

ACADEMIC REGULATIONS

Students are held individually responsible for meeting the requirements outlined in this catalog. CSUSM will make every effort to adhere to these requirements for students subject to this catalog; particularly important is the "Graduation Requirements" section. All parts of the catalog are subject to change from year to year as University rules, policies, and curricula change. Failure to keep informed of such changes will not exempt students from whatever penalties they may incur.

Enrollment

All students who register at CSUSM for either the Fall or Spring semester must first be admitted to the University by the Office of Admissions.

Concurrent Enrollment

CSUSM provides opportunities for students to enroll concurrently at other colleges and universities. This privilege has some limitations, and students interested in concurrent enrollment should keep in mind that their study load in the proposed combined program may not exceed the maximum number of units authorized by the University for each term. Interested students should consult with their academic advisor before initiating concurrent enrollment procedures.

Enrollment Within the CSU System

Students enrolled at CSUSM may enroll concurrently at other CSU campuses. Such enrollment is at the discretion of authorities from both campuses. Applicants should satisfy the following requirements: (1) have completed at least one semester at CSU San Marcos as a matriculated

student and earned at least twelve [12] semester units, and (2) maintained a grade point average of 2.0 [C] in all work completed at the University, and be in good academic standing.

Enrollment Outside The CSU System

Students enrolled at CSUSM may enroll concurrently for additional courses at another institution outside The CSU system with advance approval from the student's advisor. However, the study load in the proposed combined program of study may not exceed the maximum number of units authorized at this University.

Further information regarding concurrent enrollment and deadlines may be obtained from the Office of Registration and Records.

Enrollment as a Visitor

CSUSM encourages its students to experience a wide variety of teaching and learning environments. As a part of this emphasis, the University provides opportunities for students to visit other campuses in the CSU system. While on visitor status, CSUSM students are fully enrolled at the host campus. Since programs and courses may vary within the system, students are required to review their proposed course of study with their academic advisor.

Declaring (or Changing) a Major

Work in a major field of study is designed to afford students the opportunity to engage in intensive study of a discipline. Students may declare a major at the time of admission, or students may enter the University with an "undeclared" major. Students entering the University as "undeclared" or those changing their

majors should process a Change of Major Form through the Enrollment Services Information Center. Undeclared major students with bachelor degrees, who are completing credential requirements or preparing to enter credential programs, receive their advising in the College of Education. All other undeclared students receive advising in the College of Arts and Sciences.

Definition of Terms

Continuous Attendance

Continuous attendance/enrollment, as it refers to attendance by a student at any campus of The California State University, means enrollment in at least one course for at least one regular semester in each calendar year.

Course Expectations

Required course expectations will be communicated in the course syllabus, which will be provided to the student and will be placed on file in the program/department office and/or the Dean's office, by the fourth week of classes. Each syllabus will also contain a statement on the instructor's scheduled office hours.

Course Information

The course descriptions, found beginning on page N-2 of this catalog, briefly describe the content or subject matter to be covered and provide additional information such as units of credit (number in parenthesis after the course title), level of instruction (see course numbering system), and prerequisites and/or corequisites (courses in which the student must enroll simultaneously).

Course Numbering System

The first digit in each course designation is intended to indicate

the level of the course. In addition, the first digit also roughly indexes the student's year of study at the University.

Courses numbered 001 to 099 are non-baccalaureate developmental courses. Courses numbered 100 to 299 are lower-division. Courses numbered 300 to 499 are upper-division.

Courses numbered 500 to 599 are graduate level, and may be taken by advanced upper-division, postbaccalaureate, or graduate students for undergraduate or graduate credit.

Courses numbered 600 to 699 are graduate level. These courses may be taken by undergraduate students only on an individual basis, and only with prior, case-by-case approval of the program director of the program offering the course (or his/her designee).

Students should consult relevant sections of this catalog, as well as college and program advising staff, in order to determine which courses are appropriate for their level of study, and which courses satisfy degree requirements for various programs of study.

Use of Undergraduate Courses in Master's Degree Programs

Master's students may not count any course at the 300-level or lower toward fulfillment of Master's degree requirements, nor may courses which bear General Education credit be counted toward Master's degree requirements.

Only with prior, case-by-case approval of the graduate program offering the degree may Master's students, on an individual basis, count a 400-level, non-General Education course toward the Master's degree requirements.

Under no circumstances may a Master's student apply more than nine (9) units of 400-level coursework toward fulfillment of Master's degree requirements.

Grading System

Every student of the University will have all coursework evaluated and reported by the faculty using letter grades or administrative symbols. The University uses the traditional grading options as described in the California Code of Regulations and will adhere to the following policies.

Plus/Minus Grading

Plus/minus grading is not mandatory but is used at the discretion of the individual instructor. The grades of A+, F+ and F- are not issued. The following decimal values of plus/minus grades are used in the calculation of grade point averages:

A =	4.0	C =	2.0
A- =	3.7	C- =	1.7
B+ =	3.3	D+ =	1.3
B =	3.0	D =	1.0
B- =	2.7	D- =	0.7
C+ =	2.3	F =	0

Letter grades are defined as:

A (Excellent): Performance of the student has been at the highest level, showing sustained excellence in meeting all course objectives and exhibiting an unusual degree of intellectual initiative.

B (Good): Performance of the student has been at a high level, showing consistent and effective achievement in meeting course objectives.

C (Satisfactory): Performance of the student has been at an adequate level, meeting the basic objectives of the course.

D (Passing): Performance of the student has been less than adequate, meeting only the minimum course requirements.

F (Failing): Performance of the student has been such that minimum course requirements have not been met.

Nontraditional Grading

All courses are graded on an A through F basis, as described in the preceding column, except those specifically designated as follows:

CR/NC (Credit/No Credit): Credit is awarded for grades equivalent to C or better. No credit is awarded for grades equivalent to C- or less. Grades of CR and NC are not included in the calculation of grade point averages.

Courses graded Credit/No Credit, whether taken at this or at another institution, may not be used to satisfy requirements for the major, except specific courses designated by the discipline to be graded Credit/No Credit (refer to the course section of this catalog). General Education courses may not be taken at CSU San Marcos with a Credit/No Credit option. A maximum of nine (9) semester units may be taken at CSUSM with a Credit/No Credit option toward any undergraduate degree.

When, because of circumstances, a student does not complete a particular course, or withdraws, the following administrative symbols may be assigned by the faculty:

I	Incomplete Authorized
RD	Report Delayed
SP	Satisfactory Progress
U	Unauthorized Incomplete
W	Withdrawal

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

An Incomplete must be made up within one calendar year immediately following the end of the term in which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment (see definition under Definition of Terms section). Failure to complete the assigned work within one calendar year will result in an Incomplete being changed to an F (or NC, if the class was taken for Credit/No Credit).

RD (Report Delayed): The RD symbol appears when the instructor has not reported a grade. It is replaced by a more appropriate symbol when the instructor assigns the grade. An RD is not included in the calculation of grade point averages.

SP (Satisfactory Progress): The symbol indicates that work in progress has been evaluated as satisfactory to date, but that the assignment of a precise grade must await the completion of additional coursework. All work is to be completed within the time specified, but not to exceed one calendar year of the term of first enrollment, and a final grade will be assigned to all segments of the course on the basis of overall quality.

U (Unauthorized Incomplete): The symbol U indicates that an enrolled student did not officially withdraw from the course and 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, this symbol is equivalent to an F.

W (Withdrawal): This grade indicates that the student dropped the course after the add/drop deadline published in the Class Schedule. Grades of W are not included in the calculation of grade point averages.

Students who wish to withdraw from a class should submit a Schedule Adjustment Form to the Enrollment Services Information Center, on or before the last day to withdraw from a class with a grade of W, as published in the Class Schedule. Permission from the instructor is not required for dropping a class on or before this deadline. After the last day to withdraw from a class with a grade of "W," students may drop a class and receive a grade of "W" only with approval of the Dean of the College offering the course. Permission (or acknowledgment) from the instructor may also be required, depending upon the policies of the College offering the course. Students wishing to petition for such permission should consult the relevant Dean's office for further information. Where such permission is not granted, students who no longer attend a class and/or fail to complete course requirements will receive a grade from the class instructor.

Auditing Classes

The symbol AU (Audit) is used by the Registration and Records Office in those instances where a student

has enrolled in a course either for information or other purpose not related to the student's formal academic objective. Enrollment as an auditor is subject to the permission of the instructor, provided that enrollment in any course as an auditor shall be permitted only after students otherwise eligible to enroll in the course on a credit basis have had an opportunity to do so. Auditors are subject to the same fees as credit students, and regular class attendance is expected. Once enrolled as an auditor, a student may not change to credit status unless such a change is requested prior to the last day to add classes. A student who is enrolled for credit may not change to audit after the second week of instruction. An auditor is not permitted to take examinations in the course; therefore, there is no basis for evaluation or a formal grade.

Grade Changes

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

1. In general, all course grades are final when filed by the instructor in the end-of-term course grade report. Students may obtain their grades thru the SMART system. These grades become a part of the official record.
2. A change of grade may occur only in cases of clerical error or where the instructor reevaluates the original course assignments

of a student and discovers an error in the original evaluation. A clerical error is an error made by the instructor or an assistant in calculating or recording the grade. A change of grade shall not occur as a consequence of the acceptance of additional work or re-examination beyond the specified course requirements.

3. A request for a change of grade shall be initiated by the student affected and shall be directed to the instructor within sixty (60) calendar days of the first day of classes of the regular semester following the award of the grade. If the instructor determines that there is a valid basis for the change, a change of grade form shall be used to notify the Office of Registration and Records. Forms are not to be handled by the student. If the instructor determines that there is not a valid basis for the change, and denies the student's request, the instructor's decision is final. The student may file a grievance through the Student Grievance Committee in cases where the student believes a grade was issued on the basis of capricious or prejudicial treatment by the instructor.

Incomplete Grades for Graduating Students

If it is possible for a student to graduate with an "I" grade in a course because that course is not required for graduation, and if the student has sufficient credit units to graduate without the course, the "I" grade becomes permanent. No further action will be taken to alter the student's record for purposes of that degree.

Grade Point Average

The grade point average (GPA) is a measure of academic scholarship and performance. The grade point average is computed by multiplying the number of units earned by the quality-point value of the grade assigned. The total quality points are then divided by the number of units attempted, subject to application of the Repeat of Undergraduate Courses policy described in this catalog.

A student's overall GPA is based on the record of all baccalaureate-level and/or postbaccalaureate-level courses attempted by that student. A student's institutional (or CSUSM) GPA is based on the record of all baccalaureate-level and/or post-baccalaureate-level courses attempted by that student at CSUSM. Some degree programs may require students to achieve a minimum GPA in courses applied toward major requirements, or a minimum grade in each of these courses.

Maximum Number of Units

A student whose academic record justifies a study program in excess of nineteen (19) units may be allowed to enroll for extra units. Undergraduates who request to enroll for more than nineteen (19) units must obtain the approval of their academic advisor. If such requests are denied, appeals may be made to the appropriate college dean. In general, only students with superior academic records and a demonstrated need for such excess enrollment will be allowed to enroll beyond the nineteen (19) unit limit.

Repeat of Undergraduate Courses

The following policy, applicable only to undergraduate study at CSU San Marcos, will be followed when

allowing students to repeat courses:

1. A course taken at CSU San Marcos in which a grade of C- (C minus) or less is received, may be repeated for purposes of replacing a prior grade and satisfying requirements.
2. If a student repeats a course and receives a grade of F in the repeated course, both grades will count in computation of the GPA.
3. Courses in which a student received a designation of NC, can only be repeated CR/NC. If a course previously taken for a grade is repeated CR/NC, the original grade will continue to be calculated in the GPA.
4. When a course is repeated and a passing grade is received, the student must request from the Office of Registration and Records that the most recent grade received replace a prior grade. When a course is repeated more than once, a passing grade will replace only one of the prior grades in GPA determination.
5. All attempts for a given course will be maintained as a part of the student record and will appear on the student's transcripts.
6. A maximum of five (5) different courses may be repeated at CSU San Marcos. If a course with variable topics is repeated, the same topic (identified by specific course number and suffix) must be repeated in order to replace a grade.
7. Transfer courses are not counted in the repetition limit. If a student has taken courses at other institutions, the policies of those institutions will be used in computation of overall GPA.
8. A course repeated at another institution will not replace the course taken at CSU San Marcos in terms of GPA computation.

Repeat of Graduate Courses

Graduate and postbaccalaureate students may repeat up to two courses in order meet graduation requirements. Repeating a course does not expunge the earlier attempt from the student's record, but it may improve the student's grade point average (GPA). The following policy, applicable only to non-thesis courses taken at CSU San Marcos, will be followed when allowing graduate and postbaccalaureate students to repeat courses.

1. A course taken at CSU San Marcos in which a grade of B- (2.7) or less is received, may be repeated once for purposes of omitting a prior grade from the GPA calculation and satisfying requirements. A course taken at CSU San Marcos in which a grade of NC is received may also be repeated. All course repeats should be done in consultation with the graduate program advisor.
2. When a course is repeated, both the original grade and the grade earned in the repetition will appear on the transcript.
3. If a course previously taken for a grade is repeated CR/NC, the original grade(s) will continue to be calculated in the GPA.
4. Unless the student submits a Graduate Student Course Repeat Request Form to the Enrollment Services Information Center, both grades will be used to calculate the student's GPA.
5. If a student submits a Graduate Student Course Repeat Request Form to the Enrollment Services Information Center, then the grade earned in the first course is ignored for the purpose of calculating the GPA. Since CR/NC grades do not enter into the GPA calculation, it is not necessary to submit this form when repeating a course in

which a grade of NC was earned.

6. A Graduate Student Course Repeat Request Form cannot be filed until the student has completed the repeat. A Graduate Student Course Repeat Request Form cannot be filed if the student received a grade of CR, NC, F, I, RD, SP or U when the course was repeated.
7. A maximum of two (2) different courses may be repeated within an approved graduate plan of study at CSU San Marcos. The graduate program offering the degree is authorized to approve substitute graduate-level courses that may be taken in lieu of a graduate-level course that the student wishes to repeat, when the original course is not scheduled to be offered again within the term of the student's expected time to degree. The substitute course must be taken after completion of the original course.
8. Transfer courses are not counted in the repetition limit. If a student has taken courses at other institutions, the policies of those institutions will be used in computing the overall GPA.
9. A course repeated at another institution will not replace the course taken at CSU San Marcos in the institutional GPA computation.

Student Classification

Students who have complied with all the admissions requirements and who have received an official notice of admission will be admitted to the University under one of the following classifications.

Freshman. A student who has earned a total of zero to twenty-nine (0 to 29) semester units inclusive.

Sophomore. A student who has earned a total of thirty to fifty-nine (30 to 59) semester units inclusive.

Junior. A student who has earned a total of sixty to eighty-nine (60 to 89) semester units inclusive.

Senior. A student who has earned a total of ninety (90) or more semester units.

Graduate/Postbaccalaureate. A student who has earned a bachelor's degree from a regionally accredited institution.

Student Course Load

Undergraduate students who are enrolled in twelve (12) units or more in a fall or spring semester are classified as full-time. Students enrolled in nine (9) units or more in a summer term are classified as full-time. Undergraduates who are enrolled in fewer units are classified as part-time.

Graduate students who are enrolled in nine (9) units or more in a fall or spring semester are classified as full-time. Graduate students who hold a University assistantship requiring one-third time services or more are considered full-time when enrolled in six (6) units during an academic term.

Undergraduate international students on non-immigrant visas must carry and complete a minimum of twelve (12) units per semester unless a reduced load is authorized by the University. Reduced unit loads may be granted for substantial academic or compelling personal reasons beyond the control of the student. Failure to secure such authorization results in violation of student status under Immigration and Naturalization Service (INS) and State Department regulations, warranting discontinuance of enrollment.

Student Attendance and Administrative Withdrawal

Students registered in a class must be present at the first class session to guarantee a place in the class. Administrative Withdrawal is a procedure that offers instructors the option of making enrollment in a course contingent upon the student's attendance at the first meeting. Students absent from the first meeting may be administratively dropped from the class at the instructor's request. In addition, instructors may stipulate that attendance at other specified class meetings on or before the add/drop deadline is required for students to remain enrolled in the class. (For example, in some science laboratory courses, student attendance at safety instruction sessions is mandated by state law.) Students who are unable to attend the first class meeting, or class meetings where attendance is required for enrollment, must contact the instructor in advance to make sure the instructor is aware that the student wishes to remain enrolled in the course. Notification of the instructor may not be sufficient to ensure enrollment in the course; students may be administratively dropped from courses for failure to attend first class meetings or other mandatory meetings, even when the instructor is given prior notification.

Instructors are not required to drop students for absence; therefore, students should not assume that they will be dropped for absence, and should confirm their registration status before the add/drop deadline.

Where students have been administratively dropped from a class, and where the absence or inability to contact the instructor was caused by mitigating circumstances, students should appeal to the instructor in seeking to regain enrollment in a class. Students who have been administratively dropped from a class may be reinstated, upon consent of the instructor, by filing a Schedule Adjustment Form in the Enrollment Services Information Center.

Add/Drop and Withdrawal Policy

There will be no adding of classes on the first day of the academic term. Students wishing to add classes may do so, using a Schedule Adjustment Form, beginning the second day of the term until the published add/drop deadline. The Schedule Adjustment Form, with the instructor's signature (or that of the instructor's designee), must be submitted to the Enrollment Services Information Center (where blank forms are available).

Students wishing to drop classes may do so beginning the first day of the academic term by using the SMART system or turning in a completed Schedule Adjustment Form to the Enrollment Services Information Center. Permission from the instructor is not required for dropping a class on or before the add/drop deadline published in the Class Schedule. Classes dropped on or before the published add/drop deadline will not appear on the student's record.

After the add/drop deadline, students may drop classes and receive a grade of "W" ("Withdrawal"), by submitting a Schedule Adjustment Form to the Enrollment Services Information Center on or before the deadline published in the Class Schedule ("Last day to withdraw

from a class with a "W"). Grades of "W" are not included in the calculation of the student's GPA. Permission from the instructor is not required for dropping a class on or before the published deadline for dropping a course with a grade of "W."

After the last day to withdraw from a class with a grade of "W," students may drop a class and receive a grade of "W" only with approval of the Dean of the College offering the course. Permission (or acknowledgment) from the instructor may also be required, depending upon the policies of the College offering the course. Students wishing to petition for such permission should consult the relevant Dean's office for further information. Where such permission is not granted, students who no longer attend a class and/or fail to complete course requirements will receive a grade from the class instructor, and this grade will be included in the calculation of the student's GPA.

To avoid possible financial penalties, students dropping all classes at any point in the academic term must also officially withdraw from the University by obtaining approval through the Office of the Vice President for Student Affairs and Dean of Students. This form is available at the Enrollment Services Information Center and the Office of the Vice President for Student Affairs and Dean of Students.

Withdrawing from the Institution

Students who find it necessary to withdraw from CSUSM after enrolling for any academic term are required to follow the official withdrawal procedures. Failure to follow formal withdrawal procedures may result in the assignment of failing grades in all courses and the need to apply for readmission

before being permitted to enroll in another academic term. Information on withdrawal procedures is available from Cherine Heckman, Director, Office of Registration and Records at (760) 750-4808.

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

Dean's List Policy

To qualify for the undergraduate Dean's List at the conclusion of a semester, the student must have completed a minimum of 12 units of graded CSUSM coursework (A, B, C, D, F) during that semester with at least a 3.50 grade point average.

Application for Graduation

Graduation is not automatic upon the completion of requirements. Students who intend to graduate must take the initiative to apply. Upon completion of 90 units, the student is eligible to file an application for graduation in the Enrollment Services Information Center. The Class Schedule each semester specifies the filing date.

The degree is granted upon completion of all requirements by the graduation date. Candidates for graduation are eligible to register for terms subsequent to the graduation date only if an application for readmission as a post-baccalaureate or graduate student has been filed

with the Office of Admissions. Students not completing requirements must reapply for graduation during the appropriate filing period, and pay the required application fee. Graduation requirements will be determined by the continuous enrollment regulations defined in this catalog.

After the degree is granted, no changes can be made to the undergraduate record.

Catalog Rights for Degree Requirements

If a student does not graduate within ten (10) years from the beginning of his/her catalog rights, the major advisor may review all upper-division major courses for applicability.

Election of Regulations

An undergraduate student remaining in continuous attendance in regular sessions at any California State University campus, at any California community college, or at any combination of California community colleges and campuses of The California State University may, for purposes of meeting graduation requirements, elect to meet the requirements in effect at CSU San Marcos either:

- A. at the time the student begins attendance at a California public community college or California State University campus, or
- B. at the time the student begins attendance at CSU San Marcos, or
- C. at the time the student graduates from CSU San Marcos.

The campus may require a student changing his or her major or any minor field of study to complete the major or minor requirements in effect at the time of the change.

For purposes of this section, "attendance" means attendance in at least one semester of a calendar year.

Leave of Absence

Absence due to an approved educational leave or for attendance at another accredited institution of higher learning shall not be considered an interruption in attendance (if the absence does not exceed two years). A student may request a leave of absence by completing a Request for Leave of Absence Form, available in the Enrollment Services Information Center, before the first day of classes of the semester for which the leave is being requested. Approval is subject to the following conditions:

1. A leave of absence may be granted for valid educational, medical, or professional reasons.
2. A leave of absence is granted on a semester-by-semester basis, to a maximum of four semesters.
3. The student must have been a matriculated student at CSUSM for at least one semester.
4. The student must not be subject to disqualification.
5. If registered for the same semester as the requested leave of absence, the student must file an official withdrawal with the Office of Registration and Records.

Students granted leaves of absence do not need to reapply for admission at the conclusion of their leaves. They also maintain catalog rights as though they have been continuously enrolled.

Graduation with Honors

Undergraduate students who complete their first undergraduate degree requirements at CSUSM with exceptional scholastic averages will be eligible for bachelor's degrees

with Latin Honors. The following criteria are required for graduation with honors:

- *Cum laude* 3.50–3.69
- *Magna cum laude* 3.70–3.89
- *Summa cum laude* 3.90–4.00

The determining GPA is the lower of the CSUSM GPA and the overall GPA. In other words, the GPA for honors is the minimum of the CSUSM GPA and the overall GPA. Preliminary designation of honors for purposes of commencement is based on all work completed prior to the semester of the commencement ceremony. The final honors list for diploma and permanent record designation is based on all work completed.

Final Examinations

Student achievement shall be evaluated in all courses. Students shall be fully informed of the manner of their evaluations as well as the requirements and major assignments within the first three weeks of each semester. One method of summative evaluation is a final examination. If a final is given, it must be held at the time scheduled by the University, unless it is a take-home exam, in which case it shall be due no earlier than the day and time scheduled for the final exam for the class. Once established, the scheduled day and time for a final exam may not be changed unless approved by the dean of the college. No make-up final examination will be given except for reason of illness or other verified emergency. An instructor may not shorten the academic semester by scheduling an in-class final exam in lieu of a final exam before the week scheduled for the final. The dean of each college shall be responsible for ensuring that this policy is followed.

Academic Probation and Disqualification

In order to determine a student's eligibility to remain enrolled at CSUSM, the University shall consider both quality of performance and progress toward successful completion of a student's course of study. Eligibility shall be determined essentially by grade points and grade point average.

CSU San Marcos will apply the following guidelines:

- Undergraduate students shall be subject to probation if, in any academic term, they fail to maintain both a cumulative and CSU San Marcos grade point average of at least 2.0 (a C average);
- Undergraduate students on probation shall be subject to disqualification if (1) as a lower-division student (less than 60 semester units completed) they fall 15 or more grade points below a 2.0 average in either all units attempted or all units attempted at this campus, (2) as a junior (60-89 semester units completed) they fall 9 or more grade points below a 2.0 average in either all units attempted or all units attempted at this campus, or (3) as a senior (90+ semester units completed) they fall 6 or more grade points below a 2.0 average in either all units attempted or all units attempted at this campus;
- Undergraduate students shall be subject to disqualification if at any time their cumulative grade point average falls below 1.0 (a grade of D) and if it is unlikely, in light of their overall education record, that the grade-point deficiency will be removed in subsequent terms;
- Students who have unclassified post-baccalaureate status shall be subject to the same academic

probation and disqualification as undergraduate students, with the exception of students enrolled in a Teaching Credential Program who must follow the conditions established for that program;

- Students enrolled in a graduate degree program in conditionally classified or classified standing shall be subject to academic probation if the student fails to maintain a cumulative grade point average of at least 3.0 (grade of B) in all units attempted subsequent to admission to the program;
- If none of the conditions above apply, undergraduate students shall receive an academic warning if, in a single term, their GPA falls below 1.5.

Students disqualified for academic deficiency may not enroll in any regular campus session without permission from the Executive Director of Enrollment Services and may be denied admission to other educational programs operated or sponsored by the University.

Academic Renewal Policy

According to California State University policy, a student whose graduation will be delayed by a grade point average deficiency may petition to have up to two semesters or three quarters of previous college study (at any collegiate-level institution) disregarded from all considerations associated with requirements for the baccalaureate degree. All coursework attempted during the term(s) approved for academic renewal will be disregarded in computing the student's cumulative GPA. In addition, any coursework successfully completed during term(s) approved for academic renewal will no longer count toward fulfillment of any degree requirements. Students may

not selectively eliminate coursework. When such action is taken, the student's permanent academic record is annotated to show the adjusted grade point average, but all coursework will remain legible on transcripts.

Academic renewal is intended only to facilitate graduation from CSU San Marcos. It does not apply to individuals who already possess a baccalaureate degree or who are able to meet graduation requirements in a timely manner without the approval of a petition for academic renewal.

To qualify for academic renewal, a student must meet all of the following conditions:

- At least five years must have elapsed since the term or terms to be disregarded.
- Since the most recent work to be disregarded, the student must have achieved the following academic record at CSU San Marcos:
 - at least 15 semester units with a GPA of 3.00 or higher
 - or
 - at least 30 semester units with a GPA of 2.50 or higher
 - or
 - at least 45 semester units with a GPA of 2.00 or higher
- The student must present an academic record that clearly indicates the coursework to be disregarded is not representative of the student's current academic ability and achievement.
- The student must present evidence that if the petition is not approved the student will be required to enroll in additional coursework involving one or more additional terms to qualify for the degree.

Petitions for academic renewal may be obtained in the Office of Registration and Records. Final decisions on petitions are made by a review committee, consisting of two faculty representatives and the Executive Director of Enrollment Services.

Administrative Academic Disqualification

An undergraduate or graduate student may also be placed on probation or may be disqualified by the Executive Director of Enrollment Services for unsatisfactory scholastic progress, regardless of cumulative grade point average or progress points. Such actions shall be limited to unsatisfactory scholastic progress arising from repeated withdrawal, failure to progress toward an educational objective, and noncompliance with an academic requirement, and shall be consistent with guidelines issued by the Chancellor of The California State University.

Academic Freedom

Education depends upon the free expression and exchange of ideas in the search for truth. Academic freedom is the freedom to express any view, popular or unpopular, and to defend that point of view in open exchange. The University supports freedom of speech, inquiry, and expression for all members of its faculty, students, and staff in both curricular and co-curricular activities. All members of the CSU San Marcos faculty shall have full academic freedom, and the University endorses the general principles of academic freedom outlined in the AAUP Statement (1940) of Principles of Academic Freedom and Tenure.

The principles of academic freedom require their application to both teaching and research. Research cannot fulfill its fundamental purpose of advancing knowledge unless it is done in an environment supportive of academic freedom. Academic freedom is essential to the classroom, as a protection of the rights of the teacher and of the student. All those engaged in research are entitled to full freedom in research and in the publication of results, legal requirements, and recognized standards of their profession. Teachers are entitled to freedom in the classroom in presenting material related to the content of the course, but shall refrain from insisting that students or others accept any controversial point of view as authoritative.

CSU San Marcos members have the right to speak and write as citizens in any forum, free from institutional censorship or discipline. However, they should apply the best standards of their profession and make every effort to indicate that they are speaking as individuals and not as representatives of the University. As members of the academic community, they should also remember that freedom of expression and thought equally carry with them certain duties and obligations. Academic freedom does not extend, for example, to any kind of abuse or infringement of the rights of others. Academic freedom focuses on the obligation to ask difficult and meaningful questions and to pursue the truths of those inquiries wherever the pursuit of truth leads. Academic freedom must not be trivialized nor equated with other freedoms of expression important and constitutionally guaranteed.

GRADUATION REQUIREMENTS

CSU San Marcos will make every effort to preserve the following graduation requirements for students subject to this catalog.

Unit Requirement

The number of semester units necessary for a bachelor's degree is listed below. At least forty (40) units shall be in upper-division credit and no more than seventy (70) units may be transferred from a community college. Six (6) units of physical activity coursework and four (4) units of intercollegiate sports activity will be allowed towards a degree at CSUSM.

Bachelor of Arts Degree	124
Bachelor of Science Degree	124-132

Major or Minor Requirements

While individual programs have unique requirements, all majors must include twenty-four (24) units exclusive of units used to meet the General Education requirement. At least twelve (12) units in the major shall be upper-division courses; the maximum number of units shall be determined by the discipline. Please refer to the curricula section in this catalog for specific major or minor requirements.

Double Major Requirements

An undergraduate student may desire to complete the requirements for a second major before receiving a baccalaureate degree. The student shall declare the additional major with the appropriate discipline or program no later than the beginning of the student's final year of study

and shall seek an advisor for the second major. When applying for graduation, the student must designate which is to be the primary degree major for purposes of graduation.

Students seeking double majors shall meet all degree requirements for each major. When approved by both disciplines, units may be double-counted above 27 mutually exclusive units (15 upper-division) in the bachelor of arts programs and 36 mutually exclusive units (18 upper-division) in the bachelor of science programs.

Second Bachelor's Degree Requirements

In order to receive a second bachelor's degree, students who hold a bachelor's degree from CSU San Marcos or another accredited institution of higher education must:

1. Meet in an advising session with the advisor of the major in which the student seeks a second degree. During the advising session, the advisor and the student will develop an academic plan that considers any limitations and any overlap in units in both the first and second degrees.
2. Complete the major requirements for the second degree. Units from the first degree may be counted, but a minimum of twenty-four (24) upper-division residence units in the major subsequent to earning the first bachelor's degree is required.
3. Complete a minimum of thirty (30) units in residence at CSU San Marcos beyond the first bachelor's degree. Of the thirty (30) units, twenty-four (24) units must be upper-division in the major.
4. Complete requirements in U.S. History, Constitution and American Ideals.

5. Complete the English Placement Test (EPT), Graduation Writing Assessment Requirement (GWAR), and the Entrance Level Mathematics (ELM) if not already successfully completed at CSU San Marcos or other CSU campuses as part of the first bachelor's degree. If completed elsewhere, written verification is required.
6. Complete all other CSUSM graduation requirements in effect at the time of catalog selection.

Second bachelor's degree candidates are required to achieve a 2.0 grade point average each semester to maintain good academic standing.

Second bachelor's degree candidates who received their baccalaureate from CSU San Marcos would have already met General Education requirements. Those with bachelor's degrees from other institutions must comply with all CSU San Marcos upper-division General Education requirements.

Residence Requirements

A minimum of thirty (30) units must be completed in residence at CSU San Marcos, of which twenty-four (24) units must be upper-division and twelve (12) of these must be in the major. Extension credit, including open university, credit by examination, and transfer credit, do not fulfill the residency requirement.

Grade Point Average Requirements

The following three grade point averages, each 2.0 (C average) or higher, are required for graduation:

- A. A cumulative grade point average, which includes both transferred and CSU San Marcos coursework;
- B. A CSU San Marcos grade point average;

C. A grade point average in the major, at CSU San Marcos and in coursework accepted as transfer credit for the major from other institutions.

U.S. History, Constitution, and American Ideals Requirement (GV)

California law establishes as a graduation requirement that students demonstrate competence in the fields of American history and government, the Constitution of the United States, and the processes of state and local government as established in California. Students may fulfill this requirement by completing Political Science (PSCI) 100 and either History (HIST) 130 or 131.

Students transferring from other accredited institutions can be certified to have met all or a portion of this requirement. Students needing to fulfill only the California state and local government may do so by taking either Political Science (PSCI) 415 or History (HIST) 347.

If a challenge examination is available for a course that fulfills this requirement, passing such an examination carries credit for the course and fulfills this graduation requirement. However, only courses taken to meet this requirement may be counted towards the fulfillment of the General Education requirement.

Graduation Writing Assessment and All-University Writing Requirements

All CSU students must demonstrate competency in writing skills as a requirement for graduation. At CSUSM, students complete the graduation writing assessment through the All-University Writing Requirement. This requirement mandates that every course at the

University must have a writing component of at least 2,500 words (approximately 10 pages). The All-University Writing Requirement can be achieved in a variety of ways, depending on the course.

Language Other Than English Requirement

Before graduating, CSUSM students must demonstrate proficiency in a language other than English in any one of the following ways:

- having completed the equivalent of an intermediate-level course in a language other than English at the college level, with a C grade or better;
- demonstrating Stage 3 proficiency level according to the California Foreign Language Competency Project guidelines;
- having successfully received a score of 3 or better on the Advanced Placement Foreign Language Examination.
- having been required to take the TOEFL as a condition for admission into the University.

Certain courses used to meet this requirement may be used to partially satisfy three (3) units of the lower-division General Education requirement in the Arts and Humanities area.

CSUSM accepts American Sign Language (ASL) in fulfillment of this requirement, but does not accept computer languages. Students are encouraged to contact the Language Proficiency Assessor at (760) 750-4197 regarding any questions about the requirement or to arrange for proficiency testing. A fee is required for proficiency testing. Please see page F-1 for fee information.

Computer Competency Requirement (CCR)

The Computer Competency Requirement at CSU San Marcos is a requirement for all baccalaureate students, irrespective of major. The requirement states that a student must demonstrate basic computer competency in the following areas:

- an understanding of basic computer concepts,
- the ability to recognize basic computer terminology,
- an understanding of software-ethics issues and concerns in today's society
- virus protection and prevention,
- the ability to use a word processing application, and
- ability to use two other computer applications.

The Computer Competency Requirement should be cleared in the first or second semester of attendance at CSU San Marcos. After the second semester, registering for any further classes at CSU San Marcos will be restricted until the Computer Competency Requirement is fulfilled.

How can the Computer Competency Requirement be fulfilled?

- By passing the Computer Competency Requirement Exam at CSU San Marcos.

All materials covered in the Computer Competency Requirement exam are available at the Reserve Desk in the CSU San Marcos Library. CCR exam scheduling is available in the Instructional Computing Labs in Academic Hall.

- By earning a C or better in a course which meets CSU San Marcos' minimum computer literacy requirements either at CSU San Marcos or at another institution of higher learning.

Students are advised to consult with their academic advisor or the Computer Competency Requirement Coordinator at (760) 750-4788.

Currently the following courses at CSUSM meet this requirement. Please refer to the Class Schedule for days and times of course offerings:

CS 101, 111, 301
MUSC 302
PSYC 300
VSAR 302

The following is a partial list of courses from other San Diego County educational institutions, which meet the requirement:

Mesa, San Diego City, Miramar Community College: *CIS 110*
Palomar College: *CIS 105, 120*
MiraCosta Community College: *CIS 100*

Any off-campus course taken more than two years prior to the student's first semester of attendance at CSU San Marcos will not be considered for CCR equivalency.

Questions about eligibility of a particular course for CCR equivalency should be referred to the academic advisors or to the Computer Competency Requirement Coordinator at (760) 750-4788.

General Education Requirement — The San Marcos Experience

The General Education requirement is composed of forty-eight (48) units distributed into five areas of study. Nine (9) upper-division units must be completed at CSUSM and should be counted outside the student's major (except for Liberal Studies majors, who may include these units in their major program). The General Education program at CSUSM is known as The San Marcos Experience.

The San Marcos Experience is an innovative set of core and general courses that reflect the values embodied in the University's founding Mission Statement and manifested in the faculty, staff, administration, and student body of this institution. It is an inclusive curriculum designed to help graduates of CSUSM thrive in a global community that is rich in diversity and intense with possibilities. The San Marcos Experience focuses on the basic skills, information, knowledge, and attitudes that citizens need to make wise, informed, just, critical, and moral decisions throughout their lives.

Features of The San Marcos Experience are:

- A global/international perspective
- Written and oral communication across the curriculum
- Critical thinking skills emphasized
- Small classes and close contact with the faculty
- Information literacy throughout the curriculum
- Use of technology throughout the curriculum
- Active learning in courses in the program
- A comprehensive learning assistance program
- Comprehensive advising
- Interdisciplinary courses

Area A: Basic Skills

Nine (9) units in basic skills distributed as follows:

- A1** • Three (3) units of oral communication.
GEO 102
- A2** • Three (3) units of written communication.
GEW 101
- A3** • Three (3) units of critical thinking. Select among:
BIOL 110
CS 101
HIST 101
LTWR 115
MATH 110
PHIL 110
PSYC 110
SOC 202

Area B: Mathematics and Natural Sciences

Twelve (12) units in mathematics and science, distributed as follows:

- B1** • Three (3) units in physical science. Students must clear the ELM requirement prior to enrollment in these classes. Select from among:
GES 101
CHEM 150*
PHYS 201*
- B2** • Three (3) units in life science. Select from among:
BIOL 211*
GES 102
- B4** • Three (3) units in mathematics. Students must clear the ELM requirement prior to enrollment in these classes. Select from among:
CS 111**
GEM 100
MATH 115, 125, 132, 160**, 162**, 212, 260****

- BB** • Three (3) units of approved science and/or mathematics courses at the upper-division level. Select from among:
BIOL 305, 311, 316, 321, 322, 323, 325, 327, 328, 336, 338, 339, 362, 375
CHEM 311, 312, 313, 314, 351
CS 301
ID 350***, 380
MATH 303, 304, 306, 308, 330
PHYS 342

Courses used to satisfy these three (3) units may not be double-counted in any other category of the GE program nor in the student's major.

Area C: Humanities

Twelve (12) units in the arts and humanities, distributed as follows:

- C1** • Six (6) units in arts and
C2 humanities.
GEH 101 and 102
C • Three (3) units of any lower- or upper-division arts and/or humanities course from the following disciplines (with the exceptions noted below):
The Arts (DNCE, MUSC, TA, VPA, VSAR)
History (HIST)
Literature (LTWR)
Humanities (HUM)
Philosophy (PHIL)
Foreign Languages (FLAN, FREN, GRMN, JAPN, SPAN) and any approved upper-division arts and/or humanities (CC) course.

[**Exceptions:** Independent study courses, internship courses, approved upper-division science and/or mathematics (BB) courses,

and approved upper-division social sciences (DD) courses.]

Courses used to satisfy this category, if taken at the upper-division level, may not be double-counted in any other category of the GE program, but may be counted in the student's major.

- CC** • Three (3) units from approved upper-division level arts and/or humanities courses. Select from among:
ANTH 325
DNCE 321
FMST 300
HIST 308, 318, 323, 341, 344, 348, 356, 364, 370, 388
HUM 300, 301
ID 350*, 360
LTWR 320, 336, 441
MUSC 320, 321, 324, 421, 422, 422S, 423, 424, 425, 425S, 426, 427, 428
PHIL 320, 330, 340, 350
SPAN 421
TA 300, 320, 323, 324, 325, 326, 327, 410, 420, 421
VPA 311, 320
VSAR 320, 321, 322, 323, 324, 325, 326, 404, 405, 420, 422, 423
WMST 301, 450

**Biology and chemistry majors must take BIOL 211; computer science and chemistry majors must take PHYS 201.
 **Biological sciences, business administration, chemistry, computer science, mathematics, and students with appropriate background in mathematics are encouraged to select from these courses. Students should consult with their advisor to determine which courses are appropriate for their degree program.
 ***Individual topics will determine which areas of upper-division General Education will be fulfilled.*

Courses used to satisfy these three (3) units may not be double-counted in any other

category of the GE program nor in the student's major.

Area D: Social Sciences

Twelve (12) units of social sciences distributed as follows:

- D7** • Six (6) units in social sciences.
GESS 101 and 102
D • Three (3) units of any lower- or upper-division social sciences courses from the following disciplines (with the exceptions noted below):
Anthropology (ANTH)
Economics (ECON)
Geography (GEOG)
Human Development (HD)
Linguistics (LING)
Political Science (PSCI)
Psychology (PSYC)
Sociology (SOC)
 and any approved upper-division social sciences (DD) course.

[**Exceptions:** Independent study courses, internship courses, approved upper-division science and/or mathematics (BB) courses, and approved upper-division social sciences (CC) courses.]

Courses used to satisfy this category, if taken at the upper-division level, may not be double-counted in any other category of the GE program, but may be counted in the student's major.

DD • Three (3) units from approved upper-division social sciences courses.

ANTH 301, 310, 315, 370

COMM 330, 333, 360, 400, 435

CS 303

ECON 305, 306, 308, 311, 341, 411, 416, 442, 445

FIN 300

GEOG 301, 301S, 320, 325, 340, 450, 450S

HIST 330, 335, 346, 352, 362, 371, 375, 379, 389

ID 301, 304, 305, 306, 340, 350*, 370, 371, 400, 410, 450, 450S

LBST 301, 361, 362

LING 300, 303, 304, 371, 400

PSCI 305, 320, 331, 336, 338, 341, 350, 355, 361, 363, 365, 393, 402, 412, 413, 416, 417, 431, 445, 450, 460

PSYC 330, 341, 350, 352, 356

SOC 300, 303, 309, 310, 311, 313, 315, 317, 323

WMST 445

Courses used to satisfy these three (3) units may not be double-counted in any other category of the GE program nor in the student's major.

**Individual topics will determine which areas of upper-division General Education will be fulfilled.*

Area E: Lifelong Learning and Information Literacy

Three (3) units of lifelong learning to equip students for lifelong understanding and development of themselves as integrated physiological and psychological entities, taught within the context of the modern library.

E • Three (3) units of lifelong learning. Select from among:

GEL 101, 200

PE 202

PSYC 356

SOC 203, 204, 303, 307, 309, 315, 317

WMST 201

Courses used to satisfy these three (3) units may not be double-counted in any other category of the GE program nor in the student's major.