

Spring 2012 SJSU Policies A-Z

Incorporating Catalog and Class Schedule policies

v03

Tuesday, January 17, 2012

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Information is Subject to Change

Although every effort has been made to assure the accuracy of this catalog information, students and others who use this catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Changes may come in the form of statutes enacted by the Legislature, rules and policies adopted by the Board of Trustees of the California State University, by the Chancellor or designee of the California State University, or by the President or designee of the campus. It is not possible in a publication of this size to include all of the rules, policies and other information that pertain to students, the institution, and the California State University. More current or complete information may be obtained from the appropriate department, school, or administrative office.

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

The San José State University 2011-2012 Catalog information is coordinated by Undergraduate Studies, Graduate Studies and Research, and Enrollment Services.

Non-Discrimination Policies

San José State University does not discriminate on the basis of accent, age, ancestry, citizenship status, color, creed, disability, ethnicity, gender, marital status, medical condition, national origin, race, religion or lack thereof, sex, sexual orientation, transgender and veteran's status. This policy applies to all SJSU student, faculty and staff programs and activities.

Questions regarding this policy should be directed to the Office of Equity and Diversity, 408-924-1115.

Disabled Access

All San José State University classes are wheelchair accessible. If you have other needs regarding accommodations, please contact the Disability Resource Center. Telephone: 408-924-6000; TTY 408-924-5990; Fax: 408-924-5999.

Campus Safety Statistics

A campus safety report is available at www.sjsu.edu/safetyreport/ or by calling 408-924-2172.



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Academic Advising

Academic Advising ensures academic success and graduation in a timely manner. Undergraduates will have two types of academic advisors: a general education academic advisor and an advisor in the major department. Both types of academic advisors assist you with selecting courses and developing a plan for fulfilling SJSU requirements or choosing major requirements.

Advising Hub

www.sjsu.edu/advising

Declared Majors

Major department

Declared Minors

Minor department

College Advising Centers

Business Student Advising Center

College of Applied Sciences and Arts (CASA) Student Success Center

College of Science Advising Center

Engineering Student Success Center

Undeclared Majors

Academic Advising and Retention Services

Student Services Center

408-924-2129

Special Majors

Undergraduate Studies

ADM 159

408-924-2447

Double Majors

Major departments

Interdisciplinary Studies Graduate majors

Graduate Studies and Research

ADM 223A

408-924-2427

Second Baccalaureate

Major departments

General Education Academic Advising

- Academic planning
- Academic Advising for undeclared students
- General Education Academic Advising for all undergraduates
- Probation and disqualification advising for all undergraduate majors
- Assistance with interpreting your Degree Progress Report
- After the Late Registration period, process late drop and withdrawal petitions.
- Note: Students are strongly encouraged to ensure the accuracy of their Degree Progress Report at least one year prior to graduation.

Academic Advising and Retention Services

Student Services Center

408-924-2129

www.sjsu.edu/aars



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Academic Integrity Policy

The University emphasizes responsible citizenship and an awareness of ethical choices inherent in human development. Academic honesty and fairness foster ethical standards for all those who depend upon the integrity of the university, its courses, and its degrees. University degrees are compromised and the public is defrauded if faculty members or students knowingly or unwittingly allow dishonest acts to be rewarded academically. This policy sets the standards for such integrity and shall be used to inform students, faculty and staff of the university's Academic Integrity Policy.

Student Role

The San José State University Academic Integrity Policy requires that each student:

1. Know the rules that preserve academic integrity and abide by them at all times. This includes learning and abiding by rules associated with specific classes, exams and course assignments.
2. Know the consequences of violating the Academic Integrity Policy.
3. Know the appeal rights, and the procedures to be followed in the event of an appeal.
4. Foster academic integrity among peers.

Faculty Member Role

The San José State University Academic Integrity Policy requires that each faculty member:

1. Provide a clear and concise course syllabus that apprises students of the Academic Integrity Policy and the ethical standards and supporting procedures required in a course.
2. Make every reasonable effort to foster honest academic conduct. Specifically, examinations should be appropriately proctored or monitored to prevent students from copying, using non-cited resources, or exchanging information. Examinations and answers to examination questions should be kept private. Efforts should be made to give unique and varied assignments.
3. Take action against a student in accordance with this policy when supporting evidence indicates that the student has violated the Academic Integrity Policy.
4. Comply with the rules and standards of the Academic Integrity Policy.

Office of Student Conduct and Ethical Development Role

The San José State University Academic Integrity Policy requires that the Student Conduct Administrator:

1. Comply with and enforce the Student Conduct Code (http://sa.sjsu.edu/student_conduct) which includes the Academic Integrity Policy.
2. Adjudicate student conduct cases and assign administrative sanctions to students who have violated the Student Conduct Code.
3. Serve as a resource for faculty, staff and students on matters of academic integrity and this policy.
4. Ensure dissemination of the policy to the campus community when changes are made to the policy or procedures..

1.0 Definitions Of Academic Dishonesty

1.1 Cheating

At SJSU, cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Cheating at SJSU includes but is not limited to:

- 1.1.1. Copying, in part or in whole, from another's test or other evaluation instrument including homework assignments, worksheets, lab reports, essays, summaries, quizzes, etc.;
- 1.1.2. Submitting work previously graded in another course unless this has been approved by the course instructor or by departmental policy;
- 1.1.3. Submitting work simultaneously presented in two courses, unless this has been approved by both course instructors or by the department policies of both departments;
- 1.1.4. Using or consulting, prior to, or during an examination, sources or materials not authorized by the instructor;
- 1.1.5. Altering or interfering with the grading process;
- 1.1.6. Sitting for an examination by a surrogate, or as a surrogate;
- 1.1.7. Any other act committed by a student in the course of their academic work which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.



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1.2 Plagiarism

At SJSU plagiarism is the act of representing the work of another as one's own without giving appropriate credit, regardless of how that work was obtained, and/or submitting it to fulfill academic requirements. Plagiarism at SJSU includes but is not limited to:

1.2.1 The act of incorporating the ideas, words, sentences, paragraphs, or parts of, and/or the specific substance of another's work, without giving appropriate credit, and/or representing the product as one's own work;

1.2.2 Representing another's artistic/scholarly works such as musical compositions, computer programs, photographs, paintings, drawing, sculptures, or similar works as one's own.

2.0 Notification of Standards of Detecting Plagiarism

2.1 SJSU or its faculty may subscribe to and/or use plagiarism detection services.

2.2 Any plagiarism detection service with which SJSU contracts must ensure the anonymity of all submitted work to third parties.

2.3 Except for the stated purpose of storing submitted work in databases and/or using the database solely for the intended purpose of detecting plagiarism, any plagiarism detection service with which SJSU contracts shall agree that to the fullest extent possible, ownership rights of all submitted work shall remain with the work's author and not with the plagiarism detection service.

3.0 Evaluation and Reporting

When a faculty member suspects and has supporting evidence to substantiate that the behavior of a student or students fall(s) within one or both of the above sets of definitions, it is the faculty member's responsibility to take the following steps:

3.1 Any classroom confrontation should be discreet. Faculty members should not discuss specific charges of cheating, plagiarism, or any other violations involving specific individuals in the classroom before other members of the class.

3.2 Communicate with the student concerning the alleged infraction; arrange for a conference to present documentation. Advise the student of the allegations and make them aware of the supporting evidence and the probable consequences. As a result of this conference, if the faculty member believes that the student's response is insufficient to offset the charge of violating the Academic Integrity Policy, the instructor will inform the student of the sanctions to be assessed or recommended in accordance with section 3.0.

All notes and/or discussions between the student and the faculty member will be kept confidential except as may be relevant in subsequent disciplinary proceedings or any subsequent legal actions.

3.3 Report the alleged infraction and the academic action taken to the Office of Student Conduct & Ethical Development on the reporting form for violations to the Academic Integrity Policy. A copy of the supporting documentation must be attached to the reporting form.

3.4 The instructor may impose the recommended penalty and make the report called for in section 3.3 without a conference when a student fails to attend a scheduled conference to discuss the alleged dishonesty, or when the apparent dishonesty is detected only near the end of the semester and the faculty makes a good-faith effort to contact the student but is unable to do so. In either case, the student's right to appeal is preserved.

4.0 Sanctions

There shall be two major classifications of sanctions that may be imposed for violations of this policy: Academic and Administrative. Academic sanctions are those actions related to the course work and/or grades which are the province of the faculty. Administrative sanctions are concerned with a student's status on campus and are acted on by the Office of Judicial Affairs. The imposition of either an academic or administrative sanction will not preclude the additional imposition of the other.

4.1 Academic Sanctions

Faculty members are responsible for determining the type of academic sanction to be applied to students involved in incidents of cheating or plagiarism. Faculty may find it helpful to consult with their department chair, senior faculty, and/or the Conduct Officer in consideration of appropriate academic sanctions. Such sanctions shall be proportional to the offense against the Academic Integrity Policy that has occurred. Usually a form of "grade modification" will be employed. Before sanctions can be employed, the faculty member must have verified the instances of academic dishonesty by personal observation and/or documentation. In all cases, the violation must be reported to the Office of Student Conduct & Ethical Development on the reporting form for violations to the Academic Integrity Policy. A student may be:

4.1.1 Reprimanded orally.

4.1.2 Failed in the evaluation instrument (paper or exam).

4.1.3 Reduced in course grade.

4.1.4 Failed in the course.



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UNIVERSITY

4.1.5 Referred for administrative sanctions. A faculty member may choose to refer a student to the Office of Student Conduct & Ethical Development for disciplinary action in addition to the academic sanction the faculty member has taken.

4.1.6 Faculty Discretion:

Cases involving the careless or inept handling of quoted material but which fall short of the definitions of the acts of cheating and/or plagiarism as defined in Items 1.1 and 1.2 of this policy may be dealt with at the discretion of the faculty member concerned. The faculty has the discretion to deal with any other act committed by a student in the course of their academic work which defrauds or misrepresents, including aiding or abetting other students who violate this policy.

4.1.7 Academic Sanctions:

For violations of sections 1.1.5 and 1.1.6, the student must be referred to the Office of Student Conduct & Ethical Development for administrative sanctions as outlined in 4.1.5.

For violations of other sections of this policy, the instructor should choose between sanctions 4.1.1 through 4.1.4 based on the severity of the infraction.

4.2 Administrative Sanctions

As stipulated in the California Administrative Code, Section 41301, cheating or plagiarism in connection with an academic program may warrant expulsion, suspension, probation or a lesser sanction. Administrative action involving academic dishonesty at SJSU is the responsibility of the Office of Student Conduct & Ethical Development.

The Office of Student Conduct & Ethical Development will respond to:

1. referrals from the faculty;
2. violations of the Academic Integrity Policy;
3. repeat violations as brought to attention by the faculty or through the centralized reports filed in the Office of Student Conduct & Ethical Development.

Faculty members will be notified by the Office of Student Conduct & Ethical Development when action has been taken. The Office of Student Conduct & Ethical Development shall maintain a record of students who have been reported for violating the Academic Integrity Policy. The information in this record will be used to identify and discipline students who have been reported.

5.0 Protection Of Rights

Nothing in this policy is intended to deny students who come within its scope appropriate "due process," including the right to be informed of the charges, the nature of the evidence supporting the charges, and to have a meeting with the faculty member, the Office of Student Conduct & Ethical Development or other decision-makers, at which time statements and evidence on behalf of the student may be submitted. Nor is it intended to deny the right to appeal, through appropriate university channels, any decision resulting from such a meeting.

5.1 The handling of student conduct code violations should be separated from the processes handling student disputes with other members of the university community. Specifically, grades resulting from cheating are not a matter of student fairness. Therefore the Office of the Ombudsperson and the Student Fairness Committee should be removed from the student conduct processes regarding academic misconduct (S07-2). Students may, however, consult with the Ombudsperson confidentially and informally regarding the Academic Integrity policy and/or process.

5.2 When an administrative sanction is being considered, Executive Order 970, Student Disciplinary Procedures for the California State University, stipulates that a student is entitled to a hearing to determine whether violations of conduct and/or conduct-related regulations have occurred. Students may, however, consult with the Ombudsperson confidentially and informally regarding the Academic Integrity policy and/or process.

6.0 Threats

Any threats against any member of the faculty as a consequence of implementing this policy on academic integrity will be cause for disciplinary action under Section 41301, Title 5, California Code of Regulations, in addition to civil and criminal liabilities.

7.0 Dissemination Of Information

7.1 This policy shall be published in the **Schedule of Classes** each semester and in the **University Catalog**. There shall also be copies of this policy in every department office and copies will be available to all interested parties in the Office of Student Conduct & Ethical Development.

7.2 Dissemination of this information shall be the responsibility of the Office of Student Conduct & Ethical Development. Information is available at http://sa.sjsu.edu/student_conduct/

7.3 The Office of Student Conduct & Ethical Development shall submit a statistical report on the number and type of infractions and their eventual disposition to the Academic Senate annually.

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7.4 Colleges and departments are encouraged to periodically include at faculty meetings, discussion of this policy and strategies for ensuring academic integrity among students.

7.5 Department chairs and school directors should ensure that new faculty members receive a copy of this policy and a verbal explanation at the time they are given their first class assignment.



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Academic Progress in Developmental Courses

Effective Fall 1998, the California State University Executive Order 665 requires that first-year and lower division transfer students who are placed into remedial courses as a result of their ELM/EPT scores enroll in and attend the prescribed course(s) as a condition of their enrollment in other courses.

In addition to the mandatory placement, these students must satisfactorily complete their remedial course work within a prescribed amount of time. Students who fail to do so are placed on a leave of absence and are subject to administrative disqualification from the university.

San José State University is not able to support a second semester of remediation for students who do not pass their fall remedial course. In these cases, students are expected to complete their requirement through a community college or other recommended institution.

See www.math.sjsu.edu/~Mcclory/ for complete information on the EO 665 policies and practices.



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Academic Renewal

Under certain circumstances, the university may disregard up to two semesters of previous undergraduate course work taken at any institution from all considerations associated with the requirements for a baccalaureate degree. These circumstances are:

1. The student has formally requested such action and presented evidence that substantiates that the work in question is substandard and not representative of her/his current scholastic ability and/or performance level,
– and –
2. The previous level of performance was due to extenuating circumstances,
– and –
3. All degree requirements except the earning of at least a “C” (2.0) grade point average have or will soon have been met. (University policy regarding academic renewal is not intended to permit the improvement of a student’s grade point average beyond what is required for graduation.)

Final determination, that one or more terms shall be disregarded, shall be based on careful review of evidence by a committee appointed by the president. Such final determination shall be made only when:

Five years have elapsed since the most recent work to be disregarded was completed, and

1. The student has earned in residence at SJSU since the most recent work being considered was completed:
 - a. 15 semester units with at least a 3.0 GPA
–or–
 - b. 30 semester units with at least a 2.5 GPA
–or–
 - c. 45 semester units with at least a 2.0 GPA.
2. When such action is taken, the student’s record shall be annotated so that it is readily evident to users of the record, that NO work taken during the disregarded term(s), even if satisfactory, has been applied towards the meeting of degree requirements. However, all work must remain legible on the record.
3. If another institution has acted to remove course work from consideration, such action shall be honored in terms of that institution’s policy. But, elimination of any course work’s consideration shall reduce by one semester the two semester maximum on the application of academic renewal to an individual SJSU student’s record.

Apply for Academic Renewal (formerly known as ‘disregard of previous semesters’ work’) at www.sjsu.edu/ugs.



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Academic Senate Policies

To see official SJSU Academic Senate policies, see www.sjsu.edu/senate/policies.html.



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Academic Standards

Students studying for a baccalaureate degree are expected to maintain a grade point average of 2.0 "C" or better in their academic work at SJSU and in their overall collegiate record in order to continue in good standing. In determining a student's eligibility to remain enrolled in the university, both quality of performance and progress toward the student's objective are weighed. Use of grade points and grade point average for all letter-graded courses determines quality of performance. The length of time in meeting requirements is a factor in determining progress toward objectives. While the Registrar's Office makes every effort to notify students of their academic status, it is the student's responsibility to continuously monitor his or her own academic standing at <http://my.sjsu.edu>.



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Accommodations for SJSU Exams

Students requiring test accommodations must submit the appropriate documentation to the Disability Resource Center (DRC) and meet with a DRC counselor to determine eligibility and recommended test accommodations. Meeting must be scheduled at least one month prior for standardized exams or placement exams and five days prior for non-standardized exams. See www.drc.sjsu.edu for details



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Accreditation

San José State University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, 510-748-9001, one of the six major regional college accreditation agencies in the United States; the California State Board of Education; and by a number of other agencies as follows in special fields. The Teacher Education programs of the University also are accredited by the National Council for Accreditation of Teacher Education and approved by the California Commission on Teacher Credentialing.

Art and Design

National Association of Schools of Art and Design

Advertising

Accrediting Council on Education in Journalism and Mass Communications

Business

Association to Advance Collegiate Schools of Business International

Chemistry

American Chemical Society, Committee on Professional Training

Computer Science

Accreditation Board for Engineering and Technology, Inc.

Dance

National Association of Schools of Dance

Dietetics

American Dietetic Association - Commission on Accreditation for Dietetics Education

Engineering

Aerospace, Chemical, Civil, Computer, Electrical, Industrial and Systems, Materials, and Mechanical Accreditation Board for Engineering and Technology, Inc.

Industrial Technology

Association of Technology, Management, and Applied Engineering

Journalism

Accrediting Council on Education in Journalism and Mass Communications

Kinesiology

Commission on Accreditation of Athletic Training Education (undergraduate)
National Athletic Trainers' Association (graduate)

Library and Information Science

American Library Association

Music

National Association of Schools of Music

Nursing

California Board of Registered Nursing and Commission on Collegiate Nursing Education

Nutrition and Food Science

The Institute of Food Technologists uses the term "approved" rather than accredited.

Occupational Therapy

Accreditation Council for Occupational Therapy Education (ACOTE)

Public Administration

National Association of Schools of Public Affairs and Administration



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Public Health

Council on Education for Public Health

Public Relations

Accrediting Council on Education in Journalism and Mass Communications

Recreation

The National Recreation and Park Association,

The American Association for Leisure and Recreation Council on Accreditation

Social Work

Council on Social Work Education

Special Education, Communicative Disorders

Council on Education of the Deaf

Speech Pathology

American Speech-Language-Hearing Association

Technology

National Association of Industrial Technology

Theatre Arts

National Association of Schools of Theatre

Urban and Regional Planning

Association of Collegiate Schools of Planning, Inc

Planning Accreditation Board



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Admission Counseling

- No appointments are needed. Students are seen on a first-come, first-serve basis
- All applicants: use access information sent to you by the Admissions office.
- Apply online at www.csumentor.edu for undergraduate and graduate admission.
- Receive information on admission requirements and information on majors offered at SJSU.
- Get help with questions about the undergraduate admission process or about your admission status.
- For campus tours, by appointment only, please go to www.sjsu.edu/visit or call the Welcome Center at 408-924-2786.
- Pick up campus directions and self-guided tour map.
- Pick up forms for Step-to-College, SJSU's concurrent enrollment program for high school students.

Student Outreach and Recruitment

outreach@sjsu.edu

408-924-2564



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Admission Hardship Petitions

The campus has established procedures for consideration of qualified applicants who would be faced with extreme hardship if not admitted. Petitioners should write the Admissions Office in care of the Exceptional Admission Committee. Students must also provide two letters of recommendation as well as a statement on their own behalf.

At the present time, because of severe budget limitations and the resulting campus-wide impact, SJSU does not accept hardship petitions.



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Admission Reservation

The university reserves the right to select its students and deny admission to the university or any of its programs as the university, in its sole discretion, determines appropriate based on an applicant's suitability and the best interests of the university.



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Admission - CSU Application Procedures and Policies

Requirements for admission to San José State University are in accordance with Title 5, Chapter 1, Subchapter 3, of the California Code of Regulations. Complete information is available at www.csumentor.edu/planning/.

Electronic versions of the CSU undergraduate, graduate and international applications are accessible at www.csumentor.edu. The CSUMentor system allows students to browse through general information about CSU's twenty-three campuses, view multimedia campus presentations, send and receive electronic responses to specific questions, and apply for admission and financial aid.

Applying online via www.csumentor.edu is expected unless electronic submission is impossible. An acknowledgement will be sent when online applications have been submitted. Application in "hard copy" form may be obtained online via www.csumentor.edu as a portable data format (PDF). Application forms (in PDF) may also be downloaded from www.calstate.edu/sas/publications. Paper applications should be mailed to the campus admission office.

Importance of Filing Complete, Accurate and Authentic Application Documents

San José State University advises prospective students that they must supply complete and accurate information on the application for admission, residence questionnaire, and financial aid forms. Further, applicants must, *when requested*, submit authentic and official transcripts of all previous academic work attempted. Failure to file complete, accurate, and authentic application documents may result in denial of admission, cancellation of registration or academic credit, suspension, or expulsion (Section 41301, Article 1.1, Title 5, California Code of Regulations).



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Admission - Freshman Requirements

Generally, first-time freshman applicants will qualify for regular admission if they meet the following requirements:

1. Have **graduated** from high school, have earned a Certificate of General Education Development (GED) or have passed the California High School Proficiency Examination; and
2. Have a qualifiable minimum eligibility index (see section on Eligibility Index); and
3. Have completed with grades of C or better each of the courses in the comprehensive pattern of college preparatory subject requirements also known as the "a-g" pattern (see "Subject Requirements").

Eligibility Index

Eligibility Index - The eligibility index is the combination of the high school grade point average and scores on either the ACT or the SAT. Grade point averages (GPA) are based on grades earned in courses taken during the final three years of high school. Included in calculation of GPA are grades earned in all college preparatory "a-g" subject requirements, and bonus points for approved honors courses.

Up to eight semesters of honors courses taken in the last three years of high school, including up to two approved courses taken in the tenth grade can be accepted. Each unit of A in an honors course will receive a total of 5 points; B, 4 points; and C, 3 points.

A CSU Eligibility Index (EI) can be calculated by multiplying a grade point average by 800 and adding your total score on the mathematics and critical reading scores of the SAT. Students who took the ACT, multiply your the grade point average by 200 and add ten times the ACT composite score. Persons who are California high school graduates (or residents of California for tuition purposes) need a minimum index of 2900 using the SAT or 694 using the ACT. The Eligibility Index Table illustrates several combinations of required test scores and averages.

For admission to terms during the 2009-2010 college year, the university has no current plans to include the writing scores from either of the admissions tests in the computation of the CSU Eligibility Index.

Persons who neither graduated from a California high school nor are a resident of California for tuition purposes, need a minimum index of 3502 (SAT) or 842 (ACT). Graduates of secondary schools in foreign countries must be judged to have academic preparation and abilities equivalent to applicants eligible under this section.

An applicant with a grade point average of 3.00 or above (3.61 for nonresidents) is not required to submit test scores. However, all applicants for admission are urged to take the SAT or ACT and provide the scores of such tests to each CSU to which they seek admission. Campuses use these test results for advising and placement purposes and may require them for admission to impacted majors or programs. Impacted CSU campuses require SAT or ACT scores of all applicants for freshman admission.



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Eligibility Index Table for California High School Graduates or Residents of California

The CSU uses only the ACT score or the SAT mathematics and critical reading scores in its admission eligibility equation. The SAT or ACT writing scores are not currently used by CSU campuses.

GPA	ACT SCORE	SAT SCORE			
3.00 and above			qualifies with any score		
2.99	10	510		2.57	18
2.98	10	520		2.56	19
2.97	10	530		2.55	19
2.96	11	540		2.54	19
2.95	11	540		2.53	19
2.94	11	550		2.52	19
2.93	11	560		2.51	20
2.92	11	570		2.50	20
2.91	12	580		2.49	20
2.90	12	580		2.48	20
2.89	12	590		2.47	20
2.88	12	600		2.46	21
2.87	12	610		2.45	21
2.86	13	620		2.44	21
2.85	13	620		2.43	21
2.84	13	630		2.42	21
2.83	13	640		2.41	22
2.82	13	650		2.40	22
2.81	14	660		2.39	22
2.80	14	660		2.38	22
2.79	14	670		2.37	22
2.78	14	680		2.36	23
2.77	14	690		2.35	23
2.76	15	700		2.34	23
2.75	15	700		2.33	23
2.74	15	710		2.32	23
2.73	15	720		2.31	24
2.72	15	730		2.30	24
2.71	16	740		2.29	24
2.70	16	740		2.28	24
2.69	16	750		2.27	24
2.68	16	760		2.26	25
2.67	16	770		2.25	25
2.66	17	780		2.24	25
2.65	17	780		2.23	25
2.64	17	790		2.22	25
2.63	17	800		2.21	26
2.62	17	810		2.20	26
2.61	18	820		2.19	26
2.60	18	820		2.18	26
2.59	18	830		2.17	26
2.58	18	840		2.16	27
				2.15	27
				2.14	27
				2.13	27
				2.12	27
				2.11	28
				2.10	28
				2.09	28
				2.08	28
				2.07	28
				2.06	29
				2.05	29
				2.04	29
				2.03	29
				2.02	29
				2.01	30
				2.00	30

Below 2.00 does not qualify
for regular admission



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Provisional Admission - Freshmen

San José State University may provisionally admit first-time freshman applicants based on their academic preparation through the junior year of high school and planned for the senior year. The campus will monitor the final two years of study to ensure that admitted students complete their secondary school studies satisfactorily, including the required college preparatory subjects, and graduate from high school. Students are required to submit an official transcript after graduation to certify that all course work has been satisfactorily completed.

Official high school transcripts must be received prior to deadline set by the university. In no case may documentation of high school graduation be received any later than the census date for a student's first term of CSU enrollment. A campus may rescind admission decisions, cancel financial aid awards, withdraw housing contracts and cancel any university registration for students who are found not to be eligible after the final transcript has been evaluated.

Applicants will qualify for regular (non-provisional) admission when the university verifies that they have graduated and received a diploma from high school, have a qualifiable minimum eligibility index, have completed the comprehensive pattern of college preparatory "a-g" subjects, and, if applying to an impacted program or campus, have met all supplementary criteria.

Subject Requirements

The California State University requires that first-time freshman applicants complete, with grades of C or better, a comprehensive pattern of college preparatory study totaling 15 units. A "unit" is one year of study in high school.

- 2 years of social science, including 1 year of U.S. history, or U.S. history and government.
- 4 years of English
- 3 years of math (algebra, geometry and intermediate algebra).
- 2 years of laboratory science (1 biological and 1 physical, both must include laboratory instruction).
- 2 years in the same foreign language (subject to waiver for applicants demonstrating equivalent competence).
- 1 year of visual and performing arts: art, dance, drama/theater, or music.
- 1 year of electives: selected from English, advanced mathematics, social science, history, laboratory science, foreign language, visual and performing arts or other courses approved and included on the UC/CSU "a-g" list.

High School Students - Step to College/Unitrack

High school students may be considered for enrollment in certain special programs if recommended by the principal and the appropriate campus department chair and if preparation is equivalent to that required of eligible California high school graduates.

Subject Requirement Substitution for Students with Disabilities

All applicants are encouraged to complete the 15 units of college preparatory subjects. If you are unable to complete certain subjects because of your disability, please call the Disability Resource Center at 408-924-6000.



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Admission - International Student Requirements

International Student Admission Requirements

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 in other nonimmigrant classifications.

The CSU uses separate requirements and application filing dates in the admission of “foreign students.” Verification of English proficiency (see the section on the English Language requirement for undergraduate applicants), financial resources, and academic performance are each important considerations for admission. Academic records from foreign institutions must be on file by the posted deadlines and, if not in English, must be accompanied by certified English translations.

Insurance Requirement

Effective August 1, 1995, as a condition of receiving an I-20 or DS-2019 form, all F-1 and J-1 visa applicants must agree to obtain and maintain health insurance as a condition of registration and continued enrollment in the California State University. Such insurance must be in amounts as specified by the United States State Department and San José State University. The campus president or designee shall determine which insurance policies meet these criteria. Further information may be obtained from International Programs and Services, Administration, CL 543.

English-Language Proficiency Exam Requirement

All undergraduate applicants whose native language is not English and who have not attended schools at the secondary level or above for at least three years full time where English is the principal language of instruction must present a score of 61 or above on the Test of English as a Foreign Language (TOEFL). Some majors and class levels may require a higher score. A few programs may also use alternative methods of assessing English fluency: Pearson Test of English Academic (PTE Academic), the International English Language Testing System (IELTS), and the International Test of English Proficiency (ITEP).

SJSU will notify students after they apply when to submit scores.

SJSU MINIMUM PROFICIENCY STANDARDS	INTERNET	PAPER
TOEFL: Undergraduate, except Engineering	61	500
TOEFL: All Engineering majors and all graduate applicants	80	550
International English Language Testing System (IELTS)	Undergraduate and Graduate students	7.0
Pearson Test of English (PTE)	Undergraduate and Graduate students PTE	68



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Admission - Transfer Requirements

Students who have completed fewer than 60 transferable semester college units (fewer than 90 quarter units) are considered lower division transfer students. Students who have completed 60 or more transferable semester college units (90 or more quarter units) are considered upper division transfer students. Students who complete college units during high school or through the summer immediately following high school graduation are considered first-time freshmen and must meet those admission requirements. Transferable courses are those designated for baccalaureate credit by the college or university offering the courses and accepted as such by the campus to which the applicant seeks admission.

Transfer Policies of CSU Campuses

Authority for decisions regarding the transfer of undergraduate credits is delegated to each California State University (CSU) campus. Most commonly, college level credits earned from an institution of higher education accredited by a regional accrediting agency recognized by the United States Department of Education is accepted for transfer to campuses of the CSU.

The CSU General Education-Breadth (GE-Breadth) program allows California community college transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer. Up to 39 of the 48 GE-Breadth units required can be transferred from and certified by a California college. "Certification" is the official notification from a California community college that a transfer student has completed courses fulfilling lower-division general education requirements. The CSU GE-Breadth certification course list for particular community colleges can be accessed at www.assist.org.

Campuses may enter into articulation agreements on either a course for course or program to program basis. Such articulations are common between CSU campuses and any or all of the California community colleges, but may exist between CSU campuses and other institutions. Established CSU/CCC articulations may be found on www.assist.org.

No more than 70 semester units may be transferred to a CSU campus from an institution which does not offer bachelor's degrees or their equivalents, e.g., community colleges. Given the university's 30-unit residency requirement, no more than 90 total units may be transferred into the university from all sources.

Lower Division Transfer Requirements

Generally, applicants will qualify for admission as a lower division transfer student if they have a grade point average of at least 2.0 (C or better) in all transferable units attempted, are in good standing at the last college or university attended, and meet any of the following standards:

1. Will meet the freshman admission requirements (grade point average and subject requirements) in effect for the term to which they are applying (see "Freshman Requirements" section); or
2. Were eligible as a freshman at the time of high school graduation except for the subject requirements, and have been in continuous attendance in an accredited college since high school graduation, and have made up the missing subjects.

Applicants who graduated from high school prior to 1988 should contact the Admissions Office to inquire about alternative admission programs.

Due to enrollment pressures, many CSU campuses - including San José State - do not admit lower division transfer applicants.



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Making Up Missing College Preparatory Subject Requirements

Lower division applicants who did not complete subject requirements while in high school may make up missing subjects in any of the following ways.

1. Complete appropriate courses with a C or better in adult school or high school summer sessions.
2. Complete appropriate college courses with a C or better. One college course of at least three semester or four quarter units will be considered equivalent to one year of high school study.
3. Earn acceptable scores on specified examinations, e.g., SAT subject tests.

Please consult with any CSU Admissions Office for further information about alternative ways to satisfy the subject requirements.

Due to enrollment pressures, most CSU campuses - including San José State - do not admit lower division transfer applicants.

Upper Division Transfer Requirements

Generally, applicants will qualify for admission as an upper division transfer student if they meet all of the following requirements:

1. They have a grade point average of at least 2.0 (C or better) in all transferable units attempted; **and**
2. They are in good standing at the last college or university attended; and they have completed at least sixty (60) transferable semester units of college coursework with a grade point average of 2.0 or higher and a grade of C or better in each course used to meet the CSU general education requirements in written communication, oral communication, critical thinking and quantitative reasoning, e.g. mathematics. The 60 units must include at least 30 units of courses, which meet CSU general education requirement including all of the general education requirements in communication in the English language (both oral and written) and critical thinking and the requirement in mathematics/quantitative reasoning (usually 3 semester units) OR the Intersegmental General Education Transfer Curriculum (IGETC) requirements in English communication and mathematical concepts and quantitative reasoning.

Provisional Admission for Transfers

San José State University may provisionally or conditionally admit transfer applicants based on their academic preparation and courses planned for completion. The campus will monitor the final terms to ensure that those admitted complete all required courses satisfactorily. All accepted applicants are required to submit an official transcript of all college level work completed. Campuses may rescind admission for any student who is found not to be eligible after the final transcript has been evaluated. In no case may such documents be received and validated by the university any later than a student's registration for their second term of CSU enrollment.



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Admission - Transfer Credit

Agreements with Other Colleges and Universities

SJSU has extensive articulation with many colleges and universities in California. Course-to-course articulation agreements identify courses of comparable content for major and minor requirements for undergraduate degree programs at SJSU. The articulation agreement assures students that the approved transfer courses on the transfer campus will be accepted "in lieu of" the comparable SJSU courses. Information about the courses for each campus that SJSU has agreements with can be found at our comprehensive on-line transfer planning site: <http://transfer.sjsu.edu>.

Credit from Other Colleges and Universities

California Community Colleges will certify to The California State University those courses which are of baccalaureate level and therefore transferable for at least elective credit. Credits earned in accredited community colleges will be evaluated by the Office of Admissions in accordance with Title 5 of the California Code of Regulations, Section 40409: A maximum of 70 semester units earned in a community college may be applied toward the degree, with the following limitations:

- (a) No upper division credit may be allowed for courses taken in a community college.
- (b) No credit may be allowed for professional courses in education taken in a community college, other than an introduction to education course.

Credits earned in regionally accredited colleges will be evaluated by the Office of Admissions and advanced standing allowed on the basis of the evidence submitted. Credit toward the fulfillment of graduation requirements will be allowed only insofar as the courses satisfactorily completed meet the standards and the requirements of the basic course pattern of the college.

Credits earned in non-accredited colleges may be accepted as a basis for advanced standing only to the extent that the applicant can demonstrate to the satisfaction of the university that a satisfactory degree of proficiency has been attained in the course in question.

For details on transferring graduate credits from other institutions, see section on Graduate Admission Procedures and Policies.

Credit by Examination

Standardized Exams

SJSU grants credit toward its undergraduate degrees for successful completion of various standardized exams. The following are the guidelines for the credit that may be granted at SJSU for each standardized exam. Students may not earn duplicate credit by examination if they have previously taken or subsequently take equivalent exams or course work.

Credit by Examination

Students may challenge courses by taking examinations developed at SJSU. Credit shall be awarded to those who pass them successfully. Students may not earn credit by exam, however, if they have previously taken or subsequently take equivalent course work. Specific details may be obtained from the Student Services Center.



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College Board Advanced Placement Program (AP)

AP (Advanced Placement) Exams

SJSU 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 six semester units (nine quarter units) of college credit* for each exam (no duplicate credit granted). The number of units granted, course equivalence, and satisfaction of requirements vary.

Requires scores of 3-5 for credit to be granted.

EXAM	UNITS	COURSE	GE CREDIT AND COMMENTS
ACS	3	CHEM 030A	Area B1 (3 units, no lab)
Art History	6	ARTH 070A & 070B	Areas C1 or C2 (3 units)
Biology	6	BIOL 010	Area B2 & B3 (4 units)
Calculus AB*	3	MATH 030	Area B4 (3 units); ELM exempt
Calculus BC*	6	MATH 030 & 031	Area B4 (3 units); ELM exempt
Chemistry	6	CHEM 030A	Area B1 & B3 (4 units)
Chinese Language & Culture	6	CHIN 001A	Area C2 (3 units)
Comparative Govt & Politics	3	POLS 002	Area D3 (3 units)
Computer Science A	3	CS 046A	No GE
Economics, Macro	3	ECON 001A	Area D1 (3 units)
Economics, Micro	3	ECON 001B	Area D1 (3 units)
English Language & Comp	6	ENGL 001A	Score 3-4 = Area A2 (3 units); EPT exempt
English Language & Comp	6	ENGL 001A & 001B	Score 5 = Areas A2 & C3 (6 units); EPT exempt
English Literature & Comp	6	ENGL 001A & 010	Score 3-4 = Area A2 & C2 (6 units); EPT exempt
English Literature & Comp	6	ENGL 001A & 001B, or	Score 5 = Areas A2 & C3 (6 units); EPT exempt
English Literature & Comp	6	ENGL 001A & 010	Score 5 = Areas A2 & C2 (6 units), at student's request; EPT exempt
Environmental Science	4	Elective credit	Area B1 & B3 (4 units)
European History	6	HIST 010A & 010B	Areas C2 or D2 (3 units)
French Language	6	FREN 001A	Area C2 (3 units)
German Language	6	GERM 001A	Area C2 (3 units)
Human Geography	3	GEOG 010	Area D (3 units)
Italian Language & Culture	6	ITAL 001A	Area C2 (3 units)
Japanese Language & Culture	6	JPN 001A	Area C2 (3 units)
Latin: Vergil	3	LATN 001A	Area C2 (3 units)
Music Theory	6	Elective credit	No GE
Physics B**	6	PHYS 002A	Areas B1 & B3 (4 units)
Physics C, Elec & Mag**	4	PHYS 051	Areas B1 & B3 (4 units)
Physics C, Mechanic**	4	PHYS 050	Areas B1 & B3 (4 units)
Psychology	3	PSYC 001	Area D (3 units)
Spanish Language	6	SPAN 001A	Area C2 (3 units)
Spanish Literature	6	SPAN 001B	Area C2 (3 units)
Statistics	3	SOCI 015	Area B4 (3 units); ELM exempt
Studio Art, 2D Design	3	Elective credit	No GE
Studio Art, 3D Design	3	Elective credit	No GE
Studio Art, Drawing	3	ART 024 or 026	No GE
U.S. Govt & Politics	3	POLS 001	Area D3 & F2 (3 units)
U.S. History	6	HIST 020A & 020B	Areas C2 or D2; & F1 (3 units)
World History	6	Elective credit	Areas C2 or D2 (3 units)

*Students may receive credit for only one math exam.

**If a student passes more than one AP exam in Physics, only 6 units of credit will be granted, and only 4 of those units will be applied to GE.

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College Level Exam Program - CLEP

Spring 2010 to Present

Requires score of at least 50 for subject exams (except for Level 2 Foreign Language exams - see below).
Students may not receive more than 30 units of CLEP credit.

BUSINESS EXAMS	UNITS	COURSE	GE CREDIT (COMMENTS)
Financial Accounting.....	3.....	Elective credit	No GE
Information Systems & Computer Applications.....	3.....	Elective credit	No GE
Introductory Business Law.....	3.....	BUS 080.....	No GE
Principles of Management.....	3.....	Elective credit	No GE
Principles of Marketing.....	3.....	Elective credit	No GE

COMPOSITION AND LITERATURE EXAMS	UNITS	COURSE	GE CREDIT (COMMENTS)
American Literature.....	6.....	Elective credit	Area C2 (3 units)
Analyzing & Interpreting Literature.....	6.....	Elective credit	Area C2 (3 units)
College Composition*.....	6.....	ENGL 001A.....	Area A2 (3 units)
College Composition Modular*.....	6.....	ENGL 001A.....	Area A2 (3 units)
English Literature.....	6.....	Elective credit	Area C2 (3 units)
Humanities.....	6.....	Elective credit	Area C1 & C2 (3 units each)

*Beginning July 2010 credit and GE may be earned for either College Composition or College Composition Modular, but not for both exams.

FOREIGN LANGUAGE EXAMS	UNITS	COURSE	GE CREDIT (COMMENTS)
French Language, Level 1.....	6.....	Elective credit	No GE
French Language, Level 2* (Requires a score of at least 59).....	12.....	Elective credit	Area C2 (3 units)
German Language, Level 1.....	6.....	Elective credit	No GE
German Language, Level 2* (Requires a score of at least 60).....	12.....	Elective credit	Area C2 (3 units)
Spanish Language, Level 1.....	6.....	SPAN 001A.....	No GE
Spanish Language, Level 2* (Requires a score of at least 63).....	12.....	SPAN 001A, 001B.....	Area C2 (3 units)

*If the student receives credit for Level 2 exam, they may not receive credit for Level 1 exam in the same language.

HISTORY AND SOCIAL SCIENCES EXAMS	UNITS	COURSE	GE CREDIT (COMMENTS)
American Government.....	3.....	Elective credit	Areas F2 & D3 (3 units)
History of the U.S. I: Early Colon. to 1877.....	3.....	Elective credit	Areas F1 & D2 (3 units)
History of the U.S. II: 1865 to Present.....	3.....	Elective credit	Areas F1 & D2 (3 units)
Human Growth & Development.....	3.....	HS 015.....	Area E (3 units)
Macroeconomics, Principles of.....	3.....	ECON 001A.....	Area D1 (3 units)
Microeconomics, Principles of.....	3.....	Elective credit	Area D1 (3 units)
Psychology, Intro to Educational.....	3.....	Elective credit	No GE
Psychology, Introductory.....	3.....	PSYC 001.....	Area DD (3 units)
Social Sciences & History.....	6.....	Elective credit	Area DD (3 units)
Sociology, Introductory.....	3.....	SOCI 001.....	Area DD (3 units)
Western Civilization I: Ancient Near East to 1648.....	3.....	Elective credit	Area C2 or D2 (3 units)
Western Civilization II: 1648 to Present.....	3.....	Elective credit	Area D2 (3 units)

SCIENCE AND MATHEMATICS EXAMS	UNITS	COURSE	GE CREDIT (COMMENTS)
Biology.....	6.....	Elective credit	Area B2 (3 units, no lab)
Calculus.....	3.....	MATH 030.....	Area B4 (3 units; ELM exempt)
Chemistry.....	6.....	Elective credit	Areas B1 (6 units, no lab)
College Algebra.....	3.....	MATH 008 (F10 forward).....	Area B4 (3 units; ELM exempt)
College Mathematics.....	6.....	Elective credit	Area B4 (3 units; ELM exempt)
Natural Sciences.....	6.....	Elective credit	Areas B1 & B2 (3 units each, no lab)
Precalculus.....	3.....	MATH 019.....	Area B4 (3 units; ELM exempt)



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The International Baccalaureate (IB)

Students who present the following official higher level IB Exam scores of four or better, taken before college matriculation, will be granted up to six semester units of lower division baccalaureate credit. The course equivalence and satisfaction of requirements vary.

Requires score of 4-7 on higher level exams for any credit to be granted. Course equivalence dependent on major advisor for major, minor, or support credit.

EXAM	UNITS	COURSE	GE CREDIT (COMMENTS)
Biology HL.....	6	BIOL 010.....	Area B2 (3 units)
Chemistry HL.....	6	CHEM 030A.....	Area B1 (3 units)
Classical Languages HL.....	6	Elective credit.....	Area C2 (3 units)
Computer Science HL.....	6	Elective credit.....	No GE
Design Technology HL.....	6	Elective credit.....	No GE
Economics HL.....	6	ECON 001A & 001B.....	Area D1 (3 units)
Geography HL.....	6	Elective credit.....	Area D2 (3 units)
History (any region) HL.....	6	Elective credit.....	Area C2 or D2 (3 units)
Islamic History HL.....	6	Elective credit.....	Area D2 (3 units)
Language A1 (English) HL*.....	6	ENGL 001A; or with a score of 6-7 =ENGL 001A & ENGL 001B Area A2 (3 units); score of 6-7 = Area C3 (additional 3 units)	
Language A1 (any other language) HL.....	6	Elective credit.....	Area C2 (3 units)
Language A2 (any language) HL.....	6	Elective Credit.....	Area C2 (3 units)
Language B (any language) HL.....	6	Elective Credit.....	Area C2 (3 units)
Mathematics HL.....	6	Elective credit.....	Area B4, ELM exempt (3 units)
Music HL.....	6	Elective credit.....	Area C1 (3 units)
Philosophy HL.....	6	PHIL 010.....	Area C2 (3 units)
Physics HL.....	6	Elective credit.....	Area B1 (3 units)
Psychology HL.....	3	Elective credit.....	Area D1 (3 units)
Social and Cultural Anthropology HL.....	6	Elective credit.....	Area D1 (3 units)
Theatre HL.....	6	Elective credit.....	Area C1 (3 units)
Visual Arts HL.....	6	Elective credit.....	Area C1 (3 units)

Correspondence Courses

The university does not offer and rarely accepts credit for correspondence (home study) courses.

Credit for Noncollegiate Instruction

San José State University grants undergraduate degree credit for successful completion of noncollegiate instruction, either military or civilian, appropriate to the baccalaureate degree, that has been recommended by the Commission on Educational Credit and Credentials of the American Council on Education. The numbers of units allowed are those 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 from Extended Studies

Special Session

Courses numbered 100-399 earn degree and residence credit. While the university may accept this work toward baccalaureate and graduate degrees, it is a matter of individual department evaluation as to whether such work is accepted as applying toward the major or minor. A record of this work is maintained by Registrar's Office. Transcripts are available once credit is posted.



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Continuing Education Units (CEUs)

Courses numbered 400-499 offer Continuing Education Units (CEUs), a nationally-recognized unit of measurement for a variety of noncredit programs applying toward licensure, promotion or career advancement. CEUs are not applicable to a degree nor to residence unit requirements. A record of this work is maintained by International and Extended Studies. Transcripts are available once credit is posted. Contact International and Extended Studies.

Non-Credit Classes

Courses numbered 800-899 offer no credit and are not applicable toward degrees, credentials or residence unit requirements. A record is not maintained by the Registrar's Office and transcripts are not available.

e-Learning

San José State University delivers distance education courses via Web-based learning management systems and resources. These courses are offered by individual departments in regular and special sessions.

Military Training

Credit granted for military training is based on recommendations of A Guide to the Evaluation of Educational Experiences in the Armed Services, Commission on Accreditation of Service Experiences, American Council on Education, Washington, D.C. The Commission evaluates only formal service school courses at the collegiate level.

Students who desire credit must submit an 8-1/2" x 11" facsimile of the separation papers (usually DD214). Facsimiles of course-completion certificates may also be filed with information from the student giving the beginning and ending dates of the courses, numbers of weeks and location of the installation where taken.

Open University

San José State University's Open University program permits enrollment by non-matriculated students in specified regular curriculum classes on a space-available basis. Formal admission to the university is not required. Registration is confirmed at the first class meeting. A maximum of 24 semester units may be applied toward bachelor degree and not more than six units for a 30-unit master degree requirements. Units earned in Open University may not be used to meet residence unit requirements for a degree.

Regular (matriculated) students in good standing may not enroll as Open University students. Matriculated students are those who have been admitted to San José State University as a regular student for the current semester or were registered as a matriculated student in the previous semester and who have not graduated.

Disqualified students who seek reinstatement following disqualification must see their advisor to develop a plan to meet the required GPA standard for readmission to the university.

International Students

International students must be regular full-time matriculated students admitted to a degree program. Enrollment in Open University does not qualify international students for the immigration document necessary to enter the United States, to transfer to SJSU from another U.S. university, or to maintain their legal F-1 status. Academically disqualified international students are eligible to enroll through Open University but must transfer to another I-20 issuing institution to maintain their F-1 student status, or apply for reinstatement to F-1 student status from the U.S. Citizenship and Immigration Services after being re-admitted to SJSU.

Winter Session

Both matriculated and non-matriculated students may enroll in this session. Credit earned may be applied to residence unit requirements for previously matriculated students, and is not subject to the 24-unit limitation in applying toward bachelor's degree requirements at San José State University.

Work Experience Credit

No unit credit is allowed toward bachelors' degrees or master's degrees for teaching or other practical experience. Specific requirements in certain departments may be waived, however, on the basis of previous experience.



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Admission Transcript Requirements

Transcript Submission

All transcripts submitted must be official and sent directly from the originating school or college to the Office of Admissions. Transcripts submitted by the student are not acceptable unless submitted in a sealed envelope. All records submitted become the property of the university, part of the student's file, and will not be released. If a student does not complete the application or enroll, the records will be kept on file for one year only.

Undergraduate students with college transfer work who are accepted for admission, and who desire advising, will be required to present a set of college transcripts to their departmental advisor. It is suggested that you order a set of transcripts for yourself at the same time you order transcripts sent to the Office of Admissions.

High School Transcripts

Students applying for admission to the university while still attending high school may be evaluated on their self-reported application information. A final high school transcript with the date of graduation must be sent to the Office of Admissions at the time of graduation.

Undergraduate Transfer Transcripts

Transfer applicants who have completed 60 or more semester units of transferable credits and who are applying to the university need not file the high school transcript. However, applicants are cautioned that if, during the evaluation process, it is determined that fewer than 60 semester units of transferable credit have been earned, processing will stop and the application will be withdrawn.

All undergraduate applicants must file one official transcript from each college in which they have enrolled. This includes USAFI, the Defense Language Institute, Special Sessions (Winter Session and Professional Development), correspondence and audited courses, as well as any college in which the student was enrolled and withdrew without earning credit.

Former students need not order transcripts of work completed at SJSU whether this work was accomplished in the regular session, Open University, Special Sessions, or through the university Professional Development Program. Similarly, they need not reorder transcripts that were previously forwarded to this university. But if they did college work in the interim, such transcripts must be filed with their papers. Students absent from the university for a period of seven years or longer must resubmit all documents required for admission.

Postbaccalaureate Applicant Transcripts

Applicants to postbaccalaureate and credential programs are required to file one official transcript from each and every college in which they have enrolled. Transcripts must be sent directly from the originating institution to the Office of Admissions. Transcripts submitted by the student are not acceptable unless submitted in a sealed envelope.

All college work must be reported. Failure to comply with this requirement may void the student's application.



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Admission of Adult Students

As an alternative to regular admission criteria, an applicant who is twenty-five years of age or older may be considered for admission as an adult student if he or she meets all of the following conditions:

1. Possesses a high school diploma (or has established equivalence through either the General Educational Development or California High School Proficiency Examinations).
2. Has not been enrolled in college as a full-time student for more than one term during the past five years.
3. If there has been any college attendance in the last five years, has earned a C average or better in all college work attempted.

Consideration will be based upon a judgment as to whether the applicant is as likely to succeed as a regularly admitted freshman or transfer student and will include an assessment of basic skills in the English language and mathematical computation.

Note: admission is not guaranteed and is based on the overall campus enrollment capacity.

For more information, consult the Admissions Office.



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Admissions Application Acknowledgment

On-time applicants may expect to receive an acknowledgment from the campuses to which they have applied within two to four weeks of filing the application. The notice may also include a request that applicants submit additional records necessary to evaluate academic qualifications. Applicants may be assured of admission if the evaluation of relevant qualifications indicates that applicants meet CSU admission requirements, and in the case of admission impaction, campus requirements for admission to an impacted program. Unless specific written approval/confirmation is received, an offer of admission is not transferable to another term or to another campus.



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Application Filing Periods

Note: not all terms/programs are open for admission.

TERMS IN 2012-2013	APPLICATIONS FIRST ACCEPTED	INITIAL FILING PERIOD
Spring Semester 2012.....	August 1, 2011	August 1 -31, 2011
Fall Semester 2012.....	October 1, 2011	October 1 - November 30, 2011
Spring Semester 2013.....	August 1, 20120	August 1 - 31, 2012

SJSU accepts applications until capacities are reached. The campus limits undergraduate admission in an enrollment category because of overall enrollment limits. If applying after the initial filing period, consult <http://info.sjsu.edu> for current information. Similar information is conveniently available at www.csumentor.edu/filing_status/Default.asp.

Admissions Notification

The Office of Admissions normally begins sending acceptance letters to applicants beginning in February for admission to the fall semester and beginning in September for admission to the spring semester. Letters from departments or faculty do not constitute admission to the university.

Applicants are not admitted as students in the regular session of the university until they have received an official letter of admission from the Office of Admissions. In addition to the official letter of admission, International student applicants for F-1 and J-1 status will be issued the appropriate form I-20 or DS-2019 for immigration processing.



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Application Procedures - Undergraduates

Prospective students applying for part-time or full-time undergraduate programs of study in day or evening classes must file a complete undergraduate application. The \$55 nonrefundable application fee should be in the form of a check or money order payable to "The California State University" or by credit card and may not be transferred or used to apply to another term. An alternate major may be indicated on the application. The applications of persons denied admission to an impacted and/or closed campus may be re-routed to another campus at no cost, but only if the applicant is CSU eligible.



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Applied Sciences and Arts, College of

The College of Applied Sciences and Arts provides both liberal and well-defined professional education at the undergraduate and graduate levels. Course work prepares students to be competent and transformative professionals in a technologically complex and culturally diverse society. The college's courses and programs provide students with a theoretical base that is developed and tested through: (1) research; (2) knowledge that can be applied in diverse systems; (3) processes that incorporate human understanding, social justice and cooperation, and (4) supervised practice through internships, field work and/or preceptorships in a variety of career-related settings. Graduates become leaders and establish professional careers as administrators, educators, practitioners, information specialists and applied researchers in a variety of settings. These settings include both private and public agencies, government institutions at all levels, community and health care organizations and educational institutions. The College of Applied Sciences and Arts values and respects diversity, inclusion, civility and individual uniqueness; we recognize the strength these factors bring to our community and learning environment. All of our interactions should reflect trust, caring and mutual respect. We value education and intellectual curiosity above all. The academic freedom of faculty and students is vital to our role of promoting life-long learning through intellectual inquiry, scholarship and the pursuit of knowledge. An overarching goal for 2013 is that faculty and our academic programs will be recognized for outstanding research, teaching and service across disciplinary and geographic boundaries.

Internships

The departments/schools within the College offer internships that involve advanced practical experience, fieldwork or clinical experience in a professional work setting under direct supervision of qualified professionals. Interns would be assigned various duties and experiences related to their particular areas of specialization. Internships may include seminars, practica or preceptorships to further develop beginning and advanced level practice skills.

Teaching Credential Programs

The Department of Kinesiology, in collaboration with the College of Education, provides two single subject professional programs designed for individuals who are interested in teaching physical education or adapted physical education in grades K-12. The California School Nurse Credential prepares Registered Nurses at the Master's and Post Master's level to provide and manage health services and programs in the school setting. The School of Library and Information Science offers a Teacher Librarian Credential. The teacher librarian impacts K-12 student outcomes by collaborating with teachers, working directly with students, championing reading and providing information-rich learning environments.

Organized Research Units and Unique Programs

The programs of the College of Applied Sciences and Arts are further enriched by educational, research, global partnerships, as well as cultural and training opportunities provided by the following specialized research units and unique programs: Institute of Nursing Research and Practice, Center for International Sport and Human Performance, Research Institute for Foster Youth Initiatives (RIFYI), Timpany Center, The Center for Research on Effective Services (CRES), and the Center for Healthy Aging in Multicultural Populations (CHAMP).



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Attendance Policy

Students should attend all meetings of their classes, not only because they are responsible for material discussed therein but also because active participation is frequently essential to insure maximum benefit for all members of the classes. Attendance per se, however, shall not be used as a criterion for grading.

The "Policy on Class Attendance" at San José State University requires that students attend all class sessions to ensure continued enrollment in their courses. Failure to attend classes does not guarantee that a student will be dropped from the class roster. However, the instructor is permitted to drop students who fail to attend the first class meeting and who fail to inform the instructor prior to the second class meeting of the reason for any absence and the intention to continue in the class. Instructors have the right to drop students up through the add date. Students who wish to DROP a course must drop the course through MySJSU on or prior to the deadline to drop a course without a "W" grade. If a student is dropped by the instructor for nonattendance through the Instructor Drop Method, it will be necessary for that student to "Add" the class if he/she still desires that course. To avoid the risk of being dropped from the class roster (through the Instructor Drop Method), students who find it necessary to miss one or more classes during the first five days of the semester should inform their instructors prior to the start of classes.

If students have been out of school for one or more days, they should report to their instructors upon their return to inquire about making up the work. Students who know in advance that they will miss one or more classes should inform their instructors.



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Business, College of

The College of Business is the institution of opportunity, providing innovative business education and applied research for the San José region since 1928. The College offers an accessible, high value education that empowers people of all ages and backgrounds to transform their lives. Faculty and staff are strongly committed to the College's mission; maintain a collegial, inclusive teaching and learning environment; and are dedicated to continuous improvement in all areas of academic achievement, scholarship, teaching and service.

The college is an active member of the San José and Silicon Valley community and provides a talent pool, thought leadership and service that supports the region's growth in the global marketplace. The college is one of the 500 institutions worldwide that are accredited by the prestigious AACSB International, the Association to Advance Collegiate Schools of Business. In addition, the college is accredited by the Western Association of Schools and Colleges and the California State Board of Education).

The college is dedicated to equipping graduates with the tools, work ethic and skills to succeed in the ever-changing global economy. This is accomplished through a challenging undergraduate curriculum and an innovative, high quality graduate education in the Donald and Sally Lucas Graduate School of Business.

Undergraduate Education

The college provides a rich undergraduate education through four departments - Accounting and Finance, Management Information Systems, Organization and Management, and Marketing and Decision Sciences. Infused throughout the undergraduate program are opportunities to develop competencies in a number of key areas — communication, teamwork, global perspectives, critical thinking, ethics, entrepreneurship, community service, and innovation. The rigorous and challenging curriculum prepares graduates to be future leaders that succeed in the global economy.

The college is building upon its existing expertise in entrepreneurship, management, global finance, accounting, and leadership and organizational change. In addition, the college showcases the best and brightest students through the Gary J. Sbona Honors Program.

Donald and Sally Lucas Graduate School of Business

The Donald and Sally Lucas Graduate School of Business offers a high-value education with a global focus, innovative programs, and deep ties to Silicon Valley corporations and leaders. Our distinguished faculty provide a relevant business education focusing on excellence in teaching and applied research and serving the needs of diverse students from the Silicon Valley and beyond.

Our programs are designed to be flexible to meet the demands of a full-time student or a working professional.

We offer four MBA and three Master of Science degrees. The full-time program includes an accelerated one-year MBA, a more traditional two-year MBA, and a Master of Science in Accountancy. Our part-time programs for working professionals includes an Executive-Style MBA, a dual-degree MBA and Master's of Science in Engineering, a Master's of Science in Taxation, and a Master's of Science in Transportation Management.

Business Student Advisement Center

The Business Student Advisement Center (BSAC), located on the garden level of the Boccardo Business Education Center, provides advice to students about undergraduate business courses and programs. Prospective students are encouraged to talk with advisors about requirements for business major and general education courses. Prospective graduate students are encouraged to meet a graduate advisor in the Graduate Program Office in the Business Tower.

Business Tutoring Center

The Tutoring Center gives individual and group assistance to business students seeking subject matter tutoring. It is located on the ground level of the Boccardo Business Education Center.



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Bursar's Office

Cashiering

- Collect payments owed to the university
- Cash, check and money order transactions

Tower Card

- Provide identification cards for students

Collections

- Approve and disburse emergency loans
- Conduct entrance and exit interviews for Perkins borrowers
- Provide financial counseling
- Make payment arrangements for debts owed to the university
- Process financial petitions requesting reversal of fees

Student Accounts

- Provide account information
- Manage third-party agreements with agencies and departments paying student fees
- Process stop payment on university-issued checks

Online Services - MySJSU

- Students can pay online by e-Check or credit card. (There is a fee to pay by credit card.)
- Sign-up for the monthly payment plan.
- Sign-up for Direct Deposit to receive electronic refunds.
- Designate an authorized user to be able to view the student account balance and make payment and sign-up for the payment plan.

Bursar's Office

Student Services Center
408-924-1601
www.sjsu.edu/bursar
bursar@sjsu.edu



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Calculus Placement Examination

Students who wish to enroll in Math 030, 030P, 060 or 071 may have to take the Calculus Placement Exam. Information, forms and possible exemptions are available in the Mathematics department (MH 308) and at www.sjsu.edu/math/calculus.

This exam does not exempt students from the Entry Level Math exam (ELM) and should not be taken until the ELM requirement has been met. For more information, see the section on the ELM.

- Entering frosh should, if possible, take the Calculus Placement Exam prior to orientation. The exam is conveniently scheduled so that frosh can take the test just prior to check-in for Orientation. Pre-enrollment is required.
- There is a \$20.00 fee for the Calculus Placement Exam. Checks should be written to San José State University.
- For course registration information regarding Calculus I (MATH 030P and MATH 030), MATH 060 and MATH 071 see www.sjsu.edu/math/calculus.

Calculus Placement Exam Dates

Information and dates for the Calculus Placement Exam are posted at www.sjsu.edu/math/calculus.

Make-Up Exams

Provisions might be made for a make-up test during the first week of classes. This test is subject to a late fee.

Registration and Payment

Registration and payment must be made at least one working day prior to the exam date. Late registration will not be accepted. Go to the Mathematics Department Office, MacQuarrie Hall 308 for more details.



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Calendar - Fall 2011

March 2011

Wednesday, March 2, 2011

Financial Aid application priority filing deadline
EOP application deadline

Saturday, March 19

ELM/EPT exam

Monday, March 28 - Friday, April 1

Spring Recess (no classes) - Campus services open, except Thursday, March 31

Thursday, March 31

Cesar Chavez Day - campus closed

April 2011

Saturday, April 2

WST exam

Monday, April 4

Admitted Spartan Day - RSVP deadline

Saturday, April 16

Admitted Spartan Day
ELM/EPT exam

Friday, April 22

Transfer Orientation Session 1

May 2011

Sunday, May 1

Frosh and Transfer Intent to Enroll deadline

Friday, May 6

Transfer Orientation Session 2

Saturday, May 7

ELM/EPT exam

Monday, May 9

Fall 2011 Enrollment appointments posted on <http://my.sjsu.edu>
Fall 2011 Schedule of Classes goes live at info.sjsu.edu

Friday, May 20

Transfer Orientation Session 3

Monday, May 30

Memorial Day - campus closed



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June 2011

Monday, June 6

Summer 2011 first day of instruction

Tuesday June 7 - Sunday, August 14

Advance Registration for Fall 2011

Friday, June 10

Transfer Orientation Session 4

Financial Aid file completion date - submit outstanding documents

Saturday, June 11

WST exam

Tuesday - Wednesday, June 14-15

Frosh Orientation Session 1

Tuesday - Wednesday, June 21-22

Frosh Orientation Session 2

Tuesday - Wednesday, June 28-29

Frosh Orientation Session 3

July 2011

Monday, July 4

Independence Day - campus closed

Tuesday - Wednesday, July 5-6

Frosh Orientation Session 4

Tuesday - Wednesday, July 12-13

Frosh Orientation Session 5

Friday, July 15

Fall 2011 new students - document deadline

Saturday, July 16

WST Exam

Tuesday - Wednesday, July 19-20

Frosh Orientation Session 6

Tuesday - Wednesday, July 26-27

Frosh Orientation Session 7

August 2011

Friday, August 5

Housing: Campus Village apartments open

Friday, August 12

Freshmen and Transfer Orientation (reserved for international students)

Sunday, August 14

Fall 2011 Advance Registration closes at 11:59 pm

Last day to withdraw for 100% refund of Fall 2011 fees

International House - contract move-in date



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Monday, August 15 -Tuesday, August 23

No registration activity on MySJSU

Wednesday, August 17

Program for New International Students (mandatory)

Saturday, August 20

Housing: Apartments, Classics and Suites open to all residents

Wednesday, August 24

First day of instruction

Late registration begins

Late add fee of \$25 assessed

September 2011

Monday, September 5

Labor Day observed - campus closed

Tuesday, September 6

Last day to drop or withdraw without a W grade

Tuesday, September 13

Late registration ends

Last day to add courses

Last day to request grade options - CR/NC, Audit

Wednesday, September 14 - Wednesday, September 21

Late add fee of \$45.00 assessed

Saturday, September 17

WST Exam

Wednesday, September 21

Enrollment census date

Thursday, September 22

Beginning today, late add fee of \$200 assessed

November 2011

Tuesday, November 1

Spring 2012 Enrollment appointments posted online at <http://my.sjsu.edu> (tentative)

Spring 2012 Schedule of Classes goes live at <http://info.sjsu.edu> (tentative)

Tuesday, November 8 - Sunday, January 15

Advance Registration for Spring 2012 (tentative)

Friday, November 11

Veteran's Day - campus closed

Saturday, November 12

WST Exam

Tuesday, November 15

Last day to submit late drop/withdrawal requests

Wednesday, November 23

Classes that start at 5:00 pm or later will not meet



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Thursday - Friday, November 24 - 25

Thanksgiving Holiday - campus closed

December 2011

Thursday, December 8

Last day of instruction

Friday, December 9

Study/Conference Day (no classes or exams)

Monday - Friday, December 12 - 16

Fall 2011 final examinations

Monday, December 19

Fall 2011 final examinations make-up day

Tuesday, December 20

Grade evaluation day

Wednesday, December 21

Grades due from faculty

End of Fall semester

Thursday, December 22

Fall 2011 grades available at <http://my.sjsu.edu>

December 22, 2011 - January 23, 2012

Winter recess

Monday, December 26 - Thursday, December 29

Winter Break - campus closed

Friday, December 30

Campus open

January 2012

Monday, January 2

New Year's Day observed - campus closed

Monday, January 16

Martin Luther King, Jr. Day - campus closed

Wednesday, January 25

Spring 2012 first day of instruction

Late registration begins



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Calendar - Spring 2012

October 2011

Saturday, October 1

Spring 2012 EOP Application Deadline

Saturday, October 15

Spring 2012 Admits - Final Document Deadline

November 2011

Tuesday, November 1

Spring 2012 Schedule of Classes goes live at <http://info.sjsu.edu>

Spring 2012 Enrollment appointments posted online at <http://my.sjsu.edu>

Tuesday, November 8 - Sunday, January 15

Advance Registration for Spring 2012

Friday, November 11

Veteran's Day - campus closed

Saturday, November 12

WST Exam

Tuesday, November 15

Spring 2012 Intent to Enroll deadline

Thursday, November 17

Spring 2012 Payment Due Date (if registered 11/8-11/16/11)

Friday, November 18

Transfer Orientation Session 1

Thursday - Friday, November 24-25

Thanksgiving holiday - campus closed

December 2011

Thursday, December 8

Fall 2011 - last day of instruction

Friday, December 9

Transfer Orientation Session 2

Friday, December 16

Spring 2012 Financial Aid File Completion Deadline

Tuesday, December 18

Spring 2012 Payment Due Date (if registered 11/17-12/17/11)

Thursday, December 22

Fall 2011 grades available at MySJSU

Monday, December 26, 2011 - Monday, January 2, 2012

Winter Break - campus closed



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January 2012

Monday, January 2, 2012

New Year's day (Observed) - campus closed

Sunday, January 15

Spring 2012 Advance Registration ends

Last day to drop classes and receive a 100% refund

Monday, January 16

Dr. Martin Luther King, Jr. Day - campus closed

Monday, January 16 - Tuesday, January 24

No registration activity

Tuesday, January 17

Spring 2012 Payment Due Date (if registered 12/15/11-1/15/12)

Wednesday, January 18

Program for New International Students

Friday, January 20

Transfer Orientation Session 3

Wednesday, January 25

First day of Spring 2012 instruction

First day of Pro-Rata Refund/Calculation Schedule

Wednesday, January 25 - Monday, February 13

Late Registration period

February 2012

Monday, February 6

Last day to drop courses without an entry on student's permanent record

Last day to drop courses with adjustment of registration fees

Monday, February 13

Last day to add courses & register late

Last day to submit Audit/Credit/No Credit grading option

Friday, February 17

Spring 2012 Payment Due Date (if registered 1/25-2/13)

Tuesday, February 21

Enrollment census date

March 2012

Monday - Friday, March 26 - March 30

Spring recess - no classes

Monday, March 19

Spring 2012 Final Payment Due Date (if participating in IPP)

Friday, March 30

Cesar Chavez Day (Observed) - campus closed



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April 2012

Monday, April 9

Last Day for a Pro-Rata Refund

Tuesday, April 24

Last Day to withdraw for Spring

May 2012

Tuesday, May 15

Spring 2012 - Last day of instruction

Wednesday, May 16

Study/Conference Day (no classes or exams)

Thursday - Friday, May 17 - 18, Monday - Wednesday, May 21 - 23

Final examinations

Thursday, May 24

Final examinations make-up day

Friday, May 25

Grade evaluation day

Saturday, May 26

Commencement

Monday, May 28

Memorial Day - Campus closed

Tuesday, May 29

Grades due from faculty

End of Spring semester

End of Academic year

Wednesday, May 30

Spring 2012 grades available at <http://my.sjsu.edu>

Thursday, May 31

Deadline to clear Spring 2011 Incomplete grades

June 2012

Wednesday, June 6

Academic Standing viewable on MySJSU



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California State University

The individual California State Colleges were brought together as a system by the Donahoe Higher Education Act of 1960. In 1972 the system became the California State University and Colleges, and in 1982 the system became the California State University. Today the campuses of the CSU include comprehensive and polytechnic universities and, since July 1995, the California Maritime Academy, a specialized campus.

The oldest campus—San José State University—was founded in 1857 and became the first institution of public higher education in California. The newest—CSU Channel Islands—opened in fall 2002, with freshmen arriving in fall 2003.

Responsibility for the California State University is vested in the Board of Trustees, whose members are appointed by the Governor. The Trustees appoint the Chancellor, who is the chief executive officer of the system, and the Presidents, who are the chief executive officers of the respective campuses.

The Trustees, the Chancellor, and the Presidents develop systemwide policy, with implementation at the campus level taking place through broadly based consultative procedures. The Academic Senate of the California State University, made up of elected representatives of the faculty from each campus, recommends academic policy to the Board of Trustees through the Chancellor.

Academic excellence has been achieved by the California State University through a distinguished faculty whose primary responsibility is superior teaching. While each campus in the system has its own unique geographic and curricular character, all campuses, as multipurpose institutions, offer undergraduate and graduate instruction for professional and occupational goals as well as broad liberal education. All campuses require for graduation a basic program of “General Education Requirements” regardless of the type of bachelor’s degree or major field selected by the student.

The CSU offers high-quality, affordable bachelor’s and master’s level degree programs. Many of these programs are offered so that students can complete all upper division and graduate requirements by part-time, late afternoon, and evening study. In addition, a variety of teaching and school service credential programs are available. A limited number of doctoral degrees are offered jointly with the University of California and with private institutions in California. In 2005, the CSU was authorized to independently offer educational doctorate (Ed.D.) programs.

Enrollment in fall 2009 totaled 433,000 students, who were taught by more than 21,000 faculty. The system awards about half of the bachelor’s degrees and a third of the master’s degrees granted in California. More than 2.5 million students have graduated from CSU campuses since 1961.

A recent economic report found that the CSU supports more than 150,000 jobs statewide, annually. The engine driving job creation is more than \$17 billion in economic activity that directly results from CSU-related spending that generates \$5.43 for every dollar the state invests. For more information, please see www.calstate.edu/impact.



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Average Support Cost Per Full-Time Equivalent Student and Sources of Funds

The total support cost per full-time equivalent student (FTES) includes the expenditures for current operations, including payments made to students in the form of financial aid, and all fully reimbursed programs contained in state appropriations. The average support cost is determined by dividing the total cost by the number of FTES.

The total CSU 2010-11 budget amounts were \$2,617,435,000 from state General Fund appropriations (not including capital outlay funding), \$1,244,603,000 from net basic tuition fee revenue, and \$320,211,000 from other fee revenues and reimbursements for a total of \$4,182,249,000. The number of projected 2010-11 FTES is 339,873 resident and 14,509 non-resident students. FTES is determined by dividing the total academic student load by 15 units per term (the figure used here to define a full-time student's academic load).

The 2010-11 average support cost per FTES based on General Fund appropriation and net basic tuition fee revenue only is \$11,213 and when including all sources as indicated below is \$12,117. Of this amount, the average net basic tuition fee revenue and other income & reimbursements per FTES is \$4,416, which includes all fee revenue in the CSU Operating Fund (e.g. tuition fees, application fees, other miscellaneous fees, and reimbursements).

AVERAGE COST 2010-2011	AMOUNT	AVERAGE COST PER FTE STUDENT	PERCENTAGE
State Appropriation*	2,617,435,000	7,701	64%
Net Basic Tuition Fee Revenue**	1,244,603,000	3,512	29%
Other Income & Reimbursements***	320,211,000	904	7%
Total Support Cost	\$4,182,249,000	\$12,117	100%

*State Appropriation includes a decrease of \$106 million reflecting a shift of costs on a one-time basis to the federal American Recovery and Reinvestment Act State Fiscal Stabilization Fund.

**Net Basic Tuition fee revenue and other income represents campus 2010-11 budgets submitted November 2010.

***Other income and reimbursements represent campus "other fee" 2010-11 final budget revenues submitted, as well as reimbursements in the CSU Operating Fund.

The average CSU 2010-11 academic year, resident, undergraduate student basic tuition fee and other mandatory fees required to apply to, enroll in, or attend the university is \$5,285. However, the costs paid by individual students will vary depending on campus, program, and whether a student is part-time, full-time, resident, or nonresident.

Detailed, current student cost information is located at www.sjsu.edu/bursar.

Financial data provided by The California State University, January 2011.



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CSU Administration

The California State University
401 Golden Shore
Long Beach, CA 90802-4210
562-951-4000

Dr. Charles B. Reed
Chancellor, CSU System

Dr. Ephraim P. Smith
Executive Vice Chancellor and Chief Academic Officer

Dr. Benjamin F. Quillian
Executive Vice Chancellor and Chief Financial Officer

Ms. Gail Brooks
Vice Chancellor, Human Resources

Mr. Garrett Ashley
Vice Chancellor, University Relations and Advancement

Ms. Christine Helwick
General Counsel

Mr. Larry Mandel
University Auditor

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The CSU Campuses

California State University, Bakersfield

9001 Stockdale Highway
Bakersfield, California 93311-1022
Dr. Horace Mitchell, President
661-654-2782
www.csub.edu

California State University, Channel Islands

One University Drive
Camarillo, CA 93012
Dr. Richard R. Rush, President
805-437-8400
www.csuci.edu

California State University, Chico

400 West First Street
Chico, California 95929-0150
Dr. Paul J. Zingg, President
530-898-4636
www.csuchico.edu

California State University, Dominguez Hills

1000 East Victoria Street
Carson, California 90747-0005
Dr. Mildred Garcia, President
310-243-3696
www.csudh.edu

California State University, East Bay

25800 Carlos Bee Boulevard
Hayward, California 94542
Dr. Leroy M. Morishita, Interim President
510-885-3000
www.csueastbay.edu

California State University, Fresno

5241 North Maple Avenue
Fresno, California 93740
Dr. John D. Welty, President
559-278-4240
www.csufresno.edu

California State University, Fullerton

800 N. State College Boulevard
Fullerton, California 92831-3599
Dr. Milton A. Gordon, President
657-278-2011
www.fullerton.edu

Humboldt State University

One Harpst Street
Arcata, California 95521-8299
Dr. Rollin C. Richmond, President
707-826-3011
www.humboldt.edu

California State University, Long Beach

1250 Bellflower Boulevard
Long Beach, California 90840-0115
Dr. F. King Alexander, President
562-985-4111
www.csulb.edu

California State University, Los Angeles

5151 State University Drive
Los Angeles, California 90032
Dr. James M. Rosser, President
323-343-3000
www.calstatela.edu

California Maritime Academy

200 Maritime Academy Drive
Vallejo, California 94590
Dr. William B. Eisenhardt, President
707-654-1000
www.csum.edu

California State University, Monterey Bay

100 Campus Center
Seaside, California 93955-8001
Dr. Dianne F. Harrison, President
831-582-3330
www.csUMB.edu

California State University, Northridge

18111 Nordhoff Street
Northridge, California 91330
Dr. Jolene Koester, President
818-677-1200
www.csun.edu

California State Polytechnic University, Pomona

3801 West Temple Avenue
Pomona, California 91768
Dr. J. Michael Ortiz, President
909-869-7659
www.csupomona.edu



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CONTENTS

California State University, Sacramento

6000 J Street
Sacramento, California 95819
Dr. Alexander Gonzalez, President
916-278-6011
www.csus.edu

California State University, San Bernardino

5500 University Parkway
San Bernardino, California 92407-2393
Dr. Albert Karnig, President
909-537-5000
www.csusb.edu

San Diego State University

5300 Campanile Drive
San Diego, California 92182
Dr. Stephen L. Weber, President
619-594-5200
www.sdsu.edu

San Francisco State University

1600 Holloway Avenue
San Francisco, California 94132
Dr. Robert A. Corrigan, President
415-338-1111
www.sfsu.edu

San José State University

One Washington Square
San José, California 95192-0001
Dr. Mohammad Qayoumi, President
408-924-1000
www.sjsu.edu

California Polytechnic State University,

San Luis Obispo
San Luis Obispo, California 93407
Dr. Jeffrey Armstrong, President
805-756-1111
www.calpoly.edu

California State University, San Marcos

333 S. Twin Oaks Valley Road
San Marcos, CA 92096-0001
Dr. Karen S. Haynes, President
760-750-4000
www.csusm.edu

Sonoma State University

1801 East Cotati Avenue
Rohnert Park, California 94928-3609
Dr. Ruben Armiñana, President
707-664-2880
www.sonoma.edu

California State University, Stanislaus

801 West Monte Vista Avenue
Turlock, California 95382-0299
Dr. Hamid Shirvani, President
209-667-3122
www.csustan.edu



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Trustees of the California State University

The Honorable Edmund G. Brown, Jr.
Governor of California
State Capitol
Sacramento 95814

The Honorable Gavin Newsom
Lieutenant Governor of California
State Capitol
Sacramento 95814

The Honorable John A. Pérez
Speaker of the Assembly
State Capitol
Sacramento 95814

The Honorable Tom Torlakson
State Superintendent of Public Instruction
721 Capitol Mall
Sacramento 95814

Dr. Charles B. Reed
Chancellor of the California State University
401 Golden Shore
Long Beach 90802-4210

Officers of the Trustees

The Honorable Edmund G. Brown, Jr., President
Herbert L. Carter, Chair
Bob Linscheid, Vice Chair
Christine Helwick, Secretary
Benjamin F. Quillian, Treasurer

Appointed Trustees

Appointments are for a term of eight years, except student, alumni, and faculty trustees whose terms are for two years. Terms expire in the year in parentheses. Names are listed alphabetically.

Roberta Achtenberg (2015)
Nicole Anderson (2011)
Herbert L. Carter (2011)
Carol R. Chandler (2012)
Steven Dixon (2012)
Debra S. Farar (2014)
Kenneth Fong (2013)
Margaret Fortune (2016)
George G. Gowgani (2018)
Melinda Guzman (2012)

William Hauck (2017)
Raymond W. Holdsworth Jr. (2011)
Hsing Kung (2018)
Linda A. Lang (2017)
Bob Linscheid (2012)
Peter Mehas (2015)
Henry Mendoza (2016)
Lou Monville (2014)
Glen Toney (2013)

Correspondence with Trustees should be sent:

c/o Trustees Secretariat

The California State University
401 Golden Shore
Long Beach, CA 90802-4210



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Career Center

The Career Center is your one-stop resource for developing your career plans, choosing a major, connecting with employers, landing a job or internship and more.

Career Center services include:

- 24/7 access to SpartaJobs, the exclusive job and internship bank for SJSU students
- Job fairs and networking events with employers
- Resume, portfolio, internship and interview programs as well as many online resources
- Career planning and job search advice
- Career exploration software and directories
- Graduate study resources

Career Center services are available:

- Free to currently enrolled SJSU students
- For a Career Center membership fee to alumni

Career Center

ADM 154

ADM 255 (accessible)

408-924-6031

www.careercenter.sjsu.edu



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Challenge Examinations

Students may challenge courses by taking examinations developed at SJSU. Credit shall be awarded to those who pass them successfully.

Regularly enrolled students may earn credit in courses in which the student appears to be qualified by training or experience.

Courses for which credit by special examination may be earned are determined by the appropriate department.

Course credit by examination will not be allowed in a course in which the student has received a failing grade or in which the student has unsuccessfully sought credit by examination.

Credit by Examination is not available to Graduate Students or to students enrolling in 100W courses.



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Challenge Examination Procedure

1. Enroll in the course during any available registration period.
2. Consult with the instructor for preliminary approval.
3. Forms for Credit-by-Examination are available at www.sjsu.edu/registrar/forms
4. Present this form to the instructor for reporting the exam results.
5. Units earned through Credit-by-Examination are counted as part of the semester's total unit load.
6. The examination must be administered by the last day of the drop period.
7. If successful in challenging the course, you REMAIN enrolled in the class but do not attend. Grade of "CR" will be reported to the Registrar at the end of the semester with the regular grade report of the class.
8. If you FAIL the examination, you may elect to: Continue the course for a grade, -or- OFFICIALLY WITHDRAW through the regular drop procedure before the deadline (or a "WU" will be recorded).
9. Instructors must return the completed Credit-by-Examination form to the Student Services Center by the twentieth day of instruction indicating whether the student passed, failed, or did not take the examination.
10. Requests for exceptions to these provisions and procedures shall be made by student petition. The Credit by Exam petition, obtained from www.sjsu.edu/registrar/forms, shall explain fully why the case is unusual and the nature of the inconvenience. The petition is then presented to the instructor of the course, major advisor, departmental chairperson and the appropriate College Dean for their approval and signatures. At that time the student should pick up the Credit by Examination petition.



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Change of Major/Degree Objective

Students who wish to change their degree major objectives should obtain a change of major form at www.sjsu.edu/registrar/forms/index.htm. The form requires the approval and signatures of the appropriate university official(s). The completed form must be returned to the Registrar's Office. Students changing to undeclared major must submit the completed form to Academic Advising and Retention Services (AARS). Upon further review and approval by AARS, the forms are processed and filed with the Registrar's Office.

The change of major is not official until the approved form is on file with the Registrar's Office. This form may also be used to move from undeclared to a major; declare a second major, or change a minor. Change of undergraduate major and minor forms are downloadable from www.sjsu.edu/registrar/forms/index.htm. For graduate change of major, see www.sjsu.edu/gape/forms.

Change of major is not guaranteed.



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Class Notes

NOTE NUMBER	DESCRIPTION
01	Students must register for one section of each activity listed.
02	Students must register in an entire block of courses. Contact department office.
03	Lecture may be taken alone, but lab requires enrollment in a lecture section.
04	Compressed session.
06	Additional fees and/or materials required. Contact department office.
07	For more information contact International & Extended Studies at 408-924-2670.
09	See SJSU Catalog for requirements.
10	See department for advisement, prerequisites, and/or course requirements.
11	Consult SJSU Catalog for appropriate major requirements.
12	Contact department for dates, times or place of class meeting.
13	Students must also register in a lab section.
14	Meets pre-professional experience requirement for teacher education programs.
15	See comment section which appears under the department name.
16	Contact instructor for meeting dates.
17	Additional hours required.
18	Does not meet full semester.
19	Required field trips (may include weekends).
20	Class meets at off-campus location, students must arrange own transportation.
21	Course to be taught in Bath, England. Contact Study Abroad Office, ADM 223.
23	Section meets at Cabrillo College (televised).
24	Section meets at Gavilan College (televised).
25	Section meets at Monterey County Office of Education - Salinas (televised).
26	Section meets at James Logan High School - Union City (televised).
32	Class meets at off-campus location.
34	Prerequisite - Sophomore, junior or senior standing.
35	Prerequisite - Upper division standing.
36	Prerequisite - Graduate student status.
37	Prerequisite - Senior standing.
38	Prerequisite - Graduating senior status. Must show proof of application for graduation.
39	Prerequisite - Satisfaction of Entry Level Math Test (ELM). See Testing Section.
40	Prerequisite - Placement test. See Testing Section.
41	Prerequisite - Satisfaction of English Placement Test (EPT). See Testing Section.
42	Prerequisite - Calculus Placement Exam. See Testing Section.
46	Prerequisite - ENGL 001A.
47	Prerequisite - ENGL 001A and 001B.
48	Prerequisite - Written Communication II (100W) or equivalent.
52	At first class meeting students must furnish proof of completion of prerequisites.
53	Prerequisite courses required. Consult SJSU Catalog .
54	Prerequisites, skills or materials are required. Consult the SJSU Catalog or department office.
55	Prerequisite - California Basic Education Skills Test (CBEST) taken prior to enrollment.
57	Prerequisite - Passage of WST, upper division standing and completion of CORE GE. See Testing section. If you met requirements at another institution, provide transcript to Student Services Center.
58	Prerequisite - 100W.
59	Requires consent of instructor.
60	Requires consent of graduate or undergraduate advisor.



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61	Requires department release of permission number.
62	Requires department approval.
63	Requires negotiated agreements or contracts. Consult department.
64	Restricted class level. Consult department before enrolling.
66	Honors course. Requires department approval.
67	Not open to students majoring in this discipline.
68	Restricted to certain majors. Others permitted during add/drop on space available basis.
69	Restricted to certain majors. Contact department for information.
70	Open to non majors.
71	Disabled students only.
73	Not available to Open University students.
74	Prerequisites must be completed with grades of B or better.
75	Prerequisites must be completed with grades of C or better.
77	Restricted to majors in this department. See SJSU Catalog .
96	Multiple GE areas are met by completion of this course. See General Education section.
97	Course is on campus for all meetings. Supplemental course materials offered on Web require Internet access. This course may utilize the learning management system (LMS), Desire2Learn - check with your instructor. General information is located at www.sjsu.edu/ecampus/ .
98	Course is Internet-based through video streaming. Requires computer with sound card, 56K modem and Internet service provider. Contact 408-924-2636 or www.sjsu.edu/depts.atn .
99	Televised section. Course available via TV at several locations. Enrollment in this course grants SJSU permission to record your image and voice for instructional purposes. Contact 408-924-2636.
100	Televised section. Supplemental course materials offered on Web require Internet access. Course available at several locations. Enrollment in this course grants SJSU permission to record your image and voice for instructional purposes. Contact 408-924-2636. Supplemental course materials offered on Web require Internet access. This course may utilize the learning management system (LMS), Desire2Learn - check with your instructor. General information is located at www.sjsu.edu/ecampus/ .
101	Online, Web-based courses: Attendance during regular online sessions or meetings on campus may be required. This course may utilize the learning management system (LMS), Desire2Learn - check with your instructor. General information is located at www.sjsu.edu/ecampus/ .
102	Mixed Mode - Classroom and Online, Web-based instruction. Has required meetings on campus. This course may utilize the learning management system (LMS), Desire2Learn - Check with your instructor. General information is located at www.sjsu.edu/ecampus/ .
105	Service Learning Class. For information, contact 408-924-5440.



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Classification of Students

San José State University students are classified in the lower or upper division or in graduate standing based on the units completed. The basis of classification is as follows:

Lower Division

Freshmen are those who have earned a total of fewer than 30 semester units. Sophomores are those who have earned a total of 30 through 59 semester units.

Upper Division

Juniors are those who have earned from 60 through 89 semester units. Seniors are those who have earned 90 semester units or more. Second or Postbaccalaureate students are those possessing a recognized baccalaureate degree and enrolled in an undergraduate degree program. Unless otherwise noted, postbaccalaureate students follow the same policies and procedures as upper division undergraduates.

Graduate Standing

Graduate standing is the classification for those who possess a recognized baccalaureate degree and are enrolled in graduate studies or in school credential programs.

Undeclared Category

The university accepts freshmen who are not ready to declare a major academic objective into the undeclared category.

Students selecting the undeclared category for admission must declare a degree major objective prior to attaining junior standing. Students must obtain prior approval from the department in which they ultimately choose to major in accordance with university regulations.

Students who are in doubt about their degree program are encouraged to seek assistance from Academic Advising and Retention Services in the Student Services Center.

Trained counselors are also available in Counseling Services and in the Career Center. Students will be assisted on an individual basis with the appropriate use of vocational assessment when necessary.

Undeclared students should report to Academic Advising & Retention Services in the Student Services Center for General Education and other academic advisement.



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CMS Help Desk

MySJSU login and navigation assistance.

To inquire about your MySJSU User ID or Password, include your first and last name, as well as your SJSU ID (if available), mailing address and date of birth.

cmshelp@sjsu.edu



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Complaints

A student involved in a dispute must first attempt to resolve the matter with the other party. If an agreement is not reached, the student should seek the aid of the University Ombudsperson or the immediate supervisor of the other party. Students may seek the counsel of the Ombudsperson before speaking with parties directly involved in the conflict. If this informal process fails to resolve the matter, the student should contact the University Ombudsperson regarding the formal complaint process.

Complaint Procedures - Alleged Violations of State Law

Student/Applicant Complaint Procedure for Alleged Violations of State Law Not Covered by Another CSU Complaint Procedure

This executive order fulfills the requirements of the Higher Education Act Title IV, 34 Code of Federal Regulations sections 600.9(a)(1)(i)(A) and 668.43(b), by establishing a complaint procedure for CSU students and student applicants alleging that the CSU has violated one or more state laws, where there is no other applicable CSU complaint procedure.

I. Scope of Procedure

This complaint procedure is for CSU students and student applicants who believe the CSU has violated one or more state laws. It does not encompass complaints already covered by another CSU complaint procedure (e.g., student complaints alleging discrimination, harassment and retaliation, covered by Executive Order No. 1045). It also does not encompass complaints regarding CSU's compliance with academic program quality and accrediting standards; such complaints may be filed with the Western Association of Schools and Colleges (WASC), the agency that accredits the CSU's academic program, at <http://www.wascsenior.org/comments>.

II. The Complaint

A. The complaint must be filed within 30 work days of the CSU's alleged violation of one or more state laws, or the complainant's discovery thereof.

B. The complaint must be made in writing and clearly indicate the intent to file a complaint alleging that the CSU violated one or more state laws or specifically reference this executive order.

C. The complaint must contain the following:

The complainant's name, student I.D. number, mailing address and telephone number.

The term and year of the complainant's last active academic status or the term and year the complainant sought admission to the university.

A detailed description of the specific actions that constituted the alleged violation of one or more state laws, including the specific law or laws alleged to have been violated and, if known, the name(s) and title(s) of the responsible CSU employee(s).

The date(s) the alleged improper activities occurred or the condition developed.

A list of witnesses, if any, including their contact information and the facts known by each.

Copies of any documentary evidence that supports the complaint.

Descriptions of documents that support the complaint and, if known, where the documents are maintained and by whom if the actual documents are not in the possession of the complainant.

A dated and signed statement by the complainant under penalty of perjury that the complaint is true, or is believed by the complainant to be true.

D. The complaint may be filed with the campus president or designee ("campus administrator").

E. The complaint must be personally delivered, or sent by electronic or certified mail. The complaint filing date is the date of personal service, the date on the electronic transmission or the postmark date of the mailing.

III. The Level I Campus Investigation

A. The campus administrator shall review the complaint to determine whether it is timely filed, contains all the required information and falls within the scope of this executive order. If it does, the campus administrator shall notify the complainant in writing within 10 work days of receipt of the complaint that the complaint has been accepted. If it is untimely or does not contain all of the required information, the campus administrator shall notify the complainant in writing within 10 work days of receipt of the complaint that the complaint has not been accepted and state the reasons.



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If it is determined that the complaint falls within the scope of another CSU complaint procedure, the campus administrator shall forward the complaint to the appropriate campus official and shall notify the complainant in writing within 10 work days of receipt of the complaint that the complaint has been deemed to fall within the scope of another CSU complaint procedure, why, and to whom the complaint has been forwarded. The administrator shall not forward the complaint or disclose the complainant's identity to anyone who has or appears to have a conflict of interest in regard to the allegation(s).

B. If the complainant raises any new allegations after the complaint has been accepted, the campus administrator shall decide whether to include those allegations as part of the complaint. If they are not included as part of the initial complaint, the complainant shall be advised of the need to file a new complaint to address those allegations.

C. The campus administrator shall investigate the claim, or may appoint a third party to conduct an investigation. The investigator shall be a management personnel plan employee or an external consultant experienced in conducting investigations. If the complaint is against the CSU, the chancellor or any Chancellor's Office employee, campus president or vice president, the campus administrator shall consult with the Associate Vice Chancellor, Academic Affairs at the Chancellor's Office, who shall determine the appropriate handling of the complaint. The timelines and procedures for the process remain the same.

D. The complainant is required to fully cooperate in the investigation, and must participate in a timely intake interview. If the complainant does not cooperate, the campus administrator may end the investigation.

E. CSU employees are required to cooperate with the investigation, be truthful, maintain confidentiality, and provide all relevant and/or requested information to the investigator.

F. Complaints and other information gathered during the course of the investigation by the university shall be shared only with individuals who have a legitimate business reason to know.

IV. The Level I Campus Decision

The campus administrator shall make the final decision and issue a letter of determination to the complainant no later than 60 work days from the date the complaint was filed, unless s/he determines that extenuating circumstances warrant an extension of time. In no case shall the decision letter be issued later than 90 work days from the date the complaint was filed.

Within the investigation period, the investigator must make findings of fact and conclusions regarding the allegations, which s/he shall reduce to an investigative report. Preponderance of the evidence is the applicable standard: in order to establish a fact, the investigator must find that the evidence on one side outweighs the evidence on the other side.

The report should include the following information:

A summary of the allegations.

A description of the investigative process.

The preponderance of the evidence standard used to determine whether a violation occurred.

The evidence considered.

A determination of whether the allegations were found to be substantiated.

Within the time frame specified above, the campus administrator shall notify the complainant in writing of the outcome. The notification should include a summary of the allegations, a description of the investigative process, the preponderance of the evidence standard used, the evidence considered and a determination of whether the allegations were found to be substantiated. The notification shall also inform the complainant what, if any, actions were or will be taken (specific employee discipline is confidential), and of his/her option to file an appeal under Article V of this executive order. The campus administrator shall maintain a copy of the notification as required by the applicable document retention policy(ies).

V. The Level II Chancellor's Office Review and Decision

A. If the complainant is not satisfied with the campus decision, s/he may file a Level II appeal with the Office of the Chancellor no later than 10 work days after receipt of the Level I decision. Level II appeals shall be addressed to: Associate Vice Chancellor, Academic Affairs, CSU Office of the Chancellor, 401 Golden Shore 6th Floor, Long Beach, California 90802.

B. The appeal shall be in writing and must detail the specific disagreements with the campus decision. The issues raised on appeal shall be limited to those raised during the Level I process.

C. The Associate Vice Chancellor, Academic Affairs or designee shall review the issues raised on appeal to determine whether the campus has adequately processed and addressed the complaint and/or whether the preponderance of the evidence indicates that there has been a violation of state law.



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D. The Associate Vice Chancellor, Academic Affairs or designee shall issue a decision no later than 60 work days after receipt of the appeal unless s/he determines that extenuating circumstances warrant an extension of time. In no case shall the final decision letter be issued later than 90 work days from the date the appeal was filed. The decision shall include a summary of the issues raised on appeal, a description of the review process, the preponderance of the evidence standard used, the evidence considered and a final decision. The notification shall also inform the complainant what, if any, actions were or will be taken (specific employee discipline is confidential), and note that the CSU's review of the complaint is now considered final and complete. A copy of the final decision letter shall be provided to the campus administrator.

VI. General Provisions

- A. Work days are defined as Monday through Friday, excluding all official holidays or campus closures at the campus where the complaint originated.
- B. A student/applicant must proceed with a complaint in good faith. A student who knowingly and intentionally files a false complaint, abuses this policy, or files a malicious or frivolous complaint may be subject to discipline. Discipline shall be taken in accordance with Section 41301, Title 5, California Code of Regulations.
- C. When issuing a Level I or II response, personal delivery or certified mail shall be used. If personal delivery is used, a signature acknowledging the calendar date of delivery shall be obtained which will establish the date of response. If certified mail delivery is used, the postmark shall establish the date of response.
- D. The CSU is not obligated under this executive order to investigate a complaint not timely filed under its provisions. Regardless, the CSU may investigate the underlying allegations if it determines the circumstances warrant investigation. Also, if the circumstances warrant investigation, the CSU may waive the time limits and choose to process the complaint under the complaint process set forth herein.
- E. CSU will notify the California Department of Finance, Office of State Audits and Evaluation, and the Bureau of State Audits, of all cases of actual or suspected fraud, theft or other irregularities it learns of as the result of any complaint made under this executive order.
- F. Time periods set forth in this executive order may be extended by the campus administrator and, at Level II, by the Associate Vice Chancellor, Academic Affairs up to the specified maximums, if any, provided s/he informs the complainant of the new time period in writing.
- G. Care shall be taken to keep confidential the identity of the complainant in so far as feasible and consistent with the law.
- H. CSU employees are prohibited from retaliating against complainants or others who cooperate with the investigation.

Effective: September 1, 2011

Model Complaint Procedure

Model complaint procedure for CSU students/applicants in compliance with HEA Title IV, 34 CFR, Sections 600.9 (a)(1)(i)(A) and 668.43(b)

Student/Applicant Complaint Procedure Notice

The California State University takes very seriously complaints and concerns regarding the institution. If you have a complaint regarding the CSU, you may present your complaint as follows:

- (1) If your complaint concerns CSU's compliance with academic program quality and accrediting standards, you may present your complaint to the Western Association of Schools and Colleges (WASC) at <http://www.wascsenior.org/comments>. WASC is the agency that accredits the CSU's academic program.
- (2) If your complaint concerns an alleged violation by CSU of a state law, including laws prohibiting fraud and false advertising, you may present your claim to the campus president or designee at [e-mail address]. The president or designee will provide guidance on the appropriate campus process for addressing your particular issue.

If you believe that your complaint warrants further attention after you have exhausted all the steps outlined by the president or designee, or by WASC, you may file an appeal with the Associate Vice Chancellor, Academic Affairs at the CSU Office of the Chancellor.

Note: Most complaints made to media outlets or public figures, including members of the California legislature, Congress, the Governor, or individual CSU trustees, are referred to the chancellor of the CSU.

Nothing in this disclosure should be construed to limit any right that you may have to take civil or criminal legal action to resolve your complaint.

The CSU has provided this disclosure to you in compliance with the requirements of the Higher Education Act of 1965, as amended, as regulated in 34 Code of Federal Regulations sections 600.9(a)(1)(i)(A) and 668.43(b).



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Counseling Services

A professionally trained, multi-culturally sensitive staff provides confidential counseling services to enrolled SJSU students. Responding to the many pressures and demands facing students at different times, Counseling Services offers psychological and educational counseling, groups and workshops, crisis counseling, referral and consultation services, training of practicum and intern students, and outreach presentations. The private offices in Counseling Services support an atmosphere of safety and confidentiality between a counselor and a student. All services are free to enrolled SJSU students.

Personal/Psychological Counseling

Counselors can work with you to improve your mood, decrease your anxiety, increase your skills in handling stress, improve your skills in relationships, and help you make better decisions. Our professional staff include licensed psychologists, social workers, and marriage family therapists.

Educational Counseling

Do you need help adjusting to the university environment and academic expectations? Would you like to improve your study skills? Are you having trouble choosing a major? Are you showing a pattern of poor performance? There are many reasons why students come in for educational counseling. Educational counselors can problem-solve complex, sensitive issues that may be interfering with your ability to achieve academic success.

Each semester Spartan Success workshops are offered to help students become more successful at SJSU. For a complete listing of the workshops with times and dates, please see www.sjsu.edu/counseling/Workshops/

Outreach Service

Our professional counselors offer a variety of presentations on topics of interest to campus organizations and student groups free of charge.

Counseling Services

ADM 201

408-924-5910

www.sjsu.edu/counseling



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Course Numbering System

Course Numbers

Lower division (freshman and sophomore) courses are numbered 001-099 and cannot be used for credit in graduate or credential programs; upper division (junior and senior) courses are numbered 100-199; graduate courses are numbered 200-299.

Methods or professional courses given by or for other departments are allowed upper division credit are numbered 300-399 and doctoral courses are numbered 500-599.

180, 184, 096, 196 and 296 Courses

Individual Studies (180) and Directed Reading (184) are used for independent study and are generally reserved for majors within a department. Normally, no more than four units of 180 and/or 184 may be taken for baccalaureate credit (see Unit Requirements). Courses numbered 96, 196 and 296 are offered to meet special demands for experimental courses on a temporary basis and are listed in the SJSU Schedule of Classes, but not in this catalog.

400-499 Continuing Education Units

Courses in the 400-series are especially designed for professional in-service and relicensure purposes. Continuing Education Units (CEU) are given for these courses. Courses are not applicable to degree programs and units earned do not affect grade point totals or average.



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Degree Progress Report

The **Degree Progress Report**, linked at your MySJSU account, allows matriculated students, advisors, and evaluators to determine what requirements a student has satisfied and what requirements are still needed. The progress report matches academic requirements (university and major) against a student's individual academic record.

The report is a valuable tool in tracking your degree requirements, as well as an advising tool to assist you and your advisor in monitoring your academic progress. You should consult with your major advisor on a regular basis.

Official verification of completion of your degree requirements will be processed by the Graduation Evaluators.



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Disability Resource Center (DRC)

The DRC facilitates the delivery and referral of academically related services for students with disabilities. Students who register and create a confidential file with the DRC can receive a wide spectrum of services based on individualized needs. It is recommended that students make an appointment to register with the DRC prior to registering for classes; however, students can register any time during the semester with the DRC. Services include, but are not limited to the following:

Academic Advising

Advising is available for the selection of courses and educational planning. Please note that all major advising is provided by advisors in the major departments.

Adaptive Technology Center (ATC)

Students registered with the DRC receive one-on-one and small group training in the use of adaptive software and hardware.

Curriculum Accommodations

A range of accommodations are available to students who qualify for curriculum support on a case-by-case basis. Accommodations include but are not limited to: adaptive technology, alternative media, notetaking, sign language Interpreters and test accommodations.

Deaf and Hard of Hearing (D&HoH)

The D&HoH Program provides Educational Sign Language Interpreters or Real-Time Educational Captioners for students who are Deaf or Hard of Hearing. Eligibility for this service is determined by the Deaf Services Coordinator and/or Lead Interpreter, and is based in part on the professional documentation provided by the student.

Disabled Parking Permits

Eligibility for disabled parking is determined on a case-by-case basis substantiated by medical verification.

Learning Disability Services

An array of academically related services is provided on a case-by-case basis for students with a verified learning disability. Accommodations include, but are not limited to, test accommodations and notetakers.

Registration Priority

All students registering with the DRC will be considered for priority registration based on disability-related criteria and is determined on a case-by-case basis. It is recommended that students register with the DRC as soon as possible after applying to SJSU.

Disability Resource Center

ADM 110

Voice: 408-924-6000

TTY: 408-924-5990

www.drc.sjsu.edu

info@drc.sjsu.edu



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Disciplinary Action Statement

Students who have failed to comply with Federal, State and local laws governing the use of alcohol and illicit drugs will be subject to sanctions ranging from probation up to and including expulsion from the University. Incidents involving students against whom charges have been filed will be processed in accordance with the Chancellor's Executive Order 970 (Student Disciplinary Procedures of The California State University), a copy of which may be obtained in the Office of Judicial Affairs.

Any permanent or probationary employee of the California State University may be dismissed, demoted or suspended for any one of several causes, including addiction to the use of controlled substances, conviction of a felony or conviction of any misdemeanor involving moral turpitude or drunkenness on duty (Educ. Code 89535). Employees challenging the imposition of such sanctions may appeal to the State Personnel Board and receive a hearing before an impartial body. Faculty employees have alternative appeal processes outlined in their collective bargaining agreement.



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Discipline Policy

California Code of Regulations

Inappropriate conduct by students or by applicants for admission is subject to discipline as provided in Sections 41301 through 41304 of Title 5, California Code of Regulations.

Student Conduct Standards

California Education Code 41301

(a) Campus Community Values

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

(b) Grounds for Student Discipline

Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

The following behavior is subject to disciplinary sanctions and are the grounds upon which student discipline can be based:

(1) Dishonesty, including:

- (A) Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
- (B) Furnishing false information to a university official, faculty member, or campus office.
- (C) Forgery, alteration, or misuse of a university document, key, or identification instrument.
- (D) Misrepresenting oneself to be an authorized agent of the university or one of its auxiliaries.

(2) Unauthorized entry into, presence in, use of, or misuse of university property.

(3) Willful, material and substantial disruption or obstruction of a university-related activity, or any on-campus activity.

(4) Participating in an activity that substantially and materially disrupts the normal operations of the university, or infringes on the rights of members of the university community.

(5) Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus university-related activity.

(6) Disorderly, lewd, indecent, or obscene behavior at a university-related activity, or directed toward a member of the university community.

(7) Conduct that threatens or endangers the health or safety of any person within or related to the university community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.

(8) Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

(9) Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and university regulations) or the misuse of legal pharmaceutical drugs.

(10) Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and university regulations), or public intoxication while on campus or at a university-related activity.

(11) Theft of property or services from the university community, or misappropriation of university resources.

(12) Unauthorized destruction, or damage to university property or other property in the university community.

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(13) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a university-related activity.

(14) Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.

(15) Misuse of computer facilities or resources, including:

- (A) Unauthorized entry into a file, for any purpose.
- (B) Unauthorized transfer of a file.
- (C) Use of another's identification or password.
- (D) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the university community.
- (E) Use of computing facilities and resources to send obscene or intimidating and abusive messages.
- (F) Use of computing facilities and resources to interfere with normal university operations.
- (G) Use of computing facilities and resources in violation of copyright laws.
- (H) Violation of a campus computer use policy.

(16) Violation of any published university policy, rule, regulation or presidential order.

(17) Failure to comply with directions of, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.

(18) Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the university community, to property within the university community or poses a significant threat of disruption or interference with university operations.

(19) Violation of the Student Conduct Procedures, including:

- (A) Falsification, distortion, or misrepresentation of information related to a student discipline matter.
- (B) Disruption or interference with the orderly progress of a student discipline proceeding.
- (C) Initiation of a student discipline proceeding in bad faith.
- (D) Attempting to discourage another from participating in the student discipline matter.
- (E) Attempting to influence the impartiality of any participant in a student discipline matter.
- (F) Verbal or physical harassment or intimidation of any participant in a student discipline matter.
- (G) Failure to comply with the sanction(s) imposed under a student discipline proceeding.

(20) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

(c) Application of this Code

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

(d) Procedures for Enforcing this Code

The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the university imposes any sanction for a violation of the Student Conduct Code.

(e) Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

As referenced earlier in Section XXI, Student Conduct (15) (G) the penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.



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Student Conduct Procedures

SJSU is committed to ensuring a safe learning and living environment for students, faculty, and staff. The privilege of attending San José State University is accompanied by certain responsibilities to ensure this environment. The California Code of Regulations, Title 5, Section 41301 establishes behavioral expectations of our students to promote safety and good citizenship. The California State University issued Executive Order No. 1043, named Student Conduct Procedures, on August 3, 2009 to outline procedures for administering the Student Conduct Code as well as ensuring students' rights to due process. Executive Order No. 1043 supersedes Executive Order No. 740. The process is intended to be educational in nature, and appropriate sanctions may be administered.

Policy and Implementation

At San José State University the responsibility for administering the Student Conduct Code resides with the Director of Student Conduct and Ethical Development in the Division of Student Affairs. This position is responsible for carrying out the duties in Executive Order No. 1043 assigned to the Student Conduct Administrator, including the determination of whether to initiate disciplinary action.

Use of attorneys is not permitted in student conduct proceedings at San José State University. This includes the informal conferences as well as formal disciplinary hearings. (See EO 1043, Article III, Section 3 for additional details about attorneys.)

The duties of the president in Executive Order No. 1043 are delegated to the Vice President for Student Affairs, including the appointment of hearing officers (Article III), review of final reports of hearing officers and issuing notice of the final decision (Article IV, Sections 5 and 6), and the imposition of interim suspension (Article VI).

41302. Disposition of Fees: Campus Emergency; Interim Suspension

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

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

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

41303. Conduct by Applicants for Admission

Notwithstanding any provision in this Chapter 1 to the contrary, admission or readmission may be qualified or denied to any person who, while not enrolled as a student, commits acts which, were he enrolled as a student, would be the basis for disciplinary proceedings pursuant to Sections 41301 or 41302. Admission or readmission may be qualified or denied to any person who, while a student, commits acts which are subject to disciplinary action pursuant to Section 41301 or Section 41302. Qualified admission or denial of admission in such cases shall be determined under procedures adopted pursuant to Section 41304.

41304. Student Disciplinary Procedures for the California State University

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



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Disqualification, Academic

Undergraduate students on academic probation are subject to academic disqualification if their subsequent Fall or Spring SJSU term GPA falls below 2.0. Freshmen on Academic Probation are allowed a second consecutive semester of probation if their term GPA is in the range 1.50 to 1.99.

An undergraduate student reinstated on probation must achieve a grade-point average better than 2.0 each semester following readmission until such time as he/she has earned a cumulative SJSU GPA of 2.00.

Undergraduate students are eligible to repeat a limited number of courses with grades of C-, D+, D, D-, F, NC, WU, or IC through SJSU's Open University. Graduate students should see the section on University Disqualification in the graduate portion of this catalog. All work taken through Open University is included in the cumulative record and is considered in the determination of probation and disqualification.

The Registrar's Office will notify any student who, according to the university's records, appears to be disqualified. These students will be disenrolled and their registrations cancelled. If reinstated, the student may be eligible to re-enroll in the courses from which the student was dropped. Note: Failure to notify students does not create the right of a student to continue enrollment. See section on Reinstatement.

Unless otherwise noted, postbaccalaureate (second baccalaureate) students follow the same policies and procedures as upper division undergraduates.

Academic disqualification policies were revised in University Policy S10-6 and are effective with the determination of Academic Standing at the end of the Fall 2011 semester.

Administrative Academic Disqualification of Students

Section 41300 in Title 5 of the California Code of Regulations permits administrative-academic probation or disqualification from academic programs in the CSU for unsatisfactory scholastic progress regardless of cumulative GPA. See University Policy S10-6 for details.



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Disqualification, Administrative-Academic

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

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

When such action is taken, the student will receive written notification, including an explanation of the basis for the action.

In addition, an appropriate campus administrator may disqualify a student who at any time during enrollment has demonstrated behavior so contrary to the standards of the profession for which the student is preparing as to render him/her unfit for the profession. In such cases, disqualification will occur immediately upon notice to the student, which shall include an explanation of the basis for the action, and the campus may require the student to discontinue enrollment as of the date of the notification.



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Disqualification, Graduate

See Graduate Policies



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Disqualification in the Major

Each college, school, program and/or department has the option of employing a policy for disqualification from the major. Those which opt to disqualify from the major must have published criteria for determining probation in the major, disqualification from the major, and reinstatement into the major. Such criteria may include individual course grades below C (2.0) or CR, a major GPA below 2.0, or a university GPA below 2.0. Students disqualified under this policy must be notified by the department, school or college when placed on probation in the major or disqualified by the major. Students disqualified from their majors may do academic work to be reinstated to the major (if permitted by policy), or change to another major for which they are qualified. Appeals may be submitted to the Academic Disqualification and Reinstatement Review Committee via the Office of Undergraduate Studies.

Impacted degree programs are those most likely to have policies for disqualification in the major, but even non-impacted programs may have such policies. The Office of Undergraduate Studies will maintain current information about disqualification in the major.



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Double Major

If a student has completed the requirements for two or more majors leading to the **same baccalaureate degree** for the same graduation application period, those majors shall be acknowledged on a single diploma and on the student's transcripts. If a student has completed the requirements for two or more majors leading to **different baccalaureate degrees** for the same graduation application period, both degrees and majors shall be acknowledged on a single diploma and on the student's transcripts. Each major or formal concentration, not including courses in preparation for or in support of the major, must consist of at least 36 units for Bachelor of Science degree majors, or at least 24 units for Bachelor of Arts degree majors, units that are completely separate and distinct from the other degree or formal concentration. The university has the right to restrict students from pursuing double majors, particularly when resources must be equitably distributed among all students.



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Drug-Free Schools Statement

In accordance with the Drug-Free Workplace and the Drug-Free Schools and Communities Act (P.L. 102-226) and the Presidential Directive (90-92), SJSU recognizes that the abuse of alcohol and other drugs is a threat to the health and welfare of the campus community and is not compatible with an environment where education takes place. Therefore, the following principles will serve as standards of conduct.

The unlawful manufacture, possession, distribution or use of a controlled substance is prohibited on campus. Violation of this standard may result in dismissal under the applicable regulations of the Title V and will be subject to civil and criminal penalties.

No individual below the age of 21 and no intoxicated individual may use, purchase or possess alcoholic beverages or they may be subject to the penalties imposed by local, state and federal laws.

SJSU recognizes that its policy on illicit drugs and alcohol meets the legal requirements of public laws 101-226, 100-440, 100-690 and the California Penal Code. For more explicit information on the policy and sanctions, contact the Office of the Vice President for Student Affairs or the Student Health Center.

SJSU's Commitment to Student Health and Safety

SJSU is sincerely concerned for the welfare of all members of its community. The university recognizes that college and university campuses may be particularly vulnerable to the abuse of alcohol and other drugs. Concern for the potential impairment of education and learning and the safety and good health of all members of the campus community, as well as the effective conduct of campus affairs, has led SJSU to issue this information.

This information was prepared to inform members of the campus community of the problems associated with alcohol and illicit drug abuse; to indicate sources of assistance for such problems; to emphasize standards of conduct desired of students, faculty and employees; and to note sanctions associated with infractions of these standards and other illegal acts related to abuse.

All colleges and universities that receive federal funds in any form are required to comply with Public Law 101-226. Partial compliance with this new law requires annual distribution of information to students and employees. This law, in addition to the Drug Free Workplace Act (Public Law 100-690) which requires applicants for federally funded grants and contracts (including certain forms of student financial aid) to certify that they will take affirmative steps to prohibit the unlawful manufacture, distribution, possession and use of controlled substances in the workplace, establishes the legal requirements for SJSU.

A more complete compendium on Federal, State and Local laws is available at the following locations:

- Vice President for Student Affairs, ADM 242
- Human Resources, UPD
- Wellness and Health Promotion Office, HB 209



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Education, College of

The Connie L. Lurie College of Education is a learning community dedicated to equity and excellence. Equity initially addresses access and outcomes, and the college works to incorporate equity in action through policy and process. Excellence in a democratic society actualizes each student's unique potential as an individual and as a member of a diverse community. Excellence involves knowledge and skills with a commitment to lifelong curiosity, imagination and learning. The result is the college's commitment to the preparation of educators, including teachers, administrators, counselors and service providers who have the knowledge, skills, dispositions and ethics that ensure equity and excellence for all students in a culturally diverse, technologically complex global community.

The college offers bachelor's and master's degrees and a number of professional credentials. Programs are offered through seven academic departments which are supplemented by a variety of resources including the Armstead Center for Communication Disorders and the Child Development Laboratory Preschool. The college, housed in William Sweeney Hall, offers two computer laboratories that are open to both undergraduate and graduate students. Students also have access to other high tech education applications.

Student Service Centers

The Kay A. Armstead Center for Communication Disorders provides observation, diagnostic evaluation and clinical practicum opportunities to undergraduate students and advanced clinical practicum to graduate students.

The Richard Brandt Technology Reading Collection was dedicated to the college in 2001 and includes more than 100 titles chronicling the emergence of the technology boom.

The Child Development Laboratory Preschool is housed in two locations on the SJSU campus, including toddler and pre-school labs. These programs provide undergraduates with both observation and hands-on clinical/practicum opportunities.

The Center for Careers in Education in Sweeney Hall 107 provides prospective students information about the various professional preparation programs in education offered by the college.

The Office of Credentials and Student Services in Sweeney Hall 108 provides students with information about the California Basic Education Skills Test (CBEST), PRAXIS MSAT (Multiple Subject Assessments for Teachers), MSAT and Subject Assessments section of PRAXIS. General information on elementary (Multiple Subject), secondary (Single Subject) and specialist teaching credentials, as well as other credential and certificate programs, are available through the office.

Advisement

Advising and information related to applications are handled through the seven academic departments. These departments include Child and Adolescent Development, Communicative Disorders and Sciences, Counselor Education, Educational Leadership, Elementary Education, Secondary Education and Special Education.



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Educational Equity

The California State University defines "educational equity" to be "...justice, equal opportunity, fairness and impartiality in the educational processes affecting under represented minorities. It involves the implementation of programs designed to attract, admit and support students heretofore excluded from full participation in the university by conditions of educational and economic disadvantages" (Educational Equity: A Continuing Commitment, published by the California State University, 1989).



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Educational Opportunity Program (EOP)

Applicants who are low-income, and who would be the first generation in their family to earn a baccalaureate degree, are encouraged to apply online through CSU Mentor for consideration in the Educational Opportunity Program. For more information see www.csumentor.edu.

EOP (Educational Opportunity Program)

Clark Hall

408-924-2637

www.sjsu.edu/eop

educational.opportunity.program@sjsu.edu



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Emergency Information

Dial 911 from any phone

Any on-campus phone: 911
Any pay phone: 911

Blue Light Phone

Just open box and pick up receiver

Non-emergency

On-campus office phones: 4-2222
Pay phone: 924-2222

Major emergency information

In the event of a major emergency
408-924-SJSU

Sign up for emergency alerts

ALERT-SJSU
my.sjsu.edu



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Engineering, Charles W. Davidson College of

The College of Engineering offers ten engineering curricula leading to BS and MS degrees in aerospace, chemical, civil, computer, electrical, general, industrial and systems, materials, mechanical and software engineering. The college also has BS degree programs in aviation and industrial technology and a MS degree program in quality assurance . California provides, through community colleges, the California State University and the University of California, coordinated educational programs designed to meet local and statewide needs in engineering and technology.

Engineering Student Success Center

The goal of the **Engineering Student Success Center** is to mentor students from admission through graduation. The Center provides academic advising, support services, and opportunities for professional development and practice.

The **MESA Engineering Program and the Women in Engineering Program** work to increase the number of graduates entering the engineering profession from traditionally under-represented and economically disadvantaged groups. MEP actively recruits students, provides support services until graduation and acts as liaison with companies offering employment experiences. MEP assists students with admissions, academic and personal counseling, financial aid and scholarships, housing and registration. MEP maintains a study center for tutoring, workshops, individual and group study and social functions. A summer job placement program assists students in obtaining jobs in industry.

The **Community for Engineering Learning and Living (CELL)** is a themed living community offered by the University Housing Services for first year engineering students. CELL's objectives are to provide a cooperative learning environment, to encourage and build the engineering community and to foster a sense of belonging and responsibility to the community. Through facilitated study groups, CELL students will experience the academic support and cooperation of a community committed to academic success. CELL students will have regular access to faculty, advisors and industry professionals through workshops and programs. CELL is about shared experiences and creating a vibrant and caring engineering community.



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Engineering Student Success Center (ESSC)

ENG 344

408-924-3990

www.engr.sjsu.edu/students/essc



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English-Language Proficiency Exam Requirement

All undergraduate applicants whose native language is not English and who have not attended schools at the secondary level or above for at least three years full time where English is the principal language of instruction must present a score of 61 or above on the Test of English as a Foreign Language (TOEFL). Some majors and class levels may require a higher score. A few programs may also use alternative methods of assessing English fluency: Pearson Test of English Academic (PTE Academic), the International English Language Testing System (IELTS), and the International Test of English Proficiency (ITEP).

SJSU will notify students after they apply when to submit scores.

SJSU MINIMUM PROFICIENCY STANDARDS	INTERNET	PAPER
TOEFL: Undergraduate, except Engineering	61	500
TOEFL: All Engineering majors and all graduate applicants	80	550
International English Language Testing System (IELTS)	Undergraduate and Graduate students	7.0
Pearson Test of English (PTE)	Undergraduate and Graduate students PTE	68



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EPT/ELM Placement Tests in English and Math

All students, unless otherwise exempt, are required by the California State University to complete the Entry Level Mathematics (ELM) and the English Placement Test (EPT) and have scores available prior to registering for any class.

For the most flexibility in scheduling your courses, it is to your advantage to take the test(s) on the earliest available date!

If you still need to take one or more of these exams, register now! Call 408-924-5980 or see <https://testing.sjsu.edu> for testing information.

Importance of the exams

If you must take the ELM and/or the EPT, the score you earn will determine your placement into a math or English class. Failure to score sufficiently high on either of these exams will cause you to be placed into mandatory remedial courses during your first year at SJSU. Since this can impact the length of time it will take you to earn your degree, we strongly recommend that you prepare for these exams.

How to prepare for the exams

Visit the Testing website at <https://testing.sjsu.edu> for:

- Links to other test sites in the CSU
- Test instructions
- Sample questions and problems contained in **Focus on Math** and **Focus on English**.
- English Placement Test www.csumathsuccess.org/exempt_esw
- Entry Level Mathematics www.csumathsuccess.org/exam_prep

English Placement Test (EPT) Exemptions

National Standardized Tests

- SAT: 500 or higher on the critical reading section
- ACT: 22 or higher on the English test
- AP: 3 or higher on the Language & Composition or Literature & Composition Tests

Community College credit

- Complete a course with a grade of C or better for a course that satisfies Area A-2 of General Education

Early Assessment Program (EAP)

- A status of "Ready for college-level English courses" on the Early Assessment Program taken at the end of 11th grade.

Entry Level Mathematics (ELM) Exemptions

National Standardized Tests

- SAT: 550 or higher on SAT I Mathematics Reasoning or SAT II Mathematics Level IC or IIC.
- ACT: 23 or higher on the mathematics test
- AP: 3 or higher on the Statistics, Calculus AB or BC test

Community College Credit

- Complete a course with a grade of C or better for a course that satisfies Area B-4 of General Education

Early Assessment Program (EAP)

- A status of "Ready for college-level math courses" on the Early Assessment Program (EAP) taken at the end of 11th grade.
- A status of "Conditionally Ready for college-level math courses" on the Early Assessment Program (EAP) taken at the end of 11th grade and completion with a C or better of an approved mathematics courses during 12th grade.



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ELM/EPT Exam Dates

Register for the test at least 2 1/2 weeks in advance. Students who require disability-related accommodations must register four weeks prior to the posted test date.

TEST DATE.....	REGISTRATION DEADLINE
----------------	-----------------------

January 21, 2012.....	January 6, 2012
February 11, 2012.....	January 27, 2012
March 17, 2012.....	March 2, 2012
March 31, 2012.....	March 16, 2012
April 28, 2012.....	April 13, 2012

*Any test taken after April 30 may not be scored in time for Fall applicants to attend Frosh Orientation. Official scores must be on file with SJSU prior to any orientation or advising activity. No exceptions.

To sign up for a test:

- Testing Office, IS 228
- Continuing students: <https://testing.sjsu.edu>
- 408-924-5980

ELM/EPT Score Results Option

- Select and remember a PIN (Personal Information Number) you choose on the day of the exam.
- Using your PIN, access your online score report at www.ets.org/csu.

If you live outside of the Bay Area, another state or country

If you live in California and choose to take the ELM/EPT closer to home, contact the testing office at the CSU campus closest to you. Make sure that you take the exam early so that you can request that the results be reported to SJSU prior to your orientation session.

Contact Educational Test Services at 925-808-2142 and select option 2 to schedule a test in an alternate test site close to you.

If you live outside of California or in another country, you may take the exams at SJSU just prior to the first day of instruction. However, you will not be able to register for courses without these exams. If you plan on arriving earlier, you may sign up for an earlier date, attend orientation and register for classes.

If you wish to take the EPT and/or the ELM before arriving in California, please call 1-925-808-2142 or e-mail csuout-of-state@ets.org (mailto:csuout-of-state@ets.org). There is an additional fee of \$50 for testing outside of the state of California.

What if I don't take the exams?

You will not be able to enroll in SJSU classes.

To clarify ELM exemption status or verify test scores

Susan McClory

408-924-5070
Susan.McClory@sjsu.edu
www.math.sjsu.edu/~mcclory/

Testing Office

IS 228
408-924-5980



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Are there any other placement exams?

Contact the department for specific instructions, dates and policies for placement exams in Calculus, Physics, Foreign Languages, and Music. Most of these exams are given the week prior to the beginning of the semester and some are offered several times before the term begins.

Need the Calculus Placement Exam?

Most frosh and lower division transfers to the colleges of Business, Science and Engineering need to take the Calculus Placement Exam prior to registration in their required math class. For details, exemptions and other criteria, see www.sjsu.edu/math/calculus.



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Equal Opportunity

San José State University does not discriminate on the basis of accent, age, ancestry, citizenship status, color, creed, disability, ethnicity, gender, marital status, medical condition, national origin, race, religion or lack thereof, sex, sexual orientation, transgender and veteran's status. This policy applies to all SJSU student, faculty and staff programs and activities. Questions regarding this policy should be directed to the Office for Equal Opportunity, UPD 303, 408-924-1115.

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



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Excess Units

See "Maximum Unit Loads"

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Exploratory Course

Students who have not decided upon a major, are encouraged to avail themselves of the following course designed to aid them in assessing their abilities and goals and in formulating a decision in their ultimate choice of a major.

EDCO 004. Personal, Academic and Career Exploration

Concepts and applications of personal decision-making. Introduction to life-span human development concepts through the use of self-assessment instruments and procedures. Orientation to San José State University.

GE: E

3 units



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Extended Studies Scholastic Regulations

Disqualified students may enroll in Extended Studies programs; however, the university, in considering applications for readmission and reinstatement, does not accept 400-series course credit as evidence of qualification for reinstatement.

Students desiring to apply extension credit toward the requirements for any degree or teachers' credentials must secure approval from the department that is authorizing the reinstatement.

All students enrolling through Extended Studies must meet course prerequisites and are bound by all applicable university regulations given in this catalog, or in the most recent Winter Session or Open University schedule of classes. Information concerning tuition fees, admission and registration policies and procedures, withdrawal and refund policies, grading systems, academic standards and student advisement may be found in one or more of these publications. Regulations concerning the application of Extended Studies credit toward bachelor's degrees and toward residence credit in the university are given elsewhere in this catalog under "Credit Transferred from Extended Studies".



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Facilities Unique to SJSU

Africana Center functions both as a library resource center and a community center, with the goals of scholarship, leadership, and community responsibility about and for Africana people, a term that refers to all people of African descent. The Africana Center supports and sponsors programs and scholarship specific to Africana life, history and culture.

Art Foundry, located one mile south of campus, provides facilities for casting and fabricating large-scale sculptures in bronze, aluminum, iron and steel as well as work in stone and other materials.

Asian American Resource Center is a place to study, research, gather and connect to SJSU. Community members bridge the gap between SJSU and the rich history and contributions of Asian-Americans to this region.

Aviation Facility provides hands-on aviation operation and maintenance experience from its classroom, laboratory and hanger facility at San José.

Biological Sciences Research Collections include entomology, herpetology, vertebrate and invertebrate museums and the Carl Sharsmith Herbarium.

Chicano Resource Center provides a single locus for books, periodicals, reference tools, pamphlets and clippings relating to Mexican- American history, culture and community.

Electro-Acoustical Studios offer undergraduate music students access to digital synthesizers.

Engineering Laboratories are state-of-the-art, the result of a \$41 million project supported by many of the nation's leading high technology corporations.

Phyllis Forward Simpkins International House is a large residence hall, located one block from campus, that is home to overseas and U.S. students interested in widening their international experience.

International and Extended Studies Building houses International Gateways in a classroom and computer lab complex two blocks southwest of campus.

Journalism Laboratories include the newsroom and advertising offices of the Spartan Daily, the studios of television's Update News, and the production room of the student magazine, Access, that provide applied experience in specific media

Moss Landing Marine Laboratories provides access to the geologically and biologically important Monterey Bay Canyon and to some of the world's richest ocean and salt marsh research areas. The laboratories are served by the deep-sea research ship Point Sur.

Nuclear Science Laboratory is the only radiochemistry lab in the Western World available for both graduate and undergraduate classes.

Science Education Resource Materials Center makes available to student teachers educational aids for science classes, including live fauna and geological models.

Speech and Hearing Center is an on-campus multilingual audiology and speech pathology community clinic.

Timpany Center is owned by Santa Clara County and operated by the Department of Kinesiology in collaboration with other schools/departments within the College of Applied Sciences and Arts to provide internships/research opportunities in health and physical activity for those with disability, older populations, and the obese.



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Fairness Committee

See Student Fairness Committee



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Fees

See Registration - Tuition Fees

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Financial Aid and Scholarships

Financial Aid and Scholarships awards federal, state and local grants, loans and scholarships. Start by filing the federal Free Application for Federal Student Aid (FAFSA). The **priority deadline is March 2 of every year**. You must apply every year to be considered for financial aid for the following academic year. By completing the process, we establish your financial need. Need is the difference between a typical student budget and what you and your family are expected to pay. Aid is awarded via:

Grants: Since grants generally do not have to be repaid, grants typically are awarded to undergraduate students with the greatest need. SJSU distributes the Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), Teacher Education Assistance for College and Higher Education (TEACH) Grant; California Grants A, B; the State Graduate Fellowship, Educational Opportunity Program (EOP) and the State University Grants.

Loans: Loans can be helpful, but they must be repaid. If you must borrow, limit the amount to what you really need. It may seem nice now, but you will be repaying the funds, with interest, after you leave school. SJSU awards the following loan types: Federal Perkins Loan and the Kuhlman Loan, a loan program funded from the estate of a generous alumna. Also, loans are awarded through the federal government for the Federal Direct Stafford Subsidized and Unsubsidized Loans and Federal Plus Loans (for parents of college students).

Scholarships: To qualify for any SJSU scholarship, you must complete at least one semester at SJSU by March 2. Apply online at <http://scholarships.sjsu.edu/>. The Scholarship Office has information to assist you with your scholarship search.

Work Study: Rather than take loans, the Federal Work-Study program allows students to work part-time while learning job skills. There are both on-campus and off-campus job listings for qualified students.

Fee Deferrals: Once you have submitted all requested documents, a fee deferral will be assigned to your record to hold your classes and delay the payment of registration fees while your financial aid process is completed. To prevent enrollment cancellation, it is your responsibility to submit all requested documents prior to the scheduled fee payment deadline. Be sure to monitor your account at MySJSU for file status changes and "To Do" items. Financial Aid fee deferrals are temporary and are issued once all requested financial aid documents are submitted.

Financial Aid and Scholarships

Student Services Center
408-283-7500
www.sjsu.edu/faso



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Final Examination Policy

It is the general policy in most courses to have several examinations during the semester and a final examination. Supervision of examinations is the responsibility of each college dean. Exceptions to the requirement for giving a final examination must be approved by the college dean.

Final examinations may be rescheduled:

1. If there are verifiable emergency circumstances; **or**
2. If a student has more than two exams scheduled within a 24-hour period. In this case, the student may request an alternative exam date from any one of the instructors at least three weeks prior to the last class meeting.
3. In either case, if an alternate exam date and time during the regular final exam period cannot be arranged between the student and instructor, the rescheduled exam will be taken during the final exam-makeup period. If students and instructors are unable to reach agreement to reschedule, the Provost's office will negotiate an appropriate solution.

Graduate students should refer to section on Final Master's Examinations.

Final Examination, Evaluation, or Culminating Activity Policy

Faculty members are required to have a culminating activity (such as a final examination or discussion of learning outcomes) at the scheduled final examination time in each course. The college dean, under whose curricular responsibility the course falls, can authorize exceptions in writing in advance.

Final examinations may be rescheduled:

1. If there are verifiable emergency circumstances; **or**
2. If a student has more than two exams scheduled within a 24-hour period. In this case, the student may request an alternative exam date from any one of the instructors at least three weeks prior to the last class meeting.

In either case, if an alternate exam date and time during the regular final exam period cannot be arranged between the student and instructor, the rescheduled exam will be taken during the final exam-makeup period. If students and instructors are unable to reach agreement to reschedule, the Provost's office will negotiate an appropriate solution.



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Final Exam Schedule - Spring 2012

Classes with meeting times other than those identified in the Final Examination Schedule, or which cannot be held at the scheduled time, should utilize the "Make-Up" period provided.

Group I Classes

Group I classes are those classes which meet M, W, F, MTW, MWTh, MTWF, MWThF, MTWThF, MW, WF, MWF, MF, WTh, MT.

REGULAR CLASS START TIME	FINAL EXAMINATION DAY	FINAL EXAMINATION TIME
0730 or 0800	Thursday, May 17	0715-0930
0830 or 0900	Monday, May 21	0715-0930
0930 or 1000	Wednesday, May 23	0715-0930
1030 or 1100	Friday, May 18	0945-1200
1130 or 1200	Tuesday, May 22	0945-1200
1230 or 1300	Thursday, May 17	1215-1430
1330 or 1400	Monday, May 21	1215-1430
1430 or 1500	Wednesday, May 23	1215-1430
1530 or 1600*	Friday, May 18	1445-1700
1630* or 1700*	Tuesday, May 22	1445-1700

*Classes scheduled between 1600 and 1730, which are for two or more semester units of credit and meet only once per week, will follow the same schedule as "Late Afternoon Classes."

Group II Classes

Group II classes are those classes which meet TTh, T, Th, TWTh, MTTh, TThF, MTThF, MTWTh, TWThF, ThF, TF.

REGULAR CLASS START TIME	FINAL EXAMINATION DAY	FINAL EXAMINATION TIME
0730 or 0800	Friday, May 18	0715-0930
0830 or 0900	Tuesday, May 22	0715-0930
0930 or 1000	Thursday, May 17	0945-1200
1030 or 1100	Monday, May 21	0945-1200
1130 or 1200	Wednesday, May 23	0945-1200
1230 or 1300	Friday, May 18	1215-1430
1330 or 1400	Tuesday, May 22	1215-1430
1430 or 1500	Thursday, May 17	1445-1700
1530 or 1600*	Monday, May 21	1445-1700
1630* or 1700*	Wednesday, May 23	1445-1700

*Classes scheduled between 1600 and 1730, which are for two or more semester units of credit and meet only once per week, will follow the same schedule as "Late Afternoon Classes."



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Late Afternoon Classes

Late afternoon and night classes meeting more than once per week should schedule their final exam on the earliest possible date. Example: final exam for ENGL 001A which meets on TR from 17:30-18:45 should be scheduled on Thursday, May 17 from 17:15-19:30 (not Tuesday, May 22)

REGULAR CLASS START TIME	FINAL EXAMINATION DAY	FINAL EXAMINATION TIME
1730 or 1800-Monday	Monday, May 21	1715-1930
1730 or 1800-Tuesday	Tuesday, May 22	1715-1930
1730 or 1800-Wednesday	Wednesday, May 23	1715-1930
1730 or 1800-Thursday	Thursday, May 17	1715-1930
1730 or 1800-Friday	Friday, May 18	1715-1930

Night Classes

Night classes begin at 1830 or later. Late afternoon and night classes meeting more than once per week should schedule their final exam on the earliest possible date. Example: final exam for ENGL 001A which meets on Thursday, May 17 from 17:30-18:45 should be scheduled on Friday, May 18 from 17:15-19:30 (not Tuesday, May 22)

REGULAR CLASS START TIME	FINAL EXAMINATION DAY	FINAL EXAMINATION TIME
Monday Night.....	Monday, May 21	1945-2200
Tuesday Night.....	Tuesday, May 22	1945-2200
Wednesday Night	Wednesday, May 23	1945-2200
Thursday Night	Thursday, May 17	1945-2200
Friday Night.....	Friday, May 18	1945-2200

Online Classes

Online class final exams are to be administered during any of the following time periods

Thursday, May 17	1715-1930
Thursday, May 17	1945-2200
Friday, May 18.....	1715-1930
Friday, May 18.....	1945-2200
Thursday, May 24	All day

Make-Up

Any make-up examinations..... Thursday, May 24, 2012 All day

Written Communication Courses Examination Schedule - Spring 2012

Note: These tests are not governed by the rules for final examinations. Questions should be addressed to the sponsoring department.

COURSE	EXAMINATION DAY	EXAMINATION TIME
TBA	TBA	TBA



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Foreign Language Placement Test

The placement test is recommended for those students who studied a language in high school or acquired language skills through life experiences such as foreign travel or study abroad.

If you have taken college level foreign language courses (at SJSU, a community college, or other university), you do not need to be tested. Just enroll in the course for which you qualify on the basis of units accumulated. If you are unsure about course equivalencies, call 408-924-4602 and you will be referred to an advisor.

Students may also take the Placement Test for French, German or Spanish on an individual basis for the following semester. For details, call the Foreign Language Media Center at 408-924-4696.

For other languages, call 408-924-4602.



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General Education Academic Advisement

Academic Advising and Retention Services provides general education academic advising to ensure your academic success and help you achieve your educational goals. To make the most of your advising sessions, please observe the following:

- You must be admitted to SJSU at the time you make an appointment.
- Bring a complete set of all college transcripts—unofficial copies are acceptable.
- Bring a copy of your General Education certification if you attended a California Community College. A partial certification is acceptable.
- Bring a copy of your Degree Progress Report.
- Learn the requirements for your major—see the *SJSU Catalog* for details.
- See your major advisor.

Note: Students who have not yet been admitted to SJSU should make an appointment for advising with Student Outreach and Recruitment at 408-924-2564.

Academic Advising and Retention Services

Student Services Center
www.sjsu.edu/aars
408-924-2129



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General Education Requirements & Courses

Introduction to General Education

A university brings together many separate areas of learning, yet it is more than just a collection of specialized disciplines. The SJSU General Education Program incorporates the development of skills, the acquisition of knowledge, and the integration of knowledge through the study of facts, issues, and ideas. Regardless of major, all who earn undergraduate degrees should share common educational experiences, as they become university scholars. In combination with major, minor, and elective courses, the General Education curriculum should help students attain those attributes found in an educated person.

General Education Program Objectives

Students who complete the General Education curriculum should be able to demonstrate:

- a broad understanding of the sciences, social sciences, humanities, and the arts;
- an ability to communicate ideas effectively both in speaking and in writing;
- the capacity for critical and creative thinking;
- an understanding of ethical choices inherent in human development;
- an ability to assess information (information literacy);
- an ability to address complex issues and problems using disciplined analytic skills and creative techniques;
- multi-cultural and global perspectives gained through intellectual and social exchange with people of diverse backgrounds and experiences;
- the characteristics of “intentional learners” who can adapt to new environments, integrate knowledge from different sources, and continue learning throughout their lifetimes; and
- the capacity to participate as a socially responsible member of civic, professional, cultural, and other communities.

The advancement of academic discourse requires civility and a respectful attitude toward all in the expression and consideration of a variety of viewpoints. All courses shall reinforce the ethical responsibility of students and instructors to acknowledge respectfully the learning styles and forms of expression of individuals and members of all groups.



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Overview of Requirements

Core General Education

Basic Skills of an Educated Person

These courses build key skills for learning - communication and critical thinking. An educated person communicates ideas effectively both verbally and in writing. Being able to organize and express ideas is a key part of learning. An educated person must also have strong reasoning powers in order to analyze critically all types of information. The skills courses within General Education provide an opportunity for students to gain and enhance critical communication and analytical skills.

Oral Communication (A1).....	3
Written Communication 1A (A2).....	3
Critical Thinking (A3).....	3
Mathematical Concepts (B4).....	3
<hr/>	
Subtotal.....	12 units

Basic Knowledge of an Educated Person

In these courses, students gain the fundamental knowledge of an educated person. Students have opportunities to demonstrate an appreciation of the fundamentals of science, arts and letters, and the forces that shape the individual and modern society throughout the lifespan. This fundamental knowledge is crucial to understanding more advanced topics, including a major field of study.

Physical Science (B1).....	3
Life Science (B2).....	3
One lab course in a science is required	
Arts (C1).....	3
Letters (C2).....	3
Written Communication IB (C3).....	3
Human Behavior (D1).....	3
Comparative Systems, Cultures & Environments (D2).....	3
Social Issues (D3).....	3
Human Understanding & Development (E).....	3
<hr/>	
Subtotal.....	27 units

SJSU Studies (formerly Advanced GE)

Integrated Knowledge of an Educated Person

In these courses, students become integrated thinkers who see connections between and among a variety of concepts and ideas. An educated person applies concepts and foundations learned in one area to other areas as part of a lifelong learning process. These courses help students to live and work intelligently, responsibly, and cooperatively in a multicultural society and to develop abilities to address complex issues and problems using disciplined analytical skills and creative techniques.

Earth and Environment (R).....	3
Self, Society & Equality in the U.S. (S).....	3
Culture, Civilization & Global Understanding (V).....	3
Written Communication II (Z).....	0-3
<hr/>	
Subtotal.....	9-12 units

Graduation Requirements

American Institutions (may be satisfied in Core).....	0-6
Physical Education (two different courses must be used to meet the PE Requirement).....	0-2

Total General Education Units

CORE.....	39 Units
SJSU Studies.....	9-12 Units



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General Education Policies

1. All students must complete 51 units of approved GE courses with letter grades. If a requirement is waived without unit credit, additional approved GE courses must be taken to complete a minimum of 48 GE units.
2. All three areas described below must be completed by all students: Core GE (39 units), SJSU Studies (12 units) and American Institutions (0-6 units).
3. Transfer students may satisfy all Core GE by completing an Intersegmental GE Transfer Curriculum (IGETC) or a CSU 39-unit breadth certification prior to transfer. Second baccalaureate students satisfy Core GE with their first baccalaureate.
4. All students must satisfy SJSU Studies at SJSU regardless of GE completed at other institutions. Exceptions:
 - Written Communication II (100W) may be satisfied prior to transfer, unless also specified as a course requirement in the major.
 - A complete 48 unit GE Certification from another CSU is submitted, showing lower and upper division completed.
 - Second baccalaureate students who earned their first bachelor degree from a regionally accredited institution in the U.S.
5. If a course is listed as a sequence (A-B), the entire sequence must be completed to satisfy the requirement.
6. Written Communication (IA), Mathematical Concepts, Critical Thinking and Oral Communication courses require a minimum grade of "C."
7. A "C" or better in English 1B is prerequisite to registering for the WST and for the 100W courses. A "C-" is not acceptable.
8. To find approved courses, check the GE designator listed for the requirement. This designator is printed by each GE class section in the SJSU Schedule of Classes.
9. All GE courses must be on the approved list of the California Community College (CCC), California State University (CSU) or University of California (UC) for CSU Breadth Requirements or the Intersegmental General Education Transfer Curriculum (IGETC) where and when the course is taken.
10. The following GE courses require prerequisites to enroll:
 - Written Communication IA and IB: Satisfaction of the English Placement Test (EPT) requirement
 - Mathematical Concepts: Satisfaction of the Entry Level Math Test (ELM) requirement
 - SJSU Studies: Writing Skills Test (WST)See the Testing section for additional information about these exams.
11. Subsequent to initial completion of all CSU general education requirements (at the lower and upper divisions), a student may not be required to satisfy further exclusively general education requirements associated with an additional major program or baccalaureate degree.
12. Complete information on specific requirements and approved courses is found each semester in the SJSU Policies document.



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Major Exceptions

Students with the following majors must consult with their major advisors regarding approved modifications of GE. Exceptions are valid only if the student graduates with the listed degree major.

- Art & Design (BS and BFA only)
- Athletic Training
- Aviation
- Biological Sciences
- Chemistry
- Computer Science
- Earth Science
- Engineering
- Environmental Studies
- Forensics
- Geology
- Industrial Technology
- Kinesiology
- Mathematics
- Mathematics (Applied)
- Meteorology
- Music (BM only)
- Nursing
- Nutritional Science
- Occupational Therapy
- Physics

The following majors require that students complete a course for Written Communication II (Area Z) regardless of their score on the Writing Skills Test (i.e., no waiver allowed).

- Biological Sciences
- Chemistry
- Engineering
- English
- Geology
- History
- Meteorology
- Nursing
- Occupational Therapy
- Psychology
- Social Science
- World Languages



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CORE GE (Basic Skills and Basic Knowledge of an Educated Person)

Students must complete 39 units of Core GE courses.

First Year Experience Courses (FYE)

Courses with the suffix Q are intended for first time freshmen only and can be taken in the first semester at SJSU.

Basic Skills

9 units

Complete one course each in Oral Communication, Written Communication 1A, and Critical Thinking.

Oral Communication (A1)

Oral Communication courses should cultivate an understanding of the social, psychological, political and practical significance of communication, with special emphasis on the roles of public communication in a free society.

COMM 020.....	Public Speaking
COMM 020N.....	Public Speaking for Nonnative Speakers
COMM 040.....	Argumentation & Advocacy
HUM 001A-B.....	Background of Western Culture & Society
HUM 002A-B.....	Modern Culture & Social Institutions
MAS 074.....	Public Address

Written Communication IA (A2)

Students must satisfy the English Placement Test requirement prior to enrollment.

Written communication 1A courses should cultivate an understanding of the writing process and the goals, dynamics, and genres of written communication, with special attention to the nature of writing at the university.

ENGL 001A.....	Composition I
HUM 001A-B.....	Background of Western Culture & Society
HUM 002A-B.....	Modern Culture & Social Institutions

Critical Thinking (A3)

Critical thinking courses should help students learn to recognize, analyze, evaluate, and produce reasoning.

COMM 041.....	Critical Decision Making
ENGL 007.....	Critical Thinking
HIST 050.....	Historical Process: Understanding Historical Reasoning
HUM 001A-B.....	Background of Western Culture & Society
HUM 002A-B.....	Modern Culture & Social Institutions
LING 021.....	Language & Thinking
PHIL 057.....	Logic & Critical Reasoning
POLS 020.....	Controversial Legal Issues



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Science and Mathematical Concepts 9 UNITS

Complete at least one 3-unit course in Physical Science, Life Science, and Mathematical Concepts. At least one lab course (L) must be included.

Physical Science (B1)

In Science courses, students should master sufficiently essential quantitative and qualitative skills that are necessary to understand scientific knowledge and methods. Students should be able to incorporate scientific knowledge into the workplace and everyday life experiences.

ASTR 010	Descriptive Astronomy
CHEM 030A (L)	Introductory Chemistry
CHEM/PHYS 035 (L)	Introduction to Physical Sciences
ENGR 005	Science of High Technology
GEOG 001	Geography of Natural Environments
GEOLOGY 001	General Geology
GEOLOGY 003	Planet Earth
GEOLOGY 006	Geology of California
GEOLOGY 007 (L)	Earth, Time & Life
METR 010	Weather & Climate
METR 012	Global Warming
NUFS 001A	Physical Science of Foods
PHYS 001	Elementary Physics

Life Science (B2)

ANTH 012	Introduction to Human Evolution
BIOL 010	The Living World
BIOL 020 (L)	Ecological Biology
BIOL 021 (L)	Human Biology
ENVS 010	Life on a Changing Planet
NUFS 016	Science, Physiology, & Nutrition

Laboratory Science (B3)

The following courses meet the Lab requirement only.

ASTR 102 (L)	Astronomy Lab (1 unit)
BIOL 150/GEOLOGY 150 (L)	Fid Stds Nat Hist (1-2 units)
GEOLOGY 004L (L)	Planet Earth Lab
PHYS 001L (L)	Elem Phys Lab (1 unit)

Mathematical Concepts (B4)

Mathematical concepts courses enable students to use numerical and graphical data in personal and professional judgments and in coping with public issues. You must satisfy the Entry Level Mathematics requirement prior to enrollment in one course from the following:

HS 067	Introductory Health Statistics
MATH 008	College Algebra
MATH 010	Mathematics for General Education
MATH 012	Number Systems
MATH 019	Precalculus
PHIL 009	Math & Logic for General Education
SOCI/SOCS 015	Statistical Applications in the Social Sciences
STAT 095	Elementary Statistics
UNVS 015C	Statway C: Statistics-Concepts & Methods

Intensive Math

Students who have not completed a course satisfying Area B4, and who have completed MATH 030, MATH 030P, MATH 031, MATH 032, MATH 070, or MATH 071, with a grade of "C" or better ("C-" not included) will be allowed to use one of these courses to fulfill the Area B4 requirement.

Intensive Science

Students who desire a more intensive plan of courses to satisfy Core GE may submit a petition to the Associate Dean of the College of Science, SCI 127. For more details, go to www.sjsu.edu/ugs/docs/petitions/Intensive_Science.pdf.



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Humanities & Arts 9 UNITS

Complete one course each in Arts, Humanities, and Written Communication 001B.

Arts and Letters courses should give students knowledge and understanding of significant works of the human intellect and imagination.

Courses should enable students to participate in social and cultural communities associated with artistic and literary endeavors, enriching their personal and professional lives.

Arts (C1)

AMS 001A-B	American Civilization
ARTH 015	Intro to Visual Culture
ARTH 070A	Art History, Prehistoric to Medieval
ARTH 070B	Art History, Renaissance to Modern
ARTH/ASIA 070C	Arts of Asia
ARTH 072	Design in Society
DANC 010	Dance Appreciation
HUM 001A-B	Background of Western Culture & Society
HUM 002A-B	Modern Culture & Social Institutions
MUSC 010A	Music Appreciation
MUSC 010B	Introduction to Music
MUSC/ASIA 019	Music in World Cultures
PHIL 066	Introduction to Aesthetics
RTVF 010	The Art of Film
TA 005	Acting
TA 010	Theatre Appreciation

Letters (C2)

AMS 001A-B	American Civilization
CHIN 025A	Intermediate Chinese
CHIN 025B	Intermediate Chinese
ENGL 010	Great Works of Literature
ENGL 022	Fantasy & Science Fiction
ENGL 040	Contemporary World Fiction
ENGL 071	Creative Writing
ENGL 078	Introduction to Shakespeare's Drama
FREN 025A	Intermediate French: Reading
FREN 025B	Intermediate French: Writing
GERM 025A	Intermediate German
GERM 025B	Intermediate German
HUM 001A-B	Background of Western Culture & Society
HUM 002A-B	Modern Culture & Social Institutions
JPN 025A	Intermediate Japanese
JPN 025B	Intermediate Japanese
JWSS 018Q	Superheroes & Geeks
PHIL 010	Introduction to Philosophy
PHIL 061	Moral Issues
PHIL 070A	Ancient Philosophy
PHIL 070B	Modern Philosophy
POLS 003	Introduction to Political Thought
RELS/HUM/MDES 070A	Western Religions
RELS/ASIA/HUM 070B	Eastern Religions
RELS/HUM/JWSS/MDES 090	Bible Hist and Lit
SPAN 025A	Intermediate Spanish
SPAN 025B	Intermediate Spanish
TA 013	Great Comedies for Theatre

Written Communication 1B (C3)

Written Communication 1B will reinforce and advance the abilities developed in Written Communication 1A, broadening and deepening students' understanding of the genres

ENGL 001B	Composition 2
HUM 001A-B	Background of Western Culture & Society
HUM 002A-B	Modern Culture & Social Institutions

Students who satisfy Written Communication 001B with a course certified in another area of GE must complete Area C with a second course in Arts or Letters.



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Social Science 9 UNITS

Complete one course each in Human Behavior, Comparative Systems, and Social Issues.

Social Science courses should increase the student's understanding of human behavior and social interaction in the context of value systems, economic structures, political institutions, social groups, and natural environments

Human Behavior (D1)

Human Behavior courses will enable students to be able to recognize the interaction of social institutions, culture, and environment with the behavior of individuals.

ANTH 011.....	Cultural Anthropology	LING 020.....	Nature of Language
CHAD 075.....	Imagination, Play & Adult Creativity	MAS 030.....	Race & Ethnicity in Public Space
CMPE 025.....	The Digital World & Society	OCTH 010.....	Homeless Americans: Loss of the American Dream
COMM 010.....	Communication & Human Relationships	POLS 014Q.....	Awake in Utopia
COMM 021.....	Performing Culture & Society	PSYC 001.....	General Psychology
ECON 001B.....	Principles of Economics: Microeconomics	PSYC 082.....	Child & Adolescent Psychology
ECON 001BQ.....	Principles of Economics: Microeconomics	SOCI 001.....	Introduction to Sociology
ENGR/TECH 098.....	Technology & Women	WOMS 005Q.....	Gender, Race & Sexuality in Media
GEOG 010.....	Cultural Geography	WOMS 010.....	Perspectives on Sex & Gender Roles
HS/GERO/HRTM 015.....	Human Life Span		

Comparative Systems (D2)

Courses in this area will enable students to compare and contrast two or more ethnic groups, cultures, regions, nations, or social systems.

AAS 033A-B.....	Asian Americans in the United States Historical & Political Process	HIST/POLS 015A-B.....	U.S. History & Government
AAS/AFAM/MAS 025.....	The Changing Majority: Power & Ethnicity in America	HUM 001A-B.....	Background of Western Culture & Society
AMS 001A-B.....	American Civilization	HUM 002A-B.....	Modern Culture and Social Institutions
GEOG 101.....	Global Geography	MAS 10A-10B.....	Mexican Americans & the Development of U.S. History and Government
HIST 010A.....	Western Civilization	POLS 002.....	Introduction to Comparative Politics
HIST 010B.....	Western Civilization	WOMS/AAS 020.....	Women of Color in the US

Social Issues (D3)

Social Issues courses will enable students to apply multidisciplinary material to a topic relevant to policy and social action at the local, national, and/or international levels.

AAS 033A-B.....	Asian Americans in the United States Historical & Political Process	MAS 010A-B.....	Mexican Americans & the Development .. of U.S. History and Government
AMS 001A-B.....	American Civilization	MCOM 072.....	Mass Communication & Society
ENVS 001.....	Introduction to Environmental Issues	POLS 004.....	Introduction to International Relations
HIST/POLS 015A-B.....	U.S. History & Government	SOCI 080.....	Social Problems
HUM 001A-B.....	Background of Western Culture & Society	SOCI 116.....	Global Society
HUM 002A-B.....	Modern Culture and Social Institutions		



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Human Understanding & Development

3 units

Complete one course.

Human Understanding and Development courses will enable students to understand themselves as integrated physiological, social, and psychological entities who are able to formulate strategies for lifelong personal development. Students will also learn skills to employ available university resources to support academic and personal development.

Human Understanding & Development (E)

ANTH 025.....	Human Lifecourse in Context
BIOL 054.....	Human Understanding
BUS 012.....	Money Matters
CHAD 060.....	Child Developmt
CHAD/KIN 067.....	Development of Human Potential
COMM 074.....	Fundamentals of Intercultural Communication
COMM 074Q.....	Fundamentals of Intercultural Communication
EDCO 004.....	Personal, Academic & Career Exploration
GEOL 005.....	Human Development & the Natural World
HRTM 010.....	Creating a Meaningful Life
HS 001.....	Understanding Your Health
KIN 069.....	Stress Management: A Multidisciplinary Perspective
LING 022.....	Language Across the Lifespan
NUFS 009.....	Introduction to Human Nutrition
PHIL 012.....	Philosophy of the Person
PSYC 002Q.....	Identity Development & Prejudice
RELS 099.....	Death, Dying & Religions
SCI 002Q.....	Success in Science
SOCI/UNVS 057.....	Community Involvement & Personal Growth
TA 048.....	Voice & Movement for the Actor



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American Institutions Courses 6 UNITS

- All three requirements (US History, US Constitution, and California Government) must be completed from the following course work.
- Courses do not satisfy Core GE unless there is a GE area designator in parentheses.
- The WST is not a prerequisite for any of these courses.

Courses in American Institutions should expose students to alternative interpretations of the historical events and political processes that have shaped the social, economic, and political systems in which we live.

US History, US Constitution & California Government (F1-2-3)

All of these sequences satisfy Core GE requirements listed in parentheses. Both courses of the sequence must be completed to satisfy the requirement.

AAS 033A-B	Asian Americans in the US Historical & Political Process (D2/3)
AFAM 002A-B.....	African-Americans & the Development of America's History and Government
AMS 001A-B	American Civilization (C1/2, D2/3)
HIST/POLS 015A-B.....	US History & Government (D2/3)
HUM 001A-B.....	Background of Western Culture & Society (A2, C1/2, D2)
HUM 002A-B.....	Modern Culture & Social Institutions (A1/3, C/3, D/3)
MAS 010A-B	Mexican Americans & the Development of US History and Government (D2/3)

American History Only (F1)

HIST 020A-B	History of the American People (Both courses must be completed to satisfy the requirement)
HIST 170	Topics American History

US Constitution & California Government Only (F2-3)

POLS 001.....	American Government
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California Government Only (F3)

HIST 189A.....	California to 1900
HIST 189B.....	California from 1900
POLS 102.....	State Government & Politics



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**SAN JOSÉ STATE
UNIVERSITY**

SJSU Studies

Formerly Advanced GE

Students must complete 12 units of SJSU Studies courses.

- All SJSU Studies courses must be completed at SJSU, unless a complete 48 unit GE Certification from another CSU is submitted, showing lower and upper division completed.
- Complete one SJSU Studies course in each category.
- Prior to enrollment, all courses require completion of Core GE, satisfaction of the Writing Skills Test, and upper division standing. (For students who begin continuous enrollment Fall 2005 or later, 100W is prerequisite or co-requisite to enrollment in all other SJSU Studies courses).
- Students who fail the WST must consult their major advisor for appropriate preparation for SJSU Studies courses.
- For students who begin continuous enrollment Fall 2005 or later, courses used to satisfy Areas R, S, and V must be taken from three separate SJSU departments or other distinct academic units.
- **Effective Fall 2007:** Students can satisfy Areas R, S, V & Z taking COMM/ENVS/GEOL/HUM/METR 168/168W: Global Climate Change. This is a year-long course: students enroll in 6 units in the Fall and 3 units in the Spring. By successfully completing this course, students will fulfill all 12 required units of SJSU Studies: Areas R, S, V, Z.
- Second baccalaureate students who earned their first bachelor degree from a regionally accredited institution in the U.S. are not required to take SJSU Studies unless specific courses are required by the major.

Areas R, S, and V 9 UNITS

Complete one 3-unit course from each category.

Earth & Environment (R)

Courses in Earth and Environment will cultivate a student's knowledge of the scientific study of the physical universe and its life forms. Students will understand and appreciate the interrelationship of science and human beings to each other.

ANTH 160.....	Reconstructing Lost Civilizations
ASTR 101.....	Modern Astronomy
BIOL 101.....	Origins of Life
BIOL 110.....	Biodiversity & Biopolitics
COMM/ENVS/GEOL/HUM/METR 168/168W**.....	Global Climate Change I
ENGR 100W.....	Engineering Reports (For approved majors only)
ENGR 108.....	Green Electronics
ENVS 152.....	Environmental Issues & Global Distribution of Goods
GEOL 103.....	Earth Systems & the Environment
GEOL 105.....	General Oceanography
GEOL 107.....	Prehistoric Life
GEOL/ENVS 111.....	Geology & the Environment
GEOL 112.....	Hazards, Risks of Earthquakes & Volcanoes
GEOL 171.....	The End of the World (as you knew it)
HS 172.....	Contemporary Environmental Health Issues
LING 123.....	Sound & Communication
METR 112.....	Global Climate Changes
METR/ENVS 113.....	Atmospheric Pollution
NUFS 115.....	Issues in Food Toxicology
NUFS 139.....	Hunger & Environmental Nutrition
NUFS/KIN 163.....	Physical Fitness & Nutrition
PHIL 160.....	Philosophy of Science
PHYS/ANI 123.....	Physics of Animation
PHYS/MUSC 166.....	Physics of Music
UNVS 109.....	Climate Solutions Initiative

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Self, Society & Equality in the U.S. (S)

In these courses, students will study the interrelationships of individuals, racial groups, and cultural groups to understand and appreciate issues of diversity, equality, and structured inequality in the U.S., its institutions, and its cultures.

AAS 175	Asian American Communities
AAS 185	Multicultural Perspectives within American Society
AMS/HUM 169	The American Dream
ANTH/BIOL/HS 140.....	Human Sexuality
CA/ENGL/MUSC/TA 172.....	The Arts in US Society
CHAD 102	Development of Self in a Culturally Diverse Society
COMM/ENVS/GEOL/HUM/METR 168/168W**	Global Climate Change I
COMM 174.....	Intercultural Comm & Struct Inequality
EDUC/APSC/COMM/ENGR/HA/SCI 157	Community Action/Community Service
ENGL 169	Ethnicity in American Literature
ENGL 174	Literature, Self, & Society
GEOG/SOCS/ANTH/HIST 138	United States in Historical & Social Science Perspectives
GERO/HS/SCWK/SOCI 107	Aging & Society
HIST 188	History of Women in the United States
HPRF/HS/NUFS/NURS/OCTH 135	Health Issues in a Multicultural Society
HRTM 111	Leisure, Culture, & Identity
JS 132	Race, Gender, Inequality & the Law
JS 136	Family & Community Violence
KIN 101	Sport in America
KIN/HS 169	Diversity, Stress & Health
LING 129	Culture, Language and Ethnicity in the U.S.
MAS 130	Chicanas & Chicanos in American Society
MAS 160	Gender and Sexuality in the Chicana/o Community
MUSC 120	Worlds of Jazz
PHIL/BUS3 186.....	Professional & Business Ethics
POLS 120.....	Law & Society
PSYC 191	The Psych of Prejudice
RELS 162	Religion & Political Controversy in the US
RELS/HUM 191	Religion in America
RTVF 110	Electronic Media & Culture
SOCI 162	Race & Ethnic Relations
URBP 101	The City
WOMS 101.....	The Study of Women



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Culture, Civilization & Global Understanding (V)

In these courses, students should receive an appreciation for human expression in cultures outside the U.S. and an understanding of how that expression has developed over time. Additionally, students should understand how traditions of cultures outside the U.S. have influenced American culture and society.

AMS/ENVS/HUM 159.....	Nature & World Cultures
ANTH/ASIA 115.....	The Emerging Global Culture
ANTH 146.....	Culture & Conflict
ARTH 193A.....	Worlds of Art & Culture
ARTH/ASIA 193B.....	East Meets West in Art
CA/ENGL/MUSC/TA 173.....	Thinking About Contemporary World Arts
CHAD 106.....	Concepts of Childhood
CHIN/ASIA 140.....	Chinese Culture & Politics Through Literature
COMM/ENVS/GEOL/HUM/METR 168/168W**.....	Global Climate Change I
DANC 102.....	Dance in World Cultures
ENGL 117.....	Global Film, Literature & Cultures
ENGL 123A.....	Literature for Global Understanding-The Americas
ENGL 123B.....	Literature for Global Understanding-Africa
ENGL 123C.....	Literature for Global Understanding-Oceania
ENGL 123D.....	Literature for Global Understanding-Asia
ENGL/JWSS/HUM/FORL 126.....	Holocaust Literature
FREN 102B.....	Francophone Cultures: Through Literature & Cinema
GEOG 112.....	Nations, Cultures & Territorial Disputes
GEOG/SOCS/ANTH/HIST 139.....	The World in Historical & Social Science Perspectives
HIST 153.....	History of Women in Europe
HIST 155.....	20th Century World
HUM/ANTH/ASIA/RELS 114.....	Legacy of Asia
HUM 128.....	Perspectives on the Twentieth Century: The West in a Global Context
JS 116.....	Human Rights & Justice
LING/ASIA 122.....	English as a World Language
MUSC 117.....	Music & Culture in Latin America
NUFS 144.....	Food Culture: Consuming Passions
PHIL/ASIA/RELS 104.....	Asian Philosophy
PHIL 110.....	Science, Technology & Human Values
PHIL 133.....	Ethics in Science
PHIL 134.....	Computers, Ethics, & Society
POLS 150.....	War & Peace
RELS/ANTH 122.....	Magic, Science & Religion
RELS/ANTH/MDES 145.....	Middle Eastern Traditions
RTVF 111.....	Alternative Cinema
SPAN 102B.....	Hispanic American Culture
TA/ENGL 127.....	Contemporary Theatre
TECH/CMPE/ENGR/AE/ME 198.....	Technology & Civilization
UNVS 109.....	Climate Solutions Initiative
WOMS 102.....	The Global Study of Women

** Successful completion of this year-long course satisfies Areas R,S,V & Z.



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Written Communication II 3 UNITS

All students must satisfy Area Z by

- earning a "C" or better in English 1B (or equivalent), which is prerequisite to registering for the WST and for 100W courses. A "C-" is not acceptable.
- taking one of the courses listed below that is approved by their major; or
- completing the Graduation Writing Assessment Requirement (GWAR) during enrollment at another CSU or equivalent course work at another university prior to SJSU enrollment; or
- Obtaining a waiver score on the WST. If you waive 100W, you only need to complete 9 units of SJSU Studies in Earth & Environment; Self, Society & Equality in the U.S.; and Culture, Civilization & Global Understanding.
- Second baccalaureate students who earned their first bachelor degree from a regionally accredited institution in the U.S. are not required to take this course unless required by their major department.

In written communication II courses, students will develop advanced proficiency in college-level writing and appropriate contemporary research strategies and methodologies to communicate effectively to both specialized and general audiences.

WRITTEN COMMUNICATION II (Z)

AFAM 100W	GEOL 100W
ANTH 100W	HIST 100W
ART 100W	HUM/AMS/RELS 100W
ARTH 100W	HPRF/HS/NURS/NUFS/OCTH 100W
BIOL 100W	HRTM 100W
CA 100W	JS 100W
CHAD 100W	KIN 100W
CHEM 100W	LLD 100W
COMM 100W	LLD 100WB
COMM/ENVS/GEOL/HUM/METR 168/168W**Global Climate Change	MATH 100W
CS 100W	MCOM 100W
DSGN 100W	METR 100W
ECON 100W	MUSC 100W
ENGL 100W	POLS 100W
ENGL 100WB	PSYC 100W
ENGR 100W	SCWK 100W
ENVS 100W	SOCI 100W
FORL 100W	SOCS 100W
GEOG 100W	TA 100W

** Successful completion of this year-long course satisfies Areas R, S, V & Z.

Previous GE Requirements

Students approved for earlier GE patterns have four options:

1. Follow the pattern described here;
 2. Continue to follow their previous pattern using courses that now appear in categories that are the same as the previous pattern;
- or-
3. Use courses previously taken when approved for the required categories;
- or-
4. Use courses in new categories to substitute for previous requirements.



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Grade Appeals, Grade Assignments

Academic Senate Policy S09-7

Assignment of Grades and Provisions for Appeals

The following principles support the minimum standards governing the assignment of grades and provisions for appeals (per CSU Executive Order 1037):

- A. Faculty have the sole right and responsibility to provide careful evaluation and timely assignment of appropriate grades.
- B. There is a presumption that grades assigned are correct. It is the responsibility of anyone appealing an assigned grade to demonstrate otherwise.
- C. In the absence of compelling reasons, such as instructor or clerical error, prejudice or capriciousness, the grade assigned by the instructor of record is to be considered final.
- D. 1. Students who believe that an appropriate grade has not been assigned should first seek to resolve the matter informally with the instructor of record (per Change of Grade section).
- 2. If the matter cannot be resolved informally, the student may pursue a grade appeal and present his or her case to the Student Fairness Committee (according to University Policy S09-7, Student Fairness Dispute Resolution), have it reviewed and, where justified, receive a grade correction.
- E. If the instructor of record does not assign a grade, or if he or she does not change an assigned grade when the necessity to do so has been established by appropriate campus procedures, it is the responsibility of other qualified faculty as determined by the appropriate campus entity. "Qualified faculty" means one or more persons with academic training comparable to the instructor of record who are presently on the faculty at that campus.

F. SJSU shall maintain and implement existing policy and procedures covering the assignment of grades and grade appeals that include the following provisions:

- 1. The time and manner of reporting course grades including provisions for assuring that such grades have been assigned by the instructor of record.
- 2. Circumstances under which the instructor of record may change a grade once assigned, and procedures for making such changes.
- 3. A means for preliminary review of potential appeals that may resolve differences before initiation of formal proceedings.
- 4. Grounds for which a grade appeal is permitted.
- 5. One or more committees for hearing grade appeals that shall provide safeguards to assure due process for both student and instructor. Such committees shall include student membership. Student members shall not participate in assignment of grades.
- 6. Procedures whereby grades are assigned by other qualified faculty in circumstances where the instructor of record does not do so, including those instances where a grade change is recommended by a grade appeals committee and the instructor of record does not carry out that recommendation.
- 7. Specification of time limits for completion of various steps in the appeal process and of the time period during which an appeal may be brought.
- 8. Description of the extent of the authority of appeal committee(s), including provisions that clearly limit grade changes to instances where there is a finding that the grade was improperly assigned.
- 9. Limitation of committee authority to actions that are consistent with other campus and system policy.
- 10. A statement that there is a presumption that grades assigned are correct. Thus, the burden of proof rests with the individual who is appealing.
- 11. Procedures for dealing with allegations of improper procedure.
- 12. Assignment of authority to revise policies and procedures for grade appeals to the campus faculty senate. The campus president is responsible for ensuring that such revisions conform to the principles and provisions of this executive order.
- 13. Provision for annual reporting to the President and Academic Senate on the number and disposition of cases heard.

Change of Grade (Not Resulting from a Grade Appeal)

A. The basic principle underlying changes of grade is that all students be treated fairly and be given equal opportunities to demonstrate their academic learning and earn course grades representing that learning. Application of this criterion precludes the assignment of extra credit unless such assignments were made known and available to all students in the class. It further precludes rejudgment, afterthought, or reconsideration of an individual's graded work unless such opportunity for change of grade is made equally available to all students in the class.

B. Unless a rejudgment, afterthought, or reconsideration is applied fairly and equally for all students in a class, a change of grade request may be submitted only when there is an error in grading an assignment or course component, or in the case of a clerical, computational, transcriptional, or other administrative error. The specific nature of the error shall be recorded on the form requesting the change of grade. Once approved, the original grade will be removed from the transcript and the new (changed) grade will replace it.



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C. A change of grade request must be submitted by the department office directly to the Office of the Registrar in a timely fashion. Normally, such requests must be received by the drop deadline of the following Spring or Fall semester and will require the signatures of the instructor and the department chair. Further extension of this deadline will be considered only when there is documentation of the student's attempt(s) to contact both the instructor and the department chair, and the late submission of the change of grade form is clearly beyond the student's control.

D. A change of grade request received after the drop deadline of the following Spring or Fall semester and within one calendar year after the posting of the grade requires the signature of the appropriate college Associate Dean in addition to those of the instructor and the department chair.

E. A change of grade request received more than one year after the posting of the grade will require, additionally, the approval of the Associate Dean for Undergraduate Studies or Graduate Studies and Research, as appropriate.

F. If a request for a change of grade is approved by the instructor but denied at a subsequent level of review, a written explanation for the denial shall be provided to the student, the faculty member, and the department chair.

Integrity of the Academic Record

A. All grades reported at the end of each semester are final, unless changes have been made according to the provisions given above, or those of University Policy F08-2. Students are responsible for reviewing their grades for accuracy before the beginning of the subsequent term. They are also responsible for verifying their transcripts for changes, e.g., from grade forgiveness, withdrawals, clearance of Incomplete grades, or clearance of Report Delayed (RD) grades.

B. A student who believes he or she has received a grade in error should contact the instructor to verify and, if appropriate, correct the grade. If an instructor is unavailable or absent during the subsequent semester, the student should promptly consult with the department chair about the grade in question. If the department chair is unable to contact the instructor, he or she shall notify the Associate Dean of the College in writing, requesting that an extension of the grade correction deadline be granted. The Associate Dean will then contact the Office of the Registrar if the request for an extension is deemed valid.

C. After a degree has been posted, no further adjustments can be made on the record except under extraordinary circumstances as determined by Graduate or Undergraduate Studies.



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Grade Forgiveness

See "Repetition of Courses"



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Grade Postings

SJSU does not mail grades. Grades from Spring 1991 to the present are available at MySJSU (<http://my.sjsu.edu>). SJSU ID and Password required.

Spring 2012 Grades

Grades for Spring 2012 term will initially be posted on Wednesday, May 30, 2012.

Academic standing will be posted on Wednesday, June 6, 2012.

See Transcripts in the Directory for information on official transcript requests.



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Grading System

A, B, C, D, F Letter Grades

The grading policy of SJSU provides that A, B, C, D, F, shall be the basic grading system and shall apply to all course work acceptable toward a degree program except for those courses in which it is mandatory or permissible that Credit/No Credit grades be used.

A+, A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0
WU	0.0

“AU” - Auditing a Class

An auditor must be officially enrolled in the course. Enrollment as an auditor is subject to permission of the instructor provided there is space available in the course. **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 last day to add classes in that term.

Credit/No Credit (CR/NC) Grades: Elective

An upper-division (Junior or Senior) student shall have the option of taking a maximum of 12 semester units as long as the units are not in the major or minor, or in support of, preparation for or prerequisite to the major or minor, or for General Education on the basis of Credit/No Credit for courses under the basic letter grade system. Eligible students may choose this option by turning in the CR/NC option form, available at www.sjsu.edu/registrar/forms, by the add deadline. Students may accumulate a maximum of 60 semester units of Credit/No Credit grades toward a baccalaureate degree.

In addition to turning in the CR/NC Option form, you must have officially added the class.

CAUTION: Credit = A, A-, B+, B, B-, C+, C; No Credit = C-, D+, D, D-, F, WU.

Credit/No Credit (CR/NC) Grades: Mandatory

“CR/NC” grades are mandatory for thesis and remedial course work. It is also normally used in projects, field work, internships, individual studies, or directed reading. As recommended by departments and approved by the college dean, credit/no credit grades may be used in activity and laboratory courses, workshops, and selected seminars (colloquia). Students may accumulate a maximum of 60 semester units of Credit/No Credit grades toward a baccalaureate degree (excluding any remedial course work). A maximum of 40 percent of the units required in a graduate degree can be credit/no credit (e.g., 12 units in a 30 unit program).



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“I” (Incomplete) Grades

The symbol “I” (Incomplete Authorized) 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. The student cannot reenroll in the course. It is the responsibility of the student to bring pertinent information to the attention of the instructor (regarding the unforeseen reason(s) for requesting an Incomplete) and to determine from the instructor the remaining course requirements that must be satisfied to remove the Incomplete. A final grade is assigned when the work agreed upon has been completed and evaluated. Clearing an incomplete grade does not permit retaking previously completed portions of the course, nor does it permit assignment of additional graded work (e.g., extra credit) that was not available to other students in the class.

An “I” must normally be made up within one calendar year immediately following the end of the term during which it was assigned.

This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an “I” being converted to an “IC” symbol, or an “NC” for non-traditionally graded courses, 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)

Failure to complete the assigned work within the established calendar year period for an “I” grade will result in an automatic grade change to an “IC” grade which calculates as a failing grade for grade point average and progress point computation.

“RD” (Report Delayed)

The “RD” symbol may be used where a delay in the reporting of a grade is due to circumstances beyond the control of the student. The symbol may be assigned by the registrar only and, if assigned, shall be replaced by a substantive grading symbol as soon as possible.

“RP” (Report in Progress)

The “RP” symbol is used in connection with courses that typically extend beyond one academic term. It indicates that work is in progress but that assignment of a final grade must await completion of additional work. Work is to be completed within one year except for graduate degree projects and theses (supervised courses, e.g., 298 & 299 courses), which have a two-year time limit. Failure to complete the assigned work for an “RP” grade will result in an automatic grade change to an “NC” grade unless a request for an extension has been made and approved.

A final grade will be assigned to all segments of the course on the basis of overall quality. Any extension of this time period must receive prior authorization by the instructor and department chair or school director.

“W” (Withdrawal)

The symbol “W” on the official transcript (or “W” or “WB” on the unofficial transcript) indicates that the student was permitted to withdraw from the course after the drop deadline for the term with the approval of the appropriate campus administrator. It carries no connotation of quality of student performance and is not used in calculating grade point average or progress points. However, there are limits on the number of allowable units of “W” on the unofficial transcript. Undergraduate students may withdraw from no more than 18 units. Postbaccalaureate students may withdraw from no more than 12 units. Graduate students may withdraw from no more than 9 units. Exceptions to these unit limits are granted when the cause of withdrawal is due to circumstances clearly beyond the student’s control and the assignment of an Incomplete is not practicable. Such exceptions are designated “WB” on the unofficial transcript and will revert to “W” on the official transcript (University Policy S09-7).

Undergraduates may download the appropriate petition (course drop or withdrawal from all courses) at www.sjsu.edu/aars/forms.

When the policy goes into effect for graduate students, the petition for will be available at www.sjsu.edu/gape/forms.

“WU” (Withdrawal Unauthorized)

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



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All Grading Symbols and Associated Grade Points

GRADE	POINTS PER UNIT	GRADE	POINTS PER UNIT
A+	4.0	D-	0.7
A	4.0	F	0.0
A-	3.7	WU	0.0
B+	3.3	NC	0.0
B	3.0	CR	0.0
B-	2.7	I	0.0
C+	2.3	IC	0.0
C	2.0	AU	0.0
C-	1.7	W	0.0
D+	1.3	WB	0.0
D	1.0	RP	0.0

The scholarship average is based on courses in which letter grades are earned (the total number of grade points divided by the number of units in letter-graded courses). Grade points are assigned as follows.

The grades of CR, NC, AU (audit), I, W, WB and RP (report in progress) receive no grade points and the units are not considered in computing grade point average. A plus or minus sign following a grade of A, B, C, or D will affect the grade points allowed as indicated in the table. A grade of A+ cannot exceed 4.0 grade points per California Code of Regulations, Title 5, Division 5, Chapter 1, SubChapter 2, Article 2, 40104.

For undergraduate and postbaccalaureates, students must have earned at least twice as many grade points as there are units in the credit value of all letter-graded courses for which they have registered.

Unit of Credit

The unit of credit is the semester unit which is equal to one and one-half quarter units.

Change of Grade

The basic principle underlying changes of grade is that all students be treated fairly and be given equal opportunities to demonstrate their academic learning and earn course grades representing that learning. Application of this criterion precludes the assignment of extra credit unless such assignments were made known and available to all students in the class. It further precludes rejudgment, afterthought, or reconsideration of an individual's graded work unless such opportunity for change of grade is made equally available to all students in the class.

Unless a rejudgment, afterthought, or reconsideration is applied fairly and equally for all students in a class, a change of grade request may be submitted only when there is an error in grading an assignment or course component, or in the case of a clerical, computational, transcriptional, or other administrative error. The specific nature of the error shall be recorded on the form requesting the change of grade. Once approved, the original grade will be removed from the transcript and the new (changed) grade will replace it.

A change of grade request must be submitted by the department office directly to the Office of the Registrar in a timely fashion. Normally, such requests must be received by the drop deadline of the following Spring or Fall semester and will require the signatures of the instructor and the department chair. Further extension of this deadline will be considered only when there is documentation of the student's attempt(s) to contact both the instructor and the department chair, and the late submission of the change of grade form is clearly beyond the student's control.

A change of grade request received after the drop deadline of the following Spring or Fall semester and within one calendar year after the posting of the grade requires the signature of the appropriate college Associate Dean in addition to those of the instructor and the department chair.

A change of grade request received more than one year after the posting of the grade will require, additionally, the approval of the Associate Dean for Undergraduate Studies or Graduate Studies and Research, as appropriate.



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Graduate Admissions and Program Evaluations (GAPE)

GAPE processes the admission and graduation materials for all graduate and teaching credential programs. The admissions process is a dual admission process, including application submission to and admission decisions by both the university and the academic program.

For new students, the GAPE office:

- Receives all university applications, including supplemental materials such as transcripts and declaration of finances
- Reviews documents for completeness
- Refers applications that meet minimum university requirements to departmental graduate advisors

For those applicants accepted by both the university and the academic program, GAPE sends out letters of admission.

For continuing students, evaluators assigned to each degree program review **Candidacy** and **Application for Award of Master's Degree** requests for accuracy and alignment with policies and procedures of the university and the academic programs.

Admission Status

<http://my.sjsu.edu>

Apply to SJSU

www.csumentor.edu

Graduate Admissions and Program Evaluations

Student Services Center
408-924-2480
www.sjsu.edu/gape



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Graduate Studies and Research

Special Graduate Programs

The Associate Vice President for Graduate Studies and Research administers the Interdisciplinary Studies program.

Interdisciplinary Studies Major

The Interdisciplinary Studies Major for either a Master of Arts or a Master of Science degree provides an alternative for individuals whose desired study plans do not fit the degree offerings of any single existing degree program on campus. In most cases, a thesis is required for this degree. Applicants or graduate students in other majors who wish to undertake the Interdisciplinary Studies major should consult the Graduate Studies & Research website at www.sjsu.edu/gradstudies/docs/interdisciplinary_studies_guide.pdf to obtain the **Guide for Interdisciplinary Studies Majors**. The guide contains the **Proposal for Interdisciplinary Studies Major**, which must be completed to obtain initial approval by the Associate Dean of Graduate Studies & Research to be able to enter the program.

Graduate Studies and Research

ADM 223B

www.sjsu.edu/gradstudies



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Graduation - Applying for the Undergraduate Degree

Bachelor's Degree Candidates

- You should apply for graduation at least two semesters in advance, after completing at least 90 semester units.
- See the *SJSU Catalog* for specific graduation course and unit requirements.
- File your application no later than the Processing Deadline dates shown below. Submitting your application by the priority processing deadline allows us to review your graduation requirements before Advance Registration ends for your last term of attendance.
- Graduation applications are available at www.sjsu.edu/registrar/forms/index.htm.
- Major/Minor Forms are available from your department office.
- Submit a completed graduation application, Major form (and Minor form as applicable), **in a sealed department envelope** to the Registrar's Office, located in the Student Services Center. Incomplete applications will be returned and may cause a delay in graduation.
- Only original signed documents are acceptable.
- All courses and requirements must be completed by the date of graduation and transcripts received within one month after graduation. Any Incomplete (I) or Record Delayed (RD) grade must be cleared before your degree can be awarded. Once your degree has been posted, no grade changes will be made to your record.
- If you are unable to complete the course work, or if the date of graduation is delayed, a "Graduation Date Change Form" must be submitted to the Registrar's Office. A \$10.00 administrative fee must be paid at the Bursar's Office.

GRADUATION TERM	PRIORITY PROCESSING DEADLINE	FINAL PROCESSING DEADLINE
Spring 2011	Thursday, July 1, 2010	Monday, February 15, 2011
Summer 2011	Tuesday, March 1, 2011	Friday, July 1, 2011
Fall 2011	Tuesday, March 1, 2011	Tuesday, September 13, 2011
Spring 2012	Friday, July 1, 2011	Monday, February 13, 2012
Summer 2012	Thursday, March 1, 2012	Monday, July 1, 2012
Fall 2012	Thursday, March 1, 2012	Tuesday, September 11, 2012

Don't delay! Apply by the priority processing deadline dates. Applications will continue to be accepted up to the last day to add classes for the term of graduation; however, delays may occur in the initial and final evaluation of your application and names may not appear in the commencement book. If we receive your application after the final deadline date for the term you are applying, your application will automatically be set up for the next available graduation date.

College of Business Graduation Applicants

The College of Business requires that students apply to the Business Student Advisement Center. Graduation deadlines and procedures differ from those established by the university. For further information, check with the Business Student Advisement Center, BBC 008, 408-924-3435.

Conferring Degrees

Degrees are conferred three times a year - in August, December and May - at the close of summer, fall and spring terms. The date of the diploma reflects the term during which the degree requirements were completed. There is one graduation or commencement ceremony each academic year, held at the close of the spring semester. Students who have completed all requirements in the previous summer and fall semester, or expect to complete their degree requirements in the spring semester, are eligible to participate.

Filing Your Application for Graduation

Candidates for the baccalaureate degree must file an application for graduation at least two semesters prior to the expected graduation date with Academic Advising and Retention Services in order to allow time to make up any deficiencies or correct any discrepancies that may delay graduation. At least 90 semester units must be completed before an application for graduation may be submitted. In addition to fulfilling curricular graduation requirements, a student, to be eligible for a bachelor's degree, must have a grade point average of at least 2.0 (C) in each one of the following categories: all college work (the overall average), all units attempted at SJSU, all units in the major, and all units in the minor (if any). Majors may require grades of "C" or better in individual courses, or groups of courses, in the major.



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Graduation applications for undergraduates are available in the Academic Forms section of www.sjsu.edu/registrar/forms. Students return their completed graduation application forms to Academic Advising and Retention Services in the Student Services Center. Major and minor forms are obtained from the departments and forwarded by departments to Academic Advising and Retention Services.

Baccalaureate majors in the College of Business are required to make application for graduation through the Business Student Advisement Center (BBC 008).

Graduation forms for master's degree candidates are available in Graduate Studies, Student Services Center.

Those planning to attend a college or university other than SJSU during the final semester must notify the Office of the Registrar. Courses must be completed by the date of graduation and transcripts received within one month after graduation.

If a candidate is unable to complete the course work as expected, or if the date of graduation is to be delayed for any reason, a Change of Graduation Date form must be submitted, accompanied with the fee, prior to the new expected graduation date.



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Graduation Requirements - Undergraduate

Candidates for graduation with a baccalaureate degree must satisfy the regulations described in this section, and those outlined by the major department. The Bachelor of Arts and the Bachelor of Science degrees are offered with majors in the several fields listed under Curricula Offered. In addition to the BA and the BS, the Bachelor of Music (BM), the Bachelor of Fine Arts (BFA), the Bachelor of Nursing (BN) and the Bachelor of Social Work (BSW) degrees are also offered. Specific requirements for degrees in each field are outlined in the departmental sections of this catalog. All candidates for graduation must satisfy the general regulations described on the following pages in this section, as well as those outlined by the major department.

Academic Requirements

An overall average of "C" (2.0) or better, a "C" average or better earned in all units taken at the university, and a "C" average or better in both the major and the minor (if applicable) are required for graduation with a baccalaureate degree. Candidates for teaching credentials must have a total average of better than "C" (see Approval of Candidacy for Teacher Education).

Additional Graduation Requirements

All requirements listed here may be met either by passing waiver examinations, where available, or by course work. Students should note that success in a waiver examination satisfies a requirement but does not yield unit credit. For information about the examinations, see the Testing Office or call 408-924-5980. Courses which satisfy the requirements are listed in the General Education Requirements and Courses section, with the exception of Physical Education activity courses.

American Institutions Requirement

U.S. History, U.S. Constitution, California State and Local Government. State law requires all students graduating from a CSU campus to demonstrate knowledge of these three areas, also referred to as the American Institutions and Ideals, the Title 5, or the "state code" requirement. Students may complete waiver exams or course work to satisfy the requirements. Consult the General Education Requirements and Courses section for approved courses or the Testing Office for information about the waiver examinations. Students should consult an advisor to determine which of the various course combinations are best for their degree objectives.

Continuous Attendance and Election of Graduation Requirements

Undergraduate students remaining in attendance in regular sessions at any California State University campus, at any California community college, or any combination of California community colleges and campuses of The California State University may, for purposes of meeting graduation requirements, elect to meet the requirements in effect at the campus from which they will graduate either:

1. at the time the student began such attendance, or
2. at the time of entrance to the campus, or
3. at the time of graduation.

Continuous attendance is defined as enrollment in at least one semester or two quarters in each calendar year. Absence related to an approved educational leave or for attendance at another accredited institution of higher learning is not considered an interruption, providing the absence does not exceed two years.

Campus authorities may authorize or require substitutions for discontinued courses and may also require students changing their major or any minor field of study to complete the major or minor requirements in effect at the time of the change. Students who do not maintain continuous enrollment will be held to any new requirements approved by the university at the time of their readmission.

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 is listed in the Testing section.

SJSU students satisfy this requirement by completing the Writing Skills Test followed by a 100W Writing Workshop course. A satisfactory score on the Writing Skills Test (WST) is required either to waive or to enroll in the 100W course designated by the major. Majors which require the 100W as part of the major, however, do not accept the waiver. Information on currently available ways to meet this graduation requirement may be obtained from the Testing Office and the Student Services Center.

Graduate students should refer to the section on Competency in Written English.



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Limits on Graduation Requirements in the Undergraduate Major

Time Limit

Courses taken to meet degree requirements at San José State University are subject to a time limitation of 10 years. Students are required to meet those requirements in the major in effect no earlier than 10 years prior to receiving the degree. Students with an unusual problem may petition the major department chair for a waiver of the 10-year requirement.

Graduate students should refer to the section on Seven-Year Time Limit on Courses for Graduate Degree Program.

Facilitating Graduation

Effective Spring 2010, any undergraduate or graduate student will be precluded from enrolling in any additional state-supported courses when that student has already met all necessary requirements for the degree for which that student is matriculated. Moreover, students who have met all requirements for graduation prior to any semester in which they are enrolled will be permitted to drop all courses for which they are registered, with little or no penalty, and to graduate at the next available date. Students who have earned more than enough units to graduate but have some remaining requirements to complete, will be advised and precluded from registering in any courses other than those required for a timely graduation.

Minors

A minor may be required or recommended at the option of the major department. A student may also elect to complete a minor. The minimum criterion for **any** minor must be 12 units of course work completely distinct and separate from the course work in one's major. However, courses in preparation for or in support of the major may be included in the minor. Of the courses taken for a baccalaureate minor, 6 units must be upper division; for a teaching credential minor, 12 units must be upper division or graduate. If a minor is completed after a degree has been granted, the minor is not recorded on the student's permanent record.

Physical Education Requirement

It is important that all students, regardless of major, have an opportunity to expand their knowledge and skills in physical activities. To accommodate the needs and interests of SJSU students, the Department of Kinesiology offers a diverse selection of activity courses which have the following goals:

- To provide a fundamental understanding of the influence physical activity has on physical and mental well-being;
- To promote development of a repertoire of skills for constructive leisure activity and a physically active lifestyle important to maintaining health;
- To provide an understanding of the guidelines for developing and maintaining physical fitness throughout the lifespan;
- To provide exposure to a variety of lifetime fitness activities and sports; and
- To enhance the student's liberal arts education and develop a well-rounded individual.

All students must complete two units of physical education from two different Kinesiology/Dance activity courses. To challenge the requirement, students must consult the Department of Kinesiology at least one semester prior to graduation.

Kinesiology and Dance activity courses are not repeatable for credit. In addition, only one Intercollegiate Athletics course may be used to fulfill one unit of the physical education graduation requirement.

Residence Requirements

For all bachelor's degrees, including second baccalaureates, a minimum of 30 units shall be earned in residence after matriculation at the campus granting the degree. Twenty-four of these units shall be earned in upper division courses, 12 of the units shall be in the major and 9 units shall be in General Education. Extension credit or credit by evaluation shall not be used to fulfill any of the 30 units. Winter Session for previously matriculated students earns residence credit; Open University units are not applicable toward the residence requirement.

Graduate Credit for Units Completed as a Graduating Senior

Seniors at San José State University may petition through their major departments to receive graduate credit for units completed in their final undergraduate semester, provided the following conditions are met:

1. No more than 14 semester units are needed to complete a baccalaureate degree at San José State University.
2. None of the courses to be taken for graduate credit is required for the bachelor's degree.
3. The student has at least a 2.5 grade point average in all course work in upper division standing completed at San José State University.
4. The student agrees to enroll for no more than the maximum load of 15 units for the term in which this work is taken.
5. The student has completed the graduation application check in Evaluations, Student Services Center.



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6. The student agrees not to take letter-graded courses for CR/NC when graduate credit is requested.

7. If admitted to a graduate degree program, the student agrees that a maximum of six units of graduate credit earned through this process may be applied toward the master's degree when approved by the appropriate program authority.

"Upper division work" for this purpose is defined as all units after the semester in which the student completes 60 units; however, only work taken at San José State University is used in computing the grade point average.

These units and grade points will not be included in the student's cumulative grade point average after admission to the Graduate Division.

These policies also apply to students in second baccalaureate status. No courses taken while a student is in second baccalaureate status shall be awarded graduate credit unless the student is within fourteen semester units of qualifying for award of the second baccalaureate degree and meets the criteria specified above (including enrollment in all units required for completion of the second baccalaureate degree).

Petitions regarding this matter must: (1) be in writing (form available in Graduate Studies and Research); (2) bear endorsement by the departmental graduate advisor; (3) state the number, title and units of each course to be considered for graduate credit; and (4) be filed in Graduate Studies and Research and acted upon at the beginning of the term in which the units concerned will be earned.

Second or Additional Baccalaureate Degree

The second or additional baccalaureate degree will be awarded when the student has filed for graduation with Academic Advising and Retention Services and when all major requirements for the degree have been met and a graduation check determines that all university requirements have been satisfied.

To be eligible for the degree, students must complete all course work which constitutes the second or additional degree in at least two additional semesters with a minimum of 30 units of work beyond the first degree in accordance with the minimum residence requirement. Second or additional baccalaureate degree candidates must meet the academic regulations required of all undergraduate students, including the residency requirement (30 units in residence, 24 of which must be upper division, 12 in the major and 9-12 in SJSU Studies).

Course work completed in the second or additional baccalaureate degree status will be classified as undergraduate work. Students cannot pursue a graduate degree objective and a second or additional baccalaureate degree at the same time at the university.

Special Major

The Special Major is an individually designed, interdisciplinary course of study leading to a BA or BS degree when academic or professional aims are not adequately met by existing degree programs. It is not to be used to bypass normal graduation requirements nor to substitute for a major in which a student is having academic difficulty.

The proposed course of study must be a coherent program organized around a sound academic theme. Students who complete a Special Major shall be able to demonstrate: "the ability to analyze an issue or problem, integrating at least two disciplinary perspectives." In addition, students identify two or more student learning outcomes related to their specific areas of study in consultation with a major faculty advisor. They demonstrate their attainment of the learning outcomes through a portfolio completed in a capstone course.

Applicants must have both a cumulative and SJSU GPA of at least 2.75 and have at least one full year of academic work still to be completed to meet minimum degree requirements. Special Majors are considered on a case-by-case basis. Approval is based on the academic merit of the proposed course of study, the applicant's proposed rationale and potential for successful completion of the program, and the ability of the university to support the proposed program. Students apply for consideration for the Special Major through the Office of Undergraduate Studies, ADM 159.

Unit Requirements

A minimum of 120 semester units of credit must be earned for graduation with the baccalaureate degree. Up to 140 units for engineering curricula and up to 132 units for all other Bachelor of Science, Bachelor of Fine Arts and Bachelor of Music degree programs may be required. Normally, no more than four units of Individual Studies (180) and/or Directed Reading (184) may count for the baccalaureate degree. Exceptions must have approval from the major department.

Upper Division Requirements

At least 40 of the total units required for graduation with the bachelor's degree must be upper division. For the BA, a minimum of 12 units of upper division credit in the major is required and for the BS, a minimum of 18 units of upper division credit in the major is required. Upper division credit will be allowed by the university and applied toward the baccalaureate degree only for SJSU courses numbered 100 or above and for courses from other universities clearly designated as junior or senior level courses.



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Graduation Requirements - Honors

Departmental Honors Programs

Students who have completed an approved departmental honors program receive “honors at graduation” as distinct from “university honors at graduation.” The following departments offer departmental honors programs (for details see under each department in this catalog).

- Aviation
- Biological Sciences
- Business
- Chemistry
- Child Development
- Computer Science
- Economics
- English
- Environmental Studies
- Geography
- Geology/Earth Science
- History
- Journalism and Mass Communications
- Kinesiology
- Mathematics
- Music
- Occupational Therapy
- Political Science
- Psychology
- Sociology
- Theatre Arts

Honors

The university recognizes outstanding academic achievement of its students through:

Honors Convocation

Each spring the Honors Convocation recognizes and encourages superior academic achievement of President’s and Deans’ Scholars. There are two levels of Honors Scholars:

President’s Scholars: Any undergraduate student who has earned a 4.0 grade point average at San José State University in two consecutive semesters (and summer or winter, if applicable).

Deans’ Scholars: Any undergraduate student who has earned a 3.65 or higher grade point average at San José State University in two consecutive semesters (and summer or winter, if applicable).

The minimal load allowed for the award of academic honors is the student’s full program of graded courses or 12 units, whichever is the larger. Only SJSU courses for which grades are posted during the consecutive semesters, including the clearance of incompletes made during that time period, shall be used.

Recognition of these Honors Scholars through the Honors Convocation was inaugurated at the university in 1962 by the three honor societies - Phi Kappa Phi, Sigma Xi and the Phi Beta Kappa Faculty Club. It is currently under the sponsorship of the University Honors and Honors Programs Committee.

Note. Certain grades are not counted for honors: credit by examination, “overseas” grades, extension courses, “credit” grades and incompletes. Designation as a President’s or Dean’s Scholar does not apply to second baccalaureate, credential or graduate students.

Outstanding Graduating Senior Awards

Announced each year at Commencement by the university president, the Outstanding Graduating Seniors awards recognize exceptional scholarship and service to the university and community based on the following criteria:

1. An overall SJSU GPA of at least 3.75.
2. Significant SJSU leadership (in contrast to titular) in some area(s) of University life, and/or;
3. Significant contributions to the welfare of the University and/or the community, and/or;
4. Other evidence which indicates a high level of intellectual accomplishment and/or personal contribution as an undergraduate.

To be considered for this award, contact the Office of the Vice President for Student Affairs at 408-924-5900.

University Honors at Graduation

Criteria used to determine honors at graduation are those in effect as of the date of graduation.

Summa Cum Laude is awarded to those students achieving a cumulative grade point average in all university and college work and a cumulative grade point average in all work undertaken at SJSU of not less than 3.85.

Magna Cum Laude is awarded to those students achieving a cumulative grade point average in all university and college work and a cumulative grade point average in all work undertaken at SJSU of not less than 3.70.

Cum Laude is awarded to those students achieving a cumulative grade point average in all university and college work and a cumulative grade point average in all work undertaken at SJSU of not less than 3.50.



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Health Policies

Health Risks

Federal Law requires the university to provide a description of health risks associated with alcohol and drug abuse.

Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol caused marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence and addiction. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Addictions often require medical support. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

California Alcohol and Drug Abuse Law

The Alcoholic Beverage Control Act was enacted in 1953. This Act is intended to protect the safety, welfare, health, peace and morals of Californians, eliminate the unlicensed and unlawful manufacture, sale and disposal of alcoholic beverages and promote temperance in the consumption and use of alcoholic beverages. (Bus and Prof. Code 23001)

A person convicted of a violation of the Alcohol and Beverage Control Act is guilty of a misdemeanor or felony depending on the violation.

The Uniform Controlled Substances Act may be found in the Health and Safety Code, Section 11000-11651. This Act is the result of a growing concern over substances. Controlled Substances are divided into five Schedules and the substances under each Schedule may be found in Sections 11053-11058.

Local Laws

Local laws generally are consistent with Federal and State laws.

University Regulations

University regulations controlling student behavior may be found in the California Code of Regulations, Title V, Education, Section 41301. The Campus Alcohol Policy includes procedures for serving alcoholic beverages on campus.

The University is required to post in designated areas information concerning the use of anabolic steroids.

Conduct Regarding Drugs and Alcohol

SJSU students, faculty and staff are expected to comply with Federal, State and Local laws governing the use of alcohol and illicit drugs on the University campus and as part of university activities both on and off the campus. These laws control the possession, use and distribution of alcohol and unlawful drugs.

The sale, possession, distribution or use of illicit drugs will not be tolerated. Students, faculty and staff are expected to comply with laws governing the possession, distribution and consumption of alcohol as promulgated by the State of California and the university.

It is the responsibility of every student, faculty member and employee to report incidents involving infractions of federal, state and local drug and alcohol laws on campus or at officially sponsored Off-Campus Activities to the Executive Vice President for Faculty Affairs, the Human Resources Officer or the Vice President for Student Affairs.

As is the case in courts, lack of awareness and/or failure to comprehend the regulations are not acceptable defense of one's actions.



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Available Drug or Alcohol Counseling and Treatment Programs

SJSU students are encouraged to seek assistance for drug and alcohol problems at the Counseling Services or at the Student Health Center. The State also maintains an Employee Assistance Program to help employees and their dependents with problems of alcohol and drugs.

State Employee Assistance Program

Concern 1-800-344-4222

www.concern-eap.com

Counseling Services

ADM 201

408-924-5910

www.sjsu.edu/counseling/

Student Health Center

HB 106

408-924-6122

Appointments: 408-924-6122

www.sjsu.edu/studenthealth/

Federal Trafficking Penalties

Federal penalties for trafficking are dependent upon several conditions including the substance, amounts involved and whether the matter is a first or second offense.

Penalties involve monetary sanctions and/or prison terms up to and including life in prison.

Federal Penalties and Sanctions For Illegal Possession Of A Controlled Substance 21 U.S.C. 844(a) - 1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000 or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000 or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000 or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000 or both if:

- 1st crack conviction and the amount of crack possessed exceeds 5 grams.
- 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7) - Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment.

21 U.S.C. 881 (a)(4) - Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a - Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a - Denial of Federal benefits, such as student loans, grants, contracts and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g) - Ineligible to receive or purchase a firearm.



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Tobacco

The dangers of smoking are well documented:

- Tobacco, both smoked and smokeless, is the leading cause of cancers of the cheeks, gums, palate, tongue and lips.
- A one-pack-a-day smoker increases his/her chances of cancer of the esophagus by as much as 500%.
- Cigarette smokers are ten times more likely to die of lung cancer than non-smokers.
- Cancer is not the only disease associated with smoking.
- Cigarette smokers are twice as likely to get peptic ulcers as are non-smokers.
- Nicotine is a powerful constrictor of blood vessels and small arteries and results in the restriction of oxygen flow to the heart and elsewhere.
- Heart attacks and strokes are results of oxygen restriction.
- Smoking more than 1/2 pack daily is also associated with higher incidence of infertility in women.
- Babies born to women who smoke are lighter and smaller than those born to non-smokers. This is important because birth weight is a predictor of infant health.

For tobacco cessation services, contact:

Student Health Center

408-924-6122

Appointments: 408-924-6122

www.sjsu.edu/studenthealth/

Human Immunodeficiency Virus (HIV)/Acquired Immune Deficiency Syndrome (AIDS)

HIV/AIDS is a viral disease which destroys the body's ability to fight specific illnesses.

The risks of HIV/AIDS can be reduced by:

- Avoiding the exchange of body fluids. HIV can be passed through the exchange of blood, semen, vaginal secretions and breast milk.
- Using condoms correctly and consistently to greatly reduce the exchange of body fluids.
- Reducing the number of sexual partners.
- Avoiding the use of intravenous drugs or sharing needles.
- Abstinence.
- Communicating with sexual partners before having sex about being tested for sexually transmitted infections and protection.

For more information about HIV/AIDS prevention, confidential testing, safer sex and free condoms, contact:

Student Health Center, Wellness and Health Promotion

HB 209

408-924-6280

www.sjsu.edu/studenthealth/

For anonymous HIV testing, please contact the following locations:

Crane Center

976 Lenzen Ave., Suite 1800

San Jose, CA 95126

408-792-3720

Asian Americans for Community Involvement (AACI)

2400 Moorpark

San Jose, CA 95128

408-975-2730 ext 381

Billy DeFrank LGBT Center

938 The Alameda

San Jose, CA 95126

408-293-3040



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Health Services

The **Student Health Center** provides quality, convenient, affordable medical care and health promotion to any registered SJSU student. Most costs are already covered by your registration fees. When in doubt ask any SHC staff member if your visit/service will have any associated charges.

Student Health Center

HB 106
(Corner of South Ninth Street and Paseo de San Carlos)
408-924-6120
www.sjsu.edu/studenthealth/

Wellness and Health Promotion

HB 209
408-924-6280
www.sjsu.edu/wellness

Appointments

408-924-6122



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Honors at Entrance

To foster superior scholarship as a desirable academic characteristic and to recognize outstanding entering students, San José State University has established the award of Honors at Entrance. Entering freshmen are eligible with a grade point average of 3.6 or higher. Upper division transfer students are eligible with a grade point average of 3.5 or higher. Lower division transfers must have both 3.6 or higher high school GPA and a 3.50 or higher transfer GPA.

The advantages accruing to an entering student are:

- 1) priority registration for the second semester of enrollment;
- 2) honors at entrance annotation on the student's permanent academic records;
- 3) consideration for admission to the Humanities Honors program.

For more information contact the Student Services Center or the Office of Undergraduate Studies.



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Housing

SJSU's residence halls and apartments provide you with a great opportunity to transition into university life. Living on campus is a great way to connect with the academic, social, and cultural aspects of our campus. Immerse yourself in study groups, clubs, athletic events and social activities for the total on-campus living experience!

Visit the University Housing website for more information and to fill out an online application.

University Housing Services

408-795-5600

www.housing.sjsu.edu

info@housing.sjsu.edu {mailto:info@housing.sjsu.edu}

International House

The SJSU International House is home to 72 U.S. and international students attending SJSU. Residents come from approximately 30 countries including the U.S. and enjoy outstanding facilities including fully-equipped computer room, wireless internet access throughout the building, study room, grand and upright pianos, spacious living and dining rooms, sports equipment and games. I-House staff promotes cross-cultural learning and communication, encouraging active participation in a wide variety of programs and activities.

Visit the I-House website for more information and an application.

SJSU International House

360 South 11th Street

San José, CA 95112-2217

408-924-6570

www.sjsu.edu/ihouse

ihouse@sjsu.edu



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Humanities and the Arts, College of

The College of Humanities and the Arts seeks to instill in students an understanding of human existence that is tolerant, moral and appreciative of human creativity as manifested in works of language and literature, the visual and performing arts, philosophy and theology, and by engagement in the creation of art and criticism.

Through its programs, the College aims to develop engaged participants in the local communities as well as in the global dimension of cultural, intellectual, and economic life. College faculty educate students for lifelong learning as well as for their first job after graduation. Building upon a foundation of excellent oral and written communication, the College helps students pursue a wide variety of paths to knowledge and careers, through specialized study in many fields, including art history, animation, comparative literature, dance, film, foreign languages, musical composition and performance, painting, radio broadcasting, sculpture, television, linguistics, comparative religion, philosophy, and technical and creative writing.

Faculty in all disciplines of the College engage in research published by major scholarly journals and university presses, supported by the major national grants and foundations, and presented at the major international scholarly conferences. Artists within the College publish in important literary journals, exhibit at nationally recognized venues, or participate in prestigious performing arts productions. Throughout the College, faculty seek to produce scholarship or creative works that achieve national recognition.

College curricula develop the individual's power to communicate effectively and to analyze critically the conditions upon which cultural perceptions are built. Courses in the College attempt to reveal the evolving aspiration toward aesthetic and intellectual power in human cultures by exposing the student to important ideas, achievements, and experiences in the humanities and the creative arts. In its many professional arts programs, the College develops the talent of those who have the skill to perform or create works of art, fixing in vivid form the values of diverse heritages. In its programs in language, literature, philosophy, and other areas of the humanities, the College engages students in the discovery and exploration of works from around the world that deepen understanding of how human imagination and intellect function within different historical and cultural contexts. A primary purpose of a humanities education is to develop the skills and confidence that support a creative, analytical mind capable of lifelong learning and adaptation to different contexts and opportunities.

Through its General Education, Arts, and many scholarly programs and research units, such as the Center for Literary Arts, the Martha Heasley Cox Center for Steinbeck Studies, and the Ira Brilliant Beethoven Center, the College of Humanities and the Arts makes an indispensable contribution to the SJSU community and the region surrounding it.

Internships

Internships provide students with the opportunity to incorporate work experience in a professional setting as part of their academic programs. Internship representatives are available within each department.

Teaching Credential Preparation Programs

Teaching credential preparation programs are offered by the Schools of Art and Design and Music and Dance, the departments of English and Comparative Literature, Foreign Languages, Humanities (Liberal Studies and Creative Arts Programs) and Television, Radio, Film and Theatre.



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ID - SJSU ID

An SJSU ID is assigned to all students. To protect your privacy, this SJSU ID replaces the use of Social Security Number for most SJSU transactions.

This number cannot be changed.

New students receive this information via admission office communications.

See **SJSU ID**, also **Tower Card**



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Immigration Requirements for Licensure

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

Students who will require a professional or commercial license provided by a local, state, or federal government agency in order to engage in an occupation for which the CSU may be training them must meet the immigration requirements of the Personal Responsibility and Work Opportunity Reconciliation Act to achieve licensure. Information concerning the regulation these requirements are available from the Registrar's Office, Student Services Center.



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Immunization Requirements - California State University

Entering CSU students are required to present proof of the following immunizations to the CSU campus they will be attending before the beginning of their first term of enrollment.

Measles and Rubella:

All new and readmitted students must provide proof of full immunization against measles and rubella prior to enrollment.

Hepatitis B: All new students who will be 18 years of age or younger at the start of their first term at a CSU campus must provide proof of full immunization against Hepatitis B before enrolling. Full immunization against Hepatitis B consists of three timed doses of vaccine over a minimum 4 to 6 months period. If you need further details or have special circumstances, please consult Student Health Center.

Signed form regarding meningococcal disease

Each incoming freshman who will be residing in on-campus housing will be required to return a form indicating that they have received information about meningococcal disease and the availability of the vaccine to prevent contracting the disease and indicating whether or not the student has chosen to receive the vaccination.

The immunizations indicated above are **not** admission requirements, but shall be required of students as conditions of enrollment in the CSU. A campus is authorized to expand the Measles and Rubella immunization requirement to students born before January 1, 1957, or to require full immunization prior to enrollment without provision for conditional enrollment for certain groups who may have increased risk of exposure to these diseases. These groups include: students enrolled in nutrition and food science, nursing, occupational therapy and any practicum, student teaching or field work involving preschool-age or school-age children, or field work taking place in a hospital or health care setting.

Students can obtain the necessary immunizations from their own provider or by scheduling an appointment with the Student Health Center, 408-924-6122.



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Impacted Programs

The CSU designates programs as impacted when more applications from CSU regularly eligible students are received in the initial filing period (October and November for fall terms and August for spring terms) than can be accommodated. Some programs are impacted at every campus where they are offered; others are impacted only at a few campuses. Candidates for admission must meet supplementary admission criteria if applying to an impacted program.

The CSU will announce during the fall filing period those campuses or programs that are impacted. Detailed information on campus and programs impaction will be available at the following websites:

- www.csumentor.edu
- www.calstate.edu/impactioninfo.shtml
- www.calstate.edu/sas/impaction-campus-info.shtml

Campuses will communicate its supplementary admission criteria for all impacted programs to high schools and community colleges in their service area and will disseminate this information to the public through appropriate media. This information will also be published at the CSU campus individual website and made available online at www.calstate.edu.

Applicants must file applications for admission to an impacted program during the initial filing period. Applicants who wish to be considered in impacted programs at more than one campus should file an application at **each campus** for which they seek admission consideration.



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Information Resources

Institutional Assistance

Information concerning the cost of attending San José State University is available from the Director of Budget Services, 408-924-1660, and includes tuition and fees; the estimated costs of books and supplies; estimates of typical student room, board, and transportation costs; and, if requested, additional costs for specific programs.

Information concerning the refund policies of San José State University for the return of unearned tuition and fees or other refundable portions of institutional charges is available from the Bursar's Office, Student Services Center, 408-924-1631.

Information concerning policies regarding the return of federal Title IV student assistance funds as required by regulation is available from the Bursar's Office, Student Services Center, 408-924-1631.

Information regarding facilities and services available to students with disabilities may be obtained from the Director of the Disability Resource Center, 408-924-6000.

Information concerning San José State University policies, procedures, and facilities for students and others to report criminal actions or other emergencies occurring on campus may be obtained from University Police, 408-924-2222.

Information concerning San José State University annual campus security report may be obtained from Chief, University Police, 924-2172.

Information concerning the prevention of drug and alcohol abuse and rehabilitation programs may be obtained from the Director of Student Health Services, 408-924-6120.

Information regarding student retention and graduation rates at San José State University and, if available, the number and percentage of students completing the program in which the student is enrolled or has expressed interest may be obtained from the Associate Vice President for Undergraduate Studies, 408-924-2447.

Information concerning athletic opportunities available to male and female students and the financial resources and personnel that San José State University dedicates to its men's and women's teams may be obtained from the Director of Compliance, 408-924-1514.

Information concerning teacher preparation programs at San José State University, including the pass rate on teacher certification examinations, may be obtained from Credential Services, 408-924-3541.

Information concerning grievance procedures for students who feel aggrieved in their relationships with the university, its policies, practices and procedures, or its faculty and staff may be obtained from the Ombudsperson, Administration 218, 408-924-5995.

The federal Military Selective Service Act (the "Act") requires most males residing in the United States to present themselves for registration with the Selective Service System within thirty days of their eighteenth birthday. Most males between the ages of 18 and 25 must be registered. Males born after December 31, 1959, may be required to submit a statement of compliance with the Act and regulations in order to receive any grant, loan, or work assistance under specified provisions of existing federal law. In California, students subject to the Act who fail to register are also ineligible to receive any need-based student grants funded by the state or a public postsecondary institution. Selective Service registration forms are available at any U.S. Post Office, and many high schools have a staff member or teacher appointed as a Selective Service Registrar. Applicants for financial aid can also request that information provided on the Free Application for Federal Student Aid (FAFSA) be used to register them with the Selective Service. Information on the Selective Service System is available and the registration process may be initiated online at www.sss.gov.



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Financial Assistance

The following information concerning student financial assistance may be obtained from the Director of Financial Aid and Scholarships, Student Services Center, 408-283-7500:

1. A description of the federal, state, institutional, local, and private student financial assistance programs available to students who enroll at San José State University;
2. For each aid program, a description of procedures and forms by which students apply for assistance, student eligibility requirements, criteria for selecting recipients from the group of eligible applicants, and criteria for determining the amount of a student's award;
3. A description of the rights and responsibilities of students receiving financial assistance, including federal Title IV student assistance programs, and criteria for continued student eligibility under each program;
4. The satisfactory academic progress standards that students must maintain for the purpose of receiving financial assistance and criteria by which a student who has failed to maintain satisfactory progress may reestablish eligibility for financial assistance;
5. The method by which financial assistance disbursements will be made to students and the frequency of those disbursements;
6. The terms of any loan received as part of the student's financial aid package, a sample loan repayment schedule, and the necessity for repaying loans;
7. The general conditions and terms applicable to any employment provided as part of the student's financial aid package;
8. The responsibility of San José State University for providing and collecting exit counseling information for all student borrowers under the federal student loan programs; and
9. The terms and conditions for deferral of loan payments for qualifying service under the Peace Corps Act, the Domestic Volunteer Service Act of 1973, or comparable volunteer community service.



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Institutional Review Board - Human Subjects Research

The IRB reviews all research protocols involving human subjects. Students are required to submit a research protocol for IRB review before beginning any data collection from participants. Instructions, forms, and templates can be found at www.sjsu.edu/gradstudies/irb.

Graduate Studies and Research

IRB/Thesis Coordinator

ADM 223

408-924-2479

www.sjsu.edu/gradstudies



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International and Extended Studies

International and Extended Studies International and Extended Studies offers several programs that allow students to earn degree units from SJSU or to take noncredit or Continuing Education Unit programs. Take classes on campus or online - without formal admission - to take a class or two, for reinstatement to SJSU or another university, or to enroll after the regular application deadline has passed.

International and Extended Studies

210 North Fourth Street, Suite 301
San José, CA 95112
408-924-2670
www.ies.sjsu.edu
info@ies.sjsu.edu

International Programs and Services

Services and programs for international students and students wishing to study abroad.

International Student and Scholar Services

Clark Hall 543
408-924-5920
www.sjsu.edu/depts/ipss/
sjsuips@sjsu.edu

Study Abroad Programs and Exchanges

Clark Hall 543
408-924-5931
www.sjsu.edu/depts/studyabroad/

SJSU International House

360 South 11th Street
San José, CA 95112
408-924-6570
www.sjsu.edu/ihouse
ihouse@sjsu.edu



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Intrasystem and Intersystem Enrollment Programs

Students enrolled at any CSU campus will have access to courses at other CSU campuses on a space available basis unless those campuses or programs are impacted or admission to the desired program or admission categories are closed. This access is offered without students being required to be admitted formally to the host campus and sometimes without paying additional fees. Although courses taken on any CSU campus will transfer to the student's home CSU campus as elective credit, students should consult their home campus academic advisors to determine how such courses may apply to their specific degree programs before enrolling at the host campus.

There are two programs for enrollment within the CSU and one for enrollment between CSU and the University of California or California Community Colleges. Additional information about these programs is available from the Registrar's Office. Forms are available online at www.sjsu.edu/registrar/forms.

CSU Concurrent Enrollment

Matriculated students in good standing may enroll on a space available basis at both their home CSU campus and a host CSU campus during the same term. Credit earned at the host campus is reported at the student's request to the home campus to be included on the student's transcript at the home campus.

CSU Visitor Enrollment

Matriculated students in good standing enrolled at one CSU campus may enroll on a space available basis at another CSU campus for one term. Credit earned at the host campus is reported at the student's request to the home campus to be included on the student's transcript at the home campus.

Intersystem Cross Enrollment

Matriculated CSU, UC, or community college undergraduate students may enroll on a space available basis for one course per term at another CSU, UC, or community college and request that a transcript of record be sent to the home campus. This program is not available to graduate students.



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Learning Assistance Resource Center (LARC)

The Learning Assistance Resource Center offers a range of services to assist students in developing their full academic potential. LARC's tutorials and workshops are designed to guide students in developing critical thinking skills, independent learning strategies and effective study habits. All services at the Center are available free of charge to matriculated students enrolled in SJSU courses. LARC offerings include:

- Individual and group tutoring in many General Education (GE) courses taught at the university
- Writing tutorials and workshops in such areas as sentence structure, organization, grammar usage, and self-editing skills
- Skills development workshops
- Writing Skills Test (WST) preparation
- Computer Lab
- Appointments and drop-in services

Learning Assistance Resource Center (LARC)

Student Services Center, 600

408-924-2587

www.sjsu.edu/larc



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Leave of Absence and Withdrawal

Withdrawal from the University

Students may withdraw officially from all courses during the first fourteen days of instruction without academic penalty (no "W" grade on academic record).

Students who have serious or compelling reasons to cancel their registration, or who wish to withdraw from all classes after the last day to drop without a "W" grade, should consult their instructors, department chair, academic advisor, and Academic Advising and Retention Services in the Student Services Center. An additional source of assistance is available from the Counseling Services.

A completed "Petition for Withdrawal" form must be submitted to Academic Advising and Retention Services in the Student Services Center. The form is available at www.sjsu.edu/aars/forms/. Failure to follow formal university procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses. Students who leave the university but who do not officially withdraw will receive a grade of "WU" (denotes failure for unauthorized drop or withdrawal) in all of their classes. No personnel actions, grades, or transcript services will be permitted until all financial obligations, such as unpaid fines have been settled. If a student fails to return the semester immediately following withdrawal, the student will need to reapply for admission at www.csumentor.edu.

Students who receive financial aid funds must consult with the Financial Aid and Scholarship office prior to withdrawing from the university regarding any required return or repayment of grant or loan assistance received for that academic term or payment period. If a recipient of student financial aid funds withdraws from the institution during an academic term or a payment period, the amount of grant or loan assistance received may be subject to return and/or repayment provisions.

Refer to the policy on "Continuous Attendance" for information about the possible effect a break in attendance may have on requirements for graduation.

Health Leave

Matriculated undergraduate or graduate students unable to continue their enrollment by reason of health are eligible for health leave. A student granted health leave retains continuing student status and may return as a continuing student without a new application or application fee and without being subject to changes in requirements made during the period of leave.

A Leave Request form needs to be completed with appropriate signatures to the Registrar's Office in the Student Services Center. A leave form should be submitted to the chair of the student's major department. Undeclared undergraduates, must submit the form to Academic Advising and Retention Services (AARS). A certificate from a licensed State of California health professional will normally be required.

A health leave shall not be granted initially for more than two consecutive semesters, but may subsequently be extended if the department chair is satisfied that circumstances so warrant. A request for extension shall be made in the same manner as the initial application.

A student granted health leave during a semester in which he or she is registered for classes is eligible for Incomplete ("I") grades if permitted by university policy. If Incomplete ("I") grades are not permitted or appropriate, grades of "W" shall be recorded.

It is the responsibility of students intending to return after health leave to notify the Registrar's Office as far as possible in advance of the semester of return. If timely notice is given, the student shall be allowed to register through the regular procedure.

Leave Request forms and information are available on www.sjsu.edu/registrar/forms/index.htm.

Leave for International Students

International students may not take leave and remain in the United States except for documented medical reasons. International students must be enrolled in a full course of study (12 credit units for undergraduate students; 9 credit units for graduate students) for two semesters annually. They are not required to register for summer or winter breaks, but may do so if they so desire.

Military Leave

Students who are called to active duty may request a Military Leave. A Leave Request form with a copy of military orders must be submitted to the Registrar's Office. The form is available on the Registrar's website at www.sjsu.edu/registrar/forms/index.htm.



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One Semester Leave

Students who have attended at least one semester as a matriculated student and who are in good or probation standing may choose to leave SJSU for one semester (Fall or Spring) without submission of a Leave of Absence form. Students choosing this option must return the following semester and continue their enrollment as a matriculated student. If a student does not return in the semester following the one semester leave, the student will be required to reapply for admission to the next available admission term. Students utilizing this option may not submit a formal leave of absence following the one semester leave. Please review the Returning Student section for additional information.

Students who engage in college course work outside of SJSU during the one semester leave period will be required to submit official academic transcripts prior to course enrollment.

Planned Student Educational Leave

A Planned Student Educational Leave permits a student to be absent from regular attendance for one or more terms while maintaining continuing enrollment status. Applicants must have an intention to return to formal study within a specified period and a plan for how the time is to be spent in relation to an educational objective.

The opportunity to apply for such leave is available to all students except those attending their first semester (or a first semester after an absence) and those students in disqualified status. International students are not eligible to remain in the United States while on a leave of absence unless such a leave is documented by an attending physician, and authorized by the International Programs and Services Office at SJSU.

Leave arrangements must be made in advance with the chair of the department in which the student is majoring. Undergraduate students in undeclared status will make leave arrangements with Academic Advising and Retention Services (AARS) in the Student Services Center. Graduate students will make leave arrangements with the graduate program coordinator in their department. International students must also go to the IPS office to secure the necessary immigration authorizations. The maximum leave is four semesters.

Students who meet the terms of the leave are guaranteed a return to their department even though it is or becomes a program restricting the number of applicants. However, students who return to SJSU in a chancellor-designated impacted major are subject to readmission consideration based on meeting the supplementary admission criteria required of all applicants seeking entrance to those fields of study.

Leave forms and additional information may be downloaded at www.sjsu.edu/registrar/forms.



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Legalese

Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Changes may come in the form of statutes enacted by the Legislature, rules and policies adopted by the Board of Trustees of the California State University, by the Chancellor or designee of the California State University, or by the President or designee of the campus. It is not possible in a publication of this size to include all of the rules, policies and other information that pertain to students, the institution, and the California State University. More current or complete information may be obtained from the appropriate department, school, or administrative office.

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

The annual update of SJSU policies is recommended as an up-to-date source of information on course offerings, general education, registration procedures, schedule of fees and other pertinent information on policies and procedures.



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Library

The Dr. Martin Luther King, Jr. Library, an innovative collaboration that integrates the collections, services and staffs of two major institutions: The SJSU University Library and the San José Public Library is a unique learning and community center where the entire Silicon Valley Community—students, faculty, and residents—can learn for life. The combined collections include more than 1.5 million items and the building houses 33 delightful public art installations.

King Library

408-808-2000

www.sjlibrary.org



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Maximum Unit Loads

An undergraduate student who takes 12 or more units is classified as full-time. Students with work responsibilities outside of school should reduce their study loads appropriately. Students enrolled in remedial math and/or English should not enroll in more than 15 units.

The maximum load for graduate students is normally 15 semester units. Reasonable exceptions beyond this number may be approved, for sufficient cause, by the graduate student's official advisor. Loads beyond 18 units will need special approval by the undergraduate student's advisor and department chair. The Graduate Studies and Research Committee strongly recommends that graduate students carry no more than 12 units of 200-level work in any one semester. There is no official minimum load for graduate students other than for those who wish to receive financial assistance or other benefits.

Immigration and Customs Enforcement (ICE) regulations on international students require that undergraduates maintain full-time status of 12 semester units and graduate students 9 semester units, excluding summer in both cases. To appeal this regulation, go to International Programs and Services.

Excess Units

Enrollment limits for undergraduate students will be set on a semester by semester basis. Petitions and information are available at www.sjsu.edu/registrar/forms.



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Mission Statement - San Jose Staté University

To enrich the lives of its students, to transmit knowledge to its students along with the necessary skills for applying it in the service of our society, and to expand the base of knowledge through research and scholarship.



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MySJSU

MySJSU is your primary website for important transactions with campus.

- Applicants: Access information is sent to you by the Admissions office for you to log in to check your application status and view messages.
- Admitted and enrolled students: View your enrollment appointment start date and time for registration.
- Register for classes.
- Search for open sections of classes.
- Print your own class schedule.
- Pay fees online.
- Undergraduates: View your degree progress.
- Continuing and former students: Print any grades from Spring 1991 to the present.



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National Hispanic University

San José State enjoys a special relationship with the National Hispanic University of San José, which includes course articulation and major-to-major agreements, cross-registration opportunities for both campuses, and other benefits.

Office of the Registrar

Student Services Center
408-924-2015
registrar@sjsu.edu



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Nondiscrimination Policies

California State University (CSU) Student/Applicant for Admission Discrimination/Harassment/Retaliation Complaint Process Timeline

- Pursuant to Executive Order 1045 a student/applicant for admission (applicant) on any one of the 23 campuses of the California State University may file a complaint related to discrimination, harassment, or retaliation.
- Immediately following a discriminatory, harassing, or retaliatory act/action, or as soon as possible thereafter, students/applicants who believe they are or may have been victims of discrimination, harassment or retaliation, may initiate the Informal Resolution process to receive information and advice about the procedures that exist for resolving such matters.
- For the purpose of this executive order, day is defined as work day which means Monday through Friday, excluding all official holidays or campus closures at the campus where the complaint originated.
- Within twenty (20) work days after the end of the academic term (semester/quarter), in which the most recent alleged discriminatory/harassing/retaliatory act occurred, a student/applicant may file a formal discrimination/harassment/retaliation complaint.
- Within ten (10) work days of receipt of a formal complaint, an intake interview shall be conducted with the student/applicant.
- Within sixty (60) work days of the initial intake interview of a formal complaint, the investigator shall complete his/her investigation, write and submit the investigative report to the campus designated Management Personnel Plan (MPP) employee responsible for the implementation of, and compliance with, Executive Order 1045. The timeline for the investigation shall not be extended pursuant to Article VIII, Sections E or F of Executive Order 1045 for a period longer than an additional thirty (30) work days.
- Within ten (10) work days of the receipt of the investigative report, the campus designated Management Personnel Plan employee shall review the investigative report and notify the student/applicant in writing of the outcome of the campus investigation. If the same Management Personnel Plan employee is the person who investigated the complaint, he/she shall provide the student/applicant with notification of the outcome of the campus investigation within ten (10) work days of completing the report. A separate notification shall be provided to the accused(s), indicating whether or not the allegations at Formal Level I were substantiated.
- Within ten (10) work days of receipt of the Formal Level I decision, the student/applicant may file a written appeal with the Office of the Chancellor. Within sixty (60) work days of receipt of a written appeal to the Office of the Chancellor (CO), the CO designee shall respond to the complainant. A separate notification shall be provided to the accused(s), indicating whether or not the allegations at Formal Level II were substantiated.
- The CSU review of a written complaint filed by a student/applicant under this executive order shall end following a final decision by the CO designee.

The timelines noted above may be extended for the following reasons:

- If the student/applicant, the accused, a witness, the campus investigator/CO designee, or other necessary person involved in the complaint process is unavailable because of any reason deemed to be legitimate by the campus investigator/CO designee, the timelines in this executive order will be automatically adjusted according to the period of absence. The student/applicant will receive written notification of the period of extension.
- Timelines set forth herein may also be extended by mutual agreement. If the student/applicant does not agree or does not respond to the CSU's request for a timeline extension, the CSU will respond to the complaint/appeal within the timelines set forth in this executive order. In that event, the response will be interim in nature as it will be based upon the information available at the time. The interim response will note that the investigation/review is continuing until the CSU is satisfied its duty to respond appropriately to the allegation(s) has been discharged. The interim response should include a summary of the allegations, a description of the investigative/review process, and should also provide the student/applicant with an anticipated date of completion of the investigation/review, whereupon the final response will be issued.

– CSU Executive Order 1045



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Campus Climate: Tolerance, Respect and Understanding

As members of a university community it is our responsibility to advocate tolerance, respect and understanding at a level above that which is minimally required of us by law. While SJSU has largely succeeded in creating a diverse campus community, it must also actively promote a civil campus climate. This may require changes in attitudes and behaviors as we develop our common bonds.

Several of the convictions that might help us as members of an educational institution create these bonds are:

Respect for the individual: In recognition of individual uniqueness and value, whether as students, faculty, staff or administrators, it is our commitment to discourage appropriately any actions, behaviors, communication or programs that erode this fundamental concern for the individual.

Commitment to issue and problem resolution: It is the intent of the university to recognize the process of problem and issue resolution as integral to the successful achievement of its mission. SJSU is committed to addressing problems and issues in a responsive, equitable and timely manner.

Open communication and feedback: The university endorses and supports an environment of open communication and feedback. In support of this principle, the university will develop internal programs to educate, evaluate and provide feedback to support the growth process, including the growth of community and civility.

Disability

The California State University does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Federal laws, including sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, and various state laws prohibit such discrimination. The Office for Equal Opportunity has been designated to coordinate the efforts of SJSU to comply with all relevant disability laws. Inquiries concerning compliance may be addressed to this office at 408-924-1115.

Federal Statute and Guidelines on Handling Racial Incidents at Educational Institutions

Title VII of the Civil Rights Act of 1964 is enforced by the U.S. Department of Education's Office for Civil Rights issued guidelines for educational institutions receiving federal assistance to follow in handling "Racial Incidents and Harassment Against Students at Educational Institutions." These guidelines clarify conduct that violates Title VI:

"Under Title VI of Civil Rights Act of 1964 (Title VI) and its implementing regulations, no individual may be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination on the ground of race, color or national origin under any program or activity that receives federal funds. Racially based conduct that has such an effect and that consists of different treatment of students on the basis of race by agents or employees, acting within the scope of their official duties, violates Title VI. In addition, the existence of a racially hostile environment that is created, encouraged, accepted, tolerated or left uncorrected ... also constitutes different treatment on the basis of race in violation of Title VI."

These same Title VI guidelines further define a "racially hostile environment" as harassing conduct (e.g. physical, verbal, graphic or written) that is sufficiently severe, pervasive or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided.

Race, Color, Ethnicity, National Origin, Age and Religion

The California State University complies with the requirements of Title VI and Title VII of the Civil Rights Act of 1964, as well as other applicable federal and state laws prohibiting discrimination. No person shall, on the basis of race, color, ethnicity, national origin, age, or religion be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program of the California State University.

Retaliation Protection

SJSU policies prohibit retaliation against persons who file a complaint of discrimination, or assist with or participate in an SJSU or government agency investigation, proceeding or hearing concerning discrimination complaint. Retaliation complaints can be separately filed in the Office for Equal Opportunity, 408-924-1115. Or go to www.sjsu.edu/hr for more information



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ROTC Recruiting

This notice is to inform you that San José State University hosts the Air Force Reserve Officers Training Corps program on campus solely in compliance with the federal requirements contained in The Solomon Amendment. This law, passed as an attachment to the FY97 Federal Appropriations Bill, allows the government to deny federal funding, including federal student aid, to any school that does not provide access to ROTC programs and military recruiters on its campus.

Sex/Gender

The California State University does not discriminate on the basis of sex, gender or sexual orientation in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972 and certain other federal and state laws prohibit discrimination on these bases in education programs and activities operated by San José State University. Such programs and activities include admission of students and employment.

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

Inquiries concerning the application these laws to programs and activities of San José State University may be referred to the Equal Opportunity and Workforce Planning office, the campus office assigned the administrative responsibility of reviewing such matters, or to the Regional Director of the Office for Civil Rights, United States Department of Education, 50 Beale Street, Suite 7200, San Francisco, California 94105.

Sexual Orientation

By CSU Board of Trustee policy, the California State University does not discriminate on the basis of sexual orientation.

Sexual Harassment Policy and Complaints

SJSU is committed to maintaining a working and learning environment free from sexual harassment for its students, employees and those who apply for employee or student status. Sexual harassment is conduct subject to disciplinary action.

CSU policy defines sexual harassment to include "such behavior as sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature directed towards an employee, student or applicant when one or more of the following circumstances are present:

- Submission to or toleration of the conduct is an explicit or implicit term or condition of appointment, employment, admission or academic evaluation
- Submission to or rejection of such conduct is used as a basis for a personnel decision or an academic evaluation affecting an individual
- The conduct has the purpose of interfering with an employee's work performance or creating an intimidating, hostile, offensive or otherwise adverse working environment
- The conduct had the purpose or effect of interfering with a student's academic performance, creating an intimidating, hostile, offensive or otherwise adverse learning environment, or adversely affecting any student.

All complaints dealing with sexual harassment should be directed to the Director, Office for Equal Opportunity, who has been designated to investigate such allegations.

SJSU Policies

San José State University does not discriminate on the basis of accent, age, ancestry, citizenship status, color, creed, disability, ethnicity, gender, marital status, medical condition, national origin, race, religion or lack thereof, sex, sexual orientation, transgender and veteran's status. This policy applies to all SJSU student, faculty and staff programs and activities.



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Nonresident Tuition Exemptions (AB 540)

See Registration - Tuition Fees



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Ombudsperson

The University Ombudsperson is an impartial party appointed to receive complaints, provide information, facilitate communication, and offer conflict resolution between students and members of the university community (faculty, staff, and administrators).

While an employee of the university, the Ombudsperson is an independent agent available to any student connected with the campus who has a complaint about university policy and procedures. Violations of student rights and policies that are perceived as being unfair or outdated are two of the problem areas with which the Ombudsperson deals. The Ombudsperson also screens cases for the Student Fairness Committee.

Administration 218

408-924-5995

<http://sa.sjsu.edu/ombudsman>



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Open University

Open University is not available to matriculated students.

Open University allows students to earn degree units from SJSU or to take noncredit or Continuing Education Unit programs. Information booklets, including registration information, are available on campus at the Spartan Bookstore, Student Services Center, Counseling Services and off campus at International and Extended Studies.

- Fall schedule available online in July.
- Spring schedule available online in December.

International and Extended Studies

210 North Fourth Street, Suite 301

San José, CA 95112

408-924-2670

www.ou.sjsu.edu

info@ies.sjsu.edu



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Orientation

Orientation is an important first step to help new students learn to navigate SJSU, register for classes, and make the connections they need to be successful! These mandatory programs assist new students with making the transition to college. Orientation is delivered collaboratively by two SJSU departments, Academic Advising and Retention Services and Student Involvement. These departments work with new students at Orientation and beyond by utilizing student leaders who are trained in issues of transition. At the program, professional staff advise students about required General Education courses, major courses, and prerequisites. Orientation staff who are knowledgeable about the campus will guide students and parents/guardians through experiences that educate them about campus programs and services.

The International Programs and Services Office presents a required program for new international students that serves as a check-in for immigration procedures and an introduction to study in the U.S. and SJSU.



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Over 60 Program

The Over 60 Taxpayer's Benefit Program allows enrollment of persons 60 years of age or older without payment of the admission application fee and most registration fees. Admission is based on a space available basis and all campus impactation restrictions are in effect for every applicant. SJSU no longer accepts applications for lower division transfers (less than 60 units) and second baccalaureate students. Over 60 participants must be eligible to be a matriculated student at SJSU and must be degree-seeking. The program is not available for Special Session or Open University students. Apply online at www.csumentor.edu.

Students admitted to the program begin registration on the first day of classes and must complete their registration by the add deadline. After you have registered for classes, go to the Bursar's Office in the Student Services Center and complete the form to have your fees adjusted.

Admission Questions

Student Outreach and Recruitment
Student Services Center
408-924-2564
www.sjsu.edu/soar
outreach@sjsu.edu

General Questions

Educational Counseling
Counseling Services
408-924-5910
www.sjsu.edu/counseling

Over 60 Program Fee Waiver Questions

Bursar's office
Student Services Center
408-924-1605
www.sjsu.edu/bursar
bursar@sjsu.edu



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Parking Permits

- Student parking permits may be purchased online at www.sjsu.edu/parking, using a credit card.
- Within five business days the student will receive a permit in the mail.
- Parking Services and Bursar's/Cashiering will only issue Commuter, Housing, and Park and Ride parking permits with check, money order or cash payments.

Parking Services

UPD Building
408-924-6556
parking@sjsu.edu

Bursar's Office

Student Services Center
408-924-1601
bursar@sjsu.edu



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Password

Use your password to access <http://my.sjsu.edu> on the web along with your SJSU ID.

Change your password and set up your **Forgot My Password** setting during the first visit.

- New students receive this information from admission office communications.
- Lost, forgot or never received your password? Contact cmshelp@sjsu.edu to reset your password. Include your full name, SJSU ID, date of birth and mailing address.



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Physics Placement Test

For instructions, contact the Physics Office, SCI 148, 408-924-5210

The Physics Placement Test is a one-hour multiple choice exam that covers topics in high school level physics, algebra and first semester calculus.

Basic physics formulae will be provided.

Please bring a calculator.

All students who plan to take Phys 070 must fulfill the following requirements:

1. Pass the Physics Placement Test
2. Show proof of passing high school level physics with a grade of "B" or better
3. Pass MATH 030 or MATH 030P with a grade of C- or better.

Students who register for PHYS 070 without meeting all of these requirements will be dropped from the course.

Students who wish to register for Phys 050 do not need to take the Physics Placement Test. See your major advisor or visit the Physics department office, SCI 148, for details.



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Postbaccalaureate (Second Baccalaureate) Applicants

SJSU accepts applications from postbaccalaureate/second baccalaureate students in Pre-Nursing only. Generally, applicants must provide transcripts from the institution where the degree was earned in order for SJSU to assess eligibility. See www.csumentor.edu for applicant information.



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Pre-Professional Study

Several sources of information and assistance are available for students who plan to enter the professions of art administration, dentistry, medicine, law, pharmacy, optometry, veterinary medicine, physical therapy, social work and theology. General information, including names and locations of faculty members who have been designated as “pre-professional” advisors, may be obtained from the appropriate academic department office. Interested students should also contact the university of their choice for information regarding the professional prerequisites for that institution. Consultants are available at the Career Center to discuss possible career paths. Application forms for admissions tests to law school, medical school and dental school are available in the Testing Office.

Student associations in pre-law, pre-medicine and pre-dentistry conduct active programs which include information about admission to professional schools, test preparation and seminars/workshops in the profession.

Pre-Law Programs

Students planning to attend law school and pursue careers in law should be aware that no major has a special advantage in preparing them to compete on the Law School Admission Test or for admission into even the most prestigious law schools. The American Bar Association emphasizes this point in its publication **Law as a Career**: “An undergraduate should be aware that there is no particular course of study that is required or preferred by law schools. Accordingly, students from a wide variety of majors (e.g., philosophy, physics, political science, engineering, and business) are admitted to law schools each year. There is no true prelaw curriculum. Generally, a broad-based education that is rigorous and that stresses analytical and verbal communication skills will be useful.” Students with undergraduate degrees in the humanities and the arts as well as the social, health, and natural sciences are consistently successful in achieving competitive scores on the LSAT and in obtaining admission to law schools of distinction.

However, students should keep in mind that successful pursuit of a career in law depends on skills acquired only through particular kinds of courses. The Law School Admission Council’s Official Guide to U.S. Law Schools explains: “While no single curricular path is the ideal preparation for law school, you should choose courses that sharpen analytical reasoning and writing skills. Law schools prefer students who can think, read, and write well, and who have some understanding of what shapes human experience.”

Students considering careers in law should consult regularly with a pre-law faculty advisor. The number and kind of courses that prepare students for law can be offered by a variety of departments. It is therefore important that students consult with a faculty member familiar with the curricular choices that best align student aspirations with law school expectations. A faculty advisor can also provide valuable information concerning law school and law careers that will not be acquired through any set of courses. The following departments offer pre-law advising: Justice Studies, Philosophy, Political Science. A further resource for students considering a career in law is the Law School Advisor provided by Student Services.

Pre-Medical Programs

Medical schools do not require any specific major. While many applicants major in biology or biochemistry, the admission rate is quite good for non-science majors because these graduates will have shown strength in two academic areas. At a minimum, applicants must complete during their college years two years of major chemistry with lab, physics with lab, math through calculus, one year of English composition, and one year, preferably two, of biology with lab. Students interested in any medical field should get as much hands-on experience as possible volunteering or working in medical settings so that they fully understand how physicians and other health professionals spend their time. There are pre-medical advisors in Biological Sciences and in Chemistry; consult them early and often.



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Privacy Rights Of Students In Education Records

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect students' privacy in their records maintained by the campus. The statute and regulations govern access to certain student records maintained by the campus and the release of such records. The law provides that the campus must give students access to most records directly related to the student, and must also provide opportunity for a hearing to challenge the records if the student claims they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under this law does not include any right to challenge the appropriateness of a grade determined by the instructor. The law generally requires the institution to receive a student's written consent before releasing personally identifiable data about the student. The institution has adopted a set of policies and procedures governing implementation of the statute and the regulations. Copies of these policies and procedures may be obtained at (designate location on campus). Among the types of information included in the campus statement of policies and procedures are: (1) the types of student records maintained and the information they contain; (2) the official responsible for maintaining each type of record; (3) the location of access lists indicating persons requesting or receiving information from the record; (4) policies for reviewing and expunging records; (5) student access rights to their records; (6) the procedures for challenging the content of student records; (7) the cost to be charged for reproducing copies of records; and (8) the right of the student to file a complaint with the Department of Education. The Department of Education has established an office and review board to investigate complaints and adjudicate violations. The designated office is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

The campus is authorized under the Act to release "directory information" concerning students. "Directory information" may include the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors, and awards received, and the most recent previous educational agency or institution attended by the student. The above-designated information is subject to release by the campus at any time unless the campus has received prior written objection from the student specifying what information the student requests not be released. Written objections should be sent to the Registrar's Office. It should be noted, however, that university policy S66-20 is more restrictive than the law. SJSU policy guidelines indicate that the only directory information routinely released to outside parties without student consent is enrollment status and degree completion (if applicable). Requests for addresses and telephone numbers are not honored, especially if requested for commercial purposes.

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

University Development (Advancement) Programs

Directory information (see definition earlier) may be used by the university for the development of campus affiliated programs.

Career Placement Information

The Career Center may furnish, upon request, information about the employment of students who graduate from programs or courses of study preparing students for a particular career field. Any such data provided must be in a form that does not allow for the identification of any individual student. This information includes data concerning the average starting salary and the percentage of previously enrolled students who obtained employment. The information may include data collected from either graduates of the campus or graduates of all campuses in the California State University system.

Student Identification Information

SJSU ID Number

San José State University is concerned about keeping your personal data private. We are required to use Social Security numbers to process payroll; award financial aid and document fees paid for tax relief purposes. However, for all other purposes, we will use your SJSU ID number for identification, rather than your Social Security Number.

Use of Social Security Number

Applicants are required to include their correct social security numbers in designated places on applications for admission pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code (26 U.S.C. 6109). The university uses the social security number to identify students and their records including identification for purposes of financial aid eligibility and disbursement and the repayment of financial aid and other debts payable to the institution. Also, the Internal Revenue Service requires the university to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. This information is used by the IRS to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes.



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Probation, Academic

An undergraduate student is placed on academic probation if the SJSU cumulative grade point average falls below a "C" average (2.0). Students will remain on academic probation until they return to good academic standing (SJSU cumulative GPA greater than or equal to 2.00) or are disqualified. All work taken through Open University is included in the cumulative record and is considered in the determination of probation and disqualification.

Unless otherwise noted, postbaccalaureate (second baccalaureate) students follow the same policies and procedures as upper division undergraduates.



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Probation, Administrative-Academic

A student may be placed on administrative-academic probation by action of the Provost for any of the following reasons:

1. Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms. A student whose withdrawal is directly associated with a chronic or recurring disability or its treatment is not subject to administrative-academic probation for such withdrawal.
2. Repeated failure to progress toward the stated degree or other program objective, including that resulting from assignment of 15 units of NC, when such failure appears to be due to circumstances within the student's control.
3. Failure to comply, after due notice, with an academic requirement or regulation which is routine for all students or a defined group of students (examples: failure to complete a required CSU or campus examination, failure to complete a required practicum, failure to comply with professional standards appropriate to the field of study, failure to complete a specified number of units as a condition for receiving student financial aid or making satisfactory progress in the academic program).

When such action is taken, the student will be notified in writing and provided with the conditions for removal from probation and the circumstances which would lead to disqualification, should probation not be removed.



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Readmission

Disqualified Students

A. Students disqualified from San José State University who wish to be considered for readmission should:

1. Read the section of this catalog titled Disqualification and Probation.
2. Contact the Registrar's Office regarding reinstatement forms, procedures and submission of appropriate transcripts.

Approval for reinstatement to the University after disqualification does not assure readmission to any particular semester or specific degree objective.

B. Students who have been disqualified from the college or university of last attendance (other than SJSU) will not be considered for admission to a regular session until:

1. They have reapplied for admission during the next available admission application cycle and meet all posted deadlines.
2. The official transcript of record indicates eligibility to re-enroll, or
3. They have (a) completed a minimum of twelve (12) semester hours of university level work with at least a 2.0 ("C") average in units completed since disqualification and (b) met all other academic requirements for admission to SJSU.

Former Students in Good Standing

Students who left the university in good standing may be readmitted provided any academic work attempted elsewhere since the last attendance does not change their scholastic status. Transcripts of the record of any college work attempted in the interim are required. They must meet all application and admission standards, policies and deadlines.

Former Students Who Were Disqualified

Students disqualified at the close of their last enrollment must petition for reinstatement. See the section titled Disqualified Students for detailed information. Students seeking reinstatement to the university are also advised to make early application for readmission and meet all application and admission deadlines posted at www.csumentor.edu. Contact the Student Services Center for details, or read the Petition for Reinstatement information on www.sjsu.edu/registrar/forms/index.htm.

Former Students Who Were On Probation

Students on probation at the close of their last enrollment may be readmitted on probation provided they are otherwise eligible. They must meet all application and admission deadlines. Students must furnish transcripts of any college work taken during their absence.

Returning Students

Students who are officially registered, have paid registration fees and who then withdraw officially are considered continuing students and are not required to file an application for admission to the following regular semester.

Former students in good standing who plan to return after an absence of more than one semester must submit a new admission application at www.csumentor.edu. They must meet all application and admission deadlines. The application fee is required if they were not enrolled in either of the two semesters prior to the semester in which they are seeking admission or if they were enrolled in another institution during their absence from the university. Students who maintain continuous attendance are not exempt from readmission requirements after an absence of more than one semester.

Former students absent from the university for a period of seven or more years must resubmit all documents required for admission.



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Records Holds

SJSU has the authority to withhold permission to register, receive services, materials, food or merchandise, or any combination of these, from any person owing a debt to the university. A debt is defined as an unpaid obligation of a student or former student, however incurred, arising while the debtor was a student. For students who have been recipients of Federal Perkins Student Loan funds, SJSU has the authority to withhold certain services for failure to complete a Perkins Exit Interview upon departure from SJSU.

A Record Hold is a method of implementing these restrictions.

An automatic financial hold will be placed against the student's records whenever a debt is not cleared by the payment due date.

Services that may be held include, but are not limited to:

Registration

Grades

Diploma

Transcripts

When all due debts are cleared, the financial hold is automatically removed.



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Refunds

See Registration - Tuition Fees

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Registration - Access

Make sure you have working access to <http://my.sjsu.edu>

Make sure your browser (Explorer, Firefox, Safari) will work at MySJSU. Current browser standards are posted.

For your convenience, computer access locations are available at these campus locations:

- Clark Hall
- King Library
- Associated Students Computer Lab, Student Union
- Lobby, Student Services Center
- Learning Assistance Resource Center (LARC), Student Services Center
- Campus wireless hotspots

SJSU ID and User ID

- MySJSU uses your nine-digit SJSU ID for logging in. This is the number found on the front of your Tower Card. Students who were previously issued a User ID beginning with a capital W may continue to log in with that; however, the SJSU ID will also work.
- Your ID can not be changed.
- New students receive this information from admission office communications.

Password

- Your assigned password is typically a mix of letters and numbers and all letters must be entered in uppercase.
- You may change your password and set up your **Forgot my Password** setting at <http://my.sjsu.edu>.
- If you change your password, pay close attention to the case in which you enter the letters.
- New students receive this information from admission office communications.
- **Remember, both are cASe seNsiTiVE!**

Lost, forgot or never received your ID or Password?

- Contact cmshelp@sjsu.edu for assistance. Include your full name, SJSU ID, date of birth and mailing address.

What to do if you can't log in?

- Contact cmshelp@sjsu.edu {mailto:cmshelp@sjsu.edu} for assistance.



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Registration - Adding a Class

Go to <http://my.sjsu.edu>

- Enter your SJSU ID and Password - you may now use your nine-digit SJSU ID to login to MySJSU. If you are a continuing student and have previously been given a User ID beginning with an uppercase W, you can continue to use this ID to log in.

Navigate to Academics > Add a Class

Select the correct term. If you do not see the desired term, you are not eligible to enroll. New students should contact admissions. Continuing students should contact the Registrar's Office.

Choose the class you wish to add.

To search the schedule, click the green "Search Button." Make sure the Course Career is set to Graduate or Undergraduate depending on the class you are searching for. If you find a class you wish to add, click the "Select Class" button to place it in your shopping cart.

Alternatively, if you know the class number for the class you wish to add, you can simply type the 5 digit Class Nbr and click the Enter button.

Either way, once you have chosen a class, a new page called "Class Enrollment Options" will appear. Verify that the course is the one you selected. If required, enter any permission numbers and select any related components if applicable, and click Okay. The Add Classes page will appear, and you will see your classes in your shopping cart.

Warning: you have not yet added your classes.

Component Classes

If the course has related components attached to it (e.g., lab, seminar), the system will prompt you to select the one you wish to add.

Department or Instructor Consent

If you received a Class Permission Number, enter it in the available field. Please note that most classes will require a Class Permission Number if you are adding during Late Registration.

Switching Class Sections?

You must drop the section (lecture and labs/seminar, as well, if they have related components or corequisites) before adding the new class section(s).

Add Additional Classes

If you want to add another class to your add classes list, simply repeat the previous steps.

Warning: Finish Enrolling

Make sure you complete the process! Once you have added all your classes to your shopping cart, click the green button that says "Proceed to Step 2 of 3." On the next page you will be given the chance to review your enrollment and make sure that it is accurate. Once you have verified your classes, click the green "Finish Enrolling" button to submit your registration.

Verify Add

Check to make sure you did not receive any errors for the classes you added. If you did, you can see a message explaining why you could not add the class, for example, prerequisites not met, or the class is full. Finally, check your class schedule to make sure all the classes you added appear.

"Instructor Consent" or "Department Consent"

Should you receive a registration error indicating that "**Instructor Consent**" is required, you must go to the instructor to obtain the Permission number. To add the course, use the **Permission Number** with the Class Number for that specific course section, as listed in the course schedule.

"**Department Consent**" requires students to go to the department that offers the course to obtain the Permission Number. To add the course, use the Permission Number with the Class Number for that specific course section, as listed in the course schedule.

Permission numbers become 'used' only after an enrollment request is successful. To assure a successful enrollment request if you are adding using a permission number, remember the following before clicking the submit button:



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Remember the following before clicking the submit button:

- Check that you have no holds.
- Check that you have met all prerequisites.
- Only enter the enrollment section in the class number section.
- Enter any and all Component Courses (e.g., corequisite labs or seminars) and determine what required course is approved even before trying to “Enroll in the Class.”

To enroll if you submitted a number but received an error, **re-enter the same permission number after resolving the error.**

Adding Classes on the First Day of Instruction

On the first class meeting, Group 3: Graduating Students (bachelors and graduate level students who have a graduation application on file with an anticipated graduation date for the current or next semester) shall have top priority for any available spaces. Students seeking to add the course should provide documentation showing that they are graduating seniors as defined above.

An impartial procedure (such as a lottery or any other method of random selection) shall be used to choose, from among the graduating seniors, those who will fill the available spaces.

- Academic Senate Policy F09-1

Adding Classes after the Last Day to Add

Per Academic Senate policy F09-2, students can submit the **Pre-census Late Enrollment** petition form to the Registrar's office. This petition is valid through census date.

Likewise, after census date, students can petition for late add using the **Post-Census Late Enrollment** form. This form replaces the Retroactive add petition form. Petition forms **can be found on the Registrar's website** at www.sjsu.edu/registrar/forms/.

Late Registration Fee Assessed

Students registering for classes after the term begins are assessed a late registration fee. Students in the Over 60 and Step to College programs are not required to pay the late registration fee.

Begins the first day of instruction for initial enrollment within the term.....	\$25.00
Begins after late registration deadline and before census for any classes added	\$45.00
Begins after census for any classes added.	\$200.00
Begins the first day after instruction ends (Study Day).....	\$200.00
Occurs when classes are administratively dropped by the Bursar's Office for non-payment and student wishes to re-enroll the following term	\$40.00



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Registration - Appointments and Class Schedule

Do your research and plan your schedule

Check your enrollment appointment at <http://my.sjsu.edu>.

You will not be able to register before your appointment time, but you can enter the system and research course offerings, degree requirements, course prerequisites, etc.

It is your responsibility to monitor your account to see when the appointment time is posted. Note that enrollment appointments are not mailed to students.

Create a registration worksheet before logging on

Build a sample schedule and have alternate schedules or classes prepared in the event courses are either closed or cancelled. SJSU offers course listings to you in 3 ways:

1. <http://my.sjsu.edu> class schedule search function: Real-time updates of available courses (open and closed sections, seats remaining).
2. info.sjsu.edu: Instructions, policies, procedures and course listings at one URL. Searchable, linked to SJSU Catalog degree templates.
3. info.sjsu.edu links to PDFs (Portable Document Format): Best current format if you want or need to print schedule pages.



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Registration Assistance - Disabled Students

The Disability Resource Center will provide registration assistance for all students who, because of a disabling condition, are unable to use <http://my.sjsu.edu>. For further information, call 408-924-6000, TTY 408-924-5990.



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Registration - Course Offerings and Cancelled Classes

The courses listed in the **SJSU Schedule of Classes** reflect the scheduled offerings by the departments available at the publication deadline. The online schedule of classes posted at MySJSU provides real time status of classes. Departments have the option, based on enrollment, to cancel and/or add sections or courses.



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Registration - Dropping a Class

Go to <http://my.sjsu.edu>

- Enter your SJSU ID and Password - you may now use your nine-digit SJSU ID to login to MySJSU. If you are a continuing student and have previously been given a User ID beginning with an uppercase W, you can continue to use this ID to log in.
- If you drop a class, you must do so prior to the time you submit payment to ensure that your registration fees are properly assessed.

Navigate to “Self Service” > Student center > Drop a class”

- Click on “Drop Classes”
- Click the checkbox next to each class you wish to drop and click “Drop Selected Classes.”
- Review your selection and click “Finish Dropping.”

Dropping Without Penalty

Courses may be added or dropped without penalty during the first fourteen days of classes. See the Calendar section or www.sjsu.edu/registrar for exact dates and deadlines. Courses dropped during this initial period will not appear on the student’s transcript. With instructor consent, students may late add a class up to one week later.

Dropping Classes After the Fourteenth Day of Instruction

Students may petition to late or retroactively drop a course or withdraw from an entire semester of courses for serious and compelling reasons after the drop deadline. Check the official academic calendar to verify the date.

Conditions and circumstances are defined as “serious and compelling” only if beyond the student’s control. Those acceptable as justifications for a late drop must have occurred after the drop deadline. A personal statement with supporting documentation must be submitted with the late and retroactive drop and withdrawal forms.

Undergraduates may download the appropriate petition (course drop or withdrawal from all courses) at www.sjsu.edu/aars/forms. Graduate students may download the appropriate petition at www.sjsu.edu/gape/forms.

Submission of these forms, even with an instructor’s signature, does not constitute approval. Continue attending class and complete all assignments until the petition is approved or denied.

Instructor Drops

Instructors are permitted to drop students who fail to attend the first scheduled class meeting and who fail to inform the instructor prior to the second class meeting of the reason for any absence and their intention to continue in the class. Some instructors will drop students who do not meet the stated course prerequisites. However, they are not required to do so. **It is the student’s responsibility to make sure classes are dropped.**

Detailed information for instructors is available for download at www.sjsu.edu/registrar/docs/Instructor_Drops_Procedure.pdf.

Late Drop Petitions

Students may petition to Late Drop for serious and compelling reasons after the drop deadline. To verify the official dates, see www.sjsu.edu for links to the official academic calendar. Petitions are available at www.sjsu.edu/aars/forms.

Conditions and circumstances are defined as ‘serious and compelling’ and are considered beyond the student’s control, and which occurred after the drop deadline.

A personal statement submitted without supporting documentation is not acceptable. Acceptable documentation includes:

Health

Serious health reasons out of your control (e.g. personal health, serious family illness or assigned caretaker). Attach a doctor’s note or other appropriate verifiable documentation.

Military assignment

Submit military assignment papers.



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Divorce

Divorce papers or certification of pending divorce.

Natural Disaster: (e.g. fire, earthquake)

Submit verifiable documentation.

Employment

Letter from employer, on letterhead indicating reason(s) for work schedule circumstances conflicting with the class requested to drop and date of change in schedule.

Personal

Submit verifiable and appropriate documentation **other than** student's statement.

Administrative Error

University documentation from appropriate departments. Students must understand that their personal letter alone will not suffice as verifiable documentation.

Late drops are to be submitted to the counter of Academic Advising and Retention Services in the Student Services Center.

Neither an instructor's signature nor submission of a Late Drop petition constitutes approval. Continue attending class and complete all assignments until the Late Drop Petition is approved or denied.



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Registration - Priority Groups

Current work-in-progress is used to determine class level for registration purposes. All priority groups are approved by the Student Success Committee of the Academic Senate.

Group One

- New entering educational equity students
- Appropriately certified students with disabilities
- Veterans and active service members
- Certain students who represent or serve San José State University
- Students in certain programs with rigid registration requirements

Group Two

- First-Time Freshmen (registration is completed through Frosh Orientation)

Group Three

- All students who have applied for graduation

Group Four

- Non-graduating Graduate students based on rotating alphabetical groupings

Group Five

- Non-graduating Seniors based on alphabetical groupings

Group Six

- Second Baccalaureate students based on alphabetical groupings

Group Seven

- All other Juniors based on rotating alphabetical groupings

Group Eight

- All other Sophomores and Freshmen based on rotating alphabetical groupings



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Registration - Restrictions

California residents sixty years or older (who have been admitted to the Over 60 program)

will begin registration on the first day of classes, Wednesday, January 25, and must complete their registration by Monday, February 13, 2012. The program is not available for Special Session or Open University.

Step-To-College Program

students will begin registration on the first day of classes, Wednesday, January 25 through Monday, February 13, 2012.

Graduate students

cannot enroll in lower division classes during Advance Registration. Lower division classes will need to be added Wednesday, January 25 through Monday, February 13, 2012.

Matriculated SJSU students cannot concurrently enroll in Open University.

Matriculated students are those who have been admitted to SJSU as regular students for the current semester or were registered as matriculated students in at least one of the two previous semesters and did not graduate. This policy does not apply to disqualified students.

Students returning after an absence:

After an absence of more than one semester (without a formal leave of absence), students must reapply for admission before access to registration is granted.

Maximum Unit Load:

Each student is provided a specific priority registration begin date and time (based on Academic Senate policy). You will be limited to registering for 14 units during the Advance Registration enrollment period, except for graduating seniors who applied for Spring 2012, Summer 2012 or Fall 2012 graduation who will have a unit limit of 18. Beginning Saturday, January 7, 2012, you will be able to register for up to 18 units.



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Registration Holds

Students should periodically check for holds at <http://my.sjsu.edu>. Follow the instructions on how to clear them.

Holds on student accounts and records will prevent students from registering. Students should periodically check for holds at <http://my.sjsu.edu>. Follow the instructions on how to clear them. **Monetary holds of \$50.00** or more will block you from registration, obtaining official transcripts, diplomas and other miscellaneous services

College of Engineering Advising

Are you an undergraduate majoring in any field of study in the College of Engineering? All College of Engineering undergraduates must see an advisor every semester, prior to registration. Graduate Engineering students (except Civil and Industrial & Systems, Computer Engineering, and General Engineering) must also see a major advisor prior to enrolling every semester.

Are you an Occupational Therapy major?

All Occupational Therapy majors must see an advisor prior to registration.

College of Science Advising

Are you an undergraduate majoring in any field of study in the College of Science? Are you a graduate student in Chemistry, Computer Science or Physics?

All undergraduate College of Science majors and graduate students in Chemistry, Computer Science and Physics must see a major advisor prior to registering every semester.

AARS Advising Hold

Are you an undergraduate listed as Undeclared?

You may be required to see an advisor in Academic Advising and Retention Services prior to registering for the next semester.

ELM/EPT

Have you taken the required placement tests?

Students who are not exempt from the ELM and/or EPT must take the tests and have their scores on record before registering for **any** courses.

Students might also see ELM and EPT "service indicators" that indicate the need to enroll in remedial math or English. These do not prevent registration.

Financial Holds

- Do you owe the University \$50.00 or more?

If so, you will not be able to register until the debt has been paid. Be aware - these debts could accrue at any time. Clear up any debts as soon as possible by paying your outstanding debts using the Pay Now option at <http://my.sjsu.edu> after the log-in under Self Service. Remember, payments are applied to the oldest debt first. Keep your account current by paying all charges by the assigned due date.

International student Health Insurance

Proof of health insurance is required prior to registration each semester

Hepatitis B Immunization Series

- Are you a first time SJSU student?
- Will you be 18 years or younger on the first day of instruction?

If the answer to both of these questions is yes, you are required to submit proof of full immunization or immunity against Hepatitis B. Notes: It takes 4-6 months to complete the 3-dose Hepatitis B vaccine series. This requirement may be waived for students who attended a California middle or high school. Bring or fax (408-924-2077) proof of your immunization or immunity to the Student Services Center. Remember to include your phone number and SJSU ID.

Measles and Rubella

- Are you a new or readmitted SJSU student?
- Were you born on or after January 1, 1957?

If the answer to both of these questions is yes, you are required to submit proof of full immunization or immunity against Measles and Rubella. Note: This requirement may be waived for students who attended a California middle or high school. Bring or fax (408-924-2077) proof of your immunization or immunity to the Student Services Center. Remember to include your phone number and SJSU ID.

Missing Document Holds

- Were you admitted for Spring 2011 or Fall 2010?
- Did you submit unofficial transcripts?
- Were you admitted before you completed your last term at your last college?

If you were admitted for either term and if the answer to either of the other questions is yes, you must submit final, official transcripts from those institutions before you can register.

Probation Holds

- Is your SJSU cumulative grade point average below 2.00 for undergraduates (3.00 for graduate students)?
- Are you on a reinstated status on probation?

For undergraduates, if the answer is yes, you must see your major advisor or an Academic Advising and Retention Services advisor before you can register. This will happen each term until you are no longer on probation.

Graduation Registration Restriction

Students with 120 or more units who have not applied for graduation will not be allowed to register until they have submitted that application. Students with 150 or more units will be required to meet with an advisor in Academic Advising and Retention Services before registration and may have their registration for remaining requirements managed.



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Repeating a Class

During Advance Registration you may not register for a class in which you have previously been enrolled unless that class may be taken multiple times for credit (that is, be designated “repeatable for credit”). If you wish to repeat for the purpose of improving your grade, you must wait until the start of classes. To repeat any “non-repeatable for credit” course, you must have earned below a “C” for undergraduates or a “B” for graduate students.

Returning After an Absence

If you are in good standing and you were not disenrolled for non-payment of fees and you choose not to enroll or “stop out” for one semester, there is no need to reapply for admission. However, in order to maintain your matriculation at SJSU, you must enroll in classes the semester immediately following the one semester you stopped out. Some examples:

- You attended a spring term, earned grades and you are still in good standing. You do not enroll in the fall term, but return to take classes in the following spring. You do not need to reapply for admission.

When you must reapply for admission

- You attended a fall term, earned grades and are in good standing. You do not enroll in the next spring or fall terms. You must reapply for admission.
- If you take a full year off from school—you must reapply for admission. Consider alternatives: read the “leave of absence” section of the catalog.
- You do not enroll in classes in your initial admission term and wish to attend a subsequent term. You must reapply for admission.

How to reapply for admission

Complete the online application at www.csumentor.edu.

If you intend to stop out for one semester but decide to extend your absence, you may not request a leave of absence.

If you return to SJSU after an absence of more than one semester you must reapply for admission before access to registration is granted. Note that summer term is not included in this policy.

Students in Math and English Remediation

- Students in Math or English remedial status are restricted from enrolling in certain classes. Go to www.math.sjsu.edu/~McClory/ and click on the EO 665 Handbook for more information.
- Students in Math or English remedial status based on ELM/EPT scores will be required to remain enrolled in their assigned developmental Math and/or LLD class except during summer term.
- Students who do not enroll or who drop out of the assigned developmental class(es) during any registration period for fall or spring terms will be subject to having all courses dropped. If this occurs, students must re-register for courses and there is no guarantee that classes in which they were previously enrolled will be available.

Writing Skills Test (WST)

- Are you planning on taking an SJSU Studies General Education course?
- Are you planning on taking a 100W course outside of your major?

You must satisfy the WST requirement in order to register for any SJSU Studies (Advanced GE) General Education class. This is true even if you want to take the class for a major requirement, instead of GE. If you have not yet taken the WST, plan to take it as soon as possible. Check the General Education Section in this schedule for an explanation.

SJSU offers courses (LLD 100A and ENGL 100A) that satisfy the WST requirement.

There are designated 100W classes for each major. Clear any substitutions with your major advisor before attempting to register for a 100W class that is not assigned to your major. You will need to wait until the first day of instruction to sign up for a 100W class that is not designated for your major.



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Registration - Tuition Fees, Payments and Refunds

CAUTION!

- Fees are subject to change without notice.
- You are responsible for keeping your <http://my.sjsu.edu> account current.
- If a check or e-check is dishonored by the bank for any reason, including keying errors for e-checks, the registration is subject to cancellation.
- Any delinquent outstanding charges owed to the university will be submitted to the Franchise Tax Board for tax refund offset.

All payments apply to the oldest debt on your account. For example, if you are making a registration payment and you have a housing debt with an earlier due date, the payment will apply to the housing charges first. Keep your account current to avoid the possibility of enrollment cancellation.

At the time you register, the system will provide you with the balance of fees owed. Fees are payable by cash, check, money order or credit card and must be posted to your account by the due date.

- **Failure to pay fees by the due date will result in classes being dropped.**

General Information, Refunds

Bursar's Office
Student Services Center
408-924-1601
www.sjsu.edu/bursar

Residence Status

Enrollment Services
Student Services Center
408-283-7500

Financial Aid Awards

Financial Aid and Scholarship Office
Student Services Center
408-283-7500

Deferrals and Waivers

In order to receive a tuition fee deferral, your financial aid file must be complete and all requested documents submitted. Check your "To Do" list at MySJSU for requested documents. Once you have submitted all requested documents, a fee deferral will be assigned to your record to hold your classes and delay the payment of registration tuition fees while your financial aid process is completed. To prevent enrollment cancellation, it is your responsibility to submit all requested documents prior to the scheduled tuition fee payment deadline. Be sure to monitor your account at MySJSU for file status changes and "To Do" items.

Important! Financial Aid fee deferrals are temporary and are issued once all requested financial aid documents are submitted. A financial aid fee deferral holds classes and delays the payment of enrollment fees while the financial aid process is completed. To prevent enrollment cancellation, it is the student's responsibility to submit all requested financial aid documents prior to the scheduled fee payment deadline. **The financial aid fee deferral does not cover housing charges.**

If your tuition fees are to be paid by a third party (i.e. employer, government agency, or foreign embassy), documents must be on file before your payment deadline authorizing the university to bill the agency for your fees. Authorization may be mailed or faxed to the Bursar's Office at 408-924-1654. If documentation is not received by your payment due date, classes may be dropped.

When financial aid or the amount to be paid by the agency is less than the amount due, you must pay the difference owed. If the agency fails to formally authorize the university to pay tuition fees, you are responsible to pay by the due date.

Federal regulations prevent the university from deducting parking permit charges from financial aid. Financial aid recipients must pay for parking permits separately.



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Estimate Your Tuition Fees

MANDATORY TUITION FEE

This tuition fee pays the cost of student services such as counseling, testing, student activities, health services and student financial aid administration. In addition, these fees cover some supplies and service costs of instruction and instructional resources.

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fee, without notice, until the date when instruction for a particular semester has begun. All CSU listed fees should be regarded as *estimates* that are subject to change upon approval by The Board of Trustees. The following reflects applicable systemwide fees for semester campuses.

Undergraduate	1.0 - 6.0 units	\$1,587.00
Undergraduate	6.1 - or more units	\$2,736.00
Teacher Credential	1.0 - 6.0 units	\$1,842.00
Teacher Credential	6.1 or more units	\$3,174.00
Postbac/Graduate	1.0 - 6.0 units	\$1,953.00
Postbac/Graduate	6.1 - or more units	\$3,369.00

MANDATORY CAMPUS MISCELLANEOUS FEES

Students are charged campus fees in addition to tuition fees and other systemwide fees.

Student Association Fee	\$73.50
Student Union Fee	316.00
Facility Fee	53.00
Document Fee	15.00
Instructionally-Related Activity Fee	123.00
Health Fee	109.50
Subtotal (Campus Miscellaneous Fees)	690.00

Billing

SJSU does not issue bills. To see the amount of fees owed in MySJSU, after you register for classes, go to: Student Center > Scroll down to Finances > Account Inquiry (link) > Charges Due.

Due dates are posted within 24 hours after you make a transaction. It is the student's responsibility to make payments by the stated deadline - failure to pay fees by the due date will result in classes being dropped. If you are on a waitlist, please check your account daily since enrollment in waitlisted classes may result in additional fees owed.

If you add classes during Late Registration that change your unit load from fewer than 6.0 units to 6.1 or more units, additional fees will be due. Check your MySJSU account for your payment due date.

If you intend to drop a class, you must do so prior to the time you submit payment to ensure that your registration fees are properly assessed.

Fees and dates are subject to change without notice.

Fees for Non-Residents

Non-Residents of California must pay all fees listed above, plus mandatory non-resident fee of \$372.00 per unit multiplied by the number of units with no cap.



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Graduate Business Professional Tuition Fee

For students pursuing the MBA or MS Accountancy degrees, the Graduate Business Professional Fee is paid on a \$254.00 per unit basis in addition to basic tuition fees and campus fees.

Special or Optional Fees - All students

Semester Commuter Parking Permit.....\$192.00
Miscellaneous Course Fees/Lab Fees.....\$5.00 - \$130.00

Estimated Totals - California Residents

Undergraduate1.0 - 6.0 units.....\$2,277.00
Undergraduate6.1 - or more units.....\$3,426.00
Credential6 units or fewer.....\$2,532.00
Credential6.1 units or more.....\$3,864.00
Graduate1.0 - 6.0 units.....\$2,643.00
Graduate6.1 - or more units.....\$4,059.00

Mandatory systemwide fees are waived for those individuals who qualify for such exemption under the provisions of the California Education Code (see section on fee waivers).

Fee estimate includes 12% Tuition Fee increase approved in July 2011.

Fees and dates are subject to change without notice.

Installment Payment Plans (IPPs)

If you register for classes between November 8, 2011 and February 13, 2012 you may sign up for an installment payment plan. See www.sjsu.edu/bursar/fees/installments for more detailed information on payment plans.

To enroll in the installment plan, log on to MySJSU, navigate to Self service > Student Center > scroll to Finance section > Payment Plans and Account Services. See www.sjsu.edu/bursar for more detailed information on payment plans.

INSTALLMENT TYPE	NON-REFUNDABLE PROCESSING FEE
Registration Fees.....	\$33 IPP fee
Housing Fees	\$20 fee additional

See www.sjsu.edu/bursar/fees/installments/spring/ for installment payment due dates.

Payment Plan Features

- An installment fee will be assessed
- Housing charges included in the payment plan
- Payments divided equally
- Three to five installments for Advance Registration (November 8 through January 15), depending on the date you register
- Two installments for Late Registration (January 25 through February 13)

International Student Tuition Fees

International students must pay the basic registration fee plus \$372 per unit, with no cap, in addition to the mandatory tuition fees, campus fees and course fees.



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Nonresident Tuition Exemptions (AB 540)

If you attended high school in California for at least three full years and graduated or earned an equivalent, you may be eligible for resident tuition. Students must file an affidavit with SJSU stating that they have filed an application with INS to legalize their immigration status or will do so as soon as they are eligible. You will need to show proof of attendance and graduation.

On October 11, 2001, Governor Gray Davis signed Assembly Bill 540 (now Education Code Section 68130.5) creating a new exemption from nonresident tuition for any student who meets ALL of the following criteria:

- attended high school in California for 3 or more years;
- graduated from a California high school or attained the equivalent;
- is registered at, or attending an accredited institution of higher education in California not earlier than Fall 2001; and
- if a student without lawful immigration status files an affidavit with the campus stating that he or she has applied to legalize immigration status (using INS form I-130, Petition for Alien Relative) or will do so as soon as he or she is eligible.

See www.sjsu.edu/bursar/beginhere/faq/exemptionfaqs/ for additional information.

Payment Deadlines

Advance Registration: Tuesday, November 8, 2011 - Sunday, January 15, 2012

REGISTER BETWEEN	PAYMENT DUE
November 8 - November 16, 2011	November 17
November 17 - December 17, 2011	December 18
December 18, 2011 - January 15, 2012	January 17

CLASSES WILL BE DROPPED THE DAY AFTER THE DUE DATE IF PAYMENT IS NOT RECEIVED.

LATE REGISTRATION	WEDNESDAY, JANUARY 25 - MONDAY, FEBRUARY 13, 2012
Payment due date	February 17

For more information

408-924-1601

www.sjsu.edu/bursar/

Late Fees

Students eligible for participation in advance registration who do not register	\$25
Students classified as late registrants	\$25
Students redeeming a dishonored check related to registration fees.....	\$25-35
Registration after add deadline through census, February 14-21, 2012	\$45
Post Census Late Enrollment Fee beginning February 22, 2012	\$200

Those exempt from the late fee(s) prior to enrollment census date, February 21, are:

- Students admitted/enrolled in the Over 60 program
- Students enrolled in the Step to College program
- Graduate students who cannot enroll in lower division classes during Advance Registration.



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Loan, Short Term

Short Term loans are available through the Bursar's Office

To be eligible, you must:

- Be current on any outstanding debts to the university
- Must have sufficient financial aid or be gainfully employed
- Must be enrolled in at least six undergraduate or four graduate units

Payment Methods

First: Register for classes

Online with an E-check

- Log on to MySJSU and scroll down to the Finance section > Pay Now > Make a Payment > and select "Checking" from the drop-down menu.
- There is no service charge for e-check payments.
- Only regular bank savings or checking accounts are allowed.
- **Important!** Online payments initiated through your bank's bill-pay website are highly discouraged because it can take several days from the time your account is debited until we receive the check from your bank.
- We do not accept e-checks from business checking accounts, brokerage accounts, credit card advance checks, or some credit unions.
- *Check with your bank if you are unsure if your check will be accepted electronically.*

Online with a Credit Card (MasterCard, American Express, Discover/Novus)

- Log on to MySJSU, scroll down to the Finance section > Pay Now > Make a Payment and select the link to pay with a credit card.
- There is a service charge for paying with a credit card.

ATM Debit Payment Information

The Bursar's Office **does not accept** ATM debit cards at the cashier windows nor pinless debit cards online. Students can pay online with an echeck at no charge to have the payment deducted from their bank account. Students paying in person at the Cashier's Office can pay with cash, check, cashier's check, money order, or bank draft.

Pay in Person at SJSU Bursar's Office: Cash, check, cashier's check, bank draft or money order.

- Credit cards and debit cards are not accepted in person at the Bursar's Office windows.

By Mail with a Check, Cashier's Check, Bank Draft or Money Order

- Checks mailed or placed in the Bursar's Office drop box must have the student's name and SJSU ID number on the face of the check. All personal checks received will be converted into electronic debits. For reconciliation purposes, checks will appear on your bank statement under electronic debits.
- The Bursar's Office does not honor postmarks for payment deadlines.
- A \$25 fee is charged for the first returned check and \$35 thereafter. An additional Administrative Fee may also be charged.
- If a check or e-check is dishonored by the bank for any reason, including keying errors for e-checks, the registration is subject to cancellation.

Mail checks to:

Bursar's Office
San José State University
One Washington Square
San José, CA 95192-0138

Installment Payments

See www.sjsu.edu/bursar/fees for sample Installment Payment plan options. There is an enrollment fee to participate.

Refunds

Students are highly encouraged to enroll in Direct Deposit. With Direct Deposit, you receive your refund much quicker than a paper check. To enroll, login to MySJSU, scroll to Finances and select Enroll in Direct Deposit.



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You are responsible for keeping your MySJSU account current

The university has established a business practice whereby all payments apply to the oldest debt on your account. For example, if you are making a registration payment and you have a housing debt with an earlier due date, the payment will apply to the housing charges first leaving the registration fees unpaid and your classes dropped. Keep your account current to avoid the possibility of enrollment cancellation.

Any delinquent outstanding charges owed to the university will be submitted to the Franchise Tax Board for tax refund offset. The university or its agent has the right to pursue collections in order to repay a delinquent debt owed to the university. If the debt is referred to a private collection agency, the student may be responsible for collection costs.

Refunds

A 100% refund of basic and/or non-resident fees will be given to students who drop all classes or withdraw from the university no later than Sunday, January 15, 2012. Refundable fees include basic registration fees, non-resident fees, course fees and the miscellaneous SJSU fees.

A prorated refund will be given to students who withdraw from SJSU from the first day of instruction, January 25 through April 9, 2012.

Students who drop units resulting in a lower fee structure and/or mandatory fee obligation will be entitled to a refund of applicable tuition and mandatory fees up to the end of the designated SJSU Late Registration drop period on Monday, February 6, 2012. There are no refunds for individual course drops after this date.

See www.sjsu.edu/bursar/fees/refunds/ for detailed information on refund percentages.

Financial Aid Students

When Financial Aid students withdraw from all courses, the unearned portion of the Title IV funds must be repaid. A full statement regarding the return of Title IV funds is available in the Financial Aid and Scholarship office. Please check directly with the FAS office to determine if the Title IV statement is available in their office. The Bursar's Office does not provide this information.

For All Students

Sunday, January 15, 2012

Last day for full refund of both basic registration tuition fees and non-resident tuition, less a processing fee for students who do not select electronic refunds.

Wednesday, January 25, 2012

Pro rata refund schedule begins for both basic registration tuition fees and non-resident tuition for students who withdraw from the university.

Wednesday, January 25 - Monday, February 13, 2012

Late Registration: **add and drop** with no financial penalty if you remain enrolled on Monday, February 8, 2012. Fees owed will be calculated based on units enrolled on last day of late registration, Monday, February 13, 2012.

Monday, February 6, 2012

After this date, students who remain **enrolled but drop classes** resulting in a lower fee category will not be eligible for a refund.

Monday, April 9, 2012

The last day to receive a pro-rated refund based on withdrawal or dropped courses.

See www.sjsu.edu/bursar/fees/refunds/ for specific refund details.

Special Session and Open University students

Consult <http://ies.sjsu.edu> for specific refund policies.

Non-Resident, Foreign Tuition Fees

Upon complete withdrawal from SJSU, or a reduction in units, the non-resident tuition may be refunded based on the transaction date according to the schedule. The amount to be refunded or credited to your account is determined by the transaction date of dropping classes or withdrawal from the university.



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Refunds - Parking Permits

A \$10 administrative fee is charged for parking permits cancelled or returned within 15 days of permit valid date. After 15 days, all permit refunds are prorated on a weekly basis and will include an administrative fee. No refunds are given during the last month of each semester.

For questions or additional information please contact Parking Services at parking@sjsu.edu {mailto:parking@sjsu.edu}.

All refunds are processed at Parking Services located in the University Police Department.

Tuition Fees and Late Registration Participants

If you add classes during the Late Registration period which change your unit load from fewer than 6.0 units to 6.1 or more units, additional tuition fees will be due. Review your account via <http://my.sjsu.edu> to find the amount due and the payment deadline. **Billing statements will not be issued.**

If you intend to drop a class, you must do so prior to the time you submit payment to ensure that your registration fees are properly assessed.

California State University Tuition Fee Policies

Cancellation of Registration or Withdrawal from the University

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term are required to follow the university's official withdrawal procedures. Failure to follow formal university procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on canceling registration and withdrawal procedures is available from the Office of the Registrar.

Students who receive financial aid funds **must consult** with Financial Aid and Scholarships prior to withdrawing from the university regarding any required return or repayment of grant or loan assistance received for that academic term or payment period. If a recipient of student financial aid funds withdraws from the institution during an academic term or a payment period, the amount of grant or loan assistance received may be subject to return and/or repayment provisions.

For further information, consult www.sjsu.edu/bursar and www.sjsu.edu/faso.

CSU Systemwide Fee Waivers

The California Education Code includes provisions for the waiver of mandatory systemwide fees as follows:

Section 66025.3 - Qualifying children, spouses/registered domestic partners, or unmarried surviving spouses/registered domestic partners of a war period veteran of the U.S. military who is totally service-connected disabled or who died as a result of service-related causes; children of any veteran of the U.S. military who has a service-connected disability, was killed in action, or died of a service-connected disability and meets specified income provisions; any dependents or surviving spouse/registered domestic partner who has not remarried of a member of the California National Guard who in the line of duty and in active service of the state was killed or became permanently disabled or died of a disability as a result of an event while in active service of the state; and undergraduate students who are the recipient of or the child of a recipient of a Congressional Medal of Honor and meet certain age and income restrictions;

Section 68120 - Qualifying children and surviving spouses/registered domestic partners of deceased public law enforcement or fire suppression employees who were California residents and who were killed in the course of active law enforcement or fire suppression duties (referred to as Alan Pattee Scholarships); and

Section 68121 - Qualifying students enrolled in an undergraduate program who are the surviving dependent of any individual killed in the September 11, 2001 terrorist attacks on the World Trade Center in New York City, the Pentagon building in Washington, D.C., or the crash of United Airlines Flight 93 in southwestern Pennsylvania, if the student meets the financial need requirements set forth in Section 69432.7 for the Cal Grant A Program and either the surviving dependent or the individual killed in the attacks was a resident of California on September 11, 2001. Students who may qualify for these benefits should contact the Registrar's Office for further information and/or an eligibility determination.

Fees and Debts Owed to the University

Should a student or former student fail to pay a fee or a debt owed to the institution, the institution may "withhold permission to register, to use facilities for which a fee is authorized to be charged, to receive services, materials, food or merchandise or any combination of the above from any person owing a debt" until the debt is paid (see Title 5, California Code of Regulations, Sections 42380 and 42381).



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Prospective students who register for courses offered by the university are obligated for the payment of fees associated with registration for those courses. Failure to cancel registration in any course for an academic term prior to the first day of the academic term gives rise to an obligation to pay student fees including any tuition for the reservation of space in the course.

The institution may withhold permission to register or to receive official transcripts of grades or other services offered by the institution from anyone owing fees or another debt to the institution. The institution may also report the debt to a credit bureau, offset the amount due against any future state tax refunds due the student, refer the debt to an outside collection agency and/or charge the student actual and reasonable collection costs, including reasonable attorney fees if litigation is necessary, in collecting any amount not paid when due.

If a person believes he or she does not owe all or part of an asserted unpaid obligation, that person may contact the campus Bursar's office. The Bursar's office, or another office on campus to which may refer the person, will review all pertinent information provided by the person and available to the campus and will advise the person of its conclusions.

Failure to pay full registration fees when due or to clear any debt by the given deadline will result in an additional Administrative Fee or cancellation of classes. Also, for failure to respond to university collection efforts, delinquent accounts will be referred to outside collection agencies. Students may be responsible for any collection costs that accrue.

Nonresident Alien Tax Assessment

International students and scholars receiving payments from San José State University must comply with all federal and state tax reporting responsibilities. The Internal Revenue Service requires that SJSU comply with specific federal tax withholding and reporting regulations when making payments to nonresident aliens. Non-U.S. citizens will be required to complete a Foreign National Information Form to assist in the determination of tax residency and applicable tax withholding liability. Payments affected by these IRS rules include, but are not limited to: compensation, wages, honoraria, consulting fees, scholarships, fellowships, stipends, and some reimbursements for travel and other expenses. Questions regarding nonresident alien tax assessment can be addressed by contacting the Human Resources Service Group at 408-924-2250.

Nonresident Students (U.S. and Foreign) Tuition

Nonresident Tuition (in addition to basic tuition fees and other systemwide fees charged all students): \$372 per unit each semester. The total nonresident tuition paid per term will be determined by the number of units taken.

Exemption from Non-Resident Tuition for Certain Students

If you attended high school in California for at least three full years and graduated or earned an equivalent, you may be eligible for resident tuition. Students must file an affidavit with the CSU campus stating that they have filed an application with USCIS to legalize their immigration status or will do so as soon as they are eligible. You will need to show proof of attendance and graduation.

Policy on Dishonored Checks

An individual is not officially enrolled until the university has received full payment of fees. The university has not received payment if personal checks or E-checks are subsequently dishonored by the bank.

Individuals paying registration fees by personal check or E-check are hereby given notice that if their check is dishonored from the bank for any reason, the registration is subject to cancellation. Classes will be purged immediately without prior notification. A \$25.00 fee is charged for the first returned check and \$35.00 thereafter. An additional administrative fee may be charged. All dishonored checks must be redeemed with cash, money order or cashier's check.

Procedure for the Establishment or Abolishment of a Campus-Based Mandatory Fees

The law governing the California State University provides that fees defined as mandatory, such as a **student body association fee** and a **student body center fee**, may be established. A student body association fee must be established upon a favorable vote of two-thirds of the students voting in an election held for this purpose (Education Code, Section 89300). A **student body center fee** may be established only after a fee referendum is held which approves by a two-thirds favorable vote the establishment of the fee (Education Code, Section 89304). The **student body fee** was established at San José State University by student referendum in the 1930s. The campus president may adjust the **student body association fee** only after the fee adjustment has been approved by a majority of students voting in a referendum established for that purpose (Education Code, Section 89300). The required fee shall be subject to referendum at any time upon the presentation of a petition to the campus president containing the signatures of 10 percent of the regularly enrolled students at the university. Once bonds are issued, authority to set and adjust **student body center fees** is governed by provisions of the State University Revenue Bond Act of 1947, including, but not limited to, Education Code, sections 90012, 90027, and 90068. **Student body association fees** support a variety of cultural and recreational programs, childcare centers, and special student support programs.



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The process to establish and adjust other campus-based mandatory fees requires consideration by the campus fee advisory committee and a student referendum. The campus President may use alternate consultation mechanisms if he/she determines that a referendum is not the best mechanism to achieve appropriate and meaningful consultation. Results of the referendum and the fee committee review are advisory to the campus President. The President may adjust campus-based mandatory fees, but must request the Chancellor establish a new mandatory fee. The President shall provide to the fee advisory committee a report of all campus-based mandatory fees. The campus shall report annually to the Chancellor a complete inventory of all campus based-mandatory fees.

For more information or questions, please contact the Budget Office in the CSU Chancellor's Office at 562-951-4560.

Refund of Mandatory Fees Including Non-resident Tuition

Regulations governing the refund of mandatory fees, including nonresident tuition, for students enrolling at the California State University are included in Section 41802 of Title 5, California Code of Regulations. For purposes of the refund policy, mandatory fees are defined as those systemwide and campus fees that are required to be paid in order to enroll in state-supported academic programs at the California State University. Refunds of fees and tuition charges for self-support, special session, and extended education programs or courses at the California State University are governed by a separate policy established by the University, available at the Bursar's Office.

In order to receive a full refund of mandatory fees, including nonresident tuition, a student must cancel registration or drop all courses prior to the first day of instruction for the term. Information on procedures and deadlines for canceling registration and dropping classes is available in the Tuition Fees section and at www.sjsu.edu/bursar.

For state-supported semesters, quarters, and non-standard terms or courses of four (4) weeks or more, a student who withdraws during the term in accordance with the university's established procedures will receive a refund of mandatory fees, including nonresident tuition, based on the portion of the term during which the student was enrolled. No student withdrawing after the 60 percent point in the term will be entitled to a refund of any mandatory fees or nonresident tuition.

For state-supported non-standard terms or courses of less than four (4) weeks, no refunds of mandatory fees and nonresident tuition will be made unless a student cancels registration or drops all classes prior to the first day in accordance with the university's established procedures and deadlines.

Students will also receive a refund of mandatory fees, including nonresident tuition, under the following circumstances:

- The fees were assessed or collected in error;
- The course for which the fees were assessed or collected was cancelled by the university;
- The university makes a delayed decision that the student was not eligible to enroll in the term for which mandatory fees were assessed and collected and the delayed decision was not due to incomplete or inaccurate information provided by the student; or
- The student was activated for compulsory military service.

Students who are not entitled to a refund as described above may petition the university for a refund demonstrating exceptional circumstances and the chief financial officer of the university or designee may authorize a refund if he or she determines that the fees and tuition were not earned by the university.

Information concerning any aspect of the refund of fees may be obtained from the Bursar's Office, Student Services Center, 408-924-1601 or via e-mail at bursar@sjsu.edu

Parking Permit Refunds

Parking permits are refunded based upon the date the permit is returned to Parking Services.



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Registration - Waitlisting

SJSU has "waitlisting" for all classes. Waitlisting puts you in line to get a space in a closed class, should a space become available.

Where do I sign up?

Waitlisting is only available at MySJSU (<http://my.sjsu.edu>). If a class is full, you may place yourself on a waitlist for any seats that might become available.

Waitlist When You Add Classes

- Navigate to 'add classes.'
- At "Step 1, Select classes to add," search for your preferred course.
- If the class is full and the waitlist option is available, you will see the yellow waitlist icon.
- To place yourself on the waitlist, you must click the checkbox next to "Wait list if class is full."
- You will be returned to Step 1. You must complete the remaining steps of the process to add classes.
- When you finish enrolling in the class, you will see a message indicating that you are on the waitlist and your current position number on the list.
- Monitor your waitlist position by navigating to "My Class Schedule" at MySJSU.

Feedback

Problems? Questions? Comments? Contact erecords@sjsu.edu {mailto:erecords@sjsu.edu}

Waitlist billing

- You may be added into waitlisted classes at any time which might incur additional charges. It is important to check your class schedule and amount due daily to avoid possible cancellation of **all** your classes for failure to pay your fees in full by your payment due date.

How long is the waitlist valid?

- You can add yourself to the waitlist for a class from the time the class is full until the end of the Advance Registration.
- Waitlists become null and void after this date.
- There is no guarantee you will be moved off the waitlist and enrolled in the class.
- When classes begin, instructors are not required to add students who were waitlisted for the class.
- Check your schedule regularly at MySJSU to monitor your position on a waitlist.

If you decide you no longer wish to wait for space to become available, as a courtesy to other students, drop yourself from the waitlist.

How does waitlisting work?

- All scheduled class sections have waitlists.
- You may place yourself on the waitlist provided the list is not already full.
- If you are already enrolled in another section of the same course, you will not be moved from the waitlist if space becomes available unless you drop the section you are enrolled in.
- You must meet any requisites for the class before you can be placed on the waitlist, e.g., course pre-requisites, section co-requisites, major and class level restrictions. See related catalog/course descriptions at <http://my.sjsu.edu>.
- When you place yourself on a waitlist, you hold a position that changes as students ahead of you get added to the class or drop off the waitlist.
- You may waitlist for up to 12 units in addition to your enrollment limit.
- You may not go over your enrollment limit. For example, if moving into a course from a waitlist exceeds your enrollment limit, you will not be enrolled in the class.
- Waitlists have priority over all general add requests. If students drop from a full class, students from the waitlist will be placed in the class before any student who logs in and requests the class, but is not on the class waitlist.
- If you are moved from the waitlist into the class, you will receive a confirmation message in your MySJSU account.
- As with any class, when you move from the waitlist into a class, it is your responsibility to drop the class if you decide not to attend. Failure to properly drop the class will result in a 'WU' grade on your record which will lower your grade point average.
- It is your responsibility to monitor your movement up the waitlist, your enrollment limit, potential time conflicts and any additional fees due.



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How do I move from the waitlist into the class?

- Students are moved from the waitlist into the class if space becomes available, in the order they have been placed on the waitlist and subject to the restrictions described.
- Students will be moved from the waitlist and placed into the class if other students drop or are dropped due to non-payment of fees.

Why haven't I moved from the waitlist into the class?

- There is a time conflict with another registered class. Compare the exact time of the classes for which you have registered—even a 15 minute overlap will prevent you from moving from the waitlist into the class. Since potential time conflicts are not checked when you place yourself on a waitlist, it is your responsibility to make sure that waitlisted classes do not conflict with your enrolled schedule.
- You are already enrolled in another section of the same course. You will not be moved from the waitlist if space becomes available unless you drop the section you are enrolled in.
- If you are repeating the course, you will not be moved into the class. Instructors will have the discretion to allow you to register for the class with a permission number during Late Registration—the first day of instruction through the last day to add.
- For a course with components, you can waitlist in any section, but you must select all desired sections (lecture, lab and seminar). Space must open in all sections for you to be added to the class.
- You will not be enrolled from the waitlist if a hold is placed on your record after you sign on to the waitlist. If—for any of the reasons given above—you cannot be moved from the waitlist, you will be skipped over and the next student considered. You will not be reconsidered until the next time space becomes available in the class.



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Reinstatement and Readmission of Undergraduate Students After Academic Disqualification

Reinstatement is a different process from readmission. Readmission of a disqualified student is not possible unless reinstatement has been approved, but students must note that reinstatement is not a guarantee of readmission. There may even be some situations in which reinstatement is sought with no intention of reapplying to SJSU, such as for admission to another institution or program.

In most situations, students will need to apply for readmission prior to being reinstated. **All returning students must submit an application for admission to SJSU.** Reapply for the next available term at www.csumentor.edu by the published deadline. **If you miss the deadline for your desired term, you will need to submit an application for the next available term.** The major listed on your application must match the major on the Petition for Reinstatement. If the majors differ, the major listed on your application will be changed to reflect the major listed on the Petition for Reinstatement.

Categories for Reinstatement

1. **SJSU cumulative GPA 2.0 or better.** This category is for disqualified students who have attended SJSU through Open University and brought their SJSU cumulative GPA up to 2.0 or better. Raising the GPA to 2.0 or better does not guarantee that a department will approve the petition. Many departments place restrictions on reinstatement to their major degree programs. Please consult with your major advisor(s) as early as possible.
2. **Extenuating Circumstances.** Reinstatements in this category will only be granted for serious and compelling reasons that were clearly beyond a student's control. Generally, all acceptable extenuating circumstances fall into one of the following eight categories: administrative error, employment, military, natural disaster, death of immediate family member, personal health or serious family illness, divorce, or personal/other (rarely approved). The following are not valid reasons for reinstatement under this category: Poor academic performance, non-attendance, change of major, or lack of prerequisite(s). In addition to the required documentation of extenuation, approvals will require demonstration that poor performance in a particular semester was atypical.
3. **Special Consideration.** This category is reserved for students whose petitions cannot be accommodated within the other categories. Typically, such students have spent substantial time away from SJSU since their disqualification (five years or more) and feel that their life experiences have prepared them for a successful return to school.
4. **Petitioned Grade Change.** This category is reserved for changes of grade approved under Section III (Grade Appeal) and Section IV (Change of Grade) of University Policy S09-7 (www.sjsu.edu/senate/S09-7.htm). If you are petitioning under this category, you must clearly explain which course grade was changed, when it was changed, and the reason for the change.

Reinstatement Petition Deadlines and Processing

1. Petitions for Reinstatement are accepted and evaluated on an ongoing basis. Allow at least fifteen business days for processing after submitting the completed petition form to the Registrar's Office. You may petition under more than one category, but if you do so, your personal statement and documentation must support each category you have selected. Your petition will not be processed if you are not using the current form. See www.sjsu.edu/registrar/forms to be certain that you are using the most recent version of this petition.



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Repetition of Courses

Undergraduate and postbaccalaureate students (regular enrollment and Open University) may repeat courses only if they earned grades lower than a “C” (including “WU”, “IC”, and “NC”).

Graduate students may repeat courses only if they earned grades lower than a “B” (including “WU”, “IC”, and “NC”).

Repeating a course with an Incomplete (“I”) grade is not allowed; a grade must be assigned or the “I” must revert to an “IC” prior to repeating the course. Repeating a course with an “RP” is allowed, although the course instructor and individual departments should be consulted for their requirements in this regard.

The limits on course repetition apply only to units completed at SJSU.

1. Any student who is repeating a course (except if the grade for that course was “W”) is not permitted to register during Advance Registration and must register on a space available basis no earlier than the first day of classes.
2. Courses designated “Repeatable for Credit” may be repeated even though the original grade was “C” or better.
3. The policies regarding repetition of courses with Grade Forgiveness or Grade Averaging (as described below) apply only to courses taken and repeated at SJSU.

Grade Forgiveness (Formerly known as “Academic Renewal”)

Course Repeats with “Grade Forgiveness.”

Formerly known as “Academic Renewal” at SJSU, Grade Forgiveness is the circumstance in which the new grade replaces the former grade in terms of the calculation of GPA. The original grade remains on the transcript. Effective Fall 2009, **there is no need to petition for grade forgiveness.**

1. Undergraduate and postbaccalaureate students may repeat a maximum of 16 units of total Grade Forgiveness, consisting of a combination of up to 9 units (maximum) of lower division (numbered 0-99) course work, and up to 9 units (maximum) of upper division (numbered 100-199) course work.
2. Graduate (numbered 200-299) course work is not eligible for Grade Forgiveness. Graduate students are not eligible for Grade Forgiveness, but may repeat up to 9 units of upper division or graduate course work through Grade Averaging.
3. Grade Forgiveness will be assigned automatically for all eligible courses as soon as a student registers. Eligible courses include those courses with earned grades lower than a “C” (including “WU”, “IC”; but excluding “NC”). Once the pool of available units is insufficient for the next repeated course, unused units may be applied to a future course of lower unit value or simply left unused in the pool. If a repeated course is dropped prior to the Drop Deadline or a “W” is recorded for a repeated course, then the Grade Forgiveness units return to the pool of available lower division or upper division units, as appropriate.
4. **To opt out of grade forgiveness:** A student may petition to have a repeated course NOT be granted Grade Forgiveness. Such petitions must be submitted prior to the Census Date for the term in which the course is repeated. See www.sjsu.edu/ugs for instructions and forms.
5. Students may repeat an individual course for Grade Forgiveness only once.
6. Grade Forgiveness shall not be applicable to courses for which the original grade was the result of a finding of academic dishonesty.

Grade Forgiveness that results in a higher GPA will not remove a prior academic standing.

Course Repeats with Grades Averaged

1. Undergraduate and postbaccalaureate students may repeat a maximum of 28 units for graduation credit (including units repeated for Grade Forgiveness; excluding grades of “W”). After the pools of Grade Forgiveness units have been depleted or used to the fullest extent allowable, the repeat grade shall not replace the original grade. Instead grade points and units from all attempts shall be calculated in the student’s SJSU cumulative GPA and overall GPA.
2. Graduate students may repeat a maximum of 9 units of upper division or graduate course work for graduation credit.
3. Course repeats with Grades Averaged will be assigned automatically for all eligible courses as soon as a student registers. Once the pool of available units is insufficient for the next repeated course, unused units may be applied to a future course of lower unit value or simply left unused in the pool. If a repeated course is dropped prior to the Drop Deadline or a “W” is recorded for a repeated course, then the Grade Averaged units return to the pool of available units

Students who (1) have repeated the maximum allowable units, (2) are otherwise making appropriate progress to degree, and (3) still need to repeat courses to fulfill specific major or minor requirements necessary for graduation may petition for an exception to the 28-unit limit. Undergraduate Studies and the Registrar’s Office will administer the petition process. Any course(s) approved for repeating by this petition process will be Grade Averaged.



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Transcript Calculation

Repeating a course in which a "C" or better was received on the first attempt or for which previous credit was granted **at another institution**: While the units and grade points will appear on the transcript and the grade will be calculated into the grade point average, students should be aware that the units and grade points for the repeated courses cannot be counted for graduation credit. Such units and grade points for repeated courses will be subtracted when the student applies for graduation. Students should also keep track of these units and not count them twice for graduation purposes.



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Research Units and Facilities

Research units involve industry/university partnerships to enhance technology transfer, encourage development of new products and improve education.

Bay Area Retail Center consists of a multilateral partnership between SJSU students, retail industry partners, and SJSU faculty, administration, and staff. A program of Center-sponsored events brings constituents together in an effort to provide co-curricular, experiential learning opportunities designed to build students' leadership skills as well as their awareness and knowledge about retailing as a career destination.

Bay Area Science Institute offers a comprehensive, year-round program for training elementary, middle and high school teachers in earth science concepts and teaching strategies.

Biodiversity Center attracts funding for research, educational innovation and K-12 teacher training to further the conservation of biodiversity and promotes stewardship of natural resources through education, outreach and research.

Biotechnology Education and Research Institute directs the development of biotechnology through inter-departmental cooperation, serves as a clearinghouse and promotes cooperation between industry, government and the university in biotechnology research and development.

Center for Applied Mathematics, Computation and Statistics provides an innovative educational program to develop training through practical experience.

Center for Asian Studies provides information and counsel about studies in Asia.

Center for Banking and Financial Services links SJSU students with the banking and financial services sector to provide students opportunities to interact with professionals. It enhances student knowledge of financial topics through sponsorship of presentations focusing on financial intermediation. It rewards excellence among students and faculty members by providing financial support through scholarships and research grants.

Center for Comparative Philosophy aims at promoting and enhancing the research and scholarship of comparative philosophy. Comparative philosophy considers philosophy in a global context: it emphasizes the constructive engagement between distinct methodological approaches, substantial views, or explanatory resources from different philosophical traditions and/or from the complex array of distinct approaches of the same tradition with a global vantagepoint.

Center for Development of Recycling is a national clearinghouse for recycling information and for applied waste management research in order to increase the scope and availability of recycling information and to increase the effectiveness of recycling as a solid waste management strategy.

The **Center for Electronic Materials and Devices** provides support services for instruction, research and projects in the area of electronic materials and devices. Its goal is to develop partnerships and joint projects with the industrial community utilizing resources of faculty, students and specific laboratories.

Center for Human Language Technology supports the study of computational linguistics, acts as a resource for Silicon Valley technology industries and explores applications of HLT in industry, education and society at large.

Center for Human Services Development focuses on human services development through behavioral science applications in the community and curriculum.

Center for International Sport and Human Performance promotes and facilitates cross-national and cross-cultural interaction of individuals and their ideas in the context of sport and human performance.

Center for Literary Arts provides programs featuring major contemporary writers, poets and scholars.

Center for Reaching and Teaching the Whole Child fostering excellence and equity in our schools by focusing attention on the social-emotional dimension of teaching and learning and its relationship to academic achievement. The Center collaborates with professional education programs for teachers, administrators, and school counselors; K-12 schools; Bay Area resource program providers; and parents to raise awareness, advance research, and encourage practice in schools that reflects the current knowledge base about the social-emotional dimension of learning and its implications for educational practice.

The **Collaborative for Disaster Mitigation (CDM)** is a proactive partnership of the public, private and academic sectors to encourage and facilitate implementation of mitigation measures to minimize the consequences of natural and other disasters.

Computers in Art, Design, Research and Education (CADRE) Institute develops experimental applications of computer technology in fine art and design, provides state-of-the-art computer facilities for art/design instruction, explores applications of interactive media to education and stimulates industry sponsorship of visualization and interactive systems research.



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Global Leadership Advancement Center advances, fosters, and disseminates cutting-edge knowledge on global leadership and its development via diverse programs for scholars, students, and the community. GLAC has two innovative student programs unique to San Jose State: the GLLab, which is an assessment center for global competencies, and the Global Leadership Passport Program, a co-curricular program in which students earn stamps for activities that prepare them for global work. GLAC's Social Innovation Initiative leverages the symbiotic relationship among SJSU, social entrepreneurs, the City of San José, foundations, and other innovation organizations to encourage and train people to apply technology and innovation for the good of the local community.

Institute for Metropolitan Studies facilitates the exchange of knowledge and expertise regarding urban problems and critical matters related to metropolitan development.

Institute for Modern Optics facilitates communication, collaboration, and coordination in the area of lasers and optics and promotes research projects in non-linear effects at surfaces, laser beam characteristics, two-wave laser mixing, holography, light emission from thin film tunnels, and laser spectroscopy.

Institute for Social Responsibility and Ethics in Education facilitates the planning and coordination of research-related activities concerned with issues of professional and business ethics.

Institute of Nursing Research and Practice promotes the climate of inquiry within the School of Nursing by coordinating and promoting research projects and interests of nursing faculty in order to develop innovative models for nursing research, practice, and education.

Ira F. Brilliant Center for Beethoven Studies is the only research facility and document repository in North America dedicated solely to the study of the life of and performance of the works of Ludwig van Beethoven.

Martha Heasley Cox Steinbeck Research Center houses one of the most extensive collections of the Nobel Prize-winning author's manuscripts, letters, photographs and artifacts, fostering research concerning the life and work of the author.

Materials Characterization and Meteorology Center provides materials imaging and chemical analysis capabilities for applications in various fields of science and engineering. Instruments are located in various buildings across campus.

Microscale Process Engineering Center provides a laboratory facility for the fabrication and testing of microelectronic devices, photovoltaics (solar cells), microelectromechanical systems (MEMS) and other applications utilizing thin film deposition, etching and photo-lithography.

Mineta Transportation Institute focuses on international surface transportation policy issues as related to three primary responsibilities: research, education, and technology transfer. MTI receives policy oversight from an internationally respected board of trustees who represent all of the major transportation modes.

Research Institute for Foster Youth Initiatives explores ways to eliminate barriers that current and former foster youth have at obtaining a suitable education.

Silicon Valley Center for Entrepreneurship aims to promote interdisciplinary research that is valuable to entrepreneurs and aspiring entrepreneurs, support academic departments in developing an entrepreneurship curriculum informed by research, foster an entrepreneurial mind-set among students, and strengthen the connective fabric of innovation and entrepreneurship within the university and in Silicon Valley.

Silicon Valley Center for Global Studies conducts research on immigration matters in northern California, recruits and supports interdisciplinary teams of researchers, hosts international visiting scholars and provides training in cross-cultural competencies for corporate and nonprofit clients.

Sourisseau Academy promotes better understanding of California's state and local history with emphasis on the history of Santa Clara Valley through graduate scholarships and collections of historical source materials.

Spartan Film Studios are a unique creative/artistic instructional program and innovative production facility operating in Silicon Valley. Since its inception in 2005, Spartan Film Studios has provided university students, under the direction of expert instructors and industry professionals, a full range of film production experience that has resulted in multiple feature length and short subject films.

Survey and Policy Research Institute operates as a model for excellence in survey and policy research while providing a consulting service on various aspects of survey research to the SJSU campus, governments, non-profit agencies and businesses.

The **W.M. Keck Facility for Chemical Research** is located in Duncan Hall and provides laboratory space and instrumentation for advanced scientific research in chemically related disciplines.



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Residency

Determination of Residence for Nonresident Tuition Purposes

University requirements for establishing residency are independent from those of other types of residency, such as for tax purposes, or other state or institutional residency. These regulations were promulgated not to determine whether a student is a resident or nonresident of California, but rather to determine whether a student should pay tuition on an in-state or out-of-state basis. A resident for tuition purposes is someone who meets the requirements set forth in the Uniform Student Residence Requirements. These laws governing residence for tuition purposes at the California State University (CSU) are California Education Code sections 68000-68090, 68120-68134, and 89705-89707.5, and California Code of Regulations, Title 5, Subchapter 5, Article 4, sections 41900-41916. This material can be viewed on the Internet by accessing the CSU's website at www.calstate.edu/GC/resources.shtml.

Each campus's Registrar's Office is responsible for determining the residence status of all new and returning students based on the Application for Admission, Residency Questionnaire, Reclassification Request Form, and, as necessary, other evidence furnished by the student. A student who fails to submit adequate information to establish eligibility for resident classification will be classified as a nonresident.

Generally, establishing California residence for tuition purposes requires a combination of physical presence and intent to remain indefinitely. An adult who, at least one full year prior to the residence determination date for the term in which enrollment is contemplated, can demonstrate both physical presence in the state combined with evidence of intent to remain in California indefinitely may establish California residence for tuition purposes. A minor normally derives residence from the parent(s) with whom they reside or with whom they most recently resided.

Evidence demonstrating intent may vary from case to case but will include, and is not limited to, the absence of residential ties to any other state, California voter registration and voting in California elections, maintaining California vehicle registration and driver's license (or California identification card), maintaining active California bank accounts, filing California income tax returns and listing a California address on federal tax returns, owning residential property or leasing an apartment where permanent belongings are kept, maintaining active memberships in California professional or social organizations, and maintaining a permanent military address and home of record in California.

Nonresident students seeking reclassification are required to complete a supplemental questionnaire that includes questions concerning their financial dependence on parents or others who do not meet University requirements for classification as residents for tuition purposes. Financial independence is required, along with physical presence and intent, to be eligible for reclassification.

Non-citizens establish residence in the same manner as citizens, unless precluded by the Immigration and Nationality Act from establishing domicile in the United States.

Exceptions to the general residence requirements are contained in California Education Code sections 68070-68084 and California Code of Regulations, Title 5, Subchapter 5, Article 4, sections 41906-41906.5, and include, but are not limited to, members of the military and their dependents, certain credentialed employees of school districts and most students who have attended three years of high school in California and graduated or attained the equivalent. Whether an exception applies to a particular student cannot be determined before the submission of an application for admission and, as necessary, additional supporting documentation. Because neither campus nor Chancellor's Office staff may give advice on the application of these laws, applicants are strongly urged to review the material for themselves and consult with a legal advisor.

Appeals

Students classified as non-residents may appeal a final campus decision within 120 days of notification by the campus. A campus residence classification appeal must be in writing and submitted to:

The California State University
Office of General Counsel
401 Golden Shore, 4th Floor
Long Beach, CA 90802-4210

Residency Determination Dates

At San José State University, the residence determination dates are:

Fall - September 20
Spring - January 25
Summer - June 1

The Office of General Counsel can either decide the appeal or send the matter back to the campus for further review.



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Students incorrectly classified as residents or incorrectly granted an exception from nonresident tuition are subject to reclassification as nonresidents and payment of nonresident tuition in arrears. If incorrect classification results from false or concealed facts, the student is subject to discipline pursuant to Section 41301 of Title 5 of the California Code of Regulations.

Resident students who become nonresidents, or who no longer meet the criteria for an exception, must immediately notify the Registrar's Office.

Changes may have been made in the rate of nonresident tuition and in the statutes and regulations governing residence for tuition purposes in California between the time this information is published and the relevant residence determination date. Students are urged to review the statutes and regulations stated above.

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Returning After an Absence

If you are in **good standing** and you were not **disenrolled** for non-payment of fees and you **stop out for one semester**, there is **no need to reapply** for admission.

Students who return to SJSU **after an absence of more than one semester** must **reapply for admission** before access to registration is granted.

Undergraduate students returning after an absence are required to meet with their major advisors during their second term of attendance.

Students who are placed on a **leave of absence for not completing remediation** must contact the Director of Developmental Studies at Susan McClory@sjsu.edu before being reinstated.



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Safety Report

To meet federal requirements, SJSU posts campus safety reports.

University Police

www.sjsu.edu/safetyreport

408-924-2172



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Science Advising Center, College of (COSAC)

MH 208

408-924-5060

advising@cs.sjsu.edu



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Science, College of

San José is at the center of Silicon Valley, known worldwide for its research institutes and industries that set the standard for scientific and technological innovation. San José State is the metropolitan university of the region, and the academic programs of the College of Science prepare students for rewarding careers through our bachelor's and master's level degree programs in the biological sciences, physical sciences, mathematics and computer science fields. Our departments have established partnerships with local employers where students find training and employment opportunities.

The College of Science provides the lower division core biology, chemistry, mathematics and physics courses supporting majors in other technical disciplines (such as engineering). As part of the university general education requirements, we offer courses in quantitative reasoning, the physical universe and its life forms, and earth and the environment. Furthermore, we teach the discipline-specific courses for the science and mathematics teacher credential programs.

Successful science students come from many backgrounds. Some enter the university immediately upon graduation from high school. Others, who have worked or have various life experiences, enroll as either full or part-time students in order to continue their education and better their career opportunities. The maturity, laboratory skills and experience of these students enrich our programs. We have several programs to increase the participation of women and underrepresented students in professional level science. Our College of Science Advising Center (COSAC) is available to assist students with their academic advising questions as well as to provide tutoring key science and math courses.

There are active student clubs associated with each major, several of which have won national recognition for their professional and community service activities. Club members provide mutual support and are able to network with professionals in their field.

Special Centers

The College of Science has several unique interdisciplinary instructional research centers and programs: the Biotechnology Education and Research Institute (BERI), the Masters in BioTechnology (MBT), the Master's in Medical Product Development Management, the Clinical Lab Science program, the Center for Applied Mathematics, Computation and Statistics, the Institute for Modern Optics, the Flow Cytometry Core Facility, the W.M. Keck Facility for Chemical Research, the laboratory for Conservation Genetics, the Moss Landing Marine Laboratories, and the Nuclear Science Facility. Partially funded by external grants and contracts, these centers provide our students opportunities to participate in sponsored research projects. Cooperative programs with local industries and government laboratories are additional sources of professional experience and financial support for our science majors.

Teaching Credential Programs

Two single subject credential programs are coordinated by the College of Science, in collaboration with the College of Education. The single subject professional programs are designed for individuals who are interested in teaching science or mathematics in middle schools or high schools. The Science Education Program offers single subject credential programs in biology, chemistry, earth science and physics. The Department of Mathematics offers a mathematics single subject credential program. The Department of Biological Sciences offers a BA, Natural Science degree designed for those who are interested in teaching in elementary schools. For detailed information, contact the appropriate program coordinator.

Through the Science Education Program, the College of Science supports the Science Education Resource Center, which provides hands-on science materials, textbooks, reference materials and technical assistance to pre-service and in-service teachers.



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Selective Service-Eligibility for Aid

The federal Military Selective Service Act (the "Act") requires most males residing in the United States to present themselves for registration with the Selective Service System within thirty days of their eighteenth birthday. Most males between the ages of 18 and 25 must be registered. Males born after December 31, 1959 may be required to submit a statement of compliance with the Act and regulations in order to receive any grant, loan or work assistance under specified provisions of existing federal law. In California, students subject to the Act who fail to register are also ineligible to receive any need-based student grants funded by the state or a public postsecondary institution.

Selective Service registration forms are available at any U.S. Post Office, and many high schools have a staff member or teacher appointed as a Selective Service registrar. Applicants for financial aid can also request that information provided on the Free Application for Federal Student Aid (FAFSA) be used to register them with the Selective Service. Information on the Selective Service System is available and the registration process may be initiated online at <http://www.sss.gov>.



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Service Learning

In March 2000, the California State University Board of Trustees passed a landmark resolution in response to a request from the governor for a community service requirement for all students in California's public institutions of higher education. The CSU Board of Trustees' resolution called for the chancellor and each CSU president to "ensure that all students have opportunities to participate in community service, service learning (deemed academically appropriate by faculty), or both."

To learn more about general education service learning classes, courses in your major, or other service-based leadership opportunities for students, contact the Center for Community Learning and Leadership.

Center for Community Learning and Leadership

Clark Hall 203

408-924-3540



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Sexual Harassment

San José State University is committed to maintaining a learning and working environment free from sexual harassment of its students, employees, and those who apply for employee or student status. Sexual harassment is conduct subject to disciplinary action.

SJSU policy defines sexual harassment to include "behaviors as sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature directed towards an employee, student, or applicant when one or more of the following circumstances are present:

- Submission to or toleration of the conduct is an explicit or implicit term or condition of appointment, employment, admission or academic evaluation;
- Submission to or rejection of such conduct is used as a basis for a personnel decision or an academic evaluation affecting an individual;
- The conduct has the purpose or effect of interfering with an employee's work performance, or creating an intimidating, hostile, offensive or otherwise adverse working environment;
- The conduct has the purpose or effect of interfering with a student's academic performance, creating an intimidating, hostile, offensive or otherwise adverse learning environment or adversely affecting any student."

All complaints dealing with sexual harassment should be directed to the Office for Equal Opportunity, which is located in UPD 303, 408-924-1115.



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SJSU ID

An SJSU ID is assigned to all students. To protect your privacy, this SJSU ID replaces the use of Social Security Number for most SJSU transactions. It is also in conjunction with your password for logging into <http://my.sjsu.edu>.

This number cannot be changed.

New students receive this information via admission office communications.

See **Tower Card**



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Social Sciences, College of

Programs in the College of Social Sciences prepare students for work and life in Silicon Valley and a rapidly changing world. Our thirteen departments provide training for careers in counseling, criminology, environmental restoration, computerized mapping, public administration, economic analysis, organizational communication, international relations, ergonomics, urban and regional planning, and countless other fields in business, government, teaching and human services. Major courses of study emphasize the contributions of the many cultures that form our community. Internships are encouraged to help students relate academic work to the opportunities and needs of this diverse region. Completion of one of our undergraduate majors also provides an excellent foundation for advanced graduate work in one of the disciplines or at a professional school such as law or business.

New technologies increasingly improve our instruction and link us to the innovative industry of our region and to the educational resources of the world, but personal interaction between students and faculty is still prized within the College of Social Sciences. Capable and interesting teachers, active student clubs and small classes provide ideal environments for learning. If you are interested in majoring in one of the social sciences, contact an advisor in one of our departments or the dean's office.

Special Centers

The programs of the College of Social Sciences are further enriched by educational, research and training opportunities provided by the following specialized units:

Burdick Military History Project supports the study and teaching of military history through public lectures, the Veterans Oral History Project, and its specialized collection of materials relating to military history. Contact the History Department.

Center for Development of Recycling advances education, research and dissemination of information in various areas of recycling. Contact the Environmental Studies Department.

Center for Economic Education supports improvement in the teaching of economics through a multi-method approach and the dissemination of economics education materials. Contact the Economics Department.

East Asian Regional Materials and Resources Center provides information and counsel about studies in Asia, including library and audio-visual material available to teachers. Contact the History Department.

Silicon Valley Center for Global Studies (SVC GS) is a joint initiative with the Office of International and Extended Studies. It develops and disseminates knowledge from research on globalization, especially related to population migration.

Survey and Policy Research Institute (SPRI) is a research organization that carries out survey and policy research for the SJSU campus, government, non-profit agencies, and business clients.

Sourisseau Academy promotes better understanding and appreciation of California's state and local history, with emphasis on the history of Santa Clara Valley, through graduate scholarships and collections of historical source materials. Contact the History Department.

Teaching Credential Programs

Teacher preparation programs are administered by the Director of Social Science Education within the College of Social Sciences. Both multiple subject and single subject programs are offered. The Environmental Studies Department also offers a multiple subject program, and the Communication Studies Department cooperates with the English Department to prepare students for the single subject credential in English. Contact these departments for details.



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Special Session

Take courses in alternative locations or formats. Earn degree credit units. Program details are online each term.

International and Extended Studies

210 North Fourth Street, Suite 301

408-924-2670

www.special.sjsu.edu

info@ies.sjsu.edu



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Step-to-College

SJSU sponsors a low-cost concurrent enrollment program for area high school students through the Step-to-College program. Offered during State supported Summer terms, students must have permission from the school principal and meet all SJSU course prerequisites, including placement exams. Applications are available at the Registrar's Office.

Office of the Registrar

Student Services Center
408-924-2015
www.sjsu.edu/registrar
registrar@sjsu.edu



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Student Conduct & Ethical Development

This office enforces the SJSU Student Conduct Code and Student Organization Code of conduct. Student development is paired with the appropriate disciplinary sanctions to help students facilitate their educational and ethical growth.

Student Conduct & Ethical Development

ADM 218

408-924-5985

www.sjsu.edu/studentconduct/



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Student Conduct Standards

California Education Code 41301

(a) Campus Community Values

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

(b) Grounds for Student Discipline

Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

The following behavior is subject to disciplinary sanctions and are the grounds upon which student discipline can be based:

(1) Dishonesty, including:

- (A) Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
- (B) Furnishing false information to a university official, faculty member, or campus office.
- (C) Forgery, alteration, or misuse of a university document, key, or identification instrument.
- (D) Misrepresenting oneself to be an authorized agent of the university or one of its auxiliaries.

(2) Unauthorized entry into, presence in, use of, or misuse of university property.

(3) Willful, material and substantial disruption or obstruction of a university-related activity, or any on-campus activity.

(4) Participating in an activity that substantially and materially disrupts the normal operations of the university, or infringes on the rights of members of the university community.

(5) Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus university-related activity.

(6) Disorderly, lewd, indecent, or obscene behavior at a university-related activity, or directed toward a member of the university community.

(7) Conduct that threatens or endangers the health or safety of any person within or related to the university community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.

(8) Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

(9) Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and university regulations) or the misuse of legal pharmaceutical drugs.

(10) Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and university regulations), or public intoxication while on campus or at a university-related activity.

(11) Theft of property or services from the university community, or misappropriation of university resources.

(12) Unauthorized destruction, or damage to university property or other property in the university community.

(13) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a university-related activity.

(14) Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.

(15) Misuse of computer facilities or resources, including:

- (A) Unauthorized entry into a file, for any purpose.
- (B) Unauthorized transfer of a file.

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- (C) Use of another's identification or password.
- (D) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the university community.
- (E) Use of computing facilities and resources to send obscene or intimidating and abusive messages.
- (F) Use of computing facilities and resources to interfere with normal university operations.
- (G) Use of computing facilities and resources in violation of copyright laws.
- (H) Violation of a campus computer use policy.

(16) Violation of any published university policy, rule, regulation or presidential order.

(17) Failure to comply with directions of, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.

(18) Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the university community, to property within the university community or poses a significant threat of disruption or interference with university operations.

(19) Violation of the Student Conduct Procedures, including:

- (A) Falsification, distortion, or misrepresentation of information related to a student discipline matter.
- (B) Disruption or interference with the orderly progress of a student discipline proceeding.
- (C) Initiation of a student discipline proceeding in bad faith.
- (D) Attempting to discourage another from participating in the student discipline matter.
- (E) Attempting to influence the impartiality of any participant in a student discipline matter.
- (F) Verbal or physical harassment or intimidation of any participant in a student discipline matter.
- (G) Failure to comply with the sanction(s) imposed under a student discipline proceeding.

(20) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

(c) Application of this Code

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

(d) Procedures for Enforcing this Code

The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the university imposes any sanction for a violation of the Student Conduct Code.

(e) Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

As referenced earlier in Section XXI, Student Conduct (15) (G) the penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.



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Student Conduct Procedures

SJSU is committed to ensuring a safe learning and living environment for students, faculty, and staff. The privilege of attending San José State University is accompanied by certain responsibilities to ensure this environment. The California Code of Regulations, Title 5, Section 41301 establishes behavioral expectations of our students to promote safety and good citizenship. The California State University issued Executive Order No. 1043, named Student Conduct Procedures, on August 3, 2009 to outline procedures for administering the Student Conduct Code as well as ensuring students' rights to due process. Executive Order No. 1043 supersedes Executive Order No. 970. The process is intended to be educational in nature, and appropriate sanctions may be administered.

Policy and Implementation

At San José State University the responsibility for administering the Student Conduct Code resides with the Director of Student Conduct and Ethical Development in the Division of Student Affairs. This position is responsible for carrying out the duties in Executive Order No. 1043 assigned to the Student Conduct Administrator, including the determination of whether to initiate disciplinary action.

Use of attorneys is not permitted in student conduct proceedings at San José State University. This includes the informal conferences as well as formal disciplinary hearings. (See EO 1043, Article III, Section 3 for additional details about attorneys.)

The duties of the president in Executive Order No. 1043 are delegated to the Vice President for Student Affairs, including the appointment of hearing officers (Article III), review of final reports of hearing officers and issuing notice of the final decision (Article IV, Sections 5 and 6), and the imposition of interim suspension (Article VI).



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Student Disciplinary Process

The judicial process is governed by E.O. 1043. Copies of this document are available in Student Conduct & Ethical Development, Administration 218, 408-924-5985 or www.sjsu.edu/studentconduct/.



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Student Discipline and Conduct

Questions regarding student disciplinary matters should be directed to Student Conduct & Ethical Development, Administration 218, 408-924-5985 or www.sjsu.edu/studentconduct/.



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Student Fairness Committee

The Student Fairness Committee is under the jurisdiction of the university's Academic Senate and is guided by Senate Policy S07-6. This committee hears complaints of violations of student rights in instructional and curricular matters, including grade appeals, and, when appropriate, makes recommendations for redress. The committee also hears and seeks redress of non-instructional student grievances concerning individual members of the faculty, administration or staff and, when appropriate, makes recommendations for redress.

A grievance can be brought as a result of an unauthorized or unjustified act or decision by a member of the faculty or staff or an administrative officer which in any way adversely affects the status, rights, or privileges of a student. The SFC does not have the authority to receive complaints on matters of sexual harassment, civil rights, disability rights, or equity and diversity. Nor does the SFC deal with allegations of violations of the student code of conduct.

Disputes arising out of assignment of grades or grade appeals shall be considered and decided in accordance with Executive Order 792. There is a presumption that grades assigned are correct. It is the responsibility of anyone appealing an assigned grade to demonstrate otherwise (EO 792).

The SFC will hear grade dispute petitions when petitions are deemed to be appropriate and include evidence related to the following conditions:

1. When there is evaluation of students that differs from announced requirements.
2. When there are belated impositions of requirements.
3. When grades are based on criteria other than academic performance in the course.
4. When grading criteria do not provide a clear and consistent method of evaluating students' work or performance.
5. When students' requests for information during the semester regarding their academic progress in the course are not responded to in a reasonable time (e.g., two weeks after the request is made).
6. When students' requests for an explanation of how the posted course grades for a term were determined are not responded to in a reasonable time (e.g., the later of two weeks after the request is made or one week before the add deadline for the fall or spring semester following the term in question).
7. When students are penalized for expressing opinions.
8. When students are given to understand that they are removed from a course without due process of a hearing

Petitions must be filed no later than the end of the subsequent fall or spring semester following that in which the alleged cause of the dispute occurred. Prior to lodging a formal complaint, the student must secure informal, confidential advisement from the University Ombudsperson. Before the committee will accept a petition, the student must exhaust all available avenues for informal resolution (i.e., prior to filing a petition, consult with instructor, Department Chair, and the College Dean - if applicable - about the specific complaint).

Any student may contact the University Ombudsperson ADM 218, 408-924-5995.



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Study Abroad 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 has contributed to this effort by providing qualified students an affordable opportunity to continue their studies abroad for a full academic year. More than 15,000 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 special study center abroad. The International Programs serves the needs of students in over 100 designated academic majors. Affiliated with more than 240 recognized universities and institutions of higher education in 41 countries, the International Programs also offers a wide selection of study locales and learning environments.

International Programs pays all tuition and administrative costs for participating California resident students to a similar extent that such funds would be expended to support similar costs in California. Participants are responsible for all tuition and program fees, personal costs, such as transportation, room and board, and living expenses. Financial aid, with the exception of Federal Work-Study, is available to qualified students.

To qualify for admission to the International Programs, in most programs students must have upper division or graduate standing at a CSU campus by the time of departure. Students at the sophomore level may, however, participate in the intensive language acquisition programs in Canada, China, France, Germany, Korea, Mexico, Sweden and Taiwan. California Community Colleges transfer students are eligible to apply directly from their community colleges. Students must also possess a current cumulative grade point average of 2.75 or 3.0, depending on the program for which they apply. Some programs also have language study and/or other coursework prerequisites.



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CSU International Programs

Systemwide programs for an academic year that are available to CSU students in the following locations.

For more information about specific programs contact The California State University International Programs, 401 Golden Shore, Sixth Floor, Long Beach, California 90802-4210 or www.calstate.edu/ip.

Australia

Griffith University
Macquarie University
Queensland University of Technology
University of Queensland
University of Western Sydney
Victoria University

Canada

Concordia University (Montréal)
McGill University (Montréal)
Université Laval (Québec City)

Chile

Pontificia Universidad Católica de Chile (Santiago)

China

Peking University (Beijing)
Shanghai Jiao Tong University (Shanghai)

Denmark

Danish Institute for Study Abroad (international education affiliate of the University of Copenhagen)

France

Institut Catholique de Paris, Université de Provence (Aix-en-Provence)
Universités de Paris I, III, IV, VI, VII, VIII, X, XI, XII, XIII
Université de Marne-La-Vallée
Université d'Evry Val d'Essonne
Université de Versailles Saint-Quentin-en-Yvelines

Germany

Universitat Tübingen and a number of institutions of higher education in the Federal state of Baden-Württemberg

Ghana

University of Ghana, Legon

Israel

Tel Aviv University
The Hebrew University of Jerusalem
University of Haifa

Italy

CSU Study Center (Florence)
Università degli Studi di Firenze
La Accademia di Belle Arti Firenze

Japan

Waseda University (Tokyo)

Korea

Yonsei University (Seoul)

Mexico

Instituto Tecnológico y de Estudios Superiores de Monterrey, Campus Querétaro

New Zealand

Lincoln University (Christchurch)
Massey University (Palmerston North)

South Africa

Nelson Mandela Metropolitan University, Port Elizabeth

Spain

Universidad Complutense de Madrid
Universidad de Granada

Sweden

Uppsala University

Taiwan

National Taiwan University (Taipei)
National Tsing Hua University (Hsinchu)

United Kingdom

Bradford University
Bristol University
Hull University
Kingston University
Swansea University



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SJSU Bilateral Exchange Programs

Reciprocal exchanges with partner institutions for an academic year or semester are available with:

Argentina

Universidad de Ciencias Empresariales y Sociales (Buenas Aires)

Australia

Curtin University (Perth)
RMIT University (Melbourne)
Queensland University of Technology (Brisbane)

Brazil

Federal University of Itajubá (Minas Gerais)

China (mainland)

Tongji University (Shanghai)

China (Hong Kong)

City University Hong Kong

France

Ecole Nationale Supérieure de Création Industrielle, Les Ateliers (Paris)
l' Institut d'Etudes Politiques de Lille
Toulouse Business School
Universities of Paris consortium (MICEFA)

India

Alliance Business School (Bangalore)
Indian Institute of Management Bangalore

Ireland

University College Dublin

Japan

Kwansei Gakuin University (Osaka)
Kyushu University (Fukuoka)
Okayama University
Yokohama National University

Portugal

University of Porto

Spain

University of Burgos

Switzerland

Zurich University of Applied Sciences (Winterthur)

Taiwan

National Chi-Nan University (Puli)
Yuan Ze University (Taoyuan)

Thailand

Chulalongkorn University (Bangkok)

United Kingdom

Nottingham Business School
Roehampton University (London)
University of Hertfordshire (Hatfield)
University of Portsmouth

International Student Exchange Programs (ISEP)

SJSU is a member of this consortium that offers more options in 35 countries for an academic year, semester or summer.

Spring Semester in Bath, England

SJSU faculty and students travel to Bath, England during the spring semester, where they complete a program of study that includes SJSU Studies (GE) courses, field trips, living with a British family and opportunities for internships in most academic fields.

SJSU Faculty-Led Programs (FLP)

SJSU Faculty lead 3-6 week programs to another country during the summer or winter sessions.

For more information about specific programs, contact:

Faculty-Led Programs
408-924-6128
www.flp.sjsu.edu

For More Information

For applications or more information about any of the programs described here, contact:

SJSU Study Abroad Office
International Programs and Services (IPS)
Clark Hall 543
408-924-5931
study.abroad@sjsu.edu
www.sjsu.edu/studyabroad/



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Summer Session

Summer Session is a self-support program that allows both matriculated and non-matriculated students to enroll in summer classes at San José State University. The program offers hundreds of courses to choose from across three sessions. Schedule policy, procedures and course information are available in April.

International and Extended Studies

www.summer.sjsu.edu

info@ies.sjsu.edu



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Supplementary Admission Criteria

Each campus with impacted programs uses supplementary admission criteria in screening applicants. Supplementary criteria may include rank-ordering of freshman applicants based on the CSU eligibility index or rank-ordering of transfer applicants based on the overall transfer grade point average, completion of specified prerequisite courses, and a combination of campus-developed criteria. Applicants for freshman admission to impacted campuses or programs are required to submit scores on either the SAT or the ACT. For fall admission, applicants should take tests as early as possible and no later than November or December of the preceding year.

The supplementary admission criteria used by the individual campuses to screen applicants appear periodically in the **CSU Review** and are made available by the campuses to all applicants seeking admission to an impacted program. Details regarding the supplemental admissions criteria are also provided at www.calstate.edu/impactioninfo.shtml.



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Test Requirements

SAT and ACT

Freshman and transfer applicants who have fewer than 60 semester or 90 quarter units of transferable college credit are strongly encouraged to submit scores, unless exempt (see “Eligibility Index” section), from either the ACT or the SAT of the College Board. Persons who apply to an impacted program may be required to submit test scores and should take the test no later than November or December. Test scores also are used for advising and placement purposes.

SJSU requires SAT or ACT scores from all freshman applicants. Tests must be taken by the November examination date.

Registration forms and dates for the SAT or ACT are available from school or college counselors or from a CSU campus testing office. Or students may write to or call:

The College Board (SAT)
Registration Unit, Box 6200
Princeton, New Jersey 08541-6200
609-771-7588

www.collegeboard.org
ACT Registration Unit
P.O. Box 414
Iowa City, Iowa 52240
319-337-1270
www.act.org

Systemwide Placement Test Requirements

The California State University requires that each entering undergraduate, except those who qualify for an exemption, take the CSU Entry Level Mathematics (ELM) examination and the CSU English Placement Test (EPT) and have scores available prior to enrollment. These placement tests are not a condition for admission to the CSU, but they are a condition of enrollment. These examinations are designed to identify entering students who may need additional support in acquiring college entry-level English and mathematics skills necessary to succeed in CSU baccalaureate-level courses. Undergraduate students who do not demonstrate college-level skills both in English and in mathematics will be placed in appropriate remedial programs and activities during the first term of their enrollment. Students placed in remedial programs in either English or mathematics must complete all remediation in their first year of enrollment. Failure to complete remediation by the end of the first year may result in denial of enrollment for future terms.

Students register for the EPT and/or ELM at their local CSU campus. Questions about test dates and registration materials may be addressed to the Testing Office, IS 228, <https://testing.sjsu.edu>, 408-924-5980.

English Placement Test (EPT)

The English Placement Test (EPT) is designed to assess the level of reading and writing skills of students entering the California State University. The CSU EPT must be completed by all non-exempt entering undergraduates prior to enrollment in any course, including remedial courses. Students who score 147 or above on the EPT will be placed in college-level composition classes.

Exemptions from the EPT are granted only to those who present proof of one of the following:

- A score of 500 or above on the critical reading section of the College Board SAT Reasoning Test
- A score of 22 or above on the American College Testing (ACT) English Test
- A score of 3 or above on either the Language and Composition or Composition and Literature examination of the College Board Scholastic Advanced Placement Program
- A score of 4 or above on English Language A1 HL of the International Baccalaureate (IB)
- A score of 50 or above on the College Composition, or College Composition Modular of the College Level Exam Program (CLEP)
- Completion and transfer to CSU of the credits for a college course that satisfies the CSU General Education requirement in English Composition, provided such a course was completed with a grade of C or better
- A score of “Exempt” or “Ready for college-level English courses” on the CSU Early Assessment Program (EAP) taken along with the English Language Arts California Standard Test in grade 11

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Entry Level Mathematics (ELM) Exam

The Entry Level Mathematics (ELM) Examination is designed to assess and measure the level of mathematics skills acquired through three years of rigorous college preparatory mathematics coursework (Algebra I and II, and Geometry) of students entering the California State University (CSU). The CSU ELM must be completed by all non-exempt entering undergraduates prior to enrollment in any course, including remedial courses. Students who score 50 or above on the ELM will be placed in college-level mathematics classes.

Exemptions from the ELM are granted only to those who present proof of one of the following:

A score of 550 or above on the mathematics section of the College Board SAT Reasoning Test

- A score of 550 or above on a College Board SAT Subject Test in Mathematics (level 1 or level 2)
- A score of 23 or above on the American College Testing (ACT) Mathematics Test
- A score of 3 or above on the College Board Advanced Placement Calculus AB or Calculus BC exam
- A score of 3 or above on the College Board Advanced Placement Statistics examination
- Completion and transfer to CSU of a college course that satisfies the requirement in Quantitative Reasoning, provided such a course was completed with a grade of C or better
- A score of 4 or above on English Language A1 HL of the International Baccalaureate (IB).
- A score of 50 or above on the College Composition, or College Composition Modular of the College Level Exam Program (CLEP).
- A score of "Exempt" or "Ready for college-level Mathematics courses" on the CSU Early Assessment Program (EAP), taken in grade 11 in conjunction with the CST in Summative High School Mathematics or Algebra II
- A score of "Conditionally ready for college-level Mathematics courses" or "Conditional" on the CSU Early Assessment Program (EAP) taken in grade 11 along with the California Standards Test in Summative High School Mathematics or Algebra II, provided successful completion of a CSU-approved 12th grade math course that require Algebra II as a prerequisite

Advanced Standing by Examination

Advanced standing by examination permits accelerated progress toward the degree and a wider selection of course work.

Advanced standing by examination is divided into three categories: (1) advanced placement by examination (no unit credit awarded); (2) waiver of requirements (no unit credit awarded); and (3) advanced credit by examination.

Course Placement by Examination

See the policies below and the respective departments for details about all placement examinations.

Calculus

Many students wishing to take calculus courses must take the Calculus Placement Exam prior to registering. See www.math.sjsu.edu/~calculus/ for details.

Foreign Language

Placement examinations in French, German and Spanish are recommended for those students who studied language in high school or acquired language skills through life experiences.

Students having completed college level foreign language (at SJSU or elsewhere) generally will not take the placement examination but will enroll in the course for which they qualify on the basis of units completed.

Music

All new and transfer music majors, including graduate students and returning former students, must report to the School of Music and Dance for auditions, advising and placement examinations. Music majors and minors must also audition for a major ensemble before completing registration.



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Writing Skills Test

A satisfactory score on the Writing Skills Test (WST) is required prior to enrollment in Written Communication II (100W courses) and all SJSU Studies (advanced general education, Areas R, S, and V) courses. To make timely progress to their degree, students should register for, and take, the first available WST they can after passing English 1A and 1B (or equivalents).

Consult <https://testing.sjsu.edu> for the most current information about the WST. The following students do not need to take the WST to enroll in any classes:

1. Students who have completed the Graduate Writing Assessment Requirement (GWAR) at another CSU campus as a matriculated student at the time of completion;
2. Students who have earned a baccalaureate degree from a CSU campus;
3. Students who have received an approved Undergraduate Requirement Request to grant equivalency to an upper division composition course completed at another university.

SJSU may offer a course in Special Session that satisfies the WST. Check with the Testing Office for details each semester.

Waiver of Requirements

A satisfactory score on one or more of the following tests will result in a waiver of the requirement, but no unit credit will be awarded. Information on all waiver examinations is available in the Testing Office. There is a test fee associated with some of these exams.

American Institutions

Three different waiver examinations (giving no unit credit) are available in the Testing Office to challenge the U.S. History, U.S. Constitution and California Government General Education requirement (Area F1, F2 and F3). These tests are administered through the Waiver Exams.

Critical Thinking

A waiver examination (giving no unit credit) is available in the Testing Office to challenge the Critical Thinking General Education requirement (Area A3). The Critical Thinking Examination is under the Waiver Exams. Students excused from this requirement by successful completion of this exam must take additional units in Areas B, C, D, E in General Education to reach a total of 39 units.

Written Communication II

Students achieving a waiver-level score on the Writing Skills Test are eligible to waive the requirement, only if their major accepts such a waiver. Consult the General Education section for a list of majors which do not accept the waiver.

Challenge Examinations

Students may challenge courses by taking examinations developed at SJSU. Credit shall be awarded to those who pass them successfully.

Regularly enrolled students may earn credit in courses in which the student appears to be qualified by training or experience.

Courses for which credit by special examination may be earned are determined by the appropriate department.

Course credit by examination will not be allowed in a course in which the student has received a failing grade or in which the student has unsuccessfully sought credit by examination.

Credit by Examination is not available to Graduate Students or to students enrolling in 100W courses.



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Testing Office

Information on ELM, EPT, WST, TEAS; graduate examinations (GRE, LSAT, MCAT, etc.), including registration materials.

Services include but are not limited to make-up tests and proctored examinations, as well as Social Sciences Challenge Examinations (Critical Thinking, American Institutions, U.S. History).

Testing Office

IS 228

408-924-5980

testing-office@sjsu.edu

<https://testing.sjsu.edu>



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Title IX Coordinator

SJSU does not discriminate on the basis of sex in the educational programs and activities it conducts. Such programs and activities include admission of students and employment.

Inquiries and complaints concerning the application of Title IX to programs and activities of SJSU may be referred to the Director of Compliance, SAB 106, 408-924-1200 or the Office for Equal Opportunity, UPD 303, 408-924-1115.



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Tower Card

- Newly admitted students receive their Tower Cards during orientation or after registering for classes.
- You are required to use this card as student identification to obtain services at the Event Center, Health Center, Student Services Center (including Admissions, Registrar Services), Career Center, Santa Clara County Valley Transit (buses and light rail) as well as to obtain parking permits and other frequently used student services.
- Replacement ID cards are \$5.00.
- Open University and Special Session students are not eligible for a Tower Card unless they pay the transit fee of \$73.50 at the Associated Students Business Office and a \$5 Tower Card fee at the Bursar's Office.

Bursar's Office

Student Services Center
408-924-1601



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Transcript of Record

Transcript Requests!

The Office of the Registrar is pleased to announce that on June 1, 2011, we implemented *TranscriptsPlus*, an online request service for official transcripts provided by Credentials, Inc. (http://www.sjsu.edu/registrar/links/Credentials_Inc)

TranscriptsPlus is a student friendly application that allows you to submit your request online and track the progress of your request. You get immediate notification when your request is received, approved and mailed to you or to your designated address(es).

You can also make your request by mail or in person. Please note that mailed requests will take longer to process.

Order Official Transcripts Online (Preferred Method)

SJSU has partnered with Credentials, Inc. (http://www.sjsu.edu/registrar/links/Credentials_Inc), to provide a secure and easy to use online transcript ordering solution. This online request service will allow students and alumni:

- Access to request official transcripts 24 hours a day, 7 days a week
- Automatic e-mail and text messaging communication
- Online order status checking
- Automatic email or text message when order is completed
- Faster processing time of 3-5 business days

Please visit Credentials, Inc. (http://www.sjsu.edu/registrar/links/Credentials_Inc), to submit your request for official transcripts. Credentials, Inc. (http://www.sjsu.edu/registrar/links/Credentials_Inc), will assess a service charge of \$1.75 per transcript.

Order Official Transcripts by Mail

To request transcripts by mail, write a letter requesting your transcripts and note the following:

1. Type or print legibly the address(es) where you would like transcript(s) mailed.
2. Requests submitted by mail may take up to 3-4 weeks to process.
3. Transcript requests will be returned if you owe any financial or administrative obligation to the university.
4. Your letter should include the following information:
 - Full name
 - Any and all previous names
 - SJSU ID number or Social Security Number
 - Date of birth
 - Current address and phone number
 - Email address
 - Dates of attendance
 - Indicate if you are waiting for information to post (final grades or degree posting) before mailing transcript
 - Date degree received
 - Type of degree received
 - Complete address of where to mail transcript(s)
 - Full signature and date

Mail your written request to:

San José State University,
Office of the Registrar,
One Washington Square,
San José, CA 95192-0009



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Order Official Transcripts in Person

Students and alumni are welcome to visit the Registrar's Office and use the lobby computers to submit online transcripts request through Credentials, Inc. (http://www.sjsu.edu/registrar/links/Credentials_Inc) The Registrar's Office is located in the Student Services Center and is open Monday-Thursday, 8:15am-4:45pm, and Friday, 9:00am-4:30pm. The office is closed on weekends and holidays.

If you opt not to submit your request online, you must submit a letter of request with the same information required for mailed in requests.

Transcript Fees, Processing Time, and Delivery

- At this time, San Jose State University does not charge a fee for transcripts. However, a service charge of \$1.75 per transcript will be assessed by Credentials, Inc. (http://www.sjsu.edu/registrar/links/Credentials_Inc), for online orders.
- Rush service is NOT available. Please allow 3-5 business days to process online transcript orders. Requests submitted by mail or in person may take up to 3-4 weeks to process. Additional processing time may be required based on the work load, the operational needs of the office, and/or the time during the semester the request is made (e.g. start or end of term, send after grade or degree posting). Additional processing time may also be necessary for records with attendance prior to January 1991.
- Processing time is the amount of time to process the request and does not include the mailing time. Processing time is business days only and excludes holidays and campus closures.
- Transcripts are delivered by U.S. Postal Service, first class mail.
- If you have questions regarding the status of an online transcript request, please contact Credential's Inc., at 847-716-3005.

Holds

If there is any financial hold or administrative obligation on your student records, it must be cleared with the department that placed the hold before transcripts can be processed. Holds may be placed on your student records by other campus departments for various reasons (e.g. fees, books, equipment or documents).

General Transcript Regulations:

1. Transcripts are a complete record of all courses and/or degrees completed at San Jose State University. Transcripts do not include course work completed at other institutions. Only the transferable units are reflected on transcripts under "Transfer Credit". Transcripts from high schools or other colleges cannot be duplicated. You must apply directly to each school for copies of their transcripts.
2. For students who have undergraduate and post-baccalaureate or graduate course work, please be aware that it is not possible to separate undergraduate course work from the post-baccalaureate or graduate course work. All careers will appear on the transcript as it is considered one official record.
3. Transcript requests will not be accepted by fax or e-mail.
4. We do not accept requests for unofficial transcripts. Unofficial transcripts can be obtained through your Student Center page on the mySJSU portal (current and newly graduated students only). If you need assistance with your mySJSU account, please contact the CMS Help Desk via e-mail: cmshelp@sjsu.edu.



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Transfer Advising

Prospective Students

Student Outreach and Recruitment
Student Services Center
408-924-2564

Admitted and Continuing Students

Academic Advising and Retention Services
Student Services Center
408-924-2129



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Transportation Alternatives

Looking for alternatives to driving alone and trying to find parking? There is an option: Free bus and light rail access, automated carpool, bicycle enclosures, trip planning and more.

Associated Students Transportation Solutions Program

SU 235

408-924-RIDE



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Tuition Fees

See Registration - Tuition Fees



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Undergraduate Studies

Administration 159

408-924-2447



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University Housing Services

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Verification of Unit Load

In verifying enrollments to the Veterans' Administration, scholarship boards and loan agencies, the university reports the total number of units enrolled as the official unit load for an undergraduate.

The definition of "full-time student" made by the United States Citizenship and Immigration Service (USCIS), Veteran's Administration and other agencies may vary. Students who are concerned with their status are urged to contact the specific agency involved to determine its policies. Full veterans' subsistence payments require a course load of 12 weighted semester units for both graduate and undergraduate students. Graduate students from foreign countries who are in the U.S. on student visas must normally carry nine semester units to maintain full-time student status, while undergraduate international students must carry 12 semester units to maintain the required full-time status.

Students may request verification of unit load from the Registrar's office located in the Student Services Center.



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Veterans Educational Benefits

Registrar's Office

Student Services Center

408-924-2015

www.sjsu.edu/registrar/veterans



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Waitlisting

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Winter Session

Earn three units in three weeks in January, whether you already attend SJSU or not. Earn degree credit units. Course details are online.

International and Extended Studies

210 North Fourth Street, Suite 301

San José, CA 95112

408-924-2670

www.winter.sjsu.edu

info@ies.sjsu.edu



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Withdrawals

Academic Advising and Retention Services

Student Services Center
408-924-2129
www.sjsu.edu/aars

Counseling Services

ADM 201
408-924-5910
www.sjsu.edu/counseling



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Writing Skills Test (WST)

All students, regardless of where they began their college studies, are required by the California State University to satisfy an upper division written communication requirement. At SJSU the writing requirement has two parts: passing the WST and passing a 100W course.

- Satisfying the Writing Skills Test (WST) is a prerequisite for all 100W courses and a pre- or corequisite for all SJSU Studies (upper division GE) courses.
- The WST requirement cannot be waived.
- Be sure you have finished English 001A and English 001B, or equivalent courses.
- High WST scores may also be used to waive the required Written Communication II course (100W). Some majors do not permit waiving of 100W no matter what score the student receives on the WST. Individual score reports explain each student's status.

For students who have failed the WST, SJSU offers courses, ENGL 100A and LLD 100A (formerly ENGL 096S and LLD 096S) that satisfy the WST requirement if passed with a C or better.

You do not need to take the WST or 100W if you completed the Graduate Writing Assessment Requirement (GWAR) at SJSU or at another CSU campus as a matriculated student at the time of completion. Note: If you have satisfied the GWAR at another CSU campus, your department may still require that you take 100W to satisfy the requirements of the major, even though the university GWAR requirement has been met.

If you have questions about your status, contact the Testing Office at testing-office@sjsu.edu.

If you will not be in the U.S. for one of the fall WST exams, take the first available exam in the spring semester.

Graduate Students and the WST

All graduate students are required to demonstrate their competency in written English as a requirement for advancement to candidacy and graduation. Competency is assured through the completion of courses designed to satisfy the Graduation Writing Assessment Requirement. The current list of courses can be found at <http://www.sjsu.edu/gape/docs/gwar.pdf>. Most, but not all, of these courses require the WST for registration. Waivers of the exam are not issued, so if the WST is required, it must be taken in advance of enrolling for the course. Exceptions to the course requirements can be found at http://www.sjsu.edu/gape/current_students/completing_masters/index.htm#3. See your department graduate advisor for more information.

WST Scores

Scores will be reported on your MySJSU account. See <https://testing.sjsu.edu> for detailed WST score information.

How to prepare for this exam

- WST information, test dates, passing scores, sample test questions, and registration materials may be obtained from <https://testing.sjsu.edu/twst.html>
- The Learning Assistance Resource Center (LARC) offers WST preparation: see www.sjsu.edu/larc/
- The Writing Center offers tutorial help and workshops on various writing topics: see www.sjsu.edu/writingcenter/
- Purchase and review The California State University Writing Proficiency Exams, published by Barron's and available at the Spartan Bookstore.

To register

1. Register at least 3-1/2 weeks in advance at <https://testing.sjsu.edu>

TEST DATE	REGISTRATION DEADLINE
Saturday, February 4, 2012.....	Thursday, January 12, 2012
Saturday, April 21, 2012	Thursday, March 29, 2012
Saturday, June 9, 2012.....	Thursday, May 17, 2012

Students who require disability-related accommodations must register four weeks prior to the posted test date.

2. The non-refundable test fee is \$38.00, payable at the Bursar's Office, Student Services Center or online via credit card.



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Graduate Policies A - Z

Welcome to the A-Z listing for San José State University graduate policies and procedures. This listing was created to organize important campus information that is critical to student success. Please suggest ways in which this section can better serve the SJSU community by contacting EMAIL TBA@sjsu.edu.

Information is Subject to Change

Although every effort has been made to assure the accuracy of this catalog information, students and others who use this catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Changes may come in the form of statutes enacted by the Legislature, rules and policies adopted by the Board of Trustees of the California State University, by the Chancellor or designee of the California State University, or by the President or designee of the campus. It is not possible in a publication of this size to include all of the rules, policies and other information that pertain to students, the institution, and the California State University. More current or complete information may be obtained from the appropriate department, school, or administrative office.

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

The San José State University 2012-2013 Catalog information is coordinated by Undergraduate Studies, Graduate Studies and Research, and Enrollment Services.

Non-Discrimination Policies

San José State University does not discriminate on the basis of accent, age, ancestry, citizenship status, color, creed, disability, ethnicity, gender, marital status, medical condition, national origin, race, religion or lack thereof, sex, sexual orientation, transgender and veteran's status. This policy applies to all SJSU student, faculty and staff programs and activities.

Questions regarding this policy should be directed to the Office of Equity and Diversity, 408-924-1115.

Disabled Access

All San José State University classes are wheelchair accessible. If you have other needs regarding accommodations, please contact the Disability Resource Center. Telephone: 408-924-6000; TTY 408-924-5990; Fax: 408-924-5999.

Campus Safety Statistics

A campus safety report is available at www.sjsu.edu/safetyreport/ or by calling 408-924-2172.



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Academic Standards - Graduate Students

To determine a student's standing, whether "good," probationary, or disqualified, quality of performance and progress toward degree completion are considered based on units attempted, grade points earned, and grade point average (GPA).

Grade points are assigned as follows:

A, A+	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0
WU	0.0
I	0.0
IC	0.0
RD	0.0
RP	0.0

The cumulative GPA is obtained by dividing the total number of grade points earned by the total number of graded units attempted. Courses for which the symbols CR, NC, RP, I, WU, and RD have been assigned do not enter into the GPA computation. Also usually excluded are lower-division courses and transfer courses.



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Admission Procedures - Graduate

All graduate applicants (e.g. master's degree applicants, those seeking educational credentials or certificates, and where permitted, holders of baccalaureate degrees interested in taking courses for personal or professional growth through regular or special session but not through Open University, students who have stopped out for more than one semester, students who have been disqualified) must file a complete graduate application as described in the graduate admission materials at www.csumentor.edu.

Applicants who completed undergraduate degree requirements and graduated the preceding term are also required to complete and submit an application and the \$55 nonrefundable application fee. Since applicants for graduate programs are limited to the choice of a single campus on each application, re-routing to alternate campuses or later changes of campus choice are not guaranteed. To be assured of initial consideration by more than one campus, it is necessary to submit separate applications (including fees) to each. Applications submitted by way of www.csumentor.edu are expected unless submission of an electronic application is impossible. An electronic version of the CSU graduate application is available at www.csumentor.edu.



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Admission - Prospective Graduate Students

Students intending to pursue graduate work at San José State University may obtain pertinent information from a variety of sources. Careful reading of several publications will save time and prevent many difficulties that often arise due to lack of information. Publications recommended are:

- *SJSU Graduate Policies A - Z*. The all-inclusive catalog of regulations and courses offered in the university,
- *SJSU Schedule Course Listings* - lists the times of all courses and gives specific information concerning registration
- Various departmental publications available from department offices and advisors, and
- Websites at www.sjsu.edu/gape and www.sjsu.edu/gradstudies.

The prospective student may also wish to consult an academic advisor. Persons assigned responsibility for advising students in specific graduate programs are listed in various sections of this catalog.



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Admission Requirements - Graduate International Students

The CSU must assess the academic preparation of foreign students. For this purpose, “foreign students” include those who hold U.S. visas as students, exchange visitors, or in other nonimmigrant classifications.

The CSU uses separate requirements and application filing dates in the admission of foreign students. Verification of English proficiency (see the section English-Language Proficiency Exam Requirement), financial resources, and academic performance are all important considerations for admission. Academic records from foreign institutions must be on file by the stated deadlines for the first term and, if not in English, must be accompanied by certified English translations. See www.sjsu.edu/gape/prospective_students/index.htm and click on admission deadlines.



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Admission Requirements - Graduate Students

Graduate and post-baccalaureate applicants may apply for a degree objective, a credential or certificate objective. Depending on the objective, the CSU will consider an application for admission as follows:

- General Requirements - The minimum requirements for admission to graduate and post baccalaureate studies at a California State University campus are in accordance with university regulations as well as Title 5, Chapter 1, Subchapter 3 of the California Code of Regulations.
- Specifically, a student shall at the time of enrollment (1) have completed a four-year college course of study and hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association or shall have completed equivalent academic preparation as determined by appropriate campus authorities; (2) be in good academic standing at the last college or university attended; (3) have earned a grade point average of at least 2.5 on the last degree completed by the candidate or have attained a grade point average of at least 2.5 (A=4.0) in the last 60 semester (90 quarter) units attempted; and (4) satisfactorily meet the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations, as appropriate campus authorities may prescribe. In unusual circumstances, a campus may make exceptions to these criteria.
- Students who meet the minimum requirements for graduate and post-baccalaureate studies may be considered for admission in one of the four following categories:
- Graduate Classified - To pursue a graduate degree, applicants are required to fulfill all of the professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus; or
- Graduate Conditionally Classified - Applicants may be admitted to a graduate degree program in this category if, in the opinion of appropriate campus authority, deficiencies may be remedied by additional preparation; or
- Post-Baccalaureate Classified, *e.g.*, admission to an education credential program - Persons wishing to enroll in a credential or certificate program will be required to satisfy additional professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus



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Admission Tests - Graduate Applicants

Test Requirements

New graduate students enrolling at SJSU who matriculate with graduate degree objectives may be required to take one or more parts of the Graduate Record Examination (GRE). Students with graduate objectives in Business (MBA, MSTax, MSAcct, MSTmMgt) are required to take the Graduate Management Admission Test (GMAT). Some departments may require a locally developed qualification examination in their subject matter areas. Test requirements can be viewed at www.sjsu.edu/gape/prospective_students/test_requirements/index.htm and on graduate program web pages.

Applications and information about dates of administration for the GRE and GMAT are available in the Testing Office.

English Language Proficiency Requirement- Graduate Applicants

All graduate applicants, regardless of citizenship, whose native language is not English and whose preparatory education was principally in a language other than English must demonstrate competence in English. Those who do not possess a bachelor's degree from a postsecondary institution where English is the principal language of instruction must demonstrate English language proficiency by meeting the minimum score of one of the following exams. Some programs require a higher score.

SJSU's Office of Graduate Studies & Research interprets "where English is the principal language of instruction" to mean that the undergraduate institution is located in a country in which English is the official language (the daily medium of communication of the majority of residents) and that the students receive academic instruction in all subjects (except foreign language courses) at all levels of education in English. Therefore, letters attesting to English as the principal medium of instruction will not be accepted.

ENGLISH LANGUAGE PROFICIENCY EXAMINATION	MINIMUM SCORE
TOEFL iBT (Internet-based).....	80
TOEFL paper-based.....	550
International English Language Testing System (IELTS)	7.0
Pearson Test of English (PTE)	68



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Admission - Transcript Submission

Transcripts submitted for admission purposes must be official and sent directly from the originating school or college to Graduate Admissions & Program Evaluations (GAPE), San Jose State University, One Washington Square, San Jose, CA 95192-0017. Unofficial transcripts submitted via the student are not acceptable for this purpose. Records submitted become the property of the university and will not be released to the student. If a student does not fully complete an application and enroll, the records will be kept on file for about one year and then destroyed.

Graduate applicants must file with GAPE one official transcript from each accredited institution attended. Some departments may also require applicants to file additional transcripts with their graduate advisor. Program requirements are located on departmental websites, which can be accessed by clicking on the program name at www.sjsu.edu/gape/graduate_programs/index.htm.

Individuals currently enrolled in courses at the time of their application for admission are required to complete the "Report of Work in Progress" section of the admission application by recording the department course number, course title, and units attempted and to file an official transcript of the work when it is completed.



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Admission - Transfer Graduate Credits from Other Institutions

Students who have completed course work at other accredited colleges or universities may be eligible to apply credit toward master's degree requirements at SJSU. To be transferable, the course work must not have been in professional development courses but must have been at the upper-division or graduate level, taken within seven years of the award of the degree from SJSU, and, if taken prior to applying for admission into the graduate school at SJSU, listed on the SJSU application.

Not less than 80% of course work required for the master's degree must be completed in residence. Therefore, for example, a maximum of 6 units can be transferred into a 30-unit graduate program. This total includes all transferred classes, including those from Open University and the SJSU undergraduate career. Additional transfer units are allowed under some circumstances by petitioning the Associate Dean of Graduate Studies & Research. Transfer work from another university may be applied toward the degree program if it is approved by the graduate advisor and was in courses that were accepted by that university's degree programs. The courses can include extension courses and correspondence courses provided the conditions above prevail. Courses transferred from other universities may not be revalidated if they go beyond the seven-year deadline.

For university approval of transfer units up to the 20% limit for nonresidency units, the courses are entered on the **Petition for Advancement to Graduate Candidacy** in the Transfer Course section (Section D). The signature of the graduate advisor on this candidacy form is sufficient to indicate departmental approval of the courses without additional forms. If the courses meet all of the requirements stipulated above, the university will accept the courses for advancement to candidacy and for graduation requirements. Credit is awarded for transferred courses of all category, but grade points are not included in the cumulative GPA; therefore, the cumulative grade-point-average (GPA) calculation will not include those units nor will the GPA calculation for advancement to candidacy or graduation.



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Advancement to Candidacy

Matriculated graduate students must advance to candidacy a minimum of one semester prior to graduating. Advancement to candidacy requires that the student be in good standing (a minimum of a 3.0 GPA in upper-division and graduate courses taken while in graduate status) and be classified with all admissions' provisions and program conditions cleared. Also required is a minimum of 9 units of graded course work as a graduate student in 100- or 200-level courses that are acceptable to the department in which the degree is sought. Exceptions to this policy can be made for two-semester master's programs. University policy also stipulates the Graduation Writing Assessment Requirement for English-language competency be fulfilled before advancement to candidacy. However, the "candidacy form," formally entitled the **Petition for Advancement to Graduate Candidacy** (available at www.sjsu.edu/gape/forms), may be filed during the semester in which a GWAAR-satisfying course is taken. Advancement to candidacy will be formally denied during the semester, but the form will be kept on file by the office of Graduate Admissions and Program Evaluations (GAPE) and approved when a passing grade is posted at the end of the semester.

Graduate Degree Program

As indicated above, the **Petition for Advancement to Graduate Candidacy** ("candidacy form") is submitted to GAPE when the student is qualified to advance to candidacy. This form lists all courses and culminating experiences that must be fulfilled for degree award. The proposed program must meet the following requirements:

- demonstration of competency in written English. See section on Competency in Written English/Graduation Writing Assessment Requirement for further explanation.
- statement of the total number of units in the degree program.
- at least half of the units included on the form must be in 200-level courses.
- at least 60% of all units included must be in letter-graded course work.
- at least 80% of the units included must be in residence at SJSU. Therefore, a maximum of 6 units may be transferred into a 30-unit program from another university.
- transfer of units from courses approved by the graduate advisor, as indicated by the signature of the advisor on the candidacy form, is limited by university policy to 20% of the total units in the degree program, *i.e.*, 6 units in a 30-unit program. The courses may be graduate courses taken as an undergraduate at SJSU that are requirements of the graduate program and were not used to satisfy requirements for the bachelor's degree (and therefore were not on the student's undergraduate major form). They may be SJSU Open University upper-division or graduate courses, or they may be courses taken at other accredited institutions, whether through a regular session, extension, or correspondence; in the case of extension or correspondence courses, the graduate advisor must petition the AVP or Associate Dean of Graduate Studies & Research (GS&R) on behalf of the student and provide documentation that the courses are approved for degree credit at that institution. All courses transferred from another university must be verified by official transcripts sent to GAPE from that university at the time of transfer; failure to provide transcripts will result in a denial of advancement to candidacy and/or award of degree. Whereas SJSU policy restricts the total number of transfer units from all sources, except previous graduate degree programs or double majors, Title 5 allows for transfer of 30% of the degree program unit total; inclusion of the additional units must be supported in writing by the graduate advisor and requires the approval of the AVP or Associate Dean of GS&R. Note that an exception has been granted students either currently enrolled in a credential program or having already completed one to allow 12 units to be transferred to a master's degree program. Units from courses taken at other institutions or through Open University after a first denial of admission to the university and before receipt of an acceptance for a second admission attempt cannot be used for transfer credit.

The course work included may be entirely within the major department, or it may include a combination of courses drawn from other fields acceptable to the major advisor, so long as it is within the parameters set by the department in the program descriptions in this catalog. If deficiencies in the student's record are identified, including in prerequisites for required courses, additional course work can be assigned by the major advisor. This course work would not appear on the candidacy form and would not be counted in the total number of units required for the degree. Letter-graded courses from previous graduate degree programs may be included up to a total of one third of the current degree total (*i.e.*, 10 units in a 30-unit program) if approved by the graduate advisor, but the residence requirement above must still be met.

Course work that may not be applied to the graduate degree includes basic skills' courses such as lower-division work, directed (student) teaching, or 300-level residence or 400-level Extended Studies courses taken at SJSU. Graduate credit by examination is not permitted.

No more than 6 semester units of combined credit for project or thesis research (usually 298 courses) and thesis preparation (299 courses) may be included on the candidacy form. There is no restriction in the number of these units attempted. However, students completing a thesis must include at least one 299 unit on the form, and the total number must be commensurate with program requirements. Students may not receive credit for 299 units unless a thesis is submitted and accepted by the Office of Graduate Studies & Research. If thesis units are credited on the student record without thesis approval, the units must be retroactively withdrawn. The process of withdrawal is initiated by the student by submitting the **Graduate Petition for Course/Semester Withdrawal** form, available at www.sjsu.edu/gape/docs/withdrawal.pdf.

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The original copy of the completed, signed **Petition for Advancement to Graduate Candidacy** should be submitted to GAPE in the Student Services Center by the deadlines posted at www.sjsu.edu/gape/current_students/deadlines/index.htm. The student will be informed by letter of approval or denial of the petition.

Changes in Graduate Degree Program Course Work

The candidacy form, once approved, is an official contract between the student and university. It can be changed only with the permission of the graduate advisor via written petition. Course substitutions can be made by submission to GAPE of the **Request for Course Substitution in Master's Degree Program**, available at www.sjsu.edu/gape/forms. A course may not be dropped from the graduate degree program, as indicated by its appearance on an approved candidacy form, once it has been completed.



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Apply For Graduate Admission

Anyone who has never attended San José State University must apply for admission to the university and to the department housing the program in which he or she is interested. After formal admission, the applicant must enroll in classes in the term of admission to preserve the matriculation status.

Former students who have previously attended SJSU as undergraduate or postbaccalaureate students and have had a break of two or more semesters in their enrollment (not counting summer session) must file for readmission. A graduate of SJSU, whether returning after an absence or continuing immediately after receiving a baccalaureate or master's degree, must also apply for admission. Reapplication by a previously matriculated student also results in loss of catalog rights. Therefore, reentering students are subject, at departmental discretion, to current department policies and requirements.

Change of Major or Degree Objective

Currently enrolled master's or credential students who wish to change major or degree objective, such as a concentration within a major or M.A. vs. M.S. objective, must submit the **Application for a Change of Graduate Major** form available at www.sjsu.edu/gape/forms. Submission of this form by the student is not, however, synonymous with approval of the change. The new department must agree to the change by virtue of a communication with GAPE.



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Change within a Graduate Degree Major

Notification of a change from conditionally classified to classified status within the same graduate program is made to GAPE by the graduate advisor by means of the **Change in Classification in Master's Program** form, available at www.sjsu.edu/gape/forms. Graduate students must be in classified status in the graduate program before advancing to candidacy.



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Change in Graduate Objectives

Official changes in graduate objectives are to be initiated at GAPE. If the change in objective is from one graduate program to another or from a credential program to a master's program, the **Application for a Change of Graduate Major** form should be completed. There is no fee for this change so long as the student was enrolled the semester prior to the application term. The student should become knowledgeable of any additional admission requirements of the department being entered. Student transfer to the new major is not automatic but instead requires approval from the incoming department. The department must follow up the student request by signing the **Change of Major Decision Form** and mailing it to GAPE. GAPE will then inform the Registrar of the change so that the student's official record can be updated. Changes from postbaccalaureate to graduate standing require completion of the CSU graduate admission application on CSUMentor followed by processing through both university and department admission criteria. A \$55 application fee is charged for processing.



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Competency in Written English

All graduate students are required to demonstrate their competency in written English as a requirement for graduation. SJSU policy requires that English competency be a requirement for conversion to classified status and for advancement to candidacy within a master's program. Students may satisfy this requirement in one of five ways:

- Satisfactory completion of the CSU baccalaureate graduation requirement of competency in written English;
- Satisfactory completion as a graduate student of the SJSU undergraduate upper division writing requirement by passing the writing workshop waiver examination or completing satisfactorily a writing workshop (100W);
- Satisfactory completion of a graduate course, which has been approved by the Associate Dean or Associate Vice President for Graduate Studies & Research, of at least three units in which a major report is required and that report is at least 30 percent of the course grade. Approved courses are listed at www.sjsu.edu/gape/docs/gwar.pdf;
- Approval by the by the Associate Dean or Associate Vice President for Graduate Studies & Research of a professional (peer-reviewed) publication for which the candidate was the sole author;
- Satisfactory completion of a discipline-specific upper-division writing course at another university judged by the by the Associate Dean or Associate Vice President for Graduate Studies & Research to be equivalent in content and writing requirements to the SJSU 100W. To satisfy the requirement under this category, students will usually be required to submit to their graduate advisor a transcript (unofficial acceptable) showing completion of the substituting course and the grade received (generally a "B+" or better is required), a syllabus of the course, and original, single-authored writing samples from the course, including especially a large term paper from the course with instructor feedback visible. If the graduate advisor approves of the substitution for an SJSU GVAR course, he or she would then petition the Associate Dean of Graduate Studies & Research on behalf of the student. Students may not petition GS&R directly. Substituting courses will be assessed on the basis of GVAR course-certification criteria (3 units minimum, 3000 word requirement, term paper comprising 30% of course grade, and teaching of professional standards). Professional standards include the teaching of referencing and literature citation, professional style guidelines, ethics and plagiarism, copyright laws and use of published illustrations and data, IRB and animal-use permission in research, report writing and formatting, proposal writing and formatting, oral communication and presentation, and English writing proficiency.

Candidates should be aware that each department may establish its own criteria within these policy guidelines and candidates must abide by the department decision. Graduate Studies & Research will not waive the WST but will accept the course-waiver score, if achieved. Thus even if a student has satisfied one of the criteria above, the department must approve the waiver by petitioning the Associate Dean of Graduate Studies & Research and can require that its GVAR-satisfying course still be taken. Graduate courses can also not be taken for credit by examination.



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Completing Requirements for the Master's Degree

After being admitted to candidacy for the master's degree, the student is then required to:

- Maintain a minimum grade point average of 3.0 ("B") in completing requirements in the graduate degree program. This program is defined as completed courses included in the original graduate degree program, plus all additions or substitutions.
- Complete all courses on the graduate degree program with grades of A, B, C, or CR. Grades of C- or lower, including NC, U and WU, are considered to be unsatisfactory. Should courses on the graduate degree program be completed with unsatisfactory grades, these grades must remain on the program and will continue to be computed in the grade-point average of the program. The candidate must petition through the academic advisor to add another course to the graduate degree program with unit value equivalent to that of the course in which the unsatisfactory grade was received. That course could be the same course taken a second time with a passing grade.
- Complete an acceptable thesis, project, or comprehensive examination. The thesis (Plan A) or creative project (Plan C) requires that one copy be submitted to the Associate Vice President for Graduate Studies and Research. In Plan B, completed projects are submitted to the student's major department and a final comprehensive oral and/or written examination over the field of concentration for the degree must usually be successfully completed. The program evaluator at Graduate Admissions and Program Evaluations is notified of passage of the exam by means of graduate advisor completion of the **Verification of Culminating Experience** memo.
- Complete all work on the graduate degree program within seven years preceding award of the degree. If courses become outdated, the candidate should consult the section titled Seven-year Time Limit on Courses in Graduate Degree Programs in this catalog concerning steps to be followed.
- Apply for award of the master's degree by posted deadline dates indicated at http://www.sjsu.edu/gape/current_students/deadlines/index.htm by submission of the **Application for Award of Master's Degree** available at www.sjsu.edu/gape/forms.
- Note that failure to clear incomplete ("I"), report-in-progress ("RP"), or report-delayed ("RD") grades will prevent graduation. An "I" obtained in a graded class results in an automatic grade change to an "IC" grade, which calculates to an "F" grade on the transcript, even after separation or graduation. In an ungraded ("CR/NC") course, the "I" reverts to a no credit ("NC") grade and is, therefore, also unsatisfactory for graduation if in a course on the candidacy form.
- Be in good academic standing (cumulative 3.0 minimum GPA in Graduate Division) at San José State University to receive a degree from this University.



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Disqualification - Graduate Students

1. Academic Disqualification

A graduate student who is on academic probation is disqualified if he or she fails to earn a 3.0 or better grade point average each term until the required 3.0 grade point average is again established. This requires enrollment in at least one letter-graded course in each term that the student is on probation.

2. Administrative-Academic Disqualification

Upon notice by the coordinator of the graduate program in which a student has been placed on administrative-academic probation, the student may be disqualified from further attendance by the Associate Dean or AVP of Graduate Studies & Research if any of the conditions below occur:

- the conditions for removal of administrative-academic probation have not been met within the period specified,
- the student becomes subject to academic probation while on administrative-academic probation,
- the student becomes subject to administrative-academic probation for reasons similar to those for which he or she was originally placed on probation, whether or not currently in that status.

Whether being previously put on probation or not, a student may be administratively academically disqualified for behavior contrary to the standards of the profession for which the student is preparing if it renders him or her unfit for the profession. Disqualification is immediate upon notice to the student, which will include an explanation for the action, and enrollment is discontinued.

Administrative-academic disqualification is from a particular program. Unlike academic disqualification, reinstatement and readmission are not necessary for continuation at the university after administrative-academic disqualification. If a student finds another program willing to accept him or her within one semester, an **Application for a Change of Graduate Major** form can be filed and enrollment can resume following formal acceptance into the new program. SJSU does not allow an "unclassified status" at the graduate level, and thus a student must be accepted into some program to register for courses at the university other than through Open University. If two semesters elapse from the point of disqualification, the student will be considered to have stopped out of enrollment and will be required to apply for readmission if a second department indicates willingness to allow a transfer.

Appeal of University Probation or Disqualification

Students may appeal their probation or disqualification by petitioning the Academic Disqualification and Reinstatement Review Committee. The student should begin the appeal process by consulting with the graduate advisor. The appeal, in writing to the Associate Dean of Graduate Studies & Research, should contain a description of actions by the department contrary to departmental or university policy or an explanation of extenuating circumstances that led to the action. The student must present documentation, for example, physician's letters, police reports, and/or transcripts, that the circumstances were beyond his or her control, that they disrupted previously satisfactory scholastic performance, and that they no longer affect the student's academic work. For disqualifications, a **Graduate Petition for Reinstatement** is required.

The Academic Disqualification and Reinstatement Review Committee will in turn make a recommendation to the Associate Vice President of Graduate Studies & Research to confirm or rescind the probation or disqualification.

Reinstatement Following University Disqualification

Following notice of disqualification, the graduate student should obtain a **Graduate Petition for Reinstatement**. The form indicates that there are four categories by which a student can be reinstated: extenuating circumstances, special consideration, grade change, and program of study.

Extenuating Circumstances

Similar to the appeal process for probation or disqualification, a request for reinstatement due to extenuating circumstances must meet the conditions indicated above for that process. The petition is submitted along with evidence of the circumstances and their role in the decline in scholastic performance. After securing the requisite signatures, the form is submitted to the Associate Dean of the college in which the student's program resides. The college Associate Dean approves or denies the reinstatement, and the student is informed of the decision on MySJSU. All reinstatement petitions are reviewed by the Associate Dean of Graduate Studies & Research, who has the authority to rescind the disqualification, that is, to remove any designation of the disqualification that would appear in the permanent record (transcript).



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Special Consideration

This category is reserved for individuals who have been absent from the university usually for five or more years and who have in that time achieved a renewed sense of purpose through job activities or through increased maturity that would prompt a greater chance of academic success. Often this request is accompanied by a switch in major from that in which the disqualification occurred. Reinstatement on the basis of special consideration can be awarded by an Associate Dean of the college in which the student's program resides or by the Associate Dean of Graduate Studies & Research.

Change of Grade

If a grade that was changed results in an increase in the semester GPA or in the cumulative GPA to 3.0 or above, the student may qualify for reinstatement in this category. The **Change-of-Grade** form must be submitted by the department office directly to the Office of the Registrar by the drop deadline of the following spring or fall semester. Extension of this deadline will be considered only when there is documentation of the student's attempt(s) to contact both the instructor and the department chair and only when the late submission of the change-of-grade form is clearly shown to be beyond the student's control. If these conditions are met, the disqualification (or probation) is rescinded. If the conditions are not met, even if the grade is subsequently changed and the GPA elevated, the probationary or disqualified status will remain unchanged.

Program of Study

The most common grounds for reinstatement is the completion of a program of study. A student must confer with the graduate advisor to develop a schedule of classes appropriate to the student's major. The courses must amount to a minimum of 6 and maximum of 9 units per semester, and all must be taken in a single semester. They must be letter graded, upper division (100-level), and taken through Open University or SJSU's Extended Studies winter or summer session. The 100-level courses may or may not be part of the graduation requirements for the student's degree program. The advisor may require more than 6 units of course work. Graduate (200-level) courses are not permitted on the program of study, and disqualified students cannot enroll in 200-level courses. **Under no circumstances will courses be accepted that were taken prior to approval of the program of study via submission of the Graduate Petition for Reinstatement.** Also precluded from the program of study are extension courses taken at another university, 300-level or 400-level courses taken through SJSU Extended Studies, and lower-division courses. The program of study must include work applicable to the major. If the student plans to pursue a different degree program upon readmission to the university, the program of study must be applicable to the new major, be developed in conjunction with the graduate advisor of the new major, and demonstrate the student's capacity to complete the new graduate degree requirements. If a course on an approved program of study becomes unavailable, another reinstatement petition must be submitted and approved immediately after enrollment in a substitute course. Once the program of study has been completed such that the student earns a minimum grade point average of 3.3 ("B+"), he or she will be reinstated and, after reapplication to the university, readmitted to the university and department.

Reinstatement is not allowed for a second disqualification. Unless extenuating circumstances can be cited that result in rescinding the second disqualification, a **Graduate Petition for Reinstatement** will not be accepted from students who have been disqualified more than once.

Unless the disqualification is rescinded as above, reinstated students must apply to the university and department for readmission. Reapplication via www.csumentor.edu can be done during the semester in which the program of study is underway or in which the reinstatement petition is being considered. The application will be placed on hold at Graduate Admissions and Program Evaluations until a decision on the petition is made or until the program-of-study grades are posted. Under most circumstances, a department is expected to readmit students who have successfully completed programs of study signed off by that department. Disqualified, reinstated students seeking readmission are, nevertheless, subject to the same enrollment limitations and admission application requirements as all other applicants.

Following Readmission

A graduate student readmitted after academic disqualification most often retains a sub-3.0 GPA and, therefore, remains on continued probation until the cumulative graduate GPA is raised to at minimum of 3.0. At that point, the probationary status is removed, and a subsequent decline in cumulative GPA below 3.0 results again in probation. If while on probation, including following reinstatement, a student fails to achieve a semester GPA equal to or above 3.0, he or she is disqualified a second and final time.

Credential candidates are subject to the GPA requirements dictated by the State Department of Education. Candidates will be notified of those requirements by the department in the College of Education in which they are seeking their credential preparation.

Disqualified International Students

To maintain their legal status in the US, international students must be matriculated within a degree program. Enrollment in Open University does not qualify them for the immigration document needed to remain in the U.S. or to transfer to SJSU from another U.S. university. Disqualified international students are eligible to enroll through Open University for programs of study but must seek immigration reinstatement from SJSU.



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Final Master's Examinations

It is university policy to require final examinations in master's degree programs in all departments. Departmental requirements for these examinations vary; they may be oral, written or a combination of both. Students following Plans A and C are usually examined primarily over areas of their theses or projects. Plan B students are generally required to demonstrate their competence by writing in a broad field of concentration.

In all cases, it is the candidate's responsibility to register through the departmental coordinator of graduate studies to take all required final examinations. The candidate's advisor and/or the departmental graduate coordinator will be able to supply general information concerning the nature of the examinations and recommended preparation for them.

The master's diploma cannot be transmitted to the candidate until the major department certifies to the program evaluator at Graduate Admissions and Program Evaluations via the **Verification of Culminating Experience** memo that final examinations have been completed satisfactorily.



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Grading System for Graduate Work

Traditional letter grades are used for all courses taken by graduate students except for field work, thesis, project, individual study, and internship courses, which are usually graded credit/no credit. Graduate students do not have the option of choice between the traditional or non-traditional grading system. A grade of Credit in a graduate-level course indicates performance by the student equal to a letter grade of "C" or above.

The cumulative GPA for advancement to candidacy for the master's degree (3.0 minimum) includes all letter-graded work in 100-level or 200-level courses completed within the preceding seven years and for which the student received graduate credit, excluding transfer courses taken as an undergraduate at SJSU, through SJSU Open University, or at another institution. For the award of the master's degree, all of the course grades on the student's candidacy form are included in the GPA, with the exception of the transfer courses indicated above, and must be at least at the 3.0 level.

The cumulative GPA of the graduate student is computed by dividing the total number of grade points earned by the total number of graded units attempted at SJSU, excluding Open University courses, subsequent to enrollment in the graduate school.



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Graduate Work in SJSU Special Session and Open University

Special session classes are offered on a selective basis off campus, via different delivery modes, or by schedules different from the regular session term. Matriculation is required for some but not all special sessions' courses. Credit earned in 100-level, 200-level, or 300-level special session courses at SJSU is entered on the matriculated graduate student's record as graduate credit, provided the student holds an acceptable baccalaureate degree from an accredited institution at the time of enrollment in the courses. A matriculated graduate student may seek the approval of the program's graduate advisor to use the units toward a graduate degree (100-level or 200-level only), credential (300-level), or certificate. Courses taken through special session may receive residence credit. Switching into regular session, even temporarily, requires approval of a formal program change (**Application for a Change of Graduate Major** form). Simultaneous enrollment in special and regular sessions requires a special exemption from the Associate Vice President of Graduate Studies & Research and is generally highly discouraged. Non-matriculated students who enroll only for special session or Open University courses are reminded that they must apply for admission to the university and graduate program and complete other details of matriculation if they wish to obtain a degree or credential from SJSU.

Open University, often known elsewhere as extension, is set up primarily as a device for members of the surrounding community to take college courses. It is also attended by non-matriculated postbaccalaureate students who hope to gain future admission to one of the SJSU graduate programs or who wish to take classes to prepare for a professional degree program, such as medicine. It can also be part of the program-of-study mechanism by which scholastically disqualified SJSU graduate students can gain reinstatement to the graduate school (see section on Reinstatement following University Disqualification). Enrollment in Open University courses is governed by specific policies, as follows:

- Fees differ from those in regular and special sessions.
- Open University enrollment in a given class is permitted only with instructor's approval and only after reasonable efforts are made to provide full enrollment opportunities to regularly matriculated students.
- Matriculated students may not take Open University courses.
- Open University course enrollment in 200-level courses is ordinarily open to holders of baccalaureate degrees who meet course prerequisite requirements, although exceptions can be made with instructor's consent. Neither disqualified students nor those who were denied admission into a graduate program at SJSU are permitted to enroll in 200-level courses.
- Open University courses do not qualify for residence credit toward a master's degree, as specified by Title 5.
- Upper-division (100-level) and graduate (200-level) Open University units up to 20% of the degree program total and taken prior to matriculation may be applied to a master's degree program with the consent of the program's graduate advisor. Note that these units are considered to be transfer units into the master's program, and the allowable total of all transfer units is 20%, with the exception of transfers from credential programs into master's programs (12 units). Under special circumstances, the graduate advisor can petition the Associate Dean or AVP of Graduate Studies & Research on behalf of the student for an additional 10% transfer credit. Upper-division courses taken as part of a program of study for reinstatement after disqualification may be applied to the graduate program if they were already present on the student's candidacy form or were otherwise approved by the graduate advisor. Open University courses or courses from other institutions that were taken after a first denial of admission to the university and before receipt of an acceptance for a second admission attempt are not eligible for transfer credit.
- Open University courses taken in the postbaccalaureate career (before matriculation and enrollment in the semester admitted) are not counted in the cumulative GPA, even when they are later transferred into the graduate program. Those taken in the Graduate Open University career are counted toward cumulative GPA.
- For further information concerning special session or Open University offerings and policies, inquire at International and Extended Studies, 210 North Fourth Street, Suite 301, call 408-924-2670, or <http://ies.sjsu.edu>.



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Graduation - Applying for the Master's Degree

- The **Petition for Advancement to Graduate Candidacy** form must be approved by Graduate Admissions and Program Evaluations (GAPE) before applying for graduation. Apply for graduation at least one full semester before the date of your anticipated graduation by filing the **Application for Award of Master's Degree**. See www.sjsu.edu/gape for official deadline dates and downloadable graduate forms.
- Advancement to candidacy is permitted only when nine letter-graded units and the graduate Competency in Written English requirement have been completed (see <http://www.sjsu.edu/gradstudies> for information on the Graduate Writing Assessment Requirement).
- Only original signed documents are acceptable.
- All courses and requirements must be completed by the date of graduation.
- Any Incomplete (I), Report Delayed (RD), or Report Pending (RP) grades must be cleared before the degree can be awarded. Once the degree has been posted, no grade changes can be made to the record.
- If a student is unable to complete the course work stipulated on the candidacy form, or if the date of graduation is delayed, a **Graduation Date Change Request for Award of Master's Degree** must be submitted to the Student Services Center. A \$10.00 administrative fee must be paid at the Bursar's Office.
- Submit all required forms by the deadlines shown below. University deadlines are also posted on the GAPE website at www.sjsu.edu/gape/current_students/deadlines/. Note that the deadlines provided are university deadlines; contact your departmental graduate advisor for departmental deadlines covering thesis, project, and comprehensive exams.
- Please do not delay. If you fail to submit forms by the deadlines posted, your graduation could be delayed.

What to submit	When to submit	To graduate in May 2011 submit by	To graduate in August 2011 submit by	To graduate in December 2011 submit by
Petition for Advancement to Graduate Candidacy	After completion of 9 graded units and fulfillment of Competency in Written English	October 1, 2011	February 11, 2011	April 1, 2011
Application for Award of Master's Degree -or- Reactivation Form	After candidacy has been approved by GAPE and Graduate Studies & Research	February 14, 2011	June 6, 2011	September 14, 2011
Thesis or project for review by Graduate Studies & Research	After your department committee has signed off on thesis	April 4, 2011	July 1, 2011	October 31, 2011
Thesis for publication to Graduate Studies & Research	After thesis has been approved by Graduate Studies & Research	June 15, 2011	September 15, 2011	July 13, 2012



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Graduation - Facilitation

Undergraduate or graduate students are precluded from enrolling in any additional state-supported courses when that student has already met all necessary requirements for the degree for which that student is matriculated. Moreover, students who have met all requirements for graduation prior to any semester in which they are enrolled will be permitted to drop all courses for which they are registered, with little or no penalty, and to graduate at the next available date. Students who have earned more than enough units to graduate but have some remaining requirements to complete will be advised and precluded from registering in any courses other than those required for a timely graduation.



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Grade Point Average – Failure to Achieve a 3.0 on Completed Graduate Degree Program

If a graduate student does not complete the graduate degree program with a minimum 3.0 average, the student's major department may (1) terminate the candidacy, or (2) permit completing additional courses in an attempt to raise the GPA in the program to the minimum 3.0 threshold. When the student's major department recommends the latter, the additional courses selected must

- the additional courses must be courses already taken, usually ones in which low passing grades were earned (note that the original grade cannot be eliminated but instead is counted in GPA calculations along with the new grade), or there must be at least two new courses at the 200 level that total not less than 4 semester units and are letter graded. They must apply directly to the student's master's degree objectives, although they need not be drawn from offerings in the student's major department.

If the student fails to earn the minimum 3.0 GPA on completion of the revised graduate degree program, the student's candidacy will be terminated without award of the master's degree.



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Interdisciplinary Studies Major

The MA or MS Interdisciplinary Studies program provides an alternative for graduate students whose desired plan of study does not fit any of the existing graduate degree programs available on this campus. For details, see the Interdisciplinary Studies section in this catalog.



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Open University

See Graduate Work in Special Session and Open University



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Probation - Graduate Students

1. Academic Probation

Graduate students enrolled in a degree program and credential candidates are subject to academic probation if the cumulative GPA falls below 3.0 (grade of "B" on a 4.0-point scale) in all units attempted subsequent to matriculation into the degree program in either conditionally classified or classified status. Courses taken at the lower-division level will be listed on the transcript but cannot be used for graduate degree credit and are not included in the GPA computation. Courses taken through SJSU Open University before matriculation will also be listed on the transcript and may be, with advisor consent on the candidacy form, used toward the graduate degree if adhering to the transfer course limitation and residency requirement. They will be figured into the GPA for advancement to candidacy and graduation. However, courses transferred into the graduate program from other institutions will not count in the GPA computation.

Each semester while on probation, the student must achieve a 3.0 GPA in the semester's work to avoid academic disqualification. The student remains on continued probation as long as each individual semester's work is equal to or above the 3.0 threshold but the overall GPA is still below 3.0. Probation is cleared if the cumulative GPA rises to 3.0 or better in any subsequent semester.

2. Administrative-Academic Probation

Regardless of the cumulative GPA, administrative-academic probation or disqualification can be imposed by the Associate Dean or AVP of Graduate Studies & Research for the following reasons:

- withdrawal from all courses in two successive semesters or in any three semesters, whether by formal withdrawal processes or from failure to attend but not including authorized leaves of absence,
- failure to make satisfactory progress toward the graduate objective,
- failure to comply, after due notice, with an academic program requirement or regulation that is routine for all students or a defined group of students within the program. Students in conditionally classified status are effectively on probation until the conditions are met. Failure to clear them within a period stipulated in the description of the conditions results in immediate administrative-academic disqualification.

Notice of the specific reasons for administrative-academic probation is provided in writing to the office of Graduate Studies & Research by the coordinator of the graduate program, who also in turn notifies the student in writing of the probationary status, the means for its removal, and the circumstances that would lead to disqualification.

3. Discontinuation from the University

Students who fail to register for classes in two successive semesters are placed in a discontinued status that requires readmission to the university and program before being permitted to enroll again. This policy also applies to students who leave the university after having registered for classes but who do not officially withdraw or withdraw from all courses after the semester drop deadline. The courses will be assigned a grade of "WU" (denotes failure for unauthorized drop or withdrawal). No personnel actions, grades, or transcript services will be permitted until all financial obligations, such as unpaid fines, have been settled. If the student fails to return the semester immediately following withdrawal, reapplication for admission will be necessary at www.csumentor.edu.

The exception to this policy is for students who file for a formal leave of absence for medical reasons, military leave, or for department-sanctioned educational opportunities. See the description of the options and regulations governing leaves in this catalog.



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Repeat Policy - Graduate Students

Academic Senate policy, F08-2, on course repetition has not yet been implemented for graduate students. Until the point that it is implemented, the current grading policies remain in effect.

A graduate student may repeat a 100-level or 200-level course in which a grade below a "B," including an "NC," was received in the first attempt. The student should register through normal procedures. The student's academic record will indicate the course repeated and the grade earned. Units attempted and grade points will be included in the student's cumulative GPA; therefore, the course grades will effectively be averaged. For grades of "B", "B-," "C-," "D+," "D," or "D-," the student will not earn additional units by repeating the course; the units will be counted when repeating courses after earning an "F." Graduate students and 200-level courses are not eligible for "grade forgiveness."

Courses can be repeated when they have gone beyond the seven-year time period for completion of master's degree requirements. See the section, Seven-Year Time Limit on Courses in Graduate Degree Programs.

Some courses, although carrying the same number from term to term, are designed to have significantly unique content and may be repeated for credit if the individual course description in the catalog allows it.



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Second Master's Degree

Graduate students who have completed one master's degree program at San José State University may, with the approval of the new department, complete requirements for a second master's degree at this institution.

A student interested in undertaking a second graduate degree after finishing another master's degree must apply for admission to the second graduate degree program after the first degree is completed and recorded on the permanent record. All policies and procedures listed in this catalog applicable to satisfactory completion of a master's degree apply to completion of requirements for a second master's degree, including that requirements must be completed within a seven-year period.

Pursuit of two simultaneous master's degrees is permitted only under the following circumstance. A student in good standing enrolled in one master's program may pursue a second master's degree without completing the university admissions' process through CSUMentor. The stipulation, however, is that the student may not apply for and be awarded either degree until the second degree program is complete. Therefore, both degrees must effectively be completed at the same time, and diplomas are issued for both degrees. If a student changes majors into a second degree program while still pursuing the first degree and applies for graduation before finishing the second program, he or she will be awarded the first master's degree and then lose matriculated status. Student status will thus be revoked and pursuit of a second degree prohibited. To satisfy this procedural requirement, a student should simply delay the request for award of the first degree until the second degree program requirements have been fulfilled.

Alternatively, if a second master's degree is desired but will not be completed at the same time as the first, the student must file for graduation from the first degree program and formally apply for admission into the second program. That would require a full application, submission of all documentation required by the university and the department of the second master's program, and acceptance by both entities. Pursuit of a second master's degree will receive a lower priority for acceptance.

An approved program for a second degree should be prepared by the student and graduate advisor in the new field. If the new program happens to include course work taken in the first degree, a maximum of 20% of the total units required for the new degree may be courses completed in the previous degree at this institution. Thus, for example, a student might be permitted to apply up to 6 units toward a 30-unit program. Such courses must have been completed by the student with a grade of "A," "B," or in special cases, "CR."



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Seven-Year Time Limit on Courses in Graduate Degree Programs

Section 40510(b)(2), California Code of Regulations, Title 5, Education, requires that courses in completed master's degree programs be no older than seven years at the time of the degree award. The seven-year period is counted from the end of the semester in which the course was completed. Thus no more than seven years may elapse between the time the first course in a graduate program is completed and the time the last item in the program is completed, the latter indicating fulfillment of all degree requirements. With an outdated course, the candidate has the following options:

- request through the department graduate advisor that the office of Graduate Studies & Research substitute another course, one already completed or to be completed, for the outdated course. Should courses be repeated, the new grades will be factored into the GPA for graduation, and all grade requirements, such as the 3.0 minimum GPA, will still be in effect.
- repeat the outdated course with a passing grade but without credit.
- revalidate the outdated SJSU course by examination. No more than 30% of a master's degree program may be considered for revalidation. Permission to revalidate from Graduate Studies & Research or from Graduate Admissions & Program Evaluations is not required; examination can proceed and the results communicated to the program evaluator at GAPE by the form entitled, **Procedure for Revalidation of Courses that Have Exceeded the Seven-year Limit** available at www.sjsu.edu/gape/forms. Course work completed at other institutions is not eligible for revalidation, but transfer courses taken at SJSU may be revalidated.

Veterans who are candidates for graduate degrees and who have had their graduate programs interrupted by military service may petition through the Associate Vice President of Graduate Studies & Research to extend the time limit imposed by the above regulations by the amount of time spent in military service.

University-authorized leaves of absence interrupt the seven-year period and therefore extend the period beyond seven years.



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Special Session

See Graduate Work in Special Session and Open University



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Thesis Requirements

Time is critical during “thesis season.” Students must allow enough time for preparation of the draft, consideration by thesis committee members by the deadline dates set in departments, word processing, acquisition of permissions to publish, and the inevitable corrections. Students must leave time for the final reading and signing by the committee members. In most departments, a minimum of 2 months is needed for the entire process, and some departments require a longer period. Students should confer with each committee member in advance regarding the time each requires for review and whether each will be in town and available when the review and signatures are due.

Instructions for master’s degree candidates are located at www.sjsu.edu/gape/current_students/completing_masters/index.htm and at www.sjsu.edu/gradstudies/thesis/index.htm. While these instructions refer to “thesis” throughout, they pertain to creative project reports conducted under Plan C as well. Students should consult the departmental project committee or graduate advisor to clarify instructions that do not seem appropriate.

These instructions provide general guidance for authors of master’s theses at SJSU. Examples of a thesis title page, copyright page, abstract, and signature page are provided in the guidelines. Students should read the guidelines carefully and consult their advisors concerning the format of the thesis, the professional style guide to use, and journal articles to emulate, if applicable. The major department usually provides students more complete formatting instructions, the interpretation of which resting primarily with the advisor. In rare cases, Graduate Studies & Research will provide assistance.

SJSU participates in the University Microfilm International (UMI) Dissertation Information Service. Students completing theses are required to submit one copy of the thesis to the thesis coordinator in the office of Graduate Studies & Research. One extra 150-word abstract and one extra copy of the title page with advisor’s name must be attached to the UMI form. Additional information is available at <http://www.sjsu.edu/gradstudies/thesis/index.htm> and <http://il.proquest.com/en-US/products/dissertations/authors.shtml>.

The thesis copy, accompanied by appropriate forms and fees, must be submitted to the thesis coordinator in the office of Graduate Studies & Research by the stated deadline.

Checking the Manuscript

The office of Graduate Studies & Research does not serve as an editor. The author and thesis committee members should carefully proofread the thesis before it is submitted. A careful review should be used by the student as a guide to correcting similar errors in the entire thesis. The review conducted by Graduate Studies & Research should also be regarded as an indicator of problems to be addressed globally throughout the thesis. Making only the changes specifically indicated, rather than applying the criticisms to the remainder of the thesis, would not only result in a flawed document but would also be beneath graduate school standards. Graduate Studies & Research may reject a thesis with excessive errors.

Students can prevent rejection of the thesis by ensuring that the final manuscript is free of the following frequent errors: pages for which no numbers are assigned, misspelled words, inconsistencies in writing style, failure to apply reference style consistently or to cite references when needed, careless spacing or centering, inappropriate margins, incorrect footnotes or bibliography entries, grammatical errors, punctuation errors, word-usage errors, and inconsistencies in or lack of adherence to style-manual formatting rules. Neither SJSU nor any of its separate offices or departments is responsible for matters concerning a student’s relationships or agreements with any outside agency or individual.

Neither the university nor any of its offices will take part in disagreements between students and typists, editors, or copy shops with regard to thesis-preparation services, expected costs, or billed costs. A student conducting thesis research off site, for example at a local company, must be free to include all of it in the thesis. SJSU’s legal relationship is only with the student and his or her compliance with the rules set forth in this and related documents and does not include any obligations to the company in question unless expressly agreed upon in a separate legal document.



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Details of Plans A, B and C

SJSU offers three plans for candidates for master's degrees.

Plan A - Thesis Plan

This plan requires approval by the candidate's advisor and other members of the thesis committee of a thesis topic and its satisfactory production in written form. Plan A requires registration in departmental 299, Master's Thesis, for at least one unit. Departmental 298 units or other department-specific thesis research or methodology courses are often also taken during the data-gathering stages of the thesis research. While the total of 298 and 299 units or other department-specific thesis research or methodology courses can be a maximum of six on the candidacy form, the number taken is not restricted.

Plan B - Degree-Without-Thesis Plan

Plan B is characterized by substitution of the thesis and departmental 299 units with another set of courses and either a project or comprehensive exam. The plan is expected to provide substantial writing and problem-solving experiences by means of the tools and techniques of advanced study in the field. The purpose of Plan B is most often to provide breadth, rather than specialization, and so is tailored by the selection of courses and the nature of the final, comprehensive exam. The exam may be oral, written, or both and constitutes the culminating experience in the plan. Many departments historically have assigned students to Plan B for projects, whether they are also accompanied by a comprehensive exam or not. The projects are usually conducted as part of a departmental 298 or otherwise numbered 200-level project course for a maximum of six units, as stipulated by the department, and the writeup for the project is required as part of the culminating experience. Departmental 299 units are not permitted for graduate credit under this plan.

Plan C - Special Plans Including Creative Projects

This plan is reserved for exceptional cases for which needs will be served best through a special arrangement of courses and/or special creative assignments. The assignments might include original paintings, dramatic presentations, motion picture productions, works of sculpture, musical compositions, electronic media, or videotapes. In these cases, the candidate is required to submit a written report on the creative project in the form of a supplementary guide or handbook that puts the work into historical, cultural, and/or professional context. This written report is to be bound and filed in the university library in the same manner as regular theses discussed under Plan A. Departmental advisors will provide further information on special requirements of the plan. Plan C requires registration in a minimum of one unit of departmental 299. Note that creative projects can also be conducted under the Plan B umbrella without the submission of a thesis or taking departmental 299 units.

Thesis/Creative Project Unit Conditions

Registration for departmental 299 thesis courses occurs only after advancement to candidacy for the master's degree. By that point, the thesis committee should be fully established in accordance with the SJSU Academic Senate policy. Before collection of data from human subjects, prior approval must be granted by the Institutional Review Board; see the section on Human Subjects Data Collection in this catalog. Similarly, prior approval for research on or employing animals must be granted by the Institutional Animal Care and Use Committee; see the section on Animal Research Guidelines in this catalog.

A student is allowed a maximum of six semester units of thesis courses (departmental 299 and usually 298 but other thesis courses apply) for graduate credit in Plan A and Plan C, although more of these units can be attempted. Some departments use fewer than six in their requirements. The student may register for any or all of the required thesis units in one semester, but the sequence should follow departmental guidelines and regulations. All 299 units will receive a grade of "RP" until a final grade ("CR" or "NC") is awarded when the thesis is approved for binding by the Office of Graduate Studies & Research. "RP" units cannot be changed to "CR" until that time. Extensions of the 2-year period for completing thesis work under the RP designation should be made before the period expires by means of the form available at www.sjsu.edu/gape/forms. Upon satisfactory completion of the thesis, a "CR" is submitted by the thesis chair via the **Change-of-Grade Form** to the Registrar to clear the "RP." A separate form must be submitted for each occurrence of "RP" (each semester the grade is displayed) on the record.

Required Documentation Submitted with Thesis

Copyright Permission

If a student copies a figure, table, or a significant section of someone else's work and it is believed that the use of these copyrighted materials is beyond that permitted by "fair use," the student will be required to obtain separate written permission letters from the publishers or authors of the works cited. It must be indicated in the text or figure caption within the thesis that the material is "copied with permission." The student should plan well so that permission letters will be received in time. If letters of permission are not submitted with the final copies of the thesis, the office of Graduate Studies & Research will not approve the thesis, and UMI will not microfilm the work.



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The permission letters should be included with the initial submission of the thesis as well as when the thesis is submitting for binding. For questions about the process, including whether permission is required for a particular insertion, contact the thesis coordinator at Graduate Studies & Research.

Human Subjects Data Collection

If a thesis includes data gathered from human subjects, whether experiments, surveys, or interviews, the students must obtain approval from the SJSU Human Subjects Institutional Review Board (IRB). Information concerning the use of human participants is available online at or from the www.sjsu.edu/gradstudies/irb or from the IRB coordinator at 408-924-2479. Approval must be obtained from SJSU prior to data collection regardless of whether the research is done in conjunction with another institution that has given its approval. Approval must also be obtained even if the work is ultimately determined to be "exempt." **Federal law prohibits retroactive approval of human subjects research.** The thesis will not be approved if it fails to comply with IRB policy.

Once the research is approved, thesis submission must include a copy of the permission letter, whether as a document separate from the thesis or as an appendix to the thesis. Failure to submit the appropriate documentation can result in a delay or denial of thesis approval by Graduate Studies & Research.

Animal Research Guidelines

If the thesis includes research on animals, the research must be approved by the SJSU Institutional Animal Care and Use Committee (IACUC). Information concerning animal care is available from the IACUC Coordinator and online at www.sjsu.edu/gradstudies/iacuc/index.htm. Animal research approval from SJSU must be obtained prior to data collection even if the work is done in conjunction with another institution from which approval has been granted. **Federal law prohibits retroactive approval of animal research.** The permission letter, obtained with IACUC approval, must be submitted along with the thesis whether as an appendix or as a separate document. Failure to submit the necessary documentation can result in a delay or denial of the thesis by Graduate Studies & Research.

Final Approval of Your Thesis

The last three steps in the thesis-approval process are outlined below.

1. After the thesis has received final departmental (thesis committee) approval, as indicated by committee signatures, the complete thesis should be submitted along with original signature page and the completed Thesis Information Form, available at www.sjsu.edu/gradstudies/thesis/thesis_forms/, to the thesis coordinator for Graduate Studies & Research. Deadline dates for submission may be found at www.sjsu.edu/gradstudies/thesis/deadlines. The deadlines are firm, and exceptions are extremely rare.
2. The student should retain a copy of the thesis. It is advisable to have a "hard" (paper) copy in addition to the electronic copy, that includes photographs and other materials.
3. The thesis will be read and returned to the student with an assessment by the staff of the office of Graduate Studies & Research as accepted without corrections, accepted with corrections, or not accepted. The student, or a designee assigned in writing by the student, must pick up the thesis after receiving a phone call or email indicating its readiness.

If the thesis is not accepted or it is accepted with corrections, the student will be instructed to resubmit it within a two-week period from the point of notification. If it has an abundance of errors in formatting, grammar, punctuation, or other writing parameters, corrections will have to be made. The thesis advisors on the student thesis committee should be consulted about these corrections. Note that the Graduate Studies & Research staff reads and edits only portions of the thesis, but it is expected that errors of the kinds indicated be corrected globally throughout the thesis. The new draft of the thesis must be accompanied by the original draft when resubmitting, so that any corrections requested can be verified.

Once the thesis is accepted, the student will be instructed to submit final copies for binding by the deadline posted at www.sjsu.edu/gradstudies/thesis/deadlines. UMI binding forms and fees as well as the receipt for personal copies must also be submitted to Graduate Studies & Research.

