



**SJSU Catalog & Class Schedule  
Policies & Procedures**

**SPRING 2015**

**v01  
Wednesday, December 17, 2014  
ALL DATES, FEES & INFORMATION  
SUBJECT TO  
CHANGE WITHOUT NOTICE**

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**CHANGE WITHOUT NOTICE**

Academic Advising and Admissions Counseling.....	162	Change of Major/Degree Objective .....	32	General Education (GE) - Academic Advisement.....	80
Academic Counseling Center for Excellence in the Social Sciences (ACCESS).....	165	Change of Major or Degree Objectives for Graduate Students.....	66	General Education (GE) - CORE (Basic Skills and Basic Knowledge of an Educated Person).....	82
Academic Integrity Policy.....	121	Classification of Students.....	32	General Education (GE) - Policies .....	79
Academic Requirements Report.....	163	College Board Advanced Placement Program (AP).....	24	General Education (GE) - Requirements Overview .....	80
Academic Standards.....	121	College Level Exam Program - CLEP.....	25	Grade Appeals and Grade Assignments.....	38
Academic Standards - Graduate Students.....	60	Colleges.....	156	Grade Forgiveness.....	45
Academic Success Center (ASC).....	165	Competency in Written English/Graduation Writing Assessment Requirement - Graduate.....	70	Grades - Letter Grading.....	40
Accessible Education Center (AEC).....	143	Complaints.....	125	Grading System for Graduate Work.....	59
Accreditation.....	153	Continuous Attendance and Catalog Rights .....	55	Grading System for Undergraduate.....	39
Admission - Adult Students.....	9	Counseling Services.....	145	Graduate Admission - Requirements.....	57
Admission - Appeal of Admission Decision.....	9	Course Numbering System.....	43	Graduate Admission - Requirements for International Students... 58	
Admission - Application Filing Periods.....	7	Course Placement by Examination .....	22	Graduate Admissions and Program Evaluations (GAPE).....	59
Admission Counseling.....	163	Credit by Examination.....	24	Graduate Credit for Units Completed as a Graduating Senior.....	56
Admission - CSU Application Procedures and Policies for Graduate and Post-Baccalaureate .....	7	Credit for Military Training in Non-Collegiate Settings.....	29	Graduate Degree Program.....	67
Admission - CSU Application Procedures and Policies for Undergraduate.....	7	Credit Hour.....	128	Graduate Degree - Time Limits.....	73
Admission - Freshman Requirements.....	11	Credit Hour.....	174	Graduate Information and Requirements.....	56
Admission - Graduate Procedures and Policies .....	56	CSU International Programs.....	166	Graduate Research Units and Facilities .....	77
Admission - Honors at Entrance.....	9	Disciplinary Action Statement.....	129	Graduate Studies.....	161
Admission - Immigration Requirements for Licensure.....	10	Disqualification - Academic.....	33	Graduation Application .....	53
Admission - Immunization Requirements - California State University.....	10	Disqualification - Academic - Graduate.....	62	Graduation - Applying for the Master's Degree .....	69
Admission - Impacted Programs .....	8	Disqualification and Probation - Appeal - Graduate .....	63	Graduation - Facilitation .....	72
Admission - International Student Requirements.....	16	Disqualification and Probation - Graduate Students.....	61	Graduation Requirement - Physical Education (PE).....	51
Admission - Orientation .....	11	Disqualification and Probation - Undergraduate & Postbaccalaureate.....	33	Graduation Requirement - Residency.....	51
Admission - Postbaccalaureate (Second Baccalaureate).....	16	Disqualification - International Students - Graduate.....	63	Graduation Requirements - Master's Degree .....	70
Admission - Reservation.....	9	Donald and Sally Lucas Graduate School of Business.....	157	Graduation Requirements - Undergraduate.....	50
Admission - Step to College Unitrack - High School Students.....	14	Double Concentration.....	54	Graduation Requirement - Time Limits.....	52
Admission - Student Transfer Achievement Reform (STAR) Act (SB 1440).....	16	Double Major.....	54	Graduation Requirement - Writing Proficiency (GWAR).....	51
Admission - Transcript Requirements.....	17	Drug-Free Schools Statement .....	133	Health Leave.....	37
Admission - Transfer Requirements.....	14	Early Start Program.....	13	Health Policies.....	139
Admission - Undergraduate Procedures and Policies.....	7	Early Start Program .....	21	Health Services .....	147
Advancement to Candidacy - Graduate.....	67	Educational Equity .....	128	Honors.....	48
Alternative Enrollment Programs .....	109	Educational Opportunity Program (EOP).....	163	Honors - University Honors at Graduation.....	50
American Institutions Courses.....	88	Education, College of.....	157	Housing.....	148
Applied Sciences and Arts, College of.....	156	Emergency Information.....	146	Humanities and the Arts, College of.....	158
Attendance Policy.....	121	Engineering, Charles W. Davidson College of.....	158	ID - SJSU ID .....	149
Bachelor's Degree Candidates.....	53	Engineering Student Success Center (ESSC).....	165	Institutional Review Board - Human Subjects Research.....	72
Bursar's Office.....	144	EPT/ELM Placement Tests.....	18	Interdisciplinary Studies Program - Graduate .....	66
Business, College of.....	156	Equal Opportunity.....	128	International and Extended Studies, College of.....	159
Calendar - Spring 2015.....	4	Excess Units.....	43	International House .....	148
California State University (CSU).....	170	Exploratory Course.....	164	International Student Exchange Programs (ISEP).....	169
California State University Tuition Fee Policies .....	118	Facilities Unique to SJSU.....	155	International Student Leave.....	37
Campus and Information Resources.....	143	Failure to Achieve a 3.0 Grade Point Average on Completed Graduate Degree Program.....	60	Intrasystem and Intersystem Enrollment Programs.....	109
Cancellation of Registration or Withdrawal From the Institution.....	104	Final Examination Policy.....	6	IT Help Desk.....	150
Career Center.....	145	Final Exam Schedule - Spring 2015 .....	5	Jack Holland Student Success Center (formerly BSAC).....	165
Change of Grade.....	42	Financial Aid and Scholarships.....	146	Latin Honors for Graduate Students.....	73
		Former Students Returning - Disqualified.....	36	Leave of Absence and Withdrawal.....	36
		General Education (GE).....	79	Legalese.....	175
				Library.....	149

**SJSU Catalog & Class Schedule Policies & Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

Major Exceptions and Modifications for GE and SJSU Studies	93	Registration - Dropping Classes After Drop Deadline	102	Special Major	54
Maximum Unit Loads	42	Registration - Dropping Without Penalty	102	Step-to-College	110
Military Leave	37	Registration Fees	112	Student Conduct & Ethical Development	130
Minors	54	Registration Fees, Payments and Refunds	111	Student Disciplinary Process	132
MySJSU	149	Registration Holds	106	Student Discipline and Conduct	132
Non-Discrimination Policies	175	Registration - Installment Payment Plans (IPPs)	115	Student Fairness Committee	129
Nonresident Tuition Exemptions (AB 540)	113	Registration - Instructor Drops	102	Student Responsibilities and Rights	121
Ombudsperson	130	Registration - Late Drop Petitions	102	Student Success Center (CASA)	165
One Semester Leave	36	Registration Late Fees	113	Study Abroad International Programs	166
Open University	110	Registration - Priority Groups	96	Summer Session	110
Over 60 Program	109	Registration - Restrictions	104	Testing Office	152
Parking Permits	150	Regulation - Nondiscrimination Policies	134	Test Requirements	17
Payment Deadlines - Registration	115	Reinstatement and Readmission - Undergraduate	34	Test Requirements - Placement Exams	17
Peer Connections	164	Reinstatement - Disqualification - Graduate	63	The International Baccalaureate (IB)	27
Placement by Examination	22	Repeating a Class - Registration Restriction	104	Thesis Requirements	73
Pre-Law Programs	151	Repeat Policy - Graduate	66	Title IX Coordinator	139
Pre-Medical Programs	151	Repetition of Courses	45	Tower Card	144
Pre-Professional Study	151	Residency	46	Transcript of Record	43
Privacy Rights Of Students In Education Records	142	Returning After an Absence - Registration Restriction	105	Transfer Advising	163
Probation - Academic	34	Safety Report	134	Transfer Credit	29
Probation - Academic - Graduate	61	SAT and ACT	21	Transfer Credit in the Graduate Program	68
Professional Degree Programs offered through Special Session	110	Science Advising Center, College of (COSAC)	165	Transportation Alternatives	150
Readmission - Former Students Returning (FSR)	35	Science, College of	160	Undergraduate Information and Requirements	32
Records Holds	108	Second or Additional Baccalaureate Degree	55	University Policies	121
Refunds - Registration	117	Selective Service-Eligibility for Aid	115	Verification of Unit Load	43
Registration	95	Service Learning	151	Veterans Educational Benefits	152
Registration - Adding a Class	97	Sexual Harassment	134	Waitlisting - Registration	99
Registration - Appointments and Class Schedule	95	SJSU Bilateral Exchange Programs	168	Waiver Examinations	23
Registration - Class Notes	101	SJSU Faculty-Led Programs (FLP)	169	Winter Session	110
Registration - Deferrals and Waivers	114	SJSU Policies	138	Withdrawal from the University	38
Registration - Dropping a Class	102	SJSU Studies	89	Writing Skills Test (WST)	27
		Social Sciences, College of	160		

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## Spring 2015 - Policies and Procedures

Welcome to the listing for San José State University 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 [undergraduate.studies@sjsu.edu](mailto:undergraduate.studies@sjsu.edu).

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## Calendar - Spring 2015

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### OCTOBER 2014

- Wednesday, October 15**  
Spring 2015 Admits - Final Document Deadline  
Application Fee Payment Deadline  
Application Fee Waiver Deadline
- Saturday, October 25**  
EPT/ELM Exam
- Tuesday, October 28**  
Spring 2015 Schedule of Classes goes live at <http://info.sjsu.edu>  
Spring 2015 Enrollment appointments posted online at <http://mysjsu.edu>

### NOVEMBER 2014

- Saturday, November 1**  
WST Exam
- Tuesday, November 4, 2014 - Monday, January 19, 2015**  
Advance Registration for Spring 2015
- Tuesday, November 11**  
Veteran's Day (observed) - campus closed
- Saturday, November 15**  
Spring 2015 Intent to Enroll deadline  
EPT/ELM Exams
- Wednesday, November 26**  
Classes that start at 5:00 pm or later will not meet
- Thursday - Friday, November 27-28**  
Thanksgiving Holiday - campus closed

### DECEMBER 2014

- Sunday, December 14**  
Spring 2015 Payment Due Date (if registered 11/4-12/8)
- Thursday, December 25, 2014 - Friday, January 2, 2015**  
Winter Break - campus closed

### JANUARY 2015

- Thursday, January 1 - Friday, January 2**  
New Year's day and Holiday Closure - campus closed
- Tuesday, January 13**  
Payment Due Date (if registered 12/9/14 - 1/7/15)
- Saturday, January 17**  
TEAS Exam

- Monday, January 19**  
Spring 2015 Advance Registration ends  
Last day to drop classes & receive a 100% refund

- Monday, January 19**  
Dr. Martin Luther King, Jr. Day - campus closed

- Tuesday, January 20 - Wednesday, January 21**

No registration activity

- Thursday, January 22**  
First day of Spring 2015 instruction  
First day of Pro-rata Refund/Calculation Schedule

- Thursday, January 22 - Tuesday, February 10**  
Late Registration period for Spring 2015 semester

### FEBRUARY 2015

- Tuesday, February 3**  
Last day to drop courses without an entry on student's permanent record  
Last day to drop courses with adjustment of registration fees

- Saturday, February 7**  
WST Exam

- Tuesday, February 10**  
Last day to add courses for Spring 2015  
Last day to submit Audit/Credit/No Credit grading option  
Last day to submit Instructor Drops

- Friday, February 13**  
Spring 2015 Payment Due Date (if registered 01/8 - 02/10)

- Wednesday, February 18**  
Enrollment census date

### MARCH 2015

- Monday, March 16**  
Spring 2015 Final Payment Due Date (if participating in IPP)

- Monday - Friday, March 23 - March 27**  
Spring Recess - no classes

- Tuesday, March 31**  
Cesar Chavez Day - campus closed

### APRIL 2015

- Tuesday, April 7**  
Last day for a Pro-Rata refund

- Thursday, April 23**  
Last Day to withdraw for Spring

- Saturday, April 25**  
WST exam

### MAY 2015

- Saturday, May 2**  
EPT/ELM exams

- Saturday, May 9**  
TEAS Exam

- Wednesday, May 13**  
Spring 2015 - Last day of instruction

- Thursday, May 14**  
Study/Conference Day (no classes or exams)

- Friday, May 15 - Thursday, May 21**  
Spring 2015 final examinations

- Friday, May 22**  
Spring 2015 final examinations make-up day

- Saturday, May 23**  
Commencement

- Monday, May 25**  
Memorial Day - Campus closed

- Wednesday, May 27**  
End of Academic Year  
End of Spring Semester  
Spring 2015 grades due from faculty

- Wednesday, May 29**  
Spring 2015 grades viewable on MySJSU

- Friday, May 29**  
Deadline to clear Spring 2015  
Incomplete grades

### JUNE 2015

- Thursday, June 4**  
Academic Standing viewable on MySJSU

- Saturday, June 6**  
WST Exam

## Final Exam Schedule - Spring 2015

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.

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#### 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.....	Monday, May 18.....	.0715-0930
0830 or 0900.....	Wednesday, May 20.....	.0715-0930
0930 or 1000.....	Friday, May 15.....	.0715-0930
1030 or 1100.....	Tuesday, May 19.....	.0945-1200
1130 or 1200.....	Thursday, May 21.....	.0945-1200
1230 or 1300.....	Monday, May 18.....	.1215-1430
1330 or 1400.....	Wednesday, May 20.....	.1215-1430
1430 or 1500.....	Friday, May 15.....	.1215-1430
1530 or 1600*.....	Tuesday, May 19.....	.1445-1700
1630* or 1700*.....	Thursday, May 21.....	.1445-1700

\*Classes scheduled between 1600 and 1725, 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." Classes with meeting times other than those identified in the Final Examination Schedule, or which cannot be examined at the scheduled time, should utilize the "Make-Up" period provided.

#### 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.....	Tuesday, May 19.....	.0715-0930
0830 or 0900.....	Thursday, May 21.....	.0715-0930
0930 or 1000.....	Monday, May 18.....	.0945-1200
1030 or 1100.....	Wednesday, May 20.....	.0945-1200
1130 or 1200.....	Friday, May 15.....	.0945-1200
1230 or 1300.....	Tuesday, May 19.....	.1215-1430
1330 or 1400.....	Thursday, May 21.....	.1215-1430
1430 or 1500.....	Monday, May 18.....	.1445-1700
1530 or 1600*.....	Wednesday, May 20.....	.1445-1700
1630* or 1700*.....	Friday, May 15.....	.1445-1700

\*Classes scheduled between 1600 and 1725, 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." Classes with meeting times other than those identified in the Final Examination Schedule, or which cannot be examined at the scheduled time, should utilize the "Make-Up" period provided.

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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 1A which meets on MWF from 17:30-18:45 should be scheduled on Friday, May 15 from 17:15-19:30 (not Monday, May 18).

REGULAR CLASS START TIME	FINAL EXAMINATION DAY	FINAL EXAMINATION TIME
1730 or 1800-Monday	Monday, May 18	1715-1930
1730 or 1800-Tuesday	Tuesday, May 19	1715-1930
1730 or 1800-Wednesday	Wednesday, May 20	1715-1930
1730 or 1800-Thursday	Thursday, May 21	1715-1930
1730 or 1800-Friday	Friday, May 15	1715-1930

**Night 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 1A which meets on MWF from 18:30-19:45 should be scheduled on Friday, May 15 from 19:45-22:00 (not Monday, May 18).

REGULAR CLASS START TIME	FINAL EXAMINATION DAY	FINAL EXAMINATION TIME
Monday Night (1830 or later)	Monday, May 18	1945-2200
Tuesday Night(1830 or later)	Tuesday, May 19	1945-2200
Wednesday Night (1830 or later)	Wednesday, May 20	1945-2200
Thursday Night (1830 or later)	Thursday, May 21	1945-2200
Friday Night (1830 or later)	Friday, May 15	1945-2200

**Online Classes**

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

Thursday, May 21	1715-1930
Thursday, May 21	1945-2200
Friday, May 15	1715-1930
Friday, May 15	1945-2200
Friday, May 22	All day

**Make-Up**

Any make-up examinations	Friday, May 22, 2015	All day
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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.

**Admission - Undergraduate Procedures and Policies**

**Admission - Application Filing Periods**

**Note: Not all terms/programs are open for admission.**

TERMS	APPLICATIONS FIRST ACCEPTED	INITIAL FILING PERIOD
Spring Semester 2015.....	August 1, 2014.....	August 1 - 31, 2014
Fall Semester 2015.....	October 1, 2014.....	October 1 - November 30, 2014

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 [http://www.csumentor.edu/filing\\_status](http://www.csumentor.edu/filing_status)

**Admission - CSU Application Procedures and Policies for Undergraduate**

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/](http://www.csumentor.edu/planning/).

Electronic versions of the CSU undergraduate and graduate applications are accessible on the World Wide Web at [www.csumentor.edu](http://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](http://www.csumentor.edu) is expected unless electronic submission is impossible. An acknowledgement will be sent when online applications have been submitted.

**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, residency 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).

Prospective students applying for part-time or full-time undergraduate programs of study must submit a completed 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.

**Admission - CSU Application Procedures and Policies for Graduate and Post-Baccalaureate**

All graduate and post-baccalaureate applicants (e.g., Ed.D., joint Ph.D. applicants, 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) must file a complete graduate application as described in the graduate and post-baccalaureate admission materials at [www.csumentor.edu](http://www.csumentor.edu). Applicants seeking a second bachelor's degree should submit the undergraduate application for admission unless specifically requested to do otherwise. 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 post-baccalaureate programs may be 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](http://www.csumentor.edu) are expected unless submission of an electronic application is impossible. An electronic version of the CSU graduate application is available on the World Wide Web at [www.csumentor.edu](http://www.csumentor.edu).



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## Admission - 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 impactation, supplemental criteria 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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## 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 impactation, SJSU does not accept hardship petitions.**

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## Admission - 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 impactation will be available on the following websites:

- [www.csumentor.edu](http://www.csumentor.edu)
- [www.calstate.edu/impactioninfo.shtml](http://www.calstate.edu/impactioninfo.shtml)
- [www.calstate.edu/sas/impaction-campus-info.shtml](http://www.calstate.edu/sas/impaction-campus-info.shtml)

Campuses will communicate 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 individual CSU campus websites and made available online at [www.calstate.edu](http://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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## Admission - Supplementary Criteria

Each campus with impacted programs or admission categories 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 verification of AA-T or AS-T degree, the overall transfer grade point average (GPA), 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, but no later than November or December of the preceding year.

The supplementary admission criteria used by the individual campuses to screen applicants are made available by the campuses to all applicants seeking admission to an impacted program. Details regarding the supplemental admission criteria are published at [www.calstate.edu/impactioninfo.shtml](http://www.calstate.edu/impactioninfo.shtml).

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## Admission - 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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### 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 - 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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### Admission - 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.

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### Admission - Appeal of Admission Decision

Section 89030.7 of the California Education Code requires that the California State University establishes specific requirements for appeal procedures for a denial of admission. Each CSU campus must publish appeal procedures for applicants denied admission to the University. The procedure is limited to addressing campus decisions to deny an applicant admission to the University.

Admissions appeal procedures must address the basis for appeals, provide 15 business days for an applicant to submit an appeal, stipulate a maximum of one appeal per academic term, provide specific contact information for the individual or office to which the appeal should be submitted, and indicate a time estimate for when the campus expects to respond to an appeal. The appeal procedures must be included in all denial of admission notifications to students, and must also be published on the campus website

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Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

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## Admission - 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. Students enrolled in a California public high school for the seventh grade or higher on or after July 1, 1999 will have satisfied this requirement.

**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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## Admission - 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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## Admission - 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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## Admission - Freshman Requirements

Generally, applicants will qualify for consideration for first-time freshman 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").

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## Admission - Freshmen - 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. For students who took the ACT, multiply 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. 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.

**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.

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GPA	ACT SCORE	SAT SCORE	GPA	ACT SCORE	SAT SCORE	GPA	ACT SCORE	SAT SCORE
3.00 and above qualifies with any score			2.56.....	19.....	860	2.12.....	27.....	1210
2.99.....	10.....	510	2.55.....	19.....	860	2.11.....	28.....	1220
2.98.....	10.....	520	2.54.....	19.....	870	2.10.....	28.....	1220
2.97.....	10.....	530	2.53.....	19.....	880	2.09.....	28.....	1230
2.96.....	11.....	540	2.52.....	19.....	890	2.08.....	28.....	1240
2.95.....	11.....	540	2.51.....	20.....	900	2.07.....	28.....	1250
2.94.....	11.....	550	2.50.....	20.....	900	2.06.....	29.....	1260
2.93.....	11.....	560	2.49.....	20.....	910	2.05.....	29.....	1260
2.92.....	11.....	570	2.48.....	20.....	920	2.04.....	29.....	1270
2.91.....	12.....	580	2.47.....	20.....	930	2.03.....	29.....	1280
2.90.....	12.....	580	2.46.....	21.....	940	2.02.....	29.....	1290
2.89.....	12.....	590	2.45.....	21.....	940	2.01.....	30.....	1300
2.88.....	12.....	600	2.44.....	21.....	950	2.00.....	30.....	1300
2.87.....	12.....	610	2.43.....	21.....	960	Below 2.00.....does not qualify for regular admission		
2.86.....	13.....	620	2.42.....	21.....	970			
2.85.....	13.....	620	2.41.....	22.....	980			
2.84.....	13.....	630	2.40.....	22.....	980			
2.83.....	13.....	640	2.39.....	22.....	990			
2.82.....	13.....	650	2.38.....	22.....	1000			
2.81.....	14.....	660	2.37.....	22.....	1010			
2.80.....	14.....	660	2.36.....	23.....	1020			
2.79.....	14.....	670	2.35.....	23.....	1020			
2.78.....	14.....	680	2.34.....	23.....	1030			
2.77.....	14.....	690	2.33.....	23.....	1040			
2.76.....	15.....	700	2.32.....	23.....	1050			
2.75.....	15.....	700	2.31.....	24.....	1060			
2.74.....	15.....	710	2.30.....	24.....	1060			
2.73.....	15.....	720	2.29.....	24.....	1070			
2.72.....	15.....	730	2.28.....	24.....	1080			
2.71.....	16.....	740	2.27.....	24.....	1090			
2.70.....	16.....	740	2.26.....	25.....	1100			
2.69.....	16.....	750	2.25.....	25.....	1100			
2.68.....	16.....	760	2.24.....	25.....	1110			
2.67.....	16.....	770	2.23.....	25.....	1120			
2.66.....	17.....	780	2.22.....	25.....	1130			
2.65.....	17.....	780	2.21.....	26.....	1140			
2.64.....	17.....	790	2.20.....	26.....	1140			
2.63.....	17.....	800	2.19.....	26.....	1150			
2.62.....	17.....	810	2.18.....	26.....	1160			
2.61.....	18.....	820	2.17.....	26.....	1170			
2.60.....	18.....	820	2.16.....	27.....	1180			
2.59.....	18.....	830	2.15.....	27.....	1180			
2.58.....	18.....	840	2.14.....	27.....	1190			
2.57.....	18.....	850	2.13.....	27.....	1200			

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## Admission - Freshmen - Provisional Admissions

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 coursework for the senior year. The campus will monitor the final terms of study to ensure that admitted students complete their secondary school studies satisfactorily, including the required college preparatory subjects, and graduation 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 the 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 qualifying 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.

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## Admission - SAT and ACT Tests

For more information on SAT and ACT tests and policies, see *SAT and ACT*, under *Test Requirements*

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## Admission - EPT/ELM Tests

For more information on EPT/ELM placement tests and policies, see *EPT/ELM Placement Tests*, under *Test Requirements*

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## Early Start Program

Entering resident freshmen who are not proficient in math or English will need to start the remediation process before their first regular term.

The goals of Early Start Program are to:

- Better prepare students in math and English, before the fall semester of freshman year;
- Add an important and timely assessment tool in preparing students for college; and
- Improve students' chances of successful completion of a college degree.

Newly admitted freshman students who are required to complete Early Start will be notified of the requirement and options for completing the program as part of campus communications to newly admitted students.

- Financial aid is available for those who qualify.
- Once ELM/EPT scores have been received, SJSU will send registration information to students who are required to participate. If you will be participating in Early Start a CSU campus other than SJSU, check with that campus for any additional rules or requirements relating to the Early Start Program.

Students who need sign language interpreters or other accommodations should contact the Accessible Education Center at (408) 924.6000 as soon as possible or at least two weeks prior to the student's first day of their Early Start Program. For more information about the AEC or to learn about AEC's student registration process, visit the Accessible Education Center web site: [www.sjsu.edu/aec/](http://www.sjsu.edu/aec/).

Please note that students who fall into one of the following categories are excused from the Early Start requirement, regardless of their placement test scores:

1. Non-residents (See [http://www.sjsu.edu/registrar/services/Residency/Residency\\_FAQ.html](http://www.sjsu.edu/registrar/services/Residency/Residency_FAQ.html) for information on residency)
2. International students
3. Students registered for an EOP Summer Bridge program
4. Students admitted after August 1st
5. EAP Conditionally Ready students (exempt only for the subject for which you have a conditional exemption)

In addition, students who have a serious and compelling reason for not participating in or completing an approved Early Start program may petition for a waiver. This petition will be available soon. Email: [earlystart@sjsu.edu](mailto:earlystart@sjsu.edu) for more information.

Waivers will be granted only in instances where unavoidable circumstances or challenges can be demonstrated. Documentation will be required. Summer vacation plans will not be considered grounds for a waiver.

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## Admission - Freshmen - 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.

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## Admission - 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 Accessible Education Center at 408-924-6000.

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## Admission - Step to College Unitrack - High School Students

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.

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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. Applicants who complete college units during high school or through the summer immediately following high school graduation are considered first-time freshmen and must meet the CSU minimum eligibility requirements for first-time freshman admission. 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.

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## Admission - Transfer Policies of CSU Campuses

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; however, authority for decisions regarding the transfer of undergraduate credits is delegated to each CSU campus.

The CSU General Education-Breadth (GE-Breadth) program allows California Community College (CCC) 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 community 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](http://www.assist.org).

CSU campuses may enter course-to-course or program-to-program articulation agreements with other CSU campuses and any or all of the California community colleges, and other institutions. Established CSU and CCC articulations may be found on [www.assist.org](http://www.assist.org). Students may be permitted to transfer no more than 70 semester (105 quarter) units 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-semester (45-quarter) unit residency requirement, no more than a total of 90-semester (135-quarter) units may be transferred into the university from all sources.

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### Admission - Upper Division Transfer Requirements

Generally, applicants will qualify for consideration for upper-division transfer admission 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;
2. They are in good standing at the last college or university attended; and
3. They have completed at least sixty (60) transferable semester (90 quarter) units of college level coursework with a grade point average of 2.0 or higher and a grade 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.

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### Admission - Transfers - Provisional Admission

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 - 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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### Admission - 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.**



**Admission - Student Transfer Achievement Reform (STAR) Act (SB 1440)**

**Associate Degrees for Transfer (AA-T or AS-T)/Student Transfer Achievement Reform (STAR) Act (SB 1440)**

The Associate in Arts for Transfer (AA-T) and the Associate in Science for Transfer (AS-T) degrees offered at the California Community Colleges (CCC) are designed to provide a California community college student a clear transfer preparation and admission pathway to the CSU degree majors.

California Community College students who earn an associate degree for transfer (AA-T or AS-T) are guaranteed admission with junior standing to a CSU and given priority admission over other transfer applicants when applying to a local CSU campus, or non-impacted CSU program. AA-T or AS-T admission applicants are given priority consideration to an impacted campus/program or to campuses/programs that have been deemed similar to the degree completed at the community college. Students who have completed an AA-T/AS-T in a program deemed similar to a CSU major are able to complete remaining requirements for graduation within 60 semester (90 quarter) units. For more information, please visit: <http://www.sjsu.edu/ugs/SB1440/>

**Admission - Postbaccalaureate (Second Baccalaureate)**

SJSU will not accept applications from postbaccalaureate/second baccalaureate students for the Fall 2015 semester.

**Admission - International Student Requirements**

**Admission - International Student - Admission Requirements**

The CSU must assess the academic preparation of international students. For this purpose, "international 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 "international 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 international institutions must be on file by the posted deadlines and, if not in English, must be accompanied by certified English translations.

**Admission - International Student - 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 Department of State 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, Clark Hall 543.

**Admission - International Student - 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) and the International English Language Testing System (IELTS).

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

<b>SJSU MINIMUM PROFICIENCY STANDARDS</b>	<b>INTERNET</b>	<b>PAPER</b>
TOEFL: Undergraduate, except Engineering.....	61.....	500
TOEFL: All Engineering majors and all graduate applicants.....	80.....	550

**Additional Accepted Exams - Undergraduate and Graduate Applicant Minimum Scores**

International English Language Testing System (IELTS) for Undergraduate : 6.0

Pearson Test of English (PTE): 68

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## Admission - Transcript Requirements

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### Admission - 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.

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### Admission - Freshmen Applicant 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.

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### Admission - Transfer Applicant 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.

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### 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 Graduate Admissions & Program Evaluations (GAPE). Transcripts submitted by the student are not acceptable unless submitted in an official sealed envelope.

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

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## Test Requirements

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### Test Requirements - Placement Exams

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 and will probably be required to enroll in an Early Start program (see "Early Start" in this catalog). 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.

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Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

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Students register for the EPT and/or ELM at their local CSU campuses. Questions about test dates and registration materials may be addressed to the Testing Office, IS 228, [testing.sjsu.edu](http://testing.sjsu.edu), 408-924-5980.

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## EPT/ELM Placement Tests

### EPT/ELM Placement Tests in English and Math

The CSU requires entering undergraduate students, who are not exempt, to take the CSU Entry Level Mathematics (ELM) examination and the CSU English Placement Test (EPT) 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. Campuses may establish deadlines by which new students must register for and/or take placement exams as a requirement for enrollment.

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 [testing.sjsu.edu](http://testing.sjsu.edu) for testing information.

### Take control (or you won't register)

Every year, we have a small number of students who do not complete the ELM/EPT test requirement in time for orientation. They are disappointed, angry and embarrassed in front of their parents and peers. You can control this! Take the exam well in advance, make sure SJSU gets your test results in time for orientation and you won't be left out! Register early as space is limited.

### 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 and you will probably be required to enroll in an Early Start program (see "Early Start" in this catalog). 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.

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## EPT - English Placement Test

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 a total score of 147 or above on the EPT will be placed in college level composition classes. Satisfying the EPT testing requirement is part of the admission process.

Students will be exempt from taking the EPT upon providing proof of one of the following:

1. National Standardized Tests
  - SAT: 500 or higher on the critical reading
  - ACT: 22 or higher on the English test
  - AP: 3 or higher on the Language & Composition or Literature & Composition Tests
  - IB: 4 or higher on the Language A1 test
  - CLEP: 3 or higher on the English Language or English Literature test
2. Community College credit with a grade of C or better for a course that satisfies Area A-2 of General Education.
3. A status of "Ready for college-level English courses" on the Early Assessment Program (EAP) taken at the end of 11th grade.
4. A status of "Conditionally Ready for college-level English courses" on the Early Assessment Program (EAP) taken at the end of 11th grade and completion with a C or better of an approved English course during 12th grade. See the section on Conditional Exemptions.

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

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CHANGE WITHOUT NOTICE**

5. A status of "Conditionally Ready" earned by scoring between 460 and 490 on the critical reading section of the SAT and completion with a C (not C-) or better for both semesters of an approved English course during 12th grade.
6. A status of "Conditionally Ready" earned by scoring between 19 and 21 on the critical reading section of the ACT and completion with a C (not C-) or better for both semesters of an approved English course during 12th grade.

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## ELM - Entry Level Mathematics Exam

The Entry Level Math exam (ELM) is designed to assess and measure the level of mathematics skills acquired through three years of rigorous college preparatory mathematics coursework of students entering the California State University. The CSU ELM must be completed by all non-exempt 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.

Students will be exempt from taking the EPT upon providing proof of one of the following:

1. 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 (taken October 1989 or later)
  - AP: 3 or higher on the Statistics, Calculus AB or BC test
  - IB: 3 or higher on the Calculus AB or BC test.
2. Community College credit with a grade of C or better for a course that satisfies Area B-4 of General Education
3. A status of "Ready for college-level math courses" on the Early Assessment Program (EAP) taken at the end of 11th grade.
4. 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. See the section on Conditional Exemptions.
5. A status of "Conditionally Ready" earned by scoring between 490 and 540 on the math section of the SAT **and** completion with a C (not C-) or better for both semesters of an approved math course during 12th grade.
6. A status of "Conditionally Ready" earned by scoring between 20 and 22 on the math section of the ACT **and** completion with a C (not C-) or better for both semesters of an approved math course during 12th grade.

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## ELM/EPT - Exemption Status

To clarify ELM exemption status or verify test scores, please contact:

**Susan McClory**

408-924-2569

Susan.McClory@sjsu.edu

<https://sites.google.com/site/developmentalstudiesatsjsu/>

**Testing Office**

IS 228

408-924-5980

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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.

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

TEST DATE	REGISTRATION DEADLINE
January 17, 2015.....	January 2, 2015
February 14, 2015.....	January 30, 2015
March 21, 2015.....	March 6, 2015
April 11, 2015.....	March 27, 2015
May 2, 2015.....	April 17, 2015
October 24, 2015.....	October 9, 2015
November 21, 2015.....	November 6, 2015

\*Any test taken after May 3 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.

**ELM/EPT - Exam Registration**

To sign up for the EPT and/or ELM tests, please contact:

Testing Office, IS 228

Continuing students: [testing.sjsu.edu](http://testing.sjsu.edu)

New admits: <https://nextsteps.sjsu.edu> ; Phone: 408-924-5980

**ELM/EPT - Score Results**

- Access your online score report at [www.ets.org/csu](http://www.ets.org/csu).

**ELM/EPT - Exam Preparation**

Visit the Testing website at [testing.sjsu.edu](http://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](http://www.csumathsuccess.org/exempt_esw)
- Entry Level Mathematics [www.csumathsuccess.org/exam\\_prep](http://www.csumathsuccess.org/exam_prep)

**ELM/EPT - Exam Information for Non Local Applicants**

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 for the results be reported to SJSU prior to the deadline. Email SJSU Testing office for further information ([testing-office@sjsu.edu](mailto:testing-office@sjsu.edu)).

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

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

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 \$75 for testing outside of the state of California.

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## ELM/EPT - Exam Requirements

Prospective students who are not exempt and elect not to complete the ELM/EPT exam, will not be able to enroll in SJSU classes.

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## Early Start Program

Entering resident freshmen who are not proficient in math or English will need to start the remediation process before their first regular term.

The goals of Early Start Program are to:

- Better prepare students in math and English, before the fall semester of freshman year;
- Add an important and timely assessment tool in preparing students for college; and
- Improve students' chances of successful completion of a college degree.

Newly admitted freshman students who are required to complete Early Start will be notified of the requirement and options for completing the program as part of campus communications to newly admitted students.

- Financial aid is available for those who qualify.
- Once ELM/EPT scores have been received, SJSU will send registration information to students who are required to participate. If you will be participating in Early Start a CSU campus other than SJSU, check with that campus for any additional rules or requirements relating to the Early Start Program.

Students who need sign language interpreters or other accommodations should contact the Accessible Education Center at (408) 924.6000 as soon as possible or at least two weeks prior to the student's first day of their Early Start Program. For more information about the AEC or to learn about AEC's student registration process, visit the Accessible Education Center web site: [www.sjsu.edu/aec/](http://www.sjsu.edu/aec/).

Please note that students who fall into one of the following categories are excused from the Early Start requirement, regardless of their placement test scores:

1. Non-residents (See [http://www.sjsu.edu/registrar/services/Residency/Residency\\_FAQ.html](http://www.sjsu.edu/registrar/services/Residency/Residency_FAQ.html) for information on residency)
2. International students
3. Students registered for an EOP Summer Bridge program
4. Students admitted after August 1st
5. EAP Conditionally Ready students (exempt only for the subject for which you have a conditional exemption)

In addition, students who have a serious and compelling reason for not participating in or completing an approved Early Start program may petition for a waiver. This petition will be available soon. Email: [earlystart@sjsu.edu](mailto:earlystart@sjsu.edu) for more information.

Waivers will be granted only in instances where unavoidable circumstances or challenges can be demonstrated. Documentation will be required. Summer vacation plans will not be considered grounds for a waiver.

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## 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.

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

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](http://www.collegeboard.org)

#### ACT Registration Unit

P.O. Box 414  
Iowa City, Iowa 52240  
319-337-1270  
[www.act.org](http://www.act.org)

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## Placement by Examination

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### 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.

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### Course Placement by Examination

See the policies below and the respective departments for details about all placement examinations.

#### Calculus

The Calculus Placement Exam is offered to students who would like to place into Math 030, Math 030P or Math 071 without taking the prerequisite course (Math 19 or Math 8, respectively). See [www.sjsu.edu/math/calculus/](http://www.sjsu.edu/math/calculus/) for more information or contact the Department of Mathematics and Statistics; MacQuarrie Hall 308; 408-924-5100; [math-info@sjsu.edu](mailto:math-info@sjsu.edu).

#### 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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### Calculus Placement Examination

The Calculus Placement Exam is offered to students who would like to place into Math 030, Math 030P or Math 071 without taking the prerequisite course (Math 19 or Math 8, respectively). See [www.sjsu.edu/math/calculus/](http://www.sjsu.edu/math/calculus/) for more information or contact the Department of Mathematics and Statistics; MacQuarrie Hall 308; 408-924-5100; [math-info@sjsu.edu](mailto:math-info@sjsu.edu).

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.

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

- Business and aviation students who wish to take Math 071 are exempt from taking the Calculus Placement Exam if they received a 550 or higher on the SAT or a 23 or higher on the ACT. You must bring proof of score directly to the Department of Mathematics and Statistics Office (MacQuarrie Hall 308)
- Any student who has earned a 3 or higher on the AP Calculus AB or BC/AB Subscore already has credit for Calculus I and should enroll directly into Calculus II. (This credit also exempts students from taking Math 071.) Similarly, any student who has earned a 3 or higher on the AP Calculus BC already has credit for both Calculus I and Calculus II and should enroll directly into Calculus III.
- 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 on the first day of Orientation. Pre-registration is required.
- For course registration information regarding Calculus I (MATH 030P and MATH 030), MATH 060 and MATH 071 see [www.sjsu.edu/math/calculus](http://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](http://www.sjsu.edu/math/calculus).

## Registration and Payment

Students must register for the exam by 3:00 pm the day prior to the test. Payment is required on the day of the test at check-in.

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## Foreign Language Placement Examination

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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## Waiver Examinations

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 Exam. 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.

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## Credit by Exam

- 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.



# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

- 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.

## Procedures

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](http://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](http://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.

## 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.

## 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
Calculus BC/AB Subscore*.....	3.....	MATH 030.....	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)

**SJSU Catalog & Class Schedule Policies & Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

Computer Science A.....3	CS 046A.....	No GE
English Language.....6	ENGL 001A.....	Score 3-4 = Area A2 (3 units); EPT exempt
English Language.....6	ENGL 001A & 001B.....	Score 5 = Areas A2 & C3 or C2 (6 units); EPT exempt
English Literature.....6	ENGL 001A & 010.....	Score 3-4 = Area A2 & C2 (6 units); EPT exempt
English Literature.....6	ENGL 001A & 001B, or.....	Score 5 = Areas A2 & C3 or C2 (6 units); EPT exempt
English Literature.....6	ENGL 001A & 010.....	Score 5 = Areas A2 & C2 (6 units), <b>at student's request</b> ; 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 & Culture.....6	FREN 001A.....	Area C2 (3 units)
German Language & Culture.....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)
Macroeconomics.....3	ECON 001A.....	Area D1 (3 units)
Microeconomics.....3	ECON 001B.....	Area D1 (3 units)
Music Theory.....6	Elective credit.....	No GE
Physics B**.....6	PHYS 002A.....	Areas B1 & B3 (4 units) <b>[ends Fall 2015]</b>
Physics 1**.....4	PHYS 002A.....	Areas B1 & B3 (4 units)
Physics 2**.....4	PHYS 002B.....	Areas B1 & B3 (4 units)
Physics C, Elec & Mag**.....4	PHYS 051.....	Areas B1 & B3 (4 units)
Physics C, Mechanics**.....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	ART 012.....	No GE
Studio Art, 3D Design.....3	Elective credit.....	No GE
Studio Art, Drawing.....3	ART 024.....	No GE
U.S. Govt & Politics.....3	Elective Credit.....	Area D3 & US 2 (3 units)
U.S. History.....6	HIST 020A & 020B.....	Areas C2 or D2; & US 1 (3 units)
World History.....6	Elective credit.....	Areas C2 or D2 (3 units)

\*Students may receive credit for only one calculus 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.

**College Level Exam Program - CLEP**

Requires score of at least 50 for subject exams. Students may not receive more than 30 units of CLEP credit.

<b>BUSINESS EXAMS</b>	<b>UNITS</b>	<b>COURSE</b>	<b>GE CREDIT (COMMENTS)</b>
Financial Accounting.....3	3	Elective credit.....	No GE
Information Systems & Computer Applications.....3	3	Elective credit.....	No GE
Introductory Business Law.....3	3	BUS3 080.....	No GE
Principles of Management.....3	3	Elective credit.....	No GE
Principles of Marketing.....3	3	Elective credit.....	No GE

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

<b>COMPOSITION AND LITERATURE EXAMS</b>	<b>UNITS</b>	<b>COURSE</b>	<b>GE CREDIT (COMMENTS)</b>
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)
Freshman College Composition.....	0	No credit.....	No GE
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.			
<b>WORLD LANGUAGE EXAMS</b>	<b>UNITS</b>	<b>COURSE</b>	<b>GE CREDIT (COMMENTS)</b>
French Language (Level 1 = min score of 50).....	6	Elective credit.....	No GE
French Language (Level 2* = min score of 59).....	12	Elective credit.....	Area C2 (3 units)
German Language (Level 1 = min score of 50).....	6	Elective credit.....	No GE
German Language (Level 2* = min score of 60).....	12	Elective credit.....	Area C2 (3 units)
Spanish Language (Level 1 = min score of 50).....	6	SPAN 001A.....	No GE
Spanish Language (Level 2* = min score of 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.			
<b>HISTORY AND SOCIAL SCIENCES EXAMS</b>	<b>UNITS</b>	<b>COURSE</b>	<b>GE CREDIT (COMMENTS)</b>
American Government.....	3	Elective credit.....	Areas US 2 & D3 (3 units)
History of the U.S. I: Early Colon. to 1877.....	3	Elective credit.....	Areas US 1 & D2 (3 units)
History of the U.S. II: 1865 to Present.....	3	Elective credit.....	Areas US 1 & 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 D (3 units)
Social Sciences & History.....	6	Elective credit.....	Area D (3 units)
Sociology, Introductory.....	3	SOCI 001.....	Area D (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)
<b>SCIENCE AND MATHEMATICS EXAMS</b>	<b>UNITS</b>	<b>COURSE</b>	<b>GE CREDIT (COMMENTS)</b>
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 (F'10 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)
Trigonometry.....	3	Elective Credit.....	Area B4 (3 units; ELM exempt)

**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 (last exam in 2012).....	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 A: Literature (English) HL - beginning 2013.....	6	ENGL 001A (when score is 4 or 5); ENGL 001A & ENGL 001B (when score is 6 or 7).....	Area A2 (3 units) when score is 4 or 5; when score is 6 or 7 also Area C3 or C2 (additional 3 units)
Language A: Language and Literature (English) HL - beginning 2013.....	6	ENGL 001A (when score is 4 or 5); ENGL 001A & ENGL 001B (when score is 6 or 7).....	Area A2 (3 units) when score is 4 or 5; when score is 6 or 7 also Area C3 or C2 (additional 3 units)
Language A1 (any other language) HL (last exam in 2012).....	6	Elective credit.....	Area C2 (3 units)
Language A2 (any language) HL (last exam in 2012).....	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)

**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.

- 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 completing English 1A course (CSU GE Area A2) and a critical thinking course (CSU GE Area A3).
- The WST requirement cannot be waived.

**SJSU Catalog & Class Schedule Policies & Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

- 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.

Beginning Fall 2014 the prerequisite for the WST is the completion of the English 1A (CSU GE Area A2) and a critical thinking course (CSU GE Area A3) with a grade of C or better (A “C-” is not accepted). All students are strongly encouraged to complete a second English composition course as part of their lower division GE prior to transferring to SJSU (either to meet CSU GE Area A3 or C2). In doing this students will be more prepared to pass the WST and 100W course at SJSU. For students enrolled at SJSU prior to Fall 2014, completion of English 1A and English 1B or equivalent course as a prerequisite for the WST

Once the courses has been completed with a grade of C or better, students should contact our testing office: [testing.sjsu.edu](http://testing.sjsu.edu) to register for the WST exam at SJSU (passing the WST prior to your first semester at SJSU will prevent delays in registration for upper division courses)

Consult [testing.sjsu.edu](http://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 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;
2. Students who have earned a baccalaureate degree from a regionally accredited U.S. college or university;
3. Students who have received an approved Undergraduate Requirement Request to grant equivalency to an upper division composition course completed at another university.

For students who have failed the WST two times, SJSU offers courses, ENGL 100A and LLD 100A that satisfy the WST requirement if passed with a “C” or better.

If you have questions about your status, contact the Testing Office at [testing-office@sjsu.edu](mailto:testing-office@sjsu.edu) {mailto:testing-office@sjsu.edu}.

If you will not be in the U.S. for one of the spring or summer WST exams, take the first available exam in the fall semester.

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.

Effective Fall 2012 (August 22, 2012), Students must take the WST no later than the term in which they reach 75 earned units (counting no more than 70 transfer units). If they do not pass, they must retake the test or take the 100A each term until they pass. Students who reach 90 earned units without passing the test must enroll in the 100A. (Updated - Presidential Directive 2009-05)

**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 [www.sjsu.edu/gradstudies/docs/03-11-13%20GWAR%20Approval%20Status.pdf](http://www.sjsu.edu/gradstudies/docs/03-11-13%20GWAR%20Approval%20Status.pdf). Some 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 [www.sjsu.edu/gape/current\\_students/completing\\_masters/](http://www.sjsu.edu/gape/current_students/completing_masters/). See your department graduate advisor for more information.

**WST Scores**

Scores will be reported on your MySJSU account. See [testing.sjsu.edu](http://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 [testing.sjsu.edu/wst/wstreg/index.html](http://testing.sjsu.edu/wst/wstreg/index.html)
- Peer Connections offers WST preparation: see <http://peerconnections.sjsu.edu>
- The Writing Center offers tutorial help and workshops on various writing topics: see [www.sjsu.edu/writingcenter/](http://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
February 7, 2015.....	January 15, 2015

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

Wednesday, December 17, 2014

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

April 25, 2015..... April 2, 2015  
June 6, 2015..... May 14, 2015  
July 19, 2015..... June 25, 2015  
September 19, 2015..... August 27, 2015  
October 31, 2015..... October , 2015

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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## Test Accommodations

Students requiring test accommodations must submit the appropriate documentation to the Accessible Education Center (AEC). To ensure accommodations can be made, an appointment must be scheduled with an AEC counselor at least one month prior to a standardized or placement exam to determine eligibility and prescribe test accommodations. Students unable to meet this deadline should contact the AEC as soon as possible. See <http://www.sjsu.edu/aec/> for details.

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## Transfer Credit

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>.

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## Credit from Other Colleges and Universities

California Community Colleges will certify to The California State University those courses that 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 at a community college.
- (b) No credit may be allowed for professional courses in education taken at a community college, other than an introduction to education course.

Credits earned at a 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 at a 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.

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## Credit for Military Training in Non-Collegiate Settings

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

Six semester units of credit are awarded for being on active duty for at least one year in the Army, Navy, Air Force, Marines or Coast Guard. Three of these units can be used to complete Area E of the CSU General Education Program, two units will apply to the physical education requirement for SJSU graduation, and one unit is applied toward elective credit.

Documents that should be submitted to assess credit for military education are:

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

Wednesday, December 17, 2014

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO  
CHANGE WITHOUT NOTICE**

- Joint Service Transcripts (JTS; Army, Navy, Marines, Coast Guard)
- Community College of the Air Force transcript (CCAF)
- DD-214 (or DD-295 for students still in the military)

SJSU also awards credit for College Level Education Program (CLEP) subject examinations. The specific credit for the 37 different CLEP exams can be found under credit by exam: <http://info.sjsu.edu/static/catalog/cbe.html>

The Office of Undergraduate Admissions will assist you with questions you may have about transfer credit to determine your student level and admission eligibility.

Contact our office:

#### Office of Admissions and Outreach (Undergraduate)

One Washington Square  
San José, CA. 95192-0016  
Phone: 408-283-7500  
Email: [eval@sjsu.edu](mailto:eval@sjsu.edu)

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## Credit for 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 the Registrar's Office. Transcripts are available once credit is posted.

### 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 the College of International and Extended Studies. Transcripts are available once credit is posted. Contact College of 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.

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## 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*.

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## Credit for Home Study

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

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

---

**Credit for Work Experience**

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.



### SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

---

### Change of Major/Degree Objective

Undergraduate students who wish to change their degree major objectives should obtain a change of major form at [www.sjsu.edu/registrar/forms](http://www.sjsu.edu/registrar/forms). The form requires the approval and signatures of the appropriate university official(s). The completed form for students with fewer than 90 units must be returned to the Registrar's Office. Students with 90 or more units must submit the change of major form to AARS for review. Students changing to undeclared major must also 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](http://www.sjsu.edu/registrar/forms). For graduate change of major, see [www.sjsu.edu/gape/forms](http://www.sjsu.edu/gape/forms).

Students who have earned more than 90 units (counting up to 70 transfer units) are not likely to be approved and will need to appeal.

**Change of major is not guaranteed.**

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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.

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### Undeclared Majors

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.

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

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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## Disqualification and Probation - Undergraduate & Postbaccalaureate

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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 of 2.0 or better each semester following reinstatement until such time as he/she has achieved a cumulative SJSU GPA of 2.00. A student who fails to do so will be disqualified again (even if this occurs prior to readmission)

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. All work taken through Open University is included in the cumulative record and is considered in the determination of probation and disqualification. Graduate students should see the section on University Disqualification in the graduate portion of this catalog.

Disqualified students should also refer to the 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 - 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 are listed as Undeclared, and 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.

## Disqualification - Graduate

See Graduate Information and Requirements

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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 2.0) 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 complete remediation, 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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## Reinstatement and Readmission - Undergraduate

### 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](http://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 (<http://www.sjsu.edu/senate/docs/S09-7.pdf>). 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 <http://www.sjsu.edu/registrar/forms/index.html> to be certain that you are using the most recent version of this petition.

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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 <https://sites.google.com/site/developmentalstudiesatsjsu/> for complete information on the EO 665 policies and practices.

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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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### Readmission - Former Students Returning (FSR)

For the most to date readmission information for former students returning, please visit [Admissions website](#).

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## Former Students Returning - 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](http://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](http://www.sjsu.edu/registrar/forms/index.htm).

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. Complete a Petition for Reinstatement (<http://www.sjsu.edu/registrar/forms/index.htm>). Petition guidelines can be found on page 1 of the petition form.

Approval for reinstatement to the University after disqualification does not assure readmission to any particular semester or specific degree objective.

1. Register and attend Transfer Orientation.

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, as upper division transfers, during the next available admission application cycle and meet all posted deadlines.
2. The official transcript of record indicates eligibility to re-enroll
3. Former Students Returning (FSR) should complete an "FSR petition" from SJSU in addition to applying for admission. Details may be found at [http://vpsaweb7.sjsu.edu/Petition\\_FSR\\_SP14.pdf](http://vpsaweb7.sjsu.edu/Petition_FSR_SP14.pdf)

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## Former Students Returning - Probation

Students on probation at the close of their last enrollment may be readmitted, as upper divisions transfers, 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.

Former Students Returning (FSR) should complete an "FSR petition" from SJSU in addition to applying for admission. Details may be found at [http://vpsaweb7.sjsu.edu/Petition\\_FSR\\_SP14.pdf](http://vpsaweb7.sjsu.edu/Petition_FSR_SP14.pdf)

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## Former Students Returning - Good Standing

Undergraduates in good standing at the close of their last enrollment may be readmitted, as upper divisions transfer, provided they are otherwise eligible. They must meet all application and admission deadlines. All students must furnish transcripts of any college work taken during their absence.

Former Students Returning (FSR) should complete an "FSR petition" from SJSU in addition to applying for admission. Details may be found at [http://vpsaweb7.sjsu.edu/Petition\\_FSR\\_SP14.pdf](http://vpsaweb7.sjsu.edu/Petition_FSR_SP14.pdf)

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## Leave of Absence and Withdrawal

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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. Please review the Returning Student section for additional information or review the **Leave of Absence Form** for more details.

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

The exception to this rule is that graduate students who have completed all degree requirements except their project or thesis and who have an RP grade in a previous project or thesis course may not stop out but must maintain continuous enrollment. They can do so by taking a 1-unit special session course designed for this purpose. Consult your department website or this catalog under the appropriate academic program to determine the course to take for your program. Also consult the section in this catalog entitled **Thesis and Project Work - RP Status - Graduate**.

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## Health Leave

Matriculated undergraduate or graduate students unable to continue their enrollment by reason of health are eligible for health leave as long as the student has attended for a minimum of one semester as a matriculated student prior to the 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 must be completed with appropriate signatures and submitted to the chair of the student's major department. The department should then file the form with the Registrar's Office. 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.

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.html](http://www.sjsu.edu/registrar/forms/index.html)

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## 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](http://www.sjsu.edu/registrar/forms/index.htm).

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## 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 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.

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.

Leave forms and additional information may be downloaded at [www.sjsu.edu/registrar/forms](http://www.sjsu.edu/registrar/forms).

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## International Student Leave

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 (summer and winter breaks not included). An international student who needs to take a leave of absence must first speak with an international student advisor. Walk in advising is available at the International Programs and Services Office in Clark Hall 543.

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

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## 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 Department.

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/](http://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](http://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.

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## Grade Appeals and Grade Assignments

### University 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.

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

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.

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 Undergraduate Studies or Graduate Studies & Research.

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## **Grading System for Undergraduate**

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.



**SJSU Catalog & Class Schedule Policies & Procedures**

**SPRING 2015**

v01  
**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

**Spring 2015 Grades**

Grades for Spring 2015 term will initially be posted on Thursday, May 28, 2015.

Academic standing will be posted on Thursday, June 4, 2015.

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

**Grades - Letter Grading**

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.

<u>GRADE</u>	<u>POINTS PER UNIT</u>
A+ .....	4.0
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
NC.....	0.0
CR.....	0.0
I.....	0.0
IC.....	0.0
AU.....	0.0
W.....	0.0
WB.....	0.0
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.

Undergraduate and postbaccalaureate students must maintain a SJSU Cumulative GPA of 2.0 or better (calculated by dividing grade points (GP) by units graded (UG)).

**Grades - Auditing a Class - "AU"**

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.

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### Grades - Credit/No Credit (CR/NC) - 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](http://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, IC, WU.

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### Grades - Credit/No Credit (CR/NC) - 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).

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

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### Grades - Incomplete - “I / IC”

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.

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.

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### Grades - Report Delayed - “RD”

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.

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### Grades - Report in Progress - “RP”

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.

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## Grades - Withdrawal - "W"

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](http://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](http://www.sjsu.edu/gape/forms).

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## Grades - Withdrawal Unauthorized - "WU"

The symbol "WU" indicates that an enrolled student did not officially 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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## Unit of Credit

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

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## 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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## 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 may not enroll in more than 14 units.

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

The maximum load for graduate students is normally 15 semester units. Reasonable exceptions beyond this number up to 18 units may be approved, for sufficient cause, by the graduate advisor and department chair, but permission must also be garnered from the Associate Dean of Graduate Studies & Research by means of the **Graduate Petition for Excess Units**. Loads beyond 18 units are prohibited by the CSU. The Graduate Studies & 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.

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## 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](http://www.sjsu.edu/registrar/forms).

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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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## 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. Courses in the NURS 574-597 series is a part of the joint Doctor of Nursing Practice (DNP) with CSU Fresno.

### 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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## Transcript of Record

### Transcript Requests

The Office of the Registrar is very pleased to announce that on June 1, 2011, we implemented *TranscriptsPlus*, an online request service for official transcripts provided by [Credentials, Inc.](http://www.credentials.com)

*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.](#), 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.](#), to submit your request for official transcripts. [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

### **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.](#) 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 José State University does not charge a fee for transcripts. However, a service charge of \$1.75 per transcript will be assessed by [Credentials, Inc.](#) for online orders.

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO  
CHANGE WITHOUT NOTICE**

- 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 José 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 IT Help Desk via e-mail: [ithelpdesk@sjsu.edu](mailto:ithelpdesk@sjsu.edu)

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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.

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## Grade Forgiveness

### 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](http://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.

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## 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 pool 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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## Residency

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### Residency - Determination

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 68000-68085, 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](http://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.

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

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 68070-68085 and California Code of Regulations, Title 5, Subchapter 5, Article 4, sections 41906-41906.6, 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.

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## Residency - 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.

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.



**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**  
**SPRING 2015**

v01  
**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

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## Open University - Courses

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 not possible prior to 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. Units earned in Open University may not be used to meet residence unit requirements for a degree. For undergraduate students, exceptions to these restrictions may be granted by petition ([www.sjsu.edu/ugs/students/petitions/list/index.html](http://www.sjsu.edu/ugs/students/petitions/list/index.html))

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. In addition to reinstatement, disqualified students must reapply and be readmitted in order to become regular (matriculated) students once again.

All prerequisites, including ELM, EPT, and WST are enforced when enrolling through Open 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.

### Summer Session

Summer Session allows both matriculated and non-matriculated (i.e. Open University) students to enroll in summer classes at San José State University.

### 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.

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## Honors

The university recognizes outstanding academic achievement of its students through a variety of different honors.

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### Honors - Departmental

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 the university course catalog).

- Aviation
- Biological Sciences
- Business
- Chemistry

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

- 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

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## Honors - President and Dean Scholars

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.

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## Honors - Outstanding Graduating Senior Awards

Announced each year at Commencement by the University President, the Outstanding Graduating Senior Awards recognize exceptional scholarship and service to the university and community based on the following criteria:

1. An overall cumulative GPA of at least 3.75.
2. Significant SJSU leadership (in contrast to titular) in some area(s) of University life, and/or;

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**  
**SPRING 2015**

v01  
Wednesday, December 17, 2014  
**ALL DATES, FEES & INFORMATION  
SUBJECT TO  
CHANGE WITHOUT NOTICE**

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 honor, visit the Student Affairs website at [www.sjsu.edu/studentaffairs](http://www.sjsu.edu/studentaffairs) and follow the link for Outstanding Graduating Senior Awards or contact the Office of the Vice President for Student Affairs at 408-924-5900.

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### Honors - 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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### 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.

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### Graduation Requirement - Academic

An overall average of "C" (2.0) or better, a "C" average or better earned in all units taken at the university, a "C" average or better in both the major and the minor (if applicable), and a "C" average or better in the twelve units of upper division GE (Areas R, S, V, and Z), 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).

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.

All requirements listed here may be met either by passing waiver examinations, where available, or by individual course challenge exams, 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. Note: Effective Fall 2013, many programs that previously required more than 120 units to graduate will be reduced to 120 units. Please check catalog or Academic

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### Graduation Requirement - American Institutions (AI)

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.

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## Graduation Requirement - Writing Proficiency (GWAR)

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. 100W Writing Workshop must be passed with a C or better (C- not accepted) when satisfying the CSU Graduation Writing Assessment Requirement. 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/Graduation Writing Assessment Requirement - Graduate**

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## Graduation Requirement - Physical Education (PE)

It is important that all students admitted to SJSU with fewer than 60 units, 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 who matriculate at this university in the lower division (fewer than 60 units completed) must complete two units of physical education from two different Kinesiology/Dance activity courses (AS F73-5). To challenge the requirement, students must consult the Department of Kinesiology at least one semester prior to graduation (AS 96-12).

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.

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## Graduation Requirement - Residency

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.

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## Graduation Requirement - Upper Division

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 Requirement - Election

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.

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## Graduation Requirement - Time Limits

### 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.

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## Graduation Requirement - Units

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.

Note: Effective Fall 2013, many programs that previously required more than 120 units to graduate will be reduced to 120 units. Please check catalog degree plans or Academic Advisor for more details.

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## Units from 4-Year Colleges/Universities

At least 50 of the total units required for graduation with a bachelor's degree must be earned from 4-Year Colleges/Universities. This is commonly referred to as a maximum of 70 units of Community College academic work that may count toward the minimum 120 units needed for all baccalaureate degrees.

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## Graduation Application

Candidates for the baccalaureate degree must file an application for graduation at least two semesters prior to the expected graduation date 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, all units in the minor (if any), and all nine units of upper division GE (Areas R, S, and V).

Graduation applications for undergraduates are available in the Academic Forms section of [www.sjsu.edu/registrar/forms](http://www.sjsu.edu/registrar/forms). Students return their completed graduation application forms to Registrar's Office in the Student Services Center. Major and minor forms are obtained from the departments and forwarded by departments to Registrar's Office.

Graduation forms for master's degree candidates are available in Graduate Admissions and Program Evaluation (GAPE), 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.

### College of Business Graduation Applicants

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

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## Bachelor's Degree Candidates

- You should apply for graduation at least two semesters in advance, after completing at least 90 semester units.
- See major department 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.html](http://www.sjsu.edu/registrar/forms/index.html).
- 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

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.

Don't delay! Apply by the priority processing deadline dates. See <http://www.sjsu.edu/registrar/students/graduation/>. 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.

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

---

## Degrees - Conferring

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.

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## Double Major

If a student has completed the requirements for two or more majors leading to the *same baccalaureate degree* (e.g., two B.A. degrees or two B.S. degrees) 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* (e.g., a B.A. degree and a B.S. degree) 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, not including courses in preparation for 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. 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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## Double Concentration

If a student has completed the requirements for two or more concentrations within the same baccalaureate degree (e.g., two concentrations for the same B.S. degree) for the same graduation application period, those concentrations shall be acknowledged on a single diploma and on the student's transcripts. Each concentration, not including courses in preparation for or in support of the major, generally must consist of at least 12 units that are completely separate and distinct from the other concentration. Individual degree programs may set higher limits for the number of units that are completely separate and distinct from concentration to the other. Exceptions to allow two concentrations with fewer than 12 units unique to each concentration will require the approval of both the appropriate College Associate Dean and the Associate Dean for Undergraduate Studies. The University has the right to restrict students from pursuing double concentrations, particularly when resources must be equitably distributed among all students.

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## 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 the major may be included in the minor. 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.

### Double Minors

If a student has completed the requirements for two or more minors, each minor must independently satisfy the criteria for a single minor. Additionally, each minor must include a minimum of 12 units of course work completely distinct and separate from the course work in the other minor(s).

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## 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.

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## Second or Additional Baccalaureate Degree

Effective Fall 2011: Postbaccalaureate students who have earned a first baccalaureate from a regionally accredited U.S. college or university, the second or additional baccalaureate degree will be awarded when the student has filed for graduation with Office of the Registrar and a graduation check determines that all major requirements have been satisfied. For such students, residence, university, GE, American Institutions, and PE requirements normally associated with first baccalaureate degrees are not applicable to second or additional baccalaureate degrees.

For postbaccalaureate students who have earned a first baccalaureate from a regionally accredited U.S. college or university, the second or additional baccalaureate degree will be awarded when the student has filed for graduation with Office of the Registrar and a graduation check determines that all major requirements have been satisfied. For such students, residence, university, GE, American Institutions, and PE requirements normally associated with first baccalaureate degrees are not applicable to second or additional baccalaureate degrees.

For postbaccalaureate students who have earned a first baccalaureate from an institution that is not a regionally accredited U.S. college or university, the second or additional baccalaureate degree will be awarded when the student has filed for graduation with Office of the Registrar 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). Effective Fall 2011: 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.

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.

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## Continuous Attendance and Catalog Rights

Undergraduate students acquire "catalog rights" with respect to the requirements for a degree program by maintaining continuous attendance. A student who has been enrolled either at a California Community College or in regular sessions at a CSU campus for at least one semester or two quarters of consecutive calendar years is considered to be in "continuous attendance." Once a student has established their "catalog rights" their absence related to an approved medical, military, or educational leave or for attendance at another accredited institution of higher learning shall not be considered an interruption, providing the absence does not exceed two years.

This concept is important because continuous attendance affects the requirements a student must meet to graduate from a CSU campus. San Jose State University issues a new on-line catalog every year which is the official record of all the degrees and degree requirements for the programs at SJSU. These degree requirements may change from one catalog to the next.

A student, who has been in continuous attendance, may normally choose to meet the SJSU campus graduation requirements in force:

- at the time they began continuous enrollment at a California community college or other CSU campus; or
- at the time they entered SJSU; or
- at the time they graduate from SJSU.

By maintaining continuous attendance and selecting option (1) or (2), students can be assured that their SJSU campus graduation requirements will not change. Their right to choose one of these options is called "catalog rights." SJSU will use the matriculation term (i.e. option 2) as the initial option (default) for all students; however, students transferring from a CCC or CSU, who would benefit from an earlier term based on continuous enrollment, may request option (1) or (3) from the Office of the Registrar.



# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

If a student is following an earlier version of a program in which their department has discontinued or modified required courses, the department may authorize appropriate substitutions.

If while enrolled a student changes their major, concentration, or minor they may be required to complete the major or minor requirements in effect at the time of the change. However, they may continue to follow the University, General Education and Mathematics and Writing requirements listed in the University Catalog for which you claim "Catalog rights," as defined above.

Note: Effective Fall 2013, many programs that previously required more than 120 units to graduate will be reduced to 120 units. Please check catalog or Academic

Advisor for new requirements.

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## 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 200-level (graduate) courses 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.
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.
8. This policy applies solely to graduate classes taken at SJSU; courses taken at other universities during the undergraduate career do not qualify for transfer into a SJSU graduate program.

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 be in writing (**Request for Validation of Transfer Credit form** available at [www.sjsu.edu/gape/forms](http://www.sjsu.edu/gape/forms)) and bear endorsement by the department graduate advisor.

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## Graduate Information and Requirements

We appreciate your interest in pursuing a graduate career at San José State University. In this section you will find out more about SJSU, the programs we offer, our application process and requirements, and important deadlines and forms related to applying for graduate admission. Some additional external links that might be of interest to prospective students are also listed, including information about housing and other available services.

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## Admission - Graduate Procedures and Policies

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### Admission - Graduate and Postbaccalaureate

All graduate applicants (e.g. DNP, 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](http://www.csumentor.edu).

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

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 or more than one program on a single campus, it is necessary to submit separate applications (including fees) to each. Applications submitted by way of [www.csumentor.edu](http://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](http://www.csumentor.edu).

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 to preserve the matriculation status. 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.

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## Graduate Admission - Prospective 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 Policies* - The all-inclusive catalog of SJSU regulations and policies,
- *SJSU Catalog* - The listing of regular session courses offered at SJSU,
- *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](http://www.sjsu.edu/gape) and [www.sjsu.edu/gradstudies](http://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 the SJSU catalog.

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## Graduate Admission - Requirements

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 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 three 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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## Graduate Admission - Requirements for 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](http://www.sjsu.edu/gape/prospective_students/index.htm) and click on admission deadlines.

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## Graduate Admission - 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](http://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.

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## Graduate Admissions - English Language Proficiency Requirement

All graduate students, regardless of citizenship, whose undergraduate institution is located in a country in which English is not the official language (the daily medium of communication of the majority of residents), must demonstrate competence in English by meeting the minimum score of one of the following exams. Some programs require a higher score. Letters attesting to English as the principal medium of instruction will not be accepted. Note that scores lower than the minimum will not be accepted and waivers will not be given for lower scores.

<u>ENGLISH LANGUAGE PROFICIENCY EXAMINATION</u>	<u>MINIMUM SCORE</u>
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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## Graduate 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. Failure to report to the university on the admissions’ application all previous college-level enrollment and to provide transcripts certifying that enrollment are regarded as serious infractions of university policy and may be punishable by permanent separation from the university. 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](http://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.

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

---

## Graduate Admission - Transfer 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 have been taken at an accredited university. It must not have been in professional development courses but must have been at the upper-division or graduate level, must not have been used for credit toward an earned degree of any kind, 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.

As stipulated in university policy S13-8, not less than 70% of course work required for the master's degree must be completed in residence. Therefore, for example, a maximum of 9 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. Transfer work from another university may be applied toward the degree program only 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. Those taken at SJSU, whether through Open University or as a matriculated undergraduate may be re-validated in accordance with the rules on re-validation.

For university approval of transfer units up to the 30% limit for non residency 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 for transferred courses other than those from the SJSU Open University program; 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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## 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](http://www.csumentor.edu)

### Graduate Admissions and Program Evaluations

Student Services Center

408-924-2480

[www.sjsu.edu/gape](http://www.sjsu.edu/gape)

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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.

**SJSU Catalog & Class Schedule Policies & Procedures**

**SPRING 2015**

v01  
**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

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 at another institution and those taken as an undergraduate at SJSU. Both the cumulative GPA and GPA of all of the course grades on the student’s candidacy form, with the exception of non-Open University transfer courses, must be at least at the 3.0 level to graduate.

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.

**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 excluded are lower-division courses and most transfer courses.

**Failure to Achieve a 3.0 Grade Point Average on Completed Graduate Degree Program**

If a graduate student does not complete the graduate degree program with a minimum 3.0 GPA in both the overall coursework and the candidacy coursework, the student’s major department may terminate the candidacy or 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 must be (1) courses already taken, usually ones in which low grades were earned (note that the original grade cannot be eliminated but instead is counted in GPA calculations along with the new grade; any course with a grade beneath a “B” may be repeated, but no more than 6 units can be repeated), (2) there must be at least two new courses at the 200 level that total not less than 6 semester units and are letter graded, or (3) a combination of the first two options, so that one course is repeated and one course taken anew, so long as they add up to a minimum of 6 units. In the case of new courses taken, 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. Two courses must be taken even if it is possible to raise the GPA to 3.0 with a single class. Completed courses cannot be removed from the “candidacy form” or from the degree program even if all degree courses have been taken and the cumulative or candidacy GPA is lower than 3.0. Only one of these options may be used by a student. Failure to raise the candidacy and cumulative GPA to 3.0 after adding 6 units, and thus after completing one of the three options above, will result in a termination of the student’s candidacy and an inability to earn the master’s degree.

Credential candidates who fail to achieve a 3.0 GPA upon completion of the credential program can be precluded by the department from attempting additional coursework and therefore not be recommended for an award of a credential by the State of California.

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## Disqualification and Probation - Graduate Students

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### Probation - Academic - Graduate

Graduate students enrolled in a degree program and credential candidates are subject to academic probation if the SJSU 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 or from the SJSU undergraduate career will not count in the GPA computation.

Each Fall and Spring 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 SJSU cumulative GPA rises to 3.0 or better in any subsequent semester. Graduate students are eligible to repeat courses with letter grades lower than "B" or with grades of "NC," "WU," or "IC." They may not be taken through Open University. 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.

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### Probation - Administrative-Academic - Graduate

Regardless of the cumulative GPA, administrative-academic probation or disqualification can be imposed by the Associate Dean of Graduate Studies or AVP of Graduate & Undergraduate Programs for the following reasons:

1. Withdrawal from all or a substantial portion of an academic program in two successive terms or in any three terms, whether by formal withdrawal processes or from failure to attend but not including authorized leaves of absence. 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. Failure to progress satisfactorily toward the degree or other program objective, including that resulting from assignment of 9 units of "NC," when such failure appears to be due to circumstances within the student's control, failure to pass writing requirements, failure to take a reasonable number of courses in the student's own degree program, or failure to progress due to excessive course withdrawals. While administrative action under this category is subject to the discretion of the individual programs which set the standards for their own students, the action must be justified to and agreed upon by the Academic Disqualification and Reinstatement Review Committee, which would hear appeals of decisions within this realm.
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, failure to put together a graduate committee of qualified individuals). 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.

When such action is taken, the student will be notified in writing and provided with the conditions for removal from probation and the circumstances that would lead to disqualification should probation not be removed. The program also must notify the Registrar's Office for inclusion in the permanent record.

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## Discontinuation from the University - Graduate

Students who fail to register for classes in two successive semesters, and thus stop out, 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 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](http://www.csumentor.edu).

The exception to this policy is for students who file for a formal leave of absence. See the description of the options and regulations governing leaves in this catalog.

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## Disqualification - Academic - Graduate

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. 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. At this time, the minimum GPA requirement matches that of the graduate division as a whole, that is, the 3.0 level. Credential candidates who fail to meet this standard are academically disqualified and, depending on the department, may or may not be eligible for reinstatement. Similarly, if at the time of completion of all credential course requirements, a student's candidacy GPA or cumulative GPA is below the 3.0 threshold, the student is academically disqualified and may not be afforded the option of repeating credential courses to raise the GPA.

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## Disqualification - Administrative-Academic - Graduate

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.

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 if any of the conditions below occur:

- a. the conditions for removal of administrative-academic probation have not been met within the period specified,
- b. the student becomes subject to academic probation while on administrative-academic probation,
- c. 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.

As indicated in the section on Administrative-Academic Probation, a student who has failed to fulfill the requirements stipulated in the assignment to conditionally classified status can be immediately disqualified from the program without a formal probationary period.

Each college, school, program, and department has the option of employing a policy for disqualification from the major. Those that opt to disqualify from the major must have published criteria for determining administrative-academic probation in the major and administrative-academic disqualification from the major. Such criteria may include individual course grades below “B” (3.0) or “CR,” a degree program GPA below 3.0, or passage of a comprehensive exam (culminating experience) within a prescribed and published number of attempts. A probationary period of at least one semester must precede disqualification in the major, except for the two instances cited in the previous two paragraphs. Students disqualified under this policy must be notified by the department, school, or college a semester before disqualification that they have been placed on probation in the major; the reasons for the probationary state must be stated along with the means to return to good standing. Failure by the student to meet these steps results in disqualification, for which notification must occur once again. In most cases (unless stipulated by the program in writing), graduate students administratively academically disqualified from their majors have no means for reinstatement. However, unlike academic disqualification, reinstatement and readmission are not absolutely 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.

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### Disqualification - International Students - Graduate

To maintain their legal status in the U.S., international students must be matriculated within a degree program. After disqualification from SJSU, international students must transfer to another institution to maintain their legal status. Enrollment in Open University alone does not qualify them for the immigration document needed to remain in the U.S. Disqualified international students who have transferred out to another university may enroll in Open University for a program of study in order to be academically reinstated but must seek immigration reinstatement from SJSU. Disqualified international students must speak with an international student advisor as soon as possible.

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### Disqualification and Probation - Appeal - Graduate

Students may appeal their probation or disqualification by petitioning the Academic Disqualification and Reinstatement Review Committee after the programmatic appeal process has been exhausted. The student should begin the appeal process by consulting with the graduate advisor. The appeal, in writing to the Associate Dean, 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. The Associate Dean of Graduate Studies has the authority to deny further appeal on the basis of reasonable grounds for appeal. If grounds exist, a subcommittee of the Academic Disqualification and Reinstatement Review Committee will in turn hold a formal hearing to confirm or rescind the probation or disqualification.

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### Reinstatement - Disqualification - Graduate

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.

Students may appeal their probation or disqualification by petitioning the Academic Disqualification and Reinstatement Review Committee after the programmatic appeal process has been exhausted. The student should begin the appeal process by consulting with the graduate advisor. The appeal, in writing to the Associate Dean of Graduate Studies, 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. The Associate Dean of Graduate Studies & Research has the authority to deny further appeal on the basis of reasonable grounds for appeal. If grounds exist, a subcommittee of the Academic Disqualification and Reinstatement Review Committee will in turn hold a formal hearing to confirm or rescind the probation or disqualification.



# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

## 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 Graduate Studies for a final decision.

## Special Consideration

This category is reserved for individuals who have been absent from the university 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.

## 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) will be 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. Note that a course or semester withdrawal is not considered to be a grade change, and reinstatement in this category would not be appropriate.

## 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 the SJSU (only) 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 courses, including extension courses, taken at another university, 300-level 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. Reinstated students cannot be denied admission on the basis of their lack of good standing.

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](http://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.

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## Readmission - Graduate

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. While disqualified, the graduate student has no capacity, outside of degree-satisfying courses taken as part of a program of study, to raise the GPA. Unlike an undergraduate in a disqualified status, courses taken by a graduate student through Open University or at other institutions during this period are not counted in university GPA calculations, except in the case of the program of study courses that are applicable to the degree program. 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.

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## Graduate Work in Open University and Special Session

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 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. Courses taken through special session receive residence credit. Simultaneous enrollment in special and regular sessions requires a special exemption from the Associate Dean of Graduate Studies and is highly discouraged, as fees must be paid for both sessions simultaneously.

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 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 Program of Study). Non-matriculated students who enroll only for 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. 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. This restriction also applies, without special permission of the Associate Dean of Graduate Studies, to formerly matriculated students who have gone out of matriculation by stopping out or being disqualified.
- 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 denied admission into a graduate program for reasons other than limitations imposed by enrollment caps 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 30% 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 30%, with the exception of transfers from credential programs into master's programs (12 units allowed). 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 taken in the Graduate Open University career are immediately counted toward the cumulative GPA. Those taken in the postbaccalaureate career (before matriculation and enrollment in the semester admitted) are counted in the cumulative GPA if transferred into the graduate program. Because the university cannot determine whether the courses are part of the degree program until they appear on the candidacy form, it is not until advancement to candidacy that the grade points are transferred. Thus a student may conceivably be disqualified before advancing to candidacy even if courses to be transferred would have raised the GPA to a passing level.

For further information concerning special session or Open University offerings and policies, inquire at College of International and Extended Studies, 210 North Fourth Street, Suite 301, call 408-924-2670, or [www.sjsu.edu/cies](http://www.sjsu.edu/cies).

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## Interdisciplinary Studies Program - Graduate

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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## Repeat Policy - Graduate

University 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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## Change of Major or Degree Objectives for Graduate Students

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, available at [www.sjsu.edu/gape/form](http://www.sjsu.edu/gape/form), should be completed. 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. 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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## Graduate Degree - Change of Status

Notification of a change from conditionally classified to classified status within the same graduate program before advancement to candidacy 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](http://www.sjsu.edu/gape/forms). However, an advisor signature on the "candidacy form" indicates that the advisor has checked that all conditions have been fulfilled, allowing the conditional status to be lifted and establishing the classified status without the need for the **Change in Classification Form**. Graduate students must be in classified status in the graduate program to advance to candidacy. Once a student has advanced to candidacy and thus the student status progressed to classified, any conditions discovered still unfulfilled are sacrificed and can no longer be required.

## Advancement to Candidacy - Graduate

### SJSU Catalog & Class Schedule Policies & Procedures

SPRING 2015

v01

Wednesday, December 17, 2014

ALL DATES, FEES & INFORMATION

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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. That is, a minimum of a 3.0 GPA is required in upper-division and graduate courses taken while in graduate status, and in the degree program as indicated by all courses on the “candidacy form.” The student must 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](http://www.sjsu.edu/gape/forms)), may be filed during the semester in which a GVAR-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 70% of the units included must be in residence at SJSU. Therefore, a maximum of 9 units may be transferred into a 30-unit program from all sources.

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 on department websites. 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 taken at SJSU (only) 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, courses used to earn any prior degree (except other master’s degrees at SJSU), courses taken at unaccredited institutions, directed (student) teaching, or 300-level residence or 400-level Extended Studies courses taken at SJSU, or courses taken over 7 years previous to current degree conferral. Graduate credit by examination is not permitted.

There is no restriction in the number of units of project or thesis research (usually 298 courses) attempted but not included on the candidacy form. 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 project units unless the project course is successfully completed; instead either an RP or NC grade should be assigned. Students may not receive credit for 299 units unless a thesis is submitted and accepted by the Office of Graduate Studies. 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**, available at [www.sjsu.edu/gape/docs/withdrawal.pdf](http://www.sjsu.edu/gape/docs/withdrawal.pdf).

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/](http://www.sjsu.edu/gape/current_students/deadlines/). The student will be informed by letter of approval or denial of the petition.

**SJSU Catalog & Class Schedule Policies & Procedures**

**SPRING 2015**

v01  
**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
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**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 to Associate Dean of Graduate Studies, and even then, the petition is likely to be denied. 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](http://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.

**Transfer Credit in the Graduate Program**

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 30% of the total units in the degree program, i.e., 9 units in a 30-unit program. The courses may be graduate courses taken as a senior undergraduate at SJSU (but not any other university) 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; see the subsection on Graduate Credit for Units Completed as a Graduating Senior under **Graduate Credit for Units Completed as a Graduating Senior**).

In addition to courses taken as seniors in the SJSU bachelor’s program, allowable transfer courses may be SJSU Open University upper-division or graduate courses or they may be courses taken at other accredited institutions (including foreign institutions), whether through a regular session, extension, or correspondence; in the case of extension or correspondence courses, the graduate advisor must petition the Associate Dean of Graduate Studies on behalf of the student and provide documentation that the courses are approved for degree credit at that institution. No courses may be transferred if taken during a graduate (master’s, PhD, or other) degree program in which the degree was awarded, whether used to satisfy requirements for those degrees or not. However, if a course was taken as part of a prior graduate degree program that was not finished (thus there was no award of degree), then the courses qualify for transfer credit. An exception exists in university policy that provides for up to a 33% transfer of units earned in another master’s program taken at SJSU and approved by the current graduate advisor.

WHAT TO SUBMIT	WHEN TO SUBMIT	TO GRADUATE IN MAY 2015 SUBMIT BY	TO GRADUATE IN AUGUST 2015 SUBMIT BY	TO GRADUATE IN DECEMBER 2015 SUBMIT BY
Petition for Advancement to Graduate Candidacy	After completion of 9 graded units and fulfillment of Competency in Written English	October 1, 2014	February 6, 2015	April 1, 2015
Application for Award of Master’s Degree -or- Reactivation Form	After candidacy has been approved by GAPE and Graduate Studies & Research	February 14, 2015	June 6, 2015	September 12, 2015
Thesis for review by Graduate Studies & Research	After your department committee has signed off on thesis	April 1, 2015	July 1, 2015	October 28, 2015
Thesis for publication to Graduate Studies & Research	After thesis has been approved by Graduate Studies & Research	June 12, 2015	September 11, 2015	January 22, 2016

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## Graduation - Applying for the Master's Degree

### SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
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- The **Petition for Advancement to Graduate Candidacy Form** must be approved by GAPE before applying for graduation. Students should apply for graduation at least one full semester before the date of anticipated graduation by filing the **Application for Award of Master's Degree**. See [www.sjsu.edu/gape](http://www.sjsu.edu/gape) for official deadline dates and downloadable graduate forms.
- Advancement to candidacy is permitted only when nine letter-graded units, all with grades of C or better, and the graduate Competency in Written English requirement have been completed (see [www.sjsu.edu/gape/current\\_students/completing\\_masters/](http://www.sjsu.edu/gape/current_students/completing_masters/) 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 GAPE (Window G) at the Student Services Center. A \$10.00 administrative fee must be paid at the Bursar's Office.
- All required forms must be submitted by the deadlines shown below. University deadlines are also posted on the GAPE website at [www.sjsu.edu/gape/current\\_students/deadlines/](http://www.sjsu.edu/gape/current_students/deadlines/). Note that the deadlines provided are university deadlines; students should contact their departmental graduate advisor for departmental deadlines covering thesis, project, and comprehensive exams.
- Students are urged not to delay; failure to submit forms by the deadlines posted could delay graduation.

## Graduation Requirements - Master's Degree

### SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
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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 in the graduate degree program with grades between "A" and "C," or "CR." Grades of "C-" or lower, including "NC," "U," and "WU," are considered to be unsatisfactory. Should courses in the graduate degree program be completed with unsatisfactory grades, these grades must remain in the program and will continue to be computed in the grade-point average of the program whether they are repeated or not.
- 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 Dean for Graduate Studies. 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. Failure on initial attempts at these exams results in administrative-academic probation. Failure of the final attempt results in administrative-academic disqualification from the degree program. 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 Graduate Degree - Time Limits 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 [www.sjsu.edu/gape/current\\_students/deadlines/](http://www.sjsu.edu/gape/current_students/deadlines/) by submission of the **Application for Award of Master's Degree** available at [www.sjsu.edu/gape/forms](http://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.

### Competency in Written English/Graduation Writing Assessment Requirement - Graduate

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 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 of a departmentally approved, university-certified, GVAR-satisfying course, which has been approved by the Office of Graduate Studies, 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 <http://www.sjsu.edu/gradstudies/docs/03-11-13%20GVAR%20Approval%20Status.pdf>. Note that passage of the writing workshop waiver examination (WST), unless with a "waiver score," is insufficient for waiving the competency requirement at the graduate level;
- Approval by the Associate Dean of Graduate Studies 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 Associate Dean of Graduate Studies 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 (a "B" or better is required) and a syllabus of the course. Original, single-authored writing samples from the course, including especially a large term paper from the course with instructor feedback visible, are also useful for borderline decisions. 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 on behalf of the student. Students may not petition Graduate Studies 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. 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 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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## Master's Examinations - Finals - Graduate

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, by taking comprehensive examinations, or by completing a broad course project.

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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## Thesis and Project Work - RP Status - Graduate

As of Fall 2012, under University Policy F11-2, Required Enrollment for Report-in- Progress (RP) Units, all graduate students who have an outstanding RP grade in a thesis or project course from the Spring 2012 semester onward and who are taking no additional courses in a particular Fall or Spring semester must register for 1 unit of University Studies (UNVS) 290R or a Departmental 290R (Thesis/Project Supervision) through special sessions except in cases in which the department requires repeated enrollment in these classes each semester until completion. Eligibility for the course is limited to those students with RP grades only (not I or NC grades) in a graduate-level project or thesis course taken during or after the Spring 2012 semester. There are no formal class meetings for this course. Failure to register for this unit will result in a hold on graduation until the unit is retroactively added. At that time, late fees will apply. Registration is entirely online after the add deadline and, for domestic students, extending to the end of instruction for each semester. International students have a much narrower window because of the need to maintain their immigration status. The last day of registration for UNVS 290R or Departmental 290R for international graduate students is one week after the add deadline. Eligible students will be notified of their need for the course by a message from the Registrar's Office. A registration appointment will then be set up to allow the student to register via MySJSU. No permission codes are needed for the registration process.

The course must be taken only if no other courses are being taken in the same Fall or Spring semester. "Stopping out" or voluntary absence from attending will not be recognized as long as the RP remains on the record. An exception to this rule is for students with formal leaves of absence during which enrollment in UNVS 290R is not required. All degree requirements must have been completed to enroll in this course, as once students are converted to "special session eligibility" status, they will not be able to return to regular session status. Should any requirements other than the thesis or project remain, special permission will have to be obtained from the Associate Dean of Graduate Studies to return to "non-RP status." The basis for this stipulation is that, whereas it is conceivable that students are working on theses or projects before completing the remainder of their degree requirements, they should continue to take units in those subjects each semester. Once a student enrolls in UNVS 290R or Departmental 290R, he or she will not be able to take any additional courses. Students who have RPs on their records only prior to Spring 2012 are not subject to this policy unless they earn another RP in subsequent semesters. Appeals of the enrollment requirement on the basis that the delay in completing the culminating report was substantially beyond the student's control can be made to the Associate Dean of Graduate Studies. Appeals must be made during the first two weeks of the semester following the posting of the RP.

The RP grade in the project or thesis course remains on the official record until a culminating memo has been submitted by the graduate advisor to GAPE and the course instructor of the class in which the RP was received has petitioned for a grade change. Units earned in this course may not be used to satisfy degree requirements in a graduate program and may not appear on the candidacy form. Students should meet with their advisors if in need of clarification.



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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### 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](http://www.sjsu.edu/gradstudies/irb).

#### Office of Research

IRB Coordinator

ADM 223A

408-924-2479

[www.sjsu.edu/gradstudies](http://www.sjsu.edu/gradstudies)

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### Master's Degree - Second

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. The Graduate Division at SJSU will not admit an applicant in pursuit of a master's degree if it is determined that the applicant has a similar degree already.

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 admission.

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 33% 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 10 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." The courses must be approved by the graduate advisor, who may limit the number of transferred units. The 33% level is allowed only for transfer of units from master's degree programs taken at SJSU. Transfer from completed degree programs at other institutions is not allowed at all.

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## Graduate Degree - Time Limits

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:

- repeat the outdated course with a passing grade but without credit. 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.
- under some circumstances, another course (one already completed or to be taken) may be used to substitute for an outdated course. Permission for the substitution must be obtained of both the program's graduate advisor and the Associate Dean of Graduate Studies & Research. This practice is highly discouraged, as it violates the rule that completed courses may not be removed from the candidacy form. If the original course is available for enrollment, it is unlikely that permission will be granted.
- 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 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 **Request for Revalidation of Course that Has Exceeded the Seven-Year Time Limit** available at [www.sjsu.edu/gape/forms](http://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. However, some kinds of courses cannot be revalidated, including supervisory courses such as project and thesis courses, seminar courses, independent study courses, and internship courses.
- departmental 100W and 200W courses, which satisfy the Graduation Writing Assessment Requirement (GWAR), do not expire and, therefore, cannot be revalidated. Other courses that satisfy GWAR are more content-based and do expire; those can 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 Dean of Graduate Studies to extend the time limit imposed by the above regulations by the amount of time spent in military service. Nevertheless, students in this situation should apply for a former leave of absence through the University Registrar, thereby making it unnecessary to contact Graduate Studies.

University-authorized leaves of absence interrupt the seven-year period and therefore extend the period beyond seven years.

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## Latin Honors for Graduate Students

Latin honors are reserved at SJSU, as at most universities, for those earning baccalaureate degrees. Because graduate students are required to maintain a minimum cumulative GPA of 3.0, all finishing graduate students would receive honors. Thus they are not considered for receipt of Latin honors. Individual programs are free to award other forms of recognition to outstanding graduate students.

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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/](http://www.sjsu.edu/gape/current_students/completing_masters/). While these instructions refer to "thesis" throughout, they pertain to creative project reports conducted under Plan C as well.

These instructions provide general guidance for authors of master's theses at SJSU. Examples of a thesis front 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 with more complete formatting instructions, the interpretation of which rests 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 email their committee-approved thesis and accompanying documents to the Office of Graduate Studies according to the instructions provided in the thesis guidelines at [www.sjsu.edu/gape/current\\_students/completing\\_masters/](http://www.sjsu.edu/gape/current_students/completing_masters/).

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## Graduate Degree - Checking the Manuscript

The office of Graduate Studies 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 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 will 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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## Graduate Degree - 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 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, 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 catalogued in the university's institutional repository 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 University 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 by the Office of Graduate Studies. "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](http://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.

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### Graduate Degree - 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.

The permission letters should be included with the initial submission of the thesis as well as when the thesis is submitted for publication. For questions about the process, including whether permission is required for a particular insertion, contact the thesis coordinator at Graduate Studies.

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### Graduate Degree - Thesis - 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](http://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.

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### Graduate Degree - Thesis - Animal Research Guidelines

If the thesis includes use of animals, the use must be approved by the SJSU Institutional Animal Care and Use Committee (IACUC). Information concerning animal care and use is available from the IACUC Coordinator and online at [www.sjsu.edu/gradstudies/iacuc/index.htm](http://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.

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### Graduate Degree - Thesis - Approval

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 emailed along with the completed Thesis Information Packet, available at [www.sjsu.edu/gradstudies/thesis/thesis\\_forms/](http://www.sjsu.edu/gradstudies/thesis/thesis_forms/). Deadline dates for submission may be found at [www.sjsu.edu/gradstudies/thesis/deadlines](http://www.sjsu.edu/gradstudies/thesis/deadlines). The deadlines are firm, and exceptions are extremely rare.

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

2. The thesis will be read and returned to the student with an assessment by the staff of the office of Graduate Studies as accepted without corrections, accepted with corrections, or not accepted.

If the theses 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. It bears repeating that the Graduate Studies 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. If the thesis is accepted with corrections, the student will be instructed to resubmit it within a two-week period from the point of notification. If it is rejected, the revised thesis may not be submitted until the following semester.

## Graduate Research Units and Facilities

### SJSU Catalog & Class Schedule Policies & Procedures

SPRING 2015

v01

Wednesday, December 17, 2014  
ALL DATES, FEES & INFORMATION  
SUBJECT TO  
CHANGE WITHOUT NOTICE

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 Applied Research on Human Services** housed in CASA, provides supports and services to SJSU faculty interested in applied human services research, including a Grants Academy, writing groups, statistical consultation, and methodological workshops.

**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.

**Center on Ethics** facilitates the planning and coordination of research-related activities concerned with issues of professional and business ethics.

**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 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 on Ethics** facilitates the planning and coordination of research-related activities concerned with issues of professional and business ethics.

**Collaborative for Disaster Mitigation** 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.

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

**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 José 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 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.

**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 Business Success** provides a proactive consulting service to Silicon Valley businesses by conducting research and providing business solutions to "tomorrow's list" of projects and educational needs.

**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.

**Silicon Valley Center for Operations and Technology Management** is a knowledge portal for sharing academic and industrial information related to operations, supply chain, and technology management among students, faculty members, and industry partners. It is also the point of training for supplying and supporting the professional needs of the industry. The Center will serve as a future knowledge hub through research on state-of-the-art topics relevant to the Center's themes.

**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.

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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## General Education (GE)

### General Education (GE) - Program Objectives

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.

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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## General Education (GE) - 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. (*effective Fall 2011*)
  - Student's complete an approved upper division GE course at another CSU through the online "Course Match" enrollment. (See Registrar's Office website for more information about "Course Match")
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 an Area A3 or equivalent 2nd English composition course 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:



# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01  
**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

- Written Communication IA: 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) and upper division standing

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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## General Education (GE) - Previous 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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## General Education (GE) - 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 Academic Requirements Report.
- Learn the requirements for your major--see the *SJSU Catalog* for details.
- See your major advisor.

Note: Admitted students should wait until after attending an orientation program before requesting an appointment. 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](http://www.sjsu.edu/aars)  
 408-924-2129

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## General Education (GE) - Requirements Overview

### 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

**SJSU Catalog & Class Schedule Policies & Procedures**

**SPRING 2015**

v01  
**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

Critical Thinking and Writing (A3) .....	3
Mathematical Concepts (B4) .....	3
Subtotal .....	12 units

**BASIC KNOWLEDGE OF AN EDUCATED PERSON**

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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
<b>One lab course in a science is required</b>	
Arts (C1) .....	3
Letters (C2) .....	3
A third course from either Arts of Letters (C1 or C2) .....	3
Human Behavior (D1) .....	3
Comparative Systems, Cultures & Environments (D2) .....	3
Social Issues (D3) .....	3
Human Understanding & Development (E) .....	3
Subtotal .....	27 units

**SJSU Studies (formerly Advanced GE)**

**INTEGRATED KNOWLEDGE OF AN EDUCATED PERSON**

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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
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**

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

**General Education (GE) - CORE (Basic Skills and Basic Knowledge of an Educated Person)**

**Core GE Courses (Basic Skills and Basic Knowledge of an Educated Person)**

Students must complete 39 units of Core GE courses.

**Basic Skills**

9 units

Complete one course each in Oral Communication, Written Communication IA, and Critical Thinking and Writing.

**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
- COMM 096PS.....Public Speaking
- 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
- HA 096S.....First Year Composition, Stretch II
- HUM 001A-B.....Background of Western Culture & Society
- HUM 002A-B.....Modern Culture & Social Institutions

**CRITICAL THINKING AND WRITING (A3)**

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

- COMM 041^.....Critical Decision Making
- ENGL 001B^.....Composition 2
- 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

^ = Course may satisfy either area A3 or C2 (not both).

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

**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
- GEOL 001 (L) .....General Geology
- GEOL 003 .....Planet Earth
- GEOL 006 .....Geology of California
- GEOL 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
- UNVS 096GB .....Global Citizenship: A Life Science Perspective

**LABORATORY SCIENCE (B3)**

The following courses meet the Lab requirement only.

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

**SJSU Catalog & Class Schedule Policies & Procedures**

**SPRING 2015**

v01  
**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

**Intensive Science**

Students who have completed the Intensive science courses listed, with a “C” or better, will be allowed to use these courses to fulfill the requirement in B2, B3 (BIOL 001A, BIOL 001B, BIOL 065, BIOL 065O, BIOL 066, MICR 020) or B1, B3 (CHEM 001A, CHEM 001B, PHYS 002A, PHYS 002B, PHYS 050, PHYS 051, PHYS 052). Students may petition to have (1) grades below C (very rarely approved), or (2) other Intensive Science courses not on the list approved as intensive science courses. See details on the petition at: <http://www.sjsu.edu/ugs/students/petitions/list/index.html>. Intensive Science Non-science majors 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 <http://www.sjsu.edu/ugs/students/petitions/list/index.html>.

**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 060, 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.

**Humanities & Arts**

9 units

Effective Fall 2014, Area C3 has been discontinued. Completion of 9 units in Area C is still required.

**Complete one course each in Arts and in Letters, and a third course from either Arts or Letters**

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
- FORL 025 .....World Cultures through Literature and Cinema
- HUM 001A-B .....Background of Western Culture & Society
- HUM 002A-B .....Modern Culture & Social Institutions
- KIN 068 .....Visual Representations of Sport in Popular Culture
- MUSC 010A .....Music Appreciation
- MUSC 010B .....Introduction to Music
- MUSC/ASIA 019 .....Music in World Cultures
- PHIL 066 .....Introduction to Aesthetics

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

RTVF 010.....The Art of Film  
TA 005.....Acting  
TA 010.....Theatre Appreciation

**LETTERS (C2)**

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AMS 001A-B.....American Civilization  
COMM 041^.....Critical Decision Making  
CHIN 025A.....Intermediate Chinese  
CHIN 025B.....Intermediate Chinese  
ENGL 001B^.....Composition 2  
ENGL 007^.....Critical Thinking  
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  
FORL 025.....World Cultures through Literature and Cinema  
FREN 025A.....Intermediate French: Reading  
FREN 025B.....Intermediate French: Writing  
GERM 025A.....Intermediate German  
GERM 025B.....Intermediate German  
HIST 050^.....Historical Process: Understanding Historical Reasoning  
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  
LING 021^.....Language & Thinking  
PHIL 010.....Introduction to Philosophy  
PHIL 057^.....Logic & Critical Reasoning  
PHIL 061.....Moral Issues  
PHIL 070A.....Ancient Philosophy  
PHIL 070B.....Modern Philosophy  
POLS 003.....Introduction to Political Thought  
POLS 020^.....Controversial Legal Issues  
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  
UNVS 096GC.....Global Citizenship: A Humanities Perspective

^ = Course may satisfy either area A3 or C2 (not both).

**SJSU Catalog & Class Schedule Policies & Procedures**

**SPRING 2015**

**v01**  
**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

**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
- CHAD 075.....Imagination, Play & Adult Creativity
- CMPE 025.....The Digital World & Society
- COMM 010.....Communication & Human Relationships
- COMM 021.....Performing Culture & Society
- ECON 001B.....Principles of Economics: Microeconomics
- ECON 001BQ.....Principles of Economics: Microeconomics
- ENGR/TECH 098.....Technology & Women
- GEOG 010.....Cultural Geography
- HS/GERO/HRTM 015.....Human Life Span
- LING 020.....Nature of Language
- MAS 030.....Race & Ethnicity in Public Space
- OCTH 010.....Homeless Americans: Loss of the American Dream
- POLS 014Q.....Awake in Utopia
- PSYC 001.....General Psychology
- PSYC 082.....Child & Adolescent Psychology
- SOCI 001.....Introduction to Sociology
- UNVS 096GD.....Global Citizenship: A Social Sciences Perspective
- WOMS 005Q.....Gender, Race & Sexuality in Media
- WOMS 010.....Perspectives on Sex & Gender Roles

**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
- AAS/AFAM/MAS 025.....The Changing Majority: Power & Ethnicity in America
- AFAM 002A-B.....African-Americans and the Development of America's History and Government
- AMS 001A-B.....American Civilization
- GEOG 012.....Global Geography
- HIST 010A.....Western Civilization
- HIST 010B.....Western Civilization
- HIST/POLS 015A-B.....U.S. History & Government
- HUM 001A-B.....Background of Western Culture & Society
- HUM 002A-B.....Modern Culture and Social Institutions
- MAS 10A-10B.....Mexican Americans & the Development of U.S. History and Government
- POLS 002.....Introduction to Comparative Politics
- 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.

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

AAS 033A-B	Asian Americans in the United States Historical & Political Process
AFAM 002A-B	African-Americans and the Development of America's History and Government
AMS 001A-B	American Civilization
ENVS 001	Introduction to Environmental Issues
HIST/POLS 015A-B	U.S. History & Government
HUM 001A-B	Background of Western Culture & Society
HUM 002A-B	Modern Culture and Social Institutions
JS 025	Introduction to Human Rights and Justice
MAS 010A-B	Mexican Americans & the Development of U.S. History and Government
MCOM 072	Mass Communication & Society
POLS 004	Introduction to International Relations
SOCI 080	Social Problems
SOCI 116	Global Society

**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)**

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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
CHAD 070	Lifespan Development in the 21st Century
COMM 074	Fundamentals of Intercultural Communication
COMM 074Q	Fundamentals of Intercultural Communication
EDCO 004	Personal, Academic & Career Exploration
ENGR 010*	Introduction to Engineering
GEOL 005	Human Development & the Natural World
RECL 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
UNVS 096GE	Global Citizenship: A Human Development Perspective

\*For specific department/program majors only



**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

**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 a prerequisite for HIST 170S and POLS 170V only.

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 (US 1-2-3)**

All of these sequences satisfy Core GE requirements listed in parentheses. All courses in 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 (US 1)**

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

**US CONSTITUTION & CALIFORNIA GOVERNMENT ONLY (US 2-3)**

- POLS 001 .....American Government
- POLS 170V .....Am Politics-Global Perspective (V)

**CALIFORNIA GOVERNMENT ONLY (US 3)**

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

**SJSU Catalog & Class Schedule Policies & Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

**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 Writing Skills Test and upper division standing. Pre/Co-requisite of a 100W course is strongly recommended.
- Students who fail the WST must consult their major advisors for appropriate preparation for SJSU Studies courses.
- Students can satisfy Areas R, S, & V by taking COMM/ENVS/GEOL/HUM/METR 168A/168B: Global Climate Change or HUM 177A/177B: Advance Honors in Integrated Science, Social Science and Humanities. 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 sequence with a "C or Better" in each semester, students will fulfill all 9 required units of SJSU Studies: Areas R, S, & V.
- 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. *(Effective Fall 2011)*
- All first baccalaureate students are required to have a minimum aggregate GPA of 2.0 in their SJSU Studies courses (Areas R, S, & V). If more than one course is taken in any of the individual R, S, or V areas, then the highest grade in that individual area will be used to calculate the aggregate SJSU Studies GPA. This policy is effective Fall 2011 for all SJSU students who do not have catalog rights prior to Fall 2011.

**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 168A/168B** .....	Global Climate Change
ENGR 100W* .....	Engineering Reports (Z)
ENGR 108.....	Green Electronics
ENVS 119.....	Energy and the Environment
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
HUM 177A/177B**.....	Advance Honors in Integrated Science, Social Science and Humanities
LING 123.....	Sound & Communication
METR 112.....	Global Climate Changes
METR/ENVS 113.....	Atmospheric Pollution
NUFS 115.....	Issues in Food Toxicology

**SJSU Catalog & Class Schedule Policies & Procedures**

**SPRING 2015**

v01  
**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

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

\*For specific department/program majors only

\*\* Successful completion of this year-long course (with a "C or Better" in each semester) satisfies Areas R,S,& V.

**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  
 BIOL/BOT 160\*..... Ecology  
 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 168A/168B\*\* .... Global Climate Change  
 COMM 174..... Intercultural Comm & Struct Inequality  
 EDUC/APSC/COMM/ENGR/HA/SCI 157..... Community Action/Community Service  
 ENGL 117A..... American Literature, Film, & Culture  
 ENGL 169 ..... Ethnicity in American Literature  
 ENVS 150..... Introduction to Environmental Thought  
 GEOG/SOCS/ANTH/HIST 138..... United States in Historical & Social Science Perspectives  
 GERO/HS/SCWK 107 ..... Aging & Society  
 HIST 170S ..... Topics Am History: Am Identities (US 1)  
 HIST 188..... History of Women in the United States  
 HUM 177A/177B\*\*..... Advance Honors in Integrated Science, Social Science and Humanities  
 HPRF/HS/NUFS/NURS/OCTH 135..... Health Issues in a Multicultural Society  
 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  
 NURS 138 ..... Professional Role Development VI  
 PHIL/BUS3 186..... Professional & Business Ethics  
 POLS 120 ..... Law & Society  
 PSYC 191..... The Psych of Prejudice  
 RECL 111..... Leisure, Culture, & Identity  
 RELS 162..... Religion & Political Controversy in the US  
 RELS/HUM 191..... Religion in America  
 RTVF 110..... Electronic Media & Culture  
 SOCI 162..... Race & Ethnic Relations

**SJSU Catalog & Class Schedule Policies & Procedures**

**SPRING 2015**

v01  
**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

URBP 101 ..... The City  
 WOMS 101 ..... The Study of Women

\*For specific department/program majors only

\*\* Successful completion of this year-long course (with a "C or Better" in each semester) satisfies Areas R,S,& V.

**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 168A/168B** .....	Global Climate Change
COMM 179 .....	Media & Resistance
DANC 102 .....	Dance in World Cultures
ENGL 117B .....	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-Asia3/25/1
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
GLST 188 .....	Special Topics in International Experiences
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
HUM 177A/177B** .....	Advance Honors in Integrated Science, Social Science and Humanities
JS 171 .....	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
POLS 170V .....	Am Politics-Global Perspective (US 2/US 3)
RELS/ANTH 122 .....	Magic, Science & Religion
RELS/ANTH/MDES 145 .....	Middle Eastern Traditions
RTVF 111 .....	Alternative Cinema

**SJSU Catalog & Class Schedule Policies & Procedures**

**SPRING 2015**

**v01**  
**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

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

\*For specific department/program majors only

\*\* Successful completion of this year-long course (with a "C or Better in each semester") satisfies Areas R,S,& V.

**Written Communication II**

3 units

All students must satisfy Area Z by

- earning a "C or better" in English 1B (or equivalent) or [*Effective Fall 2014 or later*] Area A3 course (Critical Thinking and Writing), with a "C or better", 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.
- **Effective Fall 2011:** 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)**

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- AFAM 100W
- ANTH 100W
- ART 100W
- ARTH 100W
- BIOL 100W
- CA 100W
- CHAD 100W
- CHEM 100W
- COMM 100W
- CS 100W
- DSGN 100W
- ECON 100W
- ENGL 100W
- ENGL 100WB
- ENGR 100W
- ENVS 100W
- FORL 100W
- GEOG 100W
- GEOL 100W
- HIST 100W
- HUM/AMS/RELS 100W
- HPRF/HS/NURS/NUFS/OCTH 100W
- HSPM 100W

**SJSU Catalog & Class Schedule Policies & Procedures**

**SPRING 2015**

v01  
**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

JS 100W  
 KIN 100W  
 LLD 100W  
 LLD 100WB  
 MATH 100W  
 MCOM 100W  
 METR 100W  
 MUSC 100W  
 POLS 100W  
 PSYC 100W  
 RECL 100W  
 SCWK 100W  
 SOCI 100W  
 SOCS 100W  
 TA 100W

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

- Chemistry
- Engineering (all majors)
- English
- Geology
- History
- Meteorology
- Nursing
- Psychology
- Social Science
- World Languages and Literature (all majors)

**Major Exceptions and Modifications for GE and SJSU Studies**

**Major Exceptions**

Students with the following majors must consult with their major advisors regarding approved modifications of GE. Most exceptions are valid only if the student graduates with the listed degree major (noted by major). General Education Attribute Legend.

<b>Major/Program</b>	<b>GE Modification</b>
Animation/Illustration	Physical Education Waiver
Aviation	Area B2 (Intensive Science, Completion of major); Area D1 (with completion of AMS Sequence); Physical Education Waiver
Biology, BA	Area R (completion of major, BIOL 115+BIOL 160, w/C or better)
Biology, Ecology and Evolution	Area R(completion of major, BIOL 115+BIOL 160, w/C or better)
Biology, Marine	Area A3, Area R(completion of major, BIOL 115+BIOL 160, w/C or better)
Biology, Microbiology	Area R(completion of major, BIOL 115+MICR 127, w/C or better)
Biology, Molecular biology	Area R (completion of major, BIOL 115+BIOL 135B, w/C or better)
Biology, Preparation for Teaching	Area R (completion of major, BIOL 115+BIOL 160, w/C or better)

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

Biology, Systems Physiology	Area R (completion of major, BIOL 115+BIOL 178, w/C or better)
Chemistry, BA/BS	Area B2 (Intensive Science) with completion of major
Chemistry, Biochemistry	Area A3; Area B2 (Intensive Science with completion of the major); Area R with CHEM 130A and CHEM 131B
Dance, BA	Physical Education met at completion of major
Computer Science	Area D1 (with completion of AMS Sequence)
Engineering, Aerospace	GE Area A3 met with completion of major; Area B2 (Intensive Science); Area D1 (with completion of AMS Sequence); Physical Education Waiver
Engineering, Biomedical	GE Area A3 met with completion of major; Area B2 (Intensive Science); Area D1 (with completion of AMS Sequence); Physical Education Waiver; S&V met in the major
Engineering, Chemical	GE Area A3 met with completion of major; Area B2 (Intensive Science); Area D1 (with completion of AMS Sequence); Physical Education Waiver; S&V met in the major
Engineering, Civil	GE Area A3 met with completion of major; Area B2 (Intensive Science); Area D1 (with completion of AMS Sequence); Physical Education Waiver
Engineering, Computer	GE Area A3 met with completion of major; Area B2 (Intensive Science); Area D1 (with completion of AMS Sequence); Physical Education Waiver; S&V met in the major
Engineering, Electrical	GE Area A3 met with completion of major; Area B2 (Intensive Science); Area D1 (with completion of AMS Sequence); Physical Education Waiver; S&V met in the major
Engineering, General	GE Area A3 met with completion of major; Area B2 (Intensive Science); Area D1 (with completion of AMS Sequence); Physical Education Waiver; S&V met in the major
Engineering, Industrial and Systems	GE Area A3 met with completion of major; Area B2 (Intensive Science); Area D1 (with completion of AMS Sequence); Physical Education Waiver; S&V met in the major
Engineering, Materials	GE Area A3 met with completion of major; Area B2 (Intensive Science); Area D1 (with completion of AMS Sequence); Physical Education Waiver; S&V met in the major
Engineering, Mechanical	GE Area A3 met with completion of major; Area B2 (Intensive Science); Area D1 (with completion of AMS Sequence); Physical Education Waiver; S&V met in the major
Engineering, Software	GE Area A3 met with completion of major; Area B2 (Intensive Science); Area D1 (with completion of AMS Sequence); Physical Education Waiver; S&V met in the major
Geology	GE Area A3 met with completion of major; Area B2 (Intensive Science with completion of major)
Industrial Design	Physical Education Waiver
Industrial Technology (both Concentrations)	Area B2 (Intensive Science); Area D1 (with completion of AMS Sequence); Physical Education Waiver
Meteorology	Area B2 (Intensive Science with completion in the major); Area D1 (with completion of AMS Sequence)
Music, Composition BM	Physical Education Waiver
Music, Jazz Studies BM	Physical Education Waiver
Music, Music Education BM	C1 met with completion in the major
Music, Performance BM	Physical Education Waiver
Nursing	Area C3, Physical Education Waiver

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

---

## Registration

### 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
- Peer Connections, Student Services Center
- Campus wireless hotspots

### SJSU ID

- Use your SJSUOne login information to sign into MySJSU. Your SJSU ID, also known as your Tower ID, is the number found on the front of your Tower Card.
- Your ID can not be changed.
- New students receive this information from admission office communications.

### Password

- You can set your password for the first time or reset it if you have forgotten it by navigating to <http://my.sjsu.edu> and clicking on the Set/Reset Password button.
- When setting or changing your password, pay close attention to the case in which you enter the letters.
- Remember, your password is cASe seNsITIVE!
- If you are having difficulty resetting your password, please contact [ithelpdesk@sjsu.edu](mailto:ithelpdesk@sjsu.edu) for assistance. Include your full name, SJSU ID if known, your date of birth, and your mailing address.

### What to do if you can't log in?

- Contact [ithelpdesk@sjsu.edu](mailto:ithelpdesk@sjsu.edu) for assistance.

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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](http://info.sjsu.edu): Instructions, policies, procedures and course listings at one URL. Searchable, linked to SJSU Catalog degree templates.
3. [info.sjsu.edu](http://info.sjsu.edu) links to PDFs (Portable Document Format): Best current format if you want or need to print schedule pages.



**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

### Registration - Course Offerings and Cancelled Classes

The courses listed in the online 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 - 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

Priority Students

Students who are required by external agencies such as the National Collegiate Athletic Association, or by law, to receive priority. Students whose contributions to the university are recognized as being so extensive that their graduation would be postponed by the amount of time spent on their extracurricular duties. Students serving on Senate committees that require student participation in order to perform essential functions. Students who are part of any group that has a contractual agreement with SJSU to provide a full course load. Groups in this category includes:

- Accessible Education Center (AEC) students
- AEC note takers
- Associated Students Board of Directors
- Student Fairness Committee
- NCAA Athletics

Equal Opportunity Program (EOP)

Students

Guardian Scholars

Honors at Entrance students

Reciprocal Exchange students

Veterans (as per Cal. Educ. Code %A766025.8)

- 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
- Foster youths

#### 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

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

## 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 - Adding a Class

### Go to <http://my.sjsu.edu>

Enter your SJSU ID and Password

### 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.

**SJSU Catalog & Class Schedule Policies & Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

**Registration - "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:

**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.**

**Registration - 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.

- University Policy F09-1

**Registration - Adding Classes after the Last Day to Add**

Per University 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/](http://www.sjsu.edu/registrar/forms/).

**Registration - Late Fee Assessed**

Students registering for classes after the term begins are assessed a late registration fee. Students in the Step to College programs are not required to pay the late registration fee.

Amount | Description

- \$25.00.....Begins the first day of instruction for initial enrollment within the term.
- \$45.00.....Begins after late registration deadline and before census for any classes added.
- \$200.00.....Begins after census for any classes added (includes Retroactive Adds - which begins the first day after instructions ends).

## Waitlisting - Registration

### SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

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 [Registrar@sjsu.edu](mailto:Registrar@sjsu.edu)

#### Waitlist - Validity

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.

---

### Waitlist - Registration Procedures

- 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.

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

**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.

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**Waitlist - Registration Issues**

- 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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**Waitlist - Registration 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.

## Registration - Class Notes

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

NOTE NUMBER	DESCRIPTION	NOTE NUMBER	DESCRIPTION	NOTE NUMBER	DESCRIPTION
01	Students must register for one section of each activity listed.	41	Prerequisite - Satisfaction of English Placement Test (EPT). See Testing Section in Catalog and Class Schedule Policies.	77	Restricted to majors in this department. Contact department for more information.
02	Students must register in an entire block of courses. Contact department office.	42	Prerequisite - Calculus Placement Exam. See Testing Section in Catalog and Class Schedule Policies.	96	Multiple GE areas are met by completion of this course. See General Education section in SJSU Catalog and Class Schedule Policies.
04	Compressed session.	46	Prerequisite - ENGL 001A.	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 <a href="http://www.sjsu.edu/ecampus/">www.sjsu.edu/ecampus/</a> .
06	Additional fees and/or materials required. Contact department office.	47	Prerequisite - ENGL 001A and 001B.	98	Course is Internet-based through video streaming. Requires computer with sound card, 56K modem and Internet service provider. Contact 408-924-2636 or <a href="http://www.sjsu.edu/depts.atn">www.sjsu.edu/depts.atn</a> .
07	For more information contact College of International & Extended Studies at 408-924-2670.	48	Prerequisite - Written Communication II (100W) or equivalent.	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.
09	See course description for requirements.	52	At first class meeting students must furnish proof of completion of prerequisites.	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 <a href="http://www.sjsu.edu/ecampus/">www.sjsu.edu/ecampus/</a> .
10	See department for advisement, prerequisites, and/or course requirements.	53	Prerequisite courses required. Consult Catalog and Class Schedule Policies.	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 <a href="http://www.sjsu.edu/ecampus/">www.sjsu.edu/ecampus/</a> .
11	Consult degree appropriate major requirements.	54	Prerequisites, skills or materials are required. Consult course description or contact department office.	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 <a href="http://www.sjsu.edu/ecampus/">www.sjsu.edu/ecampus/</a> .
12	Contact department for dates, times or place of class meeting.	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.	107	Safety Equipment - Students must bring safety goggles and hearing protection to every class.
13	Students must also register in a lab section.	58	Prerequisite - 100W.	108	Certification Required - Requires completion of Flight Certification; See Advisor.
14	Meets pre-professional experience requirement for teacher education programs.	59	Requires consent of instructor.		
15	See comment section which appears under the department name.	60	Requires consent of graduate or undergraduate advisor.		
16	Contact instructor for meeting dates.	61	Requires department release of permission number.		
17	Additional hours required.	62	Requires department approval.		
18	Does not meet full semester.	63	Requires negotiated agreements or contracts. Consult department.		
19	Required field trips (may include weekends).	64	Restricted class level. Consult department before enrolling.		
20	Class meets at off-campus location, students must arrange own transportation.	66	Honors course. Requires department approval.		
23	Section meets at Cabrillo College (televised).	67	Not open to students majoring in this discipline.		
24	Section meets at Gavilan College (televised).	68	Restricted to certain majors. Others permitted during add/drop on space available basis.		
25	Section meets at Monterey County Office of Education - Salinas (televised).	69	Restricted to certain majors. Contact department for information.		
26	Section meets at James Logan High School - Union City (televised).	70	Open to non majors.		
32	Class meets at off-campus location.	71	Disabled students only.		
34	Prerequisite - Sophomore, junior or senior standing.	73	Not available to Open University students.		
35	Prerequisite - Upper division standing.	74	Prerequisites must be completed with grades of "B" or better.		
36	Prerequisite - Graduate student status.	75	Prerequisites must be completed with grades of "C" or better.		
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 in Catalog and Class Schedule Policies.				
40	Prerequisite - Placement test. See Testing Section in Catalog and Class Schedule Policies.				

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## Registration - Dropping a Class

### Go to <http://my.sjsu.edu>

- Enter your SJSU ID and Password
- 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."
- It is the student's responsibility to make sure classes are dropped.

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## Registration - Dropping Without Penalty

Courses may be added or dropped without academic penalty during the first fourteen days of classes. See the Calendar section or [www.sjsu.edu/registrar](http://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. Please view the pro-rata refund schedule for the appropriate semester at [http://www.sjsu.edu/bursar/payment\\_refunds/prorata\\_refund/index.html](http://www.sjsu.edu/bursar/payment_refunds/prorata_refund/index.html)

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## Registration - Dropping Classes After Drop Deadline

### 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](http://www.sjsu.edu/aars/forms). Graduate students may download the appropriate petition at [www.sjsu.edu/gape/forms](http://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.

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## Registration - 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](http://www.sjsu.edu/registrar/docs/Instructor_Drops_Procedure.pdf).

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## Registration - 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](http://www.sjsu.edu) for links to the official academic calendar. Petitions are available at [www.sjsu.edu/aars/forms](http://www.sjsu.edu/aars/forms) for undergraduates and [www.sjsu.edu/gape/forms](http://www.sjsu.edu/gape/forms) for graduate students.

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:

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

**Personal health or serious family illness**

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 (orders from CO)**

Submit military assignment papers.

**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/Other (rarely approved)**

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 you are notified via MySJSU message that the petition has been approved or denied.

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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:

- 15 semester units with at least a 3.0 GPA or
- 30 semester units with at least a 2.5 GPA or
- 45 semester units with at least a 2.0 GPA.

1. 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.
2. 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](http://www.sjsu.edu/ugs).



# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

---

## Cancellation of Registration or Withdrawal From the Institution

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 [name of officer, campus address, and phone number].

Students who receive financial aid funds **must consult** with [name of 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. Students who have received financial aid and withdraw from the institution during the academic term or payment period may need to return or repay some or all of the funds received, which may result in a debt owed to the institution.

Please contact the Office of the Registrar at 408-924-5680 for more information

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## Registration - Restrictions

### Graduate students

Cannot enroll in lower division classes during Advance Registration. Lower division classes will need to be added Thursday, January 22 through Tuesday, February 10.

### 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 University Policy). You will be limited to registering for 16 units for Fall 2014. Fall 2014 and Spring 2015 undergraduate graduation candidates who have graduation applications on file with the Registrar's Office on or before July 18, 2014, will be eligible to register up to 18 units beginning August 1, 2014. Excess unit petition will be available on Monday, August 11, 2014 **only** for students with Fall 2014 and Spring 2015 graduation application on file. **No exceptions.** Maximum units allowed, with petition, is 21 units.

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## Repeating a Class - Registration Restriction

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 a class 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.

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## Returning After an Absence - Registration Restriction

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](http://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 a summer term is not included in this policy.

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## Remediation - Students in Math and English - Registration Restriction

- Students in Math or English remedial status are restricted from enrolling in certain classes. Go to <https://sites.google.com/site/developmentalstudiesatsjsu/> and click on the List of Approved Courses 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 in remedial status are limited to enrollment in no more than 14 units.
- Students who do not enroll or who drop out of an 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.

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## Writing Skills Test (WST) - Registration Restriction

- 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 (Area R, S, V, and Z) 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, if completed with a grade of “C” or better.

There are designated 100W classes for most 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.

## Registration Holds

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

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

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.

Have you taken the required placement tests? EBL indicators mean a student did not take the placement test. RNM indicators mean a student did not complete the required remediation within the time limite.

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.

### Financial Holds

- Do you have a balance on your student account?

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.

### 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.

### International student Health Insurance

Proof of health insurance is required prior to registration each semester. For questions about this hold, please call International Programs and Services (408) 924-5920.

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

### 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 Fall 2014?
- 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. Students who have changed their graduation date multiple times or who are otherwise in potential violation of Presidential Directive 2009-05 may be required to meet with an AARS advisor.

## Records Holds

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

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 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 or for a past due amount of the Federal Perkins Loan.

A automatic financial hold will be placed against the student's records whenever a student has a past due balance with the University.

**Services that may be held include, but are not limited to:**

Registration

Grades

Diploma

Transcripts

When all due debts are cleared, the financial hold will be removed.

## Alternative Enrollment Programs

### SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

---

### 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.

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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 a few 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](http://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. Many online courses at CSU campus are available for concurrent enrollment.

### CSU CourseMatch

Eligible full time CSU students enrolled at any CSU campus have access to fully online courses at other CSU campuses through the CourseMatch. Credit earned at the CSU campus offering the online course is automatically reported to your home campus and included in your academic record.

### 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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### Over 60 Program

#### Notice to Students who wish to apply to the San José State Over Sixty Fee Waiver Program:

San José State has discontinued the Over Sixty Fee Waiver Program as one of the cost-saving measures needed to address higher student demand and lack of funding.

#### General Questions:

Office of the Registrar  
Student Services Center, Window R  
408-924-5680

Website: [www.sjsu.edu/registrar](http://www.sjsu.edu/registrar)

Email: [registrar@sjsu.edu](mailto:registrar@sjsu.edu)

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

---

## 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 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

408-924-2062

[www.sjsu.edu/registrar](http://www.sjsu.edu/registrar)

[registrar@sjsu.edu](mailto:registrar@sjsu.edu)

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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.

### College of International and Extended Studies

210 North Fourth Street, Suite 301

San José, CA 95112

408-924-2670

[www.sjsu.edu/openuniversity](http://www.sjsu.edu/openuniversity)

[cies@sjsu.edu](mailto:cies@sjsu.edu)

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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.

### College of International and Extended Studies

[www.sjsu.edu/summer](http://www.sjsu.edu/summer)

[cies@sjsu.edu](mailto:cies@sjsu.edu)

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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.

### College of International and Extended Studies

210 North Fourth Street, Suite 301

San José, CA 95112

408-924-2670

[www.sjsu.edu/winter](http://www.sjsu.edu/winter)

[cies@sjsu.edu](mailto:cies@sjsu.edu)

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## Professional Degree Programs offered through Special Session

Take courses in alternative locations or formats. Earn degree credit units. Program details are online each term.

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

## College of International and Extended Studies

210 North Fourth Street, Suite 301

408-924-2670

[www.sjsu.edu/pdp](http://www.sjsu.edu/pdp)

[cies@sjsu.edu](mailto:cies@sjsu.edu)

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## Registration 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 (online only) and must be posted to your account by the due date.

- Failure to pay fees by the due date will result in all classes being dropped.

### General Information, Refunds

Bursar's Office

Student Services Center

408-924-1601

[www.sjsu.edu/bursar](http://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



## Registration Fees

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

### Schedule of Tuition Fees

Mandatory 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. Students should never pay Faculty members directly for any services or goods. **All fees are mandatory and are assigned a due date based on the date you register.** The following reflects applicable systemwide fees for semester campuses.

#### MANDATORY TUITION FEE

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
Doctorate (Education) ....per semester.....	\$5,559.00

#### MANDATORY CAMPUS MISCELLANEOUS FEES

Students are charged campus fees in addition to tuition fees and other systemwide fees.

Student Association Fee.....	\$86.00
Student Union Fee .....	\$ 335.00
Facility Fee .....	\$ 56.50
Document Fee .....	\$ 15.00
Success, Excellence & Technology Fee.....	\$ 375.00
Health Fee.....	\$ 138.00
Subtotal (Campus Miscellaneous Fees).....	\$ 1,005.50

#### ESTIMATED TOTALS - CALIFORNIA RESIDENTS

Undergraduate ..... 1.0 - 6.0 units.....	\$2,592.50
Undergraduate ..... 6.1 - or more units .....	\$3,741.50
Credential ..... 6 units or fewer .....	\$2,847.50
Credential ..... 6.1 units or more.....	\$4,179.50
Graduate.....1.0 - 6.0 units.....	\$2,958.50
Graduate .....6.1 - or more units.....	\$4,374.50
Doctorate (Education) .....1.0 - 6.0 units.....	\$ 6,564.50
Doctorate (Education) .....6.0 units or more.....	\$ 6,564.50

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).

#### Fees and dates subject to change without notice

### 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 (tab). Due dates are posted within 24 hours after class registration. **It is the student's responsibility to make payments by the stated deadline - failure to pay fees by the due date will result in all 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.

**SJSU Catalog & Class Schedule Policies & Procedures**

**SPRING 2015**

v01  
**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

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.

**Fees for Non-Residents/International Students**

Non-Residents of California and international students 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.

**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**

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Semester Commuter Parking Permit (Full Week).....	\$192.00
Semester Commuter Parking Permit (2-day per week).....	\$152
Semester Commuter Parking Permit (1-day per week).....	\$85

**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:

- a) attended high school in California for 3 or more years;
- b) graduated from a California high school or attained the equivalent;
- c) is registered at, or attending an accredited institution of higher education in California not earlier than Fall 2001; and
- d) 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/students\\_parents/faqs/exemption\\_faqs/index.html](http://www.sjsu.edu/bursar/students_parents/faqs/exemption_faqs/index.html) for additional information.

**Registration Late Fees**

Students eligible for participation in advance registration who do not register.....	\$25
Returned check/ACH payments - 1st time.....	\$25
Returned check/ACH payments - after 1st time.....	\$35
Registration after add deadline through census, February 11 - 18, 2015.....	\$45
Post Census Late Enrollment Fee beginning February 19, 2015.....	\$200

**Those exempt from the late fee(s) prior to enrollment census date are:**

- Students enrolled in the Step to College program
- Graduate students who cannot enroll in lower division classes during Advance Registration.

**Registration Fees - 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.**

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

---

## Registration - 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.**

## Payment Deadlines - Registration

The following dates are tentative. Check the Bursar's Office website at [http://www.sjsu.edu/bursar/fees\\_due\\_dates/due\\_dates/index.html](http://www.sjsu.edu/bursar/fees_due_dates/due_dates/index.html) for up to date information.

### Advance Registration: Tuesday, November 4, 2014 - Monday, January 19, 2015

**REGISTER BETWEEN PAYMENT DUE**

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November 4, 2014 - December 8, 2014.....	December 14, 2014
December 9, 2014 - January 7, 2015.....	January 13, 2015
January 18, 2015 - January 19, 2015.....	February 13, 2015
January 22, 2014 - February 10, 2015.....	February 13, 2015

Enrollment will be cancelled for non-payment.

**For more information**

408-924-1601  
[www.sjsu.edu/bursar/](http://www.sjsu.edu/bursar/)

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### Registration - Installment Payment Plans (IPPs)

If you register for classes November 4, 2014 through January 19, 2015 you may sign up for an installment payment plan. See [www.sjsu.edu/bursar/payment\\_refunds/installments/index.html](http://www.sjsu.edu/bursar/payment_refunds/installments/index.html) 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](http://www.sjsu.edu/bursar) for more detailed information on payment plans.

**INSTALLMENT TYPE NON-REFUNDABLE PROCESSING FEE**

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Installment Payment Plan (IPP).....	\$33
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See [www.sjsu.edu/bursar/fees/installments/spring/](http://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 4, 2014 - January 7, 2015), depending on the date you register

Two installments for Late Registration (January 22- February 10, 2015)

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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

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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.



v01  
**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
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**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

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>.

## Refunds - Registration

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

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 January 19, 2015. 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 22 through February 3, 2015.

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 Tuesday, February 3, 2015. There are no refunds for individual course drops after this date.

See [www.sjsu.edu/bursar/payment\\_refunds/prorata\\_refund/index.html](http://www.sjsu.edu/bursar/payment_refunds/prorata_refund/index.html) for detailed information on refund percentages.

### Financial Aid Students

When students who are receiving financial aid withdraw, the unearned portion of federal and state funds must be returned to the appropriate fund. The Financial Aid and Scholarship Office provides this information.

### For All Students

Friday, January 19, 2015

**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.

January 22, 2015

**Pro rata refund** schedule begins for both basic registration tuition fees and non-resident tuition for students who withdraw from the university.

Thursday, January 22 - February 3, 2015

Late Registration: If you remain enrolled on February 3, 2015 and add or drop classes you will not be charged a late registration fee. Fees owed will be calculated based on units enrolled on last day to add, February 10, 2015

Tuesday, February 3, 2015

After this date, students who remain enrolled but drop classes resulting in a lower fee category will not be eligible for a refund

Tuesday, April 7, 2015

The last day to receive a pro-rated refund based on withdrawal or dropping courses.

See [www.sjsu.edu/bursar/fees/refunds/](http://www.sjsu.edu/bursar/fees/refunds/) for specific refund details.

### Special Session and Open University students

Consult [www.sjsu.edu/cies](http://www.sjsu.edu/cies) for specific refund policies.

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## Refund - Registration - Non-Resident

Upon complete withdrawal from SJSU, or a reduction in units, the non-resident tuition may be adjusted 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

Parking permits can be returned for a prorated refund (which adjusts weekly) minus a \$10 administrative fee. No returns are accepted 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.

## SJSU Catalog & Class Schedule Policies & Procedures

SPRING 2015

v01

Wednesday, December 17, 2014

ALL DATES, FEES & INFORMATION

SUBJECT TO

CHANGE WITHOUT NOTICE

---

### 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](http://www.sjsu.edu/bursar) and [www.sjsu.edu/faso](http://www.sjsu.edu/faso).

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### Fee Waivers - CSU Systemwide

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.

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### 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).

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.

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO  
CHANGE WITHOUT NOTICE**

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.

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### **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.

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### **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.

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### **Fees - 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.



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## Fees - Establishment or Abolishment of 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.

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.

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## Refunds - 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](http://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](mailto:bursar@sjsu.edu)

### Parking Permit Refunds

Parking permits can be returned for a prorated refund minus an administrative fee. No returns are accepted during the last month of each semester.

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## Student Responsibilities and Rights

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### University Policies

To see official SJSU University Policies, see [www.sjsu.edu/senate/policies.html](http://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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### 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 Deadline 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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### 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 appraises 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://www.sjsu.edu/studentconduct>) 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.

##### **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.

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

### 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.

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://www.sjsu.edu/studentconduct>

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.

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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## 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.

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## 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.

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.

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:



# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

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(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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## Credit Hour

As of July 1, 2011 federal law (Title 34, Code of Federal Regulations, sections 600.2 and 600.4) requires all accredited institutions to comply with the federal definition of the credit hour. For all CSU

degree programs and courses bearing academic credit, the "credit hour" is defined as "the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practical, studio work, and other academic work leading to the award of credit hours."

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

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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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## Equal Opportunity

San José State University does not discriminate on the basis of accent, age, ancestry, citizenship status, color, creed, disability, ethnicity, gender, genetic information, marital status, medical condition, national origin, race, religion or lack thereof, sex, sexual orientation, transgender, or veteran's status. This policy applies to all SJSU students, faculty and staff programs and activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus). Questions regarding this policy should be directed to the Office for Equal Opportunity, 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.

For more information, please visit: [http://www.sjsu.edu/hr/about\\_us/hr\\_directory/eo\\_unit/title\\_ix/index.html](http://www.sjsu.edu/hr/about_us/hr_directory/eo_unit/title_ix/index.html)

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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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## Student Fairness Committee

The Student Fairness Committee is under the jurisdiction of the university's Academic Senate and is guided by University 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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## 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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## 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/](http://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.

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

- (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.
  - (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) (C) 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. 1073, named Student Conduct Procedures, on April 6, 2012 to outline procedures for administering the Student Conduct Code as well as ensuring students’ rights to due process. Executive Order No. 1073 supersedes Executive Order No. 1043. 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. 1073 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 1073, Article III, Section 3 for additional details about attorneys.)

The duties of the president in Executive Order No. 1073 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 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/](http://www.sjsu.edu/studentconduct/).

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**Student Disciplinary Process**

The judicial process is governed by E.O. 1073. Copies of this document are available in Student Conduct & Ethical Development, Administration 218, 408-924-5985 or [www.sjsu.edu/studentconduct/](http://www.sjsu.edu/studentconduct/).

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## 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.

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## Regulation - Disposition of Fees

### Disposition of Fees - Campus Emergency - 41302 - 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.

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## Regulation - Conduct by Applicants for Admission - 41303

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.

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## Regulation - Student Disciplinary Procedures for the California State University - 41304

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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## 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 Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
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## 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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## Safety Report

The Annual Security and Fire Safety Report is published each year in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The report contains important safety information, SJSU policies, and crime statistics for the previous 3 years.

### University Police

[www.sjsu.edu/police](http://www.sjsu.edu/police)

408-924-2172

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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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## Regulation - Nondiscrimination Policies

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## Regulation - CSU Executive Order 1045

### 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.

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

- 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.

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## Regulation - 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.



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## Regulation - 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.

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## Regulation - Racial Incidents at Educational Institutions

### 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.

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## Regulation - Race, Color, Ethnicity, National Origin, Age, Genetic Information, Religion and Veteran Status

The California State University does not discriminate on the basis of race, color, ethnicity, national origin, age, genetic information, religion or veteran status in its programs and activities, including admission and access. Federal and state laws, including Title VI of the Civil Rights Act of 1964 and the California Equity in Higher Education Act, prohibit such discrimination. The Director of Compliance has been designated to coordinate the efforts of San José State University to comply with all applicable federal and state laws prohibiting discrimination on these bases. Inquiries concerning compliance may be presented to this person at 408-924-1200 or the Office for Equal Opportunity, UPD 303, 408-924-1115.

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## Regulation - 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](http://www.sjsu.edu/hr) for more information

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## Regulation - 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.

San José State University is guided by the principle of equal opportunity, including the conviction that there will be no differential treatment or harassment of persons because of race, color, religion, national origin, age, sex, marital status, pregnancy, disability, veteran's status, or sexual orientation. The university has a firm and unambiguous commitment to the active elimination of discrimination, and the affirmative recruitment of a diverse, multi-racial community of students, faculty and staff.

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## Regulation - Sex/Gender/Gender Identity/Gender Expression/Sexual Orientation

The California State University does not discriminate on the basis of sex, gender, gender identity, gender expression or sexual orientation in its programs and activities, including admission and access. Federal and state laws, including Title IX of the Education Amendments of 1972, prohibit such discrimination. Director of Compliance has been designated to coordinate the efforts of San José State University to comply with all applicable federal and state laws prohibiting discrimination on these bases. Inquiries concerning compliance may be presented to this person at 408-924-1200 or the Office for Equal Opportunity, UPD 303, 408-924-1115. The California State University is committed to providing equal opportunities to male and female CSU students in all campus programs, including intercollegiate athletics.

Title IX of the Education Amendments of 1972 protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and violence:

- Sexual discrimination means an adverse act of sexual discrimination (including sexual harassment and sexual violence) that is perpetrated against an individual on a basis prohibited by Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 (Title IX); California Education Code § 766250 et seq., and/or California Government Code § 711135.
- Sexual harassment is unwelcome conduct of a sexual nature that includes, but is not limited to, sexual violence, sexual advances, requests for sexual favors, indecent exposure and other verbal, nonverbal or physical unwelcome conduct of a sexual nature, where such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the individual, and is in fact considered by the individual, as limiting the individual's ability to participate in or benefit from the services, activities or opportunities offered by the university. Sexual harassment also includes gender-based harassment, which may include acts of verbal, non-verbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.
- Sexual violence means physical sexual acts (such as unwelcome sexual touching, sexual assault, sexual battery and rape) perpetrated against an individual without consent or against an individual who is incapable of giving consent due to that individual's use of drugs or alcohol, or disability.

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## Regulation - Sexual Orientation

By CSU Board of Trustee policy, the California State University does not discriminate on the basis of sexual orientation.

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## Regulation - 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 Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

---

**SJSU Policies**

San José State University does not discriminate on the basis of accent, age, ancestry, citizenship status, color, creed, disability, ethnicity, gender, genetic information, marital status, medical condition, national origin, race, religion or lack thereof, sex, sexual orientation, transgender, or veteran's status. This policy applies to all SJSU students, faculty and staff programs and activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus). Questions regarding this policy should be directed to the Office for Equal Opportunity, 408-924-1115

## Title IX Coordinator

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO  
CHANGE WITHOUT NOTICE**

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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### Health Policies

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#### Regulation - Health Risks

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

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#### Regulation - 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.

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

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.

## Available Drug or Alcohol Counseling and Treatment Programs

SJSU students are encouraged to seek assistance for drug and alcohol problems at the Counseling Services Department 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](http://www.concern-eap.com)

### Counseling Services Department

ADM 201

408-924-5910

[www.sjsu.edu/counseling/](http://www.sjsu.edu/counseling/)

### Student Health Center

HB 106

408-924-6122 (appointment line)

[www.sjsu.edu/studenthealth/](http://www.sjsu.edu/studenthealth/)

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## Regulation - 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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## Regulation - 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:

### California Smoker's Helpline

1-800-NO-BUTTS

Or you can visit the Student Health Center for affordable Nicotine Replacement Therapy options.

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## Regulation - 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/wellness](http://www.sjsu.edu/wellness)

[www.sjsu.edu/studenthealth/](http://www.sjsu.edu/studenthealth/)

**For anonymous HIV testing, please contact the following locations:**

### Crane Center

976 Lenzen Ave., Suite 1800

San José, CA 95126

408-792-3720

### Billy DeFrank LGBT Center

938 The Alameda

San José, CA 95126

408-293-3040

### Asian Americans for Community Involvement (AACI)

2400 Moorpark Ave #300

San José, CA 95128

408-975-2730 ext 381

## Privacy Rights Of Students In Education Records

### SJSU Catalog & Class Schedule Policies & Procedures

SPRING 2015

v01

Wednesday, December 17, 2014

ALL DATES, FEES & INFORMATION

SUBJECT TO

CHANGE WITHOUT NOTICE

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.

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### Regulation - 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.

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### Regulation - 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.

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

## 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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## Campus and Information Resources

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### Accessible Education Center (AEC)

*formerly the Disability Resource Center*

The AEC facilitates the delivery and referral of academically related services for students with disabilities. Students who register and create a confidential file with the AEC can receive a wide spectrum of services based on individualized needs. It is recommended that students make an appointment to register with the AEC prior to registering for classes; however, students can register any time during the semester with the AEC. 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.

#### Center for Accessible Technology (CAT)

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

#### Curriculum Accommodations

An array of academically related services is provided on a case-by-case basis for students with verified disabilities to support curriculum requirements. Accommodations include but are not limited to: adaptive technology, alternative media, notetaking, sign language interpreters and test accommodations.

#### Deaf and Hard of Hearing (DHOH)

The DHOH 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 is based in part on the professional documentation provided by the student.

#### Disabled Parking Permits

The AEC does not issue temporary disabled parking permits. For more information see [www.sjsu.edu/aec/services-at-a-glance/disabled-parking](http://www.sjsu.edu/aec/services-at-a-glance/disabled-parking)

#### Registration Priority

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

#### Accessible Education Center

ADM 110  
Voice: 408-924-6000  
TTY: 408-924-5990  
[www.sjsu.edu/aec](http://www.sjsu.edu/aec)  
[aec-info@sjsu.edu](mailto:aec-info@sjsu.edu)



**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

---

## 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.

### Bursar's Office

Student Services Center  
408-924-1601  
[www.sjsu.edu/bursar](http://www.sjsu.edu/bursar)  
[bursar@sjsu.edu](mailto:bursar@sjsu.edu)

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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 Transportation Authority (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 \$84.50 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

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

---

## Career Center

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

Career Center services include:

- 24/7 access to SpartaJobs, the exclusive job and internship database 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 to:

- Currently enrolled SJSU students
- SJSU alumni who purchase a Career Center annual membership

### Career Center

ADM 154

ADM 255 (accessible)

408-924-6031

[www.sjsu.edu/careercenter](http://www.sjsu.edu/careercenter)

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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, and outreach presentations. The private offices in Counseling Services support an atmosphere of safety and confidentiality between a counselor and a student. Enrolled SJSU students pay a mental health fee each semester, thus no additional fees are charged for services.

### Personal/Psychological Counseling

Our professional staffs includes licensed psychologists, social workers, marriage family therapists and advanced doctoral-level clinical trainees supervised by licensed professionals.

### Educational Counseling

Would you like help with: Adjusting to the university environment and academic expectations? Improving your study skills? Choosing a major? Increasing your academic 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 and Life Skills workshops and groups are offered to help students become more successful at SJSU. For a complete listing of these with times and dates, please see: [www.sjsu.edu/counseling/lifeskills](http://www.sjsu.edu/counseling/lifeskills)

### Outreach Service

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

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

## Counseling Services

ADM 201

408-924-5910

[www.sjsu.edu/counseling](http://www.sjsu.edu/counseling)

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## Emergency Information

Dial 911 from any on-campus or pay phone (or 408-924-2222 from mobile phones) to report a crime in progress or any life-threatening police, fire or medical emergency.

### Bluelight Phones

Bluelight emergency phones are located throughout the campus grounds and inside buildings, elevators and in parking lots and garages. Bluelight phones connect to University Police 24 hours a day and can be used to report emergencies or request an evening safety escort, shuttle ride or motorist assistance. Depending on the location, Bluelight phones are activated by either pressing a call button or picking up the phone receiver.

### Non-Emergency and General Information

To report crimes not in progress, general concerns or request information, contact University Police at 408-924-2222 or visit UPD in the first floor of the University Police Building 24 hours a day.

### Alert-SJSU Notifications and Major Emergency Information

Alert-SJSU is the campus emergency notification system that provides information about what to do and where to go during a natural disaster or life-threatening emergency. To register or update alert settings (most students are already automatically registered), sign in to MySJSU, select Alert-SJSU and enter your contact phone numbers and e-mail addresses. For more information during a major emergency, call 408-924-SJSU and not University Police (unless you are reporting a crime in progress or a life-threatening emergency).

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## Financial Aid and Scholarships

The Financial Aid and Scholarships Office awards federal, state and local grants, loans and scholarships. Start by filing the federal Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). Eligible AB540 students (undocumented immigrant status) may qualify for state grant programs by completing the CA Dream Application at [www.caldreamact.org](http://www.caldreamact.org). 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), Graduate Professional Business Grant 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). In addition, graduate students are eligible to borrow through the Federal Graduate Plus Loan Program.

**Scholarships:** 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.

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

## Financial Aid and Scholarships

Student Services Center

408-283-7500

[www.sjsu.edu/faso](http://www.sjsu.edu/faso)

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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:

A description of the federal, state, institutional, local, and private student financial assistance programs available to students who enroll at San José State University;

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;

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;

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;

The method by which financial assistance disbursements will be made to students and the frequency of those disbursements;

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;

The general conditions and terms applicable to any employment provided as part of the student's financial aid package;

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

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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## 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)

408-924-6122

[www.sjsu.edu/studenthealth/](http://www.sjsu.edu/studenthealth/)

### Wellness and Health Promotion

HB 209

408-924-6280

[www.sjsu.edu/wellness](http://www.sjsu.edu/wellness)

### Appointments

408-924-6122

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

---

## 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](http://www.housing.sjsu.edu)

[info@housing.sjsu.edu](mailto:info@housing.sjsu.edu)

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## 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](http://www.sjsu.edu/ihouse)

[ihouse@sjsu.edu](mailto:ihouse@sjsu.edu)

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## 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, 408-924-2172.

Information concerning the prevention of drug and alcohol abuse and rehabilitation programs may be obtained from the Director of Student Health Center, 408-924-6122.

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.

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

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](http://www.sss.gov).

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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](http://www.sjlibrary.org)

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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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## 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**

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

---

## Password

Use your password to access <http://my.sjsu.edu> on the web along with your SJSU ID. MySJSU uses your SJSUOne login information. If you have not yet set your password, you can navigate to <http://my.sjsu.edu/> and click the Set/Reset Password button to create a password.

- New students receive this information from admission office communications.

Having trouble logging in? If you cannot reset your password using the Set/Reset Password button, please contact [ithelpdesk@sjsu.edu](mailto:ithelpdesk@sjsu.edu) for assistance. Include your full name, SJSU ID if known (also known as your Tower ID), date of birth, and mailing address.

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## IT Help Desk

The IT Help Desk provides assistance with campus software and network issues, including MySJSU, Canvas, Wi-Fi, SJSU Email, and many other applications. If you need technical assistance, start here.

[ithelpdesk@sjsu.edu](mailto:ithelpdesk@sjsu.edu)

408-924-1530

### Operating Hours:

7:30am - 11:00pm M-Th

7:30am - 6:00pm F

[ithelpdesk@sjsu.edu](mailto:ithelpdesk@sjsu.edu)

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## Parking Permits

**Student parking permits may be purchased online with a credit card at [www.sjsu.edu/parking](http://www.sjsu.edu/parking)**

Parking permits purchased online are typically mailed and delivered within five business days. A temporary permit can be printed for purchases made after the semester begins.

Student parking permits sold at the Bursar's Office are payable only with cash, check or money order.

### Parking Services

UPD Building

408-924-6556

[parking@sjsu.edu](mailto:parking@sjsu.edu)

### Bursar's Office

Student Services Center

408-924-1601

[bursar@sjsu.edu](mailto:bursar@sjsu.edu)

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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

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

---

## 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.

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## 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.

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## 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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## 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



**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO  
CHANGE WITHOUT NOTICE**

---

## Testing Office

Information on ELM, EPT, TEAS, WST; graduate examinations (GRE, LSAT, MCAT, etc.), including registration materials.

Services include but are not limited to make-up tests; 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](mailto:testing-office@sjsu.edu)

[testing.sjsu.edu](http://testing.sjsu.edu)

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## Veterans Educational Benefits

### Military and Veteran Student Services

Administration Building, room 265

408-924-6299

[veterans@sjsu.edu](mailto:veterans@sjsu.edu)

[www.sjsu.edu/studentaffairs/current\\_students/veterans\\_and\\_military\\_students/index.html](http://www.sjsu.edu/studentaffairs/current_students/veterans_and_military_students/index.html)

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

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

### **Public Health**

Council on Education for Public Health

### **Public Relations**

Accrediting Council on Education in Journalism and Mass Communications

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

**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

## Facilities Unique to SJSU

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO  
CHANGE WITHOUT NOTICE**

**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.

**College of 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.

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

---

## Colleges

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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 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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## Business, College of

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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.

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

---

## Undergraduate Business 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.

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## 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.

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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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## Engineering, Charles W. Davidson College of

The College of Engineering offers ten engineering curricula leading to BS and MS degrees in aerospace, biomedical, 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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## 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 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.

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

### **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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## **International and Extended Studies, College of**

The College of 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.

### **College of International and Extended Studies**

210 North Fourth Street, Suite 301  
San José, CA 95112  
408-924-2670  
[www.sjsu.edu/cies](http://www.sjsu.edu/cies)  
[cies@sjsu.edu](mailto:cies@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/ips](http://www.sjsu.edu/ips)  
[sjsuips@sjsu.edu](mailto:sjsuips@sjsu.edu)

#### **Study Abroad Programs and Exchanges**

Clark Hall 543  
408-924-5931  
[www.sjsu.edu/studyabroad](http://www.sjsu.edu/studyabroad)  
[sjsuips@sjsu.edu](mailto:sjsuips@sjsu.edu)

#### **SJSU International House**

360 South 11th Street  
San José, CA 95112  
408-924-6570  
[www.sjsu.edu/ihouse](http://www.sjsu.edu/ihouse)  
[ihouse@sjsu.edu](mailto:ihouse@sjsu.edu)



# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

---

## 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 and Statistics 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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## 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.

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

## 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 (SVCGS)** is a joint initiative with the College of International and Extended Studies. It develops and disseminates knowledge from research on globalization, especially related to population migration.

**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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## Graduate Studies

### Special Graduate Programs

The Associate Vice President for Graduate and Undergraduate Program (GUP) 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 website at [www.sjsu.edu/gradstudies/docs/interdisciplinary\\_studies\\_guide.pdf](http://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 to be able to enter the program.

#### Graduate Studies

ADM 223B

[www.sjsu.edu/gradstudies](http://www.sjsu.edu/gradstudies)

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## Undergraduate Studies

Undergraduate Studies (part of Graduate and Undergraduate Programs - GUP) is involved with all aspects of undergraduate academic matters which support retention and graduation of students. It includes the following areas and programs: Academic Scheduling, Accreditation, Articulation, Assessment, Center for Community Learning & Leadership, Early Start/Early Assessment Program, General Education, Program Planning, Catalog, and Curriculum.

#### Administration 159

[www.sjsu.edu/ugs](http://www.sjsu.edu/ugs)

408-924-2447

## Academic Advising and Admissions Counseling

### SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

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](http://www.sjsu.edu/advising)

#### **Declared Majors**

Major department

#### **Declared Minors**

Minor department

#### **College Advising Centers**

Academic Counseling Center for Excellence in the Social Sciences  
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  
ADM 223B  
408-924-2485

#### **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](http://www.sjsu.edu/aars)

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

---

## Academic Requirements Report

The **Academic Requirements Report** (Formerly: 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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## 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](http://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](http://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](mailto:outreach@sjsu.edu)  
408-924-2564

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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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## 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](http://www.csumentor.edu).

### EOP (Educational Opportunity Program)

Clark Hall  
408-924-2637  
[www.sjsu.edu/eop](http://www.sjsu.edu/eop)  
[educational.opportunity.program@sjsu.edu](mailto:educational.opportunity.program@sjsu.edu)

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

---

## Peer Connections

Peer Connections offers a range of services to assist students in developing their full academic potential. Peer Connections' 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. Peer Connections' 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

### Peer Connections

Student Services Center, 600

408-924-2587

<http://peerconnections.sjsu.edu>

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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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## Academic Success Center (ASC)

The Academic Success Center (ASC) in Clark Hall is a 10,000 square-foot facility dedicated to enhancing student learning and academic quality. As a key part of the university's Vision 2010 strategic initiative, the ASC is a nexus of student services and support designed to promote academic innovation and success. The ASC includes a 3,000 square-foot computer learning stage. For more information on ASC, visit: <http://www.sjsu.edu/asc/>.

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## Academic Counseling Center for Excellence in the Social Sciences (ACCESS)

Academic Counseling Center for Excellence in the Social Science (ACCESS) is the new student success center for the College of Social Sciences, located in Clark Hall 240. All COSS students and interested students are invited to stop by the Center for general education advising, help with changing majors, academic policy related questions, meeting with peer advisors, and/or attending various regularly scheduled presentations and workshops. Looking for academic advice or maybe just some tips about how to navigate your way around SJSU? Check out the COSS Student Success Center! It's also a great place to study.

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## Jack Holland Student Success Center (formerly BSAC)

The Jack Holland Student Success Center, located on the garden level of the Boccardo Business 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 Center.

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## Engineering Student Success Center (ESSC)

ENG 344

408-924-3990

[www.engr.sjsu.edu/students/essc](http://www.engr.sjsu.edu/students/essc)

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## Science Advising Center, College of (COSAC)

Duncan Hall (DH) 213

408-924-5193

[cosac@science.sjsu.edu](mailto:cosac@science.sjsu.edu)

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## Student Success Center (CASA)

Located in MacQuarrie Hall (MH) 533, the Student Success Center in the College of Applied Sciences and Arts (CASA) provides advising for undergraduate students majoring or wanting to major in programs offered in CASA Departments and Schools.

All CASA students and students who would like to be in CASA are invited to stop by the Center for general education advising, help with changing majors, academic policy related questions, meeting with peer advisors, and/or attending various regularly scheduled presentations and workshops. Looking for academic advice or maybe just some tips about how to navigate your way around SJSU? Check out the CASA Student Success Center! It's also a great place to study, and you can check out laptops.

## Study Abroad International Programs

### SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

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.

**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](mailto:study.abroad@sjsu.edu)

[www.sjsu.edu/studyabroad/](http://www.sjsu.edu/studyabroad/)

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### CSU 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 20,000 CSU students have taken advantage of this unique study option.

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

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

**Australia**

Griffith University  
Macquarie University  
Queensland University of Technology  
University of Queensland  
University of Western Sydney  
Victoria University

**Canada**

Concordia University (Montréal)

**Chile**

Pontificia Universidad Católica de Chile (Santiago)

**China**

Peking University (Beijing)

**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 Paris-Est Marne-La-Vallée

**Université d'Evry Val d'Essonne**

Université de Versailles Saint-Quentin-en-Yvelines

**Germany**

Universitat Tubingen and a number of institutions of higher education in the Federal state of Baden-Wurttemberg

**Ghana**

University of Ghana, Legon

**Israel**

University of Haifa

**Italy**

CSU Study Center (Florence)  
Università degli Studi di Firenze  
Accademia di Belle Arti Firenze

**Japan**

Waseda University (Tokyo)  
University of Tsukuba

**Korea**

Yonsei University (Seoul)

**Mexico**

Instituto Tecnológico y de Estudios Superiores de Monterrey, Campus Querétaro

**South Africa**

Nelson Mandela Metropolitan University, Port Elizabeth

**Spain**

Universidad Complutense de Madrid  
Universidad de Granada  
Universidad de Jaén

**Sweden**

Uppsala University

**Taiwan**

National Taiwan University (Taipei)  
National Tsing Hua University (Hsinchu)



**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

**United Kingdom**

Bradford University  
Bristol University  
Hull University  
Kingston University  
Swansea University

International Programs pays tuition and administrative costs abroad 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 CSU 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 or courses 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, and must fulfill all coursework prerequisites.

Additional information and application materials may be obtained on campus, or by writing to The California State University International Programs, 401 Golden Shore, 6th Floor, Long Beach, California 90802-4210. Visit us on the World Wide Web at [www.calstate.edu/ip](http://www.calstate.edu/ip).

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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'Études 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

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO  
CHANGE WITHOUT NOTICE**

**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

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**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.

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**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](http://www.flp.sjsu.edu)

## California State University (CSU)

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

Welcome to the California State University (CSU) - the largest comprehensive higher education system in the nation with 23 unique campuses serving more than 437,000 students with 44,000 employees statewide. Each year, the university awards nearly 100,000 bachelor's, master's and doctoral degrees. CSU graduates now total nearly 3 million strong, and are serving as leaders in the industries that drive California's economy, including business, agriculture, entertainment, engineering, teaching, hospitality and healthcare. Learn more at [www.calstate.edu](http://www.calstate.edu).

### More than 50-year tradition of excellence

Academic excellence has been achieved by the CSU through a distinguished faculty whose primary responsibility is superior teaching. While each campus is unique based on its curricular specialties, location and campus culture, every CSU is distinguished for the quality of its educational programs. All campuses are fully accredited, provide a high-quality broad liberal educational program and offer opportunities for students to engage in campus life through the Associated Students, Inc., clubs and service learning. Through extensive industry partnerships and robust campus auxiliaries, the CSU is expanding programs, internships and workforce training opportunities to ensure CSU students are ready with the critical thinking skills, industry knowledge and hands-on experience for employment and career advancement.

### Facts

- CSU faculty attract more than \$500 million annually in research and education grants, and contracts by federal, state and regional agencies.
- 1 in every 10 employees in California is a CSU alumnus.
- The CSU awards 45 percent of the bachelor's degrees earned in California.
- More than half of all the nurses in the state earn their degrees from the CSU.
- The CSU awards 95 percent of the hospitality/tourism degrees in the state.
- Nearly half of all of the state's engineers earn their degrees from the CSU.
- The CSU is the leading provider of teacher preparation programs in the state.
- The CSU offers 105 fully online degree programs through [www.calstateonline.net](http://www.calstateonline.net).
- The CSU offers 3,250 online courses to provide more educational options to students who may prefer an online format to a traditional classroom setting.
- The CSU's growing online concurrent enrollment program gives students the ability to enroll in courses offered by other campuses in the CSU system.
- The CSU serves more than 5,000 individuals annually through professional development certificate programs in educational health services, business and technology, leisure and hospitality, manufacturing, international trade, and many other industries.
- For every \$1 that the state invests in the CSU, the university generates \$5.43 for California's economy.

### Governance

The system is governed by the Board of Trustees, most of whom are appointed by the governor and serve with faculty and student representatives. The CSU Chancellor is the chief executive officer, reporting to the Board. The campus presidents serve as the campus-level chief executive officers. The Trustees, Chancellor and presidents develop systemwide educational policy. The presidents, in consultation with the Academic Senate and other campus stakeholder groups, render and implement local policy decisions.

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

### CSU Historical Milestones

The individual California State Colleges was established as a system with a Board of Trustees and a Chancellor in 1960 by the Donahoe Higher Education Act. In 1972, the system was designated as the California State University and Colleges, and in 1982 the system became the California State University (CSU). Today, the CSU is comprised of 23 campuses, including 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.

In 1963, the State Academic Senate was established to act as the official voice of CSU faculty in systemwide matters. Also, the California State College Student Presidents Association-which was later renamed the California State Students Association-was founded to represent each campus student association on issues affecting students.

Through its many decades of existence, the CSU has continued to adapt to address societal changes, student needs and workforce trends. While the CSU's core mission has always focused on providing high-quality, affordable bachelor's and master's degree programs, over time the university has added a wide range of services and programs to support student success - from adding health centers and special programs for veterans to building student residential facilities to provide a comprehensive educational experience.

To improve degree completion and accommodate students working full- or part-time, the educational paradigm expanded to give students the ability to complete upper-division and graduate requirements through part-time, late afternoon, and evening study. The university also expanded its programs to include a variety of teaching and school service credential programs, specially designed for working professionals.

The CSU marked another significant educational milestone when it broadened its degree offerings to include doctoral degrees. The CSU independently offers educational doctorate (Ed.D), Doctor of Physical Therapy (DPT), and Doctor of Nursing Practice (DNP) degree programs. A limited number of other doctoral degrees are offered jointly with the University of California and private institutions in California.

In 2010, in an effort to accommodate community college transfer students, the university, in concert with the California Community Colleges, launched the Associate Degree for Transfer, which guarantees transfer students admission to the CSU with junior status.

Always adapting to changes in technology and societal trends to support student learning and degree completion, the CSU initiated another milestone in 2013, when it launched Cal State Online, a systemwide collection of services that support the delivery of fully online programs from campuses. Now, full-time students also have access to fully online courses offered at other CSU campuses.

The CSU is dynamic and ever changing to ensure a quality higher education to the students of California. With 23 campuses, 437,000 students and 44,000 faculty and staff, the CSU plays a critical role in preparing outstanding candidates for the job market. The CSU is committed to continually developing innovative programs, services and opportunities that will give students the tools they need to meet their full potential.

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### Regulation - 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 2013/14 budget amounts were \$2,330,500,000 from state General Fund (GF) appropriations (not including capital outlay funding) and before adding \$16.3 million CalPERS retirement adjustment, \$1,539,029,000 from tuition fee revenue and after tuition fee discounts (forgone revenue), and \$408,305,000 from other fee revenues for a total of \$4,277,834,000. The number of 2013/14 FTES is 336,510 resident target and 14,328 non-resident students for a total of 350,838 FTES. The GF appropriation is applicable to resident students only whereas fee revenues are collected from resident and nonresident 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).

**SJSU Catalog & Class Schedule Policies & Procedures**

**SPRING 2015**

v01  
**Wednesday, December 17, 2014**  
**ALL DATES, FEES & INFORMATION**  
**SUBJECT TO**  
**CHANGE WITHOUT NOTICE**

The 2013/14 average support cost per FTES based on GF appropriation and net tuition fee revenue only is \$11,312 and when including all sources as indicated below is \$12,476, which includes all fee revenue in the CSU Operating Fund (e.g. tuition fees, application fees, and other campus mandatory fees). Of this amount, the average net tuition and other fee revenue per FTES is \$5,551.

AVERAGE COST 2013/14	AMOUNT	AVERAGE COST PER FTE STUDENT	PERCENTAGE
State Appropriation(GF)*	2,330,500,000	6,925	55.5%
Net Basic Tuition Fee Revenue**	1,539,029,000	4,387	35.2%
Other Income & Reimbursements**	408,305,000	1164	9.3%
<b>Total Support Cost</b>	<b>4,277,834,000</b>	<b>12,476</b>	<b>100%</b>

\*Represents state GF appropriation in the Budget Act of 2013/14; GF is divisible by resident students only (336,510 FTES).

\*\*Represents CSU Operating Fund, Tuition Fee and other fees revenue amounts (net of tuition fee discounts) submitted in campus August 2013/14 final budgets. Revenues are divisible by resident and nonresident students (350,838 FTES).

The average CSU 2013/14 academic year, resident, undergraduate student basic tuition fee and other mandatory fees required to apply to, enroll in, or attend the university is \$6,695 (\$5,472 tuition fee plus \$1,223 average campus-based fees). 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.

**Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Anyone who is found to be liable for copyright infringement may be ordered to pay either actual damages or “statutory” damages between \$750 and \$30,000 per work infringed. In the case of a “willful” infringement, a court may award up to \$150,000 per work infringed. Courts also have discretion to award costs and attorneys’ fees to the prevailing party. (See 17 U.S.C. %A7%\$A7504 and 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. (See 17 U.S.C. %A7506 and 18 U.S.C. %A72319.)

**CSU Administration**

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

**Dr. Timothy P. White**

Chancellor, CSU System

**Dr. Ephraim P. Smith**

Executive Vice Chancellor and Chief Academic Officer

**Vacant**

Executive Vice Chancellor and Chief Financial Officer

**Ms. Gail Brooks**

Vice Chancellor, Human Resources

**Mr. Garrett Ashley**

Vice Chancellor, University Relations and Advancement

**Mr. Framroze Virjee**

Executive Vice Chancellor and General Counsel

**Mr. Larry Mandel**

University Auditor

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

## CSU Campuses

### California State University, Bakersfield

9001 Stockdale Highway  
Bakersfield, California 93311-1022  
Dr. Horace Mitchell, President  
661-654-2782  
[www.csub.edu](http://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](http://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](http://www.csuchico.edu)

### California State University, Dominguez Hills

1000 East Victoria Street  
Carson, California 90747-0005  
Dr. Wille Hagan, President  
310-243-3696  
[www.csudh.edu](http://www.csudh.edu)

### California State University, East Bay

25800 Carlos Bee Boulevard  
Hayward, California 94542  
Dr. Leroy M. Morishita, President  
510-885-3000  
[www.csueastbay.edu](http://www.csueastbay.edu)

### California State University, Fresno

5241 North Maple Avenue  
Fresno, California 93740  
Dr. Joseph I. Castro, President  
559-278-4240  
[www.csufresno.edu](http://www.csufresno.edu)

### California State University, Fullerton

800 N. State College Boulevard  
Fullerton, California 92831-3599  
Dr. Mildred García, President  
657-278-2011  
[www.fullerton.edu](http://www.fullerton.edu)

### Humboldt State University

One Harpst Street  
Arcata, California 95521-8299  
Dr. Rollin C. Richmond, President  
707-826-3011  
[www.humboldt.edu](http://www.humboldt.edu)

### California State University, Long Beach

1250 Bellflower Boulevard  
Long Beach, California 90840-0115  
Dr. Donald J. Para, Interim President  
562-985-4111  
[www.csulb.edu](http://www.csulb.edu)

### California State University, Los Angeles

5151 State University Drive  
Los Angeles, California 90032  
Dr. William A. Covino, President  
323-343-3000  
[www.calstatela.edu](http://www.calstatela.edu)

### California Maritime Academy

200 Maritime Academy Drive  
Vallejo, California 94590  
Rear Admiral Thomas A. Cropper,  
President  
707-654-1000  
[www.csum.edu](http://www.csum.edu)

### California State University, Monterey Bay

100 Campus Center  
Seaside, California 93955-8001  
Dr. Eduardo M. Ochoa, President  
831-582-3000  
[www.csumb.edu](http://www.csumb.edu)

### California State University, Northridge

18111 Nordhoff Street  
Northridge, California 91330  
Dr. Dianne F. Harrison, President  
818-677-1200  
[www.csun.edu](http://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](http://www.csupomona.edu)

### California State University, Sacramento

6000 J Street  
Sacramento, California 95819  
Dr. Alexander Gonzalez, President  
916-278-6011  
[www.csus.edu](http://www.csus.edu)

### California State University, San Bernardino

5500 University Parkway  
San Bernardino, California 92407-2318  
Dr. Tomás D. Morales, President  
909-537-5000  
[www.csusb.edu](http://www.csusb.edu)

### San Diego State University

5500 Campanile Drive  
San Diego, California 92182  
Dr. Elliot Hirshman, President  
619-594-5200  
[www.sdsu.edu](http://www.sdsu.edu)

### San Francisco State University

1600 Holloway Avenue  
San Francisco, California 94132  
Dr. Leslie E. Wong, President  
415-338-1111  
[www.sfsu.edu](http://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](http://www.sjsu.edu)

### California Polytechnic State University,

San Luis Obispo  
One Grand Avenue  
San Luis Obispo, California 93407  
Dr. Jeffrey D. Armstrong, President  
805-756-1111  
[www.calpoly.edu](http://www.calpoly.edu)

### California State University, San Marcos

333 South Twin Oaks Valley Road  
San Marcos, CA 92096-0001  
Dr. Karen S. Haynes, President  
760-750-4000  
[www.csusm.edu](http://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](http://www.sonoma.edu)

### California State University, Stanislaus

One University Circle  
Turlock, California 95382-0299  
Dr. Joseph F. Sheley, President  
209-667-3122  
[www.csustan.edu](http://www.csustan.edu)

# SJSU Catalog & Class Schedule Policies & Procedures

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

## CSU Trustees

### Ex Officio Trustees

**The Honorable Edmund G. Brown, Jr.**

Governor of California

**The Honorable Gavin Newsom**

Lieutenant Governor of California

**The Honorable John A. Pérez**

Speaker of the Assembly

**The Honorable Tom Torlakson**

State Superintendent of Public Instruction

**Dr. Timothy P. White**

Chancellor of the California State University

### Officers of the Trustees

**The Honorable Edmund G. Brown, Jr.**

President

**Bob Linscheid**

Chair

**Framroze Virjee**

Secretary

**Vacant**

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)**

**Talar Alexanian (2015)**

**Rebecca D. Eisen (2018)**

**Douglas Faigin (2017)**

**Debra S. Farar (2014)**

**Margaret Fortune (2016)**

**Lupe C. Garcia (2020)**

**Steven M. Glazer (2019)**

**Bob Linscheid (2013)**

**Lou Monville (2014)**

**Hugo N. Morales (2020)**

**J. Lawrence Norton (2019)**

**Steven Stepanek (2015)**

**Cipriano Vargas (2014)**

Correspondence with Trustees should be sent:

### c/o Trustees Secretariat

The California State University

401 Golden Shore

Long Beach, CA 90802-4210

## Credit Hour

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

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours."

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

**SJSU Catalog &  
Class Schedule  
Policies &  
Procedures**

**SPRING 2015**

v01

**Wednesday, December 17, 2014**

**ALL DATES, FEES & INFORMATION**

**SUBJECT TO**

**CHANGE WITHOUT NOTICE**

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.

**Information is subject to change.**

The San José State University Policies and Procedures information is coordinated by Undergraduate Studies, Graduate Studies and Research, and Enrollment Services.

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## Non-Discrimination Policies

San José State University does not discriminate on the basis of accent, age, ancestry, citizenship status, color, creed, disability, ethnicity, gender, genetic information, marital status, medical condition, national origin, race, religion or lack thereof, sex, sexual orientation, transgender, or veteran's status. This policy applies to all SJSU students, faculty and staff programs and activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus). For more information, please visit: [http://www.sjsu.edu/hr/about\\_us/hr\\_directory/eo\\_unit/title\\_ix/index.html](http://www.sjsu.edu/hr/about_us/hr_directory/eo_unit/title_ix/index.html)

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 Accessible Education 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/police/crime\\_reporting/safety\\_report/](http://www.sjsu.edu/police/crime_reporting/safety_report/) or by calling 408-924-2172.