

San José State University

Summer 2005

v5 Posted 06/03/05

CONTENTS

Academic Information.....	10
Calendar.....	2
Class Notes.....	25
Fees-Summer.....	5
General Education Requirements & Courses ...	13
Grade Postings.....	10
Graduation Application.....	12
Holds and Restrictions.....	9
Not an SJSU Student?	
Alternative Ways to Attend SJSU.....	16
Overview and Deadlines	2
Placement Exams	7
Police Services.....	17
Refunds.....	6
Registration for Summer	3
Student Parking	18
Web Registration Instructions	4
Your Responsibilities as a Student.....	20
Your Rights as a Student	22

Summer 2005 Overview and Deadlines

Summer Term	10 Week Session	6 Week Session
Session Start Date	Monday, June 6	Monday, June 20
Advance registration begins at 7:00 am	Monday, April 18	Monday, April 18
Advance registration ends at 11:59 pm	Wednesday, June 1	Wednesday, June 1
No registration (administrative processing)	Thursday, June 2 - Sunday, June 5	Thursday, June 2 - Sunday, June 5
Payment due date for those registering between April 18 - June 1	Thursday, June 2	Thursday, June 2
Enrollment dropped for non-payment	Friday, June 3	Friday, June 3
Session begins: Add or drop form with instructor signature required \$25.00 late fee assessed	Monday, June 6	Monday, June 20
Add or Drop process begins. Instructor signature required	Monday, June 6	Monday, June 20
Last day to drop classes without a W grade (signature required)	Thursday, June 23 (14th day of instruction)	Thursday, June 23 (4th day of instruction)
Fees due, June 6 and later	Same day as registration	Same day as registration
Last day to add with instructor signature, submit forms for Academic Renewal, CR/NC, Audit or submit instructor drops.	Thursday, June 30 (19th day of instruction)	Thursday, June 30 (9th day of instruction)
Enrollment Census Date	Friday, July 1	Friday, July 1
Final exam day, last day to submit late add or late drop forms	Last day class meets	
Summer 2005 term end date	Friday, August 12	Friday, July 29
Term grades due to Records, Enrollment Services at 4:00 pm	Wednesday, July 16	Wednesday, August 20
Grades posted at https://my.sjsu.edu	Tuesday, September 6	Tuesday, September 6

Summer 2005 Calendar

April 2005

Saturday, April 9

- ELM and EPT exams

Saturday, April 16

- WST exam

Monday, April 18

- Summer 2005 Advance Registration opens

May 2005

Saturday, May 7

- ELM and EPT exams

Monday, May 16

- Fall 2005 Registration Appointments posted at <https://my.sjsu.edu> (tentative)
- Fall 2005 Schedule of Classes goes live at <http://info.sjsu.edu> (tentative)

Monday, May 30

- Memorial Day - Campus closed

June 2005

Wednesday, June 1

- Summer 2005 Advance Registration ends
- Last day to withdraw for 100% refund of Summer 2005 fee

Thursday, June 2 - Sunday, June 5

- No registration for any summer course

Thursday, June 2

- Payment due date for those registering between April 18 - June 1

Friday, June 3

- Summer 2005 enrollment dropped for non-payment of fees

Monday, June 6

- Beginning today, fees due the same day as registration
- Summer 2005 10 week session begins
- Add or drop form with instructor signature required

Monday June 13, 2005

- Fall 2005 Priority Registration opens (tentative)

Monday, June 20

- Summer 2005 6 Week Session begins
- Add or drop form with instructor signature required

Thursday, June 23

- Last day to drop without a "W" (requires instructor signature using drop form)

Thursday, June 30

- Last day to add (instructor signature required)
- Last day to submit CR/NC and Audit forms
- Last day to submit Academic Renewal
- Last day to submit Instructor Drops

July 2005

Friday, July 1

- Summer 2005 Enrollment Census date
- Enrollment dropped for non-payment of fees

Monday, July 4

- Independence Day Holiday - campus closed

Friday, July 15

- Summer 2005 - Last day for Pro-rata refund

Friday, July 29

- Summer 2005 6-week session end date
- Last official scheduled course meeting date
- Last day to submit Late Add or Late Drop forms
- Final exam day

August 2005

Friday, August 12

- Summer 2005 10-week session end date
- Last official scheduled course meeting date
- Last day to submit Late Add or Late Drop forms
- Final exam day

September 2005

Tuesday, September 6

- Summer 2005 grades and academic standing available for view at <https://my.sjsu.edu>

Registration for Summer

All new, returning and continuing students are expected to register at <https://my.sjsu.edu>. Hours of operation are Monday - Sunday, 24 hours daily, with scheduled maintenance Mondays 8:00 pm - 11:00 pm, or as necessary. The system will actually enroll you in courses, if space is available and all, if any, prerequisites have been met. Course confirmation is dependent on your paying fees by the payment deadline. Remember, no bills are mailed to students.

New Fall 2005 Students Welcomed

Newly admitted undergraduate and graduate students for Fall 2005 who have been accepted prior to Thursday, June 30, 2005 are eligible to attend Summer. Visit the Student Services Center and complete an "Early Entrant" form. Frosh must have the scores from the required placement exams as specified in your admission letter.

Disabled Students Registration Assistance

Disabling Condition: The Disability Resource Center will provide registration assistance for all students who, because of a disability, are unable to use <https://my.sjsu.edu>.

For further information, call 408-924-6000, TTY 408-924-5990

View your Enrollment Appointment Time

The enrollment appointment date and time is located at <https://my.sjsu.edu> for the term specified in the calendar. It indicates when you may begin registering at <https://my.sjsu.edu>. The system will not allow you to register before this designated date and time. Once your time passes, you may re-enter the system to change your schedule until the last day and time listed for your enrollment appointment. If you do not view a Summer 2005 term, then you are not eligible to enroll and should contact Registrar Services.

Registration appointment times are no longer mailed.

Advance Summer Registration

Monday, April 18 - Wednesday, June 1, 2005

Matriculated students view Enrollment Appointments online at <https://my.sjsu.edu> After your initial registration, students may re-enter <https://my.sjsu.edu> to make changes to their schedule until this period ends.

Pay Your Fees

Registration Date Due Date

April 18 - June 1 June 2

"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 **Schedule of Classes**.

"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 **Schedule of Classes**.

Please review the permission numbers section below.

Permission Numbers

Permission numbers become 'used' once you submit them. Whether it was a successful add or if you receive errors, the permission number will be used and is no longer valid/cannot be used again. Therefore, if you are adding using a permission number, remember the following before clicking the submit button:

- Check that you have no holds before submitting the request.
- Check that you have met all prerequisites before submitting the request.
- Only enter the enrollment section in the class number section.
- Enter any and all Related Courses (e.g., co-requisite labs or seminars) before clicking the submit button (and determine what related course is approved even before trying to Enroll in the Class).
- If you receive an error, click on the "errors found" link to determine what the error is.
- To enroll if you submitted a number but received an error, you must obtain another permission number from your instructor or department

Payment Deadlines

Registration Date Due Date

April 18 - June 1 June 2

Beginning June 6 Same day as registration

For more information: www2.sjsu.edu/depts/bursar/cashier

Repeating a Class

During the Advance Registration Period, you may not register for a class in which you have previously been enrolled unless that class may be taken multiple times for credit. If you wish to repeat for the purpose of improving your grade, you must wait until the Schedule Adjustment period and you will need a Permission Number from the instructor to add.

Students Restricted to Registering during the Schedule Adjustment Period

Those exempt from the late fee are:

- Students admitted/enrolled in the Over 60 program (exempt from late fee)
- Students enrolled in the Step to College program (exempt from late fee)
- Graduate students, who cannot enroll in lower division classes. Matriculated SJSU students cannot concurrently enroll in Open University.

Who Gets Registration Priority?

There is no registration priority for summer term.

Schedule Adjustment Period-Summer

Starts 1st day of classes-Add or drop form required!

<https://my.sjsu.edu>

- Hours are Monday - Sunday, 24 hours daily, with scheduled maintenance on Mondays from 8:00 pm - 11:00 pm, or as needed.
- Students may drop classes with instructor permission using an add/drop form.
- Students may be eligible to enroll in classes until Thursday, June 30 with instructor consent, if space is available. An add/drop form can be obtained from the Student Services Center.

Fees and Schedule Adjustment Participants

If you add classes during the Schedule Adjustment periods which changes your unit load from fewer than 6.0 units to 6.1 or more units, additional fees will be due. Payment will be due at the time classes are added. If you intend to drop a class, you must do so prior to the time you submit payment to ensure that your registration fees are properly assessed.

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.**

Last Day To Add

Thursday, June 30 is the last day to:

- Add classes
- Submit instructor drops
- Submit Academic Renewal, CR/NC and Audit options

Last Day To Drop

Thursday, June 23 is the last day to:

- Drop classes or withdraw from SJSU without a "W" grade.

Late Fee Charge of \$25.00

The following students are subject to the **late fee charge of \$25.00:**

- Students eligible for participation in advance registration who do not register
- Students classified as late registrants
- Students redeeming a dishonored check related to registration fees

Web Registration Instructions

1. Open a new browser window and navigate to <https://my.sjsu.edu>.
2. After your initial registration, you may re-enter <https://my.sjsu.edu> at any time. MySJSU provides options to help make the registration process convenient.
3. Help is available at <https://my.sjsu.edu> > "Help"
You can add or drop classes during your enrollment appointment during the Advance Registration period.
4. Adding some classes may require the use of a class Permission Number (if it indicates "Department Consent" or "Instructor Consent") which can be obtained from appropriate department office or the instructor.

Step 1: Verify Day and Time/Check your Enrollment Appointment

- Verify your registration start day and time by viewing your Enrollment Appointment at <https://my.sjsu.edu>. You will not be able to register before your appointment time. **Enrollment appointments are not mailed to students.**
- Complete the registration worksheet before logging on to the system. Have alternate schedules or classes prepared in the event the course is either closed or cancelled.

Step 2: Go to <https://my.sjsu.edu>

- Enter your User ID and Password

Remember, both are cAsE seNsITiVe! The User ID begins with an uppercase W; the rest of the characters are numeric. Your assigned password is typically a mix of letters and numbers and all letters must be entered in uppercase. When you change your password, pay close attention to the case in which you enter the letters.

Step 3: Navigate to "Student Self Service" > "Add/Drop a Class"

Step 4: Adding a Class

You may add classes during your enrollment appointment during the Advance Registration period.

Adding some classes may require the use of a Class Permission Number (if it indicates "Department Consent" or "Instructor Consent") which can be obtained from the appropriate department office or instructor.

Important! If you are 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).

Search for Open Sections

Students may use either the "Basic Search" or "Advanced Search" option. Make sure to check on "Open Classes Only" on the basic or advanced search option.

Hint: Select "Regular Session" from the session selection area to refine your search.

Click on "Add Classes"

Type the 5 digit Class Nbr and hit the "TAB" key on your keyboard. Or click on the magnifying glass icon to do a Class Search for an open course section. If using the magnifying glass icon, once the correct class section is found, click on the checkbox icon to carry the Class Nbr to the add classes area.

A new page called "Class Enrollment Options" will appear. Verify that the course is the one you selected.

Corequisites/Related Components

If the course has related components attached to it (e.g., lab, seminar), place the Related Component(s) Class Nbr or click the magnifying glass icon to show the available related components available. A course that has a required related component is **required** in order to complete the add.

Department or Instructor Consent

If you received a Class Permission Number, enter it in the available field. Then click the "okay" button to return to the main Add Classes page.

Note: Permission numbers become 'used' once you submit them. Whether it was a successful add or if you receive errors, the permission number will be used and is no longer valid/cannot be used again. Therefore, if you are adding using a permission number, remember the following before clicking the submit button:

- Check that you have no holds before submitting the request.
- Check that you have met all requisites before submitting the request.
- Only enter the enrollment section in the class number section.

- Enter any and all Related Courses (e.g., co-requisite labs or seminars) before clicking the submit button (and determine what related course is approved even before trying to Enroll in the Class).
- If you receive an error, click on the "errors found" link to determine what the error is.
- To enroll if you press "submit" and receive an error, you must obtain another permission number from your instructor or department.

Add Additional Classes

If you want to add another class to your add classes list, you can use the available spaces (or click the Add Another Class link if no additional row space is available).

Submit the Class

If you are done, click the "submit" button. Wait until the blinking "Processing" is completed.

Verify Add

Check the status in the "Add Status" column. If it says: "SUCCESS", then the specified class has been added successfully. If it says: "ERRORS FOUND", click on the red errors message to see why the class was not able to be added.

Step 5: Dropping a Class

You may drop classes during your enrollment appointment during the Advance Registration period.

- Click on "Drop Classes"
- Locate the specific class you wish to drop.
- Select in the Action column (using the drop down in that row to select "Drop." The other functions do not have any functionality at this time.
- Click the "submit" button.
- If successful, the action will indicate "DROP" and the far right column will indicate "SUCCESS."
- If not successful, the selected action will remain in the drop down and the far right column will indicate "ERRORS FOUND." The class is not dropped.

Step 6: Viewing Your Class Schedule

Class Schedule as a List

You will see course, class nbr, section, component (e.g., lecture, lab, seminar), meeting days, times, location and instructor information.

Class Schedule as a Weekly Schedule

You will see a visual week-by-week calendar of your enrolled courses.

Remember to print out for your records

Important! You must select an "As of Date" beginning with the first week of classes to see your courses (i.e. 1/26/2005).

Step 7: Pay Your Fees

- Go to Account Summary in Finances to get your fee amount.
- Your account will indicate the payment due date within 24 hours.

Step 8: Finalizing Your Registration

- Print a copy of your class schedule or current summary for your records.
- Click on the "Sign Out" button at the top of the page.

Fees-Summer

Estimate Summer Fees

Mandatory State University Fee

The fee pays the costs 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.

Undergraduate	1.0 - 6.0 units	678.00
Undergraduate	6.1 - or more units	1167.00
Teacher Credential	1.0 - 6.0 units	786.00
Teacher Credential	6.1 or more units	1353.00
Graduate	1.0 - 6.0 units	819.00
Graduate	6.1 - or more units	1410.00

Mandatory Campus Miscellaneous Fees

Student Association Fee	25.00
Student Union Fee	84.00
Facility Fee	3.00
Document Fee	10.00
Instructionally-Related Activity Fee	23.00
Health Fee	46.00
Child Care Fee	5.00
Recreation Fee	4.00
Alternative Transportation Fee	21.50
Subtotal (Campus Miscellaneous Fees) ...	200.00

Non-Resident - all fees listed above, plus

Mandatory Non-resident Fee \$339.00 x number of units.

Special or Optional Fees - All students

Miscellaneous Course Fees/Lab Fees\$5.00 - \$125.00

Estimated Totals - California Residents

Undergraduate	1.0 - 6.0 units	878.00
Undergraduate	6.1 - or more units	1367.00
Credential	6 units or fewer	986.00
Credential	6.1 units or more	1553.00
Graduate	1.0 - 6.0 units	1019.00
Graduate	6.1 - or more units	1610.00

Fee and Payment Questions

Fees are subject to change without notice. Bills are not mailed.

View your fee and payment information at <https://my.sjsu.edu>.

The **Schedule of Classes** reflects the fees at the time the site goes live.

General Information, Refunds

Bursar's Office
Student Services Center
924-1631

Residence Status

Enrollment and Academic Services
Student Services Center
408-283-7500

Financial Aid Awards

Financial Aid and Scholarship Office
Student Services Center
408-283-7500

Fee Deferrals

If your fees are to be paid and/or deferred by financial aid or scholarship, your financial aid application must be complete prior to the beginning of the current semester. A fee deferral is only valid until your financial aid credits your student account, or at the end of the Program Adjustment period, whichever occurs first. Please note it is your responsibility to pay your own fees if you apply for financial aid after the term has begun. The Financial Aid and Scholarship Office will not issue a fee deferral.

If your 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 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.

Fees and Schedule Adjustment Participants

If you add classes during the Schedule Adjustment period which changes your unit load from fewer than 6.0 units to 6.1 or more units, additional fees will be due. Payment will be due the same day classes are added during the Schedule Adjustment Period. Review your account via <https://my.sjsu.edu> to find the amount due and the payment deadline.

Billing statements will not be sent.

If you intend to drop a class, you must do so prior to the time you submit payment to ensure that your registration fees are properly assessed.

How Much Do I Owe?

On the web: <https://my.sjsu.edu> after the log in or after you register for classes, go to your Account Summary.

You will see the amount of fees owed. Due dates are posted 24 hours after you make a transaction. SJSU **does not mail bills**. It is the student's responsibility to make payments by the stated deadline.

Installment Payment Plan

The installment plan is not available for the summer term.

Methods of Payment

- **Cash** - Pay in Person
- **E check** via <https://commerce.cashnet.com/sjsuach> (no service charge)
- **Credit Cards** (MasterCard, American Express, Discovery/Novus)- not accepted in person at the Bursar's Office cashiering windows.
- The credit card payment option is only available online at www.cashnetsmartpay.com and by calling, toll-free, 1-800-889-3148. There is a service charge for both options.
- **Note:** Because VISA USA rules are not consistent with the CASHNet SmartPay service, VISA credit cards are not accepted.
- **Check, Cashier's Check or Money Order**

The **student's name, local telephone number** where they can be reached, and **SJSU ID number-not** social security number-must be on the face of the check.

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.

A \$25 fee is charged for the first returned check and \$35 thereafter. An additional Administrative Fee may also be charged. SJSU has no control whether the bank sends checks through a second time for clearing.

Mail checks to:

Bursar's Office

San José State University
One Washington Square
San José, CA 95192-0138

Extended Studies, Open University and Special Session students must use their respective registration forms and follow their respective registration instructions.

Any delinquent outstanding charges owed to the university will be submitted to the Franchise Tax Board for tax refund offset.

Non-Resident and Foreign Student Fees

All non-residents and foreign students must pay the basic registration fee plus \$339 per unit. The maximum non-resident fees students are required to pay per academic year is \$10,170, in addition to the mandatory State University and campus fees.

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 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.

Exemption from Nonresident Tuition (AB 540)

Frequently Asked Questions

1. What is AB 540?

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.

The law requires that all information obtained in the implementation remain a confidential portion of the students' permanent record. For audit purposes, the original documents must be maintained for at least five years.

Payment Deadlines

Registration Date Due Date

April 18 - June 1	June 2
Beginning June 6	Same day as registration

For more information

www2.sjsu.edu/depts/bursar/cashier

Financial Aid for Summer Term

Priority filing date: Friday, May 13, 2005

Financial Aid and Scholarships

Student Services Center
408-283-7500
fao@sjsu.edu

Aid for Summer 2005 is **very limited**. Once you have registered for 6 or more units, make an appointment to determine your eligibility.

Aid Programs

- Grants - based on eligibility, a limited amount of State University Grants and Pell Grants are available.
- Loans - limited loan options are available to summer students, based on eligibility.
- Work/Study - Summer funds will affect your 2005-2006 budget.

Continuing Students

- Make an appointment with a financial aid counselor beginning April 18, 2005 to discuss eligibility for financial aid and fee deferrals.
- Financial assistance will be based on remaining eligibility from the previous 2004-2005 academic year.

New Fall 2005 students

Generally, new students are not eligible to receive aid for the Summer term. If you have any questions, contact the Financial Aid and Scholarship Office.

Disbursement Process

Disbursement checks are mailed to the address that is on file at <https://my.sjsu.edu>. Make sure your information is current.

Emergency Loans

Emergency loans are available through the Bursar's Office

To be eligible, you must:

1. Have no outstanding debts to the university
 2. Must have sufficient financial aid
- or -
3. Be gainfully employed.

Refunds

Non-Resident, Foreign Tuition Fees

Upon complete withdrawal from SJSU, or a reduction in units, the non-resident tuition may be refunded based on the transaction date according to the schedule. The amount to be refunded or credited to your account is determined by the transaction date of dropping classes or withdrawal from the university.

Parking Permit Refunds

A \$10 administrative fee is charged for parking permits cancelled or returned within 15 days of purchase. After 15 days, all permits are prorated on a weekly basis and include a \$5 administrative fee.

For questions or additional information please contact Parking Services at parking@sjsu.edu

All refunds are processed at Parking Services.

Refund Policy

A 100% refund of basic and/or non-resident fees, less a \$20.00 processing fee, will be given to students who drop all classes or withdraw from the university no later than June 1, 2005. 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 the summer term, June 6 through July 15, 2005. 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 drop period on June 10, 2005.

Financial Aid Students

When Financial Aid students withdraw from all courses, the unearned portion of the Title IV funds must be repaid. A full statement regarding the return of Title IV funds is available in the Financial Aid and Scholarship office and the Bursar's office.

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

See www.sjsu.edu/depts/bursar/refunds/htm for specific refund schedule.

Placement Exams

Mathematics Placement Examination

Information and forms are available in the Mathematics department and online at www.math.sjsu.edu.

There is a \$20.00 fee for this exam. This exam does not exempt students from the ELM, Entry Level Math exam. For more information, see the section on the ELM.

All students who wish to enroll in Math 19 or Math 30 are required to take a Mathematics Placement Examination.

Students who wish to enroll in Math 30P are required to earn at least a "C-" in Math 19 or obtain a satisfactory score on the Mathematics Placement examination.

This examination covers material from four years of college prep math or Math 19, specifically: college algebra, trigonometry and properties of elementary functions.

For registration information for Precalculus (Math 19) and Calculus I (Math 30P and Math 30) see www.math.sjsu.edu.

Questions should be directed to the calculus coordinator through email at calculus@math.sjsu.edu.

Saturday, May 7, 2005	1000-1200
Friday, June 24, 2005	1330-1530
Tuesday, July 26, 2005	1330-1530
Tuesday, August 9, 2005	1330-1530

Make-Up

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

Reservations, Payment

Reservations and advance payment are required. Go to the Mathematics Department, MacQuarrie Hall 308.

Credit by Examination

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

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

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

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

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

Procedure (During Orientation and Registration Weeks)

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 in Student Services Center.
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 petition, obtained from Student Services Center, shall explain fully why the case is unusual and the nature of the inconvenience. The petition is then presented to the instructor of the course, major advisor, departmental chairperson and the appropriate College Dean for their approval and signatures. At that time the student should pick up the Credit by Examination petition.

Foreign Language Placement Test

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

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

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

For other languages, call 408-924-4602.

Placement Tests English and Math (EPT/ELM)

The CSU Entry Level Mathematics (ELM) and the English Placement Test (EPT) are required of all incoming students *prior* to registering for classes unless you are exempt from the tests. A detailed list of exemptions is available from the Testing Office and in the *SJSU Catalog*.

English Placement Test Exemptions (EPT)

- A score of 550 or higher on the SAT I Verbal or 24 on the English part of the ACT will exempt you from the EPT.
- A passing score on the Early Assessment Program (EAP) questions that you may have taken your junior year of high school with the Golden State Exams may also exempt you from the EPT.
- Transfer credit for a college course that satisfies the General Education Breadth requirement or the Intersegmental Transfer Curriculum requirement in written communication with a grade of "C" or better.

Entry Level Mathematics Exemptions (ELM)

The most common exemptions follow:

- A score of 550 or higher on the SAT I Mathematics or 23 on the Math part of the ACT will exempt you from the ELM.
- A passing score on the Early Assessment Program (EAP) questions that you may have taken your junior year of high school with the Golden State Exams may also exempt you from the EPT.
- Transfer credit for a college course that satisfies the General Education Breadth requirement or the Intersegmental Transfer Curriculum requirement in quantitative reasoning with a grade of "C" or better.

ELM/EPT Exam Dates

Register for the test at least 2 1/2 weeks in advance.

Test Date/Registration Deadline

Saturday, March 19, 2005	Thursday, March 3, 2005
Saturday, April 9, 2005	Thursday, March 24, 2005
Saturday, May 7, 2005	Thursday, April 21, 2005
Saturday, June 18, 2005	Thursday, June 2, 2005
Friday, July 8, 2005	Thursday, June 23, 2005

Students requesting disability-related accommodations must register one week prior to the posted registration deadline.

To sign up for test:

- Testing Office, Student Services Center
- Online at www.sjsu.edu/testing

To clarify EPT exemption status or verify test scores:

- Language Development Center, DBH 226
- Testing Office, Student Services Center

To clarify ELM exemption status or verify test scores:

- Testing Office, Student Services Center

Writing Skills Test (WST)

For additional information, visit the Testing website at <http://www.sjsu.edu/testing>

- Passage of the Writing Skills Test (WST) is required for enrollment in all Advanced General Education classes, including Writing Workshop (100W) classes.
- The WST requirement cannot be waived by instructors.
- If you have passed English 1A and 1B (or have a certified waiver) and are approaching upper division status, you should take the WST soon.
- English 1B is a prerequisite for the WST.
- The WST information bulletin, test dates, passing scores, sample test questions, and registration materials may be obtained from the Information Center in the Student Union or from Testing Office in the Student Services Center.
- Designated scores may also be used to waive the required Written Communication II course (100W). Some majors do not permit waiver of 100W no matter what score the student receives on the WST. Individual score reports explain each student's status.
- Students who fail the WST twice must earn a credit grade in either LLD 98 or LLD 99, or an officially articulated equivalent course at a community college or another CSU, before taking the WST a third time. However, students who receive credit in 98/99 will not be permitted to enroll in Advanced GE until they have passed the WST. Students whose essay scores are 5 and below should enroll in LLD 98 and, subsequently in LLD 99. Students with essay scores of 6 or 7 should enroll in LLD 99. Those who fail the WST once may enroll in LLD 98/99 on a space-available basis during Add/Drop.

You do not need to take the WST if

- You completed a 100W course prior to Fall, 1988.
- You completed the Graduating Writing Assessment Requirement (GWAR) at SJSU or another CSU campus.

Your status may be verified at the Student Services Center.

Graduate Students and the WST

- Effective Spring, 1991, a satisfactory score on the Writing Skills Test (WST) is required for enrollment in 100W. The WST is not required for graduate enrollment in other Advanced GE courses.

Check the current information bulletin for passing score criteria. Individual score reports explain each student's status.

To sign up for the test:

- Register at least 3 1/2 weeks in advance in the Testing Office, Student Services Center
- The test fee is \$25.00, payable at the Bursar's Office, Student Services Center.

Test Date/Registration Deadline

Saturday, April 16, 2005	Thursday, March 24
Saturday, June 11, 2005	Thursday, May 19
Saturday, July 9, 2005	Thursday, June 16
Saturday, October 1, 2005	Thursday, September 8
Saturday, November 19, 2005	Thursday, October 27, 2005

Holds and Restrictions

Holds are the biggest problem students face when they try to register. SJSU has made it easier to monitor holds so students avoid registration problems. Periodically check your "Holds" online at <https://my.sjsu.edu>.

Follow the instructions on how to clear them.

Monetary holds of \$200.00 or more will block you from registration, obtaining official transcripts and other miscellaneous services.

Department Advising Holds

Are you an Occupational Therapy major?

Are you an undergraduate majoring in Chemistry, Engineering or Physics?

If the answer to either question is yes, you must be advised every term before you can register. All Occupational Therapy and all undergraduate Chemistry, Engineering and Physics majors must see a major advisor prior to registering every semester. Graduate Engineering students (except Computer Engineering, Electrical Engineering and General Engineering) must also see a major advisor prior to enrolling every semester.

F or J Visa Student Information

Are you attending SJSU on an F or J visa?

If the answer is yes, students will be subject to returning federally mandated data to San José State University. Students in these visa categories may be subject to provide additional documentation before registering. Questions regarding how to release this hold for F or J visa students should be addressed to the International Programs and Services office at 408-924-5920. Students studying at SJSU on a F or J visa must be enrolled as a full time student.

Health Insurance Holds

San José State University requires that every international student (F-1 & J-1 status) be enrolled in an approved health insurance plan, valid throughout the duration of his/her studies. Contact International Programs and Services for more information.

If you already have equivalent coverage with another plan, you must prove that your alternate plan equals or exceeds the policy administered by IPS. This must be done each semester before registration.

Financial Holds

Do you owe the University \$200.00 or more?

If so, you will not be able to register until the debt has been paid. Be aware—these debts could accrue at any time. Clear up any debts as soon as possible by paying your outstanding debts using the "Make a Payment" option at <https://my.sjsu.edu> after the log-in under Student Self Service. Remember, payments are applied to the oldest debt first. To avoid a hold on your records, keep your account current by paying all charges by the assigned due date.

New Student Summer Advising-Undergraduates

All new freshmen are required to attend an advising session prior to registration. Lower division transfers who have not passed the ELM/EPT are required to meet with an Academic Services advisor prior to registering for classes. Contact 408-924-2129 for information.

Missing Document Holds

Were you admitted for Fall 2004 or Spring 2005?

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.

New Student Registration Holds

Are you a new freshman or transfer?

Did you take your placement tests in English (EPT) and Math (ELM)?

If you are an entering new student, you must meet the testing requirement for the Entry Level Math exam and the English Placement Test before you register. See the Testing section in this schedule for test requirements and waiver information.

Probation Holds

Is your SJSU cumulative grade point average below 2.00?

Are you on a reinstated status on probation?

If the answer is yes, you must see your major advisor or an Academic Services advisor before you can register. This will happen each term until you are no longer on probation. Workshop dates will be available in the Student Services Center.

Students Restricted from Registering During Advance Summer Registration

- **California residents sixty years or older (who have been admitted to the Over 60 program)** will begin registration on the first day of classes, Monday, June 6 and must complete their registration by Thursday, June 30, 2005.
- **Step-To-College Program** students will begin registration on the first day of classes, Monday, June 6 and must complete their registration by Thursday, June 30, 2005.
- **Graduate students cannot enroll in lower division classes** during the Advance Registration Period. Lower division classes will need to be added beginning the first day of instruction through Thursday, June 30, 2005.
- **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.

Writing Skills Test (WST)

Are you planning on taking an Advanced General Education course?

Are you planning on taking a 100W course outside of your major?

You must pass the WST in order to register for any Advanced 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.

There are designated 100W classes for each major. Clear any substitutions with your major advisor before attempting to register for a 100W class that is not assigned to your major. You will need to wait until the Schedule Adjustment period begins on the first day of instruction to sign up for a 100W class that is not designated for your major.

Academic Information

A, B, C, D, F Letter Grades

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

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

"A,B,C/No Credit" shall be used in English 1A, 1B and Junior level Writing Workshops (100W).

Academic Progress in Developmental Courses

Effective 1998, the California State University Executive Order No. 665 requires that all first time freshmen and lower division transfers who do not achieve satisfactory scores in mathematics or in writing on Advanced Placement, SAT, ACT, ELM and/or EPT, must enroll immediately in remedial or developmental programs to correct the deficiency(ies). Campuses are required to enforce a time limit on this remedial or developmental activity, at the end of which students who fail to complete the requirement may be disenrolled. Normally, the time limit to clear all deficiencies is one academic year from the date of first enrollment.

Academic Renewal

Matriculated or disqualified SJSU undergraduate students may petition to repeat courses in which they receive a C-, D, F or WU for the purpose of academic renewal. Repeating courses for academic renewal does not remove the previous grade from the transcript, and only the most recently earned grade prior to Academic Renewal will be excluded from the computation of the grade point average. Only the grade earned for Academic Renewal is the grade of record. Academic renewal must be approved at the time of registration in the course.

Starting Fall 1994 students who were admitted to SJSU with less than 56 transferable units may take up to 18 units of coursework through Academic Renewal. Students who were admitted with 56 transferable units or more may take up to 9 units of coursework through Academic Renewal. This option is not available to graduate students.

Grade Postings

SJSU does not mail grades.

Spring 2005 Grade Postings

Grades and academic standing for Spring 2005 term will be posted on June 8, 2005.

Summer 2005 Grade Postings

Grades and academic standing for Summer 2005 term will be posted on September 6, 2005.

Retrieve your grades

<https://my.sjsu.edu>:

Academic standing is available online.

Procedures for Academic Renewal

- Pick up the Academic Renewal Form from the Student Services Center.
- Get the instructor's signature on the Academic Renewal Form and class Permission Number to add the class.
- Using web registration, add the class.
- Return the completed form to the Student Services Center by the add deadline. No exceptions.

Averaged Grades

Students who are not eligible for Academic Renewal may also repeat courses in which they received less than a "C" grade on the first attempt. Unlike Academic Renewal, the second grade is averaged with the first grade.

Units and grade points for all repeated attempts will appear on the transcript and will be calculated into the San José cumulative grade point average. However, units for repeated courses for which credit was received on the first attempt cannot be counted for graduation credit and will be subtracted from the total units completed when the student applies for graduation. Students should keep track of such units and not count them twice for graduation purposes.

Repeating a course in which a NC (no credit) was received on the first attempt results in the grade replacing the first in the GPA.

Access to Your Records

Students may ask to review their academic records by submitting a request to the Student Services Center. Records will be available five working days after the request is made.

Audits (AU) - Auditing a Class

Enrollment as an auditor is subject to the permission of the instructor provided that enrollment in a course as an auditor shall be permitted only after students otherwise eligible to enroll on a credit basis have had an opportunity to do so. Auditors are subject to the same fee structure as credit students and regular class attendance is expected. Once enrolled as an auditor, a student may not change to credit status unless such a change is requested no later than the last day to add classes. Auditors must be officially registered in the course before choosing the audit grade option. Eligible students may choose this option by turning in the audit form available at the Student Services Center prior to the last day to add during the add/drop registration period.

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

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

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

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

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

"CR/NC" grades are mandatory for thesis and 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.

Definition of Academic Probation

An undergraduate student is placed on academic probation if the SJSU cumulative grade point average falls below a "C" average (2.0). Undergraduate students on probation must be advised before they can register for classes. Graduate students are placed on probation when their GPA falls below that required by their educational objective. Refer to the SJSU Catalog for further information.

Definition of Disqualification

Undergraduate students are disqualified when, after being on probation, they drop a specified SJSU GPA for their class level. For the different class levels these are:

Senior or Postbaccalaureate	1.95
Junior.....	1.85
Sophomore.....	1.70
Freshman.....	1.50

The undergraduate student reinstated on probation must achieve a grade-point average better than 2.0 each semester following readmission until such time as he/she has earned a cumulative SJSU GPA of 2.00. Refer to the SJSU Catalog for further information.

Graduate students are disqualified when, after being on probation, they fail to achieve a GPA better than 3.0 in the following term or they fail to attend the following term. Graduate students reinstated on probation must achieve a GPA of better than 3.0 each semester following readmission until such time as they have earned a cumulative SJSU GPA of 3.0. Refer to the SJSU Catalog for further information.

Students who are disqualified may not register as regular students although they may attend Open University.

Disregard of Previous Semesters' Work

SJSU may disregard up to two semesters of course work when such action will permit the student to graduate with a baccalaureate degree without further matriculation.

To disregard up to two semesters of previous undergraduate work associated with the baccalaureate degree the student must furnish evidence that:

- The student has applied for graduation.
- The work completed in the term(s) under consideration is substantial and not representative of present scholastic ability and level of performance.
- There were extenuating circumstances which affected the level of performance.
- The student's GPA (overall SJSU, Overall, Major, or minor) is currently below a 2.0 and it would be necessary to complete additional units and enroll for one or more additional terms in order to raise the GPA sufficiently to qualify for the baccalaureate degree if the petition is not approved.
- Five years have elapsed since the most recent work to be disregarded was completed.
- The student has completed at this campus since the most recent work to be disregarded was completed: 15 semester units with at least a 3.0 GPA; 30 semester units with at least a 2.5 GPA; or 45 semester units with at least a 2.0 GPA. Work completed at another institution cannot be used to satisfy this requirement.

Petition forms and specific details on the procedures to be followed are available at the Student Services Center.

Incomplete (I) Grades

The symbol "I" (Incomplete Authorized) indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. The student must not re-enroll in the course. It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. A final grade is assigned when the work agreed upon has been completed and evaluated.

The thirteenth week of instruction is the beginning date for instructors to give "Incomplete," if the student qualifies. An incomplete cannot be assigned when it is necessary for the student to attend a major portion of the class when it is next offered. Further, an incomplete is prohibited in those cases where the normal practice requires extension of course requirements beyond the close of a term, e.g., thesis or project type courses. In such cases use of the "RP" symbol is required. An incomplete can be cleared even though the student is not in attendance.

An incomplete must be made up within one calendar year immediately following the end of the term in which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an incomplete "I" being converted to an "IC" (or an "NC" for non-traditionally graded courses) which will affect the grade point average, unless the

faculty member assigns a specific letter grade at the time the Incomplete is assigned, which would replace the "I" in the student's record at the end of the calendar year deadline. The incomplete cannot be removed on the basis of work taken at another institution nor by re-enrolling in the course. Petitions for a maximum one-year extension of time to clear incompletes are available in the Student Services Center, and must be submitted prior to the end of the semester the incomplete was due to be cleared.

Repeating Courses

You must register for repeated courses during the Schedule Adjustment period. The three ways to repeat courses are Academic Renewal, Averaged Grades and Transcript Record. Students may not repeat a course in which an Incomplete (I) was assigned (see Grading Systems section on Incompletes). In each of the cases listed below, specific procedures and conditions are required for repeating courses.

"RP" (Report in Progress)

The "RP" symbol is used in connection with courses that extend beyond one academic term. The symbol indicates that work in progress has been evaluated as satisfactory to date, but that the assignment of a final grade must await the completion of additional course work. Cumulative enrollment in units attempted may not exceed the total number applicable to the student's educational objective. For example, a student who has four units of 299, Master's Thesis, on the Approved Program may not enroll for more than a total of four units of 299.

All work is to be completed within one calendar year of the date of first enrollment except for graduate degree thesis courses (298 and 299 courses) which have a two-year time limit, but may not exceed the overall time limit for completion of all master's degree requirements. 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. Forms for this procedure are available in the Student Services Center.

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.

Social Security Number

Your Social Security Number provides student identification, status, and access to records. SJSU is authorized to require such information under its authority from California Education Code Sections 89030 (c), 89031, 89035; Title 5, California Code of Regulations, Section 41201; and State University Trustee Resolution of August 4, 1961 (Delegation of Authority and Responsibility).

Many departments also require the Social Security Number on forms to verify student identity, determine eligibility, record necessary data, or obtain data from other departments.

The use of the Social Security Number complies with the privacy regulations and with the State of California Civil Code Section 1798.17.

Student Records Holds

SJSU has the authority to withhold permission to register, receive services, materials, food or merchandise, or any combination of these, from any person owing a debt to the university. A debt is defined as an unpaid obligation of a student or former student, however incurred, arising while the debtor was a student. A Record Hold is a method of implementing the restrictions.

An automatic financial hold will be placed against the student's records whenever a debt is not cleared by the payment due date.

More Than \$200

Registration
Grades
Diploma
Transcripts

When all due debts are cleared, the financial hold is automatically removed.

Transcript Record

Repeating a course in which a "C" or better (or CR) 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 is calculated in the all-college 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 keep track of these units and not count them twice for graduation purposes.

Withdrawal (W) Grades

The "W" symbol indicates that the student was permitted to drop the course after the fourteenth day of instruction with the approval of the Director of Academic Services. It carries no connotation of quality of student performance and is not used in calculating grade point average or progress points. For regulations governing dropping a course and withdrawing from all courses, see index.

"WU" (Withdrawal Unauthorized)

The symbol "WU" indicates that an enrolled student did not officially withdraw from or drop the course and failed to complete course requirements. It is used when, in the opinion of the instructor, assignments or course activities or both were insufficient to evaluate academic performance using A, B, C, D, or F. For purposes of calculating the grade point average this symbol is equivalent to an "F". In courses graded Credit/No Credit, or in cases where the student has elected Credit/No Credit evaluation, the symbol "NC" shall be used instead. Graduate students are advised to refer to the section on "Academic Standards for Postbaccalaureate and Graduate Studies" for additional information on how the grading system affects them.

Application for Graduation

Bachelor's Degree Candidates

- You must complete at least 90 semester units before applying for graduation.
- See the *SJSU Catalog* for specific graduation course and unit requirements.
- File your application by the Priority Processing Deadline date shown below. Submitting the application by the priority processing deadline allows us to review your graduation requirements before Priority registration ends for your last term of attendance.
- Graduation applications are available in the Student Services Center, or may be downloaded from this website: www2.sjsu.edu/records/Forms.htm
- Major/Minor Forms are available from your department office.
- Submit completed graduation application, Major and Minor forms (as applicable) to the Student Services Center **in a sealed envelope**. 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.
- If you are unable to complete the course work, or if the date of graduation is delayed, a "Date Change" graduation form must be submitted to the Student Services Center. A \$10.00 administrative fee must be paid at the Bursar's Office.
- Submitting the application by the priority processing deadline allows us time to review your graduation requirements before Priority registration ends.

Date of Graduation	Priority Processing Deadline
May 2005	Thursday, July 1, 2004
August 2005	Tuesday, March 1, 2005
December 2005	Tuesday, March 1, 2005
May 2006	Friday, July 1, 2005

Don't delay! Apply by the priority processing deadline date. Applications will continue to be accepted up to one month prior to the graduation date, however, delays may occur and names may not appear in the commencement book. If we receive your application within the four weeks prior to the graduation date, you will automatically be set up for the next available graduation date.

College of Business Graduation Applicants

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

Master's Degree Candidates

- The "Petition for Advancement to Candidacy" form must be approved by Graduate Studies and Research before applying for graduation. See website for official deadline dates at www.sjsu.edu/gradstudies.
- Graduation applications are available in Graduate Studies and Research, Student Services Center, or at the Graduate Studies Website (<http://witloof.sjsu.edu/proj/gradstud/gsshort.htm>).
- Consult your graduate advisor for the paperwork necessary to Advance to Candidacy. Candidacy cannot be approved by Graduate Studies until you have completed nine letter-graded units and satisfied the graduate requirement of Competency in Written English.

Date of Graduation	Candidacy Programs Due	Deadline to Apply
August 2005	February 18, 2005	June 10, 2005
December 2005	April 1, 2005	September 23, 2005
May 2006	October 1, 2005	February 15, 2006

General Education Requirements & Courses

Introduction to General Education

A university brings together many separate areas of learning, yet it is more than just a collection of specialized disciplines. General Education involves both the development of skills and the acquisition of knowledge through the study of facts, issues, and ideas. Regardless of major, all who earn undergraduate degrees should share a common universe of discourse. The objectives of the San José State University General Education program are:

- To develop analytical skills and reasoning powers;
- To increase the ability to communicate ideas effectively both in speaking and in writing;
- To enhance the ability to live and work intelligently, responsibly, and cooperatively in a multicultural society and an increasingly interdependent world;
- To provide a fundamental understanding of science and the natural world;
- To further knowledge and appreciation of the arts and letters;
- To promote citizenship through knowledge of the forces that shape the individual and modern society; and
- To develop abilities to address complex issues and problems using disciplined analytic skills and creative techniques.

The advancement of academic discourse requires civility and a respectful attitude toward all members of the academic community 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.

The requirements and courses described in this section are approved for General Education for all students beginning continuous enrollment in fall 1991 or later. Questions on GE requirements should be directed to the major advisor or to an Academic Advisor in the Student Services Center if the student has not declared a major.

Overview of Requirements

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, Core GE, Advanced GE and American Institutions, must be completed by all students. Select those courses that best fit your interests and the overall goal of General Education to increase the breadth of your knowledge.

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 Advanced GE at SJSU regardless of GE completed at other institutions. EXCEPTION: Written Communication II may be satisfied prior to transfer.

5. If a course is listed as a sequence (AB), the entire sequence must be completed to satisfy the requirement.

6. Written Communication, mathematical concepts, critical thinking, and oral communication courses require a minimum grade of C.

7. 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.

8. 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.

9. The following GE courses require prerequisites to enroll:

Written Communication IA and IB

English Placement Test (EPT)

Mathematical Concepts

Entry Level Math Test (ELM)

Advanced GE

Writing Skills Test (WST)

	Units
CORE GE	
A. Basic Skills	
Oral Communication	3
Written Communication 1A	3
Critical Thinking	3
B. Science (including lab) & Math	
Life Science	3
Physical Science	3
Mathematical Concepts	3
C. Humanities & Arts	
Arts	3
Letters	3
Written Communication 1B	3
D. Social Science	
Human Behavior	3
Comparative Systems	3
Social Issues	3
E. Human Understanding & Development	
	3
	39
Advanced GE	
R. Earth & Environment	3
S. Self, Society & Equality in the U.S. ...	3
V. Culture, Civilization & Global Understanding	3
Z. Written Communication II	3
	12
American Institutions	
F1. American History	3
F2 & 3. US Constitution & Calif. Govt. ...	3
	*6
*Courses may also satisfy CORE GE areas.	

Major Exceptions

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

- Art & Design (BS and BFA only)
- Aviation
- Biological Sciences
- Chemistry
- Computer Science
- Engineering
- Environmental Studies
- Geology
- Human Performance
- Industrial Technology
- Justice Studies (Forensics majors only)
- Math
- Meteorology
- Music (BM only)
- Nursing
- Nutritional Science
- Occupational Therapy
- Physics

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

- Aviation
- Chemistry
- Engineering
- English
- Foreign Languages
- Geology
- History
- Meteorology
- Nursing
- Occupational Therapy
- Social Science

Core GE Courses

Students must complete 39 units of Core GE courses.

Notes: Only one MUSE course may be taken for GE credit.

Commencing with the fall 2005 term, HUP prefix changes to KIN.

A. Basic Skills

9 UNITS

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

A1. Oral Communication

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 20 Public Speaking
COMM 20N Pub Sp NonN Spks
COMM 40 Argmnt/Advocacy
HUM 1A-B, 2A-B Culture & Society
MAS 74 Public Address

A2. Written

Communication 1A

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 1A Composition
HUM 1A-B, 2A-B Culture & Society

A3. Critical Thinking

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

COMM 41 Crit Dec Making
COMM 45 Comm Criticism
COMM 60 Verbal Reasoning
ENGL 7 Critical Thinking
HIST 50 Historical Process
HUM 1A-B, 2A-B Cultural & Society
LING 21 Lang and Thinking
PHIL 57 Logic + Crit Reas
POLS 20 Controv Legal Iss

B. 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.

B1. Physical Science

In Science courses, students should master essential quantitative and qualitative skills that are necessary to understand scientific knowledge and methods and to incorporate these processes into the workplace and everyday life experiences

ASTR 10 Descript Astron
CHEM 30A (L) Intro Chem
CHEM/PHYS 35 (L) Intro to Phy Sci
GEOG 1 Geog Natural Env
GEOL 1 General Geology
GEOL 2 Intr Earth Sci
GEOL 6 Geol of California
GEOL 10 (L) Planet Earth
METR 10 Weather & Climate
MUSE (B1)
NUFS 001A Science of Foods
PHYS 1 Elem Phys

B2. Life Science

ANTH 12 Intro to Human Evol
BIOL 10 The Living World
BIOL 20 (L) Ecol Biol
BIOL 21 (L) Human Biol
ENVS 10 Life Chang Planet
MUSE (B2)

B3. Laboratory Science

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 1L (L) Gen Geol Lab (1 unit)
METR 111 Atmos Sci Lab (1 unit)
PHYS 1L (L) Elem Phys Lab (1 unit)

B4. Mathematical Concepts

You must satisfy the Entry Level Mathematics requirement prior to enrollment in one course from the following:

HS 67 Intro Health Stat
MATH 8 College Alg+Trig
MATH 10 Math for Gen Ed
MATH 12 Number Systems
MATH 19 Pre-Calculus
MATH 30 Calculus I
MATH 30P Cal I with Precal
MATH 70 Finite Math
MATH 71 Calc for Bus/Aviat
PHIL 9 Math/Logic for GE
SOC/SCS 15 Stat Ap in Soc Sci
STAT 95 Elem Stat

Intensive Science

Students who desire a more intensive plan of courses to satisfy Core GE may submit an application to the Student Resource Center after obtaining the approval of Associate Dean, College of Science, SCI 127.

C. Humanities & Arts

9 UNITS

Complete one course each in Arts, Humanities, and Written Communication 1B.

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.

C1. Arts

AMS 1A-B American Civ
ARTH 10 Art Appreciation
ARTH 70A Art Hist Prehis-Med
ARTH 70B Art Hist Ren-Mod
ARTH/ASIA 70C Arts of Asia
ARTH 72 Design in Society
DANC 10 Dance Appreciation
HUM 1A-B, 2A-B Culture & Society
MUSC 10A Music Appreciation
MUSC 10B Intro to Music
MUSC/ASIA 19 Mus Wrld Cultures
MUSE (C1)
PHIL 66 Intro Aesthetics
TA 5 Acting
TA 10 Theatre Apprecia
C2. Letters
AMS 1A-B American Civ
Chin 25 AB Inter Chinese
ENGL 10 Great Works of Lit
ENGL 22 Fantasy Science Fic
ENGL 71 Intro Creative Writ
ENGL 78 Intro Shakespeare
Fren 25 AB Inter Fren Reading
Germ 25 AB Inter German
HUM 1A-B, 2A-B Culture & Society
JPN 25 AB Interm Japanese
MUSE (C2)
PHIL 10 Intro to Phil
PHIL 61 Moral Issues
PHIL 70A Ancient Philosophy
PHIL 70B Modern Philosophy
POLS 3 Intro Pol Thought
RELS/HUM/MDES 70A Western Religions
RELS/ASIA/HUM 70B Eastern Religions
RELS/HUM/JWSS/MDES 90 Bible Hist and Lit
Span 25 AB Inter Spanish

C3. Written

Communication 1B

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

ENGL 1B Composition
HUM 1A-B, 2A-B Culture & Society
Students who satisfy Written Communication 1B with a course certified in another area of GE must complete Area C with a second course in Arts or Letters.

D. 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

D1. Human Behavior

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 11 Cultural Anthro
COMM 10 Comm and Relations
CHAD 60 Child Developmt
ECON 1B Prin of Econ
GEOG 10 Cultural Geography
HS/CHAD/GERO/RECL 15 Human Life Span
LLD 20 Nature of Language
MUSE (D1)
PSYC 1 General Psychology
PSYC 82 Child & Adol Psych
SOC 1 Intro to Sociology
WOMS 10 Sex & Gender Roles

D2. Comparative Systems

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

AAS 33A-B As Am US Hist/Pol
AAS/AFAM/MAS 25 Changing Majority
AMS 1A-B American Civ
ANTH 173 Culture Thru Film
CHAD 162 Child/Adol Mult Soc
CHAD 164 Contem Parenting
GEOG 101 Global Geography
HIST 10A Western Civilizatn
HIST 10B Western Civilizatn
HIST/POLS 15A-B US History/Govt
HUM 1A-B, 2A-B Culture & Society
MAS 10AB Mex Am Us Hist/Gov
MUSE D2
POLS 2 Intro Comp Pol
WOMS/AAS 20 Wom of Color in US

D3. Social Issues

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

AAS 33A-B As Am US Hist/Pol
AMS 1A-B American Civ
ANTH 102 Silcn Val Connects
ENVS 1 Intro Environ Iss
HIST/POLS 15A-B US History/Govt
HUM 1A-B, 2A-B Culture & Society
MAS 10AB Mex Am Us Hist/Gov
MCOM 72 Mcom & Society
MUSE (D3)
POLS 4 Intro Intl Rel
SOC 80 Social Problems
SOC 116 Global Society

E. 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.

ANTH/SOCI 25 Human Development
BIOL 54 Human Understanding
CHAD/HUP 67 Dev Human Potentialia
GEOL 5 Hum Dev Nat World
HS 1 Understand Health
HUP 69 Stress Management
MUSE (E)
NUFS 9 Intro Human Nutr
PHIL 12 Phil of the Person
RECL 10 Creat Meaning Life
RELS/GERO/HUM 99 Death Dying + Rel
SOCI/UNVS 57 Community Involve
TA 48 Beyond Words

Advanced GE Courses

Students must complete 12 units of Advanced GE courses.

- All Advanced GE must be completed at SJSU.
- Complete one SJSU course in each category.
- Prior to enrollment, all courses require completion of Core GE, satisfaction of the Writing Skills Test, and upper division standing.
- Students who fail the WST must consult their major advisor for appropriate preparation for Advanced GE.
- Commencing with the fall 2005 term, HUP prefix changes to KIN.

Areas R, S, and V

9 UNITS

Complete one 3-unit course from each category.

R. Earth & Environment

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 Recon Lost Civs
 ASTR 101 Modern Astronomy
 BIOL 101 Origins of Life
 BIOL 110 Biodiversity
 ENGR 100W* Engr Reports
 *For approved majors only
 ENVS 152 Envir Global Distr
 GEOL 102 Hist Geol
 GEOL 103 Earth Systems
 GEOL 105 Gen Oceanography
 GEOL 107 Prehistoric Life
 GEOL/ENVS 111 Geol and Envir
 GEOL 112 Earthquakes Volcan
 LLD 123 Sound Comm
 METR 112 Globl Climate Chng
 METR/ENVS 113 Atmos Pollution
 NUFS 115 Issues in Food Tox
 NUFS 139 Science & Hunger
 NUFS/HUP 163 Phys Fit + Nutrit
 PHIL 160 Phil of Science
 PHYS/MUSC 166 Physics of Music

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

In these courses, students will study the interrelationships of individuals, and 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 Am Comm
 AAS 185 Multi Persp Am Soc
 AMS/HUM 169 Amer Dream
 ANTH/BIOL/CHAD/HS 140 Human Sexuality
 CA/ENGL/MUSC/TA 172 Arts in U.S. Society
 CHAD 102 Dev of Self in Soc
 COMM 105 Comm Self & Soc
 COMM 174 Intercult Comm
 EDSE 103 Disability & Society
 EDUC/APSC/COMM/ENGR/HA/SCI 157 Comm Action & Serv
 ENGL 169 Ethnic Am Lit
 ENGL 174 Lit, Self, Society
 GERO/HS/SCWK/SOCI 107 Aging and Society
 HIST 188 Hist Women in US
 HPRF/HS/NUFS/NURS/OCTH 135 Hlth Multiculture
 HUP 101 Sport in America
 HUP/HS 169 Divrsty/Stress/Hlth
 JS 132 Race Gender Inequality & Law
 JS 136 Family & Comm Violence
 LLD 129 Cult/Lg/Ethn/in US
 MAS 130 Chicna/o Amer Soc
 MAS 160 Gender and Sexuality
 PHIL 122 Social Justic
 PHIL/BUS2/JS 186 Prof + Bus Ethics
 POLS 120 US Law and Society
 PSYC 191 Psych of Prejudice
 RECL 111 Leis, Cult & Ident
 RELS 162 Relig Controversy
 RELS/HUM 191 Relig in America
 RTVF 110 Elec Media & Cult
 SOCI 162 Race/Ethnic Rels
 SOCS 138 US Hist Soc Sci Pers
 URBP 101 The City
 WOMS 101 Study of Women

V. Culture, Civilization & Global Understanding

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

AMS/ENVS/HUM 159 Nat & World Culture
 ANTH/ASIA 115 Global Culture
 ANTH 146 Culture + Conflict
 ARTH 193A Worlds Art/Culture
 ARTH/ASIA 193B East West in Art
 CA/ENGL/MUSC/TA 173 Cont World Arts
 CHAD 106 Concepts of Child
 CHIN/ASIA 140 Chin Cul & Pol Lit
 DANC 102 Dance in Wrld Cult
 ENGL 117 Film, Lit, Culture
 FREN 102B Frncophone Lit & Cine
 GEOG 112 Nat Cult Terr Disp
 HIST 153 Hist Women Europe
 HIST 155 20th Century World
 HUM/ANTH/ASIA/RELS 114 Legacy of Asia
 HUM 128 Twentieth Century
 LLD 122 English World Lang
 MUSC 117 Mus Cul Latin Am
 MUSC 120 Worlds of Jazz
 NUFS 144 Food Culture
 PHIL/ASIA/RELS 104 Phil of Asia
 PHIL 107 Phil and Lit
 PHIL 110 Sci Tech + Hum Val
 PHIL 133 Ethics in Science
 POLS 150 War and Peace
 RELS/ANTH 122 Magic Science
 Reli
 RELS/ANTH/MDES 145 Mideast Tradition
 RTVF 188 Alternative Cinema
 SOCS 139 Wrl Hist Soc Sci Pers
 SPAN 102B Hisp Amer Culture
 TA/ENGL 127 Contemp Theatre
 TECH 198 Technology + Civil

Area Z. Written Communication II

3 UNITS

All students must satisfy Area Z by

- taking one of the courses listed below that is approved by their major; or
- completing the Graduation Writing Assessment Requirement (GWAR) at another CSU or equivalent coursework 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 Advanced GE in Earth & Environment, Self, Society & Equality in the U.S., and Culture, Civilization & Global Understanding.

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.

AFAM 100W
 ANTH 100W
 ART 100W
 BIOL 100W
 BUS2 100W
 CA 100W
 CHAD 100W
 CHEM 100W
 COMM 100W
 CS 100W
 ECON 100W
 ENGL 100W
 ENGR 100W
 ENVS 100W
 FORL 100W
 GEOL 100W
 HIST 100W
 HUM/AMS/RELS 100W
 HUP 100W
 JS 100W
 LLD 100W
 MATH 100W
 MCOM 100W
 METR 100W
 MUSC 100W
 POLS 100W
 PSYC 100W
 RECL 100W
 SOCI 100W
 SOCS 100W
 TA 100W

American Institutions

6 UNITS

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

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

F1-2-3. US History, US Constitution & California Govt.

All of these sequences satisfy Core GE requirements listed in parentheses.

AAS 33A-B As Am US-Hist/Pol (D2/3)
 AFAM 2A-B AfAm + Dev Am His/Gv
 AMS 1A-B American Civ (C1/2, D2/3)
 HIST/POLS 15A-B US History/Govt (D2/3)
 Hum 1AB, 2AB Cul & Society (A1/2/3, C1/2/3, D2/3)
 MAS 10AB Mex Am US Hist/Gov (D2/3)

F1. American History Only

HIST 20A-B Hist of Amer People
 HIST 170 Topics Amer Hist

F2-3. US Constitution & California Government Only

HIST 171 Amer Constitution
 POLS 1 Amer Govt

F3. California Government Only

HIST 189A California to 1900
 HIST 189B California fr 1900
 POLS 102 State Politics

Not an SJSU Student? Alternative Ways to Attend

CSU, UC and Community College Students

Applications for the following programs are available at <http://info.sjsu.edu/static/misc/resources.html>

Concurrent Enrollment

- CSU students enrolled at our sister campuses
- You may take unlimited units.
- Must have your current status validated by your home campus.

Cost: Same as matriculated SJSU students.

Visitor Program

- CSU students only
- You may take unlimited units.
- Must have your current enrollment validated by your home campus.
- Financial aid might be available, check with your home campus to determine your eligibility.

Cost: Same as matriculated SJSU students

Cross Enrollment UC and California Community College students.

- You are limited to one class.
- Must have your current enrollment validated by your home campus.

Cost: \$10.00

Admissions and Recruitment

Student Services Center
contact@sjsu.edu

National Hispanic University

San José State enjoys a special relationship with the National Hispanic University of San José, which includes course articulation and major-to-major agreements, cross-registration opportunities for both campuses, and other benefits.

Visitor Relations and Admission Counseling

Student Services Center
erecords@sjsu.edu

Open University

- Not interested in a degree at this time?
- Just want to take a course or two?
- Need to make up units after disqualification?
- Want to give SJSU a try?
- Need professional growth?
- Want personal enrichment?
- Planning a career change?

If you are not enrolled at SJSU and have not been admitted for this term, you may take regular semester classes on a space-available basis through Open University. Get credit for SJSU courses you take on a space-available basis, without formal admission, through Open University.

Who May Attend?

Anyone who has not applied or been accepted to SJSU as a regular student for this term may take Open University classes. Disqualified students seeking re-instatement to SJSU, please read the **Academic Information** section of the Open University registration booklet.

How Do I Register?

- You may not pre-register for Open University
- Look through the online schedule (<http://www.openu.sjsu.edu>) of classes
- Attend the first day of class
- Have your instructor sign your Open University registration form if space is available
- Take your signed form to the Admissions and Records counter in the Student Services Center by the deadline date
- Pay your fees and you're enrolled!

Where Do I Get Open University Forms and Information?

Download the information and forms at www.openu.sjsu.edu or pick up a free registration booklet on campus at Spartan Bookstore, Student Services Center, Student Union Information Center, Counseling Services, or off campus at International and Extended Studies.

International and Extended Studies

210 North Fourth Street, Suite 301, San José, CA 95112
www.openu.sjsu.edu
info@ies.sjsu.edu
Monday - Friday, 8:00 am - 5:00 pm
408-924-2670

Over 60 Program

The Over 60 Program allows retired California taxpayers over the age of 60 to take regularly scheduled SJSU courses on a space-available basis, at reduced cost. Apply online at www.csumentor.edu. Students admitted to the program will begin registration on the first day of classes, Monday, June 6 and must complete their registration by Thursday, June 30, 2005.

Course fee: \$47.10

Admission

Visitor Relations and Admission Counseling
Student Services Center
408-924-2550

Advising

REACH (Re-Entry and Commuter Help)
Counseling Services
408 924-5910
www.sjsu.edu/depts/counseling

cs0035@email.sjsu.edu

Step-to-College

SJSU sponsors a low-cost concurrent enrollment program for area high school students through the Step-to-College program. Offered during Fall, Spring and Summer terms, students must have permission from the school principal and meet all SJSU course prerequisites, including placement exams. Applications are available at the Student Services Center. Students accepted into the program will begin registration on the first day of classes, Monday, June 6 and must complete their registration by Thursday, June 30, 2005.

Course fee: \$21.15

Visitor Relations and Admission Counseling

Student Services Center
408-924-2550

Returning After an Absence

If you are in good standing and you were not disenrolled for non-payment of fees and you choose not to enroll or "stop out" for one semester, there is no need to reapply for admission. However, in order to maintain your matriculation at SJSU, you must enroll in classes the semester immediately following the one semester you stopped out. Some examples:

- You attended a spring term, earned grades and are 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.
- You attended a fall term, earned grades and are in good standing.
- You do not enroll in the next spring or fall terms.

-or-

- You take a full year off from school.

-or-

- You do not enroll in classes in your initial admission term

You must reapply for admission by completing the online application at www.csumentor.edu.

If you intend to stop out for one semester but decide to extend your absence, **a leave of absence request is not permitted.**

If you return to SJSU after an absence of more than one semester you must reapply for admission before access to registration is granted. Note that summer term is not presently included in this policy.

Police Services

Blue Light Phones

Police-Fire-Ambulance Emergency - Dial 911

Phones marked by blue lights are placed throughout the campus and will put you in immediate contact with the University Police Department. You may use these phones to request escort service, ask directions, or report any activity that you feel needs police attention.

Crime Prevention Program

The SJSU Police Department Investigations/ Crime Prevention Unit currently provides a variety of crime prevention presentations and services to the community. These include:

- Personal Safety and Rape Awareness
- Self-defense for Women
- Bicycle Registration and Safety
- Property Engraving
- Security Surveys
- Anti-Theft and Alarm Systems Equipment Information

Questions regarding any of these programs or requests to participate in them should be directed to the University Police Investigations/ Crime Prevention Unit at 408-924-2211.

Evening Guide Program

The Evening Guide Program is an escort service for students, faculty, staff and campus visitors to and from campus locations from 6:00 pm to 12:00 am, on week nights. Escort service by police officers is made possible at other times on an availability basis. Radio equipped Evening Guides provide service for those who must go from building to building or to their cars alone after dark. You may request an escort by calling the University Police business line or from any Blue Light or Elevator Phone.

Who are Evening Guides?

Evening Guides are SJSU students who have been carefully selected by the University Police Department and then trained to serve fellow students as evening escorts. They are equipped with radios so that they may communicate immediately with University Police Officers and Dispatchers. Evening Guides are identifiable by their light blue jackets with the words "Evening Guide" on them, and the photo ID they all must wear. Guides are student employees of the University Police Department trained to patrol the buildings and grounds of the campus to report suspicious activity to the University Police. Evening Guides wear dark blue jackets and also wear a photo ID while on duty, and may be called upon to perform escort services.

Fraternities and Sororities - Police Service

Currently, the UPD is providing primary law enforcement services to the Greek Houses in the nearby communities. You may already be aware that your 911 calls are answered by the UPD. UPD will handle calls for service from the fraternity and sorority houses.

Other UPD Personnel

In addition to police officers, the department also includes a number of non-sworn personnel. These may be police cadets, community service officers, evening guides, traffic and parking enforcement officers, or public safety dispatchers.

Police Service Complaints

As a member of the university community, you have a right to expect prompt, courteous and professional services from every member of the department.

If you feel a member of this department has mistreated you, violated your rights, or been otherwise unprofessional in his or her conduct, you have the right to file a complaint and have that complaint investigated. You may present your complaint in person, in writing, or over the telephone.

San José State University Police

Police services are provided to the campus community by the California State University Police Department. This is a state law Enforcement agency with an office on 5th Street (at Paseo de San Carlos), on the SJSU Campus. The department operates on a 24 hour basis, 365 days a year.

The University Police Department (UPD) is the primary law enforcement agency for all land and buildings owned or operated by the California State University System. This includes the SJSU main campus, the Aeronautics facility at San José International Airport, the SJSU South Campus (including Spartan Village and various athletic facilities), The International House, University Club and The Foundry. The UPD may call for assistance from outside agencies should exigent circumstances occur.

University Police have jurisdiction throughout the State of California and are responsible for the investigation of all criminal incidents occurring on State University property. Victim assistance, referral services, and general information can be obtained by contacting the University Police at 408-924-2222, Administration: 408-924-2185.

Uniformed Police Patrol

The police department provides a uniformed police patrol of the University by vehicle and by bicycle or foot. These officers will respond to your location to take reports of criminal activity or unusual incidents. You can reach the police dispatcher by calling 408-924-2222 or 911 (in the event of an emergency).

An officer should respond promptly unless you are told by the dispatcher that there will be a delay. If you are desirous of a report, the officer should ask for information necessary to complete the report and provide you with a case receipt containing his or her name and your report's case number. You may later obtain a copy of that report at the department.

Once completed, your report may be filed, or investigated by the officer who took the report. Your report may be forwarded to the investigations unit for further investigation. You may expect the officer who took the report to again contact you as he or she conducts a follow-up to your initial report.

If the event you are reporting took place on state property, the UPD will document and investigate the incident. If the event took place on the street adjacent to state property (for example, your car is parked curbside and is broken into or you have a minor traffic accident at South 7th and East San Salvador Streets), UPD will take the report.

In the event the University Police Department determines your report should be handled by another agency (such as the San José Police or the California Highway Patrol), you will be assisted in contacting that other agency by a member of this department. The dispatcher may assist you on the telephone, you may be provided the use of a telephone at the UPD building, or an officer will radio for assistance. The fact that an event occurred off the campus does not imply that UPD is not concerned. If you turn to the department for help, UPD will assist you in finding that help. If you feel that help was not forthcoming, UPD wishes to know about it as soon as possible.

Student Parking

Please remember that students are responsible for following the SJSU parking regulations at all times. Parking regulations are strictly enforced 24 hours a day, seven days a week, including holidays. Parking information and regulations can be obtained from the University Police Department/Parking Services at www.sjsu.edu/parking or 408-924-6556.

A parking permit is always required. There is no grace period.

Possession of a parking permit does not guarantee a parking space in the garages.

The garages are intermittently closed/full, so you should try to get to campus early or arrange your schedule accordingly. All permits are transferable to other vehicles except Resident Hall Student/Aviation "H" permits. Ownership or use of permits is not transferable to another person.

Parking Permits

Carpool Permits

Carpools are encouraged for two or more people. Student Carpool Permits are valid at any time between 6 am and midnight in the 7th Street Garage only. Carpool permit holders may enter to search for a parking space on the upper floors when the garage is closed. Contact Parking Services to obtain a Carpool permit.

Disabled Parking

A valid SJSU parking permit is required to park on campus. Students, faculty, and staff who wish to use Disabled Parking on campus must display an approved Disabled Placard **and** a valid SJSU parking permit. Contact the Disability Resource Center at 408-924-6000 for special needs and to register for additional services. Disabled parking is located on the ground level of the 7th and 4th Street garages and the second and third floors of the 10th Street Garage and in various surface lots on campus. See the campus map for information on garage and surface lot locations.

Park & Ride and Shuttle Information

There is no shuttle service during the summer months. The Park and Ride Lot is open for use most of the summer for activities taking place at the SJSU South Campus. Parking is \$4.00 per day to park at the Park and Ride Lot. You may wish to purchase your Fall parking permit on line at www.sjsu.edu/parking. Park and Ride is located on South 7th St. between Humboldt St. and Alma St., eight blocks south of the main campus.

Purchasing a Parking Permit

Student parking permits should be purchased online at www.sjsu.edu/parking, using a credit card. Within five business days the student will receive a permit in the mail. Internet access is available via campus computer labs in the Student Services Center lobby, King Library and the Student Union.

Bursar's/Cashiering Services **only issues** student "S" commuter and "H" housing parking permits with cash and check payments. All other permit purchases must be made online.

Regular Session Permits Rates

All day permit -
7th and 10th Street Garages only \$8.00

2 hour permit -	
7th and 10th Street Garages only	\$4.00
1 hour permit -	
7th and 10th Street Garages only	\$2.00
Academic year permits for: "S", "H"	\$384.00
Full semester permits for: "S", "H"	\$192.00
One day a week semester permits	\$85.00
Two days a week semester permits	\$152.00
Motorcycle permits	\$40.00
Park and Ride semester permits	\$96.00

Resident Hall/Aviation "H" Permits

Resident Hall and Aviation students may park **only** in the 7th Street Garage, section 2-H and above, overnight. Resident Hall/Aviation student permits are valid in "E" spaces from Friday 6:00 pm until Monday 6:00 am and on legal holidays recognized by the campus. **Spring Break is not considered a campus holiday.**

Student Commuter "S" Permits

Student Commuter "S", One Day and Two Day A Week permits are valid in all three parking garages in the general/student parking areas only, SJSU Perimeter Campus Parking, and the Park & Ride and Municipal Stadium lots when campus parking garages and perimeter areas are full.

Parking Permit Refunds

A \$10 administrative fee is charged for parking permits cancelled or returned within 15 days of purchase. After 15 days, all permits are prorated on a weekly basis and include a \$5 administrative fee.

No refunds are given after May 5, 2005. For questions or additional information please contact Parking Services at parking@sjsu.edu. All refunds are processed at Parking Services.

Parking/Permit Policies and Regulations

- Students must abide by all parking regulations and permit policies of San Jose State University Parking Services. Students who file a false lost/stolen report, alter, deface, duplicate parking permits or are found in possession of a stolen permit will be subject to a parking fine of \$151.00 **and** will be referred to the Student Judicial Affairs Office for disciplinary action. Persons may also be subject to criminal prosecution.
- To replace lost or stolen permits, go to the Parking Services Office located at the 7th Street Garage/University Police Department building. A police report must be filed and there is a replacement fee of \$10.00. If the permit is lost for a second time the student must pay full price for replacement of the permit.
- All permits are transferable to other vehicles owned by the permit holder except Resident Hall Student/Aviation permits.
- Permits are valid only in the vehicles listed to the registered owner of the permit. Ownership or use of the permit is not transferable from person to person.
- Parking permits must be visible to the enforcement officer looking into the front windshield. Permits must be affixed to the lower left-hand corner of the driver's windshield. No other means of displaying a permit is acceptable.

- When leaving a car with someone else (i.e. car repair, car wash), remove the permit to avoid it being lost or stolen.
- A permit is only valid in appropriately designated spaces. Do not park in disabled spaces or any other special purpose zones without the appropriate permit.

Parking Regulations

Parking Services parking regulations are enforced 24 hours a day, 365 days a year.

The most common causes of citations:

- Parking over the line in marked stalls
- Failure to display a valid permit
- Failure to read and follow instructions on posted signs.
- Forged and altered permit.
- Improperly displayed permit.
- Parking along unmarked roads or in a driveway. Parking is permitted in marked stalls only.
- Parking in loading or timed zone beyond the posted limit or without any evidence of loading.
- Failure to advise Parking Services when unusual circumstances are encountered. For example, if an inoperable vehicle must be left on campus overnight.
- Parking in Disabled spaces without a valid SJSU permit and a State Disabled Placard.
- Use of lost/stolen/forged permits.

Parking Fines

Citation	Fine
No valid permit	\$31.00
Expired permit	\$31.00
Parked in more than one space	\$31.00
Parked in special purpose space	\$31.00
Parked in excess of time limit	\$31.00
Dead Storage	\$31.00
Parked in red zone	\$46.00
Parked overnight	\$31.00
Other	\$31.00
Parked in Disabled zone	\$351.00
Permit improperly displayed	\$31.00
Possession of lost/stolen or forged permit	\$151.00
Boot Release fee	\$50.00

Citations must be appealed within 21 days of the date of issuance and by completing a citation appeal form. The appeal form can be picked up at the Parking Services Office located at the 7th Street Garage UPD building or completed on-line at www.sjsu.edu/parking. Failure to pay outstanding fines may result in immobilization of your vehicle or a DMV hold placed on your vehicle registration.

Student Parking Areas

Commuter Student (General) parking is restricted to 6 areas:

The 7th and 10th Street Garages have a limited number of spaces available for daily parking. Permits are \$8.00 per day/\$4 for 2 hours/\$2 for 1 hour and are available on the 3rd floors and above via automated pay stations. At the Park and Ride and the Municipal Lots parking is available for \$4.00 per day.

4th Street Garage, located at 4th and San Carlos Streets, all floors. Semester and annual permits only. Daily permits are not available nor valid.

10th Street Garage, located at 10th and San Fernando Streets, 3rd Floor, section 3F, and above.

7th Street Garage, located at 7th and San Salvador Streets, 2nd Floor section 2H, and above.

- **Park and Ride Lot** located at 7th and Humboldt Streets.
- **Muni Stadium Lot**, located at 10th and Alma Streets, when Park and Ride lot is full.
- **Perimeter Parking** starting from 4th and San Fernando Streets, 10th Street to San Salvador Street, San Salvador to the end of the 7th Street Garage.

Summer and Winter Session Permits

See www.sjsu.edu/parking or call 408-924-6556 for permit information.

Refund will be 50% of all remaining full weeks; however, no refund for remaining periods of less than two weeks.

Note: Decals must be returned to Parking Services to be eligible for a refund. Rates are subject to change.

Your Responsibilities as a Student

Acquired Immune Deficiency Syndrome (AIDS)

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

The risks of AIDS can be reduced by:

- Avoiding the exchange of body fluids during sex. Do not allow semen, blood, urine, feces or vaginal secretions to enter your body. Proper use of condoms greatly reduces the risk of virus transmission.
- Reducing the number of sexual partners. Promiscuity brings a greater risk of AIDS.

A long term monogamous relationship is usually safe. Some students choose abstinence as a means of avoiding contact with the AIDS virus.

- Avoiding the use of intravenous drugs or sharing needles.
- Not sharing razors or toothbrushes.
- Knowing your sexual partners well before having sex. Knowing about your prospective partner's health and awareness of safety precautions may save your life.

For information about AIDS prevention, safer sex and condom sales:

Student Health Center Health Education Department

HB 209

408-924-6204

http://sa.sjsu.edu/student_health/

Anonymous testing for the AIDS antibody can be obtained at:

PACE Clinic

2400 Moorpark Avenue, Suite 316

San José, CA 95126

408-885-7000

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. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life-threatening. 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.

Available Drug or Alcohol Counseling and Treatment Programs

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

State Employee Assistance Program

Concern 1-800-344-4222

www.concern-eap.com

Counseling Services

ADM 201

408-924-5910

Prevention Education Program

408-924-5945

California Alcohol and Drug Abuse Law

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

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

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

Local Laws

Local laws generally are consistent with Federal and State laws.

University Regulations

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

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

Conduct Regarding Drugs and Alcohol

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

The sale, possession, distribution or use of illicit drugs will not be tolerated. Students, faculty and staff are expected to comply with laws governing the possession, distribution and

consumption of alcohol as promulgated by the State of California and the university.

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

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

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.

Health Risks

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

Statement of Disciplinary Action

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 628 (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.

Student Disciplinary Process

The judicial process is governed by E.O. 628. Copies of this document are available in the Associate Vice President for Student Affairs, Administration 218, 408-924-5985.

Student Discipline and Conduct

Questions regarding student disciplinary matters should be directed to the Office of Judicial Affairs, Administration 218, 408-924-5985.

Title 5 - California Code of Regulations

41301. Expulsion, Suspension and Probation of Students.

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

- (a) Cheating or plagiarism in connection with an academic program at a campus.
- (b) Forgery, alteration or misuse of campus documents, records or identification or knowingly furnishing false information to a campus.
- (c) Misrepresentation of oneself or of an organization to be an agent of a campus.
- (d) Obstruction or disruption, on or off campus property, of the campus educational process, administrative process or other campus function.
- (e) Physical abuse on or off campus property of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse.
- (f) Theft of, or non-accidental damage to, campus property, or property in the possession of, or owned by, a member of the campus community.
- (g) Unauthorized entry into, unauthorized use of, or misuse of campus property.
- (h) On campus property, the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis.
- (i) Knowing possession or use of explosives, dangerous chemicals or deadly weapons on campus property or at a campus function without prior authorization of the campus president.
- (j) Engaging in lewd, indecent or obscene behavior on campus property or at a campus function.

(k) Abusive behavior directed toward, or hazing of, a member of the campus community.

(l) Violation of any order of a campus president, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus news-paper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this section.

(m) Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation pursuant to this Section.

(n) For purposes of this Article, the following terms are defined:

(1) The term "member of the campus community" is defined as meaning California State University Trustees, academic, non-academic and administrative personnel, students and other persons while such other persons are on campus property or at a campus function.

(2) The term "campus property" includes:

(A) real or personal property in the possession of, or under the control of, the Board of Trustees of the California State University, and

(B) all campus feeding, retail, or residence facilities whether operated by a campus or by a campus auxiliary organization.

(3) The term "deadly weapons" includes any instrument or weapon of the kind commonly known as a blackjack, slingshot, billy, sandclub, sandbag, metal knuckles, any dirk, dagger, switchblade knife, pistol, revolver, or any other firearm, any knife having a blade longer than five inches, any razor with an unguarded blade and any metal pipe or bar used or intended to be used as a club.

(4) The term "behavior" includes conduct and expression.

(5) The term "hazing" means any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger, or physical or emotional harm, to any member of the campus community; but the term "hazing" does not include customary athletic events or other similar contests or competitions.

(o) This Section is not adopted pursuant to Education Code Section 89031.

(p) Notwithstanding any amendment or repeal pursuant to the resolution by which any provision of this Article is amended, all acts and omissions occurring prior to that effective date shall be subject to the provisions of this Article as in effect immediately prior to such effective date.

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.

Your Rights as a Student

Academic Integrity Policy

The university emphasizes responsible citizenship and an understanding 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. 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. The public is defrauded if faculty and/or students knowingly or unwittingly allow dishonest acts to be rewarded academically and the university's degrees are compromised.

Student Role

It is the role and obligation of each student to:

1. Know the rules that preserve academic integrity and abide by them at all times. This includes learning and following the particular rules associated with specific classes, exams and/or course assignments. Ignorance of these rules is not a defense to the charge of violating the Academic Integrity Policy.
2. Know what the consequences of violating the Academic Integrity Policy will be, student's appeal rights, and the procedures to be followed in the appeal.
3. Foster academic integrity among peers.

Faculty Member Role

It is the role and obligation of each faculty member to:

1. Apprise classes of the Academic Integrity Policy and the ethical standards required in courses and the permissible procedures in class work and/or examinations. This information should be referenced in course syllabi (and other materials as appropriate).
2. Make every reasonable effort to foster honest academic conduct. Specifically, examinations should be appropriately proctored or monitored to prevent students from copying, from using non-cited resources, or exchanging information. Examinations and answers to examination questions should be secured in such a way that students cannot have prior access to them. Efforts should be made to give unique and varied assignments.
3. Take action against a student in accordance with this policy when the faculty member has supporting evidence that a student has violated the Academic Integrity Policy.
4. Comply with the rules and standards of the Academic Integrity Policy.

Office Of Judicial Affairs Role

It is the role of the Chief Judicial Affairs Officer to:

1. Comply with and enforce the Student Code of Conduct (http://sa.sjsu.edu/judicial_affairs/index.html) which includes the Academic Integrity Policy.
2. Adjudicate student judicial cases and assign administrative sanctions to students who have violated the Student Code of Conduct.

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.

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.

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 Judicial Affairs 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 coursework 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 Chief Judicial Affairs 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 Judicial Affairs 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 Judicial Affairs 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 with defrauds or misrepresents, including aiding or abetting other students who violate this policy.

4.1.7 Recommended Academic Sanctions:

For violations of sections 1.1.5 and 1.1.6, the student must be referred to the Office of Judicial Affairs 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 Judicial Affairs.

The Office of Judicial Affairs 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 Judicial Affairs.

Faculty members will be notified by the Office of Judicial Affairs when action has been taken. The Office of Judicial Affairs 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 Judicial Affairs 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 Academic sanctions may be appealed through the Ombudsman in accordance with University Policy S83-7, and ultimately to the Student Fairness Committee.

5.2 When an administrative sanction is being considered, Executive Order 628, 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.

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 Judicial Affairs.

7.2 Dissemination of this information shall be the responsibility of the Office of Judicial Affairs. Information is available at http://sa.sjsu.edu/judicial_affairs/index.html.

7.3 The Office of Judicial Affairs 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.

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 subject to civil and criminal penalties.

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

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

SJSU's Commitment to Student Health and Safety

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

conduct of campus affairs, has led SJSU to issue this information.

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

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

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

- Vice President for Student Affairs, ADM 242
- Human Resources, BB
- Prevention Education Program, HB 220

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).

Equal Opportunity

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

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

Privacy Rights Of Students In Education Records

The Federal Family Educational Rights and Privacy Act of 1974 [also commonly known and referred to as The Buckley Amendment (20 U.S.C. 1232g)], regulations adopted thereunder (34 C.F.R.99), et. seq., set out requirements designed to protect and govern the privacy of parents and students as well as access to their records by third parties as maintained by the institution.

In brief, the law indicates that an institution must provide students access to official records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing does not include any right to challenge the appropriateness of a grade as determined by the instructor; however, the student may use this process to verify that the grade given by an instructor has been properly transmitted into the student's record. If needed, the Vice President for Student Affairs will designate a Hearing Officer to consider any appeals based upon established guidelines.

The law generally requires that written consent of the student be received before releasing personally identifiable data about the student from records to other than a specified list of exceptions. The campus is authorized to release public directory information concerning students. Under the law, directory information may consist of the student's name, address, telephone listing, date and place of birth, major and minor fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree 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 University at any time unless the university has a written objection on file from the student specifying information that the student requests not be released. Written objections should be sent to the Director of Registrar Services. It should be noted, however, that **SJSU policy on disclosure of student information is more restrictive than the law.** Directory information may be used by the university for the development of campus programs and for announcements regarding awards and degrees conferred. Requests for directory information for external commercial purposes generally are not honored.

The university is authorized to provide access to student records to personnel or employees who have legitimate educational needs for such access. These persons are those who have responsibilities in connection with the institution's academic, administrative, or service functions and who have reason for using student records connected with the institution or other related academic responsibilities. Disclosure may also be made to other persons or organizations under certain conditions (e.g., as part of accreditation or program evaluation; in response to a court order or subpoena; in conjunction with financial aid; to other institutions to which the student is transferring). Records maintained by the university and the official custodians of such records are noted below:

Academic Director of Registrar Services
Academic Department or Program Department Chair or College Dean
Admission Director of Admissions
Career Services Director of the Career Center
Disability Resources Director of the Disability Resource Center
Disciplinary Chief Judicial Affairs Officer
Financial Accounts University Bursar/Bursar's Office
Financial Aid/Scholarships Director of

Financial Aid and Scholarships
Student Activities/Organizations
Director of Student Life & Leadership
University Housing Director of University Housing Services

Counseling and medical records are regulated strictly under applicable California and Federal Law (as well as by some licensing agencies) and if used for treatment, they are maintained separately from educational records. Law enforcement records that are maintained separately from other educational records generally are not considered education records. For more information, please contact Counseling Services, the Student Health Center or the University Police Department, respectively.

If you would like a copy of the university's Policy on Educational Rights, Privacy and Control of Student Records Information, which conforms to the requirements of the Law, please contact Registrar Services. Members of the university community who have general questions regarding student records should contact the Assistant Vice President for Planning and Retention/University FERPA Compliance Officer 408-924-5906. For specific questions regarding registration and admissions records, however, please contact the Director of Registrar Services 408-924-2012. For investigations, process and review complaints under the Law, please contact the United States Department of Education's Office of Family Policy Compliance 400 Maryland Ave., S.W. Washington, D.C. 20202-4605 or Telephone 202-260-3887 or TDD 202-260-8956.

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 Equity & Diversity, which is located in UPD 303, 408-924-1115.

Student Fairness Committee

The Student Fairness Committee is under the jurisdiction of the university's Academic Senate and is guided by Senate Policy S97-8. 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. Examples of grievances include:

- Inconsistent application of announced requirements.
- Belated imposing of requirements not originally made clear.
- Assignment of marks based on criteria other than academic performance in the course.
- Grading criteria that do not provide a dependable method of evaluating student work or performance.
- Violation of student right to know, within a reasonable time, academic progress in the course.
- Violation of student right to an explanation of how course grades were determined.
- Registration and application problems.
- Assistance with concerns that have not been resolved by other regular university procedures.

Except in unusual circumstances, only petitions filed six months after completion of the course in which the alleged injustice occurred will be considered by the Student Fairness Committee. 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, 408-924-5985.

Title IX Coordinator

SJSU does not discriminate on the basis of sex in the educational programs and activities it conducts. Such programs and activities include admission of students and employment.

Inquiries and complaints concerning the application of Title IX to programs and activities of SJSU may be referred to the Director of Compliance, ABS 106, 408-924-1200 or the Office for Equity & Diversity, UPD 303, 408-924-1115.

Class Notes

- 01 Students must register for one section of each activity listed.
- 03 Lecture may be taken alone, but lab requires enrollment in a lecture section.
- 04 Compressed session.
- 05 Additional fees or materials required. Contact department office.
- 06 Additional fees and/or materials required.
- 08 A laboratory to assist students in their studies will be available.
- 09 See SJSU Catalog for requirements.
- 10 See department for advisement, prerequisites, and/or course requirements.
- 12 Contact department for dates, times or place of class meeting.
- 13 Students must also register in a lab section.
- 14 Meets pre-professional experience requirement for teacher education programs.
- 15 See comment section which appears under the department name.
- 16 Contact instructor for meeting dates.
- 17 Additional hours required.
- 18 Does not meet full semester.
- 19 Required field trips (may include weekends).
- 20 Class meets at off-campus location, students must arrange own transportation.
- 21 Course to be taught in Bath, England. Contact Study Abroad Office, ADM 223.
- 23 Section meets at Cabrillo College (televised).
- 24 Section meets at Gavilan College (televised).
- 25 Section meets at Monterey County Office of Education - Salinas (televised).
- 26 Section meets at James Logan High School - Union City (televised).
- 30 Course taught at National Semiconductor.
- 32 Class meets at off-campus location.
- 34 Prereq - Sophomore, junior or senior standing.
- 35 Prereq - Upper division standing. 36 Prereq - Graduate student status.
- 37 Prereq - Senior standing.
- 38 Prereq - Graduating senior status. Must show proof of application for graduation.
- 39 Prereq - Satisfaction of Entry Level Math Test (ELM). See Testing Section in this Schedule.
- 40 Prereq - Placement test. See Testing Section in SJSU Schedule of Classes.
- 41 Prereq - Satisfaction of English Placement Test (EPT). See Testing Section in this Schedule.
- 42 Prereq - Math Placement Exam. See Testing Section in SJSU Schedule of Classes.
- 46 Prereq - Engl 1A.
- 48 Prereq - Written Communication II (100W) or equivalent.
- 50 Prereq - Approval of thesis prospectus.
- 52 At first class meeting students must furnish proof of completion of prerequisites.
- 53 Prerequisite courses required. Consult SJSU Catalog.
- 54 Prerequisites, skills or materials are required. Consult the SJSU Catalog or department office.
- 55 Prereq - California Basic Education Skills Test (CBEST) taken prior to enrollment.
- 57 Prereq - Passage of WST, Upper Division standing and completion of CORE GE. Consult SJSU Catalog. If you met requirements at another institution. provide transcript to Student Services Center.
- 59 Requires consent of instructor.
- 60 Requires Consent of graduate or undergraduate advisor.
- 61 Requires department release of Course Permission Number.
- 62 Requires department approval.
- 63 Requires negotiated agreements or contracts. Consult department.
- 64 Restricted class level. Consult department before enrolling.
- 65 Year long course only for students who have completed first semester of sequence.
- 66 Honors course. Requires department approval.
- 67 Not open to students majoring in this discipline.
- 68 Restricted to certain majors. Others permitted during Schedule Adjustment Period on space available basis.
- 69 Restricted to certain majors. Contact department office for information.
- 70 Open to non majors.
- 71 Disabled students only.
- 72 International students only.
- 73 Not available to Open University students.
- 74 Prerequisites must be completed with grades of B or better.
- 75 Prerequisites must be completed with grades of C or better.
- 76 Requires departmental review. See SJSU Catalog.
- 77 Restricted to majors in this department. See SJSU Catalog. (<http://www.sjsu.edu/depts.atn>)
- 82 Section is taught with pre-taped videos. See instructor for details.
- 84 This section is taught off-campus at Nasa Ames, Mt. View (Moffet Field) at Bldg 583 Room 1. Parking is free.
- 96 Multiple GE areas are met by completion of this course; See SJSU Catalog.
- 97 Course is on campus for all meetings. Supplemental course materials offered on Web require Internet access. Important information about this class can be found at <http://online.sjsu.edu> three weeks before the first day of classes.
- 98 Course is Internet-based through video streaming. Requires computer with sound card, 56K modem and Internet service provider. Contact 408/924-2636 or www.sjsu.edu/depts.atn.
- 99 Televised section. Course available via TV at several locations. Enrollment in this course grants SJSU permission to record your image and voice for instructional purposes. Contact 408/924-2636.
- 100 Televised section. 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. Supplemental course materials offered on Web require Internet access. Important information about this class can be found at <http://online.sjsu.edu> three weeks before the first day of classes.
- 101 Online, Web-based courses without required meetings on campus. Important information about this class can be found at <http://online.sjsu.edu> three weeks before the first day of classes.
- 102 Mixed Mode - Classroom and Online, Web-based Instruction. Has required meetings on campus. Important information about this class can be found at <http://online.sjsu.edu> three weeks before the first day of classes.