

Appendix H: Stipulated Policies

Part 1: List of Stipulated Policies

Part 2: Stipulated Policies Not Available Online

Stipulated Policies - Cal Poly State University, San Luis Obispo

A. *Institutional Integrity*

- A1. A widely disseminated, written policy statement of commitment to academic freedom in teaching, learning, research, publication, and oral presentation.
 1. [Statement on Academic Freedom](#)

- A2. Due process procedures that demonstrate that faculty and students are protected in their quest for truth.
 1. [University Statements, Faculty Code of Ethics and Academic Freedom](#)

- A3. Written policies on due process and grievance procedures for faculty, staff and students.
 1. [California State University and California Faculty Association Bargaining Agreement, Article 10, Grievance Procedures](#)
 2. [California State University and California State University Employees Union Bargaining Agreement, Article 7, Grievance Procedures](#)
 3. [Academic Standards, Student Grievance Procedures](#)

- A4. A clear statement of institutional policies, requirement, and expectations for current and prospective employees.
 1. [Campus Administrative Policy 300, Personnel, General Information](#)
 2. [California State University and California Faculty Association Bargaining Agreement](#)
 3. [California State University and California State University Employees Union Bargaining Agreement](#)

- A5. Institutionally developed and published non-discrimination, equal opportunity, and affirmative action policies.
 1. [Executive Order 11246 Affirmative Action Plan](#)
 2. [Campus Administrative Policies, Personnel, General Information](#)
 3. [California State University and California Faculty Association Bargaining Agreement, Article 16, Non-Discrimination](#)
 4. [California State University and California State University Employees Union Bargaining Agreement, Article 25, Non-Discrimination](#)

A6. Clearly written policies on conflict of interest for board, administration, faculty, and staff, including appropriate limitations on the relations of business, industry, government, and private donors to research at the institution.

1. [Human Resources Policies and Procedures, Conflict of Interest](#)

A7. A clear statement that the institution agrees to abide by the WASC on *Substantive Change* and the policy on *Distance and Technology-Mediated Instruction*.

1. [Academic Policies, Distance Education](#)
2. [Policy Regarding Technology Mediated Instruction in the CSU](#)

B. Research

B1. Policies covering human subjects and animals in research, classified research, patent provisions, cooperative research relations with industry, and other similar issues related to the integrity and independence of the research enterprise.

1. [Campus Administrative Policies, Academic Affairs, Research and Graduate Programs](#)
2. [Policy for the Use of Human Subjects in Research](#)
3. [Regulations, Policies and Standards for the Care and Use of Animal Subjects in Teaching and Research](#)

B2. Clear policies on how faculty share revenue from patents, licenses, and sales that are generated from applied research for which they are responsible.

1. [Campus Administrative Policies, Academic Affairs, Research and Graduate Programs](#)
2. [Research and Graduate Programs, Intellectual Property Policy](#)

B3. Clear policies that cover the involvement of faculty, the protection of basic research, and the publication of research results in entrepreneurial activity at institutionally-sponsored research parks.

Cal Poly currently does not sponsor a research park but feels future endeavors will be covered under the following policies already in place:

1. [University Research Policies and Guidelines, Research and Graduate Programs](#)

C. Educational Programs

- C1. Precise, accurate, and current information in printed material regarding a) educational purposes; b) degrees, curricular programs, educational resources, and course offerings; c) student charges and other financial obligations, student financial aid, and fee refund policies; d) requirements for admission and achievement of degrees; e) the names of the administration, faculty, and governing board.
 - 1. [2009-2011 Catalog](#)

- C2. Publications that make clear the status (e.g., full-time, part-time, adjunct) of each faculty member.
 - 1. [California State University and California Faculty Association Collective Bargaining Agreement, Article 12, Appointment](#)

- C3. Clearly articulated policies for the transfer of credit, which include the criteria for evaluating coursework taken at other institutions and ensure that students who transfer in with general education course credits meet the institution's own standards for the completion of the general education requirement.
 - 1. [Office of the Registrar Guidelines, Credit Limits](#)

- C4. Policies and procedures for the addition of new programs and the elimination of programs, including provision for teach-out of enrolled students.
 - 1. [Academic Policies, New Degree Programs](#)
 - 2. [Cal Poly Academic Senate Resolution #AS-482-97/LRPC, Policy and Review Procedures for Discontinuance of an Academic Program](#)

- C5. Requirements for continuation in, or termination from, academic programs, and a policy for readmission of students who are disqualified for academic reasons.
 - 1. [Academic Standards, Academic Obligations and Academic Disqualification](#)

- C6. Clearly stated graduation requirements that are consistently applied in the degree certification process.
 - 1. [2009-2011 Catalog, Academic Requirements and Policies, General Graduation Requirements](#)
 - 2. [Academic Policies, Masters Degree Program, General Requirements](#)
 - 3. [Office of the Registrar Guidelines, Degrees](#)

D. Faculty

D1. Personnel policies that govern employment of teaching fellows and assistants.

1. [California State University and International Union, United Automobile, Aerospace and Agricultural Implement Workers Of America Collective Bargaining Agreement, Article 2, Appointment, Postings and Notification](#)

D2. Policies designed to integrate part-time faculty appropriately into the life of the institution, including orientation and training in assessment of student learning.

1. [The Center for Teaching and Learning Workshops and Events, New Faculty Orientation](#)

D3. Explicit and equitable faculty personnel policies and procedures.

1. [Faculty Handbook](#)

D4. Policies on salaries and benefits.

1. [Faculty Handbook, Salary](#)

D5. Policies for faculty and staff regarding privacy and accessibility of information.

1. [Human Resources Policies, Protecting Confidential Employee Information](#)
2. [Office of the Registrar Policies and Procedures, Family Educational Rights and Privacy Act](#)

E. Library

E1. Written library collection development and weeding policies, including the bases for accepting gifts.

1. [General Collecting Policy, Robert E. Kennedy Library](#)
2. [Campus Administrative Policies, Academic Affairs, Robert E. Kennedy Library](#)

F. Students

F1. Admission and retention policies and procedures, with particular attention to the application of sound admission and retention policies for athletes, international students, and other cases where unusual pressures may be anticipated.

1. [Undergraduate Admission Practices and Procedures](#)
 2. [Office of the Registrar Guideline, Advanced Placement and International Baccalaureate Credit](#)
- F2. Policies on student rights and responsibilities, including the rights of due process and redress of grievances.
1. [2009-2011 Catalog, Academic Standards, Student Grievances](#)
- F3. Publications that include policies and rules defining inappropriate student conduct.
1. [Office for Student Rights and Responsibilities, Standards for Student Conduct](#)
- F4. A policy regarding fee refunds that is uniformly administered and consistent with customary standards.
1. [Cal Poly Student Accounts, Refund Instructions](#)

G. Finances

- G1. Policies, guidelines, and processes for developing budgets.
1. [Campus Administrative Policies, Administration and Finance, Budget and Analytic Business Services](#)
- G2. Clearly defined and implemented policies with regard to cash management and investments, approved by the governing board.
1. [Campus Administrative Policies, Administration and Finance, Fiscal Services](#)
- G3. Policies and a code of ethics for employees involved in buying, bidding, or providing purchase orders.
1. [California State University Contracting and Procurement Contracting Manual](#)
 2. [California State University Conflict of Interest Handbook](#)
 3. [Procurement and Support Services Officers Association Code of Ethics](#)
 4. [Campus Administrative Policy, Administration and Finance, Contract and Procurement Services](#)

G4. Policies on risk management which address loss by fire, burglary and defalcation; liability of the governing board and administration; and liability for personal injury and property damage.

1. [Campus Administrative Policy, Administration and Finance, Risk Management](#)
2. [California State University Systemwide Risk Management](#)
3. [California State University Risk Management Authority](#)

G5. Policies on fundraising activities, in compliance with sound ethical accounting and financial principles.

1. [Cal Poly Foundation Policy Manual, Planned Giving Program Policy and Operating Guidelines](#)

Policies Not Available Online

The following policies are cited in the above list but are not available online.

Campus Administrative Policy 300, Personnel, General Information

(Currently under review and to be updated and posted on Cal Poly Campus Administrative Policy website <http://policy.calpoly.edu/>).

300 GENERAL INFORMATION

The university personnel program is operated under guidelines established by the Board of Trustees of The California State University. The Trustees have established regulations in Title 5 of the California Administrative Code to govern the employment and working conditions of State University personnel. University policies and procedures concerning personnel matters are contained in this chapter. Cal Poly is subject to all laws governing affirmative action and equal employment opportunity for institutions of public higher education including, but not limited to, Executive Order 11246 and Title IX of the Education Amendments Act. Policies stated in this manual do not apply to employees within collective bargaining units when express, contrary provisions are provided in an effective collective bargaining agreement for the employee's unit.

Academic employees -- faculty members, coaches, librarians, and counselors -- are covered by the collective bargaining agreement for Unit #3. Academic department heads/chairs are included in the faculty unit. Some provisions in the Unit #4 collective bargaining contract -- which covers academic support employees -- contain exceptions for Student Services Professionals, Academic Related. When these employees are covered under faculty guidelines (probationary periods, tenure, etc.), sections of this chapter reflect the wording in the Unit #4 collective bargaining agreement.

Management employees are covered by the Management Personnel Plan and are excluded from collective bargaining provisions. For purposes of this chapter of CAM, the term "dean" refers to both school deans and the Dean of Library Services. "Program administrator" -- as used in this chapter -- includes the following positions: President, Vice President for Academic Affairs and Senior Vice President, Vice President for Business Affairs, Vice President for Student Affairs, Vice President for Information Systems, Vice President for University Relations, Executive Dean (Facilities Administration), and Director of Personnel and Employee Relations.

Most support staff employees are covered by collective bargaining agreements and are represented by Units #1, 2, 4, 5, 6, 7, 8, and 9. A few support staff classifications are excluded from collective bargaining coverage; examples are Helper Aid and positions designated as Confidential. For purposes of this chapter of the Campus Administrative Manual, the term "support staff" refers to all employees except those in academic or management positions, whether covered by a collective bargaining agreement or not.

To a great extent policies in this section are applicable to State University employees. Employees of the ASI/University Union and the Foundation should consult their respective personnel policies. Where there may be conflicts between CAM 300 and auxiliary personnel policies, the respective policies of the auxiliaries will apply for their employees.

SECTION: POLICY STATEMENT – GENERAL AND ADMINISTRATIVE

SUBJECT: PLANNED GIVING PROGRAM POLICY

PURPOSE: To provide overall policy direction to Management in the administration of the Foundation's involvement in the University's Planned Giving Program.

EFFECTIVE DATE: January 1, 2007

PLANNED GIVING PROGRAM POLICY
AND OPERATING GUIDELINES

I. BACKGROUND AND PURPOSE

California Polytechnic State University encourages and solicits contributions of cash and personal and real property in the development of University programs and for maintaining instructional excellence. Contributions are accepted by the Foundation either as outright gifts, or through planned gifts permitted by the Internal Revenue Code and the laws of the State of California.

Title 5 of the California Code of Regulations (Section 42500) provides the broad authority of the Foundation to function as the recipient/donee of gifts, bequests, devices, endowments, trusts and similar funds under the terms of an appropriate agreement between the CSU Chancellor, on behalf of the State of California, and the Foundation.

Authority for the Foundation to function as the donee/recipient of gifts or similar funds or assets for and on behalf of the California Polytechnic State University is set forth in University policy and master operating agreements between these entities. The provisions of this policy shall be interpreted consistent with these policy statements and agreements.

II. POLICY

- A. The University Advancement Division, in collaboration with the Foundation and its agents, will assist donors by informing them of philanthropic techniques which are best suited to achieve their objectives. Specifically, the Planned Giving Program is designed to offer donors the opportunity to give, while reserving income for life to themselves and other beneficiaries; to make such gifts by will; and to make outright gifts by bequest.
- B. The Planned Giving Program is conducted as an integral part of the University's comprehensive development program.

- C. The Program, under the overall direction of the Vice President of University Advancement, will be managed in close cooperation with designated Foundation officers and agents. Although the Planned Giving Office and Foundation officers and agents may propose specific life income and annuity agreements to prospective donors, and negotiate such agreements, it is recognized that only designated Foundation officers or agents, advised by Foundation legal counsel, are authorized to execute trust and contractual agreements on behalf of the Foundation.
- D. In soliciting and negotiating gifts, the Planned Giving Program recognizes a responsibility to be cognizant of the interests and concerns of the donor concerning his or her financial position. Accordingly, the following principles will be adhered to:
1. In matters involving donors or prospective donors, the interests and concerns of the donor will be given the full consideration in relation to those of the University.
 2. All agreements proposed to prospective planned giving donors will contain information regarding benefits, limitations, and tax implications. Donors will be provided with copies of agreements before a gift is made, so that the document can be reviewed with the donor's financial advisor or legal counsel.
 3. All proposed agreements shall be reviewed and approved by designated Foundation officers or agents prior to presentation to the donor. Foundation legal counsel may be called upon to draft trust, annuity and other gift documents, in cooperation with the donor's own counsel. Foundation officers or agents and/or legal counsel may be called upon to prepare suggested language pertinent to a bequest to be submitted to the donor's attorney for inclusion in the donor's will or codicil.
 4. All prospective donors will be urged to seek the advice of their own attorney in reviewing the legal and tax consequences of their gift, the terms of any trust or annuity agreement, and the advisability of the gift in light of the donor's overall estate plan and financial circumstances. University/Foundation representatives shall not give legal advice to prospective donors.
 5. Designated Foundation officers or agents may be called upon to review and comment upon documents drafted by the donor's attorney.
 6. Any legal advisors needed by the Foundation in conjunction with negotiating and reviewing prospective gifts the Foundation might be managing will be engaged by the Foundation.
 7. All activities undertaken on behalf of the University shall be in accordance with accepted professional standards of accuracy, truth, integrity and good faith, and in line with the Model Standards of Practice for the Charitable Gift Planner, attached on Appendix A and the Statement of Ethics attached as Appendix B.

8. University Advancement representatives will solicit gifts within the framework established by a Donor Bill of Rights, attached as Appendix C.
9. Information concerning a planned gift shall be kept in confidence, and no public announcement will be released without permission from the donor or income beneficiary.

III. METHODS OF GIVING

- A. Cal Poly's Planned Giving Program shall include, but not necessarily be limited to, the following potential giving methods:
 1. Bequests by Will
 2. Charitable Gift Annuities and Deferred Payment Gift Annuities
 3. Charitable Remainder Unitrusts
 4. Charitable Remainder Annuity Trusts
 5. Charitable Income or "Lead" Trusts
 6. Pooled Income Fund
 7. Gift or Remainder Interest in a Personal Residence or Farm with Life Estate Retained by Donor
 8. Beneficial Interest in Insurance Benefits
 9. Bargain Sales of Real or Personal Property

The Foundation is designated by the University to be the primary recipient of all of the foregoing gifts; provided however, that until the Foundation meets the requisite ten years of existence necessary under California law to act as trustee for Charitable Remainder Annuity Trusts, the Cal Poly Corporation shall continue to receive and serve as trustee for these trusts.

- B. Appendix D summarizes the minimal dollar amount, minimum additional contributions, number of income beneficiaries allowed, remaindermen allowed, percentage return to income beneficiaries, minimum age of beneficiaries, and type of acceptable property generally acceptable by the Foundation for each of the basic planned giving methods. Exceptions may be considered on a case-by-case basis with appropriate Foundation and University approvals.

IV. PROGRAM MANAGEMENT

- A. The basic functions required to establish and maintain an effective Planned Giving Program are prospect development, gift structuring and administration, and asset management.
- B. Prospect Development

Prospect development tasks shall be the primary responsibility of the University's Advancement Division working in close collaboration with the Foundation.

C. Gift Structuring and Administration

POLICY AND REVIEW PROCEDURES
For
DISCONTINUANCE OF AN ACADEMIC PROGRAM

Many CSU campuses, including Cal Poly, San Luis Obispo, may find it necessary to reduce faculty, support staff, and administrative positions due to enrollment declines or financial support reductions. The discontinuance of programs or departments sometimes emerges as the alternative that does the least harm to the quality of remaining programs. Program and department discontinuance are valid ways of responding to reductions in resources; however, program discontinuance can and must be accomplished with minimal impact. Program discontinuance decisions must be made in a reasoned way that will minimize damage to the university and to the majority of its programs. The process should be based on the fact that the university is a community with a responsibility for the well being and interest of students, faculty, staff, and alumni.

The following procedures have been developed in response to EP&R 79-10, January 26, 1979, Chancellor Dumke to Presidents, "Interim Policy for the Discontinuance of Academic Programs" and EP&R 80-45, June 12, 1980, Vice Chancellor Sheriffs to Presidents, "Clarification of Interim Policy for Discontinuance of Academic Programs." These documents outline general procedures for program discontinuance and request that campuses submit local discontinuance procedures.

I. PROCEDURES

A. Initiation of a discontinuance proposal

A proposal to discontinue an academic program will ordinarily be the results of regular program review, but a request for discontinuance may be initiated at any time by any of the following:

- A majority of the tenured and tenure track faculty of the affected departments(s)
- The dean of any of the colleges involved in the program
- The Provost/Vice President for Academic Affairs of the university
- The President of the university

The proposal shall be submitted to the Provost for review.

B. Review of a discontinuance proposal

The Provost shall review the proposal for discontinuance and either reject the proposal or begin the discontinuance process within three calendar weeks. If the discontinuance procedure is to

begin, a discontinuance review committee will be appointed within the next three calendar weeks to conduct a review in accordance with the procedures outlined in this document and make recommendations to the Provost as required by the CSU Chancellor's Office.

C. Appointment of a discontinuance review committee

The discontinuance review committee will consist of two groups appointed by the Provost in agreement with the Executive Committee of the Academic Senate.

The first group will include:

1. A nonvoting representative from the Academic Programs office, nominated by the Provost;
2. Two deans representing colleges not involved in the program, nominated by the Chair of the Academic Senate;
3. One student not involved in the program, nominated by the ASI President;
4. Two faculty representatives from colleges not involved in the program, nominated by the Chair of the Academic Senate; and
5. A staff representative not involved in the program, nominated by the Provost.

The second group will include:

1. The dean(s) of the college(s) involved in the program or a representative nominated by the dean(s);
2. The chairs/heads of departments or the coordinators of areas involved in the program;
3. One student involved in the program, nominated by the ASI President;
4. Faculty representatives involved in the program nominated by the tenured and tenure track faculty involved in the program;
5. A staff representative involved in the program, nominated by the chairs/heads of departments or the coordinators of areas involved in the program; and
6. At least one graduate of the program nominated by the faculty involved in the program.

D. Recommendations from the discontinuance review committee

The ultimate decision to discontinue a program rests with the Chancellor's Office. The purpose of the discontinuance review committee is to create a report for the President and Provost on the strengths and weaknesses of the program under review. If there is no opposition to the proposed discontinuance within the committee, the proposal will be forwarded to the Provost with a report indicating that there is no opposition. If any of the committee members oppose the

discontinuance, the discontinuance review committee will generate a report using the following two step process:

IN THE FIRST STEP, each group will elect its own chair and create a document describing the strengths and weaknesses of the program under review and a justification of why the program should or should not be discontinued. The documents must be generated within sixteen weeks after the committee has been appointed. The merits of the program shall be assessed using the elements described in Sections II and III below and in the Academic Program Review and Improvement Guidelines. If appropriate, the documents shall include what remedies could be taken to address weaknesses including a precise statement of goals and a time table to reach those goals.

The chair of each group shall make its document available to faculty for comments for four weeks. A written request for comments must be sent to all faculty and staff directly affected by the potential discontinuance at the start of the period for comments. The two groups will review the comments and revise their documents as appropriate.

IN THE SECOND STEP, immediately following the four weeks of comments, the two groups will exchange documents and provide a written critique of the arguments presented in the document from the other group within six weeks.

The two groups will then each select five voting representatives who will then merge into a single group, with the nonvoting representative from the Academic Programs office as chair. Within four weeks, the groups will discuss and amend the documents produced. The final version of the two analyses, with the critiques of the arguments presented, and with all the information deemed relevant, shall be bound in a single document (which at this point should have a format similar to what is produced by the state analyst's office to assist voters). A tally of how many voting representatives are in favor or against discontinuance shall be part of the final document sent to the Provost, the Academic Deans Council, and the Academic Senate for their review and recommendation.

E. Final decision on discontinuance of the program

The Provost, the Academic Deans Council, and the Academic Senate will forward their recommendations to the President within six weeks after receiving the final document, and the President will make the final recommendation to the Chancellor's Office.

II. CONSIDERATIONS IN PROGRAM DISCONTINUANCE REVIEW

Consideration for program discontinuance will be similar to those for initiation of new programs. In addition to the program review criteria, the elements that will be considered in a final recommendation must also include but will not be limited to:

1. The university Strategic Plan and Mission Statement;
2. The effectiveness of the program in meeting its goals and objectives;
3. A three year history of student enrollment, a projection of future student enrollment, and the existence of similar programs within the CSU;
4. A three year history of the student-faculty ratio, and the total cost per FTEF and per FTES for the program at Cal Poly and at other institutions offering similar programs;
5. The effects of enrollment changes on other instructional areas at Cal Poly;
6. The current or expected statewide or regional demand for graduates of the program;
7. The contributions of the program to the general education of students;
8. The effects of discontinuance on facilities;
9. The financial effects of discontinuance, including an estimate of the yearly costs or savings for the three years following discontinuance;
10. The effects on faculty and staff, including a description of what career opportunities within the CSU may be available; i.e., opportunities for temporary or permanent appointments at Cal Poly or visiting appointments in other branches of the CSU, retraining, etc.;
11. The impact of discontinuance on student demand.

III. INFORMATION FOR PROGRAM DISCONTINUANCE REVIEW

The information considered during the evaluation of an academic program for discontinuance will contain all the information that is needed for the creation of a new program. In addition, the information will include but will not be limited to:

- A. The most recently completed Review of Existing Degree Programs with current statistical update.
- B. The most recent accreditation report if a program is accredited or approved. If the accreditation is over six years old or if there is no accrediting body for the program; a review of the program by a panel of professionals with no contractual association with Cal Poly can be substituted for the accreditation report provided the review has been completed within the last six years.
- C. If not contained in A or B:

1. FTEF allocated and used each quarter for the past three years;
 2. Special resources and facilities required;
 3. Number of students expected to graduate in each of the next three years.
- D. Conclusions and recommendations of the project team on academic programs contained in the most recent edition of Academic Program and Resource Planning in The California State University.

TIME TABLE FOR PROGRAM DISCONTINUANCE

1. Initial step

Proposal to discontinue an academic program received by the Provost.

2. Three calendar weeks after receipt of the proposal

Provost accepts or rejects the proposal.

3. Three calendar weeks after acceptance of the proposal

Discontinuance review committee appointed.

4. Within sixteen weeks after appointment of the discontinuance review committee

Initial report: Each of the two groups from the discontinuance review committee produces their report and exchanges it for the report from the other group.

5. Within four weeks after the initial reports have been exchanged

Period of comments: Each of the two groups from the discontinuance review committee solicits comments on the reports from the university at large.

6. Within six weeks after the end of the period of comments

Critique of the initial reports: Each of the two groups from the discontinuance review committee produces a critique of the findings produced by the other group.

7. Within four weeks after the critique of reports have been produced

Final report: The two groups from the discontinuance review committee jointly discuss and amend, if necessary, the final document and send it to the Provost, the Academic Deans Council, and the Academic Senate.

8. Within four weeks after the critique of reports have been sent

Recommendations: The Provost, the Academic Deans Council, and the Academic Senate make recommendations to the President

Initiation of the proposal

Weeks 1-3	review by the Provost/Vice President for Academic Affairs
Weeks 4-6	appointment of the committee
Weeks 7-22	first step of the review
Weeks 23-26	period of comments
Weeks 27-32	second step of the review
Weeks 33-36	final document drafted
Weeks 37-42	review by upper levels
	final comments to the President

NOTE: A calendar week is five working days. Calendar weeks exclude summer quarter and the breaks between quarters.

June 2009

DEGREES

Regulations Upon Which Cal Poly Policy Is Based

Undergraduate Degrees

Graduate Degrees

Posthumous Degrees

Multiple Degrees

Honorary Degrees

Academic Senate of the California State University, AS-2888-09/AA/FGA, Support for Honoring Alumni Interned by Federal Executive Order 9066, April 10, 2009

Academic Senate Resolution AS-553-01/1C, Choice of Catalog Requests Older Than 10 years (Degrees), January 23, 2001

Academic Senate Resolution AS-543-0111C, Posthumous Degrees, May 30, 2000

Board of Trustees of the California State University, Guidelines for the Awarding of Honorary Degrees, January 24, 1996

[Academic Senate of the California State University, AS -2303-95/AA Proposed Revision of Guidelines for the Awarding of honorary Degrees, November 2-3, 1995](#)

Cal Poly Academic Senate Resolution AS-389-92/IC, Time Frame To Obtain Degree, May 26, 1992

C.S.U. Memo, Office of the Chancellor, Degree Programs Offered Through Special Sessions, December 4, 1996

[C.S.U. 004 Executive Order 166, Admission to External Degree Programs, December 18, 1972](#)

[California Code of Regulations, Title 5, Section 40400, and 40401 – 40410, General Requirements for Graduation](#)

[California Code of Regulations, Title 5, Article 6, Section 40500, 40501, 40504, 40505, 40506, 40507, 40508, Undergraduate Degrees](#)

[California Code of Regulations, Title 5, Article 7, Section 40510, 40511, 40512, Graduate Degrees](#)

Summary of Key Policy Points

Undergraduate Degrees

- ◆ Students must be formally admitted to the major in which they wish to graduate, and must matriculate in order to earn a degree.
- ◆ Students must earn a minimum of 180 quarter units; some programs require more.
- ◆ Students are not allowed to complete a degree that is no longer offered by the university.
- ◆ Students have the right to choose the catalog they will use for their degree, as per Title 5, for requirements in effect:
 1. at the time the student began attendance, or
 2. at the time of entrance to the campus, or
 3. at the time of graduation, or
 4. as allowed by campus policy

Graduate Degrees

- ◆ Students must be formally admitted to the program in which they wish to graduate, and must matriculate in order to earn a degree.
- ◆ Students enrolled in a graduate degree program in conditionally classified, or classified standing, shall be placed on academic probation for failure to maintain a GPA of at least 3.0 in all courses in the formal study plan.
- ◆ Student must have post-baccalaureate standing, graduate standing, or permission of the instructor to enroll in 500-level graduate courses.
- ◆ Courses which are offered only on a CR/NC basis also satisfy the unit requirement if a credit grade is earned. (The equivalent of an A or B is required to earn credit in such courses).

- ◆ College or departmental graduate study committees, certify completion of a master's degree program on the recommendation of the advisors.

Multiple Majors or Degrees

- ◆ If a student completes the requirements for two majors leading to the same baccalaureate degree at the same time, the campus will issue one diploma with both majors listed. The primary major will be listed first.
- ◆ If a student completes the requirements for two majors leading to different baccalaureate degrees, the campus will issue individual diplomas acknowledging those degrees and their majors.
- ◆ If a student has concurrently completed requirements for two degrees, one of which is a graduate degree, the campus will issue a separate diploma for each degree earned.

Degrees Over Ten Years

- ◆ Cal Poly has a responsibility to ensure that degrees awarded with a current date, reflect learning that is reasonably up-to-date.
- ◆ Students may request to complete their degrees on a catalog older than 10 years, if the only remaining degree requirements at the time they left Cal Poly do not exceed 16 units. These remaining requirements may include senior project, GWR, and/or USCP.

The decision to approve or disapprove a student's request is based on:

1. His/her willingness to commit to completing outstanding degree requirements within a specified timeframe.
2. Her/his ability to demonstrate, with written documentation, reasonable currency of knowledge and skills in her/his degree field to the satisfaction of the faculty in the applicable major, as certified by the department chair.
3. Both the college dean and the vice Provost for Academic Programs & undergraduate Education, must give their approval.

Posthumous Degrees

- ◆ The family, or other interested party, of a deceased student may initiate a request for a posthumous degree through the student's academic department.
- ◆ The majority of faculty in the department of the student's major may recommend to the President the awarding of a posthumous degree to the family of a deceased student when the deceased student has satisfactorily completed at least two-thirds (2/3) of all coursework towards a degree.

- ◆ Under special or unusual circumstances, the President or designee, may grant the awarding of a posthumous degree or certificate for a student who has completed less than two-thirds (2/3) of the degree course work.

Honorary Degrees

- ◆ Honorary degrees shall be awarded by the California State University (CSU), to recognize excellence and extraordinary achievement in significant areas of human endeavor, within which are embodied the objectives and ideals of the California State University.
- ◆ Nominees due honorary degrees must be distinguished in their respective fields, and the eminence of persons nominated must be widely recognized. Nominees must have demonstrated intellectual and humane values that are consistent with the aims of higher education, and should represent a wide diversity of fields.
- ◆ All honorary degrees shall be conferred by the Board of Trustees of the CSU, in the name of the CSU, or in the name of the CSU and a specific campus.
- ◆ The Board of Trustees shall determine the number of honorary degrees to be awarded in an academic year. The board will consider no more than two recommendations from each campus in an academic year, plus additional recommendations from each campus by, or through Board members and the Chancellor during the same period.
- ◆ The following categories of honorary degrees shall be recognized for conferral by the board of Trustees:
 1. Doctor of Fine Arts (D.F.A.)
 2. Doctor of Humane Letters (L.H.D.)
 3. Doctor of Laws (LL.D.)
 4. Doctor of Letters (Litt.D.)
 5. Doctor of Science (Sc.D.)
- ◆ CSU campuses are strongly urged to seek out and honor those alumni who, as a result of their relocation and internment under Federal Executive Order 9066 were unable to complete their degrees.
- ◆ CSU campuses with alumni whose academic lives were disrupted by Federal Executive Order 9066, are strongly urged to consider honoring such alumni with honorary degrees.

Procedural Overview

Undergraduates

1. To earn a bachelor's degree, students must meet the following requirements.
 - a) A minimum of 180 quarter units must be completed, with some programs requiring more than 180 units.
 - b) Students must earn at least a 2.0 GPA in all higher education units attempted; in Cal Poly cumulative units attempted; and in the major.
 - c) Students must complete the U.S.Cultural Pluralism requirement.
 - d) Students must complete the General Education requirements.
 - e) Students must meet the Graduation Writing Requirement.
 - f) A senior project is required for all Cal Poly students.
 - g) Students must meet residency requirements of 50 quarter units; 36 of which must be upper division units; and 18 of the 36 upper division units must be in the major.
2. If a student breaks enrollment prior to completion of degree requirements, he or she may be required to re-enroll and may be held to catalog requirements in effect at that time.

Graduates

1. To earn a Master's degree, students must meet the following requirements:
 - a) Students must satisfy the graduate writing requirement during the first quarter of enrollment.
 - b) Students shall file an approved formal study plan before completing the 12 units of graduate study.
 - c). Students shall maintain a 3.0 GPA, or better, in all courses in the formal plan of study.
 - d). Students need to be formally advanced to candidacy before allowed to enroll in thesis or project units, or take the comprehensive exam.

2. Students shall successfully complete a thesis, project and/or comprehensive exam.
3. Students must complete all graduate work in the formal study plan within 7 years.
4. If students want to change their post-baccalaureate objective, they must formally file a Post-Bacc. Change of Objective form, with all appropriate signatures.

Multiple Degrees

1. A single diploma will be issued when a student completes the requirements for two majors leading to the same baccalaureate degree, at the same time. The primary major will be listed first on the diploma.
- ◆ Two diplomas will be issued when a student completes the requirements for two majors leading to different baccalaureate degrees.
 - ◆ If a student has concurrently completed requirements for two degrees, one of which is a graduate degree, the campus will issue a separate diploma for each degree earned.
 - ◆ Students who were in blended programs, will have two separate degrees and diplomas, both an undergraduate and a graduate, issued when the program is completed.

Posthumous Degrees

1. Once approval has been granted for the awarding of a posthumous degree, the request is forwarded by the Registrar to the manager of the Evaluation's unit in the office of the Registrar.
2. The Evaluations unit places the order for the diploma, coordinating with the diploma vendor on the method of delivery.
3. The awarding of a posthumous degree is noted on the official transcript of the deceased student.

Honorary Degrees

1. Recommendations of persons to receive honorary degrees are encouraged from any member of the CSU community, and shall be submitted through the campus President. Such recommendations may include the category of honorary degrees believed appropriate.
2. Each campus president, in consultation with the executive committee of the

Academic Senate will review recommendations, and shall select no more than two nominations to be forwarded to the Chancellor in any given academic year.

3. The Chancellor in turn, shall forward all nominations to a subcommittee on Honorary Degrees of the committee on Educational Policy. Once reviewed, the subcommittee will forward to the full committee on educational Policy the list of final candidates. The Board of Trustees shall make the final determination to “award” the degree in the category it considers most appropriate.
4. Honorary degrees may be conferred during any CSU function which the Board of Trustees considers appropriate.
5. If the degree is to be conferred in the names of the CSU and the campus, the chair of the Board of Trustees (or designee) will participate in the conferral ceremony. The campus President (or designee) will normally confer the degree.

July 2009

CREDIT LIMITS

Community College

Continuing Education

Credit for Non-Collegiate Instruction

Excess and Other Units

Regulations Upon Which Cal Poly Policy Is Based

[C.S.U. Executive Order 1036, Systemwide Admission Eligibility and/or Baccalaureate Credit Awarded for External Examinations, Experiential Learning, and Instruction in Non-Collegiate Settings, July 14, 2008](#)

[C.S.U. Executive Order 521, Approved Alternative Programs for Completing Comprehensive Pattern of Collegiate Preparatory Subjects, February 19, 1988](#)

[C.S.U. Executive Order 191, Transfer of Extension Credit, January 18, 1974](#)

[C.S.U. Executive Order 167, Transfer of Credit, January 26, 1973](#)

[California Code of Regulations, Title 5, Section 40409, Community College Credit](#)

[California Code of Regulations, Title 5, Section 40407, 40407.1, and 40408, Extension Credit, Special Session Credit](#)

Summary of Key Policy Points

- ◆ CSU campuses may apply toward admission eligibility and/or baccalaureate degree, credit earned from:
 - a) Examinations
 - b) Learning, skills, and knowledge acquired through experience
 - c) Non-collegiate instruction

- ◆ CSU campuses shall award baccalaureate credit to be applied toward the degree and/or admission eligibility to students who pass the following, or both:
 - a) Standardized external examinations such as Advanced Placement (AP), or International Baccalaureate (IB).

- b) Systemwide examinations that have been developed and approved by established CSU policy and procedures.
- ◆ Credit for passage of standardized external examinations or systemwide examination shall not be awarded when equivalent degree credit has been granted for regular coursework, credit by evaluation, or other instructional processes.
- ◆ Care shall be taken not to award duplicate credit because of overlapping tests, college-level courses, or both.
- ◆ **The** name of the examination, student's score, and credit earned shall be identified on the student's academic record.

Procedural Overview

Community College

1. Community College credit may be applied to a degree with the following restrictions:
 - a) A maximum of 105 quarter (70 semester) units may be applied.
 - b) Credits and grades earned above the maximum allowable are used only to satisfy subject and grade point requirements; they may not be applied toward the total units required for graduation.
 - c) Upper division credit is not granted for community college work.
2. No more than 9 quarter units (6 semester) in education courses taken in a community college may be applied toward the baccalaureate degree or professional preparation requirements of a teacher education credential program.

Continuing Education

1. Extended Education coursework in excess of the 36 quarter unit maximum will not be allowed for degree credit.
2. Students in the Adult Degree Program can earn academic credit toward their degrees for college level acquired outside of a traditional college classroom.

Credit for Non-Collegiate Instruction

1. Undergraduate degree credit may be granted for successful completion of non-collegiate instruction, either military or civilian, appropriate to the baccalaureate which has been recommended by the commission on Education credit and Credentials of the America Council on Education.

2. Students shall be granted credit toward the baccalaureate degree for the following types of formal instruction in non-collegiate settings:
 - a) Lower division baccalaureate degree credit courses that are comparable to CSU courses offered.
 - b) Upper division baccalaureate degree credit courses
 - c) Graduate degree credit courses

Excess and Other units

1. College courses taken at Cal Poly, or in transfer that exceed the course unit maximum allowed will not be used toward degree credit.
2. College coursework repeated, but not discounted, will not be allowed for degree credit.
3. Cal Poly coursework with designated catalog restrictions on enrollment may not be allowed for degree credit.
4. Coursework completed 10 years prior to graduation from Cal Poly may not be allowed for major or support requirements.

ADVANCED PLACEMENT AND INTERNATIONAL BACCALAUREATE CREDIT

Regulations Upon Which Cal Poly Policy Is Based

[C.S.U. Executive Order 1036, Systemwide Admission Eligibility and/or Baccalaureate Credit Awarded for External Examinations, Experiential Learning, and Instruction in Non-Collegiate Settings, July 14, 2008](#)

[Academic Senate Resolution AS-468-96/IC, Resolution on Credit for Advanced Placement Exams, November 19, 1996](#)

[Academic Senate Resolution AS-331-90/IC, Resolution on the International Baccalaureate Program, March 13, 1990](#)

[C.S.U. Executive Order 521, Approved Alternative Programs for Completing Comprehensive Pattern of Collegiate Preparatory Subjects, February 19, 1988](#)

[California Code of Regulations, Title 5 Section 40407, and 40407.1, Extension Credit](#)

California Code of Regulations, Title 5, [Section 40601](#), and [Subchapter 3, Sections 40804, 40804.1, and 40805](#)

Summary of Key Policy Points

- ◆ CSU campuses shall award baccalaureate credit to be applied toward the degree and/or admission eligibility to students who pass the following, or both:
 - a) Standardized external examinations such as Advanced Placement (AP), or International Baccalaureate (IB).
 - b) Systemwide examinations that have been developed and approved by established CSU policy and procedures.
- ◆ Credit for passage of standardized external examinations or systemwide examination shall not be awarded when equivalent degree credit has been granted for regular coursework, credit by evaluation, or other instructional processes.
- ◆ Care shall be taken not to award duplicate credit because of overlapping tests, college-level courses, or both.
- ◆ The name of the examination, student's score, and credit earned shall be identified on the student's

academic record.

Procedural Overview

Advanced Placement

1. Advanced Placement exams are passed by earning score of 3, 4, or 5.
2. All credit is given on a credit/no credit basis; units do not calculate into the GPA.
3. Exams with passing scores, result in 9 quarter units of credit being awarded, except where otherwise noted.
4. When credit and units are earned for a specific course(s), the excess unit(s) count as electives.
5. Credit may vary from year to year, as Cal Poly requirements, course content, and AP exams change.

International Baccalaureate

- ◆ The International Baccalaureate program (IB) is designed to give an advanced, college-oriented experience to the highly motivated, academically qualified student in the 11th and 12 grade levels.
- ◆ The IB diploma meets the criteria in lieu of a high school diploma, to be considered for admission to the University
- ◆ Higher level exams are passed by earning a grade of 5, 6, or 7
- ◆ Course-specific credit may be granted with the concurrence of the department, upon determining that the IB course, including laboratory content, corresponds to a specific Cal Poly course
- ◆ Exams passed will earn course credit and/or elective units for a maximum of 8 units per exam
- ◆ Passed exams earn a Credit (CR) grade and are not calculated in the GPA
- ◆ Standard level IB exams are non-baccalaureate level and do not earn degree credit