



Academic Senate: Summer Senate

Agenda

WEDNESDAY, MAY 21, 2025

12:00 P.M. – 4:00 P.M.

Location: Seven Oaks Country Club, Library

Members: M. Danforth (Chair), D. Solano (Vice-Chair), J. Rodriguez (Interim Provost), A. Hegde Immediate Past Chair), C. Lam (ASCSU Senator), N. Michieka (ASCSU Senator), J. Deal (AAC 24-25), T. Tsantsoulas (AS&SS 24-25; AAC 25-26), D. Wu (BPC 24-25), Z. Zenko (FAC 24-25, 25-26), A. Grombly (BPC 25-26), L. Kirstein (AS&SS 25-26), and K. Van-Grinsven (Senate Analyst).

- I. Call to Order
- II. Announcements and Information
 - a. Planning and logistics for General Faculty Meeting (August 22)
 - b. New Student Convocation (August 24; tentative)
- III. Approval of Agenda **(Time Certain:)**
- IV. Approval of EC and Summer Senate Minutes
 - a. April 22, 2025- EC (handout)
 - b. April 29, 2025- EC (handout)
 - c. May 6, 2025- EC (handout)
 - d. May 13, 2025- Summer Senate (handout)
 - e. May 15, 2025- Summer Senate (handout)
- V. Carry Over Discussion Items
 - a. See Senate log for any unaddressed referrals that should be carried over (handout)
 - i. AAC (J. Deal and T. Tsantsoulas)
 - ii. AS&SS (T. Tsantsoulas and L. Kirstein)
 - iii. BPC (D. Wu and A. Grombly)
 - iv. FAC (Z. Zenko) (handout)
 - b. Reports and Recommendations
 - i. Scholarship and Creative Activities Taskforce - Z. Zenko, Chair (handout)
 - ii. Advising Report and Debrief on Meeting w/ Strategic Enrollment Management

- iii. Special Review Committee for Anthropology – AAC and BPC
- c. Calendar Committee – Composition and faculty representation ([handout](#))
- d. Add “Statements of the Senate” Process to governing documents – EC
- e. Faculty Ombudsperson- Memo to current incumbent ([handout](#)) and drafted Call ([handout](#))
- f. Resolution to rename the Faculty Leadership and Service Award (handout)
- g. Dorm Move-out date inconsistent w/ final exam schedule (handout)

VI. New Discussion Items

- a. May Revise of State Budget
- b. Cabinet appointment discussion (President Harper is open to scheduling a meeting)
- c. Summer Academic Master Plan (handout)
- d. Handbook and Bylaws Project; Summer Project – funding?
 - i. Updating Schools to Colleges
 - ii. Updating all references to quarters
 - iii. Standing Committees Composition:
 - 1. Clarify Handbook language about staff positions being non-MPP staff
 - 2. AS&SS Composition: Associate Dean of Undergraduate and Graduate Studies is not actually listed in the bylaws as an ex-officio member of AS&SS.
 - iv. Director of Assessment: Review position (Handbook 105.2 and 305.6.)
 - v. Council of Academic Deans: Review Composition and name (Handbook 105.2)
 - vi. Public Affairs Committee: Committee in handbook but not bylaws (Handbook 107.1. Standing Committees of the Academic Senate). Discussion on if we want to create the committee or not.
 - vii. Review committees listed (Handbook 107)
 - viii. Update TEAC Description: Currently lists old college names (H&SS, SOE, and NSM) (Handbook 201.5)
 - ix. Update reference to Associate Vice President for Academic Affairs- association with Academic Advising and review other duties (Handbook 104.2.1).
 - x. Update position titles in 309.9 (Handbook 309.9).
 - xi. Update all references to the AVP of Enrollment Management- distinguish the VP of Strategic Enrollment Management from the new AVP of Enrollment Management
 - xii. Bylaws Section IV.A.4 Annual reports from committees- limit to specific committees?
 - xiii. Review and update the Standing Committees ex-officio positions due to the re-organization of university
 - xiv. Changes to bylaws that were approved by previous resolution but never posted (clarifying the edition of Robert’s Rules of Order)
- e. Issues between Academic Programs and Enrollment Management Systems (formally Academic Operations) with respect to new/revised curriculum that should have received Senate approval (handout)
 - i. Two new minors (Early Childhood Development and Medical Spanish)

- ii. Renaming of the MPA concentration from Healthcare Management to Healthcare Administration
- iii. Multiple proposals that were sent to Strategic Enrollment Management instead of Academic Programs (see pending fall business) that have since been sent to Academic Programs.

f. Pending Fall Business

- i. Concerns about content and assignment of instructors for CSUB 1029 (handout)
- ii. Renaming of the Computer Science Information Security concentration (handout)
- iii. Elevation of the concentration Computer Information Systems (CIS) to a degree (handout)
- iv. Changing the Master of Computer Science to stateside (handout)
- v. Concerns about teaching modality language in the handbook (handout)
- vi. Request to develop a rubric for Sabbatical Applications (handout)
- vii. Concern about catalog change that is not consistent with Title V (handout)

VII. Adjournment

Katherine Van Grinsven

From: Zachary Zenko
Sent: Saturday, May 17, 2025 6:15 AM
To: Katherine Van Grinsven
Subject: Continued Referrals

Follow Up Flag: Follow up
Flag Status: Completed

Dear Katie,

Next year, I think FAC needs to continue with referrals:

1. 2024-2025 36 - Clarify ASCSU Lecturer Electorate Procedures
2. 2024-2025 34 - Unit RTP Committees and PAF Handbook Change

In addition, I'd like to discuss

1. Responding to the Lecturer Review Task Force recommendations
2. Responding to the Scholarship and Creative Activities Task Force Recommendations
3. Ensuring clearer processes for how FHAC makes a determination regarding recipients of awards, including sabbatical and emeritus status
 - a. With sabbatical in particular, a mechanism for feedback on denied applications so that the applications can be improved in the future
 - b. Establishing a rubric or if a rubric exists making improvements to it and making it publicly available

Thank you,

ZACHARY ZENKO, PH.D., FACSM, PAPHS

He/Him/His

Associate Professor

Graduate Program Director, [MS in Kinesiology](#)

Department of Kinesiology

(661) 654-2799

Office: EDUC 149

[Zoom Link](#)

Spring 2025 Office Hours

Tuesdays: 2:30 to 5:00 pm

Wednesdays: 3:45 to 5:15 pm

Katherine Van Grinsven Carry Over Items: Reports - Scholarship and Creative Activities Task Force

From: Melissa Danforth
Sent: Thursday, May 1, 2025 9:09 PM
To: Zachary Zenko
Cc: Katherine Van Grinsven; Danielle Solano
Subject: RE: Scholarship and Creative Activities Task Force

Hi Zack,

We can put that on the agenda for EC. If we don't have time on Tuesday, there's also the Summer Senate meeting the following Tuesday.

Melissa

From: Zachary Zenko <zzenko@csub.edu>
Sent: Thursday, May 1, 2025 8:57 PM
To: Melissa Danforth <mdanforth@csub.edu>
Cc: Katherine Van Grinsven <kvan-grinsven@csub.edu>; Danielle Solano <dsolano@csub.edu>
Subject: Scholarship and Creative Activities Task Force

Dear Chair Danforth,

I appreciate that we have a packed agenda on Tuesday.

However, I would like to request that we add ~5 minutes to discuss the Scholarship and Creative Activities Task Force report and recommendations.

Specifically, I would like to discuss whether the entire report and recommendations are to be sent to the General Faculty, or just the recommendations (with the report and recommendations sent to specific groups).

I'd also like to discuss sending the report and recommendations to FAC4RSCA. I do not think a decision needs to be made on Tuesday, but I'd like to put it on our radar and get the ball rolling. Since the report has some (non-identifiable) data, I'd like the blessing of the Executive Committee and the Provost before this is widely disseminated to the campus community. I also don't think I'm the one who should actually do the dissemination.

EC may need time to digest so it may need to be revisited in summer senate.

Once our report and recommendations are finalized, I'll write a memo making these suggestions. I know our report is due to Academic Senate, so I think Academic Senate should be the entity to decide what happens next.

As of this moment, 4 of the 6 elected members have approved the report and recommendations (one with some friendly amendments), and I have not heard from 2 but I've nudged them. I also have not heard

from AVP Boschini or CFA President Salisbury, but I've nudged them, too. Ideally everyone will voice their approval status.

Thank you,
Zack

ZACHARY ZENKO, PH.D., FACSM, PAPHS

He/Him/His

Associate Professor

Graduate Program Director, [MS in Kinesiology](#)

Department of Kinesiology

(661) 654-2799

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Spring 2025 Office Hours

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or by appointment

California State University, Bakersfield

Mail Stop: 22 EDUC

9001 Stockdale Hwy

Bakersfield, CA 93311

Essentials of Exercise and Sport Psychology: An Open Access Textbook



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

I am a proud member of the California Faculty Association; if you are not already a proud member of CFA, [join here](#).

Katherine Van Grinsven

From: Melissa Danforth
Sent: Friday, March 28, 2025 11:35 AM
To: Katherine Van Grinsven
Cc: Danielle Solano
Subject: Updates to EC agenda for Tuesday

Hi Katie,

My 11:00am Zoom meeting was with Dr. Cantrell to discuss how Senate and Strategic Enrollment Management can collaborate.

There are a couple of items for Senate Exec to discuss. Please add these to new discussion items, after the resolution on the Kern County medical school extension that was discussed by email.

- Calendar Committee – This committee now spans three divisions (Academic Affairs, Strategic Enrollment Management, People and Culture), so Dr. Cantrell is willing to hand the committee over to Academic Senate (or someone else Senate recommends)
- Advising Council – Dr. Cantrell would like to form a broader advising council that has faculty advisor input. What sort of faculty representation do we want on this committee?

Thanks,
Melissa

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Dr. Melissa Danforth (she/they)
Chair, CSUB Academic Senate
PI, CSUB's S-STEM Scholarship Program
Professor of Computer Science
Department of Computer & Electrical Engineering/Computer Science
California State University, Bakersfield
Website: <https://www.cs.csub.edu/~melissa/>



Date: April 3, 2025

To: General Faculty

From: ORG- Academic Senate Office at academicsenateoffice@csu.edu

cc: Danielle Solano, Academic Senate Vice Chair and Elections Committee Chair
Katherine Van Grinsven, Academic Senate Analyst

Subject: Call for Interest: University Faculty Ombudsperson

This is a Call for Interest to the position of University Faculty Ombudsperson.

Position: University Faculty Ombudsperson

Type: Coordinator **Rank:** Full-time Tenured Faculty **Available:** Three-year term, August 2025-2028

Renewable: Potentially renewable upon re-application in August 2028

Description: California State University, Bakersfield seeks applications for the position of University Faculty Ombudsperson, a designated neutral and impartial dispute resolution practitioner whose major function is to provide confidential and informal assistance for faculty. As a neutral party, the Ombudsperson is neither an advocate for any faculty member nor for the University. Rather, the Ombudsperson is an advocate for fairness and acts as a source of information and referral. The Ombudsperson aids in listening to a faculty member's concerns and assists in resolving issues in critical situations. When reviewing a concern, the Ombudsperson considers the perspectives of all parties involved. This role supplements (but does not replace) the University's existing formal complaint and conflict resolution procedures.

Compensation: 3 WTUs reassigned time. The Ombudsperson is appointed on a part-time, 10-month basis and reports to the President or their designee. The performance of the Ombudsperson is reviewed annually by the President and more extensively at intervals not to exceed two years, under a procedure determined by the Academic Senate.

Responsibilities:

- Consultation, Referral, and Dispute Resolution
- Reporting
- Policy Analysis and Feedback

Qualifications: The Ombudsperson must be a tenured faculty member with experience in, or knowledge of, the following:

- University policies, procedures and regulations
- Communication skills necessary to relate to a diverse faculty community
- Conflict resolution skills
- Academic governance
- University resources
- Unit administration

Reference: University Handbook 303.8.5

Applications: Complete applications must include:

- **Brief** letter of application addressing the responsibilities and qualifications described above
- A current CV
- Contact Information for two professional references

Application Information:

Applications will be accepted until **Monday, May 11th, 2025, by 5:00 PM**. Submit your nominations directly to the Academic Senate Office at academicsenateoffice@csu.edu. The Senate Analyst, Katie Van Grinsven, will confirm receipt of your application.



ACADEMIC SENATE CSU BAKERSFIELD

Date: April 29, 2025

To: Dr. Jianjun (JJ) Wang, Professor and Faculty Ombudsman, Advanced Education

From: The Academic Senate Executive Committee
Melissa Danforth (Academic Senate Chair and Chair of the Faculty), Danielle Solano
(Academic Senate Vice Chair and Elections Committee Chair), James Rodriguez (Interim
Provost and Vice President for Academic Affairs), Aaron Hegde, Charles Lam, Nyakundi
Michieka, John Deal, Tiffany Tsantsoulas, Di Wu, Zachary Zenko
Melissa Danforth, Academic Senate Chair and Chair of the Faculty

cc: Vernon Harper, President
James Rodriguez, Interim Provost and Vice President for Academic Affairs
Danielle Solano, Academic Senate Vice Chair and Elections Committee Chair
Katherine Van Grinsven, Academic Senate Analyst

Subject: Faculty Ombudsperson Term-Length and Renewal

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Firstly, the Senate Executive Committee would like to sincerely thank you for your service as Faculty Ombudsperson and for submitting your report on Faculty Ombud Services for the 2024–2025 academic year.

Secondly, the Senate Executive Committee would like to apologize for the confusion regarding your current term length and the meaning of the term *renewable* as listed in the call. We hope to provide some clarity on these issues. To explain, Vice Chair Solano's email dated April 3, 2025, which you referenced, did not indicate that your term had been approved as three years by President Harper. Rather, it stated that Academic Senate Analyst Katherine Van Grinsven would contact the President's Office to further investigate the matter.

Upon review, we have confirmed that the 2022–2023 Senate Executive Committee intentionally appointed the Faculty Ombudsperson to a two-year term, as this was meant to complete a previously vacated three-year term. While we acknowledge that there were subsequent discussions about extending the term to three years, we could find no evidence that a formal modification to the appointment letter was made. Accordingly, this memo confirms that your current term concludes in August 2025.

At its meeting on April 22, 2025, the Senate Executive Committee, in consultation with Provost Rodriguez, also reviewed the use of the term *renewable* in the original call for applications. While we value your contributions and ~~encourage your reapplication~~welcome your continued interest in the role, the committee has determined that, in fairness to all faculty who may be interested in the position, a new call for applications will be issued. The call has been revised to correct the term to three years and the Senate Executive Committee thanks you for bringing this matter to our attention.

Since the position is renewable, you are ~~certainly welcome—and strongly encouraged—to reapply~~invited to reapply. To do so, please notify Academic Senate Analyst Katherine Van Grinsven of your intent by emailing AcademicSenateOffice@csu.edu with an updated CV and contact information for two professional references no later than **Monday, May 11, 2025, at 5:00 PM**. As the current Faculty Ombudsperson, your report on Faculty Ombud Services will be accepted in place of a formal letter of application~~you will not be required to submit the full application that will be requested of new candidates~~.

Again, the Senate Executive Committee sincerely apologizes for any confusion regarding your term length and renewal. We appreciate your service as Faculty Ombudsperson and your ongoing contributions to the University.

Field Code Changed

Carry Over Item: Resolution to rename the Faculty Leadership and Service Award

Katherine Van Grinsven

From: Melissa Danforth
Sent: Friday, May 16, 2025 2:20 PM
To: Senate Executive Committee Group
Subject: Leadership Award

Follow Up Flag: Follow up
Flag Status: Flagged

Hi all,

After our conversations about renaming the Faculty Leadership and Service Award, I checked the Handbook to see which office oversees the awards (the Provost's Office). I found that there's a section in the Handbook specifically on this award, as well as the other faculty awards. The awards are collectively listed under Section 308.3, and the Leadership award is in Section 308.3.2 (after the Millie Ablin award in 308.3.1).

Since the award is listed in the Handbook (and the Millie Ablin award is specifically listed, rather than being generically listed as the Excellence in Teaching award), one option to proceed is to prepare a resolution from EC for the first Senate meeting in Fall with all the Handbook changes needed to rename the award. This would slow the process down a bit, but would allow the change to go through the normal Handbook modification channels.

If we have time on Wednesday at the retreat, we can discuss this further.

Melissa

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Dr. Melissa Danforth (she/they)
Chair, CSUB Academic Senate
PI, CSUB's S-STEM Scholarship Program
Professor of Computer Science
Department of Computer & Electrical Engineering/Computer Science
California State University, Bakersfield
Website: <https://www.cs.csub.edu/~melissa/>

Katherine Van Grinsven

From: Melissa Danforth
Sent: Monday, May 19, 2025 12:28 PM
To: Katherine Van Grinsven
Subject: FW: Dorm Situation

From: Amber Stokes <astokes2@csub.edu>
Sent: Tuesday, May 13, 2025 3:02 PM
To: Melissa Danforth <mdanforth@csub.edu>; Danielle Solano <dsolano@csub.edu>
Subject: Dorm Situation

Hi, there. I had a student inform me recently that the “solution” for the dorms scheduling the move out date prior to the last day of final exams was to allow students to stay longer, but to charge them an extra \$100. This seems ridiculous to me. There may not be anything that we can do in the last week, but I hope we can address this issue earlier next year if the scheduling doesn’t line up correctly again. Students should not be charged additional money right at the end of the semester because something was scheduled poorly.

Anyway, I apologize for bugging you with this right at the end! It just came to my attention and I didn’t want to forget about it.

Thanks for your work running Senate this year!

Amber

AMBER N. STOKES, PhD

Professor of Biology
Graduate Program Director
Department of Biology
(661) 654-2886

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9001 Stockdale Hwy, Mail Stop: 61 SCI
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USA

<https://sites.google.com/view/stokeslabcsub/home>

"Science and everyday life cannot and should not be separated." - Rosalind Franklin

Katherine Van Grinsven

From: Maureen Rush
Sent: Tuesday, May 13, 2025 9:50 AM
To: Melissa Danforth; Danielle Solano
Cc: Katherine Van Grinsven
Subject: RE: Students in campus dorms

Hi Melissa,

Just to share more information on this – I went to the Dorms yesterday and spoke with a rep at the front desk. Students were sent a total of 4 emails, starting 4/21, that they could apply for an extension of time. That application process closed on May 7th. No student is denied an extension of the reason is finals/commencement.

Perhaps the default move out date should be tied to the last day of finals, and not the last day of classes. It's good that Housing will be on the calendar committee next year.

Thanks,
Maureen

From: Melissa Danforth <mdanforth@csb.edu>
Sent: Monday, May 12, 2025 12:57 PM
To: Maureen Rush <mrush@csb.edu>; Danielle Solano <dsolano@csb.edu>
Cc: Katherine Van Grinsven <kvan-grinsven@csb.edu>
Subject: RE: Students in campus dorms

Hi Maureen,

We discussed this during the last two Senate meetings. We were told by Dr. Watson last week that the move-out date would be extended to accommodate Commencement and finals. If students are hearing otherwise, I'd recommend they contact Dr. Watson.

Senate is also taking control of the Calendar Committee in the Fall, and we've made a note to add a representative from Student Housing to that committee so they're more involved in the process of determining academic calendars.

Melissa

From: Maureen Rush <mrush@csb.edu>
Sent: Monday, May 12, 2025 12:43 PM
To: Melissa Danforth <mdanforth@csb.edu>; Danielle Solano <dsolano@csb.edu>
Cc: Katherine Van Grinsven <kvan-grinsven@csb.edu>
Subject: Students in campus dorms

Hi Melissa,

It has come to my attention that students are being asked to move out of the dorms during final exam week. This may be rumor, so I'm checking with you first.

This issue came up a few years ago, and if it is still a problem without resolution, I'd like to write a referral to the Academic Senate.

Please let me know.

Thank you,

From: [Melissa Danforth](#)
To: [Elizabeth Adams](#)
Cc: [James Rodriguez](#); [Katherine Van Grinsven](#)
Subject: Re: Summer Academic Master plan
Date: Tuesday, May 20, 2025 2:07:40 PM

Topic: Summer Academic Master Plan

Hi Elizabeth,

If there will be new degrees added, then I'd agree that Summer Senate needs to approve it. CCing Katie so she can add this to our retreat agenda for tomorrow.

Melissa

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From: Elizabeth Adams <eadams6@csb.edu>
Sent: Tuesday, May 20, 2025 1:46:34 PM
To: Melissa Danforth <mdanforth@csb.edu>
Cc: James Rodriguez <jlrodriguez@csb.edu>
Subject: Summer Academic Master plan

Hi Melissa,

We just got the call for the mid-year AMP. We didn't add anything to it last year (which was the first time they did the midyear one I think). How do you want to handle approving any additions to it? Can Summer Senate function as the approving body?

I know of one college that wants to put a master's degree on it in this cycle. There may be others. It's due back to the CO on 6/27.

Thanks,
Elizabeth

Topic: Issues between Academic Programs and Enrollment Management Systems (formally Academic Operations) with respect to new/revised curriculum that should have received Senate approval

From: Elizabeth Adams <eadams6@csub.edu>

Sent: Thursday, May 8, 2025 1:04 PM

To: Melissa Danforth <mdanforth@csub.edu>; Tommy Holiwell <tholiwell@csub.edu>

Cc: Senate Executive Committee Group <executivecommittee@CSUB.onmicrosoft.com>

Subject: Re: Reminder: Senate must approve certain curriculum

Hi Melissa,

Thanks for reaching out about this.

I wasn't aware that they had been included in the 25-26 catalog. Jane had contacted me about it last week, because these approvals got "stuck" somehow in the transition from NSME to Senate/AAC. I knew they hadn't gone to AAC or Senate, and so was not anticipating having them in the 25-26 catalog.

The only catalog copy I gave to EM was for the BM in music, as I'm hoping it will be approved by the CO in time for the Fall catalog. FYI, I didn't forward the Ethnic Studies elevation to them (even though it passed the Senate), as it needed some minor editorial changes before being sent to the CO and I don't think it will be approved in time.

Tommy, let's chat about making sure the workflow is such that Senate approval is a piece. (The launch of the CIM system should help with the workflow).

Elizabeth

From: Melissa Danforth <mdanforth@csub.edu>

Date: Thursday, May 8, 2025 at 12:57 PM

To: Tommy Holiwell <tholiwell@csub.edu>, Elizabeth Adams <eadams6@csub.edu>

Cc: Senate Executive Committee Group <executivecommittee@CSUB.onmicrosoft.com>

Subject: Reminder: Senate must approve certain curriculum

Hi Tommy and Elizabeth,

It has come to my attention that the draft 2025-26 catalog had the CIS program courses added. The CIS program elevation has not been approved by Senate, so nothing related to that program, including the new CIS courses, should be published in the catalog.

As a reminder, Senate approves any new program proposals (including elevations of concentrations), new concentrations/emphases within approved programs, new minors, renaming of programs/concentrations/emphases, and moratoriums or discontinuances of programs, concentrations, emphases, or minors.

Please ensure all additions to the 2025-26 catalog that fall into one of these areas have appropriate Senate approval before being added to the catalog. Resolutions can be found at <https://www.csub.edu/senate/resolutions.shtml>

Senate does not need to approve most curriculum changes within an already approved program, such as changing the program requirements, adding/removing courses in an already approved prefix, changing prerequisites, and so on. Those are approved by the relevant curriculum committee(s). The only exception is if the program wishes to rename itself or one of its concentrations or emphases, which does need Senate approval.

Please let me know if you have any questions.

Melissa

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Dr. Melissa Danforth (she/they)

Chair, CSUB Academic Senate

PI, CSUB's S-STEM Scholarship Program

Professor of Computer Science

Department of Computer & Electrical Engineering/Computer Science

California State University, Bakersfield

Website: <https://www.cs.csub.edu/~melissa/>

Katherine Van Grinsven

From: Melissa Danforth
Sent: Wednesday, April 9, 2025 4:14 PM
To: Katherine Van Grinsven
Cc: Danielle Solano
Subject: Requested referral from DCLC

Hi Katie,

At DCLC today, there was a request to refer CSUB 1029 to Senate. I said it would have to wait until Fall as there is no time for Senate to address new issues right now, but it may be part of a bigger issue EC has discussed in the past about how much oversight Senate should have of GECCo.

The concerns were both curricular and who is hired as instructors. On the curricular side, GECCo is supposed to have a subcommittee that monitors this curriculum, but maybe there are issues there. On the instructor side, there was concerned expressed that many staff members are hired to teach this course when many lecturers may not be reaching their teaching entitlements.

So, please start a pending referral folder for Fall and place this concern there.

Melissa

--

Dr. Melissa Danforth (she/they)
Chair, CSUB Academic Senate
PI, CSUB's S-STEM Scholarship Program
Professor of Computer Science
Department of Computer & Electrical Engineering/Computer Science
California State University, Bakersfield
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Katherine Van Grinsven

From: Melissa Danforth
Sent: Thursday, May 8, 2025 2:30 PM
To: Katherine Van Grinsven
Cc: Tiffany Tsantsoulas
Subject: FW: CEECS | Masters Program Proposal & Program Name Change Submissions
Attachments: Memo_CyberSecurity_NameChange.pdf; CEECS_MS_Memo.pdf; CEECS_BS_CIS_Memo.pdf

Hi Katie,

FYI, here are the missing curriculum proposals from my department that need Senate approval.

We'll need to refer this out to AAC in Fall, along with any other proposals for other departments that may be found due to the issue Elizabeth noted below.

Melissa

From: Elizabeth Adams <eadams6@csb.edu>
Date: Thursday, May 8, 2025 at 2:23 PM
To: Tiffany Tsantsoulas <ttsantsoulas@csb.edu>, Melissa Danforth <mdanforth@csb.edu>, John Deal <jdeal@csb.edu>
Subject: FW: CEECS | Masters Program Proposal & Program Name Change Submissions

So you have the docs. I don't have any record of having gotten these docs before last week. I expect they were approved by the NSME committee who then submitted a ticket through ServiceNow to Enrollment Management. EM then put them in the catalog unaware that they did not have (and needed) Senate approval.

Elizabeth

From: Brian Ryals <bryals@csb.edu>
Date: Tuesday, May 6, 2025 at 11:00 PM
To: Saeed Jafarzadeh <sjafarzadeh@csb.edu>, Maria Chavez <mchavez94@csb.edu>, Elizabeth Adams <eadams6@csb.edu>
Cc: Karlo Lopez <klopez@csb.edu>, Jane Dong <jdong2@csb.edu>
Subject: Re: CEECS | Masters Program Proposal & Program Name Change Submissions

Hello,

The fault is mine as I did not give Maria the memo for the name change. I will work on correcting the attachments.

Yes, all three programs were approved by the NSME Curriculum Committee.

1.) The graduate program was approved by the NSME CC on 11-08-2024.

2.) The name change was approved by the NSME CC on 10-25-2024.

3.) The elevation was approved by the NSME CC on 11-22-2024.

All three memos are attached.

Best,
Brian

From: Saeed Jafarzadeh <sjafarzadeh@csb.edu>

Sent: Tuesday, May 6, 2025 3:08 PM

To: Maria Chavez <mchavez94@csb.edu>; Elizabeth Adams <eadams6@csb.edu>

Cc: Karlo Lopez <klopez@csb.edu>; Jane Dong <jdong2@csb.edu>; Brian Ryals <bryals@csb.edu>

Subject: RE: CEECS | Masters Program Proposal & Program Name Change Submissions

Hello all,

This is quite confusing. We had three proposals for Computer Science:

1. A graduate program, which is correctly mentioned below.
2. A name change for our InfoSec concentration. This name change is not for CIS as listed below.
3. Introducing a new program in Computer Information Systems (CIS). We had a CIS concentration. We are elevating it to a program.

I checked the attached files. In the zip file "CEECS Program RENAME," there are two files. One is related to the item number 2 above (doc file) and another file is related to the item number 3 above (the PDF file). Essentially, the zip file has the proposal for the name change of InfoSec along with the committee approval letter for CIS elevation. As far as I know all three items above are already approved last semester. But I'm not sure how far they went beyond the NSME Curriculum Committee. Please let me know if this needs further clarification. Thanks!

Regards,
Saeed.

From: Maria Chavez <mchavez94@csb.edu>

Sent: Monday, May 5, 2025 7:57 AM

To: Elizabeth Adams <eadams6@csb.edu>

Cc: Karlo Lopez <klopez@csb.edu>; Jane Dong <jdong2@csb.edu>; Saeed Jafarzadeh <sjafarzadeh@csb.edu>; Brian Ryals <bryals@csb.edu>

Subject: CEECS | Masters Program Proposal & Program Name Change Submissions

Importance: High

Dr. Adams,

Attached please find the following submissions on behalf of the department of Computer & Electrical Engineering, and Computer Science.

- CIS Program Name Change
- CS Masters Program Proposal

•
Please let us know if you require any additional information.

Maria

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MARIA I. CHAVEZ

Assistant to the Dean of NSME

Administrative Support Coordinator II

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Bakersfield, CA 93311

www.csub.edu/nsme



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**College of Natural Sciences,
Mathematics and Engineering**

The NSME Curriculum Committee has reviewed and approved the proposal from the Department of Computer and Electrical Engineering and Computer Science to rename the Information Security degree to Cybersecurity. This proposal was discussed and approved at the NSME Curriculum Committee meeting on 10-25-2024.

Brian Ryals

Chair of NSME Curriculum Committee

A handwritten signature in black ink, appearing to read "Brian Ryals".

College of Natural Sciences, Mathematics and Engineering

California State University, Bakersfield
9001 Stockdale Hwy. • Bakersfield, CA 93311

661.654.3450 csub.edu/nsme

THE CALIFORNIA STATE UNIVERSITY



The NSME Curriculum Committee has reviewed the new program proposal from the department of Computer and Electrical Engineering and Computer Science. The proposal seeks to add a new Master of Science Degree in Computer Science to the academic master plan. This proposal was discussed and approved by the NSME Curriculum Committee on 11-08-2024.

Brian Ryals

Chair of NSME Curriculum Committee

A handwritten signature in black ink, appearing to read "Brian Ryals".



The NSME Curriculum Committee has reviewed the new program proposal from the department of Computer Science and Electrical Engineering. The proposal seeks to add a new Bachelor of Science Degree in Computer Information Systems. This proposal was discussed and approved by the NSME Curriculum Committee on 11/22/2024.

Brian Ryals

Chair of NSME Curriculum Committee AY 24-25

A handwritten signature in black ink, appearing to read "Brian Ryals".

Katherine Van Grinsven

From: Byoung Bae
Sent: Tuesday, May 13, 2025 2:04 PM
To: Melissa Danforth
Cc: Richard Gearhart; Katherine Van Grinsven
Subject: Re: Some questions on teaching modalities

Many thanks.

From: Melissa Danforth <mdanforth@csb.edu>
Sent: Tuesday, May 13, 2025 1:43 PM
To: Byoung Bae <bbae@csb.edu>
Cc: Richard Gearhart <rgearhart1@csb.edu>; Katherine Van Grinsven <kvan-grinsven@csb.edu>
Subject: Re: Some questions on teaching modalities

Hi Ben,

I have asked Katie to add this to the list of potential business for Executive Committee to discuss in Fall semester.

If you want to engage in discussions with your dean before that, the relevant Handbook sections are 203.1 and 303.1.1.

Thanks,
Melissa

From: Byoung Bae <bbae@csb.edu>
Date: Tuesday, May 13, 2025 at 9:46 AM
To: Melissa Danforth <mdanforth@csb.edu>
Cc: Richard Gearhart <rgearhart1@csb.edu>
Subject: Re: Some questions on teaching modalities

Hi Melissa,

This is Benjamin Bae. I have some questions about teaching modalities.

Recently, the College of Business and Public Administration Dean's office mandated that starting Fall 25 semester, all classes should be face-to-face. If I remember correctly, teaching modalities are determined by the department or faculty, not administrators.

In fact, the department of accounting and finance had a departmental meeting last week and discussed this issue. Some wanted to have academic freedom on teaching modalities while others wanted to have at least some options available among F2F, hybrid, and online. So far, BPA dean's office is not flexible.

I like to ask the Academic Senate to intervene this issue and make a resolution if necessary.

Thanks for your help.

Ben

Byoung (Benjamin) Bae, Ph. D.

Professor of Accounting

Dept. of Accounting and Finance

California State University, Bakersfield

Phone: (661) 654-2140 Fax: 654-6697

Course Web: <http://www.csub.edu/~bbae>

Katherine Van Grinsven

From: Melissa Danforth
Sent: Thursday, May 15, 2025 1:48 PM
To: Kathleen Szick
Cc: Danielle Solano; Katherine Van Grinsven
Subject: Re: Senate referral request

Hi Kathy,

We'll add this to the pending requests for Fall Senate.

Thanks,
Melissa

From: Kathleen Szick <kszick@csu.edu>
Date: Thursday, May 15, 2025 at 11:37 AM
To: Melissa Danforth <mdanforth@csu.edu>, Danielle Solano <dsolano@csu.edu>
Subject: Senate referral request

Good Morning!

In your upcoming discussions of referral items for the 2025-26 academic year, I request that the senate review the process, procedure and transparency of the Faculty Honors and Awards Committee, with respect to awarding sabbaticals. While I fully understand that not everyone who applies for sabbatical is awarded that request (especially given the current CA budget situation), however the guidelines are not clearly outlined in the handbook. They are vague at best and allow for subjectivity on the part of the committee. Furthermore, if someone is not awarded a sabbatical, it would be beneficial to have feedback from the committee on what needs to be improved in a subsequent application. For example, is a proposal that is "pure" research ranked higher than a proposal that focused on course/curriculum development? My interpretation of the handbook language suggests that both are acceptable.

On a personal note, I am one of the individuals that did not receive sabbatical for the upcoming year, and I did reach out to both the chair of FHAC and VP Boschini, but I do not feel that they were able to adequately address my concerns. In fact, I felt that I was just being given the run around. I am happy to share those correspondences with you if you would like.

Thank you for your consideration.

Kathy

DR. KATHY SZICK

Associate Professor of Biology
LSAMP Program Director
Department of Biology
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Katherine Van Grinsven

From: Melissa Danforth
Sent: Monday, May 19, 2025 6:15 PM
To: Elizabeth Adams
Cc: Katherine Van Grinsven
Subject: 40 UD units catalog issue
Attachments: 2020-2021-academic-affairs-and-academic-programs.pdf; 2021-2022-academic-affairs-and-academic-programs.pdf

Hi Elizabeth,

Below the line is the feedback from the faculty member about the 40 UD units listed in the catalog being inconsistent with Title V.

I've attached the Fall 2020 (old language restricting 40 UD units to BA degrees) and Fall 2021 extracts from the catalog archives, as poorly formatted as those extracts are. In the Fall 2020 catalog copy, the BA restriction is on page 11 under the heading "Unit Requirements". In Fall 2021, there was a new paragraph added on pages 2 and 3 which is what the faculty member quoted below.

I've checked Senate resolutions from 2019-20 and 2020-21, and I see no resolution supporting this change in catalog language. By the section of the catalog it is in, I don't know if this change came from Debra Jackson or a unit within the old Enrollment Management group.

Melissa

We seem to have a conflict between University policy as represented in title V and University policy as listed in the catalog.

The catalog (<https://catalog.csub.edu/policies-procedures/academic-policies/undergraduate/academic-affairs-academic-programs/>) states that Baccalaureate degrees require 40 Upper division units.(see below). However, Title V indicates this requirement specifically for Bachelors of arts (Title V division 5 Chapter 1 Subchapter 2 article 6 Section 50500; see link below). However, for BS degrees (Title V division 5 Chapter 1 Subchapter 2 article 6 Section 50501; see link below) this requirement is absent. Instead, the requirement is 18 upper division units with the major. This appears to be an example bureaucratic creep, possibly even a simple typo, with the BA requirement being applied incorrectly to all baccalaureate degrees. Although most of our BS degrees meet the 40 unit upper division mark, this could cause problems for some degrees with large numbers of lower division cognates,

I am unsure whether we have the authority to increase the requirements from Title V, and this could have a detrimental effect on the development of majors with large amount of lower division cognates. This should be looked at by the senate to ensure that we are in compliance.

BA degrees: title V:

[https://govt.westlaw.com/calregs/Document/I56F9C7D34C6911EC93A8000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/I56F9C7D34C6911EC93A8000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))

BS degrees Title V:

[https://govt.westlaw.com/calregs/Document/I56FED0E44C6911EC93A8000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/I56FED0E44C6911EC93A8000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))

And, from our catalog:

Graduation Requirements for Baccalaureate Degrees

In order to be eligible for graduation, students seeking a baccalaureate degree must satisfy all requirements including the following:

A minimum of 120 semester units which consists of:

A minimum of 40 upper division units

A minimum of 30 units at CSUB, including at least 24 upper division and at least 12 major units

A maximum of 70 transferable units from community colleges

A maximum of 6 total units earned in Kinesiology (KINE) activity courses and/or General Studies (GST) courses

A minimum of 2.00 in major, minor, CSUB, and overall GPA.

Satisfaction of the Graduation Writing Assessment Requirement (GWAR) by course (with a grade of C- or better)

--

Dr. Melissa Danforth (she/they)

Chair, CSUB Academic Senate

PI, CSUB's S-STEM Scholarship Program

Professor of Computer Science

Department of Computer & Electrical Engineering/Computer Science

California State University, Bakersfield

Website: <https://www.cs.csub.edu/~melissa/>

2020-2021 | Academic Affairs and Academic Programs

Academic Affairs

The University's Provost and Vice President for Academic Affairs is responsible for all academic programs. The degree programs are administered by School Deans and housed in four Schools: the School of Arts and Humanities (HOB 211, 661-654-3986), the School of Business and Public Administration (BDC 124A, 661-654-2157), the School of Natural Sciences, Mathematics and Engineering (SCI 104, 661-654-3450), and the School of Social Sciences and Education (EDUC 124, 661-654-2210). The Associate Vice President for Academic Programs provides overall coordination for the graduate and undergraduate programs (EDUC 242, 661-654-3420). The Dean of the Extended Education (BDC C, 661-654-2441), in cooperation with the Deans of the four Schools, administers off-campus degree programs, certificate programs offered through the Extended Education, Open University, and special sessions. Individuals with questions about specific degree programs or academic policies should contact the above offices.

The following sections are organized to provide essential information about academic programs and policies.

Undergraduate Academic Programs

Baccalaureate Degree Programs

All undergraduate degree programs at the University are structured to provide sufficient breadth and depth to prepare students to function as useful and responsible citizens. To accomplish this goal, the University requires that programs leading to both undergraduate degrees, Bachelor of Arts and Bachelor of Science, have three components: a) broad exposure to a variety of fields of knowledge (general education); b) study of one or more fields in depth (major or major/minor combination); and c) courses chosen to fit the background and preferences of the individual student (electives). Requirements for the general education program, for each major field, and for each minor field are found in the appropriate sections elsewhere in this catalog.

Bachelor of Arts Degree

One of the two types of undergraduate degrees offered at the university is a Bachelor of Arts degree. The requirements are as follows:

General Education	48 or more semester units (72 or more quarter units)
	Minimum Major, including
Senior Seminar	24 or more semester units (36 or more quarter units)
Electives	36–48 semester units (52–72 quarter units)

In lieu of some free electives, students may select a combination of courses that satisfy a minor using one of the following three alternatives:

- A minor of 12 semester (20 quarter units) designed by another discipline, at least 10 of which must be upper division, and taken outside the major department.
- A concentration or minor in one of the specially developed areas in the section on Interdisciplinary Programs.
- A special minor consisting of 12 semester units (20 or more quarter units) 9 of which must be upper division, taken outside the major discipline. Proposals for the Special Minor must be submitted and approved by the faculty advisor, the department chair for the student's major, and the Associate Dean of Undergraduate Studies no later than the Census Date of the semester in which the student becomes a senior. Any changes to the Special Minor require the approval of the student's faculty advisor, the department chair of the student's major, and the Associate Dean of

Undergraduate Studies.

Total units required for graduation: 120 semester units

Each School or department may impose additional requirements for its particular majors. These are listed under each discipline area.

Bachelor of Science Degree

The second type of undergraduate degree offered at the university is the Bachelor of Science degree. The requirements are as follows:

General Education 48 or more semester units
(72 or more quarter units)

Minimum major, including

Senior Seminar 36 or more semester units
(55 or more quarter units)

Electives Up to 36 semester units
(53 quarter units)

Total units required for graduation: 120 semester units

Each School or department may impose additional requirements for its particular majors. These are listed under each discipline area.

Second Baccalaureate Degree

The university does not encourage students to seek a second bachelor's degree. A student who has the ability and the interest will normally be better advised to satisfy the prerequisites to the second field and then seek the master's degree in that field. Exceptions may be made under the following guidelines:

1. A student may not be granted two baccalaureate degrees at the time of meeting the requirements for graduation from the university.
2. A student desiring a second baccalaureate degree should have the written approval of the department chair of the major in which he/she seeks the second degree.
3. To earn a second baccalaureate degree:
 - a. The student must meet the Graduate Writing Assessment Requirement (GWAR) if it has not already been satisfied at another institution;
 - b. The student must meet all the requirements for the second baccalaureate degree, including the major and the minor, if applicable;
 - c. Units completed for the first baccalaureate degree may be counted, but the student must complete a minimum of 24 semester units (36 quarter units) of additional course work in residency.

Undergraduate Pre-Professional Programs

Designated officials at CSUB will provide students with guidance in the selection of programs designed to prepare them for subsequent study in professional schools oriented toward careers in such fields as business administration, theology, forestry, and pharmacy. Help with decisions concerning professional study is available through the individual schools.

Pre-Engineering

CSUB offers three engineering programs and several emphases. In addition, pre-engineering courses are also offered that allow students to transfer to Schools of Engineering at some other universities to pursue engineering degrees not yet available at CSUB. Turn to the section on Engineering in the School of Natural Sciences, Mathematics, and Engineering for information about all of these programs.

Pre-Law

Law schools are more concerned about the general quality of an applicant's undergraduate education rather than about his/her having taken specific courses. They are looking for students who have maintained a high GPA and developed good writing, speaking/listening, critical thinking/logical reasoning, and problem solving skills.

The University offers pre-law concentrations within each of the Philosophy, Economics, and Political Science baccalaureate degree programs. These concentrations provide the appropriate broad preparation desired by law schools. Students should read the relevant section of this catalog for each discipline for information on the specific pre-law concentration requirements.

Pre-Medical

The University offers course work to meet the requirements of medical and other professional schools in the health sciences, including dentistry, physical therapy, clinical laboratory sciences, optometry, physician's assistant, veterinary medicine, and pharmacy. Although these professional schools do not always require a bachelor's degree, they generally encourage basic preparation and a broad general education. Most students obtain a baccalaureate degree in the natural sciences, e.g., Biology or Chemistry, but other majors are also accepted, provided that the student has completed the required courses for the professional school. Typically, requirements for medical schools include, Mathematics (one year), Physics (one year), Chemistry (two years), and Biology (one or two years) are required. Although there is a lot of overlap in requirements for professional programs other than medicine students should consult their advisor, or the organizational websites for the program of interest. Courses recommended for CSUB students to satisfy the requirements for most pre-medical programs may include:

- BIOL 2010, 2110, 2120, 3010, 3020, (BIOL 2230 or 3410 recommended);
- CHEM 1000, 1001, 1100, 2300, 2400, 3300, 3301 (CHEM 3310, 3311 recommended);
- MATH 1050, 2010 or 2510 (2nd semester calculus MATH 2020 or 2520 recommended);
- PHYS 2110, 2120 or 2210, 2220

The following general education classes are recommended to aid in preparation for the most current version of the MCAT exam:

- Lower Division Area A4, MATH 1209
- Lower Division Area C2, PHIL/INST 2329
- Lower Division Area D, PSYC 1018, and SOC 1008
- Upper Division Area C, PHIL 3318
- Upper Division Area D, SOC 3008

Since the admissions requirements vary among the diverse medical programs and institutions, interested students should acquire a list of specific requirements from professional schools of their choice and consult the Biology, Chemistry, and Physics Departments to best match courses from CSUB to meet the requirements of specific programs of interest. Sources of information include the websites for the American Medical Association <http://www.ama-assn.org/ama>, the American Medical Student Association <http://www.amsa.org/>, Association of American Medical Colleges <https://www.aamc.org/>, with links to the American Medical College Application Service (AMCAS). In addition to the required course work listed above, students must take the Medical College Admissions Test (MCAT), links to the MCAT exam can be found on the AMSA and AAMC websites.

Similar resources are available for students interested in attending dental school. Prospective students should visit the website for the American Dental Association, <http://www.ada.org/en>, and will be required to take the Dental Admissions Test (DAT). Students are urged to consult with appropriate faculty advisors as soon as possible to plan course selections. These advisors and further information can be found at the Department of Biology (SCI I Room 227, 661-654-3089), Department of Chemistry (SCI II Room 273, 661-654-3027), or the Office of the Dean for Natural Sciences, Mathematics and Engineering (SCI I Room 104, 661-654-3450). The Health Careers Advisory Committee is connected to the above departments and should be consulted by those students who have reached the application

process. Students that are interested, should contact the NSME Student Center for more information.

Student Classifications

Admission Status of Students: Pre-Baccalaureate/General

- Final** Met all admission requirements.
- Probational** Admitted with scholastic deficiency.
- Conditional** Permitted to register pending official verification of final admission status.
- Extension** Permitted to register for extension course work only.
- Summer** Permitted to register for summer session course work only.

Post-Baccalaureate/Graduate

- Classified** Admitted by a specific graduate program for the purpose of enrolling in an authorized graduate degree curriculum by meeting all requirements for admission. Classified graduate students may enroll in all graduate courses.
- Conditional** Admitted by a specific graduate program for the purpose of enrolling in an authorized graduate degree curriculum, but the student must remedy identified deficiencies, such as prerequisite preparation, within a specified time period. Normally, “Conditional” graduate students are not allowed to enroll in 6000-level courses.

Registration Status of Students:

- Continuing** Student is enrolled in regular programs in the previous semester, or a student is resuming studies after an absence of no more than one semester.
- Former** Returning student who has not registered in two previous consecutive semesters.
- New** Student who is registering in a regular term for the first time.

Class Level of Students:

- Freshman** Fewer than 30 semester units (44-1/2 or fewer quarter units)
- Sophomore** 30 to fewer than 60 semester units (45 to 89-1/2 quarter units)
- Junior** 60 to fewer than 90 semester units (90 to 134-1/2 quarter units)
- Senior** 90 or more semester units (135 or more quarter units)
- Post-Baccalaureate** Possesses acceptable baccalaureate or advanced degree; may be admitted to a credential or certificate program, but is not admitted to a graduate degree curriculum.
- Graduate** Formally admitted to a graduate degree curriculum.

Full-Time and Part-Time Student Classification:

Full-Time:

1. For fee purposes, students registering for more than 9 semester units of credit.
2. For all other purposes, undergraduate students registering for 12 semester units or more of credit or graduate students registering for 6 semester units or more of credit.

Part-Time:

1. Undergraduate students registering for less than 12 semester units of credit or graduate students registering for less than 6 semester/quarter units of credit, except as noted above.

University-Wide Course Requirements for Degree

University Learning Outcomes

CSUB's student learning outcomes are accomplished jointly through the General Education program, major and minor programs, and other graduation requirements. The goals include the following:

Goal I

Students will show critical reasoning and problem solving skills.

Objective 1A: The student will demonstrate the ability to read critically.

Objective 1B: The student will demonstrate the ability to write critically.

Objective 1C: The student will demonstrate the ability to speak critically.

Objective 1D: The student will demonstrate the ability to think critically.

Objective 1E: The student will demonstrate the capacity for life-long learning.

Objective 1F: The student will engage in critical problem solving.

Goal II

Students will be able to communicate orally and in writing.

Objective 2A: The student will present information in a professional manner using well-developed writing skills.

Objective 2B: The student will present information in a professional manner using well-developed oral presentation skills.

Objective 2C: The student will demonstrate competence in information management.

Objective 2D: The student will demonstrate computer literacy.

Goal III

Students will demonstrate discipline-based knowledge and career-based-learning.

Objective 3A: The student will demonstrate broad knowledge in their selected discipline.

Objective 3B: The student will successfully apply discipline-based knowledge to the real world.

Objective 3C: The student will successfully engage in career preparation and planning.

Goal IV

Students will possess numerical literacy.

Objective 4A: The student will correctly utilize mathematical calculations and estimation skills.

Objective 4B: The student will demonstrate quantitative reasoning skills.

Objective 4C: The student will successfully apply quantitative reasoning skills to the real world.

Goal V

Students will become engaged citizens.

- Objective 5A:** The student will engage in university and community activities (including civic action).
- Objective 5B:** The student will demonstrate superior interpersonal skills.
- Objective 5C:** The student will develop and demonstrate a thorough knowledge of self.
- Objective 5D:** The student will demonstrate responsibility in group settings (including teamwork, leadership, managing skills, etc.)
- Objective 5E:** The student will demonstrate the ability to work independently.

Goal VI
Students will develop a well-rounded skill set.

- Objective 6A:** The student will possess and demonstrate an ethical framework.
- Objective 6B:** The student will demonstrate an understanding of cultural and ethnic diversity.
- Objective 6C:** The student will successfully apply research methods/analysis and technology for problem solving.
- Objective 6D:** The student will demonstrate interdisciplinary knowledge.

General Education

University-Wide Course Requirements for a Baccalaureate Degree

General Education

The general education program at CSUB is established in keeping with the University Learning Outcomes as well as the broad mission and vision of the university to

- develop and reinforce basic skills in writing, speaking, and listening in the English language, in critical thinking and logical reasoning, and in quantitative reasoning;
- provide students with a breadth of exposure to mathematics, life and physical sciences, arts and humanities, and social and behavioral sciences;
- provide students with an in-depth exposure to themes of importance in the modern world through natural science and technology, arts and humanities, and social and behavioral sciences;
- assist students in the process of becoming well informed and responsible citizens;
- increase students' understanding of human diversity and their tolerance for differences of perceptions, ideas and values;
- give students an international and multicultural perspective on issues and problems confronting human society and the natural world; and
- facilitate the process of ethical development and responsibility at the personal, interpersonal, and societal levels.

Curriculum of General Education: The AIMS Program (Achieving Integration and Mastering Skills) Overview

The AIMS General Education Program at CSU, Bakersfield, provides a liberal arts education that builds a vibrant learning community connecting teachers and students across the university. It promotes student success by structuring educational activities that purposefully contextualize, reinforce and integrate knowledge. Students have opportunities throughout the curriculum to reflect upon and apply what they learn through a variety of high-impact practices.

Themes: Interdisciplinary Integration

Students and faculty engage in broad, interdisciplinary themes woven throughout lower-division and upper-division GE coursework, as well as co-curricular and extra-curricular activities. Thematic pathways provide CSUB students with a strategically defined cohort of fellow students, explicitly designed opportunities to practice integrative and interdisciplinary learning, and robust, collaborative partnerships. Students are encouraged to gain a depth of knowledge by pursuing a thematic minor through GE coursework. Themes also provide a common focus of conversation among faculty, who will gather in Thematic Learning Communities, which can be used to help build and deepen relationships

across schools.

Thematic Minor Requirements

Students may earn a minor in any one of the three Themes by completing four Area B, C, or D courses, at least two of which are upper-division for a total of at least 12 units. In addition, taking a 1-unit Capstone is recommended.

Foundational Skills: Contextualizing and Reinforcing

The General Education Program focuses on teaching and reinforcing the foundational skills (oral and written communication, critical thinking and quantitative reasoning) that are core to a liberal arts education. Faculty will meet in Skill Learning Communities to further facilitate common learning experiences for students. Our campus recognizes the importance of the foundational skills for student success in higher education as well as in their post-collegiate lives and careers. Therefore, we have many courses that reinforce one or more of these valuable skills. Courses that reinforce a foundational skill build on a prerequisite course which introduces that skill. This ensures that students are well-equipped to be successful in those courses.

Guidepost Series: Reflecting and Applying

A series of guidepost courses in the first, junior, and senior years provides touchstones throughout the students' college experience to synthesize their learning within the broad topics of acculturation, skill development and self-reflection. Since the junior-year course includes assignments in which students reflect on their lower-division general education course work, we expect students in this class to have junior standing and have completed their lower-division GE courses. Likewise, the senior-level class expects students to have senior standing and have completed their upper-division GE courses.

Structure and Units

Lower Division (38 units)

1. First-Year Seminar

Two 1-unit sequential courses will provide students with an engaged, supportive environment where they can make vital connections with a cohort of fellow students, their instructor, and key members of the campus community who can help ensure their success. Students in the FYS courses will be introduced to the GE Foundational Skills and the Thematic Pathways.

2. Area A: Foundational Skills (12 units)

Three-unit courses in oral communication, written communication, critical thinking and quantitative reasoning will connect with all three themes through use of relevant examples and/or assignments to contextualize student learning.

A1. One course in Oral Communication with emphasis on public speaking and listening (must be completed with a grade of C- or higher).

A2. One course in Written Communication (must be completed with a grade of C- or higher).

A3. One course in Critical Thinking (must be completed with a grade of C- or higher).

A4. One course in Quantitative Reasoning (must be completed with a grade of C- or higher).

3. Area B: Natural Sciences (6 units)

Three-unit courses that include inquiry into the physical universe and its life forms, with participation in a related laboratory activity. Students develop knowledge of scientific theories, concepts, and data about both living and non-living systems.

B1. One course in Physical Sciences, including a lab.

B2. One course in Life Sciences, including a lab.

4. Area C: Arts and Humanities (6 units)

Three-unit courses from among the Arts and the Humanities. Students will cultivate intellect, imagination, sensibility and sensitivity.

C1. One course in Arts.

C2. One course in Humanities.

5. Area D: Social and Behavioral Sciences (6 units)

Three-unit courses dealing with human social, political and economic institutions and behavior, and their historical background. Students will explore the principles, methodologies, value systems and ethics employed in

social scientific inquiry.

D. Two courses in different Social and Behavioral Sciences disciplines.

6. **American Institutions** (6 units)

One course in AI-History

One course in AI-Government

7. **SELF: Student Enrichment and Lifelong Fulfillment** (0-3 units)

This requirement can be completed with a 1-3 unit lower- or upper-division SELF course or with a course from Area B, C, or D that also fulfills the SELF requirement. This area of study is designed to enhance students' awareness and understanding of themselves as integrated physiological, social, and psychological beings who must relate to others in a physical and social environment. Courses focus on disciplined inquiry leading to self-discovery and self-knowledge. Student learning in this area centers on issues such as human behavior, sexuality, nutrition, substance use, physical and mental health, stress management, financial literacy, social relationships, relationships with the environment, religion, as well as implications of death and dying and avenues for lifelong learning. Physical activity, as a modality for developing health, may be included provided that it is an integral part of the study elements described.

8. **JYDR: Junior-Year Diversity and Reflection Requirement** (3 units)

This three-unit course brings transfer students and native students together into one group to reflect on their lower-division general education experience and how those basic skills and ways of knowing are important in the major. The course will reinforce written communication skills. In addition to self-knowledge, students will develop intercultural knowledge and develop the ability to recognize and navigate diversity through investigation of the cultural values and history, language, traditions, arts and social institutions of a group of people. Intensive use of writing will help students critically explore diverse social experiences, world views, beliefs, practices, and values.

9. **Graduate Writing Assessment Requirement (GWAR)**

The Graduate Writing Assessment Requirement (GWAR) must be satisfied by every student in one of two ways: (1) passage of the GWAR exam, or (2) a grade of C- or better in a course approved to meet GWAR. In GWAR courses, students will develop expository and argumentative reading and writing skills for different rhetorical contexts, including researching, reading, and writing an academic research paper. Courses contain frequent reading and writing assignments. (For information about the GWAR exam, go to DDH B-100.)

10. **Upper-Division Thematic Area Courses** (6 units)

Students will take two upper-division Thematic Area courses in the areas outside of their home school. Upper-division Area courses (B/C/D) are thematic and reinforce two foundational skills. Upper Division Thematic Area courses shall NOT be used to satisfy lower-division Area requirements or the JYDR requirement.

11. **Capstone** (0-1 unit)

This course provides a holistic integration of students' university experience and reinforces their oral communication skills in preparation of completing their studies at CSU, Bakersfield. Students may take this course within their major if the student learning outcomes of the Capstone course are embedded in the Senior Seminar of their major. Theme-based Capstone courses of 1-3 units will also be available for students.

Graduate Writing Assessment Requirement (GWAR) Policies

What are my options for satisfying the GWAR?

In May 1976, the CSU Board of Trustees established a system-wide policy that both baccalaureate and graduate (seeking a graduate degree) students must demonstrate writing competence as part of their respective programs. Baccalaureate degree students must be upper-division and must complete the writing competence requirement prior to graduation. Graduate students must demonstrate writing competence upon admission to their programs if they haven't already done so. By CSUB policy, all post-baccalaureate students (including non-degree graduate students and credential candidates) must also demonstrate writing competence upon admission to their programs.

You have two options for meeting the GWAR: (1) receive a grade of C- or higher in an approved upper-division writing course or (2) achieve a score of 8 or higher on a university-wide writing proficiency examination.

(1) APPROVED GRADUATION WRITING ASSESSMENT REQUIREMENT COURSES. Writing competence may

be demonstrated by earning a grade of "C" or higher in any one of the following upper-division courses. Prerequisite: Upper-division standing and a grade of C- or higher in ENGL 1109, or its equivalent. COMM 3008, ENGL 3109, ENGL 3119, HIST 3008, PPA 4038.

(2) GRADUATION WRITING ASSESSMENT REQUIREMENT EXAM. This GWAR exam is particularly suited for the student who writes reasonably well within a limited time period. This examination is NOT recommended for students who need additional work on their writing skills or for students who don't write well under pressure. For these students, the upper-division/graduate courses listed above offer an extended opportunity for students to develop and demonstrate their writing skills with the assistance of an instructor.

Examination Registration Procedure

The university-wide GWAR exam is open to all students who have earned at least 60 semester units of undergraduate work and have completed ENGL 1109, or an equivalent course that satisfies General Education A2, Writing and Reading with a C- or higher. This examination is administered at least once each academic semester (2 times during the academic year).

Registration for the examination takes place in the University Testing Center, located next to the CSUB Campus Police building. Before registering at the University Testing Center, you must pay a \$25 fee at the Cashier's window in Administration East and get a printed record (either an unofficial transcript or an evaluation form) that verifies your completion of at least 60 semester units and a grade of C- or higher in English 1109 or its equivalent. When you present the fee receipt and academic record to the University Testing Center, you will receive an admission ticket for the exam.

The GWAR exam may be completed either in handwriting or on a computer. Because the university has only 130 computers available for each administration of the test, you should register early if you want to use a computer. Once the 130 computer spaces are allocated, only the hand-written option is available. Only students who have completed this registration procedure by the published registration date may take the examination. You may take the exam twice, but you must pay the \$25 registration fee each time you take it.

Materials for the Examination

On the day of the exam, you must bring (1) official identification bearing your photograph, such as a driver's license, (2) the admission ticket issued by the University Testing Office, and (3) a pen (an extra pen is recommended). You may also bring a dictionary.

Format of the Examination

The GWAR exam requires you to choose one of two essay prompts. Each prompt has two parts: Part A asks for a summary, and Part B requires you to write an argumentative essay. The essay prompts are designed to give all students an equal chance to demonstrate their writing ability. No research or outside sources are needed to write the essay. You will be allowed 1-1/2 hours to complete the exam. Built into the test format is time for you to plan and revise your work.

Outside Sources

During the exam, students are prohibited from accessing research materials of any kind, including on the Internet. Any student found doing so will automatically receive a grade of FP (Fail/Plagiarism) and be subject to the appropriate university sanctions.

Preparing for and Taking the Exam

To prepare for the exam, analyze your writing in reference to the sample responses included in this packet. Your essay will be judged, in particular, on the quality of your organization, the logical development of your ideas, your clarity, and your grammatical accuracy. Make sure, whenever possible, that you support your general statements with concrete examples and illustrations that are clearly relevant to the point you are making. You may benefit from responding to the sample question under mock exam conditions, after which you should compare your writing with the graded essays provided here. Above all, you should read and follow directions carefully.

You must answer both parts of the question (Parts A and B). Part A requires you to see main ideas and explain them and

their relationship to one another in your own words. In Part B, if you are asked to take a position or argue a point, be sure that your essay includes a clear response that follows instructions carefully. Also, you should acknowledge words from the quotation by putting them in quotation marks in your response. You should also take a clear stand in your essay and support it thoroughly and reasonably. Finally, you should strive for overall balance with a succinct introduction, a well-developed body, and a precise summary or conclusion.

Special Provisions for Students with Disabilities

In compliance with Section 504 of the Rehabilitation Act of 1973, individual arrangements and accommodations for testing will be made for students with disabilities to meet the GVAR. These arrangements will be made in such a manner as to assure the writing competence of handicapped students is tested and not the limitations imposed by their disabilities.

Grading of the Graduation Writing Assessment Requirement

The essays for the GVAR exam are read by a university-wide group of faculty. The student names on the essays are concealed from the readers. Each essay is scored by two readers on a scale of 1 to 6 points according to the scoring guide printed below, with 6 being the highest score possible. Therefore, your total score will range from 2 to 12. You need a score of 8 to pass the exam. After the faculty have read all the essays, your composite score will be posted on your transcript.

Counseling and Appeal Process

After the results have been reported, you may want to discuss your exam with a GVAR counselor. You can request that your essay be reread or that you receive specific feedback on your essay. The GVAR counselor will review and approve all requests for rereading. At the end of the process, a GVAR counselor can advise you further about meeting this requirement. To make an appointment with a GVAR counselor, call 654-2144.

Am I eligible to waive the GVAR?

GVAR Waivers for Undergraduate Students

If you transferred to CSUB from another CSU or from a UC, the Evaluations Office can determine if you have satisfied the upper-division writing requirement at that campus. If you transferred to CSUB from a college or university other than a CSU or a UC, the Evaluations Office may grant a waiver of the GVAR based on your having taken an appropriate course. If you disagree with their decision, you will have to bring documentation to the English Office in Humanities Office Building (HOB), showing you have earned a grade of C- or higher in an upper-division writing course equivalent to one of our GVAR courses (NOT just a writing-intensive course, but a course that focuses on writing instruction and the development of writing skills). The documentation includes the following materials:

- A description of the relevant course from the college catalog;
- A copy of your transcript with the course and grade highlighted;
- An explanation showing that the course is upper-division;
- Proof of your upper-division standing when you took the course (such as the number of hours you completed before taking the course).

GVAR Waivers for Post-Baccalaureate and Graduate Students

You will be exempt from the GVAR if you meet any of the four criteria below:

1. You graduated from a CSU or UC since 1980.
 1. As of Winter 2007, as a post-baccalaureate or graduate student, you earned the following test scores--provided the test(s) were taken since 1980:
GMAT 4.5 or higher on the writing portion of the GMAT
CBEST 41 or higher on the writing portion of the CBEST
GRE 4.5 or higher on the analytic writing portion of the GRE General Test
2. Post-baccalaureate and graduate students who have one or more articles published as first author in a refereed professional journal may submit their work for review to the General Education Office (Administration East 101)

with a formal request to waive the GVAR.

3. Post-Baccalaureate and graduate students who already have an MA or MS in any discipline that included a master's thesis or project and are working on another degree or credential may submit their thesis or project for review to the General Education Office (Administration East 101) with a formal request to waive the GVAR. In the last two situations, waiver requests and supporting documents will be reviewed, and you will receive a decision in approximately two weeks.

Policies for General Education

Students must complete the general education requirements and accumulate as many additional units as are needed to reach a total of 48 units.

Students must complete two approved upper division courses outside of their major area in-residence at CSUB or another CSU. These are required of all students intending to graduate from CSUB, regardless of community college certification or the courses completed at other institutions. These courses cannot be completed and counted toward this requirement until the student has achieved upper division status, i.e., 60 semester units. These courses can NOT be double-counted toward lower-division area requirements or the Junior-Year Diversity and Reflection (JYDR) requirement.

Lower-division general education and upper-division Area B, C, or D courses may be double-counted for the major, minor, cognate, foundation, or American Institutions requirements.

Waiver Exams: The requirements for subareas A1, A2, A3, and A4 may be satisfied by a test designed specifically for that requirement. The exam for subarea A1 is scheduled once each semester by the AIMS General Education Office (AE 101). Exams for subareas A2, A3, and A4 are available through the Testing Center. Exams cost \$10.00 each.

Students with a verified learning disability who are registered with the Office of Services for Students with Disabilities (SSD) may be eligible to petition for a course substitution for a General Education requirement. The AVP for Academic Programs reviews all such petitions. Information regarding course substitutions can be obtained from the Office of Services for Students with Disabilities.

Certification of General Education

The university accepts full certification of lower-division General Education (39 quarter units) or partial certification by Area (A, B, C, or D) from California Community Colleges, other CSU campuses, and other institutions of higher education that have negotiated agreements with the CSU. Courses and examinations used to certify units must be baccalaureate level and have been completed at the certifying institution. However, any participating institution may report completion of courses or examinations taken at other participating institutions provided that all such courses and examinations would be certified by the institution offering them. Such courses and examinations shall be deemed to have been certified. It is the student's responsibility to request the community college, other CSU, or other institutions of higher education to send the certification to the Evaluations Office at CSUB.

Course Substitutions

Transfer students may petition to the AIMS General Education office (Academic East 101) to request that courses previously taken at another regionally accredited college or university that counted at that institution for General Education be count for General Education requirements at CSUB. We encourage you to work with your advisor to petition for a General Education substitution. If the course is from another college or university, please provide a syllabus with your petition. Download the *Petition for Exception* form at www.csub.edu/ge or pick it up at the AIMS General Education office.

Transfer Students

In unusual circumstances, transfer students may petition for a waiver from a specific General Education requirement by providing appropriate justification and demonstration of means by which the student has acquired the knowledge for that requirement. Petitions must be submitted to the AIMS office.

Students Who Have Broken "Continuous Enrollment"

Upper-division students who have broken "continuous enrollment" (see Applicable University Requirements page 54) may discover that the General Education requirements have changed upon their re-admission to CSUB. If these

changes cause serious hardship for the student in terms of additional courses needed to complete the new requirements, these students have an opportunity to petition to the Academic Petitions Committee (APC) for a return to the catalog in effect at the time the student stopped attending CSUB. Students desiring to submit such a petition to the APC can get information regarding the specific content and format of the petition at the office of the AVP for Academic Programs (EDUC 242, 661-654-3420).

General Graduation Requirements

Unit Requirements

A minimum of 120 semester units is required. In the case of a BA degree, a minimum of 40 upper-division units is required.

Residency Requirements

Students must complete a minimum of 30 semester units in resident study at CSUB. At least 24 of these 30 units shall be earned in upper-division courses, and at least 12 of those upper-division units shall be earned in the major.

Academic Scholarship Requirements

Each student must complete, with a grade point average (GPA) of 2.0 (C) or better:

- All acceptable university units attempted, including all transfer units,
- All units counted toward satisfaction of the major requirements;
- All units counted toward satisfaction of the minor requirements, if applicable; and
- All units attempted at CSUB. Only courses in which a letter grade (A, B, C, D, F, including pluses and minuses) is assigned are used in computing the GPA. Students cannot graduate with grades of "I," "RP," or "RD" on their record.

Currency of Courses Requirements

CSUB students pursuing a baccalaureate degree must satisfy major and minor requirements, including all required cognates and prerequisite courses, within 10 years of the date of the award of the baccalaureate degree.

Exceptions to the policy may be granted if a student can demonstrate currency in the relevant course or courses to the satisfaction of the faculty in the department or program offering the major and minor. Students should consult their academic advisor about how to demonstrate currency for course work that is completed 10 or more years prior to the anticipated award of the baccalaureate degree. The academic Dean responsible for the major or minor program must approve all exceptions to this currency of courses requirement.

Applicable Catalog for Graduation Requirements

To maintain rights to a set of catalog graduation requirements, a student must remain in continuous enrollment. "Continuous enrollment" means that the student cannot miss two consecutive semesters. Summer sessions do not count toward continuous enrollment. Absence due to an approved educational leave shall not be considered an interruption in continuous enrollment, provided the absence does not exceed two years.

The university allows students two options in selecting the catalog for their major and minor requirements. Students may choose either of the following catalogs:
the catalog in effect when the student began continuous enrollment at the university or college level;
the catalog in effect at the time the student graduates from CSUB.

Similarly, the university allows students three options in selecting the catalog for their university-wide requirements. Students may choose the following catalog in effect during:
the term in which graduation requirements are completed;
the term the student started course work at CSUB, assuming the student has been in continuous enrollment since then;
the term the student began college-level coursework applicable to the baccalaureate degree, provided the student has been in continuous enrollment in regular sessions in any California public university (California State University or

University of California) or California community college.

Please note that in accordance with Title 5, CSUB requires a student changing his or her major or any minor field of study to complete the major or minor requirements in effect at the time of the change.

Credit for Kinesiology and General Studies courses

Students may apply to graduation a maximum of 6 total semester units of credit earned in Kinesiology (KINE) activity courses, General Studies (GST) courses, or any approved equivalent courses.

Graduation Requirement in Writing Proficiency

All students must demonstrate competency in writing skills as a requirement for graduation. Information on currently available ways to meet this graduation requirement may be obtained from the **University-Wide Course Requirements for a Baccalaureate Degree** section. Item number eleven gives details regarding the Graduation Requirement in Writing Proficiency (GWAR) requirement.

Majors and Minors

Discipline-Based Majors

Each of the academic disciplines at CSUB has a prescribed set of requirements involving a correlated set of courses that lead to the baccalaureate degree, either the Bachelor of Arts or Bachelor of Science. The faculty has primary responsibility in developing and updating its major requirements and the supporting curriculum. Students declaring a discipline-based major will develop a program of study in collaboration with a faculty advisor to meet the prescribed requirements

Declaration of a Major and a Minor, if applicable

Students must declare a major by the time they complete 40 semester units (60 quarter units) of coursework listed on their transcript. For those majors that require a minor, the minor must be declared before students attain junior standing, i.e., have 60 semester units (90 quarter units) of coursework listed on their transcript. Students must declare the catalog under which they intend to graduate when they file for graduation.

If a student decides to change his/her major, it is the student's responsibility to submit a formal "Change of Major" form to Admissions and Records (SA 103, 661-654-2147).

Double Majors

Any student completing the requirements for two majors in disciplines generating Bachelor of Arts degrees or in two majors generating Bachelor of Science degrees must request approval for a diploma recognizing a double major.

Any student completing work for two majors, one of which generates a Bachelor of Arts degree and the other a Bachelor of Science degree, must request approval for a diploma recognizing a double major. The AVP for Academic Programs reviews these requests.

Students graduating with a double major are required to complete all components of each major, including the Senior Seminars. Although double-counting of courses from one major to the other is possible, the student must accumulate a minimum number of unduplicated units in each major. For the BA major, the minimum is 24 semester units (36 quarter units); for the BS major, the minimum is 36 semester units (55 quarter units). The student completing a double major does not need to complete a minor.

Minors

The university offers a wide array of minors. There are three different types of minors - a traditional minor from a single discipline, a special minor, and an interdisciplinary minor. Regardless of type, minors require a minimum of 12 semester units, at least six of which must be upper division units.

Students, whether pursuing either a Bachelor of Arts or Bachelor of Science degree, are able to complete one or more minors and have them displayed on their diploma and transcript. Students should contact the academic department or

faculty coordinator responsible for the minor. The department or faculty coordinator must approve the minor and, at the time of graduation, certify completion of the minor to the Evaluation Office.

The 12 units (normally four 3-unit courses) used in a minor cannot be drawn from those used to satisfy the major requirements. However, in the case of majors requiring extensive lower division cognates (e.g., Business Administration), students may count one of the cognate courses as one of the four required in the minor.

Special Minor

A special minor consisting of 12 semester units (20 or more quarter units) 9 of which must be upper division, taken outside the major discipline. Proposals for the Special Minor must be submitted and approved by the faculty advisor, the department chair for the student's major, and the Associate Dean of Undergraduate Studies no later than the Census Date of the semester in which the student becomes a senior. Any changes to the Special Minor require the approval of the student's faculty advisor, the department chair of the student's major, and the Associate Dean of Undergraduate Studies.

General Information Regarding Classes

Course Numbering System:

- 0000-0999** Courses which carry no-credit toward a degree or a credential.
- 1000-1999** Lower-division courses designed as freshman level, but also open to other students.
- 2000-2999** Lower-division courses designed as sophomore level, but also open to other students.
- 3000-3999** Upper-division courses designed as junior level; may be opened to "advanced" lower division students under special circumstances with prior approval.
- 4000-4999** Upper-division courses designed as senior level not open to lower division students and may be used for post-baccalaureate or graduate credit with prior approval.
- 5000-5999** Graduate courses open to "advanced" seniors, credential candidates, and graduate students.
- 6000-6999** Graduate courses designed primarily for Classified graduate students.
- 7000-7999** Continuous enrollment courses designed for those students who have completed all requirements for the Master's Degree except the thesis, project or examination, and who are not enrolled in any other course. These are offered in each Master's program.
- 8000-8999** Courses receiving Continuing Education Units (CEUs) designed for re-licensure requirements. Credit for these courses is not applicable to degrees.
- 9000-9999** Courses designed for professional groups seeking vocational improvement or career development. Credit for these courses is not applicable to degrees or credentials.

Credit Hour

As of July 1, 2011 federal law (Title 34, Code of Federal Regulations, sections 600.2 and 600.4) requires all accredited institutions to comply with the federal definition of the credit hour. For all CSU degree programs and courses bearing academic credit, the "credit hour" is defined as "the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work

leading to the award of credit hours.

A credit hour is assumed to be a 50-minute period. In courses, in which "seat time" does not apply, a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement.

Out-of-Class Preparation

Course instructors generally structure their courses so that the "average" student will need to devote two to three hours outside of class each week for each unit of course credit. In other words, students should expect to spend 6 to 9 hours outside of class each week for a 3-unit class in completing assigned readings, performing library or internet searches, doing homework assignments, writing papers or reports, studying for quizzes/exams, etc.

Class Schedule

The university provides an online searchable Schedule of Classes each semester. The university also prepares a bi-annual online Academic Information and Policies document with information about the registration schedule, registration procedures, fees, and other pertinent information about university resources available to the student.

Class Meetings

Classes meet at the time and place indicated in the online Schedule of Classes. Except in cases of emergency, all changes will be updated online and/or announced by the course instructor prior to subsequent class meetings. Information on any rescheduled class session may be secured from the office of the appropriate School Dean.

University Absence Policy

Responsibilities regarding student absences are as follows:

- The university's responsibility is to facilitate learning, and to provide an environment conducive to student learning.
- The student's responsibilities include attending classes to facilitate their learning and evaluating the impact of absences on their academic success. Students must recognize that class attendance and participation are critical to their learning and in many cases are essential to the educational goals of the course.
- The responsibility of the faculty is to establish specific attendance regulations and make-up policies that will maximize student learning, while avoiding penalties, where practical and possible, for university-related absences.
- The responsibility of advisors is to assist students in choosing classes that will maximize their opportunity for class attendance.
- There are occasions when students must miss classes due to university sponsored obligations such as intercollegiate athletic competitions or student research presentations. It is the responsibility of the sponsoring programs to provide, on the first day of classes, written documentation in the form of a memorandum to the affected instructors naming the students and identifying expected dates for student absences. Sponsoring programs are to be reasonable in their expectations, with an understanding that the students are at the university for academic reasons first and foremost. If unexpected scheduling changes occur, the sponsor will provide the student with a revised memorandum to be given to instructors as soon as possible.

When students must miss class, it is their responsibility to inform faculty members of the reason for the missed class (documentation may be required) and to arrange to make up any missed assignments, exams, quizzes, and class work, to the extent that this is possible. Excusable absences include, but are not limited to:

- Illness or injury to the student
- Death, injury, or serious illness of an immediate family member
- Religious observances (per the California Education Code section 89320)
- Military or other government obligation
- University sanctioned or approved activities, such as artistic performances, forensics presentations, participation in research conferences, intercollegiate athletic competitions, student government conferences, required class field trips, etc. Extra-curricular activities associated with campus organizations/clubs that are not part of an academic program do not qualify for excused absences.

Faculty are expected to make reasonable accommodations for excused student absences, provided there is not an unreasonable number of such absences (as per course instructor) during the semester, and provided that make-up work can be accomplished without substantial additional time or resources from the academic department or instructor. All parties must recognize that not all learning activities and exercises during class times can be made up, and therefore students may not be able to make up missed work.

This University Absence Policy will be disseminated to faculty, students, School Deans, advisors, the Athletic Director, the Faculty Athletic Representative, coaches, and through appropriate university documents.

Instructor Initiated Drop Policy for Classes with Face-to-Face Meetings

Students who do not attend the first day of class may be administratively dropped from the class. For classes with waitlists, students who miss any class day during the schedule adjustment period may be dropped. Students who are on the waitlist and attend class during the adjustment period may be added, by waitlist order. Students should communicate any extenuating circumstances immediately to the instructor of record. Students must be notified by the instructor of record that a drop is pending with at least 24 hours' notice. An instructor-initiated drop should be processed at least one business day before the Last Day to Add in the Academic Calendar.

Instructor Initiated Drop Policy for Online Classes

All students enrolled in online courses must log in to the course and complete any assignments or other activities that are required by the instructor during the first week. Students who fail to log in and/or who fail to complete first-week assignments within the deadline may be administratively dropped and must be notified by the instructor of record that a drop is pending with at least 24 hours' notice. Students should communicate any extenuating circumstances immediately to the instructor of record. An instructor-initiated drop should be processed at least one business day before the Last Day to Add in the Academic Calendar.

Instructor Initiated Drop Guidelines for Both Face-to-Face and Online Classes

Students on official university business who cannot attend the first day of class due to that business must notify the instructor of record prior to the first day of class. The student must provide proof of the official university business from the sponsoring program or office to the instructor of record. Students who are administratively dropped under this policy will be sent an email by the instructor informing them of the drop. Students should not presume they will be dropped by their instructor for non-attendance under this policy. Students who have registered for a class, but never attended, should verify whether or not they are officially enrolled via their "myCSUB" account. It is ultimately the student's responsibility to withdraw officially from the class. It is the responsibility of all wait-listed students (face-to-face and online) to communicate with the instructor concerning readings and assignments that must be completed in the first week of class.

Student Opinionnaire on Courses and Instruction (SOCI)

Students enrolled in each class are asked to respond to anonymous questionnaires which report their assessment of the course content and the instruction in that class. The Student Opinionnaire on Courses and Instruction (SOCI) are used both by individual faculty members and the university administration in a continuing effort to ensure the instructional program at CSUB is as effective as possible. Faculty members use the student feedback to make systematic adjustments in their courses to better serve our students. Faculty committees and university administrators use the SOCI as one mechanism to assess faculty performance in teaching for Retention, Tenure, and Promotion (RTP) for probationary tenure-track faculty, for post-tenure review of tenured faculty, and for performance review of temporary faculty.

Course Grading System		
Grade Symbol	Explanation	Grade Points/Course Unit
A	Excellent	4.0
A-		3.7
B+		3.3

B	Good	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Passing	1.0
D-		0.7
F	Failing	0.0
AU	Audit	No Effect
CR	Credit	No Effect
I	Incomplete	No Effect
IC	Incomplete-Charged	0.0
NC	No Credit	No Effect
RD	Report Delayed	No Effect
RP	Report in Progress	No Effect
W	Withdrawal	No Effect
WU	Unauthorized Withdrawal	0.0

Grade point averages (GPAs) are computed by dividing the total number of grade points earned by the total number of units attempted. Only units and grade points earned by a student while enrolled at CSUB are used to compute the CSUB GPA. Both the CSUB GPA and the overall GPA are used to determine academic standing.

Letter Grades

The assignment of letter grades for each course is the responsibility of the course instructor.

Change of Final Course Grade

A change in letter grade can be approved by the department chair only in the case of a declared clerical error. The definition of clerical error is an error made by the instructor or by an assistant in grade estimating or posting. Under no circumstances, except for completion of work when "I" was issued or through the Student Academic Grievance Procedures, may a grade change be made as the result of work completed or presented following the close of a grading period.

Non-Letter Grade Symbols

AU (Audit)

Admitted students may file a request with the Office of Admissions and Records (SA103, 661-654-3036) to audit a course. An auditor does not receive baccalaureate credit for the audited course. 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. Once enrolled as an auditor, a student may not change to credit status unless such a change is requested no later than the last day to add classes in that term. A student who is enrolled for credit may not change to audit after the first week of instruction. Auditors are not permitted to take examinations in the course. A grade of "AU" for an audited course is posted on a student's permanent record if, in the judgment of the instructor, the student has attended enough class meetings to receive a grade of "AU"; otherwise, a "W" is recorded.

CR/NC (Credit / No-Credit)

These symbols are used in courses where letter grades are not deemed appropriate. Credit/no-credit registration is also used for all students enrolled in courses that do not count toward the baccalaureate degree, and in some performance courses such as Music and Theatre where participation is the key component. Finally, most Independent Study and

Directed Research courses are graded on a credit/no-credit basis, since accomplishment of a specified amount of work is the content of such courses. A "C" or "NC" is not used in calculating grade point average or progress points.

A student desiring to enroll in a course on an optional credit/no-credit basis must obtain the appropriate form from the Records Office (SA 103, 661-654-3036). This form requires the advisor's signature and, if a student is requesting permission to take more than one course in a single term on an optional credit/no-credit basis, the signature of the appropriate School Dean. Students may change their enrollment among optional credit/no-credit grading and letter grading up to the 15th instructional day (Census Day). A grade of "C" will be awarded for work of "C" (2.0) or better; the grade "NC" will be awarded for the grade of "C-" (1.7) or below.

Courses taken on an optional credit/no-credit basis may not be counted toward major, minor, concentration, or cognate requirements for the baccalaureate degree. Six units of optional credit/no-credit course work can be used in meeting the General Education requirements. Up to a maximum of 30 semester units of credit/no-credit course work (including optional credit/no-credit) completed at CSUB may be counted toward a baccalaureate.

I (Incomplete-Authorized)

The symbol "I" indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the Incomplete. A formal Petition for Incomplete Grade must be signed by the instructor and filed with the Records Office. An "I" is not used in calculating grade point average or progress points. A final grade is assigned when the work agreed upon has been completed and evaluated.

An "I" must normally be made up within one semester immediately following the end of the term during which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. The student is not permitted to re-enroll in the course until the incomplete grade is removed and a final course grade is processed. Failure to complete the assigned work will result in an "I" 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 after the calendar year deadline.

IC (Incomplete Charged)

The "IC" symbol is used when a student who received an authorized incomplete ("I") fails to complete the required course work within the allowed time limit. The "IC" replaces the "I" and is counted as a failing grade (F) for grade point average and progress point computation.

RD (Report Delayed)

The RD grade is assigned by the Office of Academic Records only in instances where a faculty member has failed to submit grades in accordance with published deadlines. A grade of "RD" shall be replaced by a substantive grading symbol as soon as possible. The Registrar may change the grade to "C" if no other grade is assigned in a timely manner. An "RD" is not used in calculating grade point average or progress points. Students shall not be re-enrolled in a course for which they have an outstanding "RD" grade. "RD" grades may affect students by, for example, obstructing financial aid and quarterly registration. Further, students cannot graduate with an outstanding "RD" grade on their record. The Office of Academic Records shall notify the instructor of record, the department chair, and the School Dean within one week of the assignment of "RD" grades.

RP (Report in Progress)

The "RP" symbol is used in connection with courses that extend beyond one academic term, normally Independent Study, Directed Research, and master's thesis or project. It indicates that work is in progress and that the progress has been judged satisfactory, but that the assignment of a final course grade must await completion of additional work. Students shall not be re-enrolled in a course for which they have an outstanding "RP" grade. Work must be completed within one year; theses or projects for master's degrees may be authorized for a maximum of two years as long as the delay does not exceed the overall time limit for completion of the master's degree requirements. Any extension of time limits must receive prior authorization by the appropriate School Dean and, for master's degree

theses and projects, by the AVP for Academic Programs.

W (Withdrawal, authorized)

The “W” symbol indicates that the student was authorized to withdraw from the course after the third full week of class instruction with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in calculating grade point average or progress points. Withdrawals are not permitted during the final four weeks of instruction except in cases such as accident or serious illness, where the cause of withdrawal is clearly beyond the student's control and the assignment of an “Incomplete” is not practical. Ordinarily, withdrawals during the last four weeks of the semester involve Complete Withdrawal from the term.

WU (Unauthorized Withdrawal)

The “WU” symbol indicates that an enrolled student did not formally withdraw from the course and also failed to complete course requirements. It is used when, in the judgment of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average and progress point computation, the “WU” symbol is equivalent to an “F.”

Class Registration

Steps to Registration

Registration is the final step in the matriculation process. When students have been admitted to the university and have determined which courses they should take to meet specific requirements for their degree, they are ready for registration. In order to begin registration, admitted students must have:

- Spoken with an academic advisor
- Cleared all holds and obligations to the university
- Taken necessary tests or prerequisites
- Obtained proper registration appointment time disbursed by the registration office via email

Details of registration procedures are available online before registration each semester. No student should attend classes until his or her registration has been completed. Registration is complete only when all official documents are properly filed, and all outstanding fees and deposits are paid or arrangements for a payment plan are completed. Students may not receive credit in any course for which they have not completed registration.

Academic Advising

All freshman students with less than 30 semester units are required to meet with an advisor prior to registering for courses each semester. All students are required to meet with an advisor at least once per year. Faculty and staff advisors are trained to provide accurate information and helpful advice regarding university-wide requirements, major and minor requirements, and career opportunities within the discipline. Students can locate their advisors contact information in their myCSUB account online.

Students who have not yet declared a major should meet regularly with a trained staff advisor from the Academic Advising & Resource Center (AARC). Students who are required to enroll in developmental courses for English and/or mathematics will be “tracked” and advised by the professional staff advisors in the Academic Advising & Resource Center (AARC).

Students who have been placed on academic probation will be required to meet with advisors in the AARC until the student achieves good standing.

Regardless of class level or major, all students are encouraged to meet with their advisors every semester. Advising is particularly important prior to registration, not only for selecting courses for the coming semester but also to verify whether the student is on track regarding his/her program of study toward the baccalaureate degree. Regular meetings with the faculty and/or staff advisor also provide the student with the opportunity to ask questions about the scheduling of needed courses, internships, career plans, employment opportunities, etc. These meetings also provide the advisor

with the opportunity to become better acquainted with the student and his/her academic performance, progress toward degree, and career interests, so that the advisor may be able to provide more detailed and helpful letters of recommendation when requested. The AARC professional staff can answer questions about many of the university's programs.

Orientation, Advising, and Registration (OAR) Program

The university schedules one-day Orientation, Advising, and Registration (OAR) programs in April, June, July and just before the beginning of each Spring semester to provide new first-year students (first-time freshman, transfer, and re-entry students) an opportunity to: (1) learn about basic requirements for the baccalaureate degree and about various academic support services available at CSUB; (2) be advised by either faculty or staff in the selection of courses for the student's first academic term; and (3) register for those courses in order to become a CSUB student.

Registration Dates

Registration dates and the last day to register for classes are published in the Class Schedule and the University Catalog. Late registrants may experience difficulties arranging their programs due to closed classes. A \$25.00 fee is assessed for late registration.

Online Registration and Student Information

Students are encouraged to register for courses and review their academic records online via their "myCSUB" account. The "myCSUB" student center offers the following options:

1. Registration
 - Registering for classes
 - Dropping and Adding classes
 - Verifying current and past schedules
 - Checking availability of courses
2. Student Records
 - Accessing unofficial transcripts
 - Viewing an up-to-date degree audit
 - Viewing semester-by-semester grades
 - Reviewing account history, charges, and payments
 - Checking current address and biographical information on file

Use of Student Data for Marketing Programs

Please note that your name, address, phone number, school or college, and year of graduation may be used by California State University, Bakersfield for the development of university affiliated marketing programs. If you do not wish to have this information used, please notify the University Advancement Office by writing to the office at 9001 Stockdale Highway, Bakersfield, California 93311-1022.

Course Overload

CSUB course overload policy is as follows:

1. For first-term CSUB students: a hard cap of 19 units; no petitions for more units allowed.
2. For continuing students, including transfer students, a cap of 19 units, with a two-tier petition structure for overloads:
 - a. For students with a GPA between 2.5 and 3.3, a petition is required, accompanied by signatures from the faculty advisor and school Dean.
 - b. For students with a GPA over 3.3, no approval is required.

Changing Course Registration

Each student is responsible for all changes made to his/her official schedule of classes, i.e., adding courses, dropping courses (except for instructor initiated drop, see above), or complete withdrawal from the university.

Adding Courses

Students may add courses that are "open" either in person at the Admissions and Records Office or using the online myCSUB registration system through the Last Day to Add Classes of each term. Students must file an Add/Drop/Term Withdrawal Request Form with all appropriate signatures, with the Admissions and Records Office (SA 103), for courses that are "closed", and for all courses after the Last Day to Add Classes. Add/Drop/Term Withdrawal Forms are available in the Records Office.

Dropping and Withdrawing from Courses

It is the responsibility of students to attend each class meeting of the courses in which they are enrolled. Students absent from any class meeting are responsible for personally contacting the instructor by the next class meeting. In addition, as a courtesy to other students waiting to get into classes as well as a courtesy to the faculty, students who decide to drop a class should notify the instructor immediately. However, it is still the student's responsibility to drop online or to obtain the "Add/Drop/Term Withdrawal Request Form" from the Records Office.

a. **Dropping classes between the eighteenth and twentieth day of instruction (Census):** Students may drop classes through their myCSUB account through Census Day of the term; the dropped course(s) will not appear on the transcript.

b. **Withdrawing from classes after Census Day:** Students are permitted to withdraw from classes after Census Day only for serious and compelling reasons that make it impossible for the student to complete course requirements. "Serious and compelling reasons" include documented accident or serious illness, job change, or serious family and/or psychological reasons. Such requests require the signatures of the instructor of each course being dropped, the Department Chair of the student's major and the approval of the Dean/Designee of the School of the student's major. The completed form is then returned to the Records Office for processing. A grade of "W" will appear on the transcript. Students are still responsible for pro-rated fees for complete term withdrawals.

c. **Withdrawing from classes during week twelve through the end of the term:** Withdrawing from classes during week twelve through the end of the term is ordinarily not permitted unless there is verification that the student was unable to file the request to drop the course in a timely manner because of extenuating circumstances, e.g., serious illness or injury. Such requests require the signatures of the instructor of each course being dropped, the Department Chair of the student's major and the approval of the Dean/Designee of the School of the student's major. The completed form is then returned to the Records Office for processing. Because withdrawal from a course after the eleventh week is an exceptional occurrence, the student's documentation of eligibility shall be carefully scrutinized before any decision is made. All petitions for withdrawal after the eleventh week that have been approved will result in the assigned "W" grade for the course(s). Students are still responsible for pro-rated fees for complete term withdrawals.

Limit on number of units of "W" grades

Beginning with the fall 2009 term, the university will limit the number of units of such withdrawals from classes per Executive Order 1037. Any "W" grades assigned prior to the beginning of the fall 2009 term will not count against this limit. CSUB students will be limited to a total of 18 semester units of "W" grades. The limit applies only to courses taken at CSUB (main campus and Open University). Requests to allow additional "W" units beyond the 18-unit limit may be submitted to the Academic Petitions Committee (Academic Programs Office.) Such petitions will only be approved in cases where "W" grades were assigned for "accident or serious illness" or when the student presents convincing evidence that such consideration is merited.

Retroactive Withdrawal

Retroactive withdrawal from a course after the completion of the semester in which a student was registered in the course is ordinarily not permitted except in cases of complete withdrawal from the term. Exceptions are occasionally made if:

The request to drop the course would have been approved if it had been filed during the semester in which the course was taken;

There is verification that the student was unable to file the request to drop the course in a timely manner because of extenuating circumstances, e.g., serious illness or injury to self; and

No more than 12 months have elapsed since the end of the term in which the course was taken.

All petitions for retroactive withdrawal shall be submitted using the "Add/Drop/Term Withdrawal Request Form

available in the Records Office. Such petitions require the approval of the course instructor(s), the Department Chair of the student's major and the Dean/Designee of the School of the student's major. The completed form is then returned to the Records Office for processing. Because retroactive withdrawal from a course is an exceptional occurrence, the student's documentation of eligibility shall be carefully scrutinized before approval is granted. All petitions for retroactive withdrawal that have been approved will result in the assigned grade for the course(s) being changed to "W."

Withdrawal From The Term Policy

Withdrawal from the university for the term after the third week of instruction is allowed only for the most serious and compelling reasons. "Serious and compelling reasons include documented accident or serious illness, job change, or serious family and or psychological difficulties or other factors beyond the student's control." Such reasons must be documented by the student. Students may obtain an "Add/Drop/Term Withdrawal Request Form" from the Records Office. Clearance signatures are required from:

1. Instructor(s) of the course(s)
2. Department Chair of the student's major
3. Dean/Designee of the School of the student's major
4. Student Financial Services
5. AVP for Enrollment Management

The completed form is then returned to the Records Office for processing.

Repeating Courses

As declared in Executive Order 1037, the university limits the number of times a student may repeat a course. The number of credit units counted toward the baccalaureate degree is limited to that of a single registration for that course. The limits below apply to courses taken through the main campus and through Open University.

a. Repeats with forgiveness

CSUB students will be limited to 16 semester (24 quarter units of course repeats with forgiveness (grade replacements). These are the courses that students retake and for which the lower grade is no longer used in GPA calculations, though both grades remain on the transcript. The original coursework for which students petition to replace grades may have been taken at CSUB or some other institution. If the student took the course the first time at CSUB, they cannot retake the course elsewhere and replace the grade. Only courses with grades of C- or lower can be repeated for forgiveness. Students can repeat with forgiveness at most two occurrences of an individual course. Students cannot use the repeat with forgiveness policy on any course for which the course grade was the result of a finding of academic dishonesty. Qualified students may get the Repetition of Course Petition form from the Records Office (SA 103, 661-654-3036) or from the Admissions and Records website. The petition does not require any approvals and may be filed at any time, although students are encouraged to file soon after they have completed the repeated course.

b. Additional course repeats

Beyond the 16 semester units of "repeats for forgiveness", students will be limited to an additional 12 semester (18 quarter) units of repeated coursework. For such courses, both (or all) grades are used in GPA calculations.

c. Petitions for additional repeat with forgiveness units or for additional regular repeat units

Students needing to raise either their CSUB, overall, major, or minor GPA in order to graduate on a timely basis, may petition the Academic Petitions Committee (APC) to: (i) replace grades beyond the 18 semester units of repeat for forgiveness (part (a) above) allowed by the university; or (ii) repeat courses beyond the 12 additional units (part (b) above) allowed by the university. Approval of such petitions is not automatic. Students should contact the Academic Programs Office (EDUC 242, 661-654-3420) to get information regarding the content and format for their petition to repeat courses and replace grades beyond the limits.

Disregarding of Coursework from Previous Terms (Academic Renewal)

In exceptional circumstances, an undergraduate student may be granted permission to have up to two semesters of undergraduate coursework, taken at least five years earlier, disregarded from all considerations associated with requirements for the baccalaureate degree. Even though the coursework may be disregarded for GPA and other graduation purposes, the coursework will remain on the transcript. Disregarding of coursework from previous terms (academic renewal) shall be used only to assist a student to graduate with his/her baccalaureate degree, i.e., to achieve a

CSUB or overall or major or minor GPA of 2.0. Under no circumstances will students be authorized to disregard coursework for previous terms solely to raise their GPAs for scholarships or honors, for admission to graduate or credential programs, or for any situation that has GPA criteria. This policy does not apply to graduate students.

To qualify for Academic Renewal through removal of coursework from previous terms, an undergraduate student must demonstrate by his/her academic performance since that time that the coursework to be removed is not reflective of his/her ability. If another institution has acted to disregard coursework from consideration for a student, such action shall be honored in terms of that institution's policy. But disregarding of any course-work's consideration by another institution shall reduce by one term the three-quarter maximum on the application of academic renewal to an individual CSUB student's record. Students must file a petition for the removal of coursework for previous terms with the Academic Petitions Committee (APC). Students should contact the Academic Programs Office (EDUC 242, 661-654-3420) to get information regarding the content and format for their petitions.

Open University Enrollment

Concurrent enrollment in regular CSUB courses by non-matriculated students is on a space available basis through Open University with the Division of Extended Education. Courses carry extension credit. No more than 24 semester (36 quarter) units of Open University coursework can be applied towards a baccalaureate degree and no more than 8 semester (13 quarter) units can be applied toward a master's degree.

Concurrent Enrollment

A student at CSUB who desires to enroll for concurrent work at another institution or through Extended Education at CSUB must file a petition with the Director of Admissions and Records (SA 107, 661-654-2160). A student, for whom the total units resulting from concurrent enrollment in courses at CSUB and courses from another institution, including Extended Education at CSUB, would exceed the maximum allowable unit load, must have approval via a petition to the Dean of the student's major in accord with the university's policy for Course Overload.

Transfer Students: Evaluation And Acceptance of Transfer Credit

After a person has been accepted for admission as an undergraduate transfer student, the Evaluations Office of Admissions and Records (SA 104, 661-654-2258) will evaluate all previous college work and issue an evaluation of transfer credit to the student and to the student's major department. The evaluation remains valid as long as the student matriculates at the date specified and remains in continuous enrollment. These evaluations are conditional and are subject to revision during the first semester that the student is in attendance. Therefore, transfer students should discuss their evaluation in detail with their academic advisors to ensure that all credit earned has been granted and that no error has been made.

Credit from a California Community College

The university will accept for full transfer credit all course work taken at a California community college which has been indicated by that college as designed or appropriate for baccalaureate credit. Community college credit is allowed to a maximum of 70 semester (105 quarter) units. Additional courses taken at a community college may be used to fulfill course requirements but do not carry unit credit towards total units required for the baccalaureate degree. No upper division credit may be allowed for courses completed at a community college.

Credit from an Accredited Four-Year College or University

The university will accept for full transfer credit any baccalaureate-oriented courses taken at a four-year accredited college or university.

Credit from a Non-Accredited College or University

Credits earned in non-accredited colleges may be accepted upon review and recommendation by respective faculty for each course and approval by the appropriate Dean(s).

Credit for Extension, Correspondence, and DANTES Work

The university will accept for credit towards a baccalaureate degree, on the basis of evaluation of courses submitted on official transcripts, no more than 24 semester (36 quarter) units of credit earned through extension, correspondence,

and/or DANTES (Defense Activity for Non-Traditional Educational Support) courses.

Credit for Military Service

Students with active military service of one year or more will receive 6 semester (9 quarter) units of lower-division elective credit and additional units for specified service training and courses. A copy of service separation papers (service form DD-214) must be submitted to the Admissions Office during the admissions process.

Awarding of credit for previous education or other acquired knowledge, including military education and experience: Matriculated student notifies Undergraduate Program Director or designee within 4 weeks of acceptance into the pre-licensure program of his/her request to seek course credit for previous education or other acquired knowledge, including military education and experience and specifies course(s).

Student provides materials, documents, and evidence for consideration for a specified course(s) within 6 weeks of acceptance into the program.

Student meets with undergraduate nursing advisor or designee as requested.

The appropriate faculty or faculty members designated by the undergraduate advisor or designee reviews the materials, documents and evidence and within 3 weeks of receipt of materials to the department and makes the determination to award or deny credit.

Student is notified by the undergraduate advisor or designee of the decision within 4 weeks of receipt of materials, documents or evidence. If a "cannot award credit" decision is made, the letter of notification will indicate the rationale behind the decision. The student will be told that he/she can request a challenge course by exam and follow the CSU Bakersfield policy.

Credit for Peace Corps Service

Students with Peace Corps service of one year or more will receive 6 semester (9 quarter) units of lower-division elective credit and additional units for training courses completed at an accredited college. Written certification by recognized authorities of service and training must be filed with the Admissions Office during the admissions process.

Subsequent Enrollment

Students enrolled at the university who wish to receive transfer credit for courses offered at other institutions should obtain prior approval of these courses from the appropriate department chair, School Dean, and the AVP for Academic Programs before enrolling in such courses.

Academic Standing

The students' academic standing is determined by the quality of their academic performance and progress toward their degree objective.

Dean's List

A full-time, undergraduate student, carrying at least six (6) units of letter-graded work during the semester, who earns a GPA of 3.25 or above in that semester will be placed on the Dean's List.

Good Academic Standing

Good Academic Standing indicates that a student is eligible to continue in attendance at CSUB and is not on academic probation/jeopardy/disqualification or disciplinary probation/suspension/expulsion from the University.

Academic Probation

In accord with Executive Order 1038, any undergraduate student with a CSUB GPA or overall GPA falling below 2.00 shall be placed on Academic Probation. Students on Academic Probation will have a registration hold placed on their account requiring them to participate in an Academic Intervention Program. In subsequent terms, students will remain on probation so long as either the CSUB GPA or overall GPA remains below 2.00 and their CSUB GPA and overall GPA are at or above the following limits:

- As a freshman (fewer than 30 semester hours of college work completed) the student falls below a grade point average of 1.50 in all units attempted or in all units attempted at the campus where enrolled.

- As a sophomore (30 through 59 semester hours of college work completed) the student falls below a grade point average of 1.700 in all units attempted or in all units attempted at the campus where enrolled.
- As a junior (60 through 89 semester hours of college work completed) the student falls below a grade point average of 1.85 in all units attempted or in all units attempted at the campus where enrolled.
- As a senior (90 or more semester hours of college work completed) the student falls below a grade point average of 1.95 in all units attempted or in all units attempted at the campus where enrolled.

Academic Jeopardy

Students on Academic Probation whose CSUB or overall GPA falls below these limits may be eligible for Academic Jeopardy only once during their academic career so long as they meet all of the following criteria:

- a. The student has never been on Academic Jeopardy before.
- b. The student has successfully completed the prescribed Academic Intervention Program while on Probation.
- c. It is mathematically possible for the student's GPA to permit a return to Probation within the following term, based on current course registrations.
- d. The student has signed an Academic Intervention Contract.
- e. The student satisfies all of the requirements set forth in their Academic Intervention Contract, including regular meetings with an advisor.

Students on Academic Jeopardy will be subject to immediate Academic Disqualification and deregistration when they fail to meet any of these requirements.

Academic Disqualification

Students on Probation are subject to Academic Disqualification when their CSUB GPA or overall GPA drops below the following limits:

- As a freshman (fewer than 30 semester hours of college work completed) the student falls below a grade point average of 1.50 in all units attempted or in all units attempted at the campus where enrolled.
- As a sophomore (30 through 59 semester hours of college work completed) the student falls below a grade point average of 1.700 in all units attempted or in all units attempted at the campus where enrolled.
- As a junior (60 through 89 semester hours of college work completed) the student falls below a grade point average of 1.85 in all units attempted or in all units attempted at the campus where enrolled.
- As a senior (90 or more semester hours of college work completed) the student falls below a grade point average of 1.95 in all units attempted or in all units attempted at the campus where enrolled.

Students on Academic Jeopardy shall be Academically Disqualified when their CSUB GPA or overall GPA drops below these limits. Students on Academic Jeopardy are subject to immediate Disqualification and deregistration when they fail to meet the requirements set forth in their Academic Intervention Contract.

Readmission of Academically Disqualified Undergraduate Students

Students disqualified for academic reasons will be considered for readmission only when they have satisfied one of the following conditions:

For students who were lower-division (completed fewer than 60 semester units):

completed college work elsewhere or in CSUB Extended Education, and brought their total college work completed to 60 or more semester units with an overall grade point average of ≥ 2.0 or better, with recent work clearly indicating capability of performing college work with above average achievement, or attained at least a ≥ 3.0 average in not less than 9 academically rigorous semester units.

For students who were upper-division (completed 60 semester units or more):

earned college credit in academically rigorous courses elsewhere or in CSUB Extended Education and attained at least a ≥ 3.0 average in not less than 6 academically rigorous semester units, or remained absent from the university for at least one year, during which time they have remedied the conditions that contributed to their academic difficulty.

Students who have satisfied one of these conditions will be considered for readmission only after filing a regular application for re-entry and furnishing transcripts of all college work taken since disqualification. Readmission is not automatic: each applicant is considered on an individual basis.

Students must file a petition for readmission with the Academic Petitions Committee (APC). The petition must clearly indicate the courses the student successfully completed to meet the above conditions. For upper-division students who simply remained absent for at least one year, the petition must provide verifiable evidence that the student has remedied whatever difficulties contributed to the previous poor academic performance. Students interested in having the APC consider their petitions for re-admission should contact the AVP for Academic Programs (EDUC 242, 661-654-3420). A student accepted for readmission will re-enter on Academic Reinstatement status. To retain that status, the student must attain a GPA of at least 2.00 every term. When the student's CSUB GPA and overall GPA both reach 2.00, the student will be removed from Academic Reinstatement status and put on Good Academic Standing status.

Alternate Ways to Earn Academic Baccalaureate Credit

The university provides a variety of alternatives to the traditional classroom. Some alternatives allow students to accelerate their progress toward their baccalaureate degree:

- Advanced Placement (AP) Program
- International Baccalaureate (IB) Diploma
- College Level Examination Program (CLEP)
- Credit for Courses by Challenge Examination

Other alternatives may permit the student to earn baccalaureate credit for experience or study completed prior to matriculation at CSUB:

- Credit for Non-Collegiate Instruction
- Credit for Prior Experiential Learning

Each of these alternatives is described below. Students are urged to explore the different programs with their advisors.

Advanced Placement (AP) Program

The university grants credit toward its undergraduate degrees for successful completion of examinations of the Advanced Placement Program of the College Board. Students who present scores of three or better will be granted up to nine quarter units of college credit. Students will receive credit for CSUB coursework most nearly equivalent to the material covered in the AP examination. The courses credited will be displayed on the transcript. Questions about AP credit should be directed to the Enrollment Management Office (SA 47, 661-654-3036).

International Baccalaureate (IB) Diploma

The university recognizes the high scholastic quality of the International Baccalaureate (IB) program. High school students holding the IB diploma (not certificate) are eligible for admission and will receive 3 semester units of General Education credit for each higher level examination passed with a minimum score of 4.0. Application of credit to a major or minor is at departmental discretion. Applicants who plan to enroll at CSUB should submit a copy of their official IB transcript to the Office of Admissions for evaluation. The courses credited will be displayed on the transcript. Questions about IB credit should be directed to the Enrollment Management Office (SA 47, 661-654-3036).

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) enables students who have reached the university level of education outside the classroom and before matriculation to demonstrate their knowledge and to earn baccalaureate credit. Students interested in CLEP should contact the Testing Office (661-654-3373). A student who has taken CLEP examinations should request that scores be sent to the Office of Admissions.

There are four CLEP General Examinations for which credit is awarded: Humanities, Mathematics, Natural Sciences,

and Social Sciences. These General Examinations provide a comprehensive measure of undergraduate achievement in these basic areas of the liberal arts. Students who successfully pass one or more of these examinations earn credit that applies to CSUB's General Education Program. The application of the credit is displayed on the transcript.

There are also approximately 30 Subject Examinations. These differ from the General Examinations in that they are more closely tied to course content and are intended to cover material that is typical of university courses in these subjects. Before taking a Subject Examination, students should consult with the relevant department. If the department approves, the students may earn credit for specific university courses by passing a Subject Examination.

Credit by Examination

Students may challenge courses by taking examinations developed by the CSUB faculty. Credit (units) shall be awarded to those who pass them successfully.

A student interested in challenging a CSUB lower-division course must first contact the department chair of the program that offers the course to determine whether it is eligible for challenge. If the course is eligible, the student then discusses the challenge examination with a faculty member who teaches the course. That faculty member may then develop an appropriate challenge examination. The student is required to pay a \$2.00 fee, payable to the CSUB Accounting Office, for each challenge examination; the student submits the receipt to the department prior to taking the examination.

There are several restrictions on Credit by Challenge Examination:

- a. Credit shall not be awarded when degree credit has already been granted through regular course work, credit by evaluation, credit through externally developed diagnostic tests, or other instructional processes, such as correspondence;
- b. Credit shall not be awarded when credit has already been granted at a level more advanced than that represented by the examination;
- c. Credit by Challenge Examination shall not count as resident credit and shall be awarded only on a credit/no-credit basis;
- d. Application of the Credit by Challenge Examination units to major or minor requirements shall be determined by the department responsible for the student's baccalaureate degree program; and
- e. A student may earn no more than 12 semester units through Credit by Challenge Examination.

Credit for Non-Collegiate Instruction

The university grants undergraduate degree credit for successful completion of non-collegiate instruction, either military or civilian, appropriate to the baccalaureate degree, which has been recommended by the Commission on Educational Credit and Credentials of the American Council on Education. The number of units allowed is recommended in the Guide to the Evaluation of Educational Experience in the Armed Services and the National Guide to Educational Credit for Training Programs.

Credit for Prior Learning

The university grants up to 12 semester units of credit for learning, knowledge, or skills-based experience that has been documented and evaluated according to campus policy. Students should be aware, however, that policies for earning credit for prior learning vary from campus to campus in the CSU. The amount of credit for experiential learning is determined only after self and faculty assessment of the scope and quality of the learning. Evaluation of experiential learning takes varied forms, including written examinations, portfolios, personal interviews, and demonstrations. Frequently, complementary academic study will be required prior to the awarding of credit.

There are several restrictions on Credit for Prior Experiential Learning:

- a. Students shall not be awarded Credit for Prior Experiential Learning until they have completed 20 semester units in residence;
- b. Credit for Prior Experiential Learning shall not count as resident credit and shall be awarded only on a credit, no-credit basis;
- c. Credit for Prior Experiential Learning shall not exceed 12 semester units;
- d. Only undergraduates are eligible to receive Credit for Prior Experiential Learning, and the credit may not count for post-baccalaureate credit.

Students interested in pursuing this option should consult with the appropriate School Dean or department chair. Forms are available from the Academic Programs Office (EDUC 242, 661-654-3420).

Alternatives to Classroom Structure

The university provides a variety of alternatives to the traditional classroom. Several permit the student to earn academic credit for career-related employment or community service.

- Service Learning
- Community Service Program
- Discipline-Based Internships
- Directed Research
- Several kinds of Independent Study
- Human Corps program
- Cooperative Education

Each of these alternatives is described below. Students are urged to explore the different programs with their advisors.

Service Learning

Many faculty at CSUB have developed service learning components that are integrated into their courses. Students enrolled in such courses have the opportunity to be placed with a community organization in the private, public, or non-profit sector. The Center for Community Engagement and Career Education (CECE) works cooperatively with faculty to facilitate real world experiences in support of classroom learning. Students gain professional knowledge and skills and develop valuable relationships in the community through service learning while completing academic courses. For more information about service learning, please contact CECE at www.csub.edu/cece or 661-654-3033.

Community Service Program

The Community Service Program includes a series of General Studies courses. Most of the “class activities” for general studies courses are completed online via Blackboard. The course does include a mandatory orientation and attendance at two class sessions. Placements are identified using the RunnerLink system available at www.csub.edu/cece. Community service is designed to provide direct experience with appropriate professionals, while improving the quality of life in the community.

Discipline-Based Internship Program

Under the Internship Program, students can receive academic credit for service that is directly related to the academic discipline. The Center for Community Engagement and Career Education (CECE) works cooperatively with the faculty sponsor to place qualified students in an internship site or to develop a partnership with an organization. Students register for internship credit in a discipline-based course with the units based on the number of hours served. The faculty sponsor in the student's major field of study is the instructor of record for the internship course. For more information, students should contact their faculty advisor, department chair, and/or the Center for Community Engagement and Career Education (CECE) at 661-654-3033. Students can also access information about these programs online at www.csub.edu/cece.

Directed Research

Faculty involved in research projects may engage students with their research. Students may earn 1 to 3 units per semester. In addition, students may engage in “independent” research under the sponsorship of a faculty member and earn 1 to 3 units per semester. Students interested in working on research projects should contact their faculty advisor or the department chair of their major.

Independent Study

A major goal of the university is to instill in its students a commitment to continuing self-education. Many CSUB students will reach a point during their undergraduate or graduate years at which they will have the knowledge, skills,

ability, and discipline necessary to carry out independent projects under the sponsorship of a faculty member.

Undergraduate or graduate students may enroll in independent study courses for 1 to 3 units of credit. Students may apply a maximum of 12 semester units of independent study credit toward their undergraduate degree but no more than 6 units toward their major. Graduate degree requirements vary by program. The department responsible for the degree determines the application of the independent study units toward specific requirements.

Students wishing to engage in independent study must file a petition. This petition, available in the School Deans' offices, requires the signatures of the supervising faculty member, the department chair, and the School Dean. After securing the required signatures, the student follows the registration procedures required for traditional courses.

The university offers several different types of independent study courses, with the two most common being Individual Study and Individual Course. Students should discuss with their faculty advisor the alternatives offered by their department.

Individual Study

The individual study course allows the student to explore in-depth a topic of interest or to engage in an original creative project selected by the student. The student must identify a faculty member willing to supervise the course. The university strongly recommends students wishing to enroll in an independent study course have earned a CSUB GPA of 3.00 or higher and have completed at least 20 units in residence. Grading may be by letter grade or be on a credit/no-credit basis, depending upon the nature of the independent study.

Individual Course

When a student requires a regular course for graduation or other special purposes and the course is unavailable, the department may allow a student to enroll in that course as an independent study. A faculty member must agree to conduct this course as an independent study. The content of the course will remain the same as the regular course, with some adjustments made by the faculty member to accommodate the independent study mode. Students will earn the same number of units as the regular course. Grading will be based upon the same standards as the regular course.

Opportunities for Off-Campus Study

The university offers several opportunities for off-campus study. Each of these alternatives is described below. Students are urged to explore the different programs with their advisors.

Instructional Television (ITV)

The Instructional Television Network (ITV) offers regular CSUB courses over interactive two-way video. It allows students to view college professors on closed circuit television. Students enrolled in ITV are able to attend classes at participating community colleges and remote sites when offered. For more information about taking a class over ITV or to view the current schedule of classes, call 661-654-2448 or visit the CSUB E-Learning Services web site at www.csub.edu/els.

National Student Exchange (NSE)

CSUB is one of over 100 state colleges and universities within the United States, Guam, Puerto Rico, and the Virgin Islands that participate in the National Student Exchange (NSE) program. Students may spend a year or part of a year at one of the participating institutions and return to CSUB to complete their undergraduate education. The NSE program provides the student with new academic and social experiences through a simplified admissions process and assurance of full academic credit at CSUB during the term of exchange at a minimal cost to the student.

To qualify for participation in the National Student Exchange program, the applicant must meet the following criteria:

1. Be a full-time student at CSUB;
2. Be a sophomore or junior during the term(s) of exchange; and
3. Have a cumulative GPA of at least 2.5.

Tuition and fees assessed are the in-state (resident) tuition and fee at either CSUB or the host campus, depending upon the exchange plan of the member college or university. Participants must also pay for room and board, books, transportation, and personal expenses at the host school. Students are encouraged to consult with the Financial Aid Office early in the National Student Exchange application process to determine financial needs for the exchange period.

Catalogs, detailed information, and applications are available from the National Student Exchange Coordinator. Please call 661-654-6113 or email csubis@csub.edu for more information. Students can also visit www.nse.org for more information.

International Students and Programs (ISP)

The CSU must assess the academic preparation of foreign students. For this purpose, “foreign students” include those who hold U.S. temporary visas as students, exchange visitors, or other nonimmigrant classifications. The CSU uses separate requirements and application filing dates in the admission of “foreign students.” Verification and academic performance are each important considerations for admission. Academic records from foreign institutions must be on file before the first term and, if not in English, must be accompanied by certified English translations.

The International Students and Programs Office provide services for international students enrolled in classes at CSUB. For more information, please call the International Students and Programs Office at 661-654-6113 or csubis@csub.edu. You may also visit the ISP website at www.csub.edu/isp for more information.

International Student Exchange Program (ISEP)

CSUB is a member institution with the International Student Exchange Program (ISEP), a network of 275 institutions of higher education located throughout the United States and in more than 39 other countries. The ISEP program offers CSUB students the opportunity to study at a diverse range of sites and programs that combine opportunities for intellectual and personal growth with immersion in another culture. Through the innovative and cost-effective approaches, students have access to affordable, high quality study abroad programs as an integral part of their education. For CSUB students, most forms of financial aid can be applied toward participation. Currently, CSUB offers students the ISEP-Direct option.

Eligibility and Requirements

All undergraduate and graduate students at CSUB who have completed at least one year of university coursework may be eligible to participate. Most programs require a minimum GPA of 2.75, and some programs may require foreign language skills. However, there are many institutions offering courses taught in English. Students must also demonstrate the personal maturity needed to study abroad, which is evaluated by essays and professor recommendations.

International Programs

Developing intercultural communication skills and international understanding among its students is a vital mission of the California State University (CSU). Since its inception in 1963, the CSU International Programs (CSU IP) has contributed to this effort by providing qualified students an affordable opportunity to continue their studies abroad for a full academic year. More than 20,000 CSU students have taken advantage of this unique study option.

International Programs participants earn resident academic credit at their CSU campuses while they pursue full-time study at a host university or study center abroad. CSU IP serves the needs of students in more than 100 designated academic majors. Affiliated with more than 50 recognized universities and institutions of higher education in 18 countries, CSU IP also offers a wide selection of study abroad destinations and learning environments.

Australia Griffith University, Macquarie University, Queensland University of Technology, University of Queensland, Western Sydney University

Canada Concordia University

Chile Pontificia Universidad Cat lica de Chile

China Peking University (Beijing)

Denmark Danish Institute for Study Abroad

France	Institut Catholique de Paris, Institut Supérieur d'Electronique de Paris, Université d'Aix-Marseille (Aix-en-Provence), Université de Cergy-Pontoise, Universités de Paris I, III, IV, VI, VII, VIII, X, XI, XII, XIII, Université Paris-Est Marne-la-Vallée, Université d'Evry Val d'Essonne, Université de Versailles Saint-Quentin-en-Yvelines
Germany	University of Tübingen and a number of institutions of higher education in the Federal state of Baden-Württemberg
Ghana	University of Ghana
Israel	University of Haifa
Italy	CSU Florence Study Center, Accademia di Belle Arti Firenze
Japan	Waseda University, University of Tsukuba
Mexico	Instituto Tecnológico y de Estudios Superiores de Monterrey, Campus Querétaro
South Africa	Nelson Mandela Metropolitan University
South Korea	Yonsei University
Spain	Universidad Complutense de Madrid, Universidad de Granada, Universidad de Jaén
Sweden	Uppsala University
Taiwan	National Taiwan University
United Kingdom	University of Bradford, University of Bristol, University of Hull, Kingston University, Swansea University

Students participating in CSU IP pay CSU tuition and program fees, and are responsible for airfare, accommodations, meals and other personal expenses. Financial aid, with the exception of Federal Work-Study, is available to qualified students and limited scholarship opportunities are also available. All programs require students to maintain good academic and disciplinary standing many programs are open to sophomores or graduate students. California Community College transfer students are eligible to apply (to select programs) directly from their community colleges. Students must possess a current cumulative grade point average of 2.75 or 3.0, depending on the program, and must fulfill all coursework prerequisites. Additional program information and application instructions can be found on our website at www.calstateleu.edu/ip.

The deadline for applications for most countries is February 1. South Africa, and Australia have a deadline of September 1.

For detailed information on available programs and advice on how to choose a program that best meets your needs, contact the International Students and Programs office:

Phone: 661-654-6113

Email: csubis@csub.edu

Website: www.calstate.edu/ip

Bilateral Exchange and Other Programs

CSUB students can participate in balanced one-to-one exchanges with students from Université d'Orléans, University of Southern Denmark, and University of Incheon. It is also possible for CSUB students to participate in numerous international study programs sponsored by other universities and organizations. For more information, contact the Director for International Students and Programs at 661-654-6113.

General requirements

Students must have a 2.75 GPA or higher. In addition, they must have the equivalent of two years of foreign language education of the host country at college level with a 3.0 GPA or higher in the language. The application deadline is Feb 1 for fall entry and July 1 for spring entry.

University of Odense—Odense, Denmark

This program is based on one-to-one student exchanges of CSUB and University of Odense (OU) students. The actual school costs to participate in this program are the same as CSUB's and are paid here before you go. OU receives

approximately 100 exchange students each year. The exchange students enroll in various courses as well as in the Scandinavian Area Studies. Contact the International Students and Programs Office at 661-654-6113 for more information.

Universite d'Orleans

This program is based on one-to-one student exchanges of CSUB and Universite d'Orleans students. Students pay CSUB tuition and fees before departure to the host institution and room and board is arranged through the host institution. Students must have a 2.75 GPA or higher to apply. In addition, they must have the equivalent of two years of university French and a 3.0 GPA or higher in the language. Through this program, CSUB students with almost any major can enroll directly in the host institution and are integrated with native students. Students interested in studying at Unversite d'Orleans should contact the Department of Modern Languages and Literatures (DDH B115, 661-654-2359).

Fachhochschule at Lugwigshafen am Rhein

This program is based on one-to-one student exchanges of CSUB (home institution) and Fachhochschule at Lugwigshafen am Rhein (host institution) students. Although most majors can be accommodated, the primary focus of this program is in science and technology, business administration, and public administration. Students must have a 2.75 GPA or higher. In addition, they must have the equivalent of two years of university German and a 3.0 GPA or higher in the language. Interested students should contact either the Dean for Natural Sciences, Mathematics and Engineering (SCI 104, 661-654-3450), or the Department of Management and Marketing (BDC A142, 661-654-2181).

MICEFA (Mission interuniversitaire de coordination des echanges franco-americains Paris - Ile de France)

This program is based on balanced one-to-one student exchanges of CSUB students (home institution) and those of MICEFA (host institutions are Universites de Paris III

Morelia Summer Program

This program is designed to give participants the opportunity to live in a Spanish-speaking country while studying the language and culture. The program offers not only language classes (beginning, intermediate and advanced), but also literature and culture courses. Some may wish to visit a region of Mexico which is somewhat off the beaten path, others may wish to improve their Spanish, and still others may need to satisfy academic and professional requirements. Contact: Dr. JosÃ© Reyna, Department of Modern Languages and Literatures, at jreyna@csub.edu.

Graduation and Commencement

Application for Graduation

Candidates for baccalaureate degrees must file applications with the Evaluations Office (SA 104, 661-654-3036) no later than the end of the third week of instruction of the semester before the semester in which they expect to complete all graduation requirements. However, students are urged to submit their Application for Baccalaureate Degree at least two full semesters before they plan to graduate, because a reply to the application by the Evaluations Office may take six to eight weeks. By applying earlier, students will hopefully be notified prior to the registration period for their last semester of any deficiencies in graduation requirements and, thereby, be able enroll in appropriate classes so that their graduation plans will not be disrupted.

Graduation Application Procedures

Complete the online application and return a printed copy of the application with proof of payment to the Evaluation Office. The Evaluation Office will notify the student's major(s), minor(s) and Dean's Office, via e-mail, of the applicant's request for graduation. The departments should respond in a timely manner and submit the appropriate materials to the Evaluation Office for completion of the graduation process. The Evaluation Office will complete the graduation process and will send a copy of the decision to the student and the major department. The online graduation application can be found on the Admissions and Records website (www.csub.edu/admissions/).

No changes can be made to the official transcript or to the diploma once the degree has been conferred. Students are therefore encouraged to ensure all necessary modifications to their student record, such as grade replacements, are complete and processed.

Post-Baccalaureate Credit

Courses taken and passed satisfactorily by a student that are not needed to fulfill baccalaureate degree requirements may be recorded as post-baccalaureate credit. It is the student's responsibility to request this post-baccalaureate credit as part of the Application for Baccalaureate Degree. The courses for which the student is requesting provisional post-baccalaureate credit must be taken in the semester of graduation. Liberal Studies majors may request post-baccalaureate credit for credential courses taken up to one semester prior to the semester of graduation (summer counts only if credential courses are completed in the term). The student's request for post-baccalaureate credit shall NOT be made retroactively; the student must request this post-baccalaureate credit as part of the Application for Baccalaureate Degree.

Graduation with Honors

An undergraduate student must have completed at least 40 letter-graded units of resident credit at CSUB to be eligible for graduation with honors. Honors are awarded if the student's cumulative grade point average (GPA) and CSUB GPA both reach the following standard:

GPA	Honors
GPA 3.3 - 3.59	Cum Laude
GPA 3.6 - 3.89	Magna Cum Laude
GPA 3.9 - 4.0	Summa Cum Laude

Graduation Dates

The university has three graduation dates each year. These dates coincide with the last day of the final examination period for each academic semester (Fall, Spring, and Summer). For the different sessions that may be scheduled during summer quarter, the graduation date will be the last day of the final examination period of the last session.

Commencement

The university holds commencement ceremonies each year to honor all degree awardees or candidates (baccalaureate and master's degrees).

Other Academic Programs

Undergraduate Certificate Programs

The university offers several undergraduate certificate programs. A student might pursue one of these to achieve a variety of purposes: career advancement, professional growth and development, in-service training, and vocational or occupational training. The certificate programs currently offered at CSUB by the four Schools and through the Extended Education are listed below. A student interested in any of the certificate programs listed below should consult the department or office offering the certificate:

School of Arts and Humanities

- Post-Baccalaureate Certificate in Chicano Studies
- Post-Baccalaureate Certificate in Children's Literature
- Certificates in Communications (three options)
- Post-Baccalaureate Certificate in TESOL (Teaching English to Speakers of Other Languages)
- Post-Baccalaureate Certificate in Writing

School of Business and Public Administration

- Certificate in Accounting

- Certificate in Public Administration
- Certificate in Environmental Resource Management

School of Natural Sciences, Mathematics and Engineering

- Certificate in Hydrogeology
- Post-Baccalaureate and Post-Masters School Nursing Certificate
- Post-Master's Family Nurse Practitioner Certificate

Extended Education - Professional Development Programs

The Extended Education (661-654-2441) offers a variety of specially designed certificate programs that lead to new employment opportunities. The courses are designed for individuals who participate in an organized and integrated program of study but who are not regularly registered students. These certificate programs are designed and taught by professionals in the field and include the following:

- Computer Technician
- Drug and Alcohol Studies
- Geographic Information Systems (GIS)
- Human Resource Management
- Lactation Educator
- Medical Coding and Billing with Applied PCS
- Medical Transcription and Editing
- Occupational Safety and Risk Management
- Paralegal Studies
- Pharmacy Technician
- Project Management
- Workers' Compensation Law

Early Enrollment Program

The Early Enrollment Program was designed to assist high schools in meeting the needs of gifted students and expand outreach programs to under-represented groups. High school students may earn college credit through this program. Cost for the program is \$36.00 each term (subject to change); books and parking are extra.

Eligible students may take a freshman level course offered by CSUB. Early Enrollment is not available during summer session except for special programs such as Enterprise College. Students are limited to one course each term. Students must follow the following enrollment process:

- Student completes and signs the CSUB Undergraduate Admission Application. Form found on the Undergraduate Studies webpage.
- Student completes Early Enrollment Program form and parents/legal guardian sign (up to age 18).
- High school counselor or guidance director attaches transcript and verifies eligibility and measles certification.
- Student pays the \$36.00 fee (check payable to CSUB).
- Student gets permission to add class by having professor sign an Add Slip.
- The student turns in all the materials and fee to the Academic Programs Office, EDUC 242.
- Student meets with the Associate Dean of Undergraduate Studies to determine eligibility and to select a course for the Early Enrollment Program. Call 661-654-3420 for an appointment.

2021-2022 | Academic Affairs and Academic Programs

Associate VP for Academic Affairs, Dean of Academic Programs: Debra L. Jackson

Interim Associate Dean of Graduate and Undergraduate Studies: Luis Vega

Office: Education Building

Telephone: (661) 654-3240

Email: academicprograms@csub.edu

Website: www.csub.edu/academicprograms

UNDERGRADUATE ACADEMIC PROGRAMS

CSUB's Provost and Vice President for Academic Affairs is responsible for all academic programs. The degree programs are administered by School Deans and housed in four Schools: the School of Arts and Humanities (HOB 211, 661-654-3986), the School of Business and Public Administration (BDC 124A, 661-654-2157), the School of Natural Sciences, Mathematics and Engineering (SCI 104, 661-654-3450), and the School of Social Sciences and Education (EDUC 124, 661-654-2210). The Associate Vice President for Academic Programs provides overall coordination for the graduate and undergraduate programs (EDUC 242, 661-654-3420). The Dean of the Extended Education (BDC C, 661-654-2441), in cooperation with the Deans of the four Schools and the Dean of the Antelope Valley campus, administers off-campus degree programs, certificate programs offered through the Extended Education, Open University, and special sessions. Individuals with questions about specific degree programs or academic policies should contact the above offices.

The following sections are organized to provide essential information about academic programs and policies. For information about graduate and other post-baccalaureate programs, please refer to the Division of Graduate Studies section of the catalog.

REQUIREMENTS FOR BACCALAUREATE DEGREES

All undergraduate degree programs at the University are structured to provide sufficient breadth and depth to prepare students to function as useful and responsible citizens. To accomplish this goal, the University requires that programs leading to undergraduate degrees have three components: a) broad exposure to a variety of fields of knowledge (general education); b) study of one or more fields in depth (major or major/minor combination); and c) courses chosen to fit the background and preferences of the individual student (electives).

University Learning Outcomes

CSUB's student learning outcomes are accomplished jointly through the General Education program, major and minor programs, and co-curricular experiences.

Goal 1: Students will show critical reasoning and problem solving skills.

Objective 1A: The student will demonstrate the ability to read critically.

Objective 1B: The student will demonstrate the ability to write critically.

Objective 1C: The student will demonstrate the ability to speak critically.

Objective 1D: The student will demonstrate the ability to think critically.

Objective 1E: The student will demonstrate the capacity for life-long learning.

Objective 1F: The student will engage in critical problem solving.

Goal 2: Students will be able to communicate orally and in writing.

- Objective 2A:** The student will present information in a professional manner using well-developed writing skills.
- Objective 2B:** The student will present information in a professional manner using well-developed oral presentation skills.
- Objective 2C:** The student will demonstrate competence in information management.
- Objective 2D:** The student will demonstrate computer literacy.

Goal 3: Students will demonstrate discipline-based knowledge and career-based-learning.

- Objective 3A:** The student will demonstrate broad knowledge in their selected discipline.
- Objective 3B:** The student will successfully apply discipline-based knowledge to the real world.
- Objective 3C:** The student will successfully engage in career preparation and planning.

Goal 4: Students will possess numerical literacy.

- Objective 4A:** The student will correctly utilize mathematical calculations and estimation skills.
- Objective 4B:** The student will demonstrate quantitative reasoning skills.
- Objective 4C:** The student will successfully apply quantitative reasoning skills to the real world.

Goal 5: Students will become engaged citizens.

- Objective 5A:** The student will engage in university and community activities (including civic action).
- Objective 5B:** The student will demonstrate superior interpersonal skills.
- Objective 5C:** The student will develop and demonstrate a thorough knowledge of self.
- Objective 5D:** The student will demonstrate responsibility in group settings (including teamwork, leadership, managing skills, etc.)
- Objective 5E:** The student will demonstrate the ability to work independently.

Goal 6: Students will develop a well-rounded skill set.

- Objective 6A:** The student will possess and demonstrate an ethical framework.
- Objective 6B:** The student will demonstrate an understanding of cultural and ethnic diversity.
- Objective 6C:** The student will successfully apply research methods/analysis and technology for problem solving.
- Objective 6D:** The student will demonstrate interdisciplinary knowledge.

Graduation Requirements for Baccalaureate Degrees

In order to be eligible for graduation, students seeking a baccalaureate degree must satisfy all requirements including the following:

1. A minimum of 120 semester units which consists of:

- A minimum of 40 upper division units
- A minimum of 30 units at CSUB, including at least 24 upper division and at least 12 major units
- A maximum of 70 transferable units from community colleges
- A maximum of 6 total units earned in Kinesiology (KINE) activity courses and/or General Studies (GST) courses

2. A minimum of 2.00 in major, minor, CSUB, and overall GPA.

3. Satisfy the Graduation Writing Assessment Requirement (GWAR) by course (with a grade of C- or better) or exam (with a score of 8 or higher).

Bachelor of Arts Degree

One of the two types of undergraduate degrees offered at the university is a Bachelor of Arts degree. The requirements are as follows

General Education	48 or more semester units
Minimum Major, including Senior Seminar	24 or more semester units
Electives	36–48 semester units

In lieu of some free electives, students may select a combination of courses that satisfy a minor using one of the following three alternatives:

- A minor of 12 semester designed by another discipline, at least 6 of which must be upper division, and taken outside the major.
- A minor in any one of the three General Education Themes consisting of 12 semester units, at least 6 of which must be upper-division, selected from Area B, C, and/or D courses. In addition, taking a 1-unit Capstone is recommended.
- A concentration or minor in one of the specially developed areas in the section on Interdisciplinary Programs.
- A special minor consisting of 12 semester units, 9 of which must be upper division, taken outside the major discipline. Proposals for the Special Minor must be submitted and approved by the faculty advisor, the department chair for the student's major, and the Associate Dean of Undergraduate Studies no later than the Census Date of the semester in which the student becomes a senior. Any changes to the Special Minor require the approval of the student's faculty advisor, the department chair of the student's major, and the Associate Dean of Undergraduate Studies.

Total units required for graduation: 120 semester units

Each School or department may impose additional requirements for its majors. These are listed under each discipline area.

Bachelor of Science Degree

The second type of undergraduate degree offered at the university is the Bachelor of Science degree. The requirements are as follows:

General Education	48 or more semester units
Minimum major, including Senior Seminar	36 or more semester units
Electives	Up to 36 semester units

Total units required for graduation: 120 semester units

Each School or department may impose additional requirements for its majors. These are listed under each discipline area.

Second Baccalaureate Degree

The university does not encourage students to seek a second bachelor's degree. A student who has the ability and the interest will normally be better advised to satisfy the prerequisites to the second field and then seek the master's degree in that field. Exceptions may be made under the following guidelines:

1. A student may not be granted two baccalaureate degrees at the time of meeting the requirements for graduation from the university.
2. A student desiring a second baccalaureate degree should have the written approval of the department chair of the major in which he/she seeks the second degree.
3. To earn a second baccalaureate degree:
 - a. The student must meet the Graduate Writing Assessment Requirement (GWAR) if it has not already been satisfied at another institution;
 - b. The student must meet all the requirements for the second baccalaureate degree, including the major and the minor, if applicable;
 - c. Units completed for the first baccalaureate degree may be counted, but the student must complete a minimum of 24 semester units (36 quarter units) of additional course work in residency.

Currency of Courses Requirements

CSUB students pursuing a baccalaureate degree must satisfy major and minor requirements, including all required cognates and prerequisite courses, within 10 years of the date of the award of the baccalaureate degree.

Exceptions to the policy may be granted if a student can demonstrate currency in the relevant course or courses to the satisfaction of the faculty in the department or program offering the major and minor. Students should consult their academic advisor about how to demonstrate currency for course work that is completed 10 or more years prior to the anticipated award of the baccalaureate degree. The academic Dean responsible for the major or minor program must approve all exceptions to this currency of courses requirement.

Applicable Catalog for Graduation Requirements

To maintain rights to a set of catalog graduation requirements, a student must remain in continuous enrollment. "Continuous enrollment" means that the student cannot miss two consecutive semesters. Summer sessions do not count toward continuous enrollment. Absence due to an approved educational leave shall not be considered an interruption in continuous enrollment, provided the absence does not exceed two years.

The university allows students two options in selecting the catalog for their major and minor requirements. Students may choose either of the following catalogs:

- the catalog in effect when the student began continuous enrollment at the university or college level;
- the catalog in effect at the time the student graduates from CSUB.

Similarly, the university allows students three options in selecting the catalog for their university-wide requirements. Students may choose the following catalog in effect during:

- the term in which graduation requirements are completed;
- the term the student started course work at CSUB, assuming the student has been in continuous enrollment since then;
- the term the student began college-level coursework applicable to the baccalaureate degree, provided the student has been in continuous enrollment in regular sessions in any California public university (California State University or University of California) or California community college.

Please note that in accordance with Title 5, CSUB requires a student changing his or her major or any minor field of study to complete the major or minor requirements in effect at the time of the change.

GENERAL EDUCATION PROGRAM

The AIMS General Education Program at CSU, Bakersfield, provides a liberal arts education that builds a vibrant

learning community connecting teachers and students across the university. It promotes student success by structuring educational activities that purposefully contextualize, reinforce and integrate knowledge. Students have opportunities throughout the curriculum to reflect upon and apply what they learn through a variety of high-impact practices. The program goals and student learning outcomes include the following:

Goal 1. Students will attain competency in the skills that are foundational to a liberal arts education

Outcome 1A Students will present information using well-developed oral communication skills.

Outcome 1B Students will present information using well-developed written communication skills.

Outcome 1C Students will evaluate information using well-developed critical thinking skills.

Outcome 1D Students will use quantitative information to draw reasonable conclusions.

Outcome 1E Students will locate relevant information from credible sources.

Goal 2. Students will develop a well-rounded knowledge base across a broad range of disciplines

Outcome 2A Students will apply the principles, concepts, and methods of the natural sciences, arts and humanities, and social and behavioral sciences.

Outcome 2B Students will integrate the principles, concepts, and methods of the natural sciences, arts and humanities, and social and behavioral sciences.

Goal 3. Students will develop the grounds for engaged citizenship

Outcome 3A Students will employ strategies for self-knowledge and lifelong learning.

Outcome 3B Students will explain key historical events and institutions of the United States.

Outcome 3C Students will identify the many bases of human diversity.

Foundational Skills: Contextualizing and Reinforcing

The General Education Program focuses on teaching and reinforcing the foundational skills (oral and written communication, critical thinking and quantitative reasoning) that are core to a liberal arts education. Faculty will meet in Skill Learning Communities to further facilitate common learning experiences for students. Our campus recognizes the importance of the foundational skills for student success in higher education as well as in their post-collegiate lives and careers. Therefore, we have many courses that reinforce one or more of these valuable skills. Courses that reinforce a foundational skill build on a prerequisite course which introduces that skill. This ensures that students are well-equipped to be successful in those courses.

Themes: Interdisciplinary Integration

Students and faculty engage in broad, interdisciplinary themes woven throughout lower-division and upper-division GE coursework, as well as co-curricular and extra-curricular activities. Thematic pathways provide CSUB students with a strategically defined cohort of fellow students, explicitly designed opportunities to practice integrative and interdisciplinary learning, and robust, collaborative partnerships. Students are encouraged to gain a depth of knowledge by pursuing a thematic minor through GE coursework. Themes also provide a common focus of conversation among faculty, who will gather in Thematic Learning Communities, which can be used to help build and deepen relationships across schools.

Thematic Minor Requirements

Students may earn a minor in any one of the three Themes by completing four Area B, C, or D courses, at least two of which are upper-division for a total of at least 12 units. In addition, taking a 1-unit Capstone is recommended.

Guidepost Series: Reflecting and Applying

A series of guidepost courses in the first, junior, and senior years provides touchstones throughout the students' college experience to synthesize their learning within the broad topics of acculturation, skill development and self-reflection. Since the junior-year course includes assignments in which students reflect on their lower-division general education course work, we expect students in this class to have junior standing and have completed their lower-division GE

courses. Likewise, the senior-level class expects students to have senior standing and have completed their upper-division GE courses.

Structure and Units

Student must complete the general education requirements and accumulate as many additional units as are needed to reach a total of 48 units.

Lower Division (38 units)

1. First-Year Seminar

One 2-unit course provides students with an engaged, supportive environment where they can make vital connections with a cohort of fellow students, their instructor, and key members of the campus community who can help ensure their success. Students in the FYS course will be introduced to the GE Foundational Skills and the Thematic Pathways.

2. Area A and B4: Foundational Skills (12 units)

Three-unit courses in oral communication, written communication, critical thinking and quantitative reasoning will connect with all three themes through use of relevant examples and/or assignments to contextualize student learning.

A1. One course in Oral Communication with emphasis on public speaking and listening (must be completed with a grade of C- or higher).

A2. One course in Written Communication (must be completed with a grade of C- or higher).

A3. One course in Critical Thinking (must be completed with a grade of C- or higher).

B4. One course in Quantitative Reasoning (must be completed with a grade of C- or higher).

3. Area B: Natural Sciences (6 units)

Three-unit courses that include inquiry into the physical universe and its life forms, with participation in a related laboratory activity. Students develop knowledge of scientific theories, concepts, and data about both living and non-living systems.

B1/B3. One course in Physical Sciences, including a lab.

B2/B3. One course in Life Sciences, including a lab.

4. Area C: Arts and Humanities (6 units)

Three-unit courses from among the Arts and the Humanities. Students will cultivate intellect, imagination, sensibility and sensitivity.

C1. One course in Arts.

C2. One course in Humanities.

5. Area D: Social and Behavioral Sciences (3 units)

Three-unit courses dealing with human social, political and economic institutions and behavior, and their historical background. Students will explore the principles, methodologies, value systems and ethics employed in social scientific inquiry.

D. One course in a Social and Behavioral Sciences discipline.

6. Area E: SELF: Student Enrichment and Lifelong Fulfillment (0-3 units)

This requirement can be completed with a 1-3 unit lower- or upper-division SELF course or with a course from Area B, C, D or JYDR that also fulfills the SELF requirement. This area of study is designed to enhance students' awareness and understanding of themselves as integrated physiological, social, and psychological beings who must relate to others in a physical and social environment. Courses focus on disciplined inquiry leading to self-discovery and self-knowledge. Student learning in this area centers on issues such as human behavior, sexuality, nutrition, substance use, physical and mental health, stress management, financial literacy, social relationships, relationships with the environment, religion, as well as implications of death and dying and avenues for lifelong learning. Physical activity, as a modality for developing health, may be included provided that it is an integral part of the study elements described.

7. Area F: Ethnic Studies (3 units)

This three-unit requirement fulfills Education Code Section 89032 and must be offered by an Ethnic Studies discipline or cross-listed with an ETHS course. This requirement shall not be waived or substituted.

F. One course in an Ethnic Studies discipline (3 units)

8. **American Institutions** (6 units)

One course in AI-History

One course in AI-Government

Upper Division (9-10 units)

9. **JYDR: Junior-Year Diversity and Reflection Requirement** (3 units)

This three-unit course brings transfer students and native students together into one group to reflect on their lower-division general education experience and how those basic skills and ways of knowing are important in the major. The course will reinforce written communication skills. In addition to self-knowledge, students will develop intercultural knowledge and develop the ability to recognize and navigate diversity through investigation of the cultural values and history, language, traditions, arts and social institutions of a group of people. Intensive use of writing will help students critically explore diverse social experiences, world views, beliefs, practices, and values.

10. **Graduate Writing Assessment Requirement (GWAR)**

The Graduate Writing Assessment Requirement (GWAR) must be satisfied by every student in one of two ways: (1) passage of the GWAR exam, or (2) a grade of C- or better in a course approved to meet GWAR. In GWAR courses, students will develop expository and argumentative reading and writing skills for different rhetorical contexts, including researching, reading, and writing an academic research paper. Courses contain frequent reading and writing assignments. (For information about the GWAR exam, go to DDH B-100.)

11. **Upper-Division Thematic Area Courses** (6 units)

Students will take two upper-division Thematic Area courses in the areas outside of their home school. Upper-division Area courses (B/C/D) are thematic and reinforce two foundational skills. Upper Division Thematic Area courses shall NOT be used to satisfy lower-division Area requirements or the JYDR requirement.

12. **Capstone** (0-1 unit)

This course provides a holistic integration of students' university experience and reinforces their oral communication skills in preparation of completing their studies at CSU, Bakersfield. Students may take this course within their major if the student learning outcomes of the Capstone course are embedded in the Senior Seminar of their major. Theme-based Capstone courses of 1-3 units will also be available for students.

Double-Counting

General education courses may be double-counted for the major, minor, cognate, or foundation requirements.

Students must complete two approved upper division courses outside of their major area in-residence at CSUB or another CSU. These are required of all students intending to graduate from CSUB, regardless of community college certification or the courses completed at other institutions. These courses cannot be completed and counted toward this requirement until the student has achieved upper division status, i.e., 60 semester units. These courses can NOT be double-counted toward lower-division area requirements or the Junior-Year Diversity and Reflection (JYDR) requirement.

Waiver Exams for Area A and B4 Courses

The requirements for subareas A1, A2, A3, and B4 may be satisfied by a test designed specifically for that requirement. The exam for subarea A1 is scheduled once each semester by the AIMS General Education Office (AE 101). Exams for subareas A2, A3, and B4 are available through the Testing Center. Exams cost \$10.00 each.

Certification of General Education

The university accepts full certification of lower-division General Education (38 semester units) or partial certification by Area (A, B, C, or D) from California Community Colleges, other CSU campuses, and other institutions of higher education that have negotiated agreements with the CSU. Courses and examinations used to certify units must be baccalaureate level and have been completed at the certifying institution. However, any participating institution may report completion of courses or examinations taken at other participating institutions provided that all such courses and

examinations would be certified by the institution offering them. Such courses and examinations shall be deemed to have been certified. It is the student's responsibility to request the community college, other CSU, or other institutions of higher education to send the certification to the Office of the Registrar at CSUB.

Course Substitutions for Students with Disabilities

Students with a verified learning disability who are registered with the Office of Services for Students with Disabilities (SSD) may be eligible to petition for a course substitution for a General Education requirement. The AVP for Academic Programs reviews all such petitions. Information regarding course substitutions can be obtained from the Office of Services for Students with Disabilities.

Course Substitutions and Waivers for Transfer Students

Transfer students may petition to the AIMS General Education office (Administration East 101) to request that courses previously taken at another regionally accredited college or university that counted at that institution for General Education be counted for General Education requirements at CSUB. We encourage students to work with their advisor to petition for a General Education course substitution. If the course is from another college or university, please provide a syllabus with your petition. Petition for Exception forms are available at the AIMS General Education office.

In unusual circumstances, transfer students may petition for a waiver from a specific General Education requirement by providing appropriate justification and demonstration of means by which the student has acquired the knowledge for that requirement. Petitions must be submitted to the AIMS office (Administration East 101).

Students Who Have Broken "Continuous Enrollment"

Upper-division students who have broken "continuous enrollment" (see Applicable *Catalog Graduation Requirements* section in Academic Policies chapter) may discover that the General Education requirements have changed upon their re-admission to CSUB. If these changes cause serious hardship for the student in terms of additional courses needed to complete the new requirements, these students have an opportunity to petition to the Academic Petitions Committee (APC) for a return to the catalog in effect at the time the student stopped attending CSUB. Students desiring to submit such a petition to the APC can get information regarding the specific content and format of the petition at the Office of Academic Programs (EDUC 242, 661-654-3420).

Graduate Writing Assessment Requirement (GWAR)

In May 1976, the CSU Board of Trustees established a system-wide policy that both baccalaureate and graduate (seeking a graduate degree) students must demonstrate writing competence as part of their respective programs. Baccalaureate degree students must be upper-division and must complete the writing competence requirement prior to graduation. Graduate students must demonstrate writing competence upon admission to their programs if they haven't already done so. By CSUB policy, all post-baccalaureate students must also demonstrate writing competence upon admission to their programs.

Students have two options for meeting the GWAR: (1) receive a grade of "C" or higher in an approved upper-division writing course or (2) achieve a score of 8 or higher on a university-wide writing proficiency examination.

1. Approved Graduation Writing Assessment Requirement Courses

Writing competence may be demonstrated by earning a grade of "C" or higher in any one of the following upper-division courses. Prerequisite: Upper-division standing and a grade of C- or higher in ENGL 1109, or its equivalent. COMM 3008, ENGL 3109, ENGL 3119, HIST 3008, PPA 4038.

2. Graduation Writing Assessment Requirement Exam

This GWAR exam is particularly suited for the student who writes reasonably well within a limited time period. This examination is NOT recommended for students who need additional work on their writing skills or for students who don't write well under pressure. For these students, the upper-division/graduate courses listed above offer an extended opportunity for students to develop and demonstrate their writing skills with the assistance of an instructor.

Special Provisions for Students with Disabilities

In compliance with Section 504 of the Rehabilitation Act of 1973, individual arrangements and accommodations for testing will be made for students with disabilities to meet the GVAR. These arrangements will be made in such a manner as to assure the writing competence of handicapped students is tested and not the limitations imposed by their disabilities.

GVAR Waivers for Undergraduate Students

The Office of the Registrar may grant GVAR waivers for those transfer students who have who satisfied the upper-division writing requirement at their previous campus. Students may appeal the decision to the English Department by providing evidence that they have earned a grade of C- or higher in an upper-division writing course equivalent to one of CSUB's GVAR courses (not just a writing-intensive course, but a course that focuses on writing instruction and the development of writing skills). The documentation includes the following materials:

- A description of the relevant course from the college catalog;
- A copy of the student's transcript with the course and grade highlighted;
- An explanation showing that the course is upper-division;
- Proof of upper-division standing when the course was taken (such as the number of hours completed before taking the course).

UNDERGRADUATE MAJORS AND MINORS

Discipline-Based Majors

Each of the academic disciplines at CSUB has a prescribed set of requirements involving a correlated set of courses that lead to the baccalaureate degree, either the Bachelor of Arts or Bachelor of Science. The faculty has primary responsibility in developing and updating its major requirements and the supporting curriculum. Students declaring a discipline-based major will develop a program of study in collaboration with a faculty advisor to meet the prescribed requirements

Declaration of a Major and a Minor, if applicable

Students must declare a major by the time they complete 40 semester units (60 quarter units) of coursework listed on their transcript. For those majors that require a minor, the minor must be declared before students attain junior standing, i.e., have 60 semester units (90 quarter units) of coursework listed on their transcript. Students must declare the catalog under which they intend to graduate when they file for graduation.

If a student decides to change his/her/their major, it is the student's responsibility to meet with an advisor of the new major so that a formal request can be submitted to the Office of the Registrar on the student's behalf.

Double Majors

Students graduating with a double major are required to complete all components of each major, including the Senior Seminars. Although double-counting of courses from one major to the other is possible, the student must accumulate a minimum number of unduplicated units in each major. For the BA major, the minimum is 24 semester units; for the BS major, the minimum is 36 semester units.

Minors

CSUB offers four different types of minors: a traditional minor from a single discipline, a thematic minor, an interdisciplinary minor, and a special minor. Regardless of type, minors require a minimum of 12 semester units, at least 6 of which must be upper division units. The 12 units (normally four 3-unit courses) used in a minor cannot be drawn from those used to satisfy the major requirements. However, in the case of majors requiring extensive lower division cognates (e.g., Business Administration), students may count one of the cognate courses as one of the four required in the minor.

Students, whether pursuing either a Bachelor of Arts or Bachelor of Science degree, are able to complete one or more

minors and have them displayed on their diploma and transcript. Students should contact the academic department or faculty coordinator responsible for the minor. The department or faculty coordinator must approve the minor and, at the time of graduation, certify completion of the minor to the Office of the Registrar.

Special Minor

A special minor consists of 12 semester units, 9 of which must be upper division, taken outside the major discipline. Proposals for the Special Minor must be submitted and approved by the faculty advisor, the department chair for the student's major, and the Associate Dean of Undergraduate Studies no later than the Census Date of the semester in which the student becomes a senior. Any changes to the Special Minor require the approval of the student's faculty advisor, the department chair of the student's major, and the Associate Dean of Undergraduate Studies.

UNDERGRADUATE PRE-PROFESSIONAL PROGRAMS

Designated officials at CSUB will guide students in the selection of programs designed to prepare them for subsequent study in professional schools oriented toward careers in such fields as business administration, theology, forestry, and pharmacy. Help with decisions concerning professional study is available through the individual schools.

Pre-Engineering

CSUB offers programs in Computer Engineering, Electrical Engineering, and Engineering Sciences. There are also several emphases available in those programs. Refer to the program descriptions in the catalog to get more information. In addition, pre-engineering courses are also offered that allow students to transfer to Schools of Engineering at some other universities to pursue engineering degrees not yet available at CSUB.

Pre-Law

Law schools are interested in the quality of an applicant's undergraduate education and experience. Although any major can be a good fit for law school, programs pay close attention to the rigor of an applicant's undergraduate courses, their extracurricular experiences, and service to their campuses and communities. Law schools are looking for students with diverse experiences to enhance their pool of applicants and bring needed diversity to the overall legal profession. Law schools are looking for students who have maintained a high GPA, developed good writing, communication, critical thinking/logical reasoning, and problem solving skills. They are also looking for candidates who are meeting or improving their current incoming classes' median LSAT scores. Some law schools are beginning to accept the GRE in lieu of the LSAT, but most law schools rely on an applicant's GPA and LSAT score when making an admissions decision.

The University offers pre-law concentrations within each of the Philosophy and Political Science baccalaureate degree programs. These concentrations provide the appropriate broad preparation desired by law schools. Students should read the program descriptions in this catalog for information on the specific pre-law concentration requirements. In addition to these academic concentrations, students can also engage in the full extent of the University's Pre-Law Program by becoming a member of the student Pre-Law Society, which hosts law school admissions workshops and engages in programming and events with the legal community in order to expose students to the legal profession and cultivate important networking and professionalization skills.

Pre-Medicine

CSUB offers course work to meet the requirements of medical and other professional schools in the health sciences, including dentistry, physical therapy, clinical laboratory sciences, optometry, physician's assistant, veterinary medicine, and pharmacy. Although these professional schools do not always require a bachelor's degree, they generally encourage basic preparation and a broad general education. Most students obtain a baccalaureate degree in the natural sciences, e.g., Biology or Biochemistry, but other majors are also accepted, provided that the student has completed the required courses for the professional school. Typically, requirements for medical schools include Mathematics (one year, including calculus and statistics), Physics (one year), Chemistry (two years, including organic chemistry), and Biology (one or two years, including basic biological knowledge, genetics, and cells). Although requirements for professional programs overlap, pre-medical students should consult their advisor, or the organizational websites for the program of interest. Courses recommended for CSUB students to satisfy the requirements for most pre-medical programs include:

- BIOL 2010, 2110, 2120, 3010, 3020
- CHEM 1000, 1001, 1100, 2300, 3300, 3301 (CHEM 2400 recommended);

- MATH 1050, 2010 or 2510 (2nd semester calculus MATH 2020 or 2520 recommended);
- PHYS 2110, 2120 or 2210, 2220

The following general education classes are recommended to aid in preparation for the most current version of the MCAT exam:

- Lower Division Area B4, MATH 1209
- Lower Division Area C2, PHIL/INST 2329
- Lower Division Area D, PSYC 1018 and SOC 1008
- Upper Division Area C, PHIL 3318
- Upper Division Area D, SOC 3008

Because admissions requirements vary among medical programs and institutions, interested students should acquire a list of specific requirements from professional schools of their choice and consult the Biology, Chemistry, and Physics Departments to best match courses from CSUB to meet those requirements of specific programs of interest. Sources of information include the websites for the American Medical Association <http://www.ama-assn.org/>, the American Medical Student Association <http://www.amsa.org/>, Association of American Medical Colleges <https://www.aamc.org/>, with links to the American Medical College Application Service (AMCAS). In addition to the required course work listed above, students must take the Medical College Admissions Test (MCAT). Links to the MCAT exam can be found on the AMSA and AAMC websites.

Similar resources are available for students interested in attending dental school. Prospective students should visit the website for the American Dental Association, <http://www.ada.org/en>, and will be required to take the Dental Admissions Test (DAT). Students are urged to consult with appropriate faculty advisors as soon as possible to plan course selections. These advisors and further information can be found at the Department of Biology (SCI I Room 227, 661-654-3089), Department of Chemistry & Biochemistry (SCI II Room 273, 661-654-3027), or the Office of the Dean for Natural Sciences, Mathematics and Engineering (SCI I Room 104, 661-654-3450). The Health Careers Advisory Committee is connected to the above departments and should be consulted by those students who have reached the application process. Students that are interested, should contact the NSME Student Center for more information.

UNDERGRADUATE CERTIFICATE PROGRAMS

CSUB offers several undergraduate certificate programs. A student might pursue one of these to achieve a variety of purposes: career advancement, professional growth and development, in-service training, and vocational or occupational training. The certificate programs currently offered at CSUB by the four Schools and through Extended Education are listed below. A student interested in any of the certificate programs listed below should consult the department or office offering the certificate.

School of Arts and Humanities

- Post-Baccalaureate Certificate in Chicano Studies
- Post-Baccalaureate Certificate in Children's Literature
- Certificates in Communications (three options)
- Post-Baccalaureate Certificate in TESOL (Teaching English to Speakers of Other Languages)
- Post-Baccalaureate Certificate in Writing

School of Business and Public Administration

• Certificate in Accounting

• Certificate in Environmental Resource Management

• Certificate in Professional Development

• Certificate in Public Administration

School of Natural Sciences, Mathematics and Engineering

• Certificate in Hydrogeology

• Post-Baccalaureate and Post-Master's School Nursing Certificate

• Post-Master's Family Nurse Practitioner Certificate

Extended Education - Professional and Continuing Education Programs

The Extended Education (661-654-2441) offers certificate programs that lead to new employment opportunities. The courses are designed for individuals who participate in an organized and integrated program of study but who are not regularly registered students. These certificate programs are designed and taught by professionals in the field and include the following:

• Computer Technician

• Drug and Alcohol Studies

• Geographic Information Systems (GIS)

• Human Resource Management

• Lactation Educator

• Medical Coding and Billing

• Medical Transcription

• Occupational Safety and Risk Management

• Paralegal Studies

• Pharmacy Technician

• Project Management

• Workers' Compensation Law

Early Enrollment Program

CSUB's Early Enrollment Program assists high schools in meeting the needs of gifted students and expands outreach programs to under-represented groups. Qualified high school students may enroll in a maximum of six semester units at the freshman-level offered on the CSUB campus per semester. Enrollment is not available during summer session except special programs such as Enterprise College. High school freshman and sophomores are not eligible for the program. The cost for the program is \$36.00 each term (subject to change); books, parking, and individual course fees are extra.

Students must adhere to the following enrollment process:

- Student completes Early Enrollment Program form and parent/legal guardian signs (up to age 18).
- High school counselor or guidance director attaches transcript and verifies eligibility and measles certification.
- Student meets with the Associate Dean of Undergraduate Studies to verify eligibility and select a course for

the Early Enrollment Program. Call 661-654-3420 for an appointment.

- Once approved for enrollment into the program, student obtains permission to add class by having professor sign an Add Slip on the first day of classes.
- Student turns in all the materials and payment (\$36.00 fee plus any additional course fees) to the Academic Programs Office, EDUC 242.

INTERNATIONAL PROGRAMS

CSUB offers several opportunities for international study described below. Students are urged to explore the different programs with their advisors.

National Student Exchange (NSE)

CSUB is one of over 100 state colleges and universities within the United States, Guam, Puerto Rico, and the Virgin Islands that participate in the National Student Exchange (NSE) program. Students may spend a year or part of a year at one of the participating institutions and return to CSUB to complete their undergraduate education. The NSE program provides the student with new academic and social experiences through a simplified admissions process and assurance of full academic credit at CSUB during the term of exchange at a minimal cost to the student.

To qualify for participation in the National Student Exchange program, the applicant must meet the following criteria:

1. Be a full-time student at CSUB;
2. Be a sophomore or junior during the term(s) of exchange; and
3. Have a cumulative GPA of at least 2.5.

Tuition and fees assessed are the in-state (resident) tuition and fee at either CSUB or the host campus, depending upon the exchange plan of the member college or university. Participants must also pay for room and board, books, transportation, and personal expenses at the host school. Students are encouraged to consult with the Financial Aid Office early in the National Student Exchange application process to determine financial needs for the exchange period.

Catalogs, detailed information, and applications are available from the National Student Exchange Coordinator. Please call 661-654-6113 or email csubis@csub.edu for more information. Students can also visit www.nse.org for more information.

International Students and Programs (ISP)

The CSU must assess the academic preparation of foreign students. For this purpose, “foreign students” include those who hold U.S. temporary visas as students, exchange visitors, or other nonimmigrant classifications. The CSU uses separate requirements and application filing dates in the admission of “foreign students.” Verification and academic performance are each important considerations for admission. Academic records from foreign institutions must be on file before the first term and, if not in English, must be accompanied by certified English translations.

The International Students and Programs Office provide services for international students enrolled in classes at CSUB. For more information, please call the International Students and Programs Office at 661-654-6113 or csubis@csub.edu. You may also visit the ISP website at www.csub.edu/isp for more information.

Study Abroad

CSUB students can study abroad at 45 institutions representing 15 countries across the globe for the short-term (Summer, Winter, or Faculty-led program), semester (Fall or Spring), or academic year (Both Fall and Spring). Study Abroad programs are administered through the Center for Global Outreach (CGO) and students have the option to study abroad either through CGO or through the California State University International Programs (CSUIP). For more information, contact the Study Abroad Coordinator at 661-654-6271 or via email at studyabroad@csub.edu.

Each study abroad program has specific application requirements, such as a minimum GPA and application deadlines. In addition, some programs may have additional requirements, such as course prerequisites or language requirements. Please consult with the Center for Global Outreach for specific details related to each program.

Students who study abroad for the semester or academic year through CGO will pay tuition to CSUB, while students who study abroad through CSUIP will pay tuition directly to CSUIP. All students who study abroad for the Summer, Winter, or through a Faculty-led program have their own respective programs.

Students are responsible for the purchase of airfare and transportation, accommodation and board, visa fees, and any personal expenses. Financial Aid (except for Federal Work-Study) and scholarship opportunities are also available to qualified students. All programs require students to maintain good academic and disciplinary standing mandated under CSUB's Student Conduct Code. Community College transfer students are eligible to apply (to select programs) directly from their community colleges.