

## CHAPTER 6

### STUDENT AFFAIRS

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STUDENT AFFAIRS600 STUDENT AFFAIRS

## 601 Office of Student Affairs

The Student Affairs Division, under the direction of the <sup>*Vice President for*</sup> ~~Dean of~~ Student Affairs, has the overall responsibility for supervision of student-related, nonclassroom programs and services.

The Division of Student Affairs is committed to providing both in-house and outreach programs and services that address students' personal, physical, cultural, and emotional growth and development. Departments within the Division of Student Affairs include: Student Academic Services, Counseling and Testing, Student Life and Activities, Financial Aid, Health Services, Housing and Placement. The Division also administers judicial affairs for the university and has oversight responsibility for the Associated Students, Inc.

610     STUDENT ACADEMIC SERVICES

Student Academic Services is the campus administrative unit responsible for educational equity programs, including: Disabled Student Services, Educational Opportunity Program, Minority Engineering Program, Student Affirmative Action, Summer Institute, and Student Support Services. These programs are developed through three functional areas of outreach, transition and retention.

611     Outreach

Student Academic Services staff identify, recruit and admit qualified underrepresented students both locally and statewide. Student Academic Services assists underrepresented students' academic preparation and motivation to attend Cal Poly or other institutions of higher education.

612     Transition

Transition spans the time from notification of admission at Cal Poly, through the initial quarter of enrollment. Student Academic Services staff support, advise and provide developmental programs for students to make their transition to university life as positive as possible.

613     Retention

Student Academic Services assists academic schools and departments by providing services to retain, graduate and maximize the potential to students through intrusive advisement, monitoring of academic progress, provision of supplemental instruction, skill building and career advisement.

## STUDENT AFFAIRS

### 600      ADMISSIONS

- 600.1      The Admissions Office receives, processes, and distributes applications for admission and compiles statistical data on applications received, students admitted, and students denied admission to the university.
- 601      Admission Procedure
- 601.1      A complete application for admission consists of the application for admission form which includes the residence questionnaire and a specific degree objective, and the \$25 nonrefundable application processing fee.
- 601.2      The Admissions Office issues a Space Reservation which guarantees that the applicant will be admitted if the minimum admission eligibility requirements are met. The Admissions Office also reviews all high school and college transcripts and the Scholastic Aptitude Test (SAT) scores or American College Test (ACT) scores to determine eligibility for admission, reviews the residence questionnaire to determine residence status for tuition purposes, prepares receipts for application fees and deposits fees with the university cashier, checks coding data on application for admission form for processing and use by the university Computer Center as well as The California State University and Colleges regional data center.
- 601.3      Applicants qualified for admission under the current provisions of Title 5, California Administrative Code, are approved for admission by the Admissions Office personnel. Upon appeal from an ineligible student, the academic records are presented to the dean of the respective school for consideration for admission as an exception to regular admission requirements. Admission to a postbaccalaureate program is based on the recommendation of the graduate coordinator of the particular program.
- 601.4      The Admissions Office notifies all applicants of the action taken on their application. Applicants denied admission are furnished a brief statement as to why they were denied admission to the university.
- 601.5      The initial filing periods are as follows:
- |                      |                       |
|----------------------|-----------------------|
| Summer Quarter ..... | The previous February |
| Fall Quarter .....   | The previous November |
| Winter Quarter ..... | The previous June     |
| Spring Quarter ..... | The previous August   |
- 601.6      Applicants returning to Cal Poly are permitted to miss one quarter without having to reapply (summer quarter included). Applicants returning after missing two quarters must submit new application forms, but are exempt from the \$25 application processing fee providing no academic work was taken in the interim at any other institution. Returning applicants missing three or more quarters must file a new application and pay the \$25 fee unless they have been granted an educational leave. Students who complete their undergraduate degree requirements, graduate, and wish to reenroll as postbaccalaureate students the following term must file new applications and pay the \$25 application processing fee. A limited number of fee waivers are available for students from very low income families.
- 601.7      Application categories and new student space reservation targets are established for each quarter. All applications filed during the initial filing period are accepted for processing. If the number of applications received during the initial filing period for any admission category exceeds the space reservation target, the program is designated "impacted" and a selection process is used to determine the applicants to be granted a space reservation.
- Programs may be "locally impacted" or "systemwide impacted." A program is locally impacted when it is possible for excess applicants to be redirected to another California State University and Colleges campus. Applicants to locally impacted programs are selected randomly, utilizing a process established by the Common Admissions Program of the California State University and Colleges system. This process grants priority to California veterans, individuals who applied for the preceding term and were not granted space because of quota limitations, community college transfers, California residents, and lastly nonresidents.

If a program is designated as systemwide impacted by the Chancellor's Office, a selective screening process must be used to identify the applicants who will be admitted to the university. The Chancellor's Office designates and approves all systemwide impacted programs as well as the selection process to be used. Such selective screening for admission may be made on the basis of aptitude, motivation, prior experience, and GPA in selected prerequisites or course requirements. Applicant's overall GPA or test scores may not be used exclusively in selective screening.

## 602 Matriculation

Matriculation refers to the complete process of being admitted to Cal Poly as a candidate for certificate, degree, or credential. All students must matriculate in at least one of the educational programs of the university.

## 603 Registration

Registration is the process whereby students arrange class schedules, pay fees, and coordinate other facets of their total program for an academic quarter. Complete registration instructions are found in the Class Schedule, which also includes a listing of all courses to be offered for the particular quarter. Registration is under general administrative coordination of the Registrar.

### 603.1 Registration Procedures

Priority registration procedures have been authorized for students registering at Cal Poly using the following sequence:

- A. Disabled students.
- B. New students.
- C. Graduate students and Seniors (students who have completed 135 or more quarter units) and have taken or are concurrently enrolled in an introductory senior project course.
- D. Continuing students - following the alphabetical rotation currently used by the Registrar.

## 604 Visitors to a Class

Individuals under special guidance of Cal Poly, upon recommendation of the dean of the school, may be allowed to visit any classes on an intermittent or continuing basis provided they are not otherwise eligible for matriculation and do not displace a regularly matriculated student.

Students and others may visit classes for short periods of time on an intermittent basis. Such persons may be admitted to the class by the instructor as visitors to the class.

## 605 Distribution of Catalog and Other Materials

The Relations with Schools Office is responsible for distributing the University Catalog, illustrated booklets, and other material sent to prospective students. (See CAM 731.)

## 606 Evaluations of Student Records

The university Evaluations Office is responsible for evaluating records for transfer students and records of students who officially change their major, as well as evaluations for those students who are applying for baccalaureate degrees.

## 2. Off-Campus Athletic Contests

Students participating in an athletic contest who, because of scheduling arrangements, must be away from the campus on registration day may be allowed to preregister.

For such students the registration book should be presented by the faculty adviser of the student activity to the Registrar for processing. This should be accomplished no later than five days prior to registration.

## 3. Other Scheduled University-Recognized Activities

Occasionally there will be students who are members of special organizations in which they are required to schedule meetings off campus. (For example: Livestock Judging Team, Flower Judging Team, Model U.N., U.U.B.G., ASI officers who must attend statewide meetings, etc.)

Students representing other organizations in which preregistration is required to meet schedules will be approved for preregistration by the Dean of Students who will present a list of such students to the Registrar five days in advance of registration.

4. Student monitors and cashiers may preregister before the first day of registration. Eligibility for inclusion in these categories will be determined by the Registrar.
5. Faculty and staff employed at Cal Poly on a full-time basis may preregister. Those wishing to qualify in this category are requested to present their requests to the Registrar at least three days prior to registration.

## B. Special Early Registration Policy and Procedures

1. New students, both first-time freshmen and undergraduate transfers, may register early on the first day of registration for all quarters in accordance with the time schedule published in the Class Schedule.
2. Seniors may register early on the first day of registration for all quarters in accordance with the alphabetical distribution for seniors listed in the Class Schedule.

To qualify for early registration as a senior, a student must have completed 135 acceptable college-level units and have prior or concurrent enrollment in senior project courses as designated by the student's major department. Because the senior list is compiled one month prior to registration, the units completed must be computed as of the end of the previous quarter. The senior list will be revised prior to registration if grade processing from the previous quarter is completed.

3. Postbaccalaureate students may register early in accordance with the alphabetical distribution of graduates listed in the Class Schedule.
4. Students enrolled in an AID contract program will be allowed to register in the first time block on the first day of registration when the administrator in charge of the program deems early registration necessary.

The administrator in charge of the program should present the list of eligible students to the Registrar at least five days prior to registration.

5. Students participating on the following athletic teams may participate in special early registration for the indicated quarters, up to the maximum indicated by the number following each entry:

	<u>Men</u>	<u>Women</u>		<u>Men</u>	<u>Women</u>
<u>Fall Quarter</u>					
Football	45		Water Polo	14	
Basketball	20	20	Cross Country	7	7
Wrestling	30		Soccer	20	
Volleyball		20			
<u>Winter Quarter</u>					
Basketball	20	20	Volleyball	20	
Wrestling	30		Swimming	18	
Baseball	20		Tennis	12	12
Track	28	28			
<u>Spring Quarter</u>					
Baseball	20		Tennis	12	12
Track	28	28	Football (Spring)	45	
Volleyball	20	20			

The lists of participating students should be presented to the Registrar by the Director of Athletics at least five working days prior to registration.

#### 604 Visitors to a Class

Individuals under special guidance of Cal Poly, upon recommendation of the dean of the school, may be allowed to visit any classes on an intermittent or continuing basis provided they are not otherwise eligible for matriculation and do not displace a regularly matriculated student.

Students and others may visit classes for short periods of time on an intermittent basis. Such persons may be admitted to the class by the instructor as visitors to the class.

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610 ACADEMIC RECORDS

## 611 Records Office

Management of the Records Office is an administrative responsibility of the Registrar. Some of the functions of the Records Office are:

- A. Maintenance of academic records
- B. Registering both regular students and special groups, supervising all physical arrangements of the registration process, and coordinating the activities of the various offices concerned with registration
- C. Providing information regarding schedules, academic standing, class rank, and related information to faculty members and students. Faculty members may phone or come directly to the office for information or assistance.

## 612 Permanent Records

Each student's permanent academic record is on file in the Records Office. The student's academic record may be traced, quarter by quarter, in terms of units attempted, units completed, and grade points earned. Faculty members may phone or come to the Records Office for information regarding any student's academic record.

## 612.1 Grade Recording Procedure

- A. Instructors are furnished necessary forms for submitting course grades.
- B. Upon receiving course grade reports from instructors, and after processing by the Computer Center, the Records Office makes the entries on permanent records, determines the student's quarterly and cumulative grade point average including the preceding quarter, and prepares copies for the student and the student's adviser.

## 612.2 Enrollment Records

The Records Office maintains all official enrollment records of the university. Forms relating to a student's academic standing are obtained by the student from the Records Office. Forms used by instructors for reporting student academic standing also are obtained from the Records Office. Procedures involved in the use of the various forms are explained in the University Catalog. Faculty members are welcome at any time to contact the Director of Admissions, Records, and Evaluations, the Admissions Officer, or the Registrar for further explanation of the use of any academic records form.

## 613 Permits to Register

Each student is issued a "Permit to Register" at the beginning of the registration process. The Permit signifies that the student has completed admissions processing and is eligible to enroll for the quarter.

## 614 Student Directories

Each student completes three copies of a directory card during each quarter's registration. One copy is retained by the Records Office; one copy is placed in the Olga Martinson Memorial Directory in the University Union lobby; and one copy is sent to the office of Public Affairs.

The Olga Martinson Memorial Directory includes the names of all students who have not signed a request to withhold personal data from directories and the public. Since the Olga Martinson Memorial Directory cards are available for public inspection, they are sometimes used by commercial organizations to develop mailing lists or conduct telephone solicitations; such use of the Directory is not intended or encouraged by the university.

Student directory cards used by the office of Public Affairs provide data for news releases dealing with student achievements, accidents or injuries, etc. A student may indicate on the card not to release such information to news media.

The release of personal information about students by Cal Poly is governed by Education Code Section 22504.5 which lists those classes of persons to whom such information may legally be disclosed.

Up-to-date listings of students residing on campus are maintained by the Housing Office. Students living off campus are expected to notify the Records Office of changes of address at their next registration at this university.

#### 615 Program Cards

The Records Office keeps on file a copy of each student's program for the quarter. Faculty members may obtain information about student programs by phoning or coming to the Records Office.

#### 615.1 Book Form and Tool and Supply Form

Students who are cleared for enrollment under certain laws relating to veterans education are issued a supply of Book Forms and Tool and Supply Forms by the Records Office.

#### 615.2 Withholding of Permit to Register

The "Permit to Register" may be withheld for such reasons as academic deficiencies, delinquent loans, unpaid traffic citations, disciplinary actions, etc. A withheld "Permit to Register" may be released only by authorized personnel.

#### 615.3 Petition for Special Consideration

This petition is to be used for all deviations from established procedures and regulations except credit by examination, curriculum deviations, maximum load deviations, and to add and drop courses. (Other forms are provided for these exceptions.)

#### 616 Academic-related Procedures

Additional information about academic policies and procedures such as auditing of courses, change of program procedures, maximum loads, academic probation or disqualification, etc., appear in the University Catalog and the Class Schedule.

#### 617 Grade Processing

#### 617.1 Instructor's Class List and Grade Report Form

Near the close of each quarter faculty members receive from the Records Office a Class List and Grade Report Form for each separate course. The corrected and completed forms are to be returned to the Records Office *in person* by the date grades are due. The Class List and Grade Report Form indicates in alphabetical order the name of every student who enrolled in the course for the quarter, including those students who may have later withdrawn from the course after the normal no-penalty withdrawal date. The Class List and Grade Report Forms are kept on file in the Records Office. Faculty members are free to refer to them at any time the Records Office is open.

## 617.2 Change of Grade

The assignment of final grades is the responsibility of faculty members. Under unusual or emergency circumstances requiring a change of grade in the absence of the faculty member who assigned it, or if an instructor is on leave for one or more quarters or is no longer a member of the faculty, the department head is responsible. The department head may delegate authority for determining the grade, but the department head's signature is required for the grade change itself.

If for some reason a faculty member finds it necessary to change a course grade that has been previously assigned and submitted, a "Change of Grade" form should be obtained from the Records Office. When completed and submitted by the faculty member, this form provides the information needed to correct the student's permanent record.

## 617.3 Petition for Curriculum Deviation

This petition is to be used for request and approval of any deviation from a student's major curriculum as it appears in the University Catalog. Such a deviation may be of the following nature:

- A. Substitution--similar content. This is any deviation in the student's curriculum in which a course or block of courses is to be replaced by another course or block of courses having similar content which will serve the needs of the student as well as the required courses.
- B. Substitution--dissimilar content. This is any deviation in which a course or block of courses appearing in the student's curriculum is to be replaced by another course or block of courses having dissimilar content which will serve the needs of the student as well as the required courses.

The petition is used when the deviation involves courses at Cal Poly only or transfer credit upon which acceptance agreement has not been reached. Ordinarily, such transfer credit would be permitted as elective credit so the petition is used only if the student wishes the credit to apply toward a specific curriculum requirement.

## 617.4 Grades for Courses Not Listed in Official Class Schedule

Instructors may give credit only for a course which appears on the official Class Schedule or supplement and is taken during the quarter covered by the Schedule except as follows:

- A. On advance written approval by the department head, instructors may offer work by special arrangement.
- B. When a student wishes to take work not listed on the Class Schedule, a "Petition to Take Unscheduled Course by Special Arrangement" must be presented to the head of the department offering the course who, if the petition is approved, will assign an appropriate instructor. This form must bear the endorsement of the student's adviser before it will be considered by the head of the department offering the course. The approved form will serve to authorize the Records Office to post grades sent in by instructors for courses not appearing on the Class Schedule. Lacking this authorization, the Records Office will forward the unrecorded grades submitted by instructors for courses not appearing on the Schedule to the dean in whose school the instructor teaches.

617.5 The following marking and grading system became effective with the Summer Quarter 1973:

A. Grading System

<u>Grade</u>	<u>Grade Points</u>	<u>Progress Points</u>
A	4 per unit	4 per unit
B	3 per unit	3 per unit
C	2 per unit	2 per unit
D	1 per unit	1 per unit
F	0 per unit	0 per unit
I (Incomplete authorized)	--	--
U (Incomplete unauthorized)	0 per unit	0 per unit
W (Withdrew)	--	--
CR (Credit)	--	2 per unit
NC (No Credit)	--	0 per unit
AU (Audit)	--	--
SP (Satisfactory Progress)	--	--
RD (Report Delayed)	--	--

- B. A final grade is that mark assigned to each student by the instructor signifying the conclusion of the course offering. The following marks constitute final grades: A, B, C, D, F, U, CR, NC. Instructors do not assign final marks of CR or NC unless the course is offered exclusively on a Credit/No Credit basis.
- C. An incomplete (grade I) signifies that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. Grade I may be given to a student for either of the following reasons:

1. Passing in classwork but unable to take final examination.
2. Passing in classwork completed and in final examination but some assigned work not completed.

Grade I should not be assigned when the SP symbol would be more appropriate. The SP symbol is used in connection with courses that extend beyond one academic term, such as senior project and thesis. The instructor should exercise caution when assigning either of these marks. If assigned work is not completed within one calendar year, the SP mark will remain on the student's record unchanged, whereas the I mark will be changed automatically to an F or NC. Any E grade (now the I grade) which remains on the student's record will be treated similarly to the SP symbol.

The instructor is required to make a brief statement on the final grade report form which indicates the remaining course completion requirements whenever the I grade is assigned to a student. It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. A final grade will be entered on the student's official record when the instructor submits a Change of Grade form to the Records Office.

- D. An incomplete unauthorized (grade U) indicates that an enrolled student did not withdraw from the course but failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average and progress point computation this symbol is equivalent to an "F".

- E. The W symbol indicates that a student had permission to withdraw from a course after the 15th academic day of the quarter. Audit (AU) symbols are approved for entry on the student's record before the 15th academic day and are not considered to be assignable marks by instructors after that day. A report delayed (RD) symbol will appear on a student's record if the instructor fails to return a grade to which the student is entitled. Instructors will be contacted by the Registrar to replace the RD symbol with an appropriate grade as soon as possible.

F. Credit-No Credit Grading

1. Courses Subject to Exclusive Credit-No Credit Grading

All undergraduate courses meeting one or both of the following criteria may be graded exclusively on a Credit-No Credit basis on approval of the Vice President for Academic Affairs:

- a. Lecture and activity (including two-hour laboratory) courses offered for less than 3 units of credit (excluding variable credit courses in which the variable credit obtainable via a single registration extends to 2 or more units).
- b. Courses designed primarily as orientation to a major field of study.

2. Policy on Credit-No Credit Grading

The following criteria govern the implementation of a Credit-No Credit grading system at this campus:

- a. Subject to the limitations specified in the remainder of this section, the Credit-No Credit grading system is available to all students.
- b. Up to 2 courses (not to exceed 8 units) may be taken per student per quarter on a Credit-No Credit grading basis; a maximum total of 15 courses (not to exceed 45 units) may be elected per student for Credit-No Credit grading.
- c. The course may not be repeated for Credit-No Credit if the student has previously received a grade of "F" in that course. The course may be repeated for Credit-No Credit if the student has previously received a grade of "D" or "NC" in that course.
- d. Students desiring to elect a course on a Credit-No Credit grading basis must be currently enrolled in the course and must complete the appropriate form available from the Records Office. Such declaration for Credit-No Credit grading must be filed not later than the end of the third week of instruction of the quarter. Students may not change from one grading system to the other after the end of the third week of instruction of the quarter.
- e. Students will be given a grade of "Credit" and awarded two progress points for achievement of course objectives at a level equivalent to a grade of "C-" or better. "No Credit" will be given for failing to achieve course objectives at a level equivalent to a grade of "C-" or better. Instructors will submit conventional letter grades to the Registrar's Office where they will be converted to Credit-No Credit grades.
- f. Courses required for the student's major which are specified as either major or support courses in the student's major curriculum may not be taken for Credit-No Credit grading, with the exception of those courses offered on a Credit-No Credit basis only and those taken as Credit-No Credit under a previous major.
- g. The applicant for a Credit-No Credit grade must have at least a 2.0 grade point average in cumulative Cal Poly work.
- h. Units earned in courses for which the grade was "Credit" will count toward satisfaction of degree requirements for undergraduate students only. No courses taken on a Credit-No Credit grading basis may be used to satisfy graduate program degree requirements.
- i. Grades of "Credit" or "No Credit" are not included in determining the student's grade point average.

## 617.6 Withdrawal Procedures and Guidelines

## A. Procedure

Any student wishing to withdraw from a class after the census date, but prior to the start of the eighth week of a quarter must petition to do so. Withdrawal petitions are available at the Records Office.

1. The student shall consult with both the instructor and his/her advisor for the purposes of reviewing progress in the course, progress toward graduation, and the effect of withdrawing from the course.
2. Approval or disapproval of the petition is granted by the instructor's department head. The student must present the petition with an explanation of the nature of the serious and compelling reasons. Confidentiality when the reasons are personal can be protected by having the appropriate Health Center or Counseling Center official verify that there are serious and compelling reasons to withdraw. Verification of other reasons may be required at the discretion of the department head. After any appropriate consultation, the department head shall approve or deny the withdrawal petition in accordance with the guidelines set forth below.

## B. Guidelines for Serious and Compelling Reasons

After the census date a student may not drop a class and receive a "W" on the permanent record unless there is a "serious and compelling" reason. Whether the reason advanced by a student is in fact serious and compelling is a matter that requires judgment and interpretation.

It is not possible to describe in advance all the reasons that are acceptable or not acceptable as serious and compelling. The guidelines below should serve to illustrate the intent. Each case should be considered on its own merits.

1. Medical. Serious illness or injury of the student or of his/her immediate family which has resulted in inability to make up course material missed. Verification by the University Health Center or by the student's personal physician may be required.
2. Financial. For many different reasons a student's financial situation may become so critical that withdrawal from the University is the only recourse. In other cases, withdrawal from a part of the student's course list may be indicated. A student who requests withdrawal after the census date for financial reasons must offer an explanation for his decision to withdraw and may be asked for verification.
3. Personal. Problems of a psychological or other personal nature may indicate withdrawal from a course in order to preserve reasonable progress toward a student's educational goals. Depending upon the nature of the problem, appropriate verification by the University Counseling Center or the Health Center may be required.

## 617.7 Petition for Credit by Examination

A student may make arrangements with the head of the department in which the course is taught to obtain credit by examination. Arrangements are made by using a "Petition for Credit by Examination." A fee of \$1 per unit is required.

## 617.8 College Level Examination Program (CLEP)

## A. Cal Poly will grant credit toward partial completion of the general education breadth requirements for the successful completion of the CLEP general examinations as follows:

1. 4½ units for Mathematics General Exam (1975 edition) with a passing score of 50 or better in both parts.
2. 4½ units for College Algebra - Trigonometry with a passing score of 49 or better.
3. 4½ units for Calculus and Analytical Geometry (including essay) with a passing score of 48 or better
4. 4½ units for Statistics (including essay) with a passing score of 49 or better.
5. 4½ units for General Chemistry with a passing score of 48 or better.

- B. Cal Poly will grant up to 4 quarter units of elective credit or course equivalent credit (with determination to be made by the instructional department concerned) for each CLEP subject examination with a passing score.

617.9 English Equivalency Examination

Students passing the English Equivalency Examination will be granted up to 9 quarter units of credit which can be applied toward meeting the requirements for Freshman Composition including the written communication requirements for the basic subjects sections of the general education-breadth requirements.

617.10 Advance Placement Program

Students passing Advance Placement Program examinations with scores of 3, 4, or 5 will receive up to 9 quarter units credit for each examination.

618 Academic Renewal

618.1 Petition to Repeat a Course for GPA Improvement

A student seeking a baccalaureate degree who has received a grade of D, F, or U at this university or another institution may repeat the course and have the new grade recorded along with the prior grade. The grade earned by repeating the course will be awarded the appropriate progress points, grade points, and units attempted and completed. An enrolled student desiring to repeat a course under this section must file in the Records Office a notice of intent to repeat the course: the notice shall be filed prior to the end of the seventh week of instruction during the quarter in which the student is enrolled and repeats the course. The prior course grade remains on the transcript but only the second course grade is used in computing grade point averages required for graduation with a baccalaureate degree and in calculating progress points.

618.2 Petition to Disregard Previous Academic Record

A student may petition to disregard up to two semesters or three quarters of previous undergraduate course work taken at any college or university from all considerations associated with requirements for the baccalaureate degree. Five years must have elapsed since the most recent work to be disregarded was completed; and the student must have completed at Cal Poly, San Luis Obispo after the work to be disregarded was completed, at least 22 quarter units with at least a GPA of 3.0, or 45 quarter units with at least a GPA of 2.5, or 67 quarter units with a GPA of 2.0. Actions to disregard any term's work applies to all work in that given quarter or semester. Petitions are available in the office of the Director of Admissions, Records, and Evaluations, and will be reviewed by the Academic Renewal Committee (Vice President for Academic Affairs; Director of Admissions, Records, and Evaluations; and representative of the Academic Senate).

This petition may be used only when the student would find it necessary to complete additional units and enroll for one or more additional quarters in order to qualify for the baccalaureate degree.

618.3 Coursework Repeated at Other Colleges

Cal Poly policy regarding the acceptance of coursework taken and repeated at other colleges is as follows:

1. For individual courses repeated, the policy in effect at the college where each course was repeated will be honored.
2. For coursework taken and removed from degree consideration in accordance with an official academic renewal or forgiveness policy, the policy in effect at the college where the original coursework taken will be honored, provided that the policy does not authorize the removal of more than one academic years' work.

## Candidates for Graduation

The Registrar is responsible for checking the records of students who have applied for graduation. After being satisfied that those who have applied have met (or will meet pending satisfactory completion of their final quarter's work) all graduation requirements, the Registrar will submit a list, alphabetically by department, of "Applicants for Graduation" to the deans no later than three weeks before commencement. Notification of the faculty by the Registrar will coincide with the arrival of the list and space will be provided for interested faculty in the respective school to peruse it. This list will include the following covering statement: "The following students have applied for graduation. If they complete their current work in a satisfactory manner, they will have met the academic requirements. If for any reason, academic or otherwise, an instructor feels that any person on this list should not be graduated, the instructor must state reasons in writing to the Registrar at least two weeks before commencement." The Academic Deans Council will conduct hearings with the instructors who object to the applicants for graduation when they deem it appropriate. After all factors are considered, the Academic Deans Council will vote for or against the approval of graduating those who have applied. Their action will be final.

**620      COUNSELING SERVICES**

The Counseling Center provides individual and group counseling related activities to all regularly enrollment students and limited services to faculty and staff. The following four coordinated areas represent the major services available.

**621      Personal Counseling**

This service responds to the psychological needs of students which require professional intervention. Students may use this service either on an individual or group basis. Referrals from faculty and staff area accepted as well as self-made appointments.

Consultation services regarding counseling issues and organizational planning are provided to the campus community.

**622      Career Planning Counseling**

This service provides career related counseling to students. Issues of career exploration congruent with interests and values are bases for career counseling. In addition, group programs and the career resource library are available.

Consultation regarding career issues and classroom presentations are provided upon request.

**623      Learning Center**

This program is designed to meet the academic support needs of students at Cal Poly. This service functions as a learning skills support system for campus and community resources. Study technique programs are individualized and self-paced, allowing students to work at their own rate. Students may receive instruction to improve skills in notetaking, listening, test preparation, test taking, test anxiety, math anxiety, concentration, motivation, time management, scheduling, textbook reading, reading rate and comprehension, vocabulary, spelling, problem solving and procrastination.

Students may self refer or be referred by faculty for service. The staff also responds to faculty and staff requests for learning skills-related presentations as well as to consultative needs.

**624      Testing**

Under the direction of the Test Officer, the Test Office supervises, coordinates and administers test programs for admission, placement, certification and other purposes, and provides individual and group psychological testing services.

The Test Office also engages in and provides consultation and support services for research projects, program evaluation, needs assessments, instrument development and statistical and psychometric data analysis.

630      STUDENT ACTIVITIES AND ORGANIZATIONS

630.1    Authority

The Education Code provides for the establishment of student activities and student organizations under the direction of the Trustees. Section 89300 of the Code reads in part, "A student body organization may be established at any state college or university under the supervision of the college or university officials for the purpose of providing essential activities closely related to, but not normally included as a part of, the regular instructional program of the college or university."

631      Associated Students, Inc.

Student government functions within authority delegated annually to the elected officers and the Board of Directors of the Associated Students, Inc., by the University President. Provisions of this delegation are specified in the Articles of Incorporation, Bylaws, and Codes of the Associated Students, Inc.

631.1    Student Body Membership Fee

A student body membership fee is assessed all registered students each quarter in accordance with provisions of Section 89300 of the Education Code except as provided for employees of the university who take career development courses under Title 5, California Administrative Code, Section 41804. This fee is listed in the Catalog, is collected at registration under the direction of the Vice President for Business Affairs, and is deposited in the account of the Associated Students, Inc.

631.2    Executive Director, ASI

The Executive Director of the Associated Students, Inc., is appointed by the ASI President, in consultation with the University President or designees.

The Executive Director of the Associated Students, Inc., manages the programs, services, and fiscal affairs of the ASI under the general oversight of the ~~Dean of Student Affairs (State)~~ <sup>Vice President for</sup> and within policies established by the Board of Trustees and the policies of the ASI Board of Directors as approved by the university.

The Executive Director manages the operation and fiscal affairs of the University Union building under general oversight of the ~~Dean of Student Affairs (State)~~ <sup>Vice President for</sup> in accordance with lease and contractual agreements provided the the university within policies recommended by the University Union Advisory Board (see Administrative Bulletin 88-1 in Appendix) and within actions of the Union Executive Committee and ASI Board of Directors, as approved by the university.

The Executive Director also manages the personnel affairs of employees of the Associated Students, Inc., and the University Union within the policies and procedures as established by the ASI Board of Directors as approved by the university.

### 631.3 ASI Codes and Bylaws

ASI codes and approved student organization bylaws provide the official statutes under which all ASI activities are governed. ASI codes and organization bylaws are complementary to the Articles of Incorporation and the ASI Bylaws. Each proposed code or bylaw, or code or bylaw amendment, requires the approval of the ASI Board of Directors and the Director of Student Life and Activities or the Dean of Student Affairs. The expenditure of ASI funds is limited to those activities provided for in an ASI code.

### 631.4 Charter Renewal

A charter renewal report is required of each ASI group and includes a current list of officers.

## 632 Student Life and Activities Department

The Student Life and Activities Department works with the major student groups and organizations in providing social, recreational, cultural and service programs to the university community. The Department also serves as the administrative unit to interpret university policy to all student groups and organizations.

### 632.1 Student Activity Guide

The Student Activity Guide is the official policies and procedures manual of student government. It centralizes in one manual all relevant regulations and procedures pertaining to student government and cocurricular activities. Copies are available in the Student Life and Activities Office in the University Union or at the reserve desk in the Library.

## 633 Student Organizations: Policies

Student organizations are chartered jointly by the ASI and Cal Poly as specified in ASI Code 2 and CAM 633.4. A charter may be revoked at any time by a two-thirds vote of the ASI Board of Directors or by action of the University President. In order to obtain a charter and to have it reissued annually, each student organization must:

- A. Operate within the laws of the State of California and the policies and procedures of Cal Poly and the Associated Students, Inc.
- B. Carry out all activities in accordance with its constitution and/or bylaws.
- C. Process all amendments to the bylaws through the Student Life and Activities Office for the approval of the Associated Students, Inc., and the university.

## 633 Student Organizations: Policies (continued)

- D. Report promptly all officer elections and advisor appointments to the Student Life and Activities Office for inclusion in the "Student Organization Directory." Changes in officers or advisors also must be reported to the ASI Business Office for correction of fiscal signature cards.
- E. Deposit all funds in the Associated Students, Inc. Exceptions may be made by action of the ASI Board of Directors with approval by the President.
- F. Submit an end-of-the-year summary report of activities.
- G. Have a faculty or professional staff advisor approved by Cal Poly who will be a member of the executive committee of the chartered organization.
- H. Keep on file in the Student Life and Activities Office a current copy of the constitution and/or bylaws of any and all organizations with which the Cal Poly student organization is affiliated.

## 633.1 Nondiscrimination

Student organizations shall not discriminate either in the content of bylaws or in practice against any person by reason of race, color, age, national origin, religion, sex or sexual preference unless such discrimination is allowed by federal and state law for such groups as glee clubs, athletic teams and fraternities/sororities.

## 633.2 Hazing

No student organization, student, or other person in attendance at this university shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the university. Any person who participates in the hazing of another, or any corporation or association which knowingly permits hazing to be conducted by its members or by others subject to its direction or control, shall, subject to action by the Attorney General or the District Attorney, as appropriate, forfeit the entitlement to public funds, scholarships or awards which are enjoyed by him, by her, or by it, and shall be deprived of any sanction or approval granted by any public educational institution or agency.

In addition to the penalties prescribed by law, the university may impose additional punitive regulations including, but not limited to, revocation of charter.

The term "hazing" includes any method of initiation or pre-initiation into a student organization or any custom, pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm or abuse, or personal degradation

or disgrace resulting in physical or mental harm or pain, to any student or other person attending this university; but the term "hazing" does not include customary athletic events or other similar contests or competitions.

### 633.3 Student Political Organizations

Student organizations affiliated with political parties may not endorse a particular candidate for a national or state office during the primaries. All primary candidates shall be afforded equal opportunity to appear on the campus under the auspices of student organizations or in concert with the appropriate ASI or campuswide group.

### 633.4 Recognition of Student Organizations

All student organizations within Cal Poly, San Luis Obispo wishing to enter into or maintain an official relationship with the university, in order to use facilities or otherwise benefit from such a relationship, shall operate in conformity with the following criteria and procedures governing recognition of student organizations:

#### A. Initial Response

1. A prospective student organization shall submit to the University President, or a designee, a petition for recognition. This petition shall include the name and purpose(s) of the organization, a list of proposed charter officers and a description of any affiliation with other organizations not an official part of the university organization. The university may decide if a minimum number of members is required for recognition. The membership of such organization shall consist only of registered students or faculty, staff or alumni of the university. However, a limited number of nonvoting, honorary or associate members who are not directly affiliated with the university may participate in organization activities. The petition shall be signed by both the organizer(s) and a prospective advisor. The university, at its discretion, may grant an organization a 60-day period of provisional recognition so that it may use campus facilities for organizing purposes.
2. Prior to the actual granting of official recognition a student organization shall submit the following to the University President or a designee:
  - a. The constitution and/or bylaws of the organization which shall include, but not be limited to:
    - (1) A statement of purpose.
    - (2) A statement of compatibility which delineates the manner in which the purposes and activities of the organization are consistent with those of the institution.

- (3) A statement that sets the limits of membership in the organization.
- b. A list of initial organization officers
- c. A statement of nondiscrimination, consistent with Section 41503, Title 5, California Administrative Code, signed by the officers of the organization
- d. A statement of intent to abide by pertinent State and university regulations, signed by the officers of the organization
- e. A statement of willingness to serve, signed by an adviser who shall be a full-time member of the university's faculty or administrative staff.
3. The university may, at its discretion, establish additional criteria that it feels add appropriate local considerations to the recognition process.
4. The request for official recognition, with the supporting documents specified above, shall be reviewed by the University President, or a designee, upon the recommendation of the ASI Codes and Bylaws Committee and Board of Directors to determine whether the organization meets the specified criteria for recognition.

#### B. Subsequent Recognition

1. Each student organization shall be required to submit annually a request for renewal of official recognition, in a manner prescribed by the university.
2. As a part of such a request, organizations shall submit:
  - a. A list of new officers.
  - b. A statement of nondiscrimination, signed by the new officers.
  - c. A statement of intent to abide by pertinent State, California State University and campus regulations, signed by the new officers.
  - d. A statement of intent to serve, signed by the advisor.
  - e. If appropriate, a statement indicating changes adopted by the organization relating to its purpose(s) and limits of membership, including evidence that amendments have been processed by the same procedure as required for the original document.

f. If the constitution and/or bylaws contain the provisions listed in a. through e. immediately above, one statement of intent to abide by the provisions of the bylaws signed by the new officers shall be considered to comply with the provisions for renewal of recognition.

3. The University President or a designee, may withdraw recognition at any time or not grant renewal at the time of annual review for failure to comply with any of the provisions above or by action contrary to the organization's statements under Section A.2., subsection a. above.

#### 633.5 Religious Groups and Campus Chaplains

Although the laws which provide for the separation of the church and state are known well in general terms, it becomes necessary to provide specific ground rules concerning their application to the campus and its student religious organizations. The following rules are provided to clarify relationships among campus chaplains and the various student religious groups and Cal Poly.

Students may form organizations representing various church denominations under provisions of Cal Poly and the Associated Students, Inc., rules for establishment of student organizations, including the requirement of a faculty advisor. Such faith groups must provide for open membership, barring no student by virtue of race, color, age, national origin, sex or sexual preference, and must not make a condition of continued membership the acceptance of the particular denomination by any student.

Representatives of various church denominations assigned to work with Cal Poly students and/or Cal Poly approved student religious organizations are designated "campus chaplains" for university purposes. A prefix or suffix may be used to indicate denomination. Such chaplains may, through the advisor of approved student religious organizations, request the use of campus facilities to assist the students and student organizations with whom they work. Such use of facilities is contingent upon existing priorities and the availability of needed space and equipment.

For communication purposes, Cal Poly recognizes the Campus Chaplains Council as the official organization of campus chaplains for all denominations.

#### 634 University Hour

Thursday from 11:00 a.m. to noon is designated as "University Hour." It is an hour in which classes are not ordinarily scheduled during the regular academic year. The purpose of University Hour is threefold:

- A. To provide an opportunity for events of a campuswide nature to take place without schedule conflict. Such events may include, but are not limited to:
  - 1. Prescheduling advisory periods.
  - 2. University-sponsored convocations.
- B. To provide an opportunity for various student and faculty groups to hold meetings, such as:
  - 1. Department and school faculty meetings.
  - 2. Department and school student meetings.
  - 3. Special committee meetings.
  - 4. Student-faculty advisory meetings.
- C. To provide an opportunity for organized student activities of a campuswide nature, such as:
  - 1. Assemblies.
  - 2. Pre-Poly Royal department meetings.

#### 634.1 Events

University Hour events sponsored by Cal Poly will be protected by not scheduling competing events. University Hour events sponsored by the Associated Students, Inc., will be evaluated in terms of expected student interest and potential attendance by the Director of Student Life and Activities in determining the merit of conflicting student activities. An attempt will be made to schedule entertainment assemblies in the evenings and on weekends.

#### 634.2 Schedule

The University Hour schedule for the year is coordinated in the Student Life and Activities Office. All requests and suggestions should be directed to the Director of Student Life and Activities.

#### 635 Advisors

Each student organization and ASI coded group shall have a faculty advisor and/or an advisor from the administrative staff who shall be approved in advance by that employee's immediate supervisor and be employed by the university at half-time or greater.

On occasion, members of the community at large can function as advisors with the approval of the Student Life and Activities Office, provided the individual is recognized by the Personnel Office as a volunteer university employee at \$0 salary for the length of advising service.

**635.1     Organization Advisor's Handbook**

The "Organization Advisor's Handbook" is the official manual for policies and procedures relevant to student cocurricular activities. Each faculty/staff advisor is issued a copy annually during fall quarter by the Student Life and Activities Office.

**635.2     Responsibilities**

The organization's advisor is responsible for working with the student leadership of their organization in examining potential risks that might occur in planning any event. The advisor, working with the student leadership, should assist the students in developing plans to minimize any potential risks the program might involve. The Student Life and Activities Office will assist the advisor by providing the necessary information appropriate to the event.

Faculty/staff advisors are performing official university business if the program is officially approved by the Student Life and Activities Office. Faculty and staff, while participating in authorized activities of a chartered student organization or coded ASI group for which they have been approved as faculty advisor, are performing recognized institutional functions that are considered part of their normal institutional responsibilities. Benefits allowed State employees and liability protection are in effect for advisors of officially recognized activities.

## 640      STUDENT FINANCIAL AID

The Financial Aid Office is responsible for the administration and resource coordination of the university's student financial aid program which covers all scholarships, loans, grants, fellowships, assistantships, student stipends, and work-study. A standard application called the Student Aid Application for California is required for most of the financial aid programs. There is also an established filing period for priority consideration. This period is January 1 through March 1.

### 641      Scholarships

#### 641.1    Scholarship Awardee Selection

Cal Poly Scholarships are awarded on the basis of financial need, scholastic attainment, interest in a field of study, and participation in cocurricular activities. Most selections are made by the University Scholarship Committee. Departmental selections are made by the specific academic department.

The filing of a Cal Poly Scholarship Application is required in addition to the filing of a Student Aid Application for California.

#### 641.2    Fellowships and Internships

Fellowships and Internships are within the purview of the designated academic department and follow the requirements as set forth by the donor.

#### 641.3    Awards

Awards are special recognitions of outstanding students made by an academic department based upon its specific criteria or that of the donor.

#### 641.4    Outside Scholarships

All outside scholarships and awards are processed through the Financial Aid Office for authorization of disbursement.

### 642      Educational Loans

The university participates in a number of loan programs designed to provide monetary support to students or parents of students.

#### 642.1    Carl Perkins Loan Program (formerly the National Direct Student Loan)

This is a low interest loan program in which the funding is derived from funds provided by the federal government and repayments received by the university from previous borrowers. Individuals selected to borrow from the Perkins Loan Program must be of exceptional financial need.

642.2 Robert Stafford Loan Program (formerly the Guaranteed Student Loan Program)

This is a low interest loan program in which the funding is provided by a commercial lending institution. The student borrower must have a documented financial need for the amount borrowed.

642.3 Supplemental Loans for Students

This is a market rate interest loan available to independent students and graduate students. The funds are borrowed from a commercial lender. While financial need is not a factor, a determination must be made that the applicant is not eligible for need-based funds.

642.4 Parent Loans for Undergraduate Students

This is a market rate interest loan available to the parents of students. The funds are borrowed from a commercial lender. Financial need on the part of the student is not a factor. However, credit worthiness on the part of the borrower is a major consideration.

642.5 Herbert E. Collins Loan Fund

This is a university-held loan fund to be utilized for long term education loans. A special application is required and approval of the Herbert E. Collins Loan Committee is required.

642.6 Graham Nissen Loan Fund

This is a university-administered loan fund to be utilized for long-term education loans. Borrowers must be majoring in Agriculture. A special application is required and approval of a special committee is required.

642.7 Emergency Loans

The university maintains a student loan fund for legitimate emergency situations. Students may borrow up to \$100 per quarter or \$200 per academic year. Repayment is due within the academic year in which the funds are borrowed.

643 Grant Programs

643.1 Pell Grant Program

This is a federally-funded program of nonrepayable grants. The program is designed to provide financial support to needy undergraduate students. Eligibility is determined by the U.S. Department of Education. The value of the grant is determined by the Financial Aid Office.

## 643.2 Supplemental Educational Opportunity Grants

This is a federally-funded program of nonrepayable grants. Eligibility is limited to undergraduate students with exceptional financial need. Selection of recipients is made by the Financial Aid Office.

## 643.3 State Educational Opportunity Grants

This is a state-funded program designed to provide financial assistance to undergraduate students admitted to the university through the Educational Opportunity Program. Selection is made by the Financial Aid Office based upon need.

## 643.4 State University Grants

This is a state program funded by student fees. It is designed to offset a portion of the State University Fee. Selection is made by the Financial Aid Office based upon need.

## 643.5 Miscellaneous Financial Aid Programs

Other programs with which the Financial Aid Office is involved are: Cal Grant "A", "B", and "C" Programs; Bureau of Indian Affairs Programs; Foreign Student Tuition Waivers; State Graduate Fellowships; Graduate Equity Scholarships; Robert Byrd Scholarships; Paul Douglas Scholarships; the Assumption Program of Loans for Education; the EPA Loan Program; the university's Athletic Scholarship Program; the CO-OP Education Loan Program; and a number of scholarship programs emanating from the Chancellor's Office. These programs all have differing requirements which may include financial need.

## 644 College Work-Study Program

This program provides students with an opportunity to gain valuable work experience and earn funds to help offset the cost of their education. Individuals must have a demonstrated financial need.

## 645 Satisfactory Academic Progress

Federal regulations require that the university establish a policy and apply specific standards for measuring a student's academic progress. At Cal Poly, this policy requires that undergraduate students enroll in a minimum of 12 units each quarter and successfully complete a minimum of 36 units each academic year to maintain financial aid eligibility. Students in a post-graduate program must enroll in a minimum of 8 units per quarter and complete a minimum of 24 units per academic year. The policy also puts a limit on the total number of units a student can accumulate during matriculation as well as limiting the total number of years required to obtain a degree.

**646 Refunds and Repayments**

Federal regulations require that the university establish and apply policies on Refunds and Repayments.

**646.1 Refunds**

Students who officially withdraw from the university may apply for refunds of registration fees and amounts paid for on-campus housing and/or meal tickets. Students who have received federal financial aid will have all or a portion of that refund returned to the appropriate federal financial aid program account.

**646.2 Repayments**

An over-award results when a student received financial aid in excess of need. When a student withdraws from the university, the Financial Aid Office is required to determine if an over-award situation exists and make every attempt to obtain a repayment of funds through the issuance of a state invoice.

**647 Coordination of Resources**

Federal and state requirements set forth that the institution must have in effect a policy for the coordination of all student resources provided through the university. The Financial Aid Office is responsible for this coordination of resources. All scholarships, awards, fellowships, paid internships, stipends, etc., must be reported to the Financial Aid Office.

650

HEALTH SERVICES

Primary medical care for students is provided through the Health Center. An experienced team of physicians, nurse practitioners, registered nurses, laboratory and radiologic technologists, registered pharmacists, and support staff, furnish quality health care. Professional health educators and peer health educators furnish personal and group education in a variety of subjects pertinent to students. Additional consultants in podiatry, optometry, physical therapy, orthopedics, and gynecology are available by appointment. All services at the Health Center are free to registered students or at very low cost.

University personnel are not eligible for service in the Health Center except for an on-campus emergency, Worker's Compensation, consultation for campus-related overseas travel, or physical evaluations as requested by the Personnel Office.

A crisis response team is also available.

650.1

Insurance

With the exception of intercollegiate competition, club sports and recognized off-campus travel, accident insurance is not provided. Students using private vehicles or traveling on official University business, whether it be a club-sponsored activity or a class (academic/instructional) related activity, are covered by travel insurance funded by the ASI.

650.2

Liability Insurance

For most on-campus events sponsored by student groups, only liability insurance is in effect. That is, if a person is injured at an on-campus ASI-sponsored event and files a suit, the ASI has general liability insurance to deal with this.

650.3

Medical Insurance

The ASI has liability and property damage insurance covering official events held off-campus. In addition, for official off-campus events such as field trips and attending conferences, a statewide "Student Travel Policy" provides students with medical coverage for the entire trip as long as they remain with the group and injuries are sustained off-campus. Medical insurance is in effect for Cal Poly students only. Non-students are not covered. Privately-owned vehicles are not covered.

ASI Medical and liability insurance will protect student drivers and student passengers while they are traveling on officially recognized trips. ASI insurance is secondary to any private insurance.

**650.3 Medical Insurance (continued)**

On-premise medical insurance is provided for participants at the site of an event (e.g., field trips, outings, etc.). Details regarding insurance, pre-travel authorization forms, and other information is available in the Student Life and Activities Office and the ASI Business Office.

**650.4 Accident Insurance -- Intercollegiate Athletics and Club Sports**

Insurance for student who are engaged in university-recognized intercollegiate athletics and club sports is provided.

**651 Accident Reporting Procedures -- Students**

The Public Safety Department should be notified by phone in case of serious accident or injury. Do not call an ambulance unless requested to do so by a Public Safety officer or Health Center physician. Call extension 2222 for help on campus.

Injured students normally will be taken to the Health Center. Cal Poly assumes no responsibility for charges for students admitted to/or treated at a hospital or other off-campus health care facility.

660      PLACEMENT CENTER

661      Career Planning and Placement

The primary mission of the University Placement Center is to assist students in formulating and implementing career development plans. The Placement Center also promotes and supports effective University and employer relationships and assists students in locating part-time and seasonal employment.

661.1    Career Planning

In cooperation with the Counseling Center, Placement Center staff will assist all students to obtain occupational information including, where possible, exploratory experiences and set short and long-range career goals.

661.2    Placement

Center staff assists students to clarify placement objectives and goals, explore the full range of employment possibilities, and present themselves effectively as a candidate for employment.

The Placement Center maintains contact with employers in agriculture, business, education, and industry and government, keeping up-to-date information concerning employment opportunities available to students and alumni. It is recognized that promotion of employment opportunities and making employment contacts are the responsibility of both faculty and the Placement Center staff working in close cooperation.

661.3    Student Employment (Part-time and Seasonal)

Placement Center staff provide assistance to employers, students and alumni for part-time and seasonal employment, both on and off-campus.

661.4    Surveys of Graduates

The Placement Center, in cooperation with the instructional departments, makes a concentrated and continuing effort to maintain information on all Cal Poly graduates. Annual survey results are maintained in the Placement Center.

661.5    Placement Files for Students and Alumni

The Placement Center maintains, on request, a file containing background information on qualifications for employment and statements of reference for students and alumni. Candidates may use this file in connection with applications for employment in teaching, counseling, and educational administration. Effective January 1, 1975, such references are filed on a nonconfidential basis unless confidential files are specifically requested by the candidate.

RESIDENT STUDENT DEVELOPMENT OFFICE

The Resident Student Development Office coordinates and supports the Housing Department's educational and recreational programs and services. Office staff work closely with the Coordinators of Student Development, Resident Advisors, Interhall Council, and Hall Governments to provide the most comprehensive residence hall program possible.

With the Housing Office, the Resident Student Development Office also coordinates with those responsible for residence hall building maintenance and custodial upkeep (see also CAM 240: "Housing and Food Facilities").

680      STUDENT DISCIPLINE

See Administrative Bulletin 72-4 (in Appendix) for regulations governing student disciplinary procedures of The California State University.

680.1    Student Conduct

Rules governing expulsion, suspension, and probation of students have been promulgated by the Trustees of The California State University in Title 5 of the California Administrative Code. Section 41301 of the Code contains specific rules of student conduct; this section is included in its entirety in the University Catalog (See Student Conduct), and is posted on the University's Official Bulletin Board (See CAM 680.2), and is printed in all Class Schedules.

680.2    Official Bulletin Board

The Official Bulletin Board of the university is located on the west wall of the first floor lobby in the Administration building. Orders of the University President issued in accordance with the provisions of Title 5, California Administrative Code 41301 (1) are posted on the Official Bulletin Board. The posting of orders so issued is verified by the Office of the President at the beginning of each academic year to assure that legal notice has been given prior to the initiation of any student disciplinary action based on such orders as required by Title 5, California Administrative Code 41301.

681      Disruption of Campus Activities

Any student who, in accordance with procedures for hearings established by the university, is found to have disrupted or to have attempted to disrupt by force or violence or by threat of force or violence any part of the university's instructional program or any meeting, recruiting interview, or other activity authorized to be held or conducted at the university may be suspended, dismissed, or otherwise disciplined as provided by law. Suspension may exceed one year. (See also Section 6 of Appendix IV, "President's Directive Regarding Use of California Polytechnic State University Buildings and Grounds.") Such suspension, dismissal, or other disciplinary action may also result in loss of any or all financial aid provided by or through the university.

682      Smoking

See Administrative Bulletin 87.1 in Appendix.

683      Use of Intoxicants

683.1    University Regulations

See CAM 250 for university regulations governing the use of alcoholic beverages on campus.

**683.2 Service at Off-campus Functions**

Alcoholic beverages are not to be served at any off-campus function by any officially recognized student organization except when private service (i.e., for members and guests) is arranged by contract with a properly licensed distributor. A written copy of the contract and of all other transactions between the student organization and the licensee shall be on file with the Director of Student Life and Activities prior to the approval of the event. Each arrangement must provide for the availability of popular nonalcoholic beverages for those persons under 21 years of age. It is self-evident that students of legal age, while attending an off-campus university-approved activity in the vicinity of a public bar, may not have their rights denied except by representatives of the licensee or by civil law enforcement authorities for cause.

**683.3 Responsibility of Faculty Advisors**

Faculty advisors of student organizations are responsible for seeing that all subsections of this section are understood by the officers and general membership. They are also expected to identify themselves and to cooperate with representatives of the licensee and the civil law enforcement authorities whenever a problem involving student behavior and/or safety arises.

**683.4 Sensitivity to Student Public Conduct**

Faculty/staff advisors are enjoined to be continuously sensitive to the public conduct of students involved in student activities in the interest of the university's relations with all publics--individuals, businesses, institutions, and agencies.

**684 Academic Dishonesty: Cheating and Plagiarism**

The University will not condone academic cheating or plagiarism in any form. The faculty is expected to uphold and support the highest academic standards in this matter. Instructors should be diligent in reducing potential opportunities for academic cheating and plagiarism to occur.

**684.1 Definition of Cheating**

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from another's test or examination; discussion of answers or questions on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent same.

## 684.2 Policy on Cheating

Cheating requires an "F" course grade and further attendance in the course is prohibited. However, if a student appeals the charge of cheating, s/he shall be permitted to remain in the class through the appeals process. The instructor is obligated to place evidence of the cheating in writing before the <sup>Vice President for</sup> ~~Dean of~~ Student Affairs with copies to the department head of the student's major. Physical evidence, circumstantial evidence, and testimony of observation may be included. Said memorandum should notify the student that if he or she denies cheating an appeal is possible through the Fairness Board once the department head of the course of record has been consulted regarding the appeal. Instructors should be confident that cheating has occurred; if there is any doubt, the student should be consulted and/or additional information sought prior to taking action for cheating. Students' rights shall be ensured through attention to due process.

The <sup>Vice President for</sup> ~~Dean of~~ Student Affairs shall determine if any disciplinary action is required in addition to the assignment of a failing grade. Disciplinary actions which are possible include, but are not limited to: required special counseling, special paper or research assignments, loss of student teaching or research appointments, loss of membership in organizations, suspension or dismissal from individual programs or from the University. The most severe of these possible actions shall be reserved for grievous cheating offenses or more than one offense by an individual.

## 684.3 Definition of Plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived through independent reasoning or logic or where the thought or idea is common knowledge. Acknowledgement of an original author or source must be made through appropriate references; i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: the submission of a work, either in part or in whole, completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing without credit or originality; use of another's project or programs or part thereof without giving credit.

## 684.4 Policy on Plagiarism

Plagiarism may be considered a form of cheating and therefore subject to the same policy which requires notification of the <sup>Vice President for</sup> ~~Dean of~~ Student Affairs and includes possible disciplinary action (See Section 684.2.) However, as there may be a technical plagiarism which is the result of poor learning or poor attention to format, and may occur without any intent to deceive, some instructor discretion is appropriate. Under

## 684.4 Policy on Plagiarism (continued)

such circumstances, notification of the Dean of Student Affairs is not required. An instructor may choose to counsel the student and offer a remedy (within his/her authority) which is less severe than that required for cheating, providing there was no obvious intent to deceive. However, an instructor may not penalize a student for plagiarism in any way without advising the student that a penalty has been imposed. The instructor should further advise that an appeal is possible through the Fairness Board, once the department head has been consulted regarding the appeal. Instructors should be confident that plagiarism has occurred. If there is any doubt, the student should be consulted and/or additional information sought prior to taking action for plagiarism. Students' rights shall be ensured through attention to due process.