

Foreword

“We are what we repeatedly do. Excellence then, is not an act but a habit.”

Thoreau

To achieve a goal requires specific strategies. One of the most important strategies for college students to succeed is to use one of the University’s most valuable resources: academic advising. It is well documented that effective advising of students is not only extremely important to student success, but also a highly effective retention tool.

The information included in this Guide is intended to assist CSULB students, staff, and faculty and is regularly reviewed. The latest update was completed in June 2008.

Marilee Samuelson, Director
Academic Advising Center

Responsible Advising

Student Responsibilities

Students are responsible for reading the *Catalog*, to understand the University rules and regulations, and they are responsible for their education. Part of that responsibility is to seek academic advising to ensure progress toward graduation in a timely manner.

- See an advisor at least once a year in the Academic Advising Center for undeclared or General Education advisement. If you are in an advising program such as the Learning Alliance, Student Access to Science, or Educational Equity Services, see an advisor as often as your program deems appropriate.
- See your major undergraduate advisor in your department at least once a year.
- Prepare for your advising session.
- Bring all your academic records such as unofficial transcripts or degree audit to your advising session.
- Make a list of questions to ask your advisor.
- Listen to, consider, and discuss your advisor's recommendations.
- Become familiar with your graduation requirements.
- Understand all the requirements for the baccalaureate degree. Utilize the full range of campus resources.
- Make decisions about your academic, career, and personal goals.
- Follow up: Tell your program advisor and/or major advisor how you are doing.

Advisor Responsibilities

Advisors are responsible for being available to students. Your primary responsibility is to provide complete, comprehensive and accurate information. Another major responsibility is to serve as advocates and help student advisees proceed to a timely graduation.

- Be accessible to students.
- Be familiar with University policies, procedures, and academic requirements.
- Provide accurate and specific information.
- Assist students with total academic planning and understanding all graduation and baccalaureate requirements.
- Make referrals to other appropriate departments, offices, and resources.
- Listen to students and suggest various options.
- Assist students in achieving their academic goals and persisting to graduation.

Admissions

Admissions information is available through CSULB Enrollment Services, (562) 985-5471, their web site at <http://www.csulb.edu/depts/enrollment/> or at the CSUMentor website at <http://www.CSUMentor.edu>

Adult Reentry Applicants - As an alternative to regular admission criteria, an applicant who is 25 years of age or older may be considered for admission as an adult student if he or she meets the conditions specified in the *CSULB Catalog* or CSULB's Enrollment Services office at (562) 985-5471. Further information may be found at their web site <http://www.csulb.edu/depts/enrollment/>

Returning Students - For information pertaining to student admission for returning students, please visit the CSULB Enrollment Services web site at <http://www.csulb.edu/depts/enrollment/admissions/readmission.html>

Determination of Residence for Non-Resident Tuition Purposes - For information regarding residency for tuition purposes, please connect to the Enrollment Services web site at <http://www.csulb.edu/depts/enrollment/>

Notice of Acceptance - For status information contact the CSULB Office of Enrollment Services at (562) 985-5484 or you may find some help when you link to their web site's home page at <http://www.csulb.edu/depts/enrollment/>

Fee Payments

For information regarding credit card payment or other payment information, connect to the CSULB Business Office's web site home page at <http://daf.csulb.edu/offices/financial/bursar/index.html>

Registration

Students register for classes at <http://my.csulb.edu>

Financial Aid

For financial aid information, you may link to the CSULB Financial Aid office's web site at http://www.csulb.edu/depts/enrollment/financial_aid/

Financial Aid Probation - If students are receiving financial aid at CSULB, they must show they are making satisfactory progress toward receiving their baccalaureate degree.

Information about the *Satisfactory Academic Progress Policy* can be found at the Financial Aid office. Students should also see advisors in their special programs or at the Academic Advising Center and develop strategies to maintain satisfactory progress.

For more or specific information, call the Financial Aid office at (562) 985-4641 or link to their web site home page at http://www.csulb.edu/depts/enrollment/financial_aid/

Test Requirements and Other Test Information for Entering Students

AP - Advanced Placement. CSULB grants credit toward its undergraduate degrees for successful completion by high school students of examinations in the Advanced Placement Programs of the College Board. Students who present scores of three or better will be granted three to six semester units of college credit in each area. These AP credits are given in various GE areas. The University Catalog lists both AP and IB credit. In addition, advisors in the Academic Advising Center can give information about specific subject areas in AP, CLEP, and IB.

IB - International Baccalaureate - Similar in concept to the AP examinations, CSULB grants credit toward its undergraduate degrees with IB credit of scores of 5 on the Higher Level exam. A wide array of course credit is available. See the advisors in the Academic Advising Center for specific information.

Chemistry Placement Test – Students should take the Chemistry 111A test prior to the semester in which they take the chemistry course. Students who are required to take

Chemistry 111A will not be allowed to register for the course until they have received an appropriate score on the Chemistry Placement Test. For further information, students should call Testing and Evaluation Services at (562) 985-4006 or visit their web site at http://www.csulb.edu/divisions/students2/testing/test_information/chemistry111a/

CLEP - The College Level Examination Program. CSULB awards course credit when students pass subject tests in College Algebra-Trigonometry, Calculus/Elementary Functions, French, General Chemistry, German, and Spanish.

EPT - The English Placement Test. Entering undergraduates who are not exempt are required to take the EPT before their first semester on campus. Exemptions and other EPT information can be obtained from the CSULB Testing office or at their web site at http://www.csulb.edu/divisions/students2/testing/test_information/ept-elm/

ELM - The Entry Level Mathematics Exam. Entering undergraduates who are not exempt are required to take the ELM before their first semester on campus. Exemptions and other EPT information can be obtained from the CSULB Testing office or at their web site at http://www.csulb.edu/divisions/students2/testing/test_information/ept-elm/

GWAR – All students must satisfy the Graduation Writing Assessment Requirement (GWAR) to receive a degree or certificate from CSULB. Most students satisfy this requirement by passing the Writing Proficiency Exam (WPE). If you have attempted the WPE but were not successful, there are other ways of completing the GWAR.

For more information on GWAR, visit the following website:

<http://www.csulb.edu/divisions/aa/provost/communique/archives/v01n01/stories/8.html>

WPE - The Writing Proficiency Exam. All students who wish to qualify for a degree from CSULB must take the WPE in the semester in which they reach 65 units. Passing the WPE fulfills the Graduation Writing Assessment Requirement (GWAR). For more information, call the Testing and Evaluation Services office at (562) 985-4006 or visit their web site at http://www.csulb.edu/divisions/students2/testing/test_information/wpe

Measles, Rubella, and Hepatitis B Immunizations - The California State University requires students in specified groups to provide proof of immunization for measles, rubella, and hepatitis and must do so in the first semester on campus. For more information, call the Student Health Services office at (562) 985-4771 or visit their web site at <http://www.csulb.edu/divisions/students2/shs/>

Academic Advising Center
Division of Academic Affairs

COMPONENTS OF A CSULB BACCALAUREATE DEGREE

Univ 100	General Education	Major	Electives	Co- Curricular Activities
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$$\underline{\quad} + \underline{\quad} + \underline{\quad} + \underline{\quad} = 120 \text{ to } 140 \text{ minimum units}$$

University 100 - This course is an introduction to the mission and history of higher education in the United States. The course also includes career planning and instruction in the uses of the CSULB libraries. Currently, all entering freshmen are required to complete University 100 during their first year on campus. Students will not be allowed to return for a third semester if they did not take University 100 in their first year.

General Education - The General Education requirements at CSULB are the University's attempt to ensure that students acquire a certain breadth of knowledge and vision and certain critical thinking skills during their years in this University. Several different but similar sets of General Education requirements are in effect at CSULB. The admissions notice and an academic advisor in the Academic Advising Center can assist in General Education requirement placement.

Major - The major will lead students to a focus on more specific knowledge in a particular area of study. A major is completed by taking a prescribed number of lower division (100-299) and upper division (300-499) courses to fulfill major requirements.

Electives - Elective units are those which are not used for General Education or major requirements, but are needed to meet the full unit requirements for graduation, 120-140 units depending on the **major**. Electives can be used toward a **minor** consisting of 18-24 units, a **certificate** indicating a specialized study or for any courses in which you have a particular interest.

Co-Curricular Activities - Although not part of graduation requirements, co-curricular activities add so much to the joy of obtaining the degree. Students involved in University clubs, organizations, and events tend to do better in classes.

Academic Advising Center
www.csulb.edu/advising

Catalog Rights

What are “catalog rights” and how do they affect GE and the major?

Undergraduates acquire the right to use the degree requirements specified in a particular *Catalog* by maintaining continuous attendance, that is, attendance at a California Community College, a California State University, or a University of California (or a combination of these) for at least one semester or two quarters each calendar year. As long as students maintain this attendance in California public institutions, they may elect to choose the degree requirements in effect when they began their college careers.

On the other hand however, students can choose other catalogs for degree requirements. They can choose the *Catalog* in effect when they enter CSULB, when they elect a major, or when they graduate. Students who change majors have rights to the requirements in effect at the time of the new major declaration, or they may choose the *Catalog* in effect at graduation instead, if they so desire.

Because of these regulations, a student’s General Education catalog year may be different from the major requirement catalog year. For example, if a student entered a California Community College in 1999 and transferred to CSULB in 2008, declaring a major at that time, the General Education year is 1999, while the major catalog year is 2008.

Once students have established catalog rights at CSULB, any absence related to an approved medical, military or academic leave, or for attendance at another accredited institution of higher education, anywhere, will not negate the continuous attendance rule provided the absence from CSULB does not exceed two calendar years.

For further information, please see the *University Catalog*.

Catalog Years

Six different GE catalog years for GE requirements are in effect at CSULB:

- a 1979, 40 unit requirement, which does not require the upper division GE requirement (The upper division requirement **is** required of students who have not maintained continuous enrollment.);
- a Fall 1981 through Spring 1985, 51 unit requirement which includes nine upper division GE units including six units of Interdisciplinary ("I") coursework;

- a Fall 1985 through Spring 1993, 51 unit requirement, including nine upper division GE units (including six units of "I"), which adds an international component or Global requirement;
- a Fall 1993 pattern which includes nine upper division GE units (including six units of "I"), **and** adds, in addition, a Human Diversity (HD) requirement;
- a Fall 1999, 51 unit GE pattern which sequences skills-building courses as pre- and co-requisites for all other GE courses and includes nine upper division GE CAPSTONE units.
- A Fall 2008, 48 unit GE pattern, similar to the 1999 pattern, that requires fewer units in each Category and a different "Double Count" rule.

Transfer students from CCC, CSU, or UC follow the appropriate GE catalog years and requirements according to the "Continuous Attendance" ruling for graduation requirements. Currently, out-of-state or private school transfers will follow the Fall 2008 GE requirements as do new entering freshmen.

Returning students, including adult reentry students, may have *exceptions* to the catalog rights rule. See the academic advisors in the Academic Advising Center for information.

How do CSULB policies concerning absences or leaves affect the "continuous attendance" ruling? Students do not break the continuous attendance rule if they have an approved educational leave or a medical leave. Other returning CSULB students may also be considered in continuous attendance if they are absent for up to two calendar years, providing they attend another accredited institution (public or private, Title 5 or Non-Title 5, in California or elsewhere during this period.)

For details regarding your catalog year, refer to the *University Catalog* for the academic year in which you were admitted.

Six General Education Patterns

In the CSULB Admission Notice, notification of the GE catalog year will state "1979," "1981," "1985," "1993," "1999," "2008."

1979 GE pattern - A 40 unit pattern which contains two Natural Science courses (one with lab), two Social and Behavioral Science courses, one Fine Arts course, one Humanities course, two basic communications courses, one English Composition course, one U.S. History course, one Political Science course (U.S. Constitution, California State and Local Government) and eight optional elective units. (These students are not required to take the nine units upper division GE requirement. The upper division requirement is required for students who have not maintained continuous enrollment.)

See General Education Rulings for those who do and do not. SPECIAL NOTE: Only a few California Community College transfer students are under this option.

1981 GE pattern - The 1981 GE pattern is a 51 unit requirement divided into Categories A-F.

- A: Communication in the English Language and Critical Thinking--9 units.
- B: Physical Universe, Science and Math--12 units.
- C: Humanities and the Arts--12 units.
- D: Social and Behavioral Sciences and their Historical Background (which includes U.S. History and three Social and Behavioral Science courses)--12 units.
- E: Self Integration--3 units.
- F: Citizenship (U.S. Constitution and Ideals)--3 units.

1985 GE pattern - This 51 unit pattern, divided into Categories A-E, is the same as the 1981 pattern until Category D. Notice that Category D now contains 15 units because it has combined the former Category F (U.S. Constitution and Ideals) into Category D, eliminating an “F” Category completely. In addition, a minimum of three units of course work in non-western international studies has been added, becoming at least one designated course of the three Social and Behavioral Science courses in that area.

1993 GE pattern - This pattern is the same as the 1985 GE pattern with one major addition; a Human Diversity (HD) requirement is added. Students under this pattern are required to take one (3 unit) HD course before graduation. They are specified in the *Fall 1993-Spring 1999 Schedule of Classes* and denoted with a (diamond symbol).

1999 GE Pattern - This pattern is the same as the 1993 GE pattern with a few minor exceptions. The World Societies and Cultures requirement is deleted from Category D and becomes a broad Global Issues requirement taken in Categories B-E. Global Issues are denoted in the *Schedule of Classes* with a (circle symbol). Human Diversity (HD, denoted with a diamond in the *Schedule of Classes*) remains while the nine unit upper division requirement becomes CAPSTONE which is represented, in the *Schedule of Classes*, by the symbol of a triangle.

2008 GE Pattern – This pattern is similar to the 1999 pattern in that it sequences foundation courses and requires Capstones and requires Capstones. It differs in the unit requirement for each category (fewer units) and allows six units of “Choice” when it is appropriate. In all, (fewer units) 48 units are required.

SPECIAL NOTE: All students under 1981, 1985, and 1993 GE patterns must take nine upper division units at CSULB (six of these units must be interdisciplinary courses, also known as “I” courses) and are taken after students reach junior (60 units) status. The 1999 and 2008 GE requirements change the nine unit upper division requirement to

CAPSTONE which includes Interdisciplinary, Multi-disciplinary, advanced skills (no more than three units), service learning courses (no more than three units), and linked courses. 1979 GE returning students must see the Academic Advising Center for GE information.

Important information about the nine unit upper division units needed in GE:

Students who have been certified, that is have met a 39 unit General Education transfer pattern at a California Community College (CCC), can take the required nine upper division units of GE course work anywhere on the General Education patterns.

Some students who have not been certified from a CCC, or are transferring to CSULB from any accredited college or university, will use their nine upper division units (six of which must be “I” units) to fill their GE pattern holes, that is, where they have unit deficiencies. Many transfers will only use CAPSTONE (upper division GE courses so designated) courses to complete their CSULB GE requirements. For example, students may transfer courses that fit under Categories C1 and C2. They, however, may be unable to fit a course under C3. That is a “hole” in their pattern. An “I” course or a CAPSTONE course can fit there, thereby completing Category C.

Student should use the nine units of upper division GE requirements to fill in as many “holes” as possible.

Transfer CCC students can be unsure of their certification status. Their transcripts may or may not reflect certification. Students can return to the CCC and ask to be formally certified so the stamp can be added to their transcripts or, if they are missing one or two classes, can complete them at the CCC after they matriculated to CSULB. In that case, a new certified transcript can be sent to CSULB.

General Education Waiver Information for Engineering Majors - Engineering students under the 1999 GE requirements (including Computer Engineering), except Computer Science Majors Code CECSBS01, may waive 6 units of GE as follows:

- A. 3 units must be waived from Category D2.
- B. Another 3 units may be waived from Category B1a, C3, or E.
- C. Upper division GE course requirements may not be waived.

For other information contact the College of Engineering at (562) 985-5121 or you may search the College of Engineering web site at <http://www.csulb.edu/colleges/coe/>

California State University, Long Beach Policy Statement

02-08

POLICY ON DECLARATION OF MAJOR

June 11, 2002

This policy was recommended by the Academic Senate on May 16, 2002, and approved by the President on June 4, 2002.

To help insure timely completion of graduation requirements, students who have a total of 60 units completed and in progress must have declared a major before they may register for the next term. Upper division transfer students are required to declare their intended major on their application for admission.

EFFECTIVE: Fall 2002

PS 02-08

Ten-Year Rule

To assure that a student's preparation in the major is coherent and current, effective 1996, all upper division courses required for a major must be completed within the ten-year period preceding award of the baccalaureate degree.

Courses completed prior to this ten-year period can be revalidated by demonstrations of competence or knowledge of the subject as may be prescribed by the department offering the course.

Graduate Coursework for Undergraduates

Graduate credit earned as a senior

Seniors who have a minimum 3.0 ("B") GPA in the major and hold promise of academic achievement in post-graduate study can, with faculty recommendation, be granted approval to earn a maximum of 12 units of acceptable graduate credit course work.

These courses are numbered 400-599. Approval is subject to the following conditions:

1. Course work must be in addition to the undergraduate major requirements.
2. The senior must have approval from the department's graduate advisor(s) and chairperson prior to enrollment in the acceptable graduate course(s). Their approval signature appears on the *Petition to Earn Graduate Credit in the Senior Year*.

When graduate credit is for a credential only, the petition must be submitted to the appropriate department in the College of Education. Petitions submitted after completion of course work will not be approved. Petitions are available in Enrollment Services.

Senior enrollment in graduate course for undergraduate credits -This policy is often confused with the previously stated policy concerning graduate credit earned as a senior. Under this policy, seniors who have a 3.0 ("B") GPA or better may enroll in up to 12 units in the 500-599 course work series to fulfill the elective requirements of their bachelor's degrees. This course work may not be applied to the 500-600 level course work required by the department or college for the master's degree. Students must have a *Petition to Earn Credit in the Senior Year* approved by the instructor and department chairperson before registration can be permitted. Petitions are available in Enrollment Services.

Ways to use Elective Units

Certificate Programs - Certificate programs usually require completion of 24-27 units of course work. Certificates may be earned either concurrently or following award of the baccalaureate degree. While all courses taken to fulfill baccalaureate degrees may be used for a concurrent program, only 15 units may be applied from graduate degrees. The *CSULB Catalog* lists all certificate programs under the heading “Undergraduate Programs.”

Minors - A minor consists of a minimum of 18 units, at least nine of which must be upper division. While no course in the major department may be counted toward the minor, courses outside the major department may count toward both the minor and the major. Moreover, courses for a minor can count toward General Education. Many departments or colleges of majors require particular minors. However, even when minors are not required, they prove to be an invaluable way to use electives. Students must officially declare a minor or a certificate with a *Major Change/Declaration* form.

Double majors - Students may complete two baccalaureate programs concurrently. A double major is an excellent way to spend elective units. For example, if a student has to complete 20 units (after GE and the major requirements) to fulfill requirements for the baccalaureate degree, he or she can use all 20 units toward a second (double major) major.

Unit Conversion Chart

QH	SH	QH	SH	QH	SH	QH	SH
1/2	1/3	25 - 1/2	17	50-1/2	33-2/3	75-1/2	50-1/3
1	2/3	26	17-1/3	51	34	76	50-2/3
1-1/2	1	26-1/2	17-2/3	51-1/2	34-1/3	76-1/2	51
2	1-1/3	27	18	52	34-2/3	77	51-1/3
2-1/2	1-2/3	27-1/2	18-1/3	52-1/2	35	77-1/2	51-2/3
3	2	28	18-2/3	53	35-1/3	78	52
3-1/2	2-1/3	28-1/2	19	53-1/2	35-2/3	78-1/2	52-1/3
4	2-2/3	29	19-1/3	54	36	79	52-2/3
4-1/2	3	29-1/2	19-2/3	54-1/2	36-1/3	79-1/2	53
5	3-1/3	30	20	55	36-2/3	80	53-1/3
5-1/2	3-2/3	30-1/2	20-1/3	55-1/2	37	80-1/2	53-2/3
6	4	31	20-2/3	56	37-1/3	81	54
6-1/2	4-1/3	31-1/2	21	56-1/2	37-2/3	81-1/2	54-1/3
7	4-2/3	32	21-1/3	57	38	82	54-2/3
7-1/2	5	32-1/2	21-2/3	57-1/2	38-1/3	82-1/2	55
8	5-1/3	33	22	58	38-2/3	83	55-1/3
8-1/2	5-2/3	33-1/2	22-1/3	58-1/2	39	83-1/2	55-2/3
9	6	34	22-2/3	59	39-1/3	84	56
9-1/2	6-1/3	34-1/2	23	59-1/2	39-2/3	84-1/2	56-1/3
10	6-2/3	35	23-1/3	60	40	85	56-2/3
10-1/2	7	35-1/2	23-2/3	60-1/2	40-1/3	85-1/2	57
11	7-1/3	36	24	61	40-2/3	86	57-1/3
11-1/2	7-2/3	36-1/2	24-1/3	61-1/2	41	86-1/2	57-2/3
12	8	37	24-2/3	62	41-1/3	87	58
12-1/2	8-1/3	37-1/2	25	62-1/2	41-2/3	87-1/2	58-1/3
13	8-2/3	38	25-1/3	63	42	88	58-2/3
13-1/2	9	38-1/2	25-2/3	63-1/2	42-1/3	88-1/2	59
14	9-1/3	39	26	64	42-2/3	89	59-1/3
14-1/2	9-2/3	39-1/2	26-1/3	64-1/2	43	89-1/2	59-2/3
15	10	40	26-2/3	65	43-1/3	90	60
15-1/2	10-1/3	40-1/2	27	65-1/2	43-2/3	90-1/2	60-1/3
16	10-2/3	41	27-1/3	66	44	91	60-2/3
16-1/2	11	41-1/2	27-2/3	66-1/2	44-1/3	91-1/2	61
17	11-1/3	42	28	67	44-2/3	92	61-1/3
17-1/2	11-2/3	42-1/2	28-1/3	67-1/2	45	92-1/2	61-2/3
18	12	43	28-2/3	68	45-1/3	93	62
18-1/2	12-1/3	43-1/2	29	68-1/2	45-2/3	93-1/2	62-1/3
19	12-2/3	44	29-1/3	69	46	94	62-2/3
19-1/2	13	44-1/2	29-2/3	69-1/2	46-1/3	94-1/2	63
20	13-1/3	45	30	70	46-2/3	95	63-1/3
20-1/2	13-2/3	45-1/2	30-1/3	70-1/2	47	95-1/2	63-2/3
21	14	46	30-2/3	71	47-1/3	96	64
21-1/2	14-1/3	46-1/2	31	71-1/2	47-2/3	96-1/2	64-1/3
22	14-2/3	47	31-1/3	72	48	97	64-2/3
22-1/2	15	47-1/2	31-2/3	72-1/2	48-1/3	97-1/2	65
23	15-1/3	48	32	73	48-2/3	98	65-1/3
23-1/2	15-2/3	48-1/2	32-1/3	73-1/2	49	98-1/2	65-2/3
24	16	49	32-2/3	74	49-1/3	99	66
24-1/2	16-1/3	49-1/2	33	74-1/2	49-2/3	99-1/2	66-1/3
25	16-2/3	50	33-1/3	75	50	100	66-2/3

Articulation of Courses

If a course is articulated it may be used “in lieu of” the University course for all programs. Nearly all departments at CSULB participate in developing articulation agreements.

For further information on articulation, contact the CSULB articulation coordinator at (562) 985-8221.

Degree Progress Report Information

There are two evaluation forms that describe transfer work. There are students who may not have been at CSULB for a long period or who may now be returning to CSULB and they may have a *Summary of Transfer Credit*.

Currently, most students at CSULB have a *Degree Progress Report*. The *Degree Progress Report* is used as a graduation check and is considered, at graduation time, the “official” University document. Students who need assistance with understanding the *Degree Progress Report* should make an appointment with an advisor in the Academic Advising Center.

Three Certification Processes

The California Community College Certification Plan for Transfer to the CSU
The CSU recognizes the General Education courses taught in the California Community College (CCC) and a few other institutions as meeting CSULB particular GE objectives. For more information search the CSU Mentor web site at <http://www.csumentor.edu/>

Another certification process applies to students transferring from one CSU campus to another. Students who have completed all or partial lower division GE requirements at another CSU will be recognized as certified for lower division requirements at CSULB. If CSU transfers have completed their upper division GE requirements at their respective CSU campus, that course work meets the CSULB upper division GE requirement.

Intersegmental GE Transfer Curriculum (IGETC) - The IGETC plan is a GE program community college transfer students can use to fulfill lower-division GE requirements in either the CSU or UC system. For more information search the CSU Mentor web site at <http://www.csumentor.edu/>

Completing Coursework at Another Institution

All students planning to complete course work at an institution other than CSULB must submit a *Request For Enrollment At Another Institution*.

Courses used to fulfill major requirements at CSULB must be approved by the major department and be included on the student's program planner.

Student-athletes must receive prior approval for any coursework taken at other institutions according to NCAA regulations. Failure to receive prior approval may affect eligibility for student-athletes. Student-athletes should contact the Center for Student-Athlete Services at (562) 985-4777 for advisement and information.

Official transcripts for all coursework taken at other institutions must be sent to:

The Office of Enrollment Services
California State University, Long Beach
1250 Bellflower Boulevard
Long Beach, CA 90840-0106

Requests for transcripts should be made at the end of the term in which the course work is completed.

For more or specific information, please call Enrollment Services at (562) 985-5471.

Transcript Request

Student records are confidential and transcripts are issued at the request of the student. A *Transcript Request* form with the student's signature is required. Written authorization by the student is required if a transcript is to be picked up by anyone other than the student who requests it.

For the official on-line transcript request form, connect to Enrollment Service's form web page at <http://www.csulb.edu/depts/enrollment/assets/pdf/transcript.pdf>

To Calculate the Grade Point Average (GPA)

For complete information on how to calculate your GPA, please connect to http://disqualification.csufresno.edu/GPA_Calculator.html

Academic Honors

For information about the criteria used to identify students eligible for honors at graduation, please connect to the web site at

http://www.csulb.edu/divisions/aa/grad_undergrad/uhp/admission/

Academic Probation/Disqualification Information

Academic Probation - The University expects all students to maintain at least a 2.0 grade point average (GPA) in all classes taken at CSULB and in all transferable courses from other colleges and universities. Academic probation at CSULB results when students fall below the 2.0 GPA in either all CSULB classes or in a combination of all transferable college courses and CSULB.

Academic Disqualification - Academic Disqualification results in dismissal from CSULB. Once disqualified, students may attend another regionally accredited institution and must demonstrate the ability to reduce their grade point deficiencies by half, although this will only affect their overall GPA. Students may attend CSULB Extension Services to reduce their CSULB deficiencies by half.

Disqualified students are strongly encouraged to seek advisement in the Academic Advising Center. Please call (562) 985-4837 and follow the prompts for information on our services.

Strategies for Academic Success - The Academic Advising Center provides special workshops throughout the year for students on academic probation. The University notifies students by mail regarding the workshop schedule.

For more complete information on academic probation and disqualification, please link to the Enrollment Services web site at

http://www.csulb.edu/depts/enrollment/student_academic_records/academic_progress.html

University Policy Appeal Process

Students may petition for exception to academic policy to the Academic Appeals Committee. The Committee, comprised of faculty and staff, meets twice each month to consider these petitions in a timely manner.

Typically, the kinds of exceptions to policy addressed by the Committee involve issues

such as enrollment corrections, record errors, GE course substitutions or waivers, exceptions to Repeat/Delete policy due to mitigating circumstances, exceptions to graduation requirements, academic renewals, or cases of misadvisement.

There are many policy issues, however, that the Committee does not address. These include faculty-assigned grades, exceptions to the Writing Proficiency Exam (WPE), substitutions or waivers for major courses and, for the most part, exceptions to Title 5 requirements. Unless there are obvious, serious institutional errors, those Title 5 policies that deal with residency, upper division, General Education units, graduation units, or any other Title 5 requirements cannot be appealed.

For more complete information, contact Enrollment Services at (562) 985-5471 or connect to their web site at <http://www.csulb.edu/depts/enrollment/>

Grade Appeal Procedures

The grade appeal process is available to both undergraduate and graduate students. Only final course grades may be appealed and the burden of proof rests upon the student. Grade appeals must be initiated within the regular semester following the semester or special session in which the course was completed. In addition, students may be assisted by advisors in preparing the appeal. The advisor may be an attorney, however, only a non-attorney may personally represent the student at any hearings concerning the appeal.

For more information, link to the CSULB policy statements web page at http://www.csulb.edu/divisions/aa/grad_undergrad/senate/documents/policy/procedure/grade_appeal/

Privacy Act

Under the federal Family Educational Rights and Privacy Act of 1974, the University can release only directory information that includes the student's name, major, dates of attendance, and degrees or awards received. Further information cannot be released without written consent of the student.

For more information connect to the following web site
<http://www.csulb.edu/depts/enrollment/html/portal/releasing.html>

CSULB Policy on Promoting Access and Opportunity and Prohibiting Discrimination, Harassment, and Retaliation

CSULB is committed to creating a community in which a diverse population can learn,

live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, or other personal characteristics or beliefs.

Students, employees, volunteers, members of the public, and recipients of services and/or

benefits provided by CSULB have the right to a University environment free from discrimination and/or harassment.

Prohibited discrimination is treatment of an individual or class of individuals which denies opportunity, participation, or benefit on any of the identified grounds.

Prohibited harassment is offensive conduct of an unwelcome nature on the basis of any of the characteristics identified. A hostile environment may exist when such conduct is persistent and/or pervasive and when it unreasonably interferes with an individual's ability to participate, learn, and/or work.

Employees covered by a collective bargaining agreement or CSUJ Executive Order should review the procedures set forth as specified. Others may utilize the campus complaint resolution procedure through the Office of Equity and Diversity. The director of Equity and Diversity is the designated campus coordinator for federal and state regulations and CSU policy including Executive Order 11246, Vietnam-Era Veterans' Readjustment Assistance Act, Title IX.

For more complete information, contact the Office of Equity and Diversity, 562 985-8256, or connect to <http://www.csulb.edu/depts/oed>

Earning a Bachelor's Degree in Four Years

Depending upon the academic major, between 120 and 140 semester units of credit are required for completion of the bachelor's degree. At a minimum that means successful completion of an average of 15 semester units through eight academic terms (four years).

The key factors affecting course load for most students are:

- * Availability of the courses needed,
- * Times these courses are available,
- * Number of units undertaken in a given term.

Courses may not always be taught by preferred instructors or offered at optimum times, but if students are flexible about their courses, instructors, and availability of times of day

or evening, completing a bachelor's degree in four years is doable.

Through good academic planning and by taking a number of the following steps, students can reach their four year graduation goal.

1. Complete, in high school, a comprehensive pattern of college preparatory courses and be prepared for baccalaureate level courses.
2. Meet often with University advisors for both GE and major advisement.
3. Read the *CSULB Catalog* carefully.
4. Complete between 15 and 18 units of academic credit each semester, depending on the total number of units needed for the major.
5. Be willing to take courses any time during the day or evening including Saturday classes.
6. If the first choice courses are not available, be flexible enough to accept second and third choices that meet specific major, GE, or graduation requirements.

Bachelor's Degree Worksheet

This checklist is a tool for undergraduate students to track their progress in fulfilling graduation requirements. There are several different General Education patterns. If you are uncertain about which pattern pertains to you, contact the Academic Advising Center.

- 1. Take the English Placement Test before your first semester or provide proof of exemption.
- 2. Take the Entry Level Math Test before your first semester or provide proof of exemption.
- 3. Pass the University 100 course if you are an entering freshman.
- 4. Complete the General Education pattern of courses. See the Academic Advising Center if you are uncertain which General Education requirements apply to you.
- 5. Complete U.S. History/U.S. Constitution and California State and Local government.
- 6. Complete the requirements of your major. Read the *Catalog* and see a departmental advisor in your major.
- 7. Choose and complete electives to accumulate the minimum number of units required for your degree (120-140, depending on your major). See the Academic Advising Center if you have questions about electives.
- 8. **Complete at least 40 units of upper division coursework (300-499)**, of your 120-140 total units.
- 9. Finish at least **30** of your 120-140 units in residence at CSULB. At least **24** of the **30** units must be upper division, and at least **12** units must be in your major. **Count no more than 70 transferable units from a community college toward a baccalaureate degree.**
- 10. Pass the Writing Proficiency Exam (GWAR). The WPE should be attempted by 65 units.
- 11. File *Request to Graduate* at Enrollment Services, BH-101. Apply after completing 90 units and one (1) year before graduation.
- 12. Finish with at least a 2.0 (C) average in all four (4) grade point averages:
 - 1) The entire college record
 - 2) All units attempted at CSULB
 - 3) All courses in the major
 - 4) All upper-division courses in the major completed at CSULB.
- 13. Count no more than **eight (8)** activity units in one department; no more than **four (4)** from Sports, Recreation and Leadership; no more than **20** activity units total; and no more than **24** units in extension credit (excluding special sessions).
- 14. Count no more than **24** total units Credit/No Credit (CR/NC). No more than 12 units may be upper division and no more than **eight (8)** units of CR/NC may be taken each semester.
- 15. Complete upper division major courses within a **ten (10)** year period or have them revalidated by the major department.

Please seek advice at the Academic Advising Center and in the department of your major. Read the *CSULB Catalog* and the *Schedule of Classes*. To assure that a student's preparation in the major is coherent and current, all upper division courses required for a major must be completed within the ten (10) year period preceding award of the baccalaureate degree. Courses completed prior to this ten (10) year period may be revalidated by such demonstrations of competence or knowledge of the subject as may be prescribed by the department offering the course.

Important Referrals

[Academic Advising Center](#) - While undergraduate advisors housed in academic departments provide information about department majors, minors, and certificates and about departmental policies, the charge of the Academic Advising Center (AAC) is to provide information to and advise students about their General Education requirements. Center staff and peer advisors also provide academic probation intervention services, help disqualified students to return to the University, assist students with academic appeals, provide information about University rules and regulations, and provide specialized referrals to other student service offices. In addition, the AAC provides a “home base” to all undeclared students and provides information to prospective CSULB students. Located in HC-103.

In addition to GE advising, the Center’s staff provides *unofficial* evaluations of *Summary of Transferred GE Credit* to community college transfers and *unofficial* evaluations of degree audits pertaining to GE credit for graduating CSULB students.

While undergraduate faculty advisors deal mainly with their majors and students interested in declaring particular department majors, the AAC serves the entire general population of the University, including entering freshmen who learn “Total Program Planning.” AAC advisors teach this population how to sequence GE courses, how to follow prerequisites, and how to develop strategies to be academically successful at the University.

[Business Administration \(College of\) Academic Advising Center](#), (562) 985-4514, located in CBA-200. The CBA Advising and Admissions office handles admissions and advising for majors in the College of Business.

[Career Development Center](#), (562) 985-4151, located in BH-250 - Facilitates the employment process for students, alumni, and job recruiters and is a clearinghouse for information vital to career planning, internships, and job procurement.

[Center for International Education](#), (562) 985-4106 - Located in Brotman Hall, the primary mission of the Center is to assist international students with their academic, personal, and cultural growth and development including advising, regarding CSULB’s financial, immigration, course registration, and English language requirements. The Study Abroad office within the Center provides guidance and information for U.S. students who are interested in studying at universities outside the United States.

[Counseling and Psychological Services \(CAPS\)](#), (562) 985-4001, located in BH-226 - Offers services in direct support of students. One-to-one counseling; crisis intervention; a full range of interest, ability, and personality testing; and assistance with complex career and personal problems are provided to all CSULB students who request them.

[Disabled Student Services](#), (562) 985-5401, located at BH-170 - Provides programs, activities and services for use by all students staff, and faculty with disabilities. Services are offered to people with permanent or temporary disabilities.

[Educational Equity Program](#), (562) 985-5148, in LA1-119 - Services are directed toward assisting in the admission and retention of low-income and first generation college students.

[Educational Opportunities Program](#), (562) 985-5637, located at LA1-119 - Identifies potential candidates, guides them through the admissions and financial aid process, and provides academic and personal support.

[Engineering \(College of\) Recruitment and Retention Center](#) - at two locations: ECS-115, (562) 985-1800 and at VEC-136, (562) 985-2667. The Center serves as the first point of contact for prospective and/or returning engineering students, provides engineering major advising, freshmen advising for engineering students, and advising for engineering students on academic probation.

[Financial Aid Office](#), (562) 985-4641 - Located in Brotman Hall, Room 101 the Financial Aid office assists eligible students from a variety of financial sources including grants, scholarships, loans and work study opportunities.

[Health and Human Services \(College of\) Academic Advising and Resource Center](#), (562) 985-2691 – Located in HS & D, Suite 117, the CHHS AARC advises students in all disciplines in the College of Health and Human Services. Email: chhsaarc@csulb.edu

[Isabel Patterson Child Development Center](#), (562) 985-5333, and located on Atherton St. - Services enable student parents to attend classes at the University. Children in good health, six months through 2nd grade are eligible.

[Learning Alliance](#), (562) 985-7804, in LA4-202 - Provides a unique academic learning community comprised of students, faculty and staff to help make the transition to college a positive one.

[Learning Assistance Center](#) - The Learning Assistance Center, located in HC-104, services offered each semester fall within four categories:

- *Learning Skills Services*
- *Tutorial Services, in various formats*
- *Supplemental Instruction*
- *International Students' Conversation Lab*

Faculty or students may contact the LAC for specific offerings, their schedules and locations, or to make an appointment for individual assistance, at (562) 985-5350.

[Lesbian, Gay, Bisexual, Transgender Student Resource Center](#), (562) 985-4585, located in FO4-165 - Offers support, conducts outreach, and provides information to the campus community regarding lesbian, gay, bisexual, and transgender issues.

Major Department Advisors – Major department advisors assist new and continuing students to develop major educational plans compatible with the student’s interest, academic preparation, and educational and career goals. Information concerning undergraduate advisors’ names, departments, and telephone numbers appear on the “Advisor” pages of the *Schedule of Classes*.

[Multicultural Center](#), (562) 985-8150, located in FO3-3: Serves as a vehicle for the expression of needs and concerns of CSULB’s increasingly diverse campus community.

[Prebaccalaureate Advising and Support Services](#), (562) 985-7895, in LIBE-114 - Provides support and assistance to students in remedial/developmental course placement.

[Stephen Benson Program for Students with Learning Disabilities](#) - The Stephen Benson Program for Students with Learning Disabilities (SBP) provides an integrated network of diagnostic, academic support, and counseling services to meet the needs of students found to be learning disabled. The SBP is located in BH-270. For more information call (562) 985-4430.

[Strategies for Academic Success](#) (Academic Probation), (562) 985-7847, LIBE-124 - Call for scheduling information. This program assists students who are on academic probation in planning and following through on strategies that improve their academic standing at CSULB. This is a university-wide program, using a wide variety of resources, to assist students with important issues, such as understanding campus rules and regulations, improving study skills, making major or career decisions, improving study skills, and knowing how and where to seek advising on academic as well as personal concerns.

[Jensen SAS \(Student Access to Science\) Center](#), (562) 985-4682, in FO5-109 - Provides a unique academic experience for students who plan to major in the natural sciences or mathematics.

[Student-Athlete Academic Services](#) - Located at PE1-63, the Bickerstaff Center for Student-Athlete Services provides support services for CSULB student-athletes. Phone number: (562) 985-4777.

[Student Health Center](#), (562) 985-4771, located on State University Drive - Provides outpatient care for acute illness or injury. Basic medical service is provided for all enrolled students.

[SOAR](#) (Student Orientation, Advising, and Registration) - Located in the Foundation Building, Suite 160, SOAR administers the Student Orientation, Advising, and Registration program for incoming freshmen and transfer students. (562) 985-5515

[University College and Extension Services](#) - The University College and Extension Services includes weekend enrichment programs, adjunct enrollment (also known as “Open University”), and summer and winter sessions. Call (562) 985-5561 for additional information.

[University Library](#) - The University Library provides:

Information Desk	Listening and viewing facilities
Reference service	Microform materials and equipment
Instruction programs	On-line search services
Interlibrary loan	Periodicals
Library Computer Lab	

[Veteran’s Affairs Services](#), (562) 985-5115, located at BH-250 - Coordinates all veterans’ financial benefits including the initiation of federal and state benefits, maintenance of veterans’ status with the Veteran’s Administration, and continuation of benefits through enrollment certification.

[Women’s Resource Center](#) - Located at LA3-105, the Women’s Resource Center provides support for women on campus, including assistance with both academic and personal concerns. It also provides a comfortable lounge where students can study, chat, or hold meetings. Their phone number is (562) 985-8576.

[Writer’s Resource Lab](#) - The main goal of the Writer’s Resource Lab is to assist CSULB students in developing as writers by providing personalized writing tutorial services. The lab’s services are available to any currently enrolled CSULB student. For more information, call 985-4329 or stop by the Writer’s Resource Lab in LAB-212.

Graduation

Please locate graduation information at the CSULB Enrollment Services' web site at <http://www.csulb.edu/depts/enrollment/>

Frequently Asked Questions

Q. Can some courses be double-counted for the major and GE?

A. All students under the 1999 and previous GE requirements follow these double count rules: University policy states that courses taken in the major department may not be used to satisfy GE requirements. However, major requirement courses housed in other major departments can be used for both GE and major requirements if they appear on the list of approved GE courses in the *Schedule of Classes*. For example, Electrical Engineering majors are required to take chemistry, mathematics, and physics courses which are taught in departments other than Electrical Engineering. Since those courses appear on the approved list of GE courses, Electrical Engineering majors may use these courses for both the major and GE in terms of subject credit. Students only receive unit credit once for the course(s) taken. The University's rule that major department courses may not be used for GE also has some exceptions. They are:

- All courses in Category A.
- Courses in Category B1a for majors in life science departments.
- Courses in B2 for majors in mathematics.
- Courses in C1 and C3 for art and music majors.
- Courses in Category D1a for majors in history.
- Courses in D1b (1985, 1993) for Category F (1981) for majors in political science.
- All interdisciplinary ("I") course in all categories.
- All Human Diversity (HD) courses in all categories.

Keep in mind that although courses may double-count for the major and GE, students receive unit credit only once for the course(s) taken.

All students under the 2008 GE requirements follow these double count rules: Up to 10 units in the major department may be double counted if the courses appear on current GE lists.

Q. What is the "ten-year rule" and when is it in effect?

A. The ten-year rule took effect in 1996. At that time all upper division courses required

for the major must be completed within the ten-year period preceding work toward the baccalaureate, or major departments may request re-validation of all upper division major course work. Re-validation requires demonstration of competence or knowledge of the subject as prescribed by the department offering the course(s). Undergraduate students graduating before 1996 will not be affected by the ten-year rule. It is the major department's prerogative to re-validate or not.

Q. What is the residence requirement for graduation?

A. At least 30 semester units must be taken at CSULB in order to graduate from the University. At least 24 of these units must be upper division and a minimum of twelve units must be in the major. Units earned in University College and Extension Services cannot be counted toward fulfillment of the residence requirement. As long as students fulfill the residence requirement and complete all the requirements for the baccalaureate degree, they may graduate from CSULB even though they may have attended several different universities, or be attending another university in their senior semesters. As long as the residence requirement and the requirements for the CSULB baccalaureate degree are met, students are entitled to graduate from this university.

Q. What is "academic renewal" and how difficult is it to obtain?

A. Because academic renewal involves very specific criteria, few students are eligible to receive it. Academic renewal means that all grades and units received during one or two semesters of undergraduate course work are disregarded in the computation of GPA and academic standing. This can be a great help to students who did poorly in their early academic career and are attempting to clean up their early academic record. If students can meet the terms of academic renewal, they need to be aware that no work, even if satisfactory, taken during the disregarded semester(s), will apply toward the baccalaureate degree. In addition, all grades and units attempted will remain on record although they will not be computed. The terms of academic renewal are:

- At least five calendar years must have elapsed since the work in question was completed.
- Students must have subsequently completed at least 15 semester units with a 3.0 GPA (or 30 semester units with a 2.5 GPA or 45 semester units with a 2.0 GPA) at this university before filing a request to disregard the early course work in question.
- The petitioning student must certify that the work to be disregarded was not reflective of his/her present level of academic performance.

- The certification must include a statement explaining the extenuating circumstances that caused the poor performance during the semester(s) in question.
- The student must provide evidence that it would be necessary to complete additional units and enroll for one or more additional semesters in order to qualify for the baccalaureate degree if the request were not approved.

Petitions for academic renewals must be submitted to the Office of Enrollment Services. Final determination will be made by the Vice President of Academic Affairs in consultation with the University Academic Appeals Committee. Please refer to the section on the Academic Appeals process for additional information.

Transfer Process

Q. What is the difference between transferability and equivalency of course credit?

A. Transferred course credits are applicable toward a baccalaureate or graduate degree; i.e., they are from an accredited educational institution and are at the baccalaureate or graduate level (not high school, remedial, or vocational-technical level). They may or may not be equivalent to CSULB courses.

Equivalent courses are those CSULB has articulated or are determined by Enrollment Services or by the major department to be equivalent.

Q. By what criteria is course equivalency determined?

A. It is determined by these criteria:

1. Is the course level the same (e.g., lower or upper division)?
2. Are the course title and, more importantly, course content or description the same at CSULB and at the college from which the course is transferred?

Q. What do students do if the level and description of the course are not recognizably the same?

A. The burden is on the student to submit other proof of course content (text, course outline, etc.) to the department requiring the course. Departments may accept a transferred lower division course as equivalent to an upper division course but students never receive upper division credit toward the 40 unit upper division requirement for graduation if this sort of substitution is made.

Q. Are all courses transferred to CSULB evaluated for equivalency to the major and GE requirements?

A. No, GE courses taught in the California Community College system and a few other institutions are transferred even without equivalencies into the CSULB General Education patterns as long as they appear on the community college GE lists.

Q. *What are articulated courses?*

A. Articulated courses are those which CSULB and various accredited public and private colleges and universities in California have determined, in advance, are equivalent to each other. California articulation agreements are available online at <http://www.assist.org>

Academic courses taken at other accredited institutions of higher education, although not listed in the articulation agreements, can still be deemed equivalent. Major departments can make determinations about major course equivalencies or substitutions while the Academic Appeals Committee can make determinations about equivalencies or substitutions of GE courses. Recommendations are welcome from the departments in which the GE courses are offered.

For more information on the transfer process, please call Enrollment Services at (562) 985-5471 or connect to their web site at <http://www.csulb.edu/depts/enrollment/>

Improving Academic Standing

Students can improve their academic standing in a number of ways. They can earn grades of “A” and “B” to offset previous low grades. For example, a three unit “F” grade (-6 grade points) is offset by a three unit “A” grade (+6 grade points). In addition, undergraduate students can take advantage of the University’s Repeat/Delete policy and repeat a CSULB course. If the second grade is a “C” or better, it will take the place of the first in the calculation of the student’s grade point average (GPA) provided that the repeated course is also taken at CSULB. Moreover, transfer students who enter CSULB with deficient grade points or who wish to exclude “D,” “F,” or “WU” grades in courses taken at another institution, may do so by enrolling in equivalent courses at CSULB, with permission of the department in which the course is taught. However, only the cumulative GPA is affected.

Q. *What if students receive poor grades on the second attempt?*

A. Students who repeat courses to delete a “D,” “F,” or “WU” grade, must receive a “C” or better on the second attempt to delete the first unsatisfactory grade. Second grades of “D,” “F,” or “WU” will get no special consideration; they will be computed in units attempted and grade points causing even more deficient grade points. If the course is taken a third time, all three grades will be averaged for a final grade point

average.

Q. Can post-baccalaureate students take advantage of the CSULB Repeat/Delete policy?

A. Post-baccalaureate students pursuing credentials or certificates, graduate degrees, or no specific objective are not eligible for grade deletions.

Q. How do students request grade adjustments from Enrollment Services for a CSULB course?

A. Students need not request a Repeat/Delete for courses taken in 1991 or thereafter. For courses taken before 1991, a *Notice of Intent to Repeat a Course* petition must be filed in the semester in which the repeated course is taken. In addition, students may file a *Request for Repeat-Delete of a Transfer Course* for courses taken at another institution if it is approved by the department offering the course at CSULB. Successful repetition at CSULB of transfer courses does not change grades on transcripts from other institutions or at CSULB; rather it increases the cumulative GPA in all college work attempted.

Q. Can this GPA adjustment be applied to a grade of “D,” “F,” or “WU” transferred from another institution?

A. Yes. Under CSULB policy provision, transfer students who enter CSULB, with deficient grade points or who wish to exclude from the GPA calculation a “D,” “F,” or “WU” grade in courses taken at another institution, may do so by enrolling in an equivalent course at CSULB with permission of the department in which the course is taught. For this purpose, the student must file an approved *Request for Repeat-Delete of a Transfer Course*.

Q. Exactly how does this change a student’s academic record?

A. Grades on the transcripts are not changed whether the course is first taken here or at another institution. Notes are used on the transcript to indicate that this GPA adjustment is in effect. The only change that results from a successful repetition of a course is in the calculation of the student’s GPA.

Q. Can students be placed on academic probation without ever earning a “D” or “F” grade?

A. Yes. Students who receive the administrative symbol of “WU” receive grade point deficiencies in courses from which they do not officially withdraw. Any courses for which students are registered, but wish to drop, must be withdrawn through IVR during the first two weeks of a semester. To drop courses thereafter, a *Schedule of*

Adjustment form must be filed in Enrollment Services.

Credit/No Credit (CR/NC)

Q. Are “CR” and “NC” grades calculated in the grade point average?

A. No.

Q. How is a “CR” (credit) grade equated in terms of a letter grade?

A. A “Credit” grade is equivalent to an “A,” “B,” or “C” grade.

Q. What is the letter grade equivalency to a “NC” (no credit) grade?

A. A “NC” grade is equivalent to a “D” or “F” grade.

Q. Since the letter grade “D” is a passing grade, does a “NC” pass if it is equivalent to a “D?”

A. No. If you opt for a “CR/NC” grade, you will not pass a course in which you received an “NC.”

Q. Can I just take any course “CR/NC?”

A. No. You can not take any course, especially a major course “CR/NC” without permission of the major department. Undeclared majors need permission from the director of the Academic Advising Center.

Q. How many units of “CR/NC” count toward graduation?

A. No more than 24 units in total, 12 units in upper-division courses, and no more than eight units each semester can be counted toward graduation.

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