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# Regulations of the Graduate Division

**Graduate students are individually responsible for complying with the procedures, regulations, and deadlines as set forth in the General Catalog of the University and in the Bulletin of the Graduate Division. Questions concerning graduate study at San Diego State University should be referred to the Graduate Division.**

All students beginning graduate study at San Diego State University after August 2002 will be required to follow the procedures and regulations stated in the 2002-03 edition of the Bulletin of the Graduate Division. A student who was admitted to a graduate degree curriculum at this university prior to that date and who has been enrolled in one or more courses during each consecutive semester since first enrolling as a graduate student, or whose attendance has not been interrupted by more than two consecutive semesters, will be held responsible for the regulations in effect at the time the official master's degree program of study is approved.

## Student Responsibility for Bulletin Information

Students are individually responsible for the information contained in this bulletin. Although the Graduate Division attempts to preserve requirements for students subject to this bulletin, information contained herein is subject to change from year to year as university rules, policies, and curricula change. Failure to keep informed of such annual changes will not exempt students from whatever consequences may result.

## Changes in Rules and Policies

Although every effort has been made to assure the accuracy of the information in this bulletin, students and others who use this bulletin should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Changes may come in the form of statutes enacted by the Legislature, rules and policies adopted by the Board of Trustees of the California State University, by the Chancellor or designee of the California State University, or by the President or designee of San Diego State University. It is not possible in this publication to include all of the rules, policies and other information that pertain to the student, San Diego State University, and The California State University. Additional information may be obtained from the appropriate department, school, or administrative office. Each semester, the Class Schedule and Student Information Handbook outlines changes in academic policy and procedure and current deadlines that are of importance to students.

Nothing in this bulletin shall be construed as, operate as, or have the effect of an abridgment or a limitation of any rights, powers, or privileges of the Board of Trustees of the California State University, the Chancellor of the California State University, or the President of San Diego State University. The Trustees, the Chancellor, and the President are authorized by law to adopt, amend, or repeal rules and policies that apply to students. This bulletin does not constitute a contract or the terms and conditions of a contract between the student and San Diego State University or the California State University. The relationship of the student to this institution is one governed by statute, rules, and policy adopted by the Legislature, the Trustees, the Chancellor, the President and their duly authorized representatives.

## Privacy Rights of Students in Education Records

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect students' privacy in their records maintained by the campus. The statute and regulations govern access to student records maintained by the campus and the release of such records. The law provides that the campus must give students access to records directly related to the student and must also provide opportunity for a hearing to challenge such if the student claims they are inaccurate, records on the grounds that they are inaccurate, misleading or otherwise inappropriate. The right to a hearing under this law does not include any right to challenge the appropriateness of a grade determined by the instructor. The law generally requires the institution to receive a student's written consent before releasing personally identifiable data about the student. The institution has adopted a set of policies and procedures governing implementation of the statutes and the regulations. Copies of these policies and procedures may be obtained at the Office of the Provost. Among the types of information included in the campus statement of policies and procedures are: (1) the types of student records maintained and the information they contain; (2) the official responsible for maintaining each type of record; (3) the location of access lists indicating persons requesting or receiving information from the record; (4) policies for reviewing and expunging records; (5) student access rights to their records; (6) the procedures for challenging the content of student records; (7) the cost to be charged for reproducing copies of records; and (8) the right of the student to file a complaint with the Department of Education. The Department of Education has established an office and review board to investigate and adjudicate violations. The designated office is: Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. 20202-4605.

The campus is authorized under the Act to release "directory information" concerning students. The Office of the Registrar releases the following: student's name, major field of study, dates of attendance, and degrees and awards received. Although federal law allows for the release of address, telephone listing, electronic mail address, photograph, place and date of birth, and information related to participation in athletics, San Diego State University has a practice of not routinely releasing this information. The above designated information is subject to release by the campus at any time unless the campus has received prior written objection from the student specifying information the student requests not be released. Students are given an opportunity to restrict the release of "directory information" about themselves by calling the Office of the Registrar's touch-tone system, (619) 594-7800, or by accessing [www.sdsu.edu/webline](http://www.sdsu.edu/webline).

The campus is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons have responsibilities in the campus' academic, administrative or service functions and who have reason for using student records associated with their campus or other related academic responsibilities. Student records may also be disclosed to other persons or organizations under such conditions as part of accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; to other institutions to which the student is transferring.

## Nondiscrimination Policy

### Race, Color, National Origin, and Disability

San Diego State University complies with the requirements of Title VII of the Civil Rights Act of 1964, as amended by the Americans with Disabilities Act and the regulations adopted thereunder. No person shall, on the basis of race, color, national origin, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program of the California State University. The California State University does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted thereunder and the Americans with Disabilities Act prohibit such discrimination.

The Office of the Ombudsman, (619) 594-6578, has been designated to coordinate the efforts to comply with these Acts and their implementing regulations.

### Sex

San Diego State University does not discriminate on the basis of sex in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972, as amended, and the administrative regulations adopted thereunder prohibit discrimination on the basis of sex in education programs and activities. Such programs and activities include admission of students and employment. Inquiries concerning the application of Title IX to programs and activities can be directed to the Director, Office of Diversity and Equity, (619) 594-6464 or to the Regional Director of the Office of Civil Rights, Region IX, 50 United Nations Plaza, Room 239, San Francisco, CA 94102.

The California State University is committed to providing equal opportunities to male and female CSU students in all campus programs, including intercollegiate athletics.

### Sexual Orientation

San Diego State University does not discriminate on the basis of sexual orientation.

## Immigration Requirements for Licensure

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193), also known as the Welfare Reform Act, includes provisions to eliminate eligibility for federal and state public benefits for certain categories of lawful immigrants as well as benefits for all illegal immigrants.

Students who will require a professional or commercial license provided by a local, state, or federal government agency in order to engage in an occupation for which the CSU may be training them must meet the immigration requirements of the new Personal Responsibility and Work Opportunity Reconciliation Act to achieve licensure.

## Numbering of Courses

Courses numbered 80-99 are nonbaccalaureate level and are not acceptable for a bachelor's degree; those numbered 100 through 299 are in the lower division (freshman and sophomore years); those numbered 300 through 499 are in the upper division (junior and senior years) and intended for undergraduates; those numbered 500 through 599 are in the upper division and are also acceptable for advanced degrees when taken by students admitted to graduate standing; those numbered 600 through 799 are graduate courses; and those numbered 800 through 899 are doctoral courses.

Courses numbered at the 900 level, except 997, are reserved for graduate courses in certain professional curricula as part of advanced certificate, credential, and licensure programs and are specifically intended for students admitted to the University with post-baccalaureate classified standing. Courses numbered at the 900 level are not applicable to other graduate programs.

Courses numbered 397 offered in regular sessions are professional advancement/training or tutorial/discussion classes that may

accompany other credit courses and are not acceptable towards an undergraduate or graduate degree.

Courses numbered X-01 through X-79 and X-397 are Extension professional development units offered only through Extension to meet specific academic needs of community groups and are not acceptable toward an undergraduate or graduate degree.

## Grading System

Grades and grade points per unit used in reporting are as follows: Grade of **A** (outstanding achievement; available for the highest accomplishment), 4 points; **B** (average; awarded for satisfactory performance), 3 points; **C** (minimally passing), 2 points; **D** (unacceptable for graduate credit, course must be repeated), 1 point; **F** (failing), 0 points; **RP** (report in progress), not counted in the grade point average; **W** (withdrawal), not counted in the grade point average; **AU** (audit), no credit earned and not counted in the grade point average; **Cr** (credit), signifying units earned, but not counted in the grade point average; **NC** (no credit), no credit earned and not counted in the grade point average; **I** (authorized incomplete), no credit earned and not counted in the grade point average until one calendar year has expired at which time it will be changed to an **IC** (incomplete charged) and will count as an "F" for grade point average computation; **WU** (withdrawal unauthorized), will count as an "F" for grade point average computation.

### Plus/Minus Grading

A plus/minus grading system is utilized at San Diego State University. Plus/minus grading is not mandatory but is utilized at the discretion of the individual instructor. The grades of A+, F+ and F- are not issued. The decimal values of plus and/or minus grades are utilized in the calculation of grade point averages as follows:

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

### Report in Progress Grade – "RP"

The "RP" symbol is used in connection with courses that extend beyond one academic term. It indicates that work is in progress and has been evaluated and found to be satisfactory to date, but that assignment of a precise grade must await completion of additional work. Work is to be completed within a stipulated time period not to exceed one calendar year except for graduate thesis (799A), or dissertation (899). Failure to complete the assigned work within one calendar year except for courses 799A, 899 will result in the course being computed into the grade point average as an "F" (or a "NC" if the course was taken for a credit/no credit grade). Graduate courses for which the "RP" symbol is appropriate are specifically designated in the departmental listings of this bulletin.

Candidates for graduation whose record carries a grade of RP will be graduated provided they are otherwise eligible for graduation. However, the RP cannot be made up after the degree has been granted. If students do not wish to be graduated with the grade of RP on their record, they must officially cancel their application for graduation.

### Withdrawal Grade – "W"

The symbol "W" indicates that the student was permitted to drop a course after the first four weeks of instruction because of a verified serious and compelling reason and had obtained the signature of the instructor and the approval of the dean or designee of the college in which the class is located. After the fourth week, the grade of "W" will appear on the student's permanent record for courses for which an official drop has been approved.

## Regulations of the Graduate Division

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Dropping a class after the end of the tenth day of instruction and prior to the last three weeks of instruction is permissible only for verified serious and compelling reasons. Permission to drop a class during this period is granted only with the signature of the instructor, who indicates grade status in the class, and the approval of the college dean or designee. Approvals are made in writing on prescribed forms. Students are not permitted to drop a class during the final three weeks of instruction, except in cases such as accident or serious illness where the cause of dropping the class is due to circumstances clearly beyond the student's control and the assignment of an Incomplete is not practicable. All such requests must be accompanied by appropriate verification. Ordinarily, withdrawals in this category will involve total withdrawal from the University, except that credit, or an Incomplete, may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Consult the current Class Schedule for more detailed information.

### Auditing – “AU”

Enrollment as an auditor is subject to permission of the instructor provided that enrollment in a course as an auditor shall be permitted only after students otherwise eligible to enroll on a credit basis have had an opportunity to do so. Auditors are subject to the same fee structure as credit students and regular class attendance is expected. Failure to meet required class attendance may result in an administrative drop of the course. To enroll as an auditor, obtain the *Change to Audit Grade* form from the Office of the Registrar. Obtain instructor approval and return the completed form on or before the fifteenth day of instruction to the Office of the Registrar. Once enrolled as an auditor, the student may not change to credit status unless such a change is requested prior to the end of the fifteenth day of instruction. If enrolled for credit the student may not change to audit after the end of the fifteenth day of instruction.

### Credit/No Credit Courses “Cr/NC”

Students may enroll for credit/no credit only in those graduate courses specifically designated as credit/no credit only.

The symbol “Cr” is used to report the satisfactory completion of Courses 797, 798, 799A, and certain 500- 600- 700- and 800-numbered courses specifically designated in this bulletin and the Class Schedule. Failure to complete satisfactorily such courses will result in the assignment of “NC.” No other 600, 700-, or 800-numbered courses may be taken for credit/no credit. No 500-numbered courses graded credit/no credit, except those offered only for credit/no credit, are acceptable on an advanced degree program.

A grade of “Credit” in graduate level courses is awarded for work equivalent to all grades that earn 3.0 or more grade points (A through B). “No Credit” is awarded for work equivalent to all grades which earn less than 3.0 grade points (B– through F).

Some specified sections of graduate level topics courses may be offered for credit/no credit provided the following statement is included in the course description in the Bulletin of the Graduate Division: “Specified sections of this course may be offered for credit/no credit. Refer to the Class Schedule.”

### Authorized Incomplete Grade “I”

The symbol “I” (incomplete authorized) indicates 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 student's responsibility to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. The conditions for removal of the Incomplete shall be reduced to writing by the instructor and given to the student with a copy placed on file with the department chair until the Incomplete is removed or the time limit for removal has passed. A final grade is assigned when the work agreed upon has been completed and evaluated. An Incomplete shall not be assigned when the only way the student could make up the work would be to attend a major portion of the class when it is next offered. Contract forms for Incompletes are available at department offices.

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. Failure to complete the assigned work within one calendar year will result in an Incomplete being converted to an “IC” symbol, unless the faculty member assigns a specific letter grade at the time the Incomplete is assigned, which would replace the “I” in the student's record at the end of the calendar year deadline. An Incomplete may not be removed by reenrollment in the course.

Candidates for graduation whose record carries a grade of Incomplete will be graduated provided they are otherwise eligible for graduation. However, the Incomplete cannot be made up after the degree has been granted, and it will be counted as an “F” for grade point purposes at the time of graduation. If students do not wish to be graduated with the grade of Incomplete on their record, they must officially cancel their application for graduation.

### Incomplete Charged Grade “IC”

The symbol “IC” (incomplete charged) may be used when a student who received an authorized incomplete “I” has not completed the required coursework within the allowed time limit. The “IC” replaces the “I” and is counted as a failing grade for grade point average and progress point computation.

### Withdrawal Unauthorized Grade “WU”

The symbol “WU” indicates that the student enrolled in a course, did not withdraw from the course, but failed to complete course requirements. It is used when, in the opinion of the instructor, the number of completed assignments or course activities or both were insufficient to make possible a normal evaluation of academic performance. For purposes of grade point average computation this symbol is equivalent to an “F.” If the student attended a portion of a course and then, after receiving failing grades, stopped attending without officially withdrawing, a final grade of “F” not “WU” should be assigned.

## Assignment of Grades and Grade Appeals

1. Faculty have the right and responsibility to provide evaluation and timely assignment of appropriate grades.
2. There is a presumption that grades assigned are correct. It is the responsibility of anyone appealing an assigned grade to demonstrate otherwise.
3. If the student believes that an appropriate grade has not been assigned, the student should first seek to resolve the matter with the instructor of record. If the matter cannot be resolved informally, the student may present the case to the appropriate campus entity, have it reviewed and, where justified, receive a grade correction.
4. It is the student's responsibility to attempt to resolve grade disputes in a timely manner, typically during the semester following the semester the questioned grade was received. If twelve or more months have elapsed since the grade was issued, or the student has graduated, no grade change will be considered.

### Computation of Grade Point Average

To compute the grade point average, divide the total number of grade points earned by the total number of units attempted in courses in which letter grades are assigned. Units earned with a Cr (credit) are not included in the computation. A grade of “I” (authorized incomplete) is not counted in the grade point computation until one calendar year has expired, at which time it will be changed to an IC (incomplete charged) and will count as an “F”. For details see the section of this bulletin under Basic Requirements for the Master's Degree.

### Uncompleted Theses

A student who registers for Course 799A, Thesis, but does not complete the thesis or project by the end of the semester or summer session in which the student registers for it, will receive an RP (report

in progress) grade if the thesis committee chair so recommends. This grade symbol will remain on the student's record until the thesis is completed. **A second registration in Course 799A, Thesis, is prohibited.**

A student who has been assigned the grade symbol RP for the thesis is required to register for Course 799B (0 units, Cr/NC) in any semester or term in which the student expects to use the facilities and resources of the University. The student must be registered in the course when the completed thesis is granted final approval.

### Withdrawals

A graduate student who has been admitted to a graduate degree curriculum but has completed no courses at this University for two consecutive semesters is considered to have withdrawn from the curriculum. The student will be required to file application for readmission to the University upon resumption of graduate study. A student who withdraws from a graduate curriculum will be required to comply with regulations and requirements in effect at the time of readmission to the Graduate Division.

#### Official Withdrawal

Students who wish to withdraw from the University must initiate action formally through the Office of the Registrar. Failure to withdraw will result in a failing grade in all courses. A student who has not paid fees and is not enrolled in at least one class (other than for audit) at the end of the fourth week of instruction (census date) is considered to have withdrawn from the University for that semester. Refunds are obtainable only for the first 11 class days after the start of classes. In order to receive a refund, the student must file an official withdrawal form and refund request at the Office of the Registrar within the first 11 class days of the term.

Withdrawal from the University is permitted before the end of the fifteenth day of classes. No courses or "W" designations will appear on the permanent record.

Dropping a course or courses after the tenth day of classes and prior to the last day of classes is permissible only with the signature of each instructor and the approval of the appropriate official of the college or department. Withdrawal from the University between the sixteenth day of classes and the last day of classes is permissible for classified or conditionally classified students only with the signature of each instructor and approval of the department chair or designee of the student's major. Postbaccalaureate (unclassified) students and those in the Interdisciplinary Studies major who wish to withdraw from the University must have the signature of each instructor and approval of the Graduate Dean or designee. Ordinarily, withdrawals during the final three weeks of instruction involve total withdrawal from the University, except where sufficient work has been completed in a specific course or courses to permit an evaluation to be made. Changes made after the last day of instruction are considered retroactive. Graduate students wishing to petition for retroactive changes should contact the Graduate Division to obtain a petition for late change of program and further instructions.

To be permitted to withdraw from a course or courses or to withdraw from the University, the student must have serious and compelling reasons due to circumstances beyond the student's control. Documentation of those reasons must be provided. Poor academic performance is not an acceptable reason for dropping a course or for withdrawal from the University. See the Class Schedule for more detailed instructions.

Students who are receiving financial aid funds must consult with the Office of Financial Aid 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 governed by federal law.

**Withdraw Retroactively.** After the last day of the semester, a graduate student who wishes to withdraw retroactively should request withdrawal from the full semester's work. Such requests may be granted only in verified cases such as accident or serious illness where the cause for substandard performance was due to circumstances clearly beyond the student's control. Ordinarily, requests for withdrawals from individual classes will not be accepted. Retroactive withdrawals must be approved by the Graduate Dean or designee.

#### Unofficial Withdrawal

Students withdrawing unofficially from classes or from the University will receive failing grades in all courses that they stop attending. An unofficial withdrawal is one in which a student stops attending classes without filing official withdrawal forms within the established deadlines.

Veterans unofficially withdrawing will have veteran's allowances immediately suspended and will be subject to full repayment of allowances received after date of unofficial withdrawal.

### Leaves of Absence

#### One-Semester Stop Out

With certain exceptions, matriculated graduate students may stop out of the University one semester in a calendar year and maintain continuing student status. Continuing status includes the maintenance of bulletin requirements for graduation. Disqualified students, students absent for more than one semester without an approved leave of absence, and those who attend another institution must apply for readmission should they wish to return to San Diego State University. Students who are disqualified are not eligible for a one semester stop-out.

#### Educational Leave of Absence

Students are permitted to take up to four semesters of approved leave of absence. An educational leave of absence is appropriate in those cases where students will be engaged for the majority of the leave time in an activity, other than attending an accredited college or university, that is directly related to their formal academic careers or otherwise contributes to specific academic goals. Students must apply for the particular semester they wish to be absent from school. If they wish to extend a leave for additional semesters, a separate request must be filed previous to the deadline for submitting leaves as outlined in the Academic Calendar.

Requests for a leave may be made at the Office of the Registrar by calling (619) 594-7800. If students wish to cancel a leave they must do so prior to the first day of classes by calling (619) 594-7800. The Class Schedule and Student Information Handbook lists specific deadlines. For students participating in the CSU visitors' program, units completed at the visitor campus will be considered resident units; they will not, however, be calculated into the San Diego State University grade point average.

Approval for educational leaves of absence will be granted only to graduate students who have completed a minimum of one semester at San Diego State University, who are in good academic standing, and who are eligible to register. Leaves will not be granted to students on probation, students who are subject to disqualification or have been disqualified, students who qualify for a change from undergraduate to graduate status, or students who have a registration hold.

### Readmission

If not disqualified, an enrolled student is eligible to stay out one semester without penalty. No reapplication is necessary and registration information will automatically be mailed to the last address on file.

A student who withdraws from the University for more than one semester must file an application for readmission before the stated closing deadline with a \$55 application fee. If the student was enrolled at another institution subsequent to the last attendance at San Diego State University, an official transcript showing work completed must

be sent by the transfer institution directly to Graduate Admissions before readmission can be completed. SDSU students in good academic standing will retain their original catalog status if they are absent from the University for no more than one semester.

### Repeated Courses

Ordinarily, a graduate student may not repeat courses that have been taken as part of the official master's degree program. With prior permission of the graduate adviser, however, a graduate student may repeat one course on the official program of study in which a grade of C, D, F or U has been received. When a graduate student in any category of admission repeats a course in which a C, D, or F has been earned, both grades will remain on the student's permanent record and both grades will be calculated in the grade point average. If a student repeats a course in which a U has been earned, the original U grade will remain on the permanent record, but only the second grade will be used in computation of the grade point average. A course in which a U has been earned may be repeated only once. Repeated courses may not be taken for credit/no credit. Students who have successfully repeated a "U" graded course should notify the Graduate Division if they wish immediate adjustment of their grade point average.

### Probation and Disqualification

#### Scholastic Probation

A graduate student in any admission category shall be placed on academic probation if the student fails to maintain a cumulative grade point average of at least 2.75 in all units attempted subsequent to admission to the university.

Students in a graduate degree program in conditional or classified standing should consult the section of this bulletin entitled "General Requirements for Doctoral Programs" and "Basic Requirements for the Master's Degree" for grade point average requirements for degree seeking students.

#### Scholastic Disqualification

A graduate student in any admission category shall be subject to disqualification from further attendance at the University if, while on academic probation, the student fails to earn sufficient grade points to warrant removal from probationary status.

In addition, graduate students who have been admitted to an advanced degree program and whose performance therein is judged to be unsatisfactory, with respect to scholastic or professional standards established by the Graduate Council, will be subject to academic dismissal from their program and may also be academically disqualified from further attendance at the University by the Graduate Dean in consultation with the department (examples: failure to fulfill conditions for fully classified admission within the time specified; denial of advancement to candidacy for a degree; failure in presentation of a thesis or comprehensive examination).

Departments or schools of the University may also recommend that the Graduate Dean dismiss from the University any graduate student whose performance in a degree, certificate, or credential program is judged unsatisfactory with respect to the scholastic or professional standards of the program.

#### Petition for Readmission

A graduate student disqualified from further attendance at the University for any academic or professional reason may request reinstatement by filing a petition and a letter of support from the graduate adviser or chair of department with the Graduate Division. A student who has not attended the University for one or more semesters after disqualification will also be required to apply for readmission during the specified filing period if the petition is approved. Petition forms are available at the Graduate Division.

Reinstated students who were disqualified for failure to meet the scholastic or professional standards in a particular program may not subsequently enroll in courses carrying graduate credit in that program without approval of the program graduate adviser and the consent of the Graduate Dean. If reinstated students enroll in such courses without prior approval, the corresponding academic credit may not be used to meet the curricular requirements of that program. Such students may also be administratively disenrolled.

### Administrative Academic Probation and Disqualification

#### Administrative Academic Probation

The Graduate Dean may place a student on administrative academic probation for any of the following reasons:

1. Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms.
2. Repeated failure to progress toward the stated degree or objective or other program objective when such failure appears to be due to circumstances within the control of the student.
3. Failure to comply, after due notice, with an academic requirement or regulation that is routine for all students or a defined group of students (examples: failure to list all colleges attended on the application for admission, failure to take placement tests, failure to complete a required practicum).

#### Administrative Academic Disqualification

A student who has been placed on administrative academic probation may be disqualified from further attendance if:

1. The conditions for removal of administrative academic probation are not met within the period specified.
2. The student becomes subject to academic probation while on administrative academic probation.
3. The student becomes subject to administrative academic probation for same or similar reason for which the student has been placed on administrative academic probation previously, although not currently in such status.

### Student Discipline and Grievances

Inappropriate conduct by students or by applicants for admission is subject to discipline on the San Diego State University campus. The Office of Judicial Procedures coordinates the discipline process and establishes standards and procedures in accordance with regulations contained in Sections 41301 through 41304 of Title 5, *California Code of Regulations*. These sections are as follows:

#### 41301. Expulsion, Suspension and Probation of Students.

Following procedures consonant with due process established pursuant to Section 41304, any student of a campus may be expelled, suspended, placed on probation or given a lesser sanction for one or more of the following causes which must be campus related:

- (a) Cheating or plagiarism in connection with an academic program at a campus.
- (b) Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information to a campus.
- (c) Misrepresentation of oneself or of an organization to be an agent of the campus.
- (d) Obstruction or disruption, on or off campus property, of the campus educational process, administrative process, or other campus function.

- (e) Physical abuse on or off campus property of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse.
- (f) Theft of, or nonaccidental damage to, campus property, or property in the possession of, or owned by, a member of the campus community.
- (g) Unauthorized entry into, unauthorized use of, or misuse of campus property.
- (h) On campus property, the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis.
- (i) Knowing possession or use of explosives, dangerous chemicals or deadly weapons on campus property or at a campus function without prior authorization of the campus president.
- (j) Engaging in lewd, indecent, or obscene behavior on campus property or at a campus function.
- (k) Abusive behavior directed toward, or hazing of, a member of the campus community.
- (l) Violation of any order of a campus President, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this Section.
- (m) Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation pursuant to this Section.
- (n) For purposes of this Article, the following terms are defined:
  - (1) The term "member of the campus community" is defined as meaning California State University Trustees, academic, nonacademic and administrative personnel, students, and other persons while such other persons are on campus property or at a campus function.
  - (2) The term "campus property" includes:
    - (a) real or personal property in the possession of, or under the control of, the Board of Trustees of The California State University, and
    - (b) all campus feeding, retail or residence facilities whether operated by a campus or by a campus auxiliary organization.
  - (3) The term "deadly weapons" includes any instrument or weapon of the kind commonly known as a blackjack, sling-shot, billy, sandclub, sandbag, metal knuckles; any dirk, dagger, switchblade knife, pistol, revolver, or any other firearm; any knife having a blade longer than five inches; any razor with an unguarded blade, and any metal pipe or bar used or intended to be used as a club.
  - (4) The term "behavior" includes conduct and expression.
  - (5) The term "hazing" means any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger or physical or emotional harm to any member of the campus community; but the term "hazing" does not include customary athletic events or other similar contests or competitions.
- (o) This Section is not adopted pursuant to Education Code Section 89031.
- (p) Notwithstanding any amendment or repeal pursuant to the resolution by which any provision of this Article is amended, all acts and omissions occurring prior to that effective date shall be subject to the provisions of this Article as in effect immediately prior to such effective date.

**41302. Disposition of Fees: Campus Emergency; Interim Suspension.**

The President of the campus may place on probation, suspend, or expel a student for one or more of the causes enumerated in Section 41301. No fees or tuition paid by or for such student for the semester, quarter, or summer session in which he or she is suspended or expelled shall be refunded. If the student is readmitted before the close of the semester, quarter, or summer session in which he or she is suspended, no additional tuition or fees shall be required of the student on account of the suspension.

During periods of campus emergency, as determined by the President of the individual campus, the President may, after consultation with the Chancellor, place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities.

The President may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within 10 days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the President or designated representative, enter any campus of the California State University other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

**41303. Conduct by Applicants for Admission.**

Notwithstanding any provision in this section to the contrary, admission or readmission may be qualified or denied to any person who, while not enrolled as a student, commits acts which, were he enrolled as a student, would be the basis for disciplinary proceedings pursuant to Sections 41301 or 41302. Admission or readmission may be qualified or denied to any person who while a student, commits acts which are subject to disciplinary action pursuant to Section 41301 or Section 41302. Qualified admission or denial of admission in such cases shall be determined under procedures adopted pursuant to Section 41304.

**41304. Student Disciplinary Procedures for the California State University.**

The Chancellor shall prescribe, and may from time to time revise, a code of student disciplinary procedures for the California State University. Subject to other applicable law, this code shall provide for determinations of fact and sanctions to be applied for conduct which is a ground of discipline under Sections 41301 or 41302, and for qualified admission or denial of admission under Section 41303; the authority of the campus President in such matters; conduct related determinations on financial aid eligibility and termination; alternative kinds of proceedings, including proceedings conducted by a Hearing Officer; time limitations; notice; conduct of hearings, including provisions governing evidence, a record, and review; and such other related matters as may be appropriate. The Chancellor shall report to the Board actions taken under this section.

**Student Grievances**

If a student believes that a professor's treatment is grossly unfair or that a professor's behavior is clearly unprofessional, the student may bring the complaint to the proper University authorities and official reviewing bodies by following the **Procedures for Handling Student Grievances Against Members of the Faculty**, adopted by the Faculty Senate. A copy of the procedures may be obtained from the Ombudsman's Office in the Student Services building.

### Plagiarism

Plagiarism is formal work publicly misrepresented as original; it is any activity wherein one person knowingly, directly, and for lucre, status, recognition, or any public gain resorts to the published or unpublished work of another in order to represent it as one's own. Work shall be deemed plagiarism: (1) when prior work of another has been demonstrated as the accessible source; (2) when substantial or material parts of the source have been literally or evasively appropriated (substance denoting quantity; matter denoting qualitative format or style); and (3) when the work lacks sufficient or unequivocal citation so as to indicate or imply that the work was neither a copy nor an imitation. This definition comprises oral, written, and crafted pieces. In short, if one purports to present an original piece but copies ideas word for word or by paraphrase, those ideas should be duly noted.

Lindey, Alexander. *Plagiarism and Originality*, 1952.

San Diego State University is a publicly assisted institution legislatively empowered to certify competence and accomplishment in general and discrete categories of knowledge. The President and faculty of this University are therefore obligated not only to society at large but to the citizenry of the State of California to guarantee honest and substantive knowledge in those to whom they assign grades and whom they recommend for degrees. Wittingly or willfully to ignore or to allow students' ascription of others' work to themselves is to condone dishonesty, to deny the purpose of formal education, and to fail the public trust.

The objective of university endeavor is to advance humanity by increasing and refining knowledge and is, therefore, ill served by students who indulge in plagiarism. Accordingly, one who is suspected or accused of disregarding, concealing, aiding, or committing plagiarism must, because of the gravity of the offense, be assured of thorough, impartial, and conclusive investigation of any accusation. Likewise, one must be liable to an appropriate penalty, even severance from the University and in some cases revocation of an advanced degree, should the demonstrated plagiarism clearly call into question one's general competence or accomplishments.

### Maintenance of Integrity in Research

San Diego State University expects the highest standards of ethical behavior of all members of the academic community involved in the conduct of research, including graduate students. Although instances of misconduct in research are rare, reports of possible scientific fraud concerning faculty, staff, and graduate students employed in research contracts and grants are dealt with in accordance with the university's assurance of compliance with the United States Public Health Service scientific misconduct regulations. The administrative process for handling allegations of scientific misconduct and for protecting the **rights and reputations of all persons involved is detailed in the Policy on Maintenance of Integrity in Research** and published in the *SDSU Policy File*. Reports and/or charges of misconduct in research at SDSU should be directed to the chair of the department or dean of the college in which the alleged misconduct has occurred. Such reports may also be directed to the Associate Vice President for Research in Graduate and Research Affairs for referral to the appropriate college dean.

### Transcripts of Record

Students may obtain an official transcript by filing a transcript request form at the University Cashiers Office. A fee is charged for all transcripts and must be paid in advance. Five to seven working days should be allowed for the processing and mailing of the transcript. Transcripts from other schools or colleges become the property of this University and will not be released or copied.

### Unofficial Transcripts

Students may obtain an unofficial SDSU transcript by accessing the Web site at [www.sdsu.edu/e-services](http://www.sdsu.edu/e-services). You may also obtain a copy from the Office of the Registrar. These transcripts are available on an immediate basis. These records do not bear the seal of the University and are not suitable for transfer purposes. Unofficial copies will be made of the SDSU transcript.

### Final Examinations

No final examination shall be given to individual students before the time specified in the Class Schedule. Any student who finds it impossible to take a final examination on the date scheduled must make arrangements with the instructor to have an incomplete grade reported and must take the deferred final examination within the time allowed for making up incomplete grades.

### Transfer, Extension, and Foreign University Credit

For most master's degree programs, the maximum transfer and San Diego State University extension course credit acceptable is 9 units. Exceptions are the Master of Business Administration degree, which permits 12 units; Master of Science degree in Nursing, which permits 12 units (including a maximum of 12 units of extension credit); the Master of Fine Arts degree in Art and the Master of Fine Arts degree in Theatre Arts, which permits 30 units (including a maximum of 9 units of extension credit); the Master of Fine Arts in Creative Writing which permits 18 units (including a maximum of 9 units of extension credit); the Master of Social Work degree which permits 30 units (including a maximum of 9 units of extension credit); Master of Science degree in Rehabilitation Counseling which permits 30 units (including a maximum of 9 units of extension credit); and the Master of Science degree in Counseling which permits 24 units (including a maximum of 9 units of extension credit). All credit earned in other colleges and universities including foreign universities or in San Diego State University extension courses is subject to approval by the appropriate graduate adviser and the Graduate Dean. Credit earned by correspondence, by examination, or by extension at other institutions is not accepted as satisfying advanced degree requirements.

### Open University, Summer Program, and Other Special Sessions

Open University and special session courses are available to qualified students who have completed individual course prerequisites and who meet the standards for regular enrollment in the University. These courses carry residence credit, and enrollment for students not seeking an advanced degree or certificate does not require formal admission to the University. Students enrolled in such courses, however, do not enjoy access to the full range of student services.

Open University allows students to enroll in on-campus courses offered in the regular semester on a space available basis with the approval of the course instructor and the department chair. Special session classes are offered in the summer program and at other times as authorized by the appropriate campus authority. Registration for courses in Open University or in any special session is through the College of Extended Studies (see Part Five of this Bulletin).

Not more than nine units combined of coursework in Open University and special sessions completed prior to admission to an advanced degree or an advanced certificate program will be acceptable on a program of study. Admission to an advanced program requires formal admission to the University and enrollment in at least one course offered in the regular semester or term for which the student was admitted, a recommendation of the graduate adviser of the particular program, and the approval of the Graduate Dean. Once so matriculated, students may take additional courses in Open University to meet degree or certificate requirements only with the prior permission of the Graduate Dean.

### **Study List Limits in the Graduate Division**

Full time enrollment for graduate students is nine units of coursework numbered 500 through 999. Enrollment in Thesis (799A) is considered full time for master's degree candidates; enrollment in Doctoral Research (897), Doctoral Dissertation (899), or Clinical Internship (Psychology 894) is also considered full time for students admitted to a doctoral program.

Graduate students who are employed as graduate teaching associates at San Diego State University are limited to 15 units of combined teaching assignments and coursework unless a request for

excess load is approved by department chair and the Graduate Dean. Graduate teaching associates who enroll for more units than authorized will not receive credit on their official degree programs for the excess number of units completed.

Graduate students employed as graduate assistants are limited to 20 hours of work per week combined with a maximum of 8 units of coursework. Any excess load must be approved by the department chair and the Graduate Dean. Graduate assistants who enroll for more units than authorized will not receive credit on their official programs for the excess number of units completed.

