the mandatory condition that "there is every evidence that the student would find it necessary to complete additional units and enroll for one or more additional terms in order to qualify for the baccalaureate if the request were not approved."

Final determination that one or more terms shall be disregarded in the determination of eligibility for graduation shall be based upon a careful review of evidence by the Review Committee for Academic Renewal and shall be made only when the mandatory condition stated above is met and when:

1. Five years have elapsed since the most recent work to be disregarded was completed;
2. The student has requested the action formally and has presented evidence that work completed in the terms under consideration is substandard and not representative of present scholastic ability and level of performance;
3. The level of performance represented by the terms under consideration was due to extenuating circumstances;
4. The student has completed at Cal State Fullerton, since the most recent work to be disregarded was completed, 15 semester units with at least a 3.0 grade point average, or 30 semester units with at least a 2.5 GPA, or 45 semester units with at least a 2.0 GPA. Work completed at another institution cannot be used to satisfy this requirement.

When such action is taken, the student's permanent academic record shall be annotated so that it is readily evident to all users of the record that no work taken during the disregarded terms, even if satisfactory, may apply towards the meeting of baccalaureate requirements. All work must remain legible on the record ensuring a true and complete academic history.

This policy is **not** intended to merely allow students a means by which they may improve their overall grade point averages for graduation with honors, admission to graduate and professional schools or to meet eligibility criteria for other awards, employment or acceptance into military and other programs.

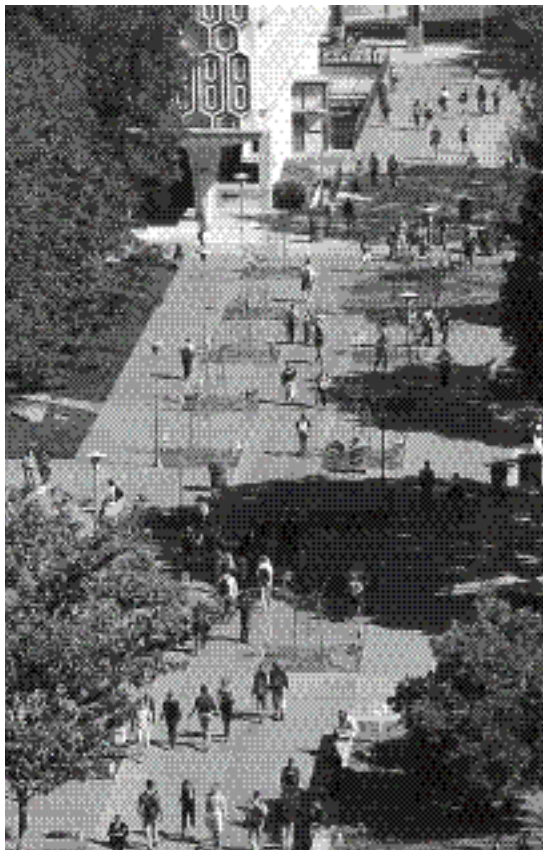
#### **Transcripts**

Official transcripts of courses taken at the university are issued only with the written permission of the student concerned. Partial transcripts are not issued. A fee of \$4 for each transcript must be received before the transcript can be released.

Normally, transcripts are available within three working days, except at the end of the semester when the student should allow about 10 days after the last day of the semester.

Transcripts from other institutions, which have been presented for admission or evaluation, become a part of the student's permanent academic file and are **not** returned or copied for distribution. Students desiring transcripts covering work attempted elsewhere should request them from the institutions concerned.

# Continuous Residency Regulations



## **CONTINUOUS RESIDENCY REGULATIONS**

- Good Standing
- Choice of Requirements
- Stop-Out Policy
- Leave of Absence
- Withdrawal from the University
- Retention, Probation and Disqualification
- Student Conduct
- Parking on Campus
- University Police
- Debts Owed to the University
- Student Rights
- Privacy Right of Students in Education Records
- Use of Social Security Number

### **GOOD STANDING**

Good standing indicates that a student is eligible to continue and is free from financial obligation to the university. A student under academic disqualification, disciplinary suspension or disciplinary expulsion is not eligible to receive a statement of good standing on transcripts issued by the university or on other documents.

### **CHOICE OF REQUIREMENTS**

A student remaining in continuous attendance in regular sessions and continuing in the same curriculum at any campus of the California community colleges or in any combination of California community colleges and campuses of The California State University may, for purposes of meeting graduation requirements, elect to meet the graduation requirements of such campuses from which he or she will graduate in effect either at the time of entering the curriculum or at the time of graduation therefrom, except that substitutions for discontinued courses may be authorized or required by the proper university authorities.

### **STOP-OUT POLICY**

With certain exceptions, undergraduate students may be absent for one semester and maintain their continuing student status. This includes election of curriculum requirements for graduation and eligibility to register for the next semester. The exceptions are as follows:

*Disqualified Students* - Students who are disqualified at the end of a semester and have not been reinstated will not receive registration materials; they must apply for readmission, and if admitted, may be subject to new curricula requirements.

*Foreign-Visa Students* - Students with foreign visas are required to maintain continuous enrollment. The stop-out policy is not applicable to "visa" students.

Students absent for more than one semester must apply for readmission should they wish to return to Fullerton. Election of catalog requirements will not be jeopardized for certain students. Students should consult an evaluator in the Office of Admissions and Records.

### **LEAVE OF ABSENCE**

A leave of absence may be granted based on certain documented extenuating circumstances (e.g., illness or disability, active duty in the armed forces of the U.S.) and normally is granted for not more than one year. Undergraduate and postbaccalaureate unclassified graduate students qualify for a leave if they have completed at least one semester in residence at Cal State Fullerton and are in good academic standing. Forms to request a leave of absence are available at the Admissions and Records Service Center.

Such an approved leave of absence authorizes the student to return without reapplying to the university and continue under the catalog requirements that applied to the enrollment prior to the absence.

Undergraduate and graduate students on approved leaves of one year (two academic semesters) or less are eligible to register for the semester immediately following the end of the leave and will be mailed registration materials automatically.

The leave of absence policy for conditionally classified and classified graduate students and credential students is defined in the "Graduate Regulations" section of this catalog.

### **WITHDRAWAL FROM THE UNIVERSITY**

Students who find it necessary to withdraw from Cal State Fullerton after enrolling for any academic term are required to follow the official withdrawal procedures. Failure to follow formal withdrawal procedures defined in class schedule for that semester may result in the assignment



of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on withdrawal procedures is available from the Admissions and Records Service Center; P.O. Box 6900, Fullerton, CA, 92384-6900, (714) 278-7601.

Students who are receiving financial aid funds must consult with the Financial Aid Office prior to withdrawing from the university regarding required return or repayment of grant or loan assistance received for that academic term. If a recipient of financial assistance under federal Title IV financial aid programs withdraws from the institution during a payment period, the amount of grant or loan assistance received is subject to return and repayment provisions governed by federal law.

See the "Refund of Fees" section in this catalog for possible refunds. No student may withdraw after the date shown on the university calendar as the last day of instruction.

## **RETENTION, PROBATION AND DISQUALIFICATION**

For purposes of determining a student's ability to remain in the university, both quality of performance and progress towards the educational objective will be considered.

### **Academic Probation**

An undergraduate student shall be placed on academic probation if in any semester the cumulative grade point average or the grade point average at Fullerton falls below 2.0 (grade of C on a four-point scale). The student shall be advised of probation status promptly and, except in unusual instances, before the start of the next consecutive enrollment period.

An undergraduate student shall be removed from academic probation and restored to clear standing upon achieving a cumulative grade point average of 2.0 in all academic work attempted, in all such work attempted at Fullerton, and is making satisfactory progress towards his or her educational objective.

A postbaccalaureate student (credential, unclassified, or undeclared status; but not second baccalaureate degree students) shall be subject to academic probation if, after attempting 12 or more graded units, his or her postbaccalaureate cumulative grade point average for units attempted at California State University, Fullerton falls below a 2.50

average. The GPA will determine whether a student is subject to probation only when the student has attempted 12 semester units of graded course work.

A graduate student enrolled in a graduate degree program in either conditionally classified or classified standing shall be subject to academic probation if he or she fails to maintain a cumulative grade point average of at least 3.0 (grade of B on a four-point scale) in all units attempted.

### **Academic Disqualification**

An undergraduate student on academic probation shall be subject to academic disqualification if:

1. As a freshman (fewer than 30 semester hours of college work completed), the student falls below a grade point average of 1.50 in all units attempted or in all units attempted at this institution; or
2. As a sophomore (30 through 59.9 semester units of college work completed), the student falls below a grade point average of 1.70 in all college units attempted or in all units attempted at this institution; or
3. As a junior (60 to 89.9 semester units of college work completed), the student falls below a grade point average of 1.85 in all college units attempted or in all units attempted at this institution; or
4. As a senior (90 or more semester units of college work completed), the student falls below a grade point average of 1.95 in all college units attempted or in all units attempted at this institution.

A graduate student enrolled in a graduate degree program shall be subject to disqualification if, while on probation, a sufficient grade point average is not achieved to remove probationary status. Disqualification may be either from further registration in a particular program or from further enrollment in the university, as determined by appropriate campus authority.

A postbaccalaureate student who is on probation shall be subject to disqualification if he or she fails to maintain at least a 2.50 cumulative grade point average after attempting 12 units of graded course work (not including CR/NC) at California State University, Fullerton, in postbaccalaureate status. Disqualification may be either from further registration as a postbaccalaureate,

credential or certificate program student or from further enrollment at California State University, Fullerton, as determined by the vice president for academic affairs or designee.

## **STUDENT CONDUCT**

Students are expected to make themselves aware of and abide by the university community's standards of behavior as articulated in this section, the Student Handbook, and other regulations of the university. Students accept the rights and responsibilities of membership in the CSUF community when they are admitted to the university. At the university, as elsewhere, ignorance of the standards is not an acceptable justification for violating community standards.

Because the functions of a university depend in honesty and integrity among members, the university expects from its students a higher standard of conduct than the minimum required to avoid disciplinary action.

Activities of students may result in violation of law, and students who violate the law may incur penalties prescribed by civil authorities. However, the university reserves the right to review such incidents independent of action by civil authorities, recognizing that the university's authority and its disciplinary process serve its educational mission and interest, a function separate from action by civil authorities.

The Trustees of the California State University are authorized by the Education Code to establish student disciplinary procedures. The president of California State University, Fullerton has designated the associate dean of students, judicial affairs, as the university's coordinator of university student discipline. The coordinator is responsible for administering the student discipline system and implementing the following procedures as mandated in Executive Order No. 628, Student Disciplinary Procedures for The California State University (Student Handbook) and CSUF President's Directive Number Nine: Regarding the Use of Attorneys in Student Disciplinary Proceedings.

Inappropriate conduct by students or by applicants for admission is subject to discipline as provided in Sections 41301 through 41304 of Title 5, California Code of Regulations.

These sections are as follows:

**41301. Expulsion, Suspension and Probation of Students.** Following procedures consonant with due process established pursuant to Section 41304, any student of a campus may be expelled, suspended, placed on probation or given a lesser sanction for one or more of the following causes which must be campus-related:

- (a) Cheating or plagiarism in connection with an academic program at a campus.
- (b) Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information to a campus.
- (c) Misrepresentation of oneself or of an organization to be an agent of the campus.
- (d) Obstruction or disruption, on or off campus property, of the campus educational process, administrative process or other campus function.
- (e) Physical abuse on or off campus property of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse.
- (f) Theft of, or non-accidental damage to, campus property, or property in the possession of, or owned by, a member of the campus community.
- (g) Unauthorized entry into, unauthorized use of, or misuse of campus property.
- (h) On campus property, the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis.
- (i) Knowing possession or use of explosives, dangerous chemicals or deadly weapons on campus property or at a campus function without prior authorization of the campus president.
- (j) Engaging in lewd, indecent or obscene behavior on campus property or at a campus function.
- (k) Abusive behavior directed toward, or hazing of, a member of the campus community.
- (l) Violation of any order of a campus presi-

dent, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this Section.

- (m) Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation pursuant to this Section.
- (n) For purposes of this Article, the following terms are defined:
  - (1) The term "member of the campus community" is defined as meaning California State University trustees, academic, non-academic and administrative personnel, students and other persons while such other persons are on campus property or at a campus function.
  - (2) The term "campus property" includes:
    - (A) Real or personal property in the possession of, or under the control of, the Board of Trustees of the California State University, and
    - (B) All campus feeding, retail, or residence facilities whether operated by a campus or by a campus auxiliary organization.
  - (3) The term "deadly weapons" includes any instrument or weapon of the kind commonly known as a black-jack, sling shot, billy, sandclub, sandbag, metal knuckles, any dirk, dagger, switchblade knife, pistol, revolver, or any other firearm, any knife having a blade longer than five inches, any razor with an unguarded blade, and any metal pipe or bar used or intended to be used as a club.
  - (4) The term "behavior" includes conduct and expression.
  - (5) The term "hazing" means any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger, or physical or emotional harm, to any member of the campus community; but the term

"hazing" does not include customary athletic events or other similar contests or competitions.

- (o) This Section is not adopted pursuant to Education Code Section 89031.
- (p) Notwithstanding any amendment or repeal pursuant to the resolution by which any provision of this Article is amended, all acts and omissions occurring prior to that effective date shall be subject to the provisions of this Article as in effect immediately prior to such effective date.

**41302. Disposition of Fees: Campus Emergency; Interim Suspension.** The president of the campus may place on probation, suspend, or expel a student for one or more of the causes enumerated in Section 41301. No fees or tuition paid by or for such student for the semester, quarter, or summer session in which he or she is suspended or expelled shall be refunded. If the student is readmitted before the close of the semester, quarter, or summer session in which he or she is suspended, no additional tuition or fees shall be required of the student on account of the suspension.

- During periods of campus emergency, as determined by the president of the individual campus, the president may, after consultation with the chancellor, place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities.
- The president may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to insure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within 10 days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the President or designated representative, enter any campus of the California State University other than to attend the hearing. Violation of any condition of

interim suspension shall be grounds for expulsion.

**41303. Conduct by Applicants for Admission.** Notwithstanding any provision in this Chapter 1 to the contrary, admission or readmission may be qualified or denied to any person who, while not enrolled as a student, commits acts which, were he or she enrolled as a student, would be the basis for disciplinary proceedings pursuant to Sections 41301 or 41302. Admission or readmission may be qualified or denied to any person who, while a student, commits acts which are subject to disciplinary action pursuant to Section 41301 or Section 41302. Qualified admission or denial of admission in such cases shall be determined under procedures adopted pursuant to Section 41304.

**41304. Student Disciplinary Procedures for The California State University.** The chancellor shall prescribe, and may from time to time revise, a code of student disciplinary procedures for the California State University. Subject to other applicable law, this code shall provide for determinations of fact and sanctions to be applied for conduct which is a ground for discipline under Sections 41301 or 41302, and for qualified admission or denial of admission under Section 41303; the authority of the campus president in such matters; conduct-related determinations on financial aid eligibility and termination; alternative kinds of proceedings, including proceedings conducted by a hearing officer; time limitations; notice; conduct of hearings, including provisions governing evidence, a record, and review; and such other related matters as may be appropriate. The chancellor shall report to the Board actions taken under this section.

#### **University Alcohol and Drug Policies**

California State University, Fullerton has specific policies related to the use of alcohol and other drugs, including President's Directive Number One: University Policy Regarding the Possession, Manufacturing, Sale, Furnishing Without Charge, and Consumption of Alcoholic Beverages and Other Drugs in a University Workplace or Residence Facility. The full text of this policy can be found in the Student Handbook or online at <http://www.fullerton.edu/presdir/>.

#### **PARKING ON CAMPUS**

Semester parking permits or daily permits are required 7 a.m. to 10 p.m., Monday through Thursdays and 7 a.m. to 5 p.m., Fridays. These same times also apply to all 30-minute zones (green curbs).

Red curbs/fire lanes, disabled person stalls, service/maintenance stalls, state vehicle-only stalls, loading zones (white and yellow curbs), and all other vehicle violations are enforced 24 hours a day.

Semester parking permits are honored in the following student lots: A, B, C, E, G, S, Spectrum Club and the El Toro Branch Campus student spaces. Daily permits are only honored in student lots A, G, Spectrum Club, and the El Toro Campus student spaces. Daily permits are valid in all other student lots (B, C, E, and S) after 4 p.m., semester student permits and daily permits are also honored in faculty/staff lots D, E-West, I, and College Park faculty/staff area after 6 p.m. Lots F, H and K are designated for faculty/staff parking only. Semester parking permits or daily permits are required during intersession and summer session. Parking tickets are issued the first day of classes for all vehicles not displaying a current parking permit.

Semester parking permits are available at [www.fullerton.edu/titanonline](http://www.fullerton.edu/titanonline) under Student Fees, make a Payment. A student semester parking permit is \$99 though spring 2004; effective fall 2004, the cost will be \$144. Permits also may be purchased via mail or in person at Student Financial Services, University Hall 180. Permits are not transferable and are valid only when purchased from Student Financial Services. Vehicles displaying a lost or stolen permit will be cited.

The cost of a daily permit is \$3.00 through spring 2004; effective fall 2004, the cost will be \$5. Daily permits may be purchased in Lots A and G during all hours that permits are required. After 4 p.m. a daily permit can be purchased in lots B and E. After 6 p.m., a daily permit can be purchased in lot D. Daily permits purchased from any open permit machine are valid in Lots A and G all day. After 4 p.m., the daily permits are valid in all student lots. It is a violation to stop, stand or wait in parking lot aisles for parking space. Violators will be cited.

Motorcycle decals are required for all

motorcycles and mopeds and may be purchased only from Student Financial Services. Motorcycles must park in designated motorcycle areas of permit lots. Mopeds may be parked in designated motorcycle areas.

Disabled students and faculty/staff are required to display their disabled California placard or license, as well as a valid CSU Fullerton parking permit. They must also purchase a regular semester permit, pay the above noted parking fee, and display the permit in their vehicle.

Parking fees and regulations are subject to change without formal notice. See Parking and Transportation Services website at <http://parking.fullerton.edu> for updated information.

Construction on a 2,500-space parking structure in lots D and C will start spring 2003. Visit the website for details.

#### **UNIVERSITY POLICE**

**Building T-1200**

**Business - (714) 278-2515**

**Campus Emergency - dial 911 or extension 3333**

The University Police is a full service police department serving Cal State Fullerton and the El Toro Campus in Irvine. The Department is made up of the following units:

- Police Administration
- Patrol Operations
- Investigations
- Crime Prevention
- Lost & Found
- Campus Motor Pool and Key Pickup
- Livescan Fingerprinting Service

All sections of the department provide a wide range of services, both traditional and nontraditional. In addition, all CSUF police officers are sworn police officers that are graduates of State accredited Police Academies. We investigate all crimes on campus and strictly enforce Penal Code and Vehicle Code violations. Our department has a very close working relationship with all surrounding police departments, and we are contacted when any major crime occurs off campus at any student organization. Our common goal is to assure that our campus is a safe place to study, teach, work, reside and visit.

**Crimes on Campus**

The majority of crimes on and around the campus are crimes of opportunity. They primarily include property thefts, such as bicycles, backpacks and books; thefts from vehicles and auto thefts. Personal assaults occasionally occur, but are uncommon on Cal State Fullerton campuses.

Alcohol and drug use is a societal problem, and therefore, Cal State Fullerton is no exception. Although these problems do occur on campus, they are experienced on a much smaller scale. Alcoholic beverages may be consumed by those over (21) years of age at the campus Pub, at designated sporting events, at special events authorized by the President and inside campus housing rooms for legal age residents and guests. All state and Federal drug laws are strictly enforced and violators will be prosecuted to the fullest. The University Police offers substance abuse education programs, and works closely with counselors at the Student Health Services Center.

Crime prevention awareness is a major factor in reducing these types of crimes. We encourage members of our campus community to act responsibly by securing your property and reporting suspicious activities immediately to the University Police.

#### **Crime Prevention Programs**

Crime prevention is citizen awareness and participation. It is a willingness to look out for one another, to report suspicious activities immediately to the University Police Department and to become involved in the safety and security of the campus.

Operation Identification (or Operation ID) is a citizen's burglary prevention/property identification program for use in homes and residence halls. It involves the marking of property with an identifying number as a means of burglary and theft prevention. This ID number also helps law enforcement agencies identify your property should it become lost or stolen and assists us in apprehending those individuals found in possession of stolen property. Mark your valuables by inscribing your driver's license number or State Identification card number in a location that can readily be seen by an inspecting police officer. An engraver can be checked out from the University Police Department.

In addition to this program, the University Police Department, in conjunction with the Women's/Adult Reentry Center, provides presentations on personal safety and rape

awareness several times throughout the school year.

Each school year brings with it some different and unique crime problems. When these incidents occur, the University Police Department circulates flyers and runs articles in the *Daily Titan* newspaper to advise the community and create an awareness of any problems. Neighborhood (dorm) Watch also is an ongoing program at residence housing, which includes regular meetings with residence advisers and distribution of flyers or posters to communicate crime or other safety issues that may be of interest to the residents.

#### **How to Contact Us**

The California State University, Fullerton Police Department is located at the corner of State College Blvd. and Gymnasium Drive. The Police Department is open 24 hours a day, seven days a week, including holidays. The campus is never without police protection, including both uniform police officers and plain-clothes detectives.

#### **Suspicious Activities**

Many criminals escape detection and arrest because a citizen will observe suspicious persons or possible criminal activities and fail to report them. Members of the campus community can help by becoming aware of their surroundings and developing a perception of what seems out of place or out of the ordinary. It may be something as simple as a door-to-door salesperson attempting to solicit at the residence halls, a vehicle parked in an unusual location late at night, or someone just hanging around. What one reports may be an innocent activity. However, it could also be serious criminal activity about to happen or actually occurring. Report suspicious activities immediately the University Police Department. We want you to call, and we don't mind if the incident doesn't turn out to be a crime in progress. Only if you call, can we respond and suppress potential criminal activity.

#### **How to Summon Assistance**

Emergency assistance on campus may be obtained by dialing 911 from any office or Campus phone, or 911 from any residence or pay phone. Dialing these numbers connects the caller immediately with the University Police Department, which will respond with whatever assistance is needed (i.e., paramedics, ambulance, the fire depart-

ment, first-aid or police assistance).

If you are outside on the campus grounds when an emergency occurs and a telephone is not available, you may use one of the numerous emergency telephones located throughout the campus. The emergency telephones are identifiable as blue speaker telephone light towers, with blue lights atop, that are wired directly to the University Police Department for immediate response.

#### **Annual Campus Security Report**

Under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the university annually collects and reports information about campus crime and sets forth its security policies. This report is available for review on the Web at [police.fullerton.edu/annualsecurityreport.htm](http://police.fullerton.edu/annualsecurityreport.htm). Printed copies of this report are also available upon request at the university's Department of Public Safety (T-1200).

#### **DEBTS OWED TO THE UNIVERSITY**

Should a student or former student fail to pay a debt owed to the university, the university may "withhold permission to register, to use facilities for which a fee is authorized to be charged, to receive services, materials, food or merchandise or any combination of the above from any person owing a debt" until the debt is paid (per Sections 42380 and 42381 of Title 5, California Code of Regulations). For example, the university may withhold permission to send or receive official transcripts of grades for any person owing a debt. If a student believes that he or she does not owe all or part of an unpaid obligation, the student should consult with Student Financial Services. The student may submit pertinent information to support his or her appeal of the unpaid debt. Student Financial Services will consider the student's appeal, upon consultation with other offices or departments if necessary. The student will be advised by Student Financial Services of its decision regarding payment of the debt.

#### **STUDENT RIGHTS**

## **Nondiscrimination Policy**

The California State University does not discriminate on the basis of race, color, national origin, sex, religion, sexual orientation, marital status, pregnancy, age, disability or covered veteran's status in the educational programs or activities it conducts. Such programs and activities include but are not limited to admission of students, employment and intercollegiate athletics. Discrimination is prohibited by Title VI and VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, as amended, and Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, including all subsequent amendments and the administrative regulations adopted thereunder by the Department of Education.

Inquiries concerning compliance with these Acts and implementing regulations should be addressed to:

Rosamaria Gomez-Amaro  
Director, Diversity and Equity Programs,  
CSUF  
College Park 700  
(714) 278-3951  
www.fullerton.edu/diversity

Paul K. Miller  
Director, Disabled Student Services/  
Student Athletic Assistance, CSUF  
University Hall 101  
(714) 278-3117

U.S. Office for Civil Rights  
Regional Director, Region 9  
San Francisco Office  
Old Federal Building, 09-8010  
50 United Nations Plaza, Room 239  
San Francisco, CA 94102-4102  
(415) 556-4275, fax (415) 437-7783;  
TDD (415) 437-7786  
Email: OCR\_SanFrancisco@ed.gov

## **Sexual Harassment**

It is the policy of California State University, Fullerton and the California State University to maintain a working and learning environment free from sexual harassment of its students, employees and those who apply for student or employee status. Sexual harassment is illegal under Title VII of the Civil Rights Act of 1962, Title IX of the Higher Education Amendments of 1972, and the California Education Code 89535.

Executive Order 345 Prohibition of Sexual Harassment also prohibits sexual harassment within the California State University system. The university will not tolerate sexual harassment and will take action to eliminate such behavior. Information concerning campus sexual harassment policies and procedures can be obtained from the Office of Diversity and Equity Programs, College Park 700, (714) 278-3951 or www.Fullerton.edu/diversity.

## **Right of Petition**

Students may petition for review of certain university academic regulations when unusual circumstances exist. It should be noted, however, that academic regulations, when they are contained in Title 5, California Code of Regulations, are not subject to petition.

Petition forms are available in the Office of Admissions and Records. The University Petitions Committee will take action on the petition based on recommendations provided by appropriate officers and the student will be notified of the decision. Results of the action will be placed in the student's file in the Office of Admissions and Records.

The petitions committee members shall consist of the associate dean of each college, or designee, the university registrar, an academic programs representative, the director of academic advising services, one faculty member of the University General Education Committee, and the associate registrar, who will serve as the secretary.

## **Right of Nonparticipation**

Certain university activities either within or outside of the classroom may involve varying degrees of risk to the participants. It is university policy that the instructor directing such activities fully divulge to all potential participants the specific nature of such risks and obtain from them their expressed or implied consent prior to undertaking activities.

The student who at any time comes to believe that the risks, whether physical or psychological, are excessive has the responsibility to withdraw from participation at the time and to inquire of the instructor if there are alternative means of fulfilling the requirements without penalty. If there are none, the student may petition for withdrawal from the course without penalty or appeal for an appropriate modification of the activity. The appeal may be made either to the chair of the

department concerned, or to the chair of the Institutional Review Board, or both.

## **Right of Academic Appeal**

Please see "Academic Appeals" in the "Student Affairs" section of this catalog.

## **PRIVACY RIGHTS OF STUDENTS IN EDUCATION RECORDS**

The Family Educational Rights and Privacy Act affords students certain rights with respect to their educational records. They are:

1. **The right to inspect and review their education records.**
2. **The right to request the amendment of their education records to ensure that they are not inaccurate, misleading or otherwise in violation of their privacy or other rights.**
3. **The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.** FERPA permits disclosures without consent to "school officials" with "legitimate educational interests." "School officials" include university employees (including law enforcement unit and health personnel); agents of the university (such as an attorney or collection agent); or individuals, including students, serving on official committees or assisting a school official perform his/her tasks. A school official has a "legitimate educational interest" if the official needs to review an educational record to fulfill his/her professional responsibility. Upon request, the university discloses education records without consent to officials of another school in which a student seeks to enroll. California State University, Fullerton has designated as "Directory" information a student's name, date and place of birth, permanent and local address, university-recognized e-mail address(es), telephone number, class level, enrollment status, major, minor, dates of attendance, degrees and rewards received, previous educational institutions attended, past and present participation in recognized activities, and weight and height if an athletic team member. Unless restricted by the student, the campus

may release Directory information at any time to any requesting party, including the military and for the development of the university-affiliated marketing programs. Students may choose to lift the release of their Directory information in one of four ways:

- (A) Permit release of all directory information for any purpose. No further action by the student is required.
- (B) Permit release of only "Verification" information. This sub-category of Directory information consists of student's name, class level, enrollment status, major, minor, degrees and awards received, dates of attendance and university-recognized e-mail address(es). The university will release this information for classroom use; in response to requests, including those from financial lenders, employers or insurance companies for verification of degree and enrollment information; and for inclusion in Commencement and honors material. Students who release only "Verification" information will be excluded from all university directories.
- (C) Permit release of only "Class" information. This sub-category of Directory information consists of a student's name, major, minor, degree and awards received, and university-recognized e-mail address(es). The university will release this information for classroom use and for inclusion in Commencement and honors material. Students who release only "Class" information will be excluded from all university directories, and the university will not respond to requests, including those from financial lenders, employers or insurance companies, for verification of degree, dates of attendance and enrollment status.
- (D) Withhold the release of all Directory information. Withholding the release of all Directory information means that the student will be excluded from all university directories and publications including Commencement and honors material, and the

university will not verify degree, dates of attendance or enrollment status without the prior written consent of the student. Students may prevent the release of this information without a specific prior written authorization by logging on to <http://titanonline.fullerton.edu> or appearing in person at the Admissions and Records Service Center, room 114A on the first floor of Langsdorf Hall.

- 4. **The right to file with the U.S. Department of Education a complaint concerning alleged failures of the California State University, Fullerton to comply with the requirements of FERPA.** The Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605.
- 5. **The right to obtain a copy of the California State University, Fullerton's student records policy.** A copy of this policy may be obtained from the Office of the Vice President for Student Affairs.

#### **USE OF SOCIAL SECURITY NUMBER**

Applicants are required to include their correct social security numbers (taxpayer identification numbers) in designated places on applications for admission pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code. The university uses the social security number to identify records pertaining to the student, as well as 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. This information is used by the IRS 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.

Disclosure of a student's account number is required as a condition for payment of any university debt. The SSN may be used as an account number (identifier) throughout the life of the student's enrollment.

Students are required to write their student identification (social security) numbers on personal checks submitted for any payment to the university. Payment by personal check is consent by the student for the university to write the student's identification number on the check if it is not referenced. If a student prefers that his or her student identification number not be on the check, then the student must submit payment by cashier's check, money order, or, when appropriate (other than mail-in or drop-off registration), cash. Use of the student identification number assures credit to the correct student university account. The social security number, which is the student identification number for most students, is required by the Franchise Tax Board for collection of returned checks.