



University Requirements and Regulations

Graduation Requirements for the Bachelor's Degree



GRADUATION REQUIREMENTS FOR THE BACHELOR'S DEGREE

- Unit Requirements
- Residence Requirement
- Grade Point Average Requirements
- Distribution of Requirements
- Graduation Requirement Check

UNIT REQUIREMENTS

A. Total Unit Requirements

The minimum number of semester units necessary for a bachelor's degree, including courses for the major, general education, all University requirements and free electives, exclusive of remedial courses (i.e., courses numbered 0-99), is as follows:

1. For the Bachelor of Arts degree.....120
2. For the Bachelor of Fine Arts degree.....132
3. For the Bachelor of Science degree.....120-139
4. For the Bachelor of Music degree.....132

B. Upper-Division Requirement

A minimum of 40 semester units of upper-division coursework is required for any CSUF bachelor's degree. Courses offering upper-division credit are those numbered at the 300- and 400-levels.

All units from upper-division courses are applicable to the upper-division units requirement, including units from courses in the major, the minor and general education.

C. Special Unit Totals

The maximum number of special semester units accepted for a bachelor's degree is as follows:

1. Transferable units from community or junior colleges70
2. Transferable units from a four-year university or college, or from a combination of two- and four-year institutions for degrees requiring 120 units90
3. From credit by examination30
4. From extension and correspondence courses.....24
5. From credit/no credit courses.....36
6. From internship course..... 6
7. From independent study courses..... 9
8. From tutorial courses..... 3

RESIDENCE REQUIREMENTS

A minimum of thirty (30) semester units must be earned in courses taken at California State University, Fullerton. Twenty-four (24) of these units must be earned in upper-division courses. At least twelve (12) upper-division semester units in the major must be taken at this institution. Courses taken in extension (except for summer session and intersession courses offered as part of the special sessions program) and units earned through credit by examination may not be used to fulfill these requirements.

GRADE POINT AVERAGE REQUIREMENTS

Three grade point averages, each 2.0 or higher, are required for graduation.

1. An average based on all units attempted, including those attempted at other institutions.
2. An average based on all units attempted at CSUF.
3. An average based on all units attempted in the major.

DISTRIBUTION OF REQUIREMENTS

A. General Education

A minimum of 51 semester units are needed to complete CSUF's general education requirements. See the "General Education" section of this catalog.

B. Major

The unit requirement in a major varies substantially from major to major. Refer to the Department listings for the specific requirements of any particular major.

C. Upper-Division Baccalaureate Writing Requirement

The University requires that every person completing a bachelor's degree under 1980-81 and later catalog requirements, demonstrate writing ability acceptable for graduation. To satisfy this requirement, each major requires that students pass a specially designated upper-division course or courses of at least three semester units.

Courses

The University Board on Writing Proficiency must certify the course or courses that each major department designates to fulfill the requirement. Departments and programs may specify either a single course of at least three units that involves intensive instruction in writing, or two or more courses (a total of at least six units) in which students are required to write one or more lengthy papers, or several shorter ones, which involve the organization and expression of complex ideas. In these courses students will be given careful and timely evaluations of their writing and suggestions for improvement. An assessment of writing competence will be included in determining the final course grade.

Students must pass these courses with a grade of C (2.0) or better. A list of courses designated for each major will appear in the online Class Schedule each semester.

Petitions

In certain cases, students may petition the University Board on Writing Proficiency for exemption from or modification of the requirement. Transfer students and candidates for a second baccalaureate may be certified as meeting the requirement after they have submitted to the Board acceptable evidence of having completed the equivalent to CSUF's upper-division requirement.

D. Minors

A minor is a means by which students can enrich their academic preparation through concentrated study of a discipline related to, or different from, their declared major. Although students can pursue multiple majors, many decide that declaring a major and a minor is a more desirable choice. A minor provides a structured selection of courses to augment or complement the student's major by broadening a student's academic experience or serving as preparation for a specific career. A minor can extend the student's knowledge in two related areas (e.g., English and speech communication, anthropology and foreign languages, sociology and women's studies) or in two disparate ones (e.g., business administration and computer science, economics and foreign languages, mathematics and psychology). A minor can also enable students to systematically explore fields of knowledge about which they are curious or enthusiastic.

Students may wish to consult with an adviser in their major department for recommendations of suitable minor fields of study.

A minor is not required for the baccalaureate; however, students may elect to complete one or more minors from those available and have that noted on their records. In completing the requirements for a minor, a minimum of twelve (12) units, of which at least six (6) must be upper-division, must be distinct and different from the units used to complete the requirements of the major. Any units above this minimum requirement that can be used to satisfy both the requirements for the minor and for the major may be double counted. General education courses may be used to meet minor requirements.

Below is a list of currently approved minors:

Advertising

African American Studies

American Studies

Anthropology

Art

Asian Studies

Asian American Studies

Biotechnology

Business Administration

Cell and Molecular Biology

Chemistry

Chicano Studies

Child and Adolescent Development

Christian Studies

Communication Studies

Computer Science

Criminal Justice

Economics

English

Entrepreneurship
 Environmental Biology
 European Studies
 French
 Geography
 Geology
 German
 Gerontology
 Health Science
 History
 Human Services
 Information Systems
 International Politics
 Islamic Studies
 Japanese
 Jewish Studies
 Journalism
 Kinesiology
 Latin American Studies
 Law, Politics and Society
 Liberal Studies
 Linguistics
 Mathematics
 Mathematics for Teacher Education
 Military Science
 Music
 Natural Sciences
 Philosophy
 Physics
 Political Science
 Portuguese
 Psychology
 Public Administration
 Public Relations
 Queer Studies
 Radio-TV-Film
 Religious Studies
 Sociology
 Spanish
 Women's Studies

E. Electives

After fulfilling the requirements in general education, and a specific major (and possibly a minor), each student is free to choose the rest of the courses needed to complete the semester units required for graduation. Different majors vary considerably in both the number of units they require in their own and related fields. They also vary considerably in the amount of latitude or choice they permit in selecting courses to satisfy the major requirement.

The general education requirement encourages freedom of choice within the natural sciences, social sciences, arts and humanities, and basic subjects. Students at the University use their electives to broaden their general education, deepen some aspect of their specialties, pursue work in related fields, and satisfy curiosities and enthusiasms for particular subjects or areas of interest.

Advisement on general education and electives is provided by the Academic Advisement Center.

F. Multiple Majors and Second Baccalaureate Degrees

Within the units required for the baccalaureate, it is possible for a student to complete the requirements for more than one major within one degree (for example a B.S.) when the additional major is within the same degree (in this case, another B.S.). At least 24 units, including 12 at the upper-division level, in each bachelor of arts major, or 36 units, including 18 at the upper-division level, in each bachelor of science major, must be applied exclusively to the respective major and may not be used to meet requirements in other majors. The student shall declare the additional major with the appropriate department not later than the beginning of the student's final year of study.

The completion of additional majors will be noted at the time of graduation by appropriate entries on the academic record and in the commencement program.

Students may qualify for receiving a second baccalaureate degree upon completing the requirements below.

First Degree Completed Elsewhere, Second at Fullerton

Students seeking a bachelor's degree from Fullerton after having received a baccalaureate from another institution may qualify for graduation with the approval and recommendation of the faculty upon completion of the following:

1. General education requirements – Students holding a baccalaureate degree from an accredited institution will be held to (a) the breadth requirements of Executive Order 1033, i.e., 12 units in each of the areas of arts and humanities, social sciences, and math and science, (b) the statutory requirements and (c) the English Writing Proficiency requirements. Students will not be held to specific CSUF categories or courses;
2. all requirements in the major field of study; and
3. residence and scholarship requirements.

Two Baccalaureates From Fullerton (Concurrent)

Students seeking two bachelor's degrees concurrently (i.e., in two different degree programs such as B.S. and B.A.) may qualify for graduation with the approval and recommendation of the faculty upon completion of the following:

1. minimum of 150 earned units (30 units in addition to the number of total units required for the degree that requires the highest number of units);
2. minimum of 60 units in residence (30 units for each degree);
3. minimum of 48 upper-division units among the 60 residence units mentioned above;
4. a minimum of 12 upper-division units in residence in courses offered by each of the major departments in which the two degrees are being sought; and
5. all requirements in major fields of study, general education, scholarship (minimum grade point average), the English Writing Proficiency Requirement, and all other minimum unit requirements.

Two Baccalaureates From Fullerton (Sequential)

With the approval and recommendation of the faculty, a student may qualify for a second baccalaureate under the following circumstances:

1. a minimum of 30 units have been earned in residence after the first degree has been granted;
2. a minimum of 24 upper-division units have been earned among the 30 units mentioned above; and
3. a minimum of 12 units have been earned in courses offered by the department in which the second degree is being sought.

Units included in second baccalaureate programs may not apply to graduate degrees or credential programs.

GRADUATION REQUIREMENT CHECK

A candidate for graduation must file an application for a graduation requirements check after completion of 85 earned units and approximately one year prior to the student's anticipated graduation term. The \$115 graduation and diploma fee is not required when the application is filed. However, the student is advised to pay the graduation fee as soon as possible after application. A student can apply for graduation online through the TITAN Online Student Center.

Candidates for the baccalaureate should refer to the Admissions and Records website for application filing dates. A student should have earned at least 85 units and a substantial portion of the major requirements before requesting a graduation check. If the candidate does not complete the requirements in the semester indicated, a request for change of graduation date must be submitted to the Office of Admissions and Records. The cost is \$10.

Faculty Approval and Recommendation

Under provisions of the Academic Senate, the Office of Admissions and Records publishes a list of degree candidates twice a year: in the fall and in the spring (for both spring and summer graduates). After review and approval by the faculty, and upon verification of the completion of requirements, diplomas are issued with the last day of the respective term as the official date of graduation.

Annual commencement exercises are held at the end of the spring semester for those who completed degree requirements mid-year and for those completing degree requirements in the spring semester or summer session. The president of the University, with the authority of the Board of Trustees, confers all degrees, subject to the completion of remaining requirements.

Note: Students completing bachelor degree requirements who wish to continue their studies at the University for postbaccalaureate or graduate degree objectives must apply for admission declaring their new objectives, e.g., educational credential(s) or master's degree.

General Education



GENERAL EDUCATION

Introduction
Titan Degree Audit
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INTRODUCTION

The General Education program at Cal State Fullerton is the basis of a university education. It is the foundation upon which each and every major is built. The goal of the campus is to provide a well-rounded citizen, not only of the region and the nation but the world as well. Thus, this broad-ranging curriculum has been carefully designed to ensure that every graduate is exposed to current thinking and scholarship that hopefully will provide a lifetime of appreciation of the liberal arts and sciences, as well as the ability to grow intellectually, ethically, morally and technologically well into the 21st century.

All students who graduate from Cal State Fullerton must complete a minimum of 51 semester units of General Education courses selected in accordance with the pattern designated on the following pages. General Education courses must be selected from an **approved list**. Students should refer to the latest University online Class Schedule and Registration Guide for the most up-to-date list of approved General Education courses. A student who has a break in enrollment for more than one semester in any calendar year may be held to new catalog requirements.

CSUF students may complete lower-division general education (GE) requirements at a community college. In choosing equivalent courses, students must follow the CSUF General Education (GE) plan and not the plan of the community college. Questions can be directed to the CSUF Academic Advisement Center, University Hall 123.

A score of 147 or higher on the English Placement Test (EPT), or completion of English 99 (EPT test required) with a grade of “CR” or better, is a prerequisite for enrollment in English 101 in GE Area A.2. Written Communication, for all students except those with an exemption.

A score of 50 or higher on the Entry Level Mathematics (ELM) examination is a prerequisite for enrollment in courses in GE Area B.4., Mathematics, for all students except those with an exemption.

TITAN DEGREE AUDIT

The Titan Degree Audit (TDA) serves as the official advising tool for both students and academic advisers. The report provides information on student progress towards the completion of general education, major and other degree requirements, and will follow the student’s progress from admission to graduation. Visit fullerton.edu/aac for instructions on accessing the TDA and the Titan Advising Network.

GENERAL EDUCATION REQUIREMENTS

Unit Requirements

51 total units including:

- 9 units upper division taken as a junior or senior
- 9 units in residence at CSUF
- 3 units in cultural diversity (courses marked with a star *)
- Limited to either 9 units or 3 courses from a single department, excluding courses in GE Area A, Core Competencies
- Each course counts in only one GE Area, except those meeting Area Z, Cultural Diversity

Academic Standards

- Letter grade required
- “C” (2.0) or better required in GE Areas A.1, A.2, A.3 and B.4.
Thus, a grade of C– (1.7) is not sufficient to fulfill these requirements
- CR/NC allowed if it is the only grade option available

Courses in Your Major

- Courses offered by the department of the student’s major may NOT be used to fulfill the unit requirements of Areas B, C, D, E or Z, with the exception of areas offering choices from only one department.
- Courses that are cross-listed meet GE requirements for all majors except those in the home department of the cross-listed course. The “home” department is the one under which the course description is underlined as it appears in the catalog. For example, African American Studies is the “home” department for African American Studies 311/Human Services 311; therefore, it cannot be used by African American majors to meet GE requirements.
- Upper-division courses offered by the department of the student’s major may not be used for GE credit.
- Upper-division GE courses are not applicable for graduate degree credit, regardless of the student’s major or the department offering the course.

Transfer Students

There are two General Education-Breadth patterns that California community college students can complete.

1. CSU General Education-Breadth Program

This program is a lower-division, 39-semester-unit pattern. Students must take specified courses in five specific areas. Students with full certification are required to complete a minimum of 9 semester units of upper-division general education in residence after transferring to CSUF. Students may be instructed to take those 9 units in specific areas in order to complete GE areas.

2. Intersegmental General Education Transfer Curriculum (IGETC)

All lower-division Cal State Fullerton GE requirements may be satisfied by the completion in its entirety of this transfer curriculum at a California community college. Information about IGETC is available at each campus. Upper-division GE requirements for IGETC-certified transfers are nine units of upper-division coursework from Areas B.5, C.3, D.5, and E with the following conditions:

- No more than six units from any one area
- No more than six units from any one department
- No units from the department of the student’s major
- A minimum of three units of a “cultural diversity” (identified with a star *) course, if not met prior to transfer
- The U.S. History, Constitution, and American Ideals areas are required for graduation and must be completed if not met prior to transfer
- Using their student portal, students can access their Titan Degree Audit to get a summary of their GE requirements

| CSUF General Education Plans | | |
|---|--|--|
| Students who have final evaluations, worksheets or Titan Degree Audits for GE Categories I-V should refer to the following chart to find a corresponding list of General Education category requirements: | | |
| Former Category (Fall 1999-Spring 2011) | | New Category (Fall 2011 or Later) |
| IA IB IC | Area A: Core Competencies Oral Communication Written Communication Critical Thinking | 9 Units A.1 A.2 A.3 |
| IIIA2a & b IIIA2c IIIA IIIA1 IIIA3 | Area B: Scientific Inquiry and Quantitative Reasoning Physical Science Life Science Laboratory Experience Mathematics/Quantitative Reasoning Implications and Explorations in Mathematics & Natural Sciences | 12 Units B.1 B.2 B.3 B.4 B.5 |
| IIIB1 IIIB2 IIIB3 IIA | Area C: Arts and Humanities Introduction to Arts Introduction to the Humanities Explorations in the Arts and Humanities Origins of the World Civilizations | 12 Units C.1 C.2 C.3 C.4 |
| IIIC1 IIA IIB1 IIB2 IIIC2 | Area D: Social Sciences Introduction to the Social Sciences World Civilizations and Cultures American History, Institutions and Values American Government Explorations in Social Sciences | 15 Units D.1 D.2 D.3 D.4 D.5 |
| IV | Area E: Lifelong Learning and Self Development Lifelong Learning and Self-Development | 3 Units E |
| V* | Area Z: Cultural (3 units required) Cultural Diversity (Courses are marked with an *) | Z* |
| | Total | 51 Units |
| Students under earlier GE plans or who need help with the above chart should contact the Academic Advisement Center, University Hall 123, at 657-278-3606. | | |

CERTIFICATION POLICY

Under provisions of Title 5 and Executive Order 1065, accredited colleges and universities may certify the completion of part of the 48-51 units required in general education. Within the policy of the Board of Trustees, Cal State Fullerton will accept such certification of general education up to a maximum of 39 semester units, but may accept no more in general education than the number of units required in each area.

Transfer students who are certified in any area with fewer than the required units will be subject to additional units and will be permitted to take the additional units in upper-division areas.

ASSOCIATE DEGREES FOR TRANSFER (AA-T/AS-T)

The Student Transfer Achievement Reform Act (SB 1440) establishes a transfer Associate of Arts (AA-T) or Associate of Science (AS-T) degree for California Community College students and is designed to provide a clear pathway to the CSU degree major. It allows students to complete an associate's degree while satisfying lower division general education and major requirements for transfer at the same time.

It is important that students contact their local community college for information on meeting the requirements for a transfer Associate of Arts (AA-T) or Associate of Science (AS-T) degree.

Students who have completed an approved Associate Transfer Degree (AA-T or AS-T) program deemed 'similar' to their CSU Fullerton major are eligible to graduate in 60 units. The exact pathway to complete the specific major will depend on the specific AA/AS curriculum. The 60-unit graduation option will obviously not be possible if the student changes majors or elects to add any additional degree objective, such as a second major or minor. It is highly recommended students have a consultation with their department academic adviser or visit the Academic Advisement office.

For more information visit fullerton.edu/admissions/ProspectiveStudent/TransferDegree.asp.

LOWER-DIVISION TRANSFER PATTERNS BY MAJOR

Lower-Division Transfer Patterns (LDTP) present potential transfer students with a set of "road maps" to follow that will ensure appropriate academic preparation for studies at CSU and decrease time to graduation once these students enter the CSU. The LDTP for each discipline or major has statewide as well as campus-specific components. The statewide component of the LDTP is appropriate for any CSU campus that offers the major and is comprised of general education coursework as well as some courses within the discipline. The campus-specific component identifies discipline-related coursework relevant to the major at the specific CSU campus where the student intends to transfer. Together these components for an LDTP will typically total at least 60 units, which is the number of units needed to transfer to CSUF as an upper-division student.

THE GOALS OF GENERAL EDUCATION

General education is central to a university education and should enhance students' awareness of themselves in a complex universe, drawing upon multiple points of view. As a result of general education experience, students should acquire **knowledge** of diverse disciplinary and cultural perspectives and **skill** in comparing, contrasting, applying and communicating effectively these perspectives in tasks considered appropriate to particular courses.

The General Education Program at California State University, Fullerton, is divided into five major Areas: A. Core Competencies, B. Scientific Inquiry and Quantitative Reasoning, C. Arts and Humanities, D. Social Sciences, E. Lifelong Learning and Self-Development. These five areas consist of lower-division (100- and 200-level) courses in areas fundamental to a university education and upper-division (300- and 400-level) courses that draw upon, integrate, apply, and extend the knowledge and skills that are the goals of the lower-division courses.

A sixth Area includes goals for learning in the area of Cultural Diversity. Student work in areas C.3 (Explorations in the Humanities), D.5 (Explorations in the Social Sciences), or E (Lifelong Learning and Self-Development) must include at least one three-unit course, identified with a star (*), that meets the learning goals for Area Z, Cultural Diversity.

These GE Areas consist of lower-division (100- and 200-level) courses in areas fundamental to a university education and upper-division (300- and 400-level) courses that draw upon, integrate, apply, and extend the knowledge and skills that are the goals of the lower-division courses.

The goals of Area A, Core Competencies, are essential goals for the entire program of general education. Specifically, GE courses will include student writing assignments appropriate to the course. Writing assignments in GE courses should involve the organization and expression of complex data or ideas, and careful and timely evaluations of writing so that deficiencies are identified and suggestions for improvement and/or for means of remediation are offered. Assessments of the student's writing competence shall be used in determining the final course grade. Courses incorporating information competency shall provide opportunities for students to find, evaluate, select, synthesize, organize, cite, and present information and arguments clearly and effectively for a variety of purposes and audiences.

The learning goals specified in this document identify ideal student learning objectives for each GE area and subarea. Except where otherwise specifically provided for, no single course should necessarily be expected to pursue every goal specified for that course's area or subarea, thus satisfying the spirit and intention of the learning goals (i.e., the more goals that a particular course addresses the more appropriate that course will be as a general education offering).

A. Core Competencies (9 units minimum)

“Helping students master analytical capacities has been one of the most enduring commitments of a liberal education.” LEAP Report 2007

The Core Competencies include Oral Communication (3 units minimum), Written Communication (3 units minimum), and Critical Thinking (3 units minimum).

Overall Goals

Students taking courses in Area A shall:

- Organize one’s thoughts and communicate them clearly and effectively, using language that demonstrates sensitivity to gender and cultural differences.
- Find, evaluate, select, synthesize, organize, cite and present information and arguments clearly and effectively for a variety of purposes and audiences.
- Recognize and evaluate the features, functions, and contexts of language that express and influence meaning.
- Compare and contrast with care and accuracy the relative merits of alternative or opposing arguments, interpretations, assumptions, and cultural values.
- Reflect in an open-minded manner on one’s own thinking in relation to the ideas of others.

A.1. Oral Communication (3 units minimum)

A grade of “C” (2.0) or better is required to meet this General Education requirement. A grade of “C-” (1.7) or below will not satisfy this General Education requirement.

Courses in subarea A.1 must be taught in English. Students taking courses in subarea A.1 shall:

- a. Demonstrate the ability to present faculty-supervised, faculty-evaluated practice in communicating orally (e.g., not online or recorded).
- b. Understand the rhetorical principles that underlie form, content, context, and effectiveness of communication choices in formal speeches or social interactions.
- c. Present well-organized oral messages practicing sound reasoning and advocacy that depend on the effective discovery, critical evaluation, accurate presentation, and clear reporting of relevant information and supporting evidence.
- d. Understand how culture and social context influence oral communication and to appreciate the value of different communication styles.
- e. Select and use effectively appropriate techniques and materials to support ideas and to motivate and persuade others.

A.2. Written Communication (3 units minimum)

A grade of “C” (2.0) or better is required to meet this General Education requirement. A grade of “C-” (1.7) or below will not satisfy this General Education requirement.

Courses in subarea A.2 must be taught in English. Students taking courses in subarea A.2 shall:

- a. Develop and present clearly written messages in English.
- b. Express and advocate ideas clearly and effectively in writing.
- c. Present well-organized written messages exhibiting sound reasoning and advocacy that depend on the critical evaluation of relevant information.
- d. Understand the rhetorical principles that underlie form, content, context, and effectiveness of choices made in written messages including how matters of style affect successful communication.
- e. Improve one’s own writing skills through the critique of the writing of others.
- f. Use writing to synthesize creative and innovative ideas, solutions, and knowledge.

A.3. Critical Thinking (3 units minimum)

A grade of “C” (2.0) or better is required to meet this General Education requirement. A grade of “C-” (1.7) or below will not satisfy this General Education requirement.

Students taking courses in subarea A.3 shall:

- a. Understand the role of logic and its relation to language.
- b. Understand elementary inductive and deductive processes, including formal and informal fallacies.
- c. Develop the skills to distinguish propositions and statements of fact from issues of judgment or opinion.
- d. Develop skills to advocate for ideas.
- e. Develop skills to reach well-supported factual and judgmental conclusions and the skills to successfully advocate for these conclusions.
- f. Evaluate, critique, and analyze the quality and sufficiency of evidence and other forms of support for a position, include recognition of underlying lines of argument.

B. Scientific Inquiry and Quantitative Reasoning (12 units minimum)

“To succeed in a chaotic environment, graduates will need to be intellectually resilient, cross-culturally and scientifically literate, technologically adept and fully prepared for a future of continuous cross disciplinary learning.” LEAP Report 2007

Scientific Inquiry and Quantitative Reasoning includes Physical Science (3 units minimum), Life Science (3 units minimum), Laboratory Experience (0–3 units), Mathematics/Quantitative Reasoning (3 units minimum), and Implications and Explorations in Mathematics and the Natural Sciences (0-3 units).

Shared Learning Goals

- B.1 Physical Science
- B.2 Life Science
- B.3 Laboratory Experience

Subareas B.1, B.2 and B.3 share a set of core learning goals. Students taking courses in subareas B.1, B.2 and B.3 shall:

- a. Understand the nature of scientific inquiry and the unique way that the natural sciences and mathematics describe the universe.
- b. Evaluate the validity and limitations of theories and scientific claims in interpreting experimental results.
- c. Understand the dynamic and evolving nature of the sciences.
- d. Recognize the importance of scientific paradigms and methods in understanding scientific concepts.
- e. Use quantitative techniques and scientific reasoning to investigate problems and phenomena in the natural universe.
- f. Understand the potential limits of scientific endeavors and the value systems and ethics associated with human inquiry.
- g. Understand different types of uncertainty and its impact on scientific methodology and reasoning.
- h. Analyze and manipulate graphical representations of data.
- i. Formulate and evaluate hypotheses using quantitative techniques.
- j. Use statistical techniques to evaluate uncertainty in experimental data.

B.1 Physical Science (3 units minimum)

Students taking courses in subarea B.1 shall explore the core goals described above through in-depth exploration of the physical universe. Students taking courses in subarea B.1 shall obtain a foundational understanding of either the nature of matter and energy, or Earth as a planet and its relation to the universe.

Students taking courses focusing on the nature of matter and energy shall:

- a. Understand that energy exists in many forms, and that in any process, energy changes form and/or place, but the total amount of energy remains the same.
- b. Recognize that objects interact with one another by exerting forces, and that unbalanced forces acting on an object cause change in the motion of the object.
- c. Understand that all matter has observable properties that depend on the conditions and scale at which we look. Investigations of matter at the atomic and subatomic levels explain the properties, reactions, and interactions of matter.

Students taking courses focusing on the Earth as a planet and its relation to the universe shall:

- d. Apply basic principles of the physical and life sciences to understand earth and astronomical systems.
- e. Understand that earth materials and structures are organized in interacting systems and that the Earth itself is part of a planetary system.

- f. Understand that the Earth changes continuously, and is part of a universe that itself is changing.
- g. Recognize that energy and matter flow and cycle through earth and astronomical systems, of which human society is an integral part.
- h. Understand that changes within an earth or astronomical system may affect other earth or astronomical systems. Humans are part of and may affect or be affected by these systems.
- i. Understand that earth and astronomical systems have interacted and evolved over billions of years encompassing the lifetime of planet Earth, the solar system, and the universe.

B.2 Life Science (3 units minimum)

Students taking courses in subarea B.2 shall explore the foundations of the Life Sciences through in-depth exploration of living systems. Students taking courses in subarea B.2 shall:

- a. Understand that living things are made of smaller structures whose functions enable organisms to survive.
- b. Understand that living things depend on each other and the physical environment as they interact to obtain, change, and exchange matter and energy.
- c. Understand that the great diversity of living things, ranging from single-celled organisms to complex, multi-celled organisms including microbes, plants, and animals, is the result of billions of years of evolution through the mechanisms of heredity, mutation, and natural selection.

B.3 Laboratory Experience

(1 laboratory component associated with a course in B.1 or B.2, 0-3 units)

Students taking courses in subarea B.3 shall:

- a. Apply scientific methodology through active experimental methods and experiences (laboratory/activity).
- b. Evaluate the validity and limitations of theories and scientific claims in interpreting experimental results.

B.4 Mathematics/Quantitative Reasoning (3 units minimum)

A grade of "C" (2.0) or better is required to complete courses in Area B.4. Courses meeting the requirement for subarea B.4 have an explicit intermediate algebra prerequisite that is met by successfully completing the Entry-Level Mathematics (ELM) Exam or by passing either MATH 040 (Intermediate Algebra) or MATH 030AB (Intermediate Algebra-ILE). Students taking courses in subarea B.4 shall:

- a. Understand and appreciate the varied ways in which mathematics is used in problem-solving.
- b. Understand and appreciate the varied applications of mathematics to real-world problems.
- c. Perform appropriate numerical calculations, with knowledge of the underlying mathematics, and draw conclusions from the results.

- d. Demonstrate knowledge of fundamental mathematical concepts, symbols, and principles.
- e. Solve problems that require mathematical analysis and quantitative reasoning.
- f. Summarize and present mathematical information with graphs and other forms that enhance comprehension.
- g. Utilize inductive and deductive mathematical reasoning skills in finding solutions, and be able to explain how these skills were used.
- h. Explain the overall process and the particular steps by which a mathematical problem is solved.
- i. Demonstrate a sense of mastery and confidence in the ability to solve problems that require mathematical concepts and quantitative reasoning.

B.5 Implications and Explorations in Mathematics and the Natural Sciences (0-3 units)

Courses in this area draw upon, integrate, apply, and extend knowledge and skills previously acquired in subareas B.1-4. These courses have a substantial scientific and/or mathematical content and require completion of appropriate courses in subareas B.1-4 as prerequisites to enrollment.

Students taking courses in subareas B.5 shall:

- a. Integrate themes in mathematics and/or science from cross-disciplinary perspectives.
- b. Solve complex problems that require mathematical and/or scientific reasoning.
- c. Relate mathematics and/or science to significant social problems or to other related disciplines.
- d. When deemed appropriate, apply disciplinary concepts from mathematics and the natural sciences in a variety of settings, such as community-based learning sites and activities.

C. Arts and Humanities (12 units minimum)

“The benefits of General Education go far beyond work to enrich every sphere of life – environmental, civic, cultural, imaginative, and ethical.” LEAP Report 2007

Arts and Humanities include Introduction to the Arts (3 units minimum), Introduction to the Humanities (3 units minimum), Explorations in the Arts and Humanities (3 units minimum), and Origins of World Civilizations (3 units minimum).

Overall Learning Goals

After completing course requirements in Area C, students shall:

- Cultivate their intellect, imagination, sensibility, and sensitivity through the study of the arts and humanities.
- Understand and explicate major concepts, themes, and imagery found in the arts and humanities and recognize aesthetic qualities and processes that characterize works of the human intellect and imagination.

- Understand how significant works in the arts and humanities respond to and address enduring problems of human existence.
- Appreciate the interdisciplinary nature of the arts and humanities, including disciplines both within and outside the arts and humanities.

C.1 Introduction to the Arts (3 units minimum)

Students taking courses in subarea C.1 shall:

- a. Understand and appreciate the visual and performing arts.
- b. Become cognizant of the various aesthetic and non-aesthetic values that have contributed to the development of civilization.
- c. Recognize and analyze the social, historical, and cultural significance of great works of human imagination, including those in the culturally diverse contemporary world.
- d. Cultivate, both emotionally and intellectually, an understanding of the interrelationship between the self and the creative arts through the study of the arts or through experiencing the arts, including for example, attending dance recitals, concerts, and plays, and visiting art sites such as museums.

Although courses in area C.1 may include creative activities on part of the student, these courses may not exclusively emphasize skills development and must contain a substantial cultural component.

C.2 Introduction to the Humanities (3 units minimum)

Students taking courses in subarea C.2 shall:

- a. Cultivate their intellectual reasoning skills, expand their capacity for creative imagination, develop their reasonable moral sensibilities, and increase their capacity for sensitive engagement through studying great works of human imagination and reason (which are to be primarily—although not exclusively—written texts and literature).
- b. Understand how the humanities have contributed to the development of culture, including the comparative study of the humanities in diverse cultures.
- c. Understand how the humanities have sought to provide answers to complex problems facing humanity, including the relationship of the self to culture and the natural world, the nature of moral and legal obligations, and the meaning and purpose of human existence.

Classes may be conducted in languages other than English if they meet the above goals. Such courses must contain a substantial cultural component (e.g., literature, among other content) and shall not focus solely on the acquisition of language skills.

C.3 Explorations in the Arts or Humanities (3 units minimum)

Courses in this subarea shall draw upon, integrate, apply, and extend knowledge and skills previously acquired in subareas C.1 and/or C.2. Although courses approved for C.3 will typically meet either the goals for Exploration in the Arts or Explorations in the Humanities, some interdisciplinary courses may draw upon the learning goals from both areas. Completion of appropriate courses

in subarea C.1 and/or C.2 shall be required as a prerequisite for all courses in C.3. The learning goals for subarea C.3 include the learning goals for subareas C.1 and/or C.2.

All courses in subarea C.3 must contain a substantial cultural component. Courses in subarea C.3 may include creative activities on the part of the student provided they do not emphasize skills development exclusively. Classes may be conducted in languages other than English provided they do not focus solely on the acquisition of language skills.

In addition to the learning goals of C.1 and/or C.2, students taking courses that are **Explorations in the Arts** shall:

- a. Gain visual and performance literacy through the scholarly observation of culturally and historically significant art with an emphasis on the endeavor of the artist/creator.
- b. Cultivate an understanding of a work of art that embodies an objective as well as subjective response to the aesthetic experience, defend an informed opinion, and communicate their view to others.
- c. Relate the arts to significant social problems.
- d. Understand the broad, unifying themes in the arts from a wide array of perspectives.
- e. Deepen previously acquired artistic appreciation and understanding through participation either in making or performing of art forms or through the experience of such a process by direct observation.
- f. Understand broad, unifying themes from cross-disciplinary perspectives in the humanities.
- g. Understand the relevance of the humanities for the thoughtful consideration of complex contemporary problems.
- h. Appreciate the complex relationship and interaction between the humanities and other fields of learning, including the natural sciences, social sciences, and arts.

C.4 Origins of World Civilizations (3 units minimum)

Students taking courses in subarea C.4 shall:

- a. Acquire a holistic understanding of the origins and historical development of world civilizations to 1500, including the contributions of religion, language, philosophy, material and non-material culture and their interaction with the environment.
- b. Describe and critically analyze the reciprocal influence of institutions, values, and ideas upon each other within and between various cultures.
- c. Understand and describe critically major political, economic, intellectual and cultural themes that recur throughout history.
- d. Critically engage with source material, including these from the canon of world literature, art, and archaeology.

D. Social Sciences (15 units minimum)

“Learning about social structures is no longer a matter just for specialists; it is essential for work, civil society and social life.” LEAP Report 2007

Social Sciences include Introduction to the Social Sciences (3 units minimum), World Civilizations and Cultures (3 units minimum), American History, Institutions, and Values (3 units minimum), American Government (3 units minimum), and Explorations in Social Sciences (3 units minimum).

Overall Learning Goals

After completing course requirements in Area D students shall:

- Understand the ways that social, political, and economic institutions and human behavior are interconnected.
- Understand problems and issues from respective disciplinary perspectives and examine issues in their contemporary as well as historical settings and in a variety of cultural contexts.
- Understand the principles, value systems, ethics, and methodologies employed in social science inquiry.
- Understand the ways cultures construct social differences, such as those based on ethnicity, gender, race, class, and sexual orientation, and their effects on the individual and society.

D.1 Introduction to the Social Sciences (3 units minimum)

Students completing courses in subarea D.1 shall:

- a. Understand the purpose of the social sciences and the distinguishing features of the social sciences.
- b. Understand and explain major social science concepts, methods, and theories and apply them to concrete problems of contemporary society.
- c. Reflect on what it means to be a social, historical, cultural, psychological, and political being.
- d. Reflect on their own social, cultural, and political experiences in light of social science concepts, methods, and theories.
- e. Understand the integrated nature of social, political, and economic behaviors and institutions in different geographical and historical contexts.
- f. Understand processes of social, political, and cultural change and differentiation in a variety of cultural contexts.

D.2 World Civilizations and Cultures (3 units minimum)

Students completing courses in Subarea D.2 shall:

- a. Understand the forces that shaped the modern world from 1500 and the emerging factors that contribute to a multipolar world order.
- b. Understand the recurring themes in the development of diverse cultures and societies since 1500, including the socio-economic, political, cultural, and environmental impacts of colonialism, industrialism, nationalism and globalization.

- c. Recognize and understand the encounter, interaction, clash, and accommodation of various political, religious, ethnic, and gender groups and their contributions to past and present societies.
- d. Critically engage with source material, including original records, eyewitness accounts, memoirs, newspapers, surveys, statistics, film and scientific treatises.

D.3 American History, Institutions, and Values (3 units minimum)

Students completing courses in subarea D.3 shall:

- a. Recognize the significance of cultural, intellectual, ethical, economic, and political struggles that have shaped American society over time.
- b. Understand critically the historical development of American institutions and values and their impact on the individual and collective lives of Americans.
- c. Recognize the significance of the interaction of ethnic and other social groups to the historical development of American society, institutions, and values within contexts of accommodation and resistance.
- d. Understand critically how government under the Constitution of the United States has shaped American society.
- e. Critically situate changes in American society within the context of global events.
- f. Analyze primary source materials, engage in critical and constructive discussions, and communicate effectively in writing.

D.4 American Government (3 units minimum)

Students completing courses in subarea D.4 shall:

- a. Assess critically how the Constitution of the United States and government under the Constitution has shaped American democracy and contemporary American society.
- b. Understand critically the political culture of citizen participation, including political parties, pressure groups, public opinion and the electoral process.
- c. Assess critically the Constitutions of the United States and of California, and the operation of representative democratic government under those Constitutions.
- d. Explain the processes and interaction between and among local, state, and national governments, with particular reference to California.
- e. Understand critically the structures, functions, and processes of the three branches of government and resulting public policies.
- f. Assess critically behavioral and institutional practices in United States and California politics.

D.5 Explorations in Social Sciences (3 units minimum)

Because courses in subarea D.5 build upon the learning goals in D.1, completion of subarea D.1 shall be required as a prerequisite for all courses in D.5. In addition, students completing courses in subarea D.5 shall:

- a. Examine problems, issues, and themes in the social sciences in greater depth; in a variety of cultural, historical, and geographical contexts; and from different disciplinary and interdisciplinary perspectives.
- b. Analyze and critically evaluate the application of social science concepts and theories to particular historical, contemporary, and future problems or themes, such as economic and environmental sustainability, globalization, poverty and social justice.
- c. Analyze and critically evaluate constructs of cultural differentiation, including ethnicity, gender, race, class, and sexual orientation, and their effects on the individual and society.
- d. Apply theories and concepts from the social sciences to address historical, contemporary and future problems confronting communities at different geographical scales, from local to global.

E. Lifelong Learning and Self-Development (3 units minimum)

“Both this country’s future economic growth and individual opportunity are now closely tied to the attainment of high levels of knowledge and skill, and the ability to continue learning over a lifetime.” LEAP Report 2007

Courses in Lifelong Learning and Self-Development provide the opportunity to equip learners for lifelong understanding and development of themselves as integrated physiological, social, and psychological beings.

To accomplish this goal, students would:

1. Further their own critical self-understanding and acquire the knowledge, skills, and attitudes necessary to engage and reflect in learning and self-development practices.
2. Develop strategies to be integrated physiological, socio-cultural, and psychological beings to promote a holistic awareness of lifelong learning throughout their lives.
3. Actively apply and participate in developing a lifelong commitment to health for both personal well-being (such as physical, financial, emotional, intellectual, spiritual, social/interpersonal, and/or environmental aspects) and societal responsibility.
4. Develop themselves as responsible citizens, employees and employers, family members and members of the global society.

Examples of relevant topics in Area E include, but are not limited to:

- Human behavior
- Sexuality
- Nutrition

- Physical and mental health
- Stress management
- Financial literacy
- Social and political relationships
- Environmental sustainability
- Implications of death and dying
- Media literacy

Z. Cultural Diversity (3 units minimum)

“And to prepare for the world’s diversity, all students need frequent opportunities to engage in collaborative interaction with people whose assumptions and life experiences are different from their own.” LEAP Report 2007

Courses that satisfy the Cultural Diversity requirement must include all of the following learning goals and in addition be approved GE courses in subareas C.3 (Explorations in the Arts and Humanities), D.5 (Explorations in the Social Sciences), or Area E (Lifelong Learning and Self-Development). Students completing courses in Area Z shall:

1. Demonstrate understanding that culture is socially constructed and fundamental to social interaction.
2. Demonstrate appreciation of the complex relationships that various factors such as gender, ethnicity, race, sexual orientation, religion, and class bring to a discussion of society and culture.
3. Demonstrate understanding that because we live in an interconnected world, we need to understand the diversity and relationships within and among cultures.
4. Recognize and evaluate how one’s cultural history affects one’s sense of self and relationship to others.

Courses in General Education that meet these learning goals will be identified by a star (*) in appropriate publications.

Teaching Credentials

INTRODUCTION

From its earliest days to the present, teacher preparation has been one of the chief missions of the University. Today, California State University, Fullerton offers a full range of nationally accredited and state-approved credential programs leading to careers in education. Students pursuing a teaching credential in California must navigate a number of specific requirements. Credential requirements are established by the Legislature and enforced by the California Commission on Teacher Credentialing (CCTC). The Commission also reviews and approves all University credential preparation programs. An academic major in education is not permitted in California, thus students seeking teaching credentials must do so in conjunction with, or after the completion of, a baccalaureate degree program in an academic area outside of education.

CSUF offers programs leading to basic teaching credentials, specialist credentials and services credentials. The specialist and services credentials, described briefly below, are more advanced programs designed to be taken in conjunction with graduate study.

In addition to the \$55 CSU Application Fee, all applicants to a credential program at CSUF will pay a \$50 Teacher Education Credential Program Application and Processing Fee. Instructions for applying to a Credential Program and submitting the fee can be obtained at the Admissions to Teacher Education Center, located in College Park 540, or by calling 657-278-3352, or visiting the website at ed.fullerton.edu/adtep.

In this section of the catalog, information is presented regarding:

- A. Center for Careers in Teaching
- B. Basic Credential Programs
- C. The Multiple Subject Credential
- D. Streamlined Teacher Education Program (Integrated Teacher Education Program)
- E. The Single Subject Credential and Subject Matter Preparation Programs
- F. Education Specialist Credentials
- G. Administrative Services Credential Programs
- H. Clinical Rehabilitative Services

A. CENTER FOR CAREERS IN TEACHING

Humanities 113

657-278-7130

fullerton.edu/cct

The Center for Careers in Teaching provides up-to-date, accurate information to students planning to become elementary, middle school, high school and/or special education teachers. Undergraduate students are encouraged to go to the center for early academic advising and counseling to best prepare for the credential programs at Cal State Fullerton. The Center for Careers in Teaching provides informative seminars throughout the semester where students learn about the various credential program requirements and how to efficiently blend requirements for General Education, a major and credential program prerequisites. These seminars and the other services provided by the center are geared toward the undergraduate who is planning to enter the teaching profession.



TEACHING CREDENTIAL INFORMATION

Admission to Teacher Education
College Park Suite 540
657-278-3352
ed.fullerton.edu/adtep

Center for Careers in Teaching
657-278-7130
Humanities 113
fullerton.edu/cct

TEACHING CREDENTIAL PROGRAMS

Basic Credential Programs
Multiple Subject Credential
Streamlined Teacher Education Program
(Integrated Teacher Education Program)
Single Subject Credential and Subject Matter Preparation Program
Education Specialist Credentials
Mild/Moderate Disabilities
Moderate/Severe Disabilities
Early Childhood Special Education
Resource Specialist
Reading Language Arts Specialist
Administrative Services Credentials
Clinical Rehabilitative Services

The Center for Careers in Teaching also works with local community colleges to facilitate the transition of transfer students who are planning to become teachers. The center's staff members meet with community college counselors to develop specific transfer plans for prospective teachers and are available to give classroom presentations upon request. Transfer students are encouraged to attend a seminar at the Cal State Fullerton campus even while attending the community college. See the Center for Careers in Teaching website at fullerton.edu/cct for the current seminar schedule.

B. BASIC CREDENTIAL PROGRAMS

In California, there are three basic teaching credentials: the Multiple Subject Credential, Single Subject Credential and the Education Specialist Credential. The Multiple Subject Credential authorizes a person to teach in a classroom where many different subjects are taught by a single individual, such as in elementary schools. The Single Subject Credential authorizes a teacher to teach in a classroom where only one subject is taught, such as a classroom in departmentalized high schools and junior high schools. Thus the person interested in elementary school teaching should pursue the program designed for the Multiple Subject Credential, and the person interested in teaching a specific subject at the junior high or high school level should pursue the program for the Single Subject Credential.

The Education Specialist Credentials are designed for persons interested in working with children and adults with disabilities. Those who work with K-12 students should pursue the Mild/Moderate or the Moderate/Severe Credential. Persons interested in working with infants, toddlers and preschoolers should pursue an Early Childhood Special Education/Specialist Credential.

In California, a prospective teacher first earns a preliminary credential and then completes a two-year induction program. The preliminary credential is the initial credential for the beginning teacher.

Minimum Requirements for a Preliminary Multiple Subject, Single Subject or Education Specialist Credential

Although it is possible to complete the minimum requirements for a preliminary basic teaching credential along with a baccalaureate degree in four years, it generally takes a strong student with accurate academic advising about four and a half years full time to complete all the requirements for a preliminary basic teaching credential and a baccalaureate degree. The minimum requirements for a preliminary basic credential include:

1. A baccalaureate degree in an academic field other than professional education from a regionally accredited college or university.
2. An approved program of professional teacher preparation, including supervised student teaching and passing teacher performance assessments. A two-semester or three-semester program may be taken during the fourth and/or fifth year of study. Cal State Fullerton offers nationally accredited and state-approved professional preparation programs through the College of Education. Further information about internships, including admission and prerequisite requirements, is provided in this catalog under the Departments of Elementary and Bilingual Education, Secondary Education, and Special Education.
3. Demonstration of basic skills competencies. The most common method is the passage of the California Basic Education Skills Test (CBEST). Please check with the Admission to Teacher Education Office (College Park 540) for more information.
4. Demonstration of subject matter knowledge appropriate to the specific credential being authorized. For single subject candidates, this can be achieved either by passing a state-approved subject matter examination, which is the California Subject Examination for Teachers (CSET), or by completing a state-approved subject matter preparation program. Multiple subject candidates must demonstrate subject matter competence by passing the Multiple Subjects CSET. Mild/Moderate and Moderate/Severe education specialist candidates must demonstrate subject matter competence. Please check with the Admission to Teacher Education (CP 540) or the admissions coordinator for the Department of Special Education for updated information.
5. Satisfactory completion of at least two semester units of work on the provisions and principles of the U.S. Constitution, or passage of an examination on this area from a regionally accredited college or university, or a B.A./B.S. degree awarded by a CSU campus.
6. Passage of the Reading Instruction Competence Assessment (RICA), a state-mandated examination for reading instruction. This is required for the Multiple Subject Credential and the Education Specialist Credentials, but not for the Single Subject Credential.

Overview sessions offered by the College of Education are helpful to those students who are interested in applying to a credential program. Schedules for these sessions are available in CP 540 or on the hotline at 657-278-3412 (listen for overview promptings). Overview schedules and podcasts are also available at ed.fullerton.edu/adtep/overviews.htm.

Internship Programs - All Credentials

CSUF offers internship programs in Elementary and Bilingual, Secondary and Special Education Credential Programs. Candidates must be enrolled in the credential program prior to seeking an internship credential.

C. MULTIPLE SUBJECT CREDENTIAL

In California, professional teacher preparation is a two- or three-semester program taken during the fourth and/or fifth year of college; there is no major in education. Since students devote their first three years of work to completing general education, major and subject matter preparation requirements, it is essential that students consider their selection of an academic major carefully.

The Center for Careers in Teaching, in conjunction with various departments, has developed sample academic plans that show students how to efficiently blend the requirements for graduation and admission to the credential program for a wide variety of majors. These plans are posted on the Center for Careers in Teaching website (fullerton.edu/cct). According to California law, any major (other than education) can be selected.

D. STREAMLINED TEACHER EDUCATION PROGRAM (INTEGRATED TEACHER EDUCATION PROGRAM)

Designed for freshmen planning to be teachers, students in the Streamlined Teacher Education Program (STEP) combine their bachelor's degree requirements with credential program courses to earn both the degree and the preliminary credential in an efficient, well-planned program. Students in STEP complete the requirements for the bachelor's degree in either Child and Adolescent Development or Liberal Studies and the requirements for a Professional (preliminary) Multiple Subject Credential (for teaching elementary school) and/or an Education Specialist Credential (for teaching students with Mild/Moderate or Moderate/Severe disabilities at the K-6 level). A STEP option is available in English for students who want to teach English at the high school level.

Students in STEP benefit from early field experience in K-12 classrooms, regular contact with faculty members from their major departments and from the education departments and regular advisement and support throughout the program. Students in STEP also have multiple opportunities to meet and work with other students in the program, facilitating their social connections with other students with similar career aspirations.

Transfer students may also participate in STEP. To be well-positioned to participate in the program, they must seek advisement from their community college counselor as early in their academic careers as possible. Students in this program must take a particular pattern of courses to satisfy General Education Program requirements. Also, community college students may follow the Lower-Division Transfer Pattern (LDTP) for Integrated Teacher Preparation. Transfer students should check the Center for Careers in Teaching website for more information.

For further information about STEP, please visit the Center for Careers in Teaching website at fullerton.edu/cct or visit the Center in H-113.

E. SINGLE SUBJECT CREDENTIAL AND SUBJECT MATTER PREPARATION

Although a person seeking a Single Subject Credential may complete any academic major, most people decide to complete the degree major closest to the subject field in which they wish to be authorized to teach. CSUF offers a Single Subject Credential program in each of the following state-authorized subject fields.

Art
Biology
Chemistry
English (English, Theater)
Foundational Level Math (FLM)
Foundational Level General Science
French
German
Geology
Japanese
Mathematics
Music
Physical Education
Physics
Social Science (includes History)
Spanish

To demonstrate subject matter competence, a person must either pass the appropriate state-approved examination (CSET), or complete a state-approved subject matter preparation program. These subject matter preparation programs generally coincide sufficiently with the degree major to make it possible to complete major requirements and subject matter preparation requirements using many of the same courses. But degree programs and subject matter preparation programs serve different purposes; taking one is not a guarantee that you will have satisfied the requirements of the other.

For students seeking Single Subject Credentials, please discuss the option of the test or subject matter preparation program with the adviser for your academic major. CSUF offers subject matter preparation programs associated with many of the above credentials.

Good advising and careful planning are crucial. Transfer students seeking a CSUF subject matter preparation program should seek a transcript evaluation from the adviser in their academic major. Single subject matter preparation programs are in transition because of changes in the state standards. See fullerton.edu/cct for current information.

F. EDUCATION SPECIALIST CREDENTIALS

CSUF offers several state-approved programs leading to basic specialized credentials. These specialist credentials are oriented toward post-baccalaureate coursework and coincide with master's degree programs. The State is currently revising requirements for the Education Specialist Credentials. Please visit the Admission to Teacher Education website for current information.

CSUF offers the following Specialist Credential programs:

1. Mild/Moderate Disabilities – to teach persons with mild/moderate disabilities. See Department of Special Education, College of Education.
2. Moderate/Severe Disabilities – to teach persons with moderate/severe disabilities or who have multiple disabilities. See Department of Special Education, College of Education.
3. Early Childhood Special Education – to teach infants, toddlers and preschoolers with or at risk for disabilities or developmental delays, ages birth through five years of age and their families. See Department of Special Education, College of Education.
4. Resource Specialist (Certificate of Competency) – to serve as a resource specialist in programs serving special education students, their parents and their regular teachers. See Department of Special Education, College of Education.
5. Reading and Language Arts Specialist – to teach reading to students of diversified grade and ability levels and to assist all teachers in being better reading teachers. See the Reading Department, College of Education.

G. ADMINISTRATIVE SERVICES CREDENTIALS

CSUF offers the following Administrative Services Credential programs:

1. Administrative Services (Preliminary Level) – the first step of the two-step administrative services credential structure, authorizing service as a school site administrator, principal or other administrative officer of a school district. See Department of Educational Leadership, College of Education.
2. Administrative Services (Professional Level) – the second step of the two-step administrative services credential structure. See Department of Educational Leadership, College of Education.

H. CLINICAL REHABILITATIVE SERVICES

1. Clinical Rehabilitative Services Credential in Language, Speech and Hearing – provide services to students with disorders in language, speech and hearing. See Department of Human Communication, College of Communications.
2. Special Class Authorization – to become a classroom teacher to students with severe disorders of language. See Department of Human Communication, College of Communications.
3. School Nurse Services Credential – to become a school nurse. See Nursing Department in the College of Health and Human Development.

Curricula Information

COURSE DESCRIPTIONS

Course descriptions briefly describe the content or subject matter to be covered and provide additional information on units of credit, the level of instruction (see course numbering code), prerequisites and the type of course (lecture, laboratory, activity, seminar and individually supervised work).

A laboratory course which accompanies another course should use the letter L. A variable topics course shall use the letter T.

A controlled entry course is one that has enrollment requirements in addition to any prerequisite courses. Additional requirements include prior approval of the instructor, special academic advisement, a qualifying exam, a placement test, an audition, a teaching credential, or similar special qualifications. Controlled entry courses are designated in the class schedule by using an appropriate explanatory class note.

COURSE NUMBERING CODE

The first number in each course designation is intended to indicate the level of complexity of the course. In addition, the first number also is a rough index of the student's year of study at the University. The following are guidelines for course numbering.

001-099

Courses that carry no credit toward a degree or credential. Generally developmental, remedial or pre-college in content.

100-199

Lower-division courses designed primarily for freshman level, but also open to other students. These courses are generally introductory in nature and are usually designed without prerequisites.

200-299

Lower-division courses designed primarily for sophomore level, but also open to other students. Although there is no clear distinction between lower-division courses listed at the 100 or 200 level, there is an inherent assumption that students in these courses have acquired skills appropriate to the second year of University-level work.

300-399

Upper-division courses designed primarily for juniors, but also open to other students. Third year or junior-level coursework is likely to emphasize specialization in the disciplines. It is expected that specific prerequisites are used to indicate the necessary competencies required for study at this level. These courses do not give graduate credit.

400-499

Upper-division courses designed primarily for seniors, but also open to other students. Prerequisite work is required. Coursework is intended to provide depth of understanding or additional focus appropriate to the disciplines. Courses at the 400 level are sufficiently sophisticated for inclusion on graduate study plans if additional assignments are given to graduate students.



CURRICULA INFORMATION

- Course Descriptions
- Course Numbering Code
- Student-to-Student Tutorials
- Independent Study
- Cross-Disciplinary Programs
- Air Force Reserve Officer
Training Corps
- Library Course
- University Studies Courses

500-599

Courses designed for graduate students who are enrolled in advanced degree programs. The courses of study are advanced and specialized in nature and require substantial undergraduate preparation. Undergraduate students may enroll if they have reached senior status, have the prerequisites required for entry into the course, and have gained consent of the instructor. Courses at the 500 level may be used on doctoral study plans if the approved program provides for such use.

600-699

Courses designed for graduate students beyond the master's level who are enrolled in doctoral programs. The courses of study take up advanced topics using sophisticated approaches that presume prior study at the graduate level within the same, or a closely related, discipline. Master's program students may enroll only with consent of both the instructor and the graduate adviser. Closed to undergraduates.

700-701

Course numbers for graduate and post-baccalaureate students (including those seeking a credential) to maintain continuous enrollment during a particular semester when they are not enrolled in regular courses. These numbers do not represent courses and do not therefore grant credit.

900-999

Courses specifically designed for professional groups seeking vocational improvement or career advancement. Credit for these courses does not apply to undergraduate degrees, graduate degrees or credentials at the University.

Special Course Numbers

For uniformity, certain types of courses have been listed by all departments and colleges with the same numbers: 499 and 599 are used respectively for undergraduate and graduate independent study; 496 for student-to-student tutorials; 497 and 597 for a project; and 598 for a graduate thesis.

Explanation of Course Notations

Certain notations are uniformly used in the course descriptions in this catalog.

1. The figure in parentheses following the course title indicates the number of semester units for the course. Courses offered for varying units are indicated as (1-3) or (3-6).
2. A course listing such as African American Studies 108 (Same as Linguistics 108) indicates that a student taking the course may enroll in either of those two disciplines.
3. A notation such as (Formerly 433) following the course title and the number of units indicates the same course previously was numbered 433.

STUDENT-TO-STUDENT TUTORIALS

The student-to-student tutorial provides a formal way to encourage students to learn through teaching. It also provides tutoring to all students who need and want tutorial assistance.

In those departments that choose to offer such courses, the courses are numbered 196 or 496 and carry one to three units of credit. The prerequisites include a grade point average of at least 3.0 and/or consent of the instructor. The tutor and tutee(s) will work in mutually advantageous ways by allowing all involved to delve more carefully and thoroughly into the materials presented in this specific course.

One to three students may be tutored by the tutor unless the instructor decides that special circumstances warrant increasing the usual maximum of three tutees. Three hours of work per week are expected for each semester unit of credit, and this work may include, apart from contact hours with tutees, such other activities as: tutorial preparations; consulting with instructors; reporting, analysis and evaluation of the tutorial experiences; and participation in an all-University orientation and evaluation program for tutors.

A maximum of three units may be taken each semester. No more than three units of any combination of tutorial courses (496) may count toward an undergraduate degree program. The course must be taken as an elective and not counted toward general education, major or minor requirements. The course can be taken on a credit/no credit basis by the tutor.

Requests for tutors must be initiated by tutees and can be initiated up until the official University census date. Tutors electing to respond to such requests will receive credits at the end of the semester and can register in the course until the official University census date. Both tutors and tutees must submit written reports, analyses and evaluations of their shared tutorial experience to the instructor, and both must participate in an all-University orientation program, as well as in any conference or critique that the instructor of the course may require.

Further information can be obtained from the department in which the student is interested in a student-to-student tutorial.

INDEPENDENT STUDY

By registering for an independent study course, a student may pursue topics or problems of special interest beyond the scope of a regular course under the supervision of a faculty adviser. The work is of a research or creative nature, and normally culminates in a paper, project, comprehensive examination, or performance. Independent study units shall not be granted for teaching duties, administering classes, tutoring students or grading courses; or for internships. For independent study used on graduate study plans, 300-level courses may not be used as the sole basis for 499 Independent Study. 300- and 400-level coursework may not be used as the sole basis for 599 Independent Study. 100- and 200-level courses may not be used as any part of the basis for 499 or 599 Independent Study.

Before registering, the student must get a topic approved by the instructor who will be supervising independent study and by the department chair. Independent study used on a graduate study plan must also be approved by the departmental graduate program adviser.

A student may take no more than six units of independent study at the undergraduate level (299 and 499 numbered courses) in a given semester. No more than nine units of independent study may be applied toward completion of the baccalaureate degree.

A graduate student may apply no more than six units of independent study (499 or 599 numbered courses) toward completion of the master's degree.

CROSS-DISCIPLINARY PROGRAMS

A cross-disciplinary program is an endeavor involving two or more existing academic departments which need not be within the same college. Such programs are administered by program councils composed of representatives elected by participating departments.

Current programs include:

College of Humanities and Social Sciences

Asian Studies, Minor

Asian American Studies Option, B.A.

Ethnic Studies

Asian American Studies, Minor

Environmental Studies, M.S.

European Studies, B.A. and Minor

Gerontology, M.S. and Minor

Latin American Studies, B.A. and Minor

Women and Gender Studies, B.A. and Minor

The program descriptions are located within the departmental section of this catalog.

AIR FORCE RESERVE OFFICER TRAINING CORPS (AFROTC)

Through arrangements with Loyola Marymount University in West Los Angeles, California State University, San Bernardino, the University of Southern California, and the University of California, Los Angeles, students may participate in the Air Force Reserve Officer Training Corps (AFROTC) program. Aerospace studies classes and leadership laboratories are conducted at various times during the week on the main campuses of LMU, CSU San Bernardino, USC and UCLA.

AFROTC offers a variety of two, three and four-year scholarships, many of which pay the full cost of tuition, books and fees. Successful completion of as little as four semesters of AFROTC academic classes and leadership laboratories can lead to a commission as a second lieutenant in the United States Air Force.

For more information, contact the Department of Aerospace Studies (AFROTC) at one of the following universities: Loyola Marymount University at 310-338-2770; CSU, San Bernardino at 909-537-5440; USC at 213-740-2670; or UCLA at 310-825-1742.

LIBRARY COURSE

Course is designated as LIBR in the class schedule.

302T Library Research Methods for Specific Majors (1)

Library research methodology and introduction to library resources in special subject areas such as business, education and science.

UNIVERSITY STUDIES COURSES

Courses are designated as UNIV in the class schedule.

100 College Success (1-3)

Designed for first-time college students in learning communities. Content covers knowledge, skills and attitudes necessary for college success and lifelong learning and development. Includes significant reading, writing and co-curricular learning opportunities. One, two and three units in fall and/or spring semesters. Three units maximum.

496 Student-to-Student Tutorial (1-3)

Prerequisites: a 2.75 or higher grade point average and simultaneous assignment as a peer mentor in section of University 100. Instructional assistance to incoming freshmen by advanced peer mentors. In collaboration with faculty member and a student affairs professional, peer mentors assist in a variety of instructional and student support activities, including tutoring, developing topics and modules for University 100, and the analysis and evaluation of the first-year experience.

499 Independent Study (1-3)

Prerequisite: consent of instructor and approved learning plan. Independent research or applied project, under the direction of a faculty member. May be repeated for a maximum of nine total units of credit.

University Regulations



UNIVERSITY REGULATIONS

- Commitment to Civility
- 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 online class schedule at 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 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. During weeks one and two of the semester, changes may be made using TITAN Online. During the third and fourth weeks, corrections must be made using the appropriate form, and a \$20 administrative late fee will be required to make such change. Other corrections should be reported on forms provided by and returned to the Office of Admissions and Records. Check with the Office of Admissions and Records for specific deadlines.

COMMITMENT TO CIVILITY

At Cal State Fullerton we foster a climate where civility is valued, appreciated and expected, and where all members of the community are treated with dignity, respect and care. Civility is apparent when we are aware of the impact that our communications, practices and behaviors have on others and when we acknowledge each person's worth, cultural perspective and unique contributions to the community.

Establishing a civil climate is a shared responsibility of all University community members – students, faculty, staff and administrators. Civility is the expression of respect for others and for the tasks we share. Therefore, we believe that civility is a cornerstone of our University mission and values, and we reaffirm our commitment to civility on the campus – both inside and outside the classroom.

ENROLLMENT REGULATIONS

Units 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.

Credit Hour

As of July 1, 2011 federal law (Title 34, Code of Federal Regulations, sections 600.2 and 600.4) requires all accredited institutions to comply with the federal definition of the credit hour. For all CSU degree programs and courses bearing academic credit, the “credit hour” is defined as “the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time;

OR

2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

A credit hour is assumed to be a 50-minute period. In courses in which “seat time” does not apply, a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement.

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 16 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:

- They have reached senior standing (completed a minimum of 90 semester units)
- Have academic preparation and prerequisites required for entry into the course
- Gain the consent of the instructor

Students wishing to use 500-level coursework taken during their undergraduate degree toward a master’s degree should read “Enrollment in 500-Level Courses by Seniors” and “Postgraduate Credit” in the “Graduate Enrollment Policies” 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 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 online class schedule each semester).

Grading Policies

GRADING SYSTEM

Every student of the University will have all coursework 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) – Plus/minus may be assigned to letter grade.

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” (2.0) or better in undergraduate courses; “B” (3.0) 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 online class schedule (and shall not be changed by the faculty after publication of the online 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 second 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. Students are not permitted to change grading options after the University mini-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 C (2.0) or better to Credit, and C- or below to No Credit in undergraduate courses and B (3.0) or better to Credit, and B- or below to No Credit in graduate courses. In those courses offered only



GRADING POLICIES

Grading System

Administrative Symbols

Student Records

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” (2.0) 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” (3.0) or better 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 | Units Earned | Point Value |
|---|-------------|-----------|--------------|-------------|
| <i>Traditional (letter grades and their corresponding values)</i> | | | | |
| A+ | | Yes | Yes | 4.0 |
| A | Outstanding | Yes | Yes | 4.0 |
| A- | | Yes | Yes | 3.7 |
| B+ | | Yes | Yes | 3.3 |
| B | Good | Yes | Yes | 3.0 |
| B- | | Yes | Yes | 2.7 |
| C+ | | Yes | Yes | 2.3 |
| C | Acceptable | Yes | Yes | 2.0 |
| C- | | Yes | Yes | 1.7 |
| D+ | | Yes | Yes | 1.3 |
| D | Poor | Yes | Yes | 1.0 |
| D- | | Yes | Yes | 0.7 |
| F | Failing | Yes | No | 0.0 |

Nontraditional

| | | | |
|----|---|-----|------|
| CR | * | Yes | None |
| NC | * | No | None |

Administrative Symbols

| | | | |
|---------------------------------|------|-----------|--------|
| I (Incomplete Authorized) | † | No | |
| IC (Incomplete Charged) | Yes | No | 0 |
| U (Unauthorized Incomplete) ††† | Yes | No | 0 |
| W (Withdrawal) | No | No | None |
| WF (Withdrawal) †† | Yes | No | 0 |
| WU (Withdrawal Unauthorized) | Yes | No | 0 |
| AU (Audit) | No | No | None |
| SP (Satisfactory Progress) ††† | No | No | None |
| RD (Report Delayed) | No | No | None |
| RP (Report in Progress) | No | No | None |
| Totals | Used | Counted | Used |
| | In | In | Toward |
| | GPA | Objective | 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), coursework 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” (Incomplete Authorized) indicates that a portion of required coursework has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the Incomplete. A final grade is assigned when the work agreed upon has been completed and evaluated.

An “I” must normally be made up within one calendar year immediately following the end of the term during 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 “I” being converted to an “IC” (or “NC”) symbol, unless the faculty member assigns a specific letter grade at the time the Incomplete is assigned, which would replace the “I” in the student’s record after the calendar year deadline.

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 Coursework. 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 coursework within the allowed time limit. The IC replaces the I and is counted as a failing grade for grade point average and grade point computation.

Withdrawal (W)

The symbol "W" indicates that the student was permitted to withdraw from the course after the deadline to drop the course (approximately the end of the second week for full semester regular session classes) with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in calculating grade point average or progress points. Undergraduate students may withdraw from no more than 18 semester units. The limits apply only to units attempted at the campus.

Students may withdraw from most classes 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, which 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.

Courses that are not scheduled as full semester, regular session courses may have unique drop and withdrawal deadlines. Students taking these courses are responsible for adhering to the unique deadlines. A student enrolled in a class can verify the related withdrawal deadlines in his/her TITAN Online Student Center by selecting the "Deadlines" icon immediately preceding the class listed under "This Week's Schedule."

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.

| |
|--|
| <p>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.</p> |
|--|

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 a course as an auditor shall be permitted only after students otherwise eligible to enroll on a credit basis have had an opportunity to do so. Auditors

are subject to the same fee structure as credit students, and regular class attendance is expected. Once enrolled as an auditor, a student may not change to credit status unless such a change is requested no later than the last day to add classes in that term. A student who is enrolled for credit may not change to audit after the second 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 courses that extend beyond one academic term. It indicates that work is in progress but that assignment of a final grade must await completion of additional 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 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 through the TITAN Online feature of the Cal State Fullerton website.

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 coursework 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+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, IC and WU 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 C- (1.7) or lower 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 C- (1.7) or lower grades, only the most recently earned grades and grade points shall be used for the first 16 units repeated (e.g., “grade forgiveness”). 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. Undergraduate students may repeat an individual course for grade forgiveness no more than two times.

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.” Campuses may permit undergraduate students to repeat an additional 12 semester units (18 quarter units), i.e., units in addition to the 16 semester units (24 quarter units) for which grade “replacement” (e.g., “forgiveness”) is permitted. In such instances the repeat grade shall not replace the original grade; instead, both grades shall be calculated in the student’s overall grade point average.

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.

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 may view the grades he/she earned during the term via TITAN Online, 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:

- 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.
- 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 970; 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 970.

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 initially 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. Executive Order 213 has been superceded by Executive 1037, however, the purpose of the academic renewal policy remains the same.

The University may disregard up to two semesters or three quarters of previous undergraduate coursework 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; and
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; and
3. the level of performance represented by the terms under consideration was due to extenuating circumstances; and
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.

Catalog Rights and Student Responsibilities

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.

CONTINUOUS ATTENDANCE AND CATALOG RIGHTS

Students who have been enrolled either at a California Community College or a CSU campus for at least one semester or two quarters of consecutive calendar years are considered to be “in continuous attendance.”

This concept is important because continuous attendance affects the requirements you must meet to graduate from a CSU campus. Institutions occasionally modify graduation requirements. If you have been in continuous attendance, you may choose to meet the CSU campus graduation requirements in the CSU catalog that was in effect:

1. at the time you began continuous attendance at the California Community College,
2. at the time you transferred to the CSU campus, or
3. at the time you graduate from the CSU campus.

By maintaining continuous attendance and selecting option (1) or (2), you can be assured that your CSU campus graduation requirements will not change. Your right to choose one of these options is called “catalog rights.”

If you do not remain in continuous attendance, you will reestablish catalog rights at the time you reenroll in any California Community College or begin attending a CSU campus. If you are unsure about your catalog rights, you should consult your community college counselor.

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. To qualify for the stop-out policy, the student must have completed at least one semester in residence following his or her most recent admission to the University. 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 a registration appointment; 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.

Recently Admitted Student in First Term of Attendance – Students may not use “stop out” during the term of admission. For example, if a student is admitted for a fall term, he/she may not use the Stop-Out Policy for that fall term to delay attendance until the following term. If the student does not attend during the first term of admission, the student will be discontinued and will need to reapply for admission to a later term.



CATALOG RIGHTS AND STUDENT RESPONSIBILITIES

Good Standing
Continuous Attendance and
Catalog Rights
Stop-Out Policy
Leave of Absence
Withdrawal from the University
Retention, Probation and
Disqualification
Student Conduct
Parking on Campus
University Police
Tuition Fees and Debts Owed to the
University
Student Rights – Nondiscrimination
Policy
Privacy Right of Students in
Education Records
Use of Social Security Number
Student Complaint Procedure

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. Recently readmitted student may not use the Leave of Absence policy to delay attendance to a later term. The student must attend during the term of readmission or reapply for a later term of admission. 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.

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 the 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, Langsdorf Hall 114; P.O. Box 6900, Fullerton, CA, 92384-6900, 657-278-7601.

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. Students who have received financial aid and withdraw from the institution during the academic term or payment period may need to return or repay some or all of the funds received, which may result in a debt owed to the institution.

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 coursework.

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 coursework (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.

Open University

Some disqualified students who want to raise their grade point average may qualify for Open University enrollment through University Extended Education (UEE). For more information, see the UEE section in this catalog or contact the UEE Academic Adviser, located in University Hall, room 123, 657-278-6745.

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 on 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 student conduct administrator. The administrator is responsible for administering the student discipline system and implementing the following procedures as mandated in Executive Order No. 1073 Student Conduct Procedures (Student Handbook) and CSUF President's Directive Number Nine: Regarding the Use of Attorneys in Student Disciplinary Proceedings.

Unacceptable behavior by students or by applicants for admission is subject to discipline as provided in Section 41301 of Title 5, California Code of Regulations.

Title 5 California Code of Regulations 41301. Standards for Student Conduct.

(a) *Campus Community Values*

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

(b) *Grounds for Student Discipline*

Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship, and, when necessary, impose appropriate consequences. The following are the grounds upon which student discipline can be based:

- (1) Dishonesty, including:
 - (A) Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
 - (B) Furnishing false information to a University official, faculty member, or campus office.
 - (C) Forgery, alteration, or misuse of a University document, key, or identification instrument.
 - (D) Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries.
- (2) Unauthorized entry into, presence in, use of, or misuse of University property.
- (3) Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.
- (4) Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.
- (5) Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.
- (6) Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.
- (7) Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment or sexual misconduct.
- (8) Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college,

- university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term “hazing” does not include customary athletic events or school sanctioned events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.
- (9) Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.
- (10) Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.
- (11) Theft of property or services from the University community, or misappropriation of University resources.
- (12) Unauthorized destruction, or damage to University property or other property in the University community.
- (13) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity.
- (14) Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
- (15) Misuse of computer facilities or resources, including:
- (A) Unauthorized entry into a file, for any purpose.
 - (B) Unauthorized transfer of a file.
 - (C) Use of another’s identification or password.
 - (D) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.
 - (E) Use of computing facilities and resources to send obscene or intimidating and abusive messages.
 - (F) Use of computing facilities and resources to interfere with normal University operations.
 - (G) Use of computing facilities and resources in violation of copyright laws.
 - (H) Violation of a campus computer use policy.
- (16) Violation of any published University policy, rule, regulation or presidential order.
- (17) Failure to comply with directions or, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
- (18) Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.
- (19) Violation of the Student Conduct Procedures, including:
- (A) Falsification, distortion, or misrepresentation of information related to a student discipline matter.
 - (B) Disruption or interference with the orderly progress of a student discipline proceeding.
 - (C) Initiation of a student discipline proceeding in bad faith.
 - (D) Attempting to discourage another from participating in the student discipline matter.
 - (E) Attempting to influence the impartiality of any participant in a student discipline matter.
 - (F) Verbal or physical harassment or intimidation of any participant in a student discipline matter.
 - (G) Failure to comply with the sanction(s) imposed under a student discipline proceeding.
- (20) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.
- (c) Procedures for Enforcing This Code*
- The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.
- (d) Application of This Code*
- Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.
- (e) Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws*
- As referenced earlier in Section XXI, Student Conduct (15) (G) the penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than

\$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

Title 5, California Code of Regulations, 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.

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 and other policies related to the use of alcohol and other drugs can be found online at fullerton.edu/alcohol_drug_info.

PARKING ON CAMPUS

Parking permits are required 7 a.m. to 10 p.m., Monday through Thursday and 7 a.m. to 5 p.m., Friday. Red curbs/fire lanes, spaces designated for disabled persons, service/maintenance spaces, state-vehicle-only spaces, loading zones (white and yellow curbs and posted time limits) are enforced 24 hours a day. It is a violation

to stop, stand or wait in parking facility drive aisles for a parking space; vehicles will be cited. There are no grace periods at the start of the semester; vehicles not displaying a current parking permit will be cited. Parking permits are not transferable and are valid only when purchased from CSUF Parking and Transportation. Vehicles displaying a lost or stolen parking permit will be cited.

Student semester and daily parking permits are valid in the following parking facilities: Lots A, D, E, G, S, all parking structures and Irvine Campus student parking spaces. After 6 p.m. semester and daily permits are valid in lots A Faculty/Staff, E Faculty/Staff, C-West, and C-East. After 4 p.m., student semester and daily parking permits are valid in the College Park faculty/staff parking area. Faculty/staff parking lots F, H and I are designated for faculty/staff only at all times.

Semester permits are available for purchase online by logging in to the campus portal, and accessing the Parking tab. Daily permits can be purchased from permit dispenser machines located in lots A, D and G, Arts Drive and all Parking Structures. Daily permit dispenser machines are also available at the Irvine Campus. A current DMV disabled person placard or license plate and valid CSU Fullerton parking permit must be displayed in a vehicle while parked in a space designated for disabled persons. Parking fees and regulations are subject to change without notification. Go to the Parking and Transportation Services website at parking.fullerton.edu for current information.

Use of Bicycles and Skateboards on Campus

The University’s policy concerning the use of bicycles, skateboards and other forms of non-motor vehicle transportation is set forth in President’s Directive No. 16. For additional information, visit <http://www.directive16.fullerton.edu/>.

1. Bicycles, scooters and roller skates may be used on campus under the following conditions:
 - a. Pedestrians have the right-of-way at all times.
 - b. Individuals using bicycles, scooters or roller skates must comply with all applicable laws and regulations, exercise due care, and use reasonable caution to prevent injury and damage to property.
 - c. Bicycles, rollers skates and scooters may not be used on posted walkways; in the quad; on grass or in planters; in buildings or parking structures; on steps, benches or rails; or other areas as posted.
 - d. Bicycles, roller skates and scooters may be used on walkways or in the quad for instructional purposes or whenever parking fee requirements are not enforced.
2. Skateboards and motorized skateboards may not be used on campus.
3. Motorized bicycles and scooters may only be operated on campus roadways.

4. Motorized bicycles, motorized scooters and motorized skateboards may not be stored inside any building, including the residence halls, without written authorization.
5. Non-motor vehicle forms of transportation may be used on campus or any property controlled by the University to accommodate a disability with written authorization.

UNIVERSITY POLICE

University Police Department

657-278-2515

Campus Emergency - dial 911 or extension 3333

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

- Police Administration
- Patrol Operations
- Investigations
- Emergency Preparedness
- Crime Prevention
- Lost & Found
- Key Issuance
- Livescan Fingerprinting Service

The department's various units 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 involve 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 and Counseling 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 their 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.

The University Police Department, in conjunction with the Women's/Adult Reentry Center, provides presentations on personal safety and rape awareness (R.A.D.) several times throughout the school year. Other crime prevention programs that are offered include drug and alcohol awareness, stalking, acquaintance rape, and hazing. In addition, programs are offered in prevention of campus violence.

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 Boulevard 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 to 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, your cell phone, or from any residence or pay phone. Dialing this number connects the caller immediately with the University Police Department, which will respond with whatever assistance is needed (i.e., paramedics, ambulance, fire department, 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, which 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. Printed copies of this report are also available upon request at the University Police Department (48).

TUITION AND FEES AND DEBTS OWED TO THE INSTITUTION

Should a student or former student fail to pay a fee or a debt owed to the institution, the institution 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 (see Title 5, California Code of Regulations, Sections 42380 and 42381).

Prospective students who register for courses offered by the University are obligated for the payment of fees associated with registration for those courses. Failure to cancel registration in any course for an academic term prior to the first day of the academic term gives rise to an obligation to pay student fees including any tuition for the reservation of space in the course.

The institution may withhold permission to register or to receive official transcripts of grades or other services offered by the institution from anyone owing tuition, fees or another debt to the institution. The institution may also report the debt to a credit bureau, offset the amount due against any future state tax refunds due the student, refer the debt to an outside collection agency and/or charge the student actual and reasonable collection costs, including reasonable attorney fees if litigation is necessary, in collecting any amount not paid when due.

If a person believes he or she does not owe all or part of an asserted unpaid obligation, that person may contact the Student Financial Services Office. The Student Financial Services Office, or another office on campus to which the Student Financial Office may refer the person, will review all pertinent information provided by the person and available to the campus and will advise the person of its conclusions.

STUDENT RIGHTS

Nondiscrimination Policy

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

The California State University does not discriminate on the basis of race, color, ethnicity, national origin, age, religion or veteran status in its programs and activities, including admission and access. Federal and state laws, including Title VI of the Civil Rights Act of 1964 and the California Equity in Higher Education Act, prohibit such discrimination. Susan Leavy, coordinator, diversity and equity, supports the coordination of efforts of California State University, Fullerton to comply with all applicable federal and state laws prohibiting discrimination on these bases. Inquiries concerning compliance may be presented to this person at College Park, Suite 770 or by calling 657-278-4702.

Disability

The California State University does not discriminate on the basis of disability in its programs and activities, including admission and access. Federal and state laws, including sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, prohibit such discrimination. Susan Leavy, coordinator, diversity and equity, has been designated to coordinate the efforts of Cal State Fullerton to comply with all applicable federal and state laws prohibiting discrimination on the basis of disability. Inquiries concerning compliance may be presented to this person at College Park 770 or by calling 657-278-4702.

Sex/Gender/Gender Identity/Sexual Orientation

The California State University does not discriminate on the basis of sex, gender, gender identity or sexual orientation in its programs and activities, including admission and access. Federal and state laws, including Title IX of the Education Amendments of 1972, prohibit such discrimination. Susan Leavy, coordinator, diversity and equity, has been designated to coordinate the efforts of Cal State Fullerton to comply with all applicable federal and state laws prohibiting discrimination on these bases. Inquiries concerning compliance may be presented to this person at College Park 770, or by calling 657-278-4702. The California State University is committed to providing equal opportunities to male and female CSU students in all campus programs, including intercollegiate athletics.

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

- **Sexual discrimination** means an adverse act of sexual discrimination (including sexual harassment and sexual violence) that is perpetrated against an individual on a basis prohibited by Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 (Title IX); California Education Code §66250 et seq., and/or California Government Code §11135.
- **Sexual harassment** is unwelcome conduct of a sexual nature that includes, but is not limited to, sexual violence, sexual advances,

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

- **Sexual violence** means physical sexual acts (such as unwelcome sexual touching, sexual assault, sexual battery and rape) perpetrated against an individual without consent or against an individual who is incapable of giving consent due to that individual's use of drugs or alcohol, or disability.
- See further information in Cal State Fullerton's sexual violence prevention and education statement, which includes facts and myths about sexual violence at diversity.fullerton.edu/title-ix.

Who to Contact If You Have Complaints, Questions or Concerns

Title IX requires the University to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance. Your campus Title IX Coordinator is available to explain and discuss your right to file a criminal complaint (sexual assault and violence); the University's complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters. **If you are in the midst of an emergency, please call the police immediately by dialing 911.**

Campus Title IX Coordinator

Susan Leavy, Coordinator, Diversity and Equity
College Park, Suite 770
sleavy@fullerton.edu
657-278-4702
Monday-Friday, 8 a.m.-5 p.m.

University Police

Sergeant Nigel Williams
University Police Department, Room 123
niwilliams@fullerton.edu
657-278-2903

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

800-421-3481 or ocr@ed.gov

Note: If you wish to fill out a complaint form online with the OCR, you may do so at: 2.ed.gov/about/offices/list/ocr/complaintintro.html.

Title IX requires the University to adopt and publish complaint procedures that provide for prompt and equitable resolution of sex discrimination complaints, including sexual harassment and violence. CSU Executive Order 1074 (calstate.edu/eo/EO-1074.pdf) is the systemwide procedure for all complaints of discrimination, harass-

ment or retaliation **made by students** against the CSU, a CSU employee, other CSU students or a third party.

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

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

Safety of the Campus Community is Primary

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

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

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

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

Additional Resources

Cal State Fullerton's Sexual Violence Prevention and Education Statement

Cal State Fullerton's sexual violence prevention and education statement, which includes facts and myths about sexual violence, at diversity.fullerton.edu/title-ix.

U.S. Department of Education, regional office

Office for Civil Rights
50 Beale Street, Suite 7200
San Francisco, CA 94105
(415) 486-5555
TDD (877) 521-2172

U.S. Department of Education, national office:

Office for Civil Rights
800-872-5327

Know Your Rights about Title IX

www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.html
California Coalition Against Sexual Assault (calcasa.org/)
1215 K. Street, Suite 1850
Sacramento, CA 95814
916-446-2520

Domestic and Family Violence, Office of Justice Programs,
United States Department of Justice
ovc.ncjrs.gov/topic.aspx?topicid=27

National Institute of Justice: Intimate Partner Violence,
Office of Justice Programs, United States Department of Justice
nij.gov/topics/crime/intimate-partner-violence/

National Domestic Violence Hotline
1-800-799-SAFE (7233)

Office of Violence against Women, United States Department
of Justice
www.ovw.usdoj.gov

**Centers for Disease Control and Prevention: Intimate Partner
Violence**
cdc.gov/ViolencePrevention/intimatepartnerviolence/index.html

Defending Childhood, United States Department of Justice
justice.gov/defendingchildhood/

Community Services Program
CSP Sexual Assault Victim Services
Rape Crisis Hotline
714-957-2737
949-831-9110

Rape, Abuse & Incest National Network (RAINN)
National Sexual Assault Hotline
800-656-4673
www.rainn.org

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 in writing. 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, an academic programs representative, the director of the Academic Advising Center, one faculty member of the University General Education Committee, and the University registrar, or designee, who will serve as the secretary.

Right of Nonparticipation

University activities either within or outside of the classroom involve varying degrees of risk to the participants. It is University policy that the instructor directing such activities reviews with potential participants the specific nature of such risks and obtains 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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT President's Directive No. 17 – Student Privacy and Education Records

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

I. Directive

The Family Educational Rights and Privacy Act ("FERPA") and California State University Executive Order 796 ("EO 796") afford students the right to inspect and review their education records; request amendment of an education record believed to be in error or misleading; limit disclosure of personally identifiable information contained in an education record; and file a complaint with the U.S.

Department of Education concerning alleged failures by the University to comply with FERPA. Should a conflict arise between FERPA or EO 796 and this directive, FERPA or EO 796 will take precedent.

II. Authority

The Family Educational Rights and Privacy Act, 120 U.S.C. 1232g, 34 CFR 99, and CSU Executive Order 796.

III. Scope

This directive applies to the records of any student who is attending or has attended the University. They do not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend the University.

IV. Definitions

- A. **Directory Information.** A student's name, date and place of birth, permanent and local address, University-recognized email address, telephone number, class level, enrollment status, major(s), minor(s), dates of attendance, degrees and awards received, previous educational institutions attended, and past and present participation in recognized activities. Directory information also includes weight and height if student is an athletic team member.
- B. **Legitimate Educational Interest.** A school official has a "legitimate educational interest" if the official must review an education record to fulfill their professional responsibility. The University faculty or staff member responsible for maintaining the requested record is responsible for determining whether a school official has a legitimate educational interest.
- C. **School Official.** A University or CSU system employee or volunteer in an administrative, academic, research or staff position, including law enforcement unit personnel and health staff; an individual or entity with whom the University has contracted to act for the institution or to provide services the institution would otherwise perform for itself, such as an attorney, auditor, or collection agent; an individual, including a student, serving on a CSU system or University committee, such as a disciplinary or grievance committee, or assisting another school official in performing their professional responsibility.

V. Implementation

- A. School officials with a legitimate educational interest may access student records. In addition to school officials with a legitimate educational interest, the University may disclose Directory information (defined in Section IV. A). depending on the nature of the request and depending on the release category selected by a student. Students may choose to limit the release of their Directory information as described below:

1. Permit release of all Directory information.

Unless restricted by a student, the University may release a student's Directory information at any time to any requesting party, including the military and for the development

of University-affiliated marketing programs. This is the default category for release of information.

2. Permit release only Verification information.

This sub-category of Directory information consists of a student's name, class level, enrollment status, major(s), minor(s), degrees and awards received, dates of attendance and University-recognized email address. The University may release this information in response to requests, including but not limited to those from campus auxiliaries, financial lenders, employers, the military or insurance companies for verification of degree and enrollment information; for inclusion in Commencement and honors materials. Students who release only Verification information will be excluded from all University directories, printed or electronic, that the University may produce or publish.

3. Withhold 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 that the University may produce or publish, including Commencement and honors materials, and the University will not verify degree, dates of attendance or enrollment information without the prior written consent of the student. There will be no release to the military or for marketing programs.

- B. Students wishing to review their education records must make a written request to the Vice President for Student Affairs. Requested education records as defined by FERPA will be made available for review within 45 working days of the request. Reasonable charges for copy costs will be applied.
- C. The University notifies students of their FERPA rights in its course catalog, University website, and annually via electronic mail.
- D. Students who believe their rights have been abridged may make a request in writing seeking assistance from the Vice President for Student Affairs, Langsdorf Hall 805, or The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C., 20202-4605.

VI. Accountability

- A. The University will review bi-annually its information practices concerning student records to assess its compliance with FERPA, CSU Executive Order 796 and this directive. The Vice President for Student Affairs is responsible for ensuring the completion of these reviews.
- B. Any school official requiring access to student records must meet all training requirements established. This training must be completed prior to access being granted.

- C. Individuals who violate this directive are subject to appropriate disciplinary action pursuant to the applicable collective bargaining agreement and/or administrative policies or procedures.
- D. The contact for questions concerning this Directive is the Vice President for Student Affairs or his/her designee.

Reviewed and approved by President Milton A. Gordon,
March 17, 2011

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 (26 U.S.C. 6109). The University uses the Social Security number to identify students and their records, including identification 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. The Social Security number is also required by the Franchise Tax Board for collection of past due accounts.

For other records and services, the University uses an assigned campuswide identification number (CWID) as the student's account number. A student's TitanCard number is not his or her identification number.

Students are required to write their student identification numbers (CWID) 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.

STUDENT COMPLAINT PROCEDURE

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

1. If your complaint concerns CSU's compliance with academic program quality and accrediting standards, you may present your complaint to the Western Association of Schools and Colleges (WASC) at <http://www.wascsenior.org/comments>. WASC is the agency that accredits the CSU's academic program.
2. If your complaint concerns an alleged violation by CSU of a state law, including laws prohibiting fraud and false advertising, you may present your claim to Susan Leavy, coordinator, diversity and equity, sleavy@fullerton.edu. The coordinator, diversity and equity will provide guidance on the appropriate campus process for addressing your particular issue.

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

