

## CHAPTER 4

### ACADEMIC AFFAIRS

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## ACADEMIC AFFAIRS

400 ACCREDITATION

## 401 Accreditation (General)

The university is accredited by the Western Association of Schools and Colleges, the regional accrediting association having jurisdiction. The university is an institutional member of the Council on Postsecondary Accreditation.

## 402 Professional Accreditation

The programs in Aeronautical, Agricultural, Architectural, Civil, Electrical, Electronic, Environmental, Industrial, Mechanical, and Metallurgical Engineering, and in Engineering Technology are accredited by the Accreditation Board for Engineering and Technology. The National Association of Industrial Technology has accredited the program in Industrial Technology. The programs in teacher education are approved by the California Commission for Teacher Preparation and Licensing. The five-year curriculum leading to the Bachelor of Architecture degree and the Master of Architecture degree are accredited by the National Architectural Accrediting Board. The American Chemical Society has accredited the curriculum in Chemistry. The program in Construction is accredited by the American Council for Construction Education; in Home Economics, by the American Home Economics Association; in Landscape Architecture, by the American Society of Landscape Architects and in Business Administration by the American Assembly of Collegiate Schools of Business. Additional professional accreditation of individual schools, departments, or curriculums may be sought.

## 402.1 It is the policy of the California Polytechnic State University, San Luis Obispo, to seek accreditation from appropriate accreditation agencies subject to the following criteria:

- A. The agency must be recognized by the Council on Postsecondary Accreditation.
- B. The accreditation sought must be shown to be of significant value to the university and to the department or school involved in terms of the opportunities available to graduates as well as the prestige to be gained through such recognition.
- C. Neither the objectives nor methods of instruction of the university nor those of the department or school involved must be changed significantly in order to meet requirements of the agency.

## 402.2 Responsibility is delegated to the operating unit head, e.g., department head or school dean, for:

- A. Preliminary contact with the accrediting agency.
- B. Initial appraisal of desirability of seeking such accreditation and probability of success.
- C. Recommendation whether or not to make formal application for accreditation.
- D. Preparation of a statement in regard to the availability of appropriate and adequate funds for financing the total costs of accreditation, including application fees, travel expenses of visitation teams, etc. The statement is to be attached to the recommendation by the dean of the school in which the program under consideration is located.
- E. Preparation of application and related reports.
- F. Transmittal to the accreditation agency of the application and reports only after approval by the Vice President for Academic Affairs and the University President.
- G. Details and arrangements for the committee visitation on campus.

- 402.3 The following approvals are required and are to be processed through the school dean, Vice President for Academic Affairs, and University President:
- A. Transmittal of formal application for accreditation
  - B. Contents of required reports and their transmittal to accreditation agency
  - C. Dates of committee visitation
  - D. Planned procedure for meeting of visitation committee with the University President and other administrative personnel
- 402.4 The school dean, Vice President for Academic Affairs, and University President are to be kept informed of actions taken with respect to the accreditation process.
- 402.5 The above procedural steps also shall be followed in developing departmental or school applications for reaccreditation or in preparing and submitting required responses or reports in cases where provisional accreditation is being reconsidered by the accrediting agency.

410 UNDERGRADUATE PROGRAMS

## 411 Guidelines for Majors, Options, Concentrations, and Minors

## A. Recognized Categories of Curricular Concentrations

(Note: For the purpose of computing grade point average at graduation, "major" is defined as follows in 1. and 2. below.)

## 1. Major (B.S.)

- (a) For the B.S. degree the major shall consist of no less than 54 or more than 70 quarter units of courses required for graduation in each curriculum.
  - (1) Of the units in courses designated as major, at least 27 must be in 300 or 400 series courses.
  - (2) Of the units in courses designated as major, at least six must be required in the freshman and at least nine in the sophomore year.
- (b) The courses in the major, designated as "M" courses, must be exclusive of those used to satisfy the general education requirement. The "M" courses generally are those with the major departmental prefix although others may be included.

## 2. Major (B.A.)

- (a) For the B.A. degree the major shall consist of no less than 48 or more than 60 quarter units of courses required for graduation in each curriculum.
  - (1) Of the units in courses designated as major, at least 24 must be in 300 or 400 series courses.
  - (2) Of the total of 186 quarter units required for the degree at least 60 must be in 300 or 400 series courses.
  - (3) Of the units in courses designated as major, at least six must be required in the freshman year and at least six in the sophomore year
- (b) The courses in the major, designated as "M" courses, must be exclusive of those used to satisfy the general education requirement. The "M" courses generally are those with the major departmental prefix although others may be included.

## 3. Minor

No minor is required for the bachelor's degree.

A minor is a formal aggregate of classes in a specific subject area designed to give a student documented competency in a secondary course of study. In contrast to options and concentrations it stands alone and is distinct from and outside the student's degree major. It is intended that the minor will be completed along with the requirements for the bachelor's degree. The student's transcript will certify completion of the minor.

The minor consists of 24 to 30 quarter units, of which at least half must be upper division. Twelve or more of the units in the minor must be in specified courses with the remainder, if any, to be chosen from an approved list.

Minors require the same academic review process and justification in terms of purpose, resources, need, etc., as do options and concentrations.

## 4. Option

An option is a curricular alternative in a department having 30 or more quarter units of specified courses not common to other curricular alternatives and designed to give the student substantially different capabilities than the other alternatives.

Revised January, 1981

Added April, 1982



## 5. Concentration

A concentration is a block of courses to be chosen with the approval of the student's adviser comprising from 18 to 29 quarter units providing essentially different capabilities for the student. A minimum of 12 of these 18-29 units must be in specified courses.

## B. Guidelines relating to Options

1. The basic curriculum display in the catalog should show only those courses common to the two or more option alternatives.
2. Following the basic curriculum display, the courses required to complete the major in each option should be listed in the manner shown in the catalog.
3. In addition to courses offered by the major department, options may include required courses from other departments.
4. No maximum number of units are presently specified for options. However, it appears that 39 quarter units is a reasonable maximum. Although some existing options of over 39 quarter units have been allowed, strong justification will be required for approval of additional options of over 39 quarter units.

## C. Guidelines relating to Concentrations

1. The basic curriculum display in the catalog should show only those courses common to the concentration alternatives.
2. A footnote should indicate the definite number of elective units which must be selected with the approval of the adviser to form the concentration.  
  
Example: "At least 18 quarter units shall be chosen with the approval of the adviser in one of the concentration areas of Production, Management, or Science-Teaching."
3. Available concentrations should be named in the departmental introductory material.
4. A list of those courses which are required and eligible for use in a specific concentration must be provided to the Evaluation Technician and departmental advisers by the appropriate school dean.

## D. Guidelines relating to both Options and Concentrations

1. If it is desired, curricular options or concentrations may be highlighted preceding the basic curriculum display in the catalog or included in the introductory material.
2. All units in an option must be specified. If the 30 or more quarter units cannot be specified, the concentration route should be used.
3. A student must select one of the available curricular alternatives recognized and/or displayed in the catalog.
4. "M" courses may appear in an option or concentration as well as in the core or basic curriculum display.
5. A catalog display of an option or concentration within an option is not appropriate.
6. There must be a discrete bachelor's degree program. That is, options requiring a bachelor's degree program to run into the graduate year will not be approved.

## E. Guidelines Relating to Minors

1. The minor consists of 24 to 30 units, of which at least half must be in upper division. Twelve or more of the units must be in specified courses with the remainder, if any, to be chosen from a list of approved courses.
2. Students who wish to complete a minor are to contact the department offering the academic minor as early as possible in the program and fill out the appropriate agreement form.

Added April, 1982

3. Units taken for completion of a minor may be counted for satisfaction of general education--breadth requirements and for completion of "support" course units for the major. Also, units taken for completion of the minor may not be counted to satisfy requirements for courses in the "Major" column of the student's major curriculum sheet.
4. A minimum of one-half of the required course work for a minor must be completed in residence.
5. A minimum overall 2.0 grade point average is required in all units counted for completion of the minor. Two-thirds of all units counted in the minor must be in courses graded A to F except for those courses which are graded on a mandatory CR/NC basis.
6. Completion of a minor will be noted on the student's Permanent Record Card and will be recorded simultaneously with the recording of the baccalaureate degree.

#### 411.1 Curricular Electives

The following guidelines govern the structure of the baccalaureate curricula relative to the requirement of a minimum of 12 quarter units of electives.

- A. Each baccalaureate curriculum will include at least 12 units of electives, of which a minimum of nine will be unrestricted and the remaining may be restricted by the department.
- B. An unrestricted elective is one in which the student has complete freedom of choice.
- C. A restricted elective is one chosen from a list prepared by a department (or school, if departments are not in existence).

#### Guidelines for Senior Projects

##### 412.1 Definition

The Senior Project at the California Polytechnic State University, San Luis Obispo is a formal report of the results of a study or experiment selected and completed under faculty supervision by each student prior to the receipt of the bachelor's degree. The types of problems which form the bases of the study or experiment are directly related to the student's fields of employment or intended employment.

##### 412.2 Expected Outcomes

- A. Ability to reduce a general problem to specific points of analysis
- B. Ability to organize points of analysis into a logical sequence
- C. Ability to estimate hours of labor and cost of materials necessary to complete a project
- D. Ability to apply competencies acquired in other courses to the successful completion of a specific project
- E. Ability to obtain information necessary to the solution of a problem by library study, experimentation, and/or correspondence and personal contact with people who have had experience in the field
- F. Ability to follow a work outline without overlooking any major points or significant details
- G. Recognition of the fact that completion of a project on schedule is an essential element of successful work
- H. Ability to organize, illustrate, and write a clear, concise, and correct report of the investigation
- I. Ability to work for a supervisor who desires quality performance with a minimum of supervision

Added April, 1982

Revised July, 1978

## 412.3 Requirements

- A. Every student must complete satisfactorily the Senior Project prior to the receipt of the bachelor's degree.
- B. The number of quarter units of credit for Senior Projects must be within the range of 2 to 4.
- C. The specific number of units required would be the same for all students in a given curriculum, but not for all students in the university, because of the nature of the various curricula.
- D. A minimum of 30 hours of student work will be required for each unit of credit granted.
- E. The character of each curriculum will determine the method of organization of the course requirement, i.e., lecture or activity.
- F. One or two quarters of work may be specified for the various curricula depending upon the nature of the curricula.
- G. The responsibility for costs for materials and supplies used in the project will be determined in advance by the university. Costs should be borne by the student when the product of the project is for personal use.
- H. The number of students involved in any given project should not be so large as to limit individual experience or responsibility and initiative. Each student should be required to meet meaningfully the 30 hours per unit of credit minimum.

## 412.4 Library Copy

- A. One copy of each Senior Project will be sent by the academic department to the University Library where it will be copied on microfiche. A microfiche copy of the project will become part of the Library's collection where it will be available for public use. One copy of each microfiche project will also be deposited in the University archives.
- B. Each student is required to pay a fee for copying his/her Senior Project on microfiche.
- C. After being copied on microfiche, the original project will be returned to the academic department of its origin. Non-print media (slides, audio/video tapes), however, comprising all or part of a project will be permanently retained in the Library collection.
- D. All projects submitted to the Library will follow a standardized format for title page, approval page, and abstract. Details of this format are found in Procedures for Submitting Senior Projects to the Library, available from the University Archives in the Library.

## 413 Five-year Bachelor's Degree Programs

Five-year bachelor's degree curricula may be considered for adoption by any department, school or appropriate committee of the administration or faculty when the following conditions exist:

- A. The occupational requirements of any professional or vocational area indicate a depth and scope of educational experience which cannot be achieved by most students in a four-year degree program.
- B. The professional recognition or accreditation of a program depends on the existence of a five-year bachelor's degree program.
- C. The conditions with respect to competition from other institutions, other curricula, and the motivation of students to enter the program are such as to give a reasonable assurance of enough students to make the program feasible.
- D. There is reasonable assurance of having available sufficient staff and facilities to provide adequate courses for the five-year curriculum.
- E. The addition of new courses for the fifth year is a logical extension of an existing four-year program without duplication or proliferation.
- F. The occupational requirements cannot be equally well provided by a four-year bachelor's degree plus a one-year master's degree.

## 414 Technical Curricula in Agriculture

Two-year technical curriculum programs are provided in most major areas within the School of Agriculture and Natural Resources. Legislative authority for these programs is included in Education Code section 66608; details of the offerings are found in the University Catalog.

A. Transfer of Technical Curriculum Students to Baccalaureate Degree Programs

1. A technical curriculum student who was eligible for admission to a degree program at the time originally admitted to the two-year technical curriculum program may apply for transfer to a degree program at any time.
2. A student not eligible for admission to a degree program when accepted in a two-year technical curriculum program may be considered for transfer to a degree program other than in the School of Agriculture and Natural Resources after completing at least 84 quarter units under the technical curriculum program with a grade point average of at least 2.0.

A student not eligible for admission to a degree program when accepted in a two-year technical curriculum program may apply for transfer to a degree program in agriculture if the following criteria are met:

- a. The student has demonstrated capability of doing degree level work through academic performance at Cal Poly.
- b. The student has completed at least 84 quarter units of work at Cal Poly with a grade point average of at least 2.0. (A student with fewer than 84 quarter units may transfer, at the discretion of the Dean of Agriculture and Natural Resources, if progressed to a point where delay would preclude the student from being able to follow curricular patterns available under the "particular major" clause governing transfers from community colleges.)
- c. The student has completed the following procedures:
  - (1) Discussed the new objective with the faculty adviser, who in most cases will send the student to the new department for further advice and the Counseling Center for testing. The new department head will confer with the student to consider the advisability of the student's proposed program and to determine if it would work a hardship to require the student to complete the two-year technical curriculum program before transferring.
  - (2) Consulted with the Dean of the School of Agriculture and Natural Resources who will review the recommendations of the adviser and the department head and will then make the final decision regarding the request for admission to a degree program.

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GRADUATE PROGRAMS

Administrative direction and control of authorized master's degree programs are through normal school and department line channels. Coordination of graduate programs among schools and departments, and recommendation of university guidelines for curricula and courses, for admission to graduate programs, and for awarding of degrees are among the functions of the Graduate Studies Committee (CAM 172).

421

## Master's Degree Programs

- A. Any proposed master's degree program should be consistent with provisions of Section 40510 of Title 5, California Administrative Code.
- B. A proposed master's degree program must be appropriate within the framework of the Master Curricular Plan for The California State University as adopted by the Board of Trustees, and must meet criteria for justification developed by the Chancellor's Office and the Trustees.
- C. A proposed master's degree program should show a clearly established need in terms of current and projected employment demands in the field in relation to current and projected supply of trained personnel in the field.
- D. The department or area proposing the master's degree program should have a strong undergraduate base, qualified staff for a graduate program, adequate facilities either existing or firmly projected, and sufficient library and other resources for an effective program.
- E. The proposed master's degree program should be both reasonable and feasible in terms of relative cost of facilities, instruction, and other resources in relation to projected enrollments.
- F. The proposed master's degree program should insure a sound standard for both program and candidates. Soundness of program should generally be judged on the basis of a level of mastery in the candidate's occupational field and on discipline excellence rather than on a strong research focus.
- G. Administrative supervision of master's degree programs requires both reasonable central control to bring about adherence to criteria for degrees and candidates, and sufficient flexibility for schools and departments to permit them to fashion programs to meet the needs of their specialized fields.
- H. Admission requirements, procedures, and standards for graduate programs are published in the Graduate Studies Bulletin (CAM 491).

GENERAL EDUCATION--BREADTH

Every student must take a substantial proportion of course work designed to develop professional competence. In addition, the student is expected to develop knowledge, skills, and understanding to function as an intelligent and creative participant in the community. To achieve these goals, the university provides an integrated program of curricular and cocurricular experiences which are organized to provide an educational experience appropriate to the needs of the student.

The requirements in general education--breadth are displayed in the University Catalog.



440 TEACHER EDUCATION

Overall planning and direction of the university teacher education programs are provided by the Coordinating Committee for Teacher Education (CAM 172). This committee is chaired by the head of the Education Department who reports to the Dean of the School of Human Development and Education.

- 440.1 California Polytechnic State University, San Luis Obispo continues to fulfill a special and unique function in the State's system of higher education--that of a technological institution operating under legislative direction to emphasize applied fields. It seeks to maintain and strengthen that function and character, while recognizing and developing the support which the liberal arts give to its main fields of endeavor.
- 440.2 The university recognizes the need for well-educated public school teachers and believes that the elementary or secondary teacher should be well prepared in the subjects to be taught, well prepared in the field of professional education, and broadly educated in the general education fields.
- 440.3 Within the context of this view and of its special function, the university will strive to strengthen its teacher education programs through continuing analysis of the changing needs of the profession. New programs may be added where there is a clearly established and specific need which can be served by the university, particularly in those fields related to its special function where the basic faculty and facilities already exist and can support a substantial teacher education program.
- 440.4 Finally, the university will maintain and strengthen its relationship with members of the teaching profession through active participation in conferences and professional meetings for teachers, and through the provision of university-sponsored workshops designed for the in-service education and professional improvement of school personnel.

450 RELATED INSTRUCTIONAL PROGRAMS

## 451 International Education

- 451.1 California Polytechnic State University, San Luis Obispo offers technically oriented education at the university level which equips students for occupations in California, the United States, or elsewhere in the world. Training is provided which serves the needs both of American students and students from other lands who are preparing to serve abroad. Such training on campus and in university-sponsored training centers in other countries of the world is undertaken in support of programs initiated and financed in part or total by the United States government, private foundations, or other agencies.  
(See also Administrative Bulletin 75-2 in Appendix.)
- 451.2 The California Polytechnic State University, San Luis Obispo will accept international assistance program contracts with the Federal government or other agencies for those services which this institution is especially qualified to provide.
- A. Each contract acceptance shall be based upon the conviction that Cal Poly's participation will make a significant contribution to the people of the nation being assisted, and that such participation will improve, in the long run, the university's educational effectiveness.
  - B. While contract acceptance shall not be limited to a particular type of service nor to a particular geographical area of the world, Cal Poly's primary interest is in those programs in which the responsibility is to educate individuals who, in turn, will train and/or supervise others.
- 451.3 Programs which the university accepts must have initial and back-stop (technical assistance) support of personnel in related schools and/or departments.
- A. Department heads, school deans, and the Vice President for Academic Affairs will be asked to review potential programs keeping in mind the effect that sending personnel overseas will have on the on-campus instructional program.
  - B. Appropriate departmental personnel will be consulted by the school dean in the selection of personnel for overseas assignments.
  - C. Personnel will be selected not only on their proficiency in a given field, but also on their attitude toward overseas technical assistance, their zeal for the job to be done, and the ability to maintain sound interpersonal relationships under the prescribed living conditions.
  - D. In selecting personnel, priority will be as follows:
    - 1. On-campus personnel
    - 2. Cal Poly graduates
    - 3. Personnel who have been associated with Cal Poly and are supporters of the university's instructional philosophy

If it is felt that the majority of field personnel for a proposed program cannot be obtained from these three areas, then the university will not accept the program.
- 451.4 Cal Poly faculty and staff members are encouraged to accept appropriate university-sponsored overseas assignments.
- A. Regular full-time faculty or staff members serving in overseas programs will receive consideration for reappointment, tenure, promotion, and other appropriate personnel benefits equivalent to that received for service on campus.
  - B. Procedures for evaluating faculty for purposes of reappointment, tenure, and promotion while on duty with overseas programs are a part of the university regulations governing reappointment, tenure, and promotion.
- 451.5 Off-campus personnel to be appointed to a university-sponsored overseas assignment shall be appointed to lecturer classification only; an individual appointed to a lecturer classification does not acquire eligibility for tenure or promotion in rank.

## 451.6 Academic Council on International Programs

The Trustees of The California State University have authorized as a part of their policy on The California State University International Programs the establishment of a statewide Academic Council on International Programs. The Academic Council on International Programs consists of one member from each college or university of the CSU system, selected in accordance with locally approved procedures.

The following procedure governs the selection of Cal Poly's representative to the Council:

- See updated version in ACIP file 1.09.01*
- A. No later than February 1 in the final year of a current term of appointment, the Vice President for Academic Affairs, after consultation with the appropriate dean and department head, shall transmit to the Chairperson of the Academic Senate the nomination of a member of the University's faculty to serve on the Academic Council on International Programs for the following three academic years.
  - B. The chairperson of the Academic Senate shall present the nomination to the Senate's Executive Committee for consideration.
  - C. Following the Executive Committee's endorsement, the chairperson of the Academic Senate shall forward the nomination accompanied by the endorsing statement to the Vice President for Academic Affairs for transmittal to the University President.
  - D. In the event the Executive Committee of the Academic Senate fails to endorse the nomination, they shall return the nomination to the Vice President for Academic Affairs along with reasons for nonendorsement.

452 Research Activities (*See also* CAM 324.2, 542 - 544.)

The research activities of the university are encouraged and guided by the administration of the university and the Academic Senate. To give direction to this effort, the University Research Committee was established as a committee of the Academic Senate. The Research Committee directs its recommendations affecting university-wide policies and procedures to both the Academic Senate and the Vice President for Academic Affairs. The Director, Research Development, is responsible to the Vice President for Academic Affairs and is permanent secretary to the University Research Committee.

- 452.1 Research projects may include the following types of activities: community service research, institutional research, research in The California State University graduate programs, and individual faculty research.
- 452.2 Research projects must be compatible with appropriate rules and regulations of the State of California, Trustees of The California State University, Office of the Chancellor, and university administration. The university will not approve participation in research projects for government agencies or private industry which are "classified" or "secret" in nature. While there are many different interpretations and definitions of these two words, the basic underlying principle of this policy is that unless the university is free to make public in general terms the purpose and scope of a proposed research project it will not be approved or endorsed by the university.
- 452.3 Research activities should increase the effectiveness of instructional assignments.
- 452.4 Faculty members employed full time by the university during the academic year shall not undertake research projects for extra compensation during the same period of more than the equivalent of 1/4 the full-time load. (*See* CAM 324.2.)

Revised March, 1980

## 452.5 Research Compensation Rates

- A. A faculty member normally employed on an academic year basis who becomes employed full time on an authorized research project may be compensated at a rate up to 1/3 of the "annual salary" per quarter, or proportionate share thereof for lesser time periods. (i.e., 1/9 per month, 1/35 per week, 1/175 per day, or 1/1400 per hour). As used in this section, "annual salary" is defined as the faculty member's regular salary based on the class code, rank, salary step, and the current California State University salary schedule.
- B. A full-time faculty member regularly employed on an academic year basis who has been authorized under CAM 324 to be additionally employed part time on an authorized research project may be additionally compensated up to the rate proportional to the "annual salary" as defined in A. above. (See CAM 452.4.)
- C. Faculty or staff members regularly employed on a 12-month basis who have been authorized to participate in research projects may be compensated as in A. or B. above except that the rate of compensation may be up to 1/240 of their "annual salary" per day, or proportionate share thereof for other time periods.
- D. Faculty members employed on an academic year basis may be additionally employed full time on research projects for not more than 15 weeks in any one calendar year.

452.6 Research projects should not interfere with the normal use of laboratory, classroom, or other space furnished by the State for the instructional program of the university.

452.7 Equipment of \$25 or more in value purchased or given for research projects carried on in university facilities will become the property of the university or the Foundation unless prohibited by the funding contract.

452.8 It is the responsibility of the project director, who may be the staff member so designated by mutual consent of the group wishing to conduct the research activity, to develop the proposal. Research project requests, to be supported by the university budget or other sources, should be prepared in accordance with established procedures and must be reviewed at all appropriate levels and approved by the Director, Research Development. Projects of an interdisciplinary nature should be reviewed by the several subject areas involved. Signatures are required from the department head, school dean, Director of Business Affairs, Foundation Executive Director, Director of Research Development, and, for projects with a total budget of more than \$10,000, from the appropriate Vice President or Dean of Students. Information on sources of funding and program application forms may be obtained from the Office of Research Development.

452.9 Suitable provision by the University Research Committee should be made for adequate records of all projects considered, and the disposition of each.

## 453 Communications/Media Productions

Communications/Media Productions (C/M/P), a service of the California Polytechnic State University Foundation (Cal Poly Foundation), develops and disseminates educational materials in support of the objectives of the university.

The C/M/P Director administers C/M/P and reports to the Foundation Executive Director. Audiovisual Services and Production facilities and staff assist in the development of C/M/P materials. Other faculty and staff members often serve as subject-matter specialists or assist in other capacities.

A. C/M/P consists of three segments:

1. Instructional Materials Program (IMP)

IMP develops educational aids with the assistance of specially designated Federal and State positions and/or funds, or is funded through the investment of venture capital. Many aids are audiovisual, such as filmstrips, tape cassettes, slides, and overhead transparencies. Others are in printed form, such as manuals, booklets, and spirit duplicator masters.

Revised April, 1982

Revised July, 1982

During its early years of operation, C/M/P relied heavily on State funds for product development efforts. Since 1978 these funding sources have not been available. Consequently, all product development and marketing expenses are being funded internally through the Cal Poly Foundation.

Through the IMP, C/M/P will continue to explore outside funding sources for the production of instructional media as they become available.

## 2. Vocational Education Productions (VEP)

VEP develops, mass-produces, and disseminates educational materials relating to vocational and occupational fields. Revenues of the nonprofit operation come from the sale of materials and from grants and gifts made to the Foundation in support of VEP activities.

VEP expenditures within the annual guideline budget are authorized by the C/M/P Director and approved by the Foundation Executive Director or a designee. Significant program or budget deviations require approval of the Executive Vice President and the Foundation Board of Directors.

## 3. Production Services (PS)

PS develops, mass-produces, and disseminates educational materials of broader scope than those produced through VEP. PS also provides consulting, developmental and dissemination services that support university objectives. Revenues come from the sale of goods and services and from grants and gifts made to the Foundation in support of C/M/P activities.

PS expenditures within the annual budget are authorized by the C/M/P Director and approved by the Foundation Executive Director or a designee. Program or budget deviations require approval of the Executive Vice President and Foundation Board of Directors.

## B. Two groups review the policies and operations of C/M/P segments:

### 1. IMP-VEP

The IMP Policy Committee, appointed by the President, reviews IMP-VEP policies and future plans and makes recommendations to the Executive Vice President via the C/M/P Director. (Marketing of VEP materials--including production decisions on materials that must recover developmental costs through sales, mass production, sales promotion, distribution, and pricing--is an operational use of Foundation resources not subject to policy review by the IMP Policy Committee.) Ex officio voting members are the Dean of Agriculture and Natural Resources who serves as chairperson, the Director of Business Affairs, the Foundation Executive Director, the Director of Audiovisual, the head of the Agricultural Education Department, the head of the Education Department, and a faculty member of the School of Agriculture and Natural Resources recommended annually at the beginning of the academic year by the chairperson of the Academic Senate. Ex officio nonvoting members of the committee are the C/M/P Director, who serves as committee secretary, and the C/M/P staff member responsible for coordinating IMP production. The committee meets quarterly or on call of the chairperson.

### 2. VEP and Production Services

The Foundation Board of Directors acts on guideline policies and future plans relating to the Foundation-funded segments of C/M/P. The C/M/P Director reports through the Foundation Executive Director to the Board no less than annually on the activities and future plans of these segments when the Foundation portion of the C/M/P budget for the next fiscal year is being considered for approval by the Board. Interim reports are made to the Executive Vice President and to the Foundation Executive Director. Specific grant or contract proposals are approved by the Executive Vice President through normal administrative channels.

## C. C/M/P operating expenses, including general overhead expenses, are provided through Foundation funds generated from C/M/P sales of products and services, through grants and gifts, and through normal university support services.

Added April, 1982

Revised April, 1982

## 454 Campus FM Radio Station

The Policy and Procedures Statement for Operation of Cal Poly FM Radio Station is included in Administrative Bulletin 79-4 in the Appendix.

## 455 Foundation Instructional Revolving Funds

## A. Guidelines

1. The Foundation is primarily an instrument to aid the instructional program, and the Foundation instructional revolving funds are an important aspect of instruction.
2. The concept of a revolving fund for instructional use is to provide a vehicle for the student to acquire, on an optional basis, materials that complement the instructional effort, but that cannot be provided through the State M & S fee.
3. Through the revolving fund, the Foundation will provide an inventory of materials selected by the instructional staff and purchased through the normal Foundation purchasing procedures.
4. Materials will be provided only in those instances where the student has an option of selection and where the materials become the property of the student.

## B. Procedures for Establishing and Maintaining a Revolving Fund

## 1. Approval Procedures

A department wishing to establish a revolving account will prepare a statement on purpose and use for approval by the appropriate school dean and the Director of Business Affairs (State). The school dean's approval verifies that the materials to be furnished are necessary to fulfill the objectives of the course; the Director of Business Affairs' approval verifies that these materials are not included among those furnished through the State M & S fee and that use of the Foundation is preferable to utilizing the university purchasing procedures. The Director of Business Affairs will also insure that the proposed revolving account is in compliance with the Chancellor's Executive Order #362 regarding miscellaneous fees.

## 2. Establishment of Account

The Director of Business Affairs will notify the Foundation when an instructional revolving fund has received the appropriate approvals. The Foundation Executive Director or a designee will provide the school dean and/or department head with an instructional revolving fund account number and assistance in implementing the account.

## 3. Purchasing

The Foundation Accounting Office will follow its normal purchasing procedures. Upon receipt of approved requisitions, purchase orders will be mailed to the designated vendors. Payment will be made when vendor's invoice and receiving documents are received.

## 4. Pricing Procedures

In pricing materials, it is vital that all costs be considered. It will be the responsibility of the designated instructional staff to consider freight, sales tax, an allowance for waste or spoilage, and the Foundation administrative charge when pricing material for charges to the student. To assist in pricing, the Foundation Accounting Office will furnish copies of purchase documents with all such costs noted.

## 5. Payment for Materials

All students must pay for needed materials in advance of receiving these materials. The student will take a bill of materials form to the Cashier's Office in the University Union Building, pay the amount indicated, and receive a cash payment receipt.

The student must present the cash payment receipt at the time materials are issued.



## 6. Records

- a. The Foundation will maintain a complete record of all transactions and will submit quarterly reports to the instructional department. If needed, more frequent reports will be supplied upon request.
- b. The instructional department will maintain a segregated inventory of all materials purchased through the revolving fund account and will submit an annual inventory listing at the close of each fiscal year.

## C. Termination

In the event of the termination of a revolving fund, any surplus will be credited to the State Share Reserve Account. Any deficit will be charged to the State Share Reserve Account only after acceptance by the Foundation Board of Directors of a termination report from the school dean.

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## Internship and Cooperative Education Guidelines

### A. Objectives

The objectives of internship and cooperative education programs are to:

1. Provide educational and work experiences which are directly related to curricula and the student's career goals.
2. Develop student understanding of employment demands, responsibilities, and opportunities.
3. Provide career experience with an opportunity for continuing formal education.
4. Provide an opportunity for the student to apply principles and techniques learned on campus in real life problem-solving situations and to gain a better understanding of the decision-making and implementation process.

### B. Definitions

#### 1. Part-time Internship Program

An evaluated educational program of closely supervised work experience in a nearby (commuting distance) business, industry, or government facility. The program is designed to acquaint students with actual work situations while attending classes during the portion of the day, and for which the student may receive remuneration and/or university credit. The off-campus Work-Study Program can be utilized for this purpose. (Example: Student spends 4 hours per week at a state hospital.)

#### 2. Full-time Internship Program

An evaluated educational work experience of full-time nature in a business industry, or government facility. The program is designed to introduce the student to a particular occupational area during one or more quarters away from classes, and for which the student may receive remuneration and/or university credit. (Example: Student spends full time with a business, government, educational, etc., organization.)

#### 3. Cooperative Education--Full-time

An evaluated career education program that provides an opportunity for students to alternate periods of academic study with periods of off-campus full-time employment. The program is designed to give students off-campus experiences that are closely integrated with and which enrich their total education and their academic and/or career goals. The student receives remuneration and university credit. (Example: Student spends two alternating periods with a business, government, educational, etc., organization.)

### C. Criteria

1. Educational values to be obtained from the program must be clearly stated and understood both by the university and the employer. The educational values must be commensurate with the academic credit offered both as to curriculum level and equivalent hours.
2. Remunerative aspects, if any, should be at a level commensurate with the job to be performed.
3. Course credit may be given according to the following:
  - a. Preparation time required by the student outside of working hours is comparable to that of courses offered on campus.
  - b. Undergraduate students may receive up to 16 units of credit on completion of the equivalent of a full quarter's internship or cooperative education and submission of an acceptable final report. A maximum of 16 units may be credited toward the bachelor's degree.
  - c. Grading shall be on a credit-no credit or letter grade basis as deemed appropriate by the student's department.
  - d. Graduate or postbaccalaureate students on internships or cooperative education may earn up to 9 units toward the master's degree. Letter grades will be assigned by the department internship or cooperative education coordinator in conjunction with student's adviser and organization manager.
4. Undergraduate students should normally have a 2.5 or better GPA to qualify for an internship assignment. Graduate students will be Classified Graduates.
5. The student and the program must be acceptable to the employer. Both the student and the program must be approved by the school dean. Selection of the student will be based on personal interviews and faculty recommendations where appropriate.

### D. Operational Procedures

1. The student will periodically submit written reports to the assigned faculty as required. At least one written report is required for each four units of credit awarded.
2. The student will function as an employee subject to all the duties and responsibilities of employees engaged in comparable work.
3. The faculty supervisor will normally schedule at least one evaluative conference with the student and employer during the off-campus period.
4. The total academic and outside workload of the student must be at such a level that the student can reasonably be expected to succeed.
5. The employer of a full-time student may discontinue the internship or cooperative education program at any time on one-week notice with a clear statement of the reason for the termination. If the termination is not due to failure of the student, where academic credit is part of the program, the student may be given credit for each week of a completed and reported program.
6. The faculty supervisor may recommend termination to the dean of the school with a written statement of sufficient reason for the termination.
7. If the student performs productive work for the employer, the employer may pay the student such compensation as may be determined. The employer should provide protection of the student by insurance, worker's compensation, or other essential protection. The contract with the employer should include a statement of this responsibility.

460 EXTENDED EDUCATION AND SPECIAL SERVICES

## 461 Extended Education

Extended Education is part of the Academic Affairs Division and reports to the Associate Vice President for Academic Programs. It provides the continuing education service linking this university with people in the communities of the State.

Extended Education is involved in the development and design of programs intended to meet expressed community needs and interests. Extension, summer session, workshops, conferences and short courses are vehicles for enabling academic units to establish credit, primarily for upper division, graduate, professional level, and noncredit offerings during summers, evenings, weekends, and other times in both on-and-off campus settings.

It is the responsibility of the Extended Education Office to coordinate the use of facilities in compliance with regulations stated in CAM 230.

## 461.1 Extension Program Guidelines

- A. Extension classes will be offered by the university to meet the needs of agricultural, community, industrial, governmental, educational, and other groups. Classes are conducted to extend the regular offerings of the university, with the understanding that extension courses may be established which are within the scope of the university function and in keeping with the needs of the group to be served.
- B. Since the total extension program must be self-sustaining the demand for extension will, in each case, normally be sufficient to put the activity on a self-sustaining basis.
- C. Requirements for the quarter unit in extension shall be equivalent to those in the regular program.
  1. Extension courses shall be so identified in any bulletin or schedule and on student transcripts.
  2. The amount of extension course credit applicable toward a degree or residence credit is governed by limitations set forth in the California Administrative Code, Title 5, Sections 40403, 40407, and 40510.
  3. Not more than two quarter units may be earned for each week of attendance in extension courses. A maximum of one quarter unit may be allowed for each ten hours of instruction.
  4. Other types of instruction (e.g. course by newspaper, T.V. courses, etc.) may be offered for credit after appropriate review as outlined in CAM 461.1, J.
- D. Standards of performance and evaluation shall be consistent with those maintained in regular campus courses.
- E. Faculty of the university are given first priority for extension instructor opportunities. All extension faculty appointments will be made by the department head and school dean.
- F. Full-time faculty members may teach one extension course per quarter to a maximum of nine (9) equated teaching units, or the equivalent, per academic year. See C.A.M. Section 542.B. 2 for policy governing overload. No credit will be earned toward retirement, sick leave, merit salary increases, etc., for such assignments.
- G. Faculty members are not required to accept extension teaching assignments.
- H. Professional credit, as contrasted to academic credit, may be awarded in instances where the program content is consistent with recognized academic standards. Titling of the course and the course units must be appropriate and in a manner equivalent to regular degree courses. The Director, Extended Education, and the appropriate school dean, will make decisions on the offering of 600 level courses.
- I. The university's extension service area encompasses all of Santa Barbara County, San Luis Obispo County, and the southern part of Monterey County.

Revised March, 1978

Added December, 1981 \*

- J. Each extension course proposal must be approved by the appropriate department head and school dean, and by the Associate Vice President for Academic Programs.
- K. The Extended Education Committee functions and membership can be found in C.A.M. 172, A. 11. The organizational structure of the university, including Extended Education, is displayed in C.A.M. 150, Chart 1.

#### 461.2 Concurrent Enrollment

Concurrent enrollment students must (1) obtain the approval signatures of the instructor teaching the course and the head of the department offering the course and (2) meet the prerequisites of the course. They may not enroll in regular courses already filled to maximum size.

Copies of the petition may be obtained from the Extended Education Office, Admissions Office, and school or department offices.

Credit earned through concurrent enrollment subsequent to completion of a baccalaureate degree may be counted as residence credit, provided that at the time the courses were completed they would have been acceptable as graduate credit for regularly matriculated students of the university.

#### 461.3 Contract Courses

If the instructor's salary and other expenses (e.g. room rental, consultants, etc.) are paid by a sponsoring agency, participants in the class desiring university credit may pay or have paid by the contracting agency, a reduced tuition fee on a per unit basis.

#### 461.4 Regular Instruction at Off Campus Locations

Under special circumstances, CSU campuses may offer regular instruction at off-campus locations. At Cal Poly, normal review channels will be utilized to prepare, propose and approve regular instruction at off-campus locations. The Extended Education Office will act as the facilitating unit of the university utilizing procedures established by the Chancellor's Office AA 80-16, "State Supported Off-Campus Instruction."

#### 461.5 Special Session Program Guidelines

- A. California Polytechnic State University, San Luis Obispo, provides opportunities for study during the summer and other times of the year. The special session consists of several specified sessions varying in length. Courses are offered for students who wish to accelerate their regular program, for teachers and administrators who wish to do advanced study, for professionals who wish to advance their careers, and for those seeking further redirection. Units earned during the special sessions count toward the residency requirements for all academic degrees and may be applied for credential requirements provided the courses are approved for the degree and credential programs. Credit earned as a nonmatriculated special session student is not automatically applicable to graduate degree objectives.
- B. During special session, time periods of varying length may be scheduled for workshops, seminars, and conferences. The special session must be self-supporting. Courses listed in the University Catalog or other courses and programs assigned to meet special needs may be offered, provided that in the judgment of the department head and school dean there will be sufficient enrollment to warrant the offering.
- C. Not more than 2 quarter units may be earned for each week of attendance in special session. A maximum of 1 quarter unit may be allowed for each 10 hours of instruction in a special session.
- D. Courses offered for credit in the special session will be scheduled to meet for instructional periods equivalent to those of a regular academic quarter.
- E. Fees for special session courses will be charged at the rate established by the Trustees of the California State University.

- F. Enrollment for the special session is open to all students. While matriculation is not required of students wishing to enroll only for special session, such students are expected to have satisfied any prerequisites for the course(s) in which they enroll. Enrollment in special session does not guarantee formal acceptance to the university.
- G. Faculty salary calculations will be based on the number of weighted teaching units. The maximum teaching load for which pay may be received is 6 weighted teaching units in a 4-week session. For faculty teaching in both special session and summer quarter, the maximum teaching load for which pay may be received shall not exceed 12 weighted teaching units, except in instances of unusual staffing needs. In these cases additional teaching loads may be assigned by the department head, with the school dean's approval, not to exceed a 25% load in excess of 12 weighted teaching units during any time period.
- H. An assignment in the special session is considered to be a workload in addition to that of the academic year (overtime). No credit will be earned toward retirement, tenure, sick leave, merit salary increases, etc., for such assignments.
- I. Faculty appointments for the special session will be made by the appropriate school dean using the special session faculty appointment form provided by the Director, Extended Education, who shall coordinate the preparation of payroll rosters. All faculty appointments for special session are subject to the basic conditions that there will be sufficient enrollment in classes assigned to meet the operational costs in accordance with the budget plans.

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#### Workshops, Conferences and Short Courses

California Polytechnic State University, San Luis Obispo has the responsibility for providing instructional and service programs appropriate to its educational objectives. Therefore, a unique responsibility exists which may call for programs of special design. These special educational programs may take the form of conferences, clinics, institutes, short courses, or workshops, with or without credit.

Programs such as conferences, institutes, and like events in which there is no formalized course title or structure and for which no credit is given generally are administered fiscally through the Foundation. Programs such as workshops and short courses, which normally are structured around a catalog course title or special educational topic and which normally include the granting of either professional or residence credit on satisfactory completion, generally are administered fiscally through the State as a reimbursed activity. However, when it has been determined that State fiscal procedures cannot be employed without undue difficulty, these latter programs may be administered fiscally through the Foundation. Such determination shall be made by the Director, Extended Education, in concert with the Director of Business Affairs and/or the Foundation Executive Director.

Guidelines for "Institutes, Centers, and Bureaus to Facilitate the Establishment of Research, Educational, or Public Service Units" and "Administration of Conferences, Short Courses and Other Special Educational Programs" are found in Administrative Bulletins 72-9 and 72-10 in the Appendix.

Revised March, 1978

470 AUDIOVISUAL AND LIBRARY

## 471 Audiovisual (AV)

Audiovisual is an instructional unit of the university designed to provide instructional resources on a university-wide basis. It provides professional assistance in the planning and application of educational technology for more effective instruction. Among its functions are the following: (1) consultation on selection, preparation and use of audiovisual programs, presentations, materials and equipment; (2) organizing, equipping, and maintaining audiovisual facilities and resources; (3) providing, maintaining, and circulating audiovisual materials and equipment for instruction; and (4) preparing audiovisual materials required for instruction but not conveniently available from other sources.

Audiovisual is organized into two major sections: Services and Production.

## 471.1 Audiovisual Services

## A. Facilities

1. General purpose classrooms on campus have provisions for use of AV equipment and materials.
2. Preview facilities for individuals and small groups are arranged through AV Services.
3. Tape recording and duplication facilities are available through AV Services.

## B. Equipment

## 1. Loan of Equipment

Faculty and staff members may borrow audiovisual equipment for their own use in instruction and/or community relations. Use for off-campus, nonuniversity-related instruction is excluded.

Students may borrow audiovisual equipment for use in courses or for official cocurricular functions only with the written authorization of the instructor or staff adviser concerned. The authorizing staff member is responsible for the return of the equipment by the time specified and in satisfactory condition.

Audiovisual equipment is not loaned to students for:

- a. Laboratory equipment in student projects
- b. Off-campus student teaching
- c. Personal use

All equipment borrowers must demonstrate their competency in operating the equipment borrowed, or provide a competent operator. Instruction in equipment operation is available on request.

Requests for audiovisual equipment should be made at least two days prior to the time needed to assure availability and delivery.

Borrowed equipment must be returned on or before the date and time specified on the request form. For student borrowers, this is considered an administrative appointment.

Loss or damage to audiovisual equipment must be reported immediately to Audiovisual Services.

Replacement or repair of equipment damaged beyond that of normal wear will be charged to the borrower.



## 2. Delivery, Setup, and Operation

### a. Regularly Scheduled Classes

Audiovisual equipment will be delivered to the location specified for use at the time indicated, when requested by a staff member two class days prior to the date of use. No charge is made for this service.

### b. Special Functions

Functions which have been designated as being university sponsored will be provided full audiovisual equipment delivery and operator service with costs charged to Audiovisual support. Requests should be made through the Coordinator of Special Programs at least one week prior to the scheduled function.

### c. University-related Functions

For functions sponsored by instructional departments or by recognized cocurricular organizations, audiovisual equipment is delivered, set up, and operated on a fee basis, with the sponsoring department or organization charged for the delivery, setup, pickup, and operator time. Requests should be made at least one week prior to the time of use.

Sponsoring groups may use audiovisual equipment without charge by coming to Audiovisual Services, picking up the needed items, and returning them after use.

For outside groups using university facilities, audiovisual equipment delivery, setup, operation, and pickup will be provided on a service-charge basis. Requests should be made through the Coordinator of Special Programs, at least one week prior to the time of use. A schedule of fees, payable to the Cal Poly Foundation, is available from AV Services or the Special Programs Office.

## 3. Public Address Systems

Public address systems are available for use in university-related activities by faculty, staff, and student organizations. Student organizations must make application through the Activities Planning Center on Form 81. This form must be approved by an Activities Adviser prior to submission to Audiovisual Services.

In all cases, except where an operator has been requested, the borrower must pick up the equipment and return it. Where an operator has been requested, the operator's time shall be charged to the borrower.

Maintenance and repair charges arising from normal wear and tear by faculty and staff are absorbed by Audiovisual Services. Those arising from use by student organizations are met by a Public Address Maintenance Fund supplied by the A.S.I. In those cases where there is no operator requested and damage is beyond that of normal use there will be a direct charge to the borrower.

## C. Materials

University-owned audiovisual materials (motion picture films, filmstrips, slide-sets, projectuals, disc recordings, etc.) and audiovisual materials rented or borrowed from off-campus sources are available through Audiovisual Services.

A catalog of films and other audiovisual materials available for this campus is published by Audiovisual Services. Detailed procedures for requesting and using audiovisual materials and equipment are to be found in this catalog.

# 1. Use by Faculty and Staff Members

Faculty and staff may borrow audiovisual materials for their own use in instruction and/or community relations. Audiovisual materials are not loaned to faculty and staff for use in off-campus, nonuniversity-related instruction.

Rentals of audiovisual materials from outside sources will be made for use in regularly scheduled classes upon faculty request, to the extent of audiovisual budget limitations.

Requests for extensive audiovisual materials rentals for a given course, or for single rentals with higher than standard rates, should be approved by the instructional department head for charge to the instructional department.

# 2. Use by Students

Students may borrow audiovisual materials for use in courses or for official cocurricular functions only with the written authorization of the instructor or staff adviser concerned. The authorizing staff member is responsible for the return of the materials by the time specified and in satisfactory condition.

Audiovisual materials rented from outside sources for cocurricular organizations will be charged to the organization's A.S.I. account.

Student teachers doing directed teaching in San Luis Obispo County may obtain university-owned audiovisual materials by applying through the interlibrary loan procedures of the school in which they are teaching. There are no provisions for use of materials outside San Luis Obispo County.

# 3. Restrictions

Audiovisual materials are not loaned to students for: (1) student projects, (2) off-campus student teaching, (3) personal use.

University-owned audiovisual materials are available for interlibrary loan unless reserved by a faculty member.

University-owned audiovisual materials are not loaned to off-campus groups.

Only those bills for rental materials ordered through Audiovisual Services will be paid from Audiovisual Services funds.

Repairs or replacement of damaged audiovisual materials, beyond that of normal wear, will be charged to the borrower.

# 4. Ordering

Faculty and staff members may place requests for audiovisual materials by phone, campus mail, or in person to the Audiovisual Office. Orders for materials listed in the Cal Poly Audiovisual Catalog should be placed at least two weeks in advance of the time of use. Orders for materials from other sources should be placed at least one month in advance to assure confirmation and delivery by the date wanted.

Each request should include: the date and time of use, the building and room number for delivery, and the course in which used.

Catalogs of motion picture films, filmstrips, tape recordings, and other audiovisual materials which are available from libraries and commercial organizations are in Audiovisual Services along with the catalogs of university-owned materials.

# 5. Audiovisual Supplies

Audiovisual Services will provide in limited quantity expendable audiovisual supplies for the preparation of instructional materials to faculty and staff.

Departments using considerable quantities of audiovisual supplies such as camera film, or requiring special-purpose materials, should process their orders directly through the Purchasing Department.

Audiovisual supplies are not provided for student projects or for cocurricular organizations.

## 471.2 Audiovisual Production

Audiovisual Production has specialized photographic and art facilities to produce a wide variety of instructional materials.

Professional help in the development of AV materials is available to all areas of the university. Included are consultation, graphic design, artwork, photography, photocopy, and photo processing. When not available from other sources, charts, graphs, posters, displays, publications, slides, filmstrips, and films are produced for the university. Extent of production is limited by time, staff, and budget.

Requests for the preparation of audiovisual materials should be made to the AV Production Coordinator, who will estimate time and costs. When costs are extensive, they will be shared by the requesting department, or other financing will be arranged. All requests for AV production work should be placed well ahead of date of use.

## 471.3 Clock Tower Chimes and Public Address System

The operation of the equipment connected with the chimes and scheduling of programs or announcements to go to campus loudspeakers is the responsibility of the Director of Audiovisual. In discharging this responsibility, advice may be obtained from the Director of Information Services on questions affecting public relations, and that of the head of the Music Department on the appropriateness of proposed musical programs. Announcements for cocurricular activities should be approved by the Director of Activities Planning.

## 471.4 Cal Poly Theatre, Audiovisual Facilities

Programs, events, or classes in the Cal Poly Theatre which make use of installed sound system, tape recording, or projection service require an audiovisual operator to be on duty during the program and during the rehearsal if audiovisual facilities are used.

Reimbursement for the audiovisual operator's time shall be provided as specified under the conditions of CAM 471.1,B.

All audiovisual operations in the Cal Poly Theatre shall be governed by the "Operational Procedures for the Cal Poly Theatre." (See CAM 233,A,6.)

## 471.5 Language Laboratory

Scheduling, operation, and daily maintenance are under the direction of the Foreign Languages Department.

## 475 Library

The Library is an instructional unit of the University providing resource materials for students, faculty, and staff. It offers bibliographic and interlibrary loan service, as well as direct instruction in classes and individual assistance in the use of the Library. Users are referred to the Library Information Guides and other Library publications for further information.

## 475.1 Library Services

## A. Reference

The reference collection includes those materials which provide both basic and in-depth information sources for all the curriculum supported at Cal Poly, as well as subjects of current interest not directly within these academic disciplines. The microform collection contains all materials on microfilm or on microfiche and facilities are provided for viewing. Reference librarians are available to assist and instruct students, faculty, and staff in the use of these collections.

## B. Current Periodicals

Current Periodicals is a closed stack area for the most recent periodicals and newspapers. Faculty are free to browse in this area and periodicals are monitored so that current issues will be available unless they have been officially checked out.

## C. Learning Resources and Curriculum

Learning Resources and Curriculum provides a wide range of print and non-print materials in such fields as education, child development, children's literature, and some areas of the arts and sciences. Full reference service is provided.

## D. Government Documents and Maps

Government Documents and Maps houses the publications of the United States and California governments, the agricultural experiment stations and extension service publications for all states, United Nations documents on microform, and publications from the City and County of San Luis Obispo. Full reference service is provided.

## E. Special Collections and Archives

Special Collections and Archives houses specialized research materials of substantial value, scarcity or format which require special protection in a restricted area. The University Archives includes those records and other evidences, written or pictorial, regardless of their physical form or condition, which document the history and activities of the University, its administrators, faculty, staff, students, and alumni.

## F. Automated Retrieval and Interlibrary Loan

Materials not available at Cal Poly may be obtained by students, faculty, and staff through Interlibrary Loan service. Automated Retrieval offers on-line computer search services as an extension of its regular reference and bibliographic services.

## G. Loan Services

Loan Services processes book loans, renewals, holds, and overdue fines. Books located in the main book stacks are charged at the Circulation Desk.

## H. Reserve

Reserve houses books and other materials containing class assignments at the request of instructors for limited circulation.

## I. Acquisitions and Collection Development

Acquisitions and Collection Development is responsible for the selection and acquisition of materials, including books, serials, and periodicals, for the Library collection. The selection process is accomplished through a system of library contacts and academic department contacts.

## J. Cataloging

Cataloging is responsible for the cataloging, classification and processing of books and other materials, and preparing them for circulation. It also creates and maintains the Card Catalog and Public Serials List so they will form an accurate index to the collection.

## 475.2 Faculty Library Committee

The Faculty Library Committee is a standing committee of the Academic Senate. Membership includes one representative from each instructional school, the Professional Consultative Services, and the A.S.I. The Vice President for Academic Affairs and the Director, University Library, serve as ex officio members. The committee functions as a fact-finding and advisory body to Academic Affairs, as well as the Director of the University Library.

## 475.3 Library Policy

## A. Library Service Hours

Library hours are posted at the main entrance of the Library.

## B. Authorized Borrowers

All library users must present a valid I.D. card at the time a loan is transacted. Authorized borrowers include students, faculty, staff, and library user card holders.

## C. Library User Cards

1. A faculty/staff user card is issued by the Library Director's Office and is valid for one year from date of issuance. Children must reside at parent's domicile to be eligible.
2. University Emeriti retain their original plastic I.D. card on which their emeriti status is denoted by a gold star. Privileges are extended according to their original status. Family of emeriti are also eligible for a staff family card.
3. A temporary card (one quarter or less) is issued by Loan Services when needed by new or temporary students or faculty and in other special circumstances.
4. A card for community users is issued by the Library Director's Office. It is valid for one year. The following groups are eligible as community users:
  - a. Cal Poly graduates who belong to the Alumni Association (free).
  - b. Retired faculty/staff and spouses who reside in San Luis Obispo County (free).
  - c. Others (including Cuesta College faculty and administrators and educators) approved by the Library Director.
  - d. Library Associates (\$15 dues plus \$10 for user card).
  - e. Users who pay a fee of \$25 (must live in San Luis Obispo County or Santa Maria).

Any individual may use materials within the Library.

## D. Loan Periods and Fee Charges

Approved loan periods and overdue charges are posted at each loan desk. Materials on loan are subject to immediate recall if needed for the Reserve Collection. All loaned materials must be returned to the area from which the materials were borrowed.

Policy items specifically affecting faculty and staff include the following:

1. Exemption from payment of overdue charges.
2. Extended loans of nonrestricted materials in the faculty member's subject field for a period of one quarter with renewal privileges. Any library material charged out for a quarter loan period and subsequently requested by another library user is subject to recall after the material has circulated for a minimum of two weeks. A grace period of one week extending from the date of the recall notice will be permitted for the return of the material to the Library.
3. All books charged out to faculty and staff members must be returned to the Library for inventory purposes by the first day of final examinations during the spring quarter. Any books still needed for research, course work, or administrative use may be renewed.

E. Lost and Damaged Materials

All Library users including faculty and staff are billed for lost materials. In addition to the actual replacement cost, users, except for faculty and staff, are charged overdue fees (accrued to the time that the Library is notified of the loss) and a processing fee established by the Chancellor's Office.

Part or all of the replacement cost may be charged for material which has been damaged.

F. Confidentiality of Loan Records

Borrowers' names will not be released or publicized to any individual or agency external to the Library, nor to unauthorized personnel within the Library.

475.4 Departmental Libraries

The policy of the California State University Trustees is to strengthen the central library concept. Therefore, departmental libraries are not permitted.



480 ACADEMIC PLANNING AND INSTRUCTION

## 481 Academic Calendar

Published officially in the catalog, the academic calendar shows the dates for major academic events and deadlines for the entire university year beginning with the summer quarter. The date for submitting the proposed academic calendar for California Polytechnic State University, San Luis Obispo, to the President by the Vice President for Academic Affairs will be governed by the printing deadline for the edition of the University Catalog which will encompass the proposed calendar dates.

The calendar proposed by the Vice President for Academic Affairs will be developed following consideration of recommendations received from the Academic Deans, Administrative, and Student Affairs Councils. The Academic Deans Council recommendation will include the necessary consultation from the school councils, Academic Senate and Student Senate. Recommendations from the Foundation will be considered by the Administrative Council and forwarded to the Vice President for Academic Affairs. If there are differences between the recommendations of the Academic Deans, Administrative, and Student Affairs Councils which have not been reconciled by the Vice Presidents and the Dean of Students, the Vice President for Academic Affairs is to point out the differences as a part of the submission of the academic calendar to the President.

The following guidelines will be used in preparation of the academic calendar:

## A. College Year

1. The college year consists of four consecutive quarters beginning with the summer quarter--each quarter approximately the same length.
2. Whenever possible, the summer quarter should end prior to Labor Day.
3. The academic year consists of the three consecutive quarters following the summer quarter--fall, winter, spring quarters.
4. Fall quarter to include faculty work days as necessary for fall conference.
5. Spring quarter should end prior to the second weekend in June whenever possible.

## B. Instructional and Faculty Work Days

1. Instructional days--Whenever possible, the first day of instruction in each quarter will be Monday with a 48 day minimum per quarter (49 day minimum spring) and whenever possible the last day of instruction each quarter will be a Friday.
2. Final examination days--5 days per quarter, preferably Monday through Friday of the week following the last day of instruction.
3. The typical academic year shall consist of 147 instructional days. From year to year a variation of plus or minus two days is permissible. There shall be a minimum of 170 academic workdays in the academic year.
4. Commencement--first Saturday after the end of the spring quarter final examinations.

## C. Quarter Breaks

Whenever possible, no less than five calendar days between the last day of final examinations and the beginning of the subsequent quarter.

## D. Academic Holidays

Academic holidays to be included whenever possible

New Years Day (January 1)  
 Lincoln's Birthday (February 12)  
 Washington's Birthday (third Monday in February)  
 Memorial Day (fourth Monday in May)  
 Independence Day (July 4)

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Labor Day (first Monday in September)  
 Admissions Day (September 9)  
 Columbus Day (second Monday in October)  
 Veteran's Day (November 11)  
 Thanksgiving Day (fourth Thursday in November as well as the day preceding  
 and the day following)  
 Christmas (December 25)

University-wide CTO days may be designated to compensate for State holidays on which the university is in session.

#### E. Additional Quarterly Deadlines

1. Last day to add classes and last day to register late--the fifth instruction.
2. Last day to withdraw from classes without petition--fifteenth day of instruction.
3. Census Date - The end of three weeks following the first date of instruction. The end of the third week is defined as the fifteenth day of actual instruction.
4. End of 7th week of instruction.
5. End of quarter--Unless an evaluation day is included at the end of the quarter the quarter will end coincident with the end of the final examination period except spring quarter which ends with commencement and marks the end of the university year.

#### 482 Master Curricular Planning

Each campus of The California State University has a master plan for both physical facilities and curricular development. The primary responsibility for master planning in the area of curricular development is that of the Vice President for Academic Affairs.

##### 482.1 Projected New Programs

The curricular master planning features projections of new degree programs arranged by years according to their earliest anticipated introduction, on the basis of consultation between students, faculty, and administration and further consultation and review with the academic planning staff of the Chancellor's Office.

##### 482.2 Objectives

The important objective of academic master planning is achieved when each campus analyzes its own curricular future and determines a reasoned order of development, consistent with its own goals and traditions. Specific benefits which accrue because of conscientious academic planning include the following:

- A. Closer coordination between curricular and physical facilities planning.
- B. More accurate academic advising about the timing of new undergraduate and graduate degrees.
- C. Recruitment of faculty is aided by and geared to projected degree programs.
- D. Library development can be better planned with reference to anticipated instructional needs.
- E. Knowledge of the university's long-range goals promotes smooth operation of the auxiliary functions of the university in assisting its development according to plan.

##### 482.3 Procedures

The Academic Deans Council is the responsible body for the university-wide long-range academic master plan. It receives advice and recommendations from the Academic Planning Committee as well as the Instructional Department Heads Council, and others. The Academic Senate shares in critically reviewing proposed academic master plans and is authorized to recommend changes. The President receives recommendations from the Academic Senate directly and from the Academic Deans Council through the Vice President for Academic Affairs. The President submits a final version of the academic master plan to the Chancellor's Office as university policy.

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## 482.4 Schedule

The annual updating of the academic master plan occurs in the fall and winter quarters. Each academic department is expected to complete its recommendations by approximately December 1. The review bodies study the proposals in time to permit the President to submit the university proposal by approximately April 1. Forms, guidelines, flow charts and deadlines are available in the office of the Vice President for Academic Affairs.

## 483 Faculty Workload Formula

The faculty workload formula is an instrument used to establish for budgetary purposes the number of full-time teaching positions required to staff the instructional program. The formula is in use at all campuses of The California State University and Colleges and affords an objective means of providing for differences in program among the campuses, especially in terms of specialized, technical, and graduate offerings.

The formula is based on the projected annual average number of students to be served. Since the formula calculations are completed approximately 18 months in advance of implementation, the actual enrollment and number of faculty positions may vary from the projections. (See also CAM 370.2, E.)

## 483.1 Assignment of Faculty

Although the faculty staffing formula is strictly a budgetary instrument, it is nonetheless used as a guide in the assignment of faculty positions to the schools and departments. No such formula, however, is perfect. In order to provide flexibility desirable in the development of new programs and in assigning faculty to special duties outside the classroom, allocations of faculty positions to departments may vary from the formula figure.

## 484 Examinations

## 484.1 Final Examinations

## A. Lecture Courses

The university's schedule for final examinations for lecture courses will be included in each issue of the quarterly Class Schedule. The schedule, drafted by the Associate Dean, Educational Services, and approved by the Vice President for Academic Affairs, will designate an examination time for each time block in which lecture sections are normally scheduled. Examinations will be held at the time designated in the schedule and, unless the class and instructor have been notified otherwise, at the location in which the class was assigned to meet during the quarter.

The maximum time for which a facility will be allotted for a lecture section final examination is as follows: one hour for a section meeting one or two hours per week; two hours for a section meeting three hours per week; three hours for a section meeting four or more hours per week.

## B. Nonlecture Courses

Final examinations in nonlecture courses will be held during the last class meeting in the regularly assigned meeting location.

## 484.2 Final Examinations—Exempt Courses

Final examinations will be given in all sections of lecture and nonlecture courses unless exempt under the provisions contained in CAM 484.2. Examination exemptions may be granted for such reasons as uniqueness of course content or method of instruction, and/or a more appropriate procedure for establishing a final evaluation of the student's performance in the course. Exemptions ordinarily will be established at the time the course is proposed by the department for inclusion in the University Catalog. In unusual circumstances, a faculty member may petition for exemption after the course has begun. Requests for such exemption will be submitted in writing to the school dean through the department head for approval.

## 484.3 Final Examinations--Rescheduling

Under unusual circumstances, it may be deemed advisable to reschedule a final examination to be held at a time and/or location other than that regularly scheduled. The instructor, in consultation with the Associate Dean, Educational Services, will determine whether the anticipated change can be made. If a suitable new time and location can be established, the instructor will then, in writing, submit the request through the department head to the dean of the school. The request will indicate the course and section to be changed, the reason for the request, the new time and place for the alternate examination, an indication that at least two-thirds of the class is in agreement with the change, and a statement that an examination will be held at the regularly scheduled time and place for those students who are unable or unwilling to attend the final examination at the rescheduled hour.

## 484.4 Special Student Arrangements

Permission to take final examinations out of schedule may be granted by the dean of the school in which the course is offered for the following reasons only:

- A. Student going into the Armed Forces.
- B. Death or serious illness in the student's family.
- C. Student requested by the university to represent the university at some educational activity. Written statement by the person sponsoring the conflicting activity must be presented to the deans of all schools in which the student is taking courses involved in the examination conflict.
- D. Illness of the student.
- E. Permanent job placement interview arranged by the university.

## 484.5 Midterm Examinations

Examinations are given during normal class meetings. No schedule is published.

## 484.6 Student Conflicts

Examinations which conflict with university activities should be brought to the attention of the school dean as early as possible.

## 484.7 Procedures During Examination

Faculty members should make every effort to reduce cheating by appropriate examinations properly monitored. (See also CAM 674.)

## 485 Class Attendance

- 485.1 Students are expected to be regular in attendance to keep the quality and quantity of work high. Absence from classes is regarded as serious and no excuses for work missed are provided. An excused absence can be allowed only by the instructor in charge of the class upon consideration of the evidence justifying the absence presented by the student. An excused absence merely gives the individual who missed the class an opportunity to make up the work and in no way excuses the student from the work required.
- 485.2 To maintain uniformity, it is suggested that the instructors consider the following "Excusable" reasons for allowing students to make up missed work:
- A. Illness with a doctor's statement
  - B. Serious illness or death of close relatives
  - C. Active participation in university events (An instructor may require a statement from the adviser involved certifying that the student was actively participating in a recognized university event.)
  - D. Field trips
  - E. Religious holidays
  - F. Selective Service and military reasons
- 485.3 Students will be dropped from a lecture class by the instructor for failure to attend the initial section meeting if they are absent at the end of the first class meeting at which the instructor has the official class list. The instructor will delete the names of students who fail to appear after the first thirty minutes of the first meeting of an activity or laboratory class, whether or not the instructor has the official class list at that time. Should students who do not attend the first meeting wish to remain in a course, they must notify the instructor before the first class meeting not to delete their names. Except for previously mentioned circumstances, students may withdraw from a course without academic penalty during the first 15 instructional days of the quarter provided that they inform the instructor in person and make sure that their names are deleted from the class list. After the third week census date, the instructor must assume that any students who have not provided in-person notification of withdrawal will remain officially enrolled in the course. Students who withdraw from a course and fail to provide such notification will receive a failing grade (U or F).
- 485.4 Student enrollment in courses may be restricted under the following circumstances:
- A. Prerequisite requirements as established in the course description have not been satisfied.
  - B. Prerequisite for enrollment in the course or class has been revised from that listed by the course description in order to limit enrollment to particular majors or groups of students. Instructional departments requesting enrollment controls in this category must obtain the recommendation of their school dean and approval of the Vice President for Academic Affairs. Approval must be obtained prior to deadline for submitting class schedule. Control will be exercised at the point of registration. If it is deemed necessary to inform students of added prerequisite requirements, the information should be included in the class schedule.
- 485.5 Students not obtaining desired classes during registration are entitled to add classes during the add-drop period within the limits prescribed in CAM 485.4. When a department believes it to be necessary, waiting lists or add lists for courses may be prepared by departments and/or instructors beginning at the time a section closes during registration, with priority accorded to students in the order of their request to add the course.

## 486 Academic Honors

## A. Dean's Honors List

The "Dean's Honors List" is compiled at the end of each quarter to honor undergraduate students who have completed 12 or more letter-graded units during the quarter with a grade point average which places them in the top 15 percent of the students in their school.

## B. President's Honors List

The "President's Honors List" is compiled after the end of each spring quarter to honor those undergraduate students who have demonstrated consistent academic achievement, as represented by being named to the Dean's Honors List for any three of the prior four academic quarters of the year (July to June).

## C. Graduation with Honors

Beginning with the 1983 Commencement, the top ten percent of the students graduating from each school shall comprise those students awarded Honors at Graduation. The three Honors categories are the following:

Summa cum laude - the top 1%  
 Magna cum laude - the next 3%  
 Cum laude - the next 6%

## D. Graduation with Distinction

Those candidates for master's degrees who attain a grade point average which is in the upper ten percent of their major and whose grade point average is 3.75 or better may upon the recommendation of the School Dean be designated as "Graduating with Distinction."

## 487 Textbook Selection

Textbook selection is a departmental responsibility. Textbook request forms are completed by the instructor and forwarded to the Bookstore with the signature of the department head or the department head's designee. The department head's signature certifies satisfaction of departmental policy regarding textbook selection in accordance with the appropriate catalog description, course prerequisites, and expanded course outlines. (See CAM 238.1.)

Revised June, 1979 |

Revised May, 1982 | \*

Added May, 1981 | \*\*



490 THE UNIVERSITY ANNOUNCEMENTS

## 490.1 Catalog--Official Curricula and Courses

The University Catalog containing official regulations and the approved curricula and courses, as well as descriptive material about the campus, its schools and departments, is published biennially in the Spring, and becomes effective with the Fall Quarter.

Unless changed by appropriate administrative action, courses are taught only as described in the Catalog and requirements for graduation in each of the curricula are those published therein.

## 490.2 Curriculum Development and Change

The evaluation and revision of curricula and courses is a continuing process and is reflected in Catalog revisions. The process utilizes the knowledge and experience of the faculty, department heads, students, graduates, and industry contacts in order that the knowledge and competencies to be developed by students will be current and appropriate to their objectives.

## 490.3 Schedule and Processing of Proposed Changes

Proposals for changes in the Catalog courses and curricula generally originate in the departments. Summary statements of proposed changes with supporting forms and attachments are developed on a departmental basis and forwarded through the Academic Deans Council and the Academic Senate for review, consultation, and recommendation. Final action on changes of a policy nature is by the President.

The following procedural steps are intended for the information and guidance of those who are concerned and/or involved in the processing of proposed changes for the Catalog. The following schedule will be used in completing the 1984-86 Catalog. This schedule is a departure from previous schedules and is necessitated by the need to complete the consultation and arrive at a decision on the revised general education and breadth requirements for this campus. (Forms for processing course proposals are available in the school offices.)

1-1-83 to 3-1-83	Department review and development of Catalog proposals
3-1-83 to 4-1-83	Dean and where applicable school curriculum committee review, evaluation, and consultation with faculty and submission of Catalog proposals
4-1-83 to 6-15-83	Review by Vice President for Academic Affairs and review by Academic Senate
6-15-83 to 8-31-83	Final review and decisions by President or designee
9-1-83 to 10-15-83	Dean's offices verification and minor corrections of layout for final copy
10-15-83 to 5-30-84	Processing and submission of final copy to printer and checking of galley and page proofs, printing, binding, and delivery

## 490.4 Processing Experimental Credit Courses

The following procedures provide an opportunity for experimentation in education without delays that are necessary before new courses and programs can be reviewed for inclusion in the University Catalog. Approval of courses under this procedure will be for a maximum of two years.

- A. Proposals for experimental courses should be submitted to the department head on a new course proposal form.
- B. Department head forwards proposal to school dean with a recommendation.
- C. The School Dean forwards one copy of the proposal, with the Dean's recommendation, to the Vice President for Academic Affairs for approval consideration.
- D. Experimental courses are to appear in the Class Schedule.
- E. Requests must reach the office of the Vice President for Academic Affairs prior to the class schedule production deadlines for the quarter for which the experimental course is being proposed. The University Class Scheduler will provide deadline dates to departments no later than 30 days prior to the time the experimental course proposals are due.
- F. Experimental courses are to carry numbers according to the standard numbering system, but with an "X" following. For example, the Class Schedule should show 318X01. The transcript would show 318X.
- G. Experimental courses are taught with available faculty. Student credit hours and faculty load units will be credited to the appropriate department and faculty member.

#### 490.5 Courses Offered Under 470 and 471 Numbers

- A. Courses offered under 470 and 471 numbers are for teaching topics which:
  - 1. are not intended for future inclusion as a regular course and would therefore typically be offered for only one quarter, (In order to repeat an offer of a course numbered 470 and 471, it is necessary to resubmit an application following the procedures as outlined in D-1, 2, 3, 4, 5, below.) and,
  - 2. are worthy of academic credit at an advanced level (upper division), and
  - 3. are designed for group study and so would not be appropriate for individual study.
- B. Generally, courses offered under 470 and 471 numbers should not be used as a substitution for courses specifically identified in a student's curriculum. In order to substitute a course numbered 470 and 471 for a course specifically identified in a student's curriculum, a "Petition for Curriculum Substitution" must be completed.
- C. A department proposing a course under a 470 or 471 number must make sure that:
  - 1. such a course is clearly within the subject area of its own department, or
  - 2. the written opinion of departments which may have a major interest in the subject area has been obtained, or
  - 3. substantive reason(s) for pursuing the course over objections can be offered.
- D. The following review process shall be used for courses to be offered under 470 and 471 course numbers.
  - 1. A new course proposal form with an expanded course outline attached is forwarded to the departmental curriculum committee by the proposing faculty member(s).
  - 2. Only those proposals which have been approved by the departmental curriculum committee are forwarded to the department head.
  - 3. The department head forwards all of these proposals with his/her recommendations to the school/division curriculum committee.
  - 4. The school/division curriculum committee forwards all of these proposals with its recommendations to the dean of the school.

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5. The school/division dean forwards all of these proposals with his/her recommendations to the Vice President for Academic Affairs or his/her designee.

6. The final decisions shall be made on these proposals by the Vice President for Academic Affairs or his/her designee.

E. Courses offered under 470 and 471 numbers must appear in the Class Schedule and must meet the deadlines provided by the Office of the Associate Vice President for Academic Programs. Exceptions to these deadlines may be granted only with the approval of the Vice President for Academic Affairs or his/her designee.

490.6 The Catalog is placed on sale to the students and the public through El Corral Bookstore. Complimentary copies are distributed to faculty and administrative staff.

490.7 Catalog Directory

The directory of faculty and staff is a listing of the tenured and probationary professional personnel of the university and its auxiliary organizations who are employed half time or more. Individuals on temporary or limited term appointments (i.e. substitutes, temporary leave replacements, lecturers, etc.) will not be listed in the Catalog Directory unless their appointments as future tenured or probationary employees have been documented by Catalog press proof time.

A brief biography citing academic degrees, professional licenses granted by a governmental agency, certification by a professional association.

491 Graduate Studies Announcement

Details of the standards, procedures, and requirements for the graduate programs are contained in the Graduate Studies Bulletin. The Graduate Studies Committee acts initially on proposals for changes in the Graduate Studies Bulletin.  
(See CAM 172.A.14)