

# REGULATIONS AND POLICIES

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## Academic Regulations

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Admissions & Records  
Salazar Hall 2030  
(707) 664-2778

### Changes in Rules and Policies

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

This catalog does not constitute a contract or the terms and conditions of a contract between the student and the institution or The California State University. The relationship of the student to the institution is one governed by statute, rules, and policies adopted by the Legislature, the Trustees, the Chancellor, the President and their duly authorized designees.

### Registration and Enrollment

You must be either a continuing student or an admitted applicant who has paid their Enrollment Reservation Deposit (ERD) in order to be eligible for registration. You are a continuing student if you registered for one or both of the previous two semesters (summer and intersession excluded). Continuing student status will be lost if you earned your bachelor's degree, were academically disqualified, or were separated from the University for 2 semesters or more.

The University offers several opportunities for registration. At least two registration periods are held prior to the first day of instruction. Late registration, which requires payment of an additional fee, is available during the add/drop period.

New students must confirm their intention to enroll at Sonoma by paying an Enrollment Reservation Deposit (ERD). Information will be sent at the time of admission about the deposit. All eligible continuing students and all admitted applicants who have paid the deposit will be sent registration notifications at least one week prior to the registration period with the exception of first-time freshmen who register during summer orientation. This registration notification will provide a link to the Registration website, which will include information about advising, registration appointment times, important dates, and procedures for registering. Applicants admitted too late

to participate in the first registration period will receive information regarding subsequent registration periods.

The best source for registration information is the Admissions and Records website. The Schedule of Classes is available on our online Student Information System (PeopleSoft) and is updated in real time. A PDF version of the Schedule of Classes is published electronically each semester.

### Registration

All students at Sonoma State University register online. Students will find Web registration quick and easy. Carefully read all of the registration information on the Admissions and Records website to make the registration process even simpler.

### User ID and Password

Access to Web registration requires the entry of your Seawolf User ID and password. Information on how to obtain your user ID and password can be found at the Admissions and Records website.

### Registration Fee Payment Deadline

The Seawolf Service Center website at [www.sonoma.edu/customerservices/studentfee](http://www.sonoma.edu/customerservices/studentfee) publishes the fee schedule and payment due dates. Students who fail to pay their fees by the registration fee deadline will be dropped from their classes. Credit will not be granted in any course unless all registration procedures are completed and fees are paid.

### Holds

Be sure to clear any holds before registration. Depending on the nature of the hold, access to registration may be blocked, and the student may miss his or her registration appointment. You can view your holds online. For additional information about a financial hold, contact the Seawolf Services Center. For non-financial holds, contact the office that placed the hold.

### Categories of Enrollment

With the exception of first-time freshmen who register at Summer Orientation, appointments are assigned by class level in descending order of units earned. The order is:

<i>Status</i>	<i>Units Completed</i>
First-time Freshman	0
Classified Graduate and Credential	n/a
Senior	90+
Junior	60-89
Sophomore	30-59
Freshman	0-29
Unclassified Graduate Students	N/A

SSU reserves the right to give priority registration appointments to certain populations of students approved by the Academic Senate.

## Academic Load

A minimum of two hours preparation for each hour of regular class work should be expected; in upper-division and graduate-level courses, additional time may be required.

Undergraduate students who need to be registered full-time should note that 12 units is the minimum load to qualify for full-time status.

The maximum academic load recommended for graduate students is 12 units, but a student may register for up to 20 units.

Graduate students officially accepted into master's degree programs who are taking classes that are part of their approved plan of study and need to be registered full-time should note that 8 units is the minimum load to qualify for full-time status. Other postbaccalaureate students (e.g. Credential, unclassified, etc.) follow the same rules as Undergraduate students.

## Add/Drop

Students are permitted to change their initial enrollment by following the University's add/drop procedures. A student may add, drop, or change the basis of grading of a class utilizing the University's online registration system and within the deadlines of the Registration Calendar. Students should consult the Admissions and Records website for the procedures, approvals, timelines, and fees associated with add/drop process.

Students may add courses to their schedules up to the maximum enrollment limit during the registration periods and the add/drop period. Students must register themselves. You may add a class only if space is available on My SSU. Sitting in on a class is not equivalent to enrollment in a class. You are registered only when you successfully complete the Web transaction. Consult the Office of Admissions and Records website for appropriate dates and approvals.

Students may drop a course or courses during the two registration periods and the add/drop period. Dropping during these times will remove the course from your schedule. Once you have decided to drop a class, you should do so immediately so that another student can fill your vacated seat. After the add/drop period, you may still drop classes until Census date (which is the 20<sup>th</sup> day of instruction); however, you will receive a grade of "W" for the course(es).

Failure to attend a class does not constitute a formal drop or withdrawal from a class. Students are responsible for dropping classes they are not attending during the deadlines posted on the academic calendar.

## Withdrawal from Courses

In accordance with CSU Executive Order No. 1037, it is the policy of Sonoma State University that:

### I. Dropping a Course:

Students may **drop a course** (or courses) online and without penalty until the drop deadline (check Academic Calendar at <http://www.sonoma.edu/ar/calendars/index.shtml>).

## II. Withdrawal from a Course or Courses after the Drop Deadline:

**A. Unit Limit for Withdrawal from Courses:** Undergraduate students may withdraw from no more than 18 total semester units of coursework attempted at Sonoma State University. Withdrawals for "serious and compelling" reasons, which are documented and approved according to the procedures below, will not count toward the maximum of 18 semester units.

**B. Definition of Serious and Compelling:** For the purposes of withdrawal, the University defines "serious and compelling reasons" as follows:

1. The standard of "serious and compelling" applies to situations, such as illness or accident, clearly beyond the student's control. All situations require documentation.
2. The following situations are typical of those for which "serious and compelling" is appropriate justification for withdrawal:
  - a. An extended absence due to verifiable accident, illness, or personal problem serious enough to cause withdrawal from the university;
  - b. An extended absence due to a death in the immediate family;
  - c. A necessary change in employment status that interferes with the student's ability to attend class;
  - d. Errors made by SSU;
  - e. Other unusual or very special cases will be considered on their merit by the University Standards Committee.
3. The following situations DO NOT fall under the intent of "serious and compelling":
  - a. Grade anticipated in class is not sufficiently high, or student is doing failing work (including situations where the student has been penalized with a failing grade for academic dishonesty);
  - b. Failure to attend class, complete assignments, or take a test;
  - c. Dissatisfaction with the course material, instructional method, or instructor;
  - d. Class is harder than expected;
  - e. Pressure of other classes, employment, and/or participation in extracurricular activities;
  - f. A change of major;
  - g. Lack of awareness of the withdrawal process or procedures.
4. This standard shall be available to students, faculty, and administrators online and on the Petition to Withdraw from a Course form.

### **C. From the drop deadline through the “last day to Drop with W” (check Academic Calendar),**

1. Students may withdraw from a course (or courses) online for any reason.
2. Students who withdraw during this period shall receive a non-punitive grade of “W”.
3. Withdrawing from a course (or courses) for reasons that are not “serious and compelling” will count toward the 18-unit maximum.
4. Students withdrawing from a course or courses for “serious and compelling” reasons should file a Petition to Withdraw, accompanied by documentation, rather than withdrawing online.
5. Students withdrawing from all courses should see Section III below (Total Withdrawal).

**D. After the “last day to Drop with W” and prior to the last 20% of instruction** (check Academic Calendar), students may withdraw with a “W” from a course (or courses) ONLY for “serious and compelling” reasons, which must be documented. Students must pay a fee and file a petition (available at Admissions & Records) for each course, stating their reasons for withdrawal and providing documentation, which must accompany the petition. Students must obtain the signatures of the course instructor and the chair of the department in which the course is taught for the petition to be approved. Such withdrawals will not count against the maximum number of units in Section II, A above.

**E. During the last 20% of instruction** (see Academic Calendar), students may withdraw with a “W” from a course (or courses) ONLY for documented “serious and compelling reasons” clearly beyond the student’s control. Procedures are the same as for Section D above. However, for this period, the registrar has the final authority to approve or disapprove the petition. Such withdrawals will not count against the maximum number of units in Section II, A above. Note: While in many cases withdrawing from a course may be the best option, students may wish to consult with the course instructor about whether the amount of work remaining to be completed and the nature of the “serious and compelling reasons” would make an incomplete practical.

### **III. Total Withdrawal**

A. During the period between the Drop Deadline and the “last day to withdraw with a W online,” a student wishing to completely withdraw from the semester (drop all courses) must complete a Withdrawal Form for each course. If the student’s reasons for dropping are “serious and compelling,” the reasons must be documented and approved. If “serious and compelling” reasons for withdrawing are documented and approved, the units will not count toward the maximum number of units in Section II, A above.

B. During the period from the census date to the end of instruction, students wishing to completely withdraw from the semester

may do so ONLY for “serious and compelling reasons,” which must be documented. As in Section II, D and E above, students must pay a fee and file a petition for each course, stating their reasons for withdrawal and providing documentation. Students must obtain the signatures of each course instructor and the chair of the department in which each course is taught for the petition to be approved. If the petition is filed during the last 20% of instruction, the Registrar has the final authority to approve or disapprove the petition. Such withdrawals will not count against the maximum number of units in Section II, A above.

### **IV. Retroactive Withdrawal**

After a given semester has ended, students may petition to retroactively withdraw from an entire semester if there are “serious and compelling” reasons for such a withdrawal. The student must file a petition, which must be accompanied by documentation of the “serious and compelling” reasons. The petition must also be supported by the student’s department advisor or by an academic advisor if the student is undeclared. The Registrar and the University Standards Committee have the final authority to approve or deny such petitions. Students may withdraw from a single course retroactively if and only if there are “serious and compelling” reasons affecting a single course (such as being unable to finish a PE course due to a broken leg). Retroactive withdrawals for “serious and compelling” reasons will not count against the maximum number of units in Section II, A above.

### **V. Documentation**

All petitions for withdrawal after census date must be accompanied by documentation of the “serious and compelling” reasons for withdrawal. Documentation may include: verification of accident or illness (such as a letter from the treating physician or copies of medical bills); a letter from a licensed counselor; death certificate; employer verification of change of work status; PeopleSoft records; and other like documentation as appropriate.

### **Cancellation of Registration or Withdrawal from the Institution**

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term are required to follow the University’s official withdrawal procedures. Failure to follow formal University procedures may result in an obligation to pay fees, as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term.

Students who receive financial aid funds must consult with Director of Financial Aid, Salazar Hall 1000, (707) 664-2389, prior to withdrawing from the University regarding any required return or repayment of grant or loan assistance received for that academic term or payment period. If a recipient of student financial aid funds withdraws from the institution during an academic term or a payment period, the amount of grant or loan assistance received may be subject to return and/or repayment provisions.

Information concerning the refund of fees due to complete

withdrawal from the University may be obtained from Customer Services.

Students who are living in Student Housing must consult with the Director of Housing to make arrangements to vacate.

### **Leave of Absence**

The Leave of Absence allows for leaves of one or two semesters. Continuing students should file a leave form with the Office of Admissions and Records indicating the duration of the leave (1 or 2 semesters only) within the first two weeks of the first semester of the requested leave. Students must file a leave form to be eligible for enrollment in the subsequent semesters. New students may not request a Leave for the first semester of enrollment at the University.

A Leave request for health reasons needs to be completed with the appropriate signatures. Documentation from a licensed State of California health professional will normally be required.

A leave for educational reasons permits a student to be absent from regular attendance for one or more terms while maintaining continuing enrollment status. Applicants must have an intention to return to formal study within a specified period and plan for how the time is to be spent in relation to an educational objective. An official transcript is required at the time of the student's return.

For students who are on a leave of two semesters, you must participate in early registration in order to maintain enrollment eligibility. For students returning in a Fall semester, you must register in April/May. For students returning in a Spring semester, you must register in November. Students failing to register in early registration will have their continuous enrollment eligibility cancelled and will need to reapply for admission.

### **Continuing Student Status**

Once you enroll, pay fees, and attend classes at Sonoma State University, you will be in "continuing student status" for the current and subsequent semester. Reapplication to SSU is required if you take a leave of two semesters and are not on an approved Educational Leave of Absence; if you graduate with a baccalaureate from this or any other institution; or if you are a newly admitted student who enrolls, pays registration fees, and then withdraws before Census day, which is the 20th day of the semester.

The term "student" means any person taking courses at a campus, both full-time and part-time, including summer session, special session, and Extended Education.

**Continuing:** Student is enrolled in regular programs in one or both of the previous two semesters (summer and intersession excluded) or is resuming studies after an approved Educational Leave of Absence of no more than two consecutive semesters.

**New:** Student who is registering in a regular term for the first time.

**Former:** Student who has not registered in two previous consecutive semesters (summer and intersession excluded).

**Readmitted:** Student who previously attended SSU, broke continuous enrollment status, reapplied, and is readmitted to SSU in a regular program.

### **CSU Concurrent Enrollment**

Matriculated students in good standing may enroll at both their home CSU campus (SSU) and a host CSU campus during the same term. Credit earned at the host campus is reported at the student's request to SSU to be included on the student's transcript at SSU. Details and applications are available from the Office of Admissions and Records, Salazar Hall 2030. Concurrent enrollment is valid for one term only.

### **CSU Visitor Enrollment**

Matriculated students in good standing enrolled at SSU may enroll at another CSU campus for one term. Details and applications are available from the Office of Admissions and Records, Salazar Hall 2030.

### **Concurrent Enrollment with SSU Extended Education**

Matriculated students are not permitted to enroll concurrently in regular SSU courses and SSU Extension or Open University courses, nor may students who have previously attended SSU and whose current status is disqualification for either academic or administrative reasons. Neither are students who have applied and been admitted to the University, but who do not pay fees or enroll in regular University courses, eligible to enroll through Extended Education or the Open University program. There will be no exceptions to this regulation, and no refund of fees.

Extension students admitted in resident classes (through Open University) shall receive the same credit as they would receive in a matriculated class. Concurrent enrollment of extension students in regular classes does not constitute admission to the University; neither does it entitle them to student services available to regular students with the exception of library privileges. Additional information is available at the Office of Extended Education.

### **Cross Enrollment**

The Cross Enrollment Program is designed to enhance the educational experience of California students by providing them with increased access to courses offered by campuses of other public higher education institutions. Students may speed progress toward meeting degree requirements by investigating course availability at campuses of other systems when they are unable to gain access to required courses at their home campus or are unable to find a course offered at a convenient time. Cross enrollment also expands educational horizons by providing students with opportunities to explore disciplines not offered by the home campus.

CSU full-time undergraduate students have an opportunity to enroll without formal admission and without payment of an additional State University Fee in one course each academic term at a campus of the University of California or at participating campuses of the California Community Colleges. The Cross Enrollment Program is open to California residents enrolled for a minimum of six units, who

have completed at least one term at their home campus, and who have a cumulative grade point average of at least 2.00. Eligibility for enrollment in a course offered by another segment is based on available space and appropriate academic preparation for the course as determined by the host campus. Although the host campus will not require the regular course fee, a discounted administration fee may be assessed for each term, and students are expected to pay any course-related fees (lab, materials, computer use, etc.).

Sonoma also offers cross-registration for undergraduate students with the University of California. For more information, contact the Office of Admissions and Records, Salazar Hall 2030.

### **Veterans Services**

Students seeking education allowances under provisions of any Veterans legislation must be eligible with the Veterans Administration to receive benefits. All students wishing to draw benefits who are enrolled for any semester must have their current program on file with the VA Certifying Official who can be reached at (707) 664-2778. This rule applies each time you register with the University.

### **ROTC Programs (Reserve Officer Training Corps)**

<http://military.berkeley.edu>

ROTC is a training program that prepares college students to become officers in the U.S. Army, Navy or Air Force. Sonoma State University students wishing to pursue ROTC training may do so by participating in ROTC programs offered at the University of California at Berkeley. For more information on enrollment requirements, procedures, and scholarship information, visit the website listed above.

### **Provisional Unclassified Graduate Status for Senior Students**

Students who plan to complete upper-division or graduate-level courses in their final semester may petition for provisional unclassified graduate credit for such courses. Courses required for the baccalaureate will **not** be granted this provisional status. The petition must be filed at the same time as the application for award of the degree. Teaching credential candidates should consult the Education Department regarding the advisability of such a petition.

Provisional unclassified postbaccalaureate credit can only be granted for upper-division and graduate-level courses in the semester prior to graduation and will be recorded in the student's academic record as earned prior to the award of the baccalaureate. Such credit is applicable to graduate objectives at the discretion of the relevant academic department. Should requirements for the baccalaureate not be completed by the date specified on the application, the petition for postbaccalaureate credit becomes null and void.

### **Special Studies Courses**

The University makes arrangements through Special Studies 495 and 595 for advanced or exceptionally talented students who want to pursue academic interests beyond the scope of the regular curriculum. Such course work is subject to the following conditions and restrictions:

1. Special studies courses are limited to upper-division students who have a) a cumulative GPA of 3.00 or better, and b) an appropriate background for undertaking the proposed topic.
2. Special studies are confined principally to on-site academic study and research projects (see internship and research assistant credit courses for other kinds of credited course work).
3. No more than 8 units of special studies work — with a maximum of 4 units per course — may be taken in any department.
4. No more than 12 units of special studies may count toward the baccalaureate.
5. Special studies may not duplicate a course that is listed in the catalog and that is normally offered within a two-year period.
6. Meetings between instructor and student should be scheduled at intervals appropriate to the topic and the number of units assigned.
7. Each unit of credit requires a minimum of 45 hours of academic work.
8. Approval for registration must be obtained from the advisor, instructor, department chair, and dean.

### **Advising**

All students must be advised prior to registering. Continuing students with a declared major should have met with their academic advisors during the early advising period (see your major department for dates). Students who have not been advised should contact their academic departments. Continuing undergraduates who have not declared a major will be advised at the Academic Advising Center, Salazar Hall, (707) 664-2442. Undergraduate students who have not declared a major after 60 semester units must be advised each semester. New students should contact their declared major department, or if undeclared, the Academic Advising Center, to make an advising appointment. Students who have not been advised may have holds placed on their records that will prevent them from registering.

### **Declaring or Changing a Major**

Enrolled SSU undergraduate students in good standing may, with prior departmental approval, change their major. A Change of Major form must be submitted to the Office of Admissions and Records with the appropriate departmental approvals. Students should contact their intended department for major change requirements and change of major periods.

### **Catalog Year Requirement**

Undergraduate students remaining in continuous attendance and continuing in the same major at Sonoma, at any other California State University, or in any California community college, or any combination of California community and state colleges may elect to meet the Sonoma graduation requirements in effect at the time

of their entering the major or at the time of their graduation from Sonoma. Substitutions for discontinued courses may be authorized or required by the proper campus authorities. The continuous attendance policy allows interruptions in enrollment so long as the student is enrolled at least one semester or two quarters each calendar year.

### Auditing

At Sonoma State, auditing is an informal arrangement between an auditor and a faculty member. With the permission of the instructor and if space is available, an auditor may attend a course on an informal basis. The auditor and the instructor must agree upon the extent to which the auditor will participate, and whether the auditor's work will be required and evaluated. Students do not register for these classes and no official records are maintained of these informal audits.

### Transcripts of SSU Courses

Students may obtain transcripts of their Sonoma State University records from the Office of Admissions and Records only upon written request. Include your name, date of birth, Social Security number or SSU ID number, the dates you attended SSU, where you wish the transcripts mailed, and any special instructions (e.g., hold for degree or a grade change, or whether the transcripts should be mailed in individual, sealed envelopes). All transcript requests must include a signature. The University reserves the right to withhold issuing the transcript of any student not in good financial standing with the University. Transcripts may be ordered by mail, or by fax, at (707) 664-2060. There is no charge for SSU transcripts. Please allow 5-10 business days for processing.

## Grading

### Identification of Grades

The University uses a combination of traditional and nontraditional grading options, as follows:

#### Traditional Grades (A, B, C, D, F)

Letters A, B, C, and D are passing grades; F means failure. Additional + (plus) and - (minus) supplements add or subtract 0.30 grade points per unit. These apply to the A, B, C, and D grades; there is no A+.

#### Nontraditional Grades (Cr/NC)

Credit (Cr) may be awarded in undergraduate classes (499 and below) for work equivalent to a letter grade of C- or better, and for graduate-level classes (500) for work equivalent to a B- or better. NC, indicating No Credit, is given for work equivalent to D+ and below for undergraduate classes and C+ and below for graduate-level classes.

In classes in which there is an option between traditional and nontraditional grading modes, the mode must be declared using Web Registration by Census day. (See [www.sonoma.edu/ar](http://www.sonoma.edu/ar) or the

appropriate Schedule of Classes for instructions.) Undergraduate students may count a maximum of 24 units of Cr (credit) grades toward their undergraduate degree.

For students applying for degrees under catalog years beginning in Fall 1988, only courses graded A-F may be applied toward major and minor requirements, except for courses not available in the A-F mode. Thus, a course taken Cr/NC when the alternative is available can be counted only as an elective or toward the general education requirements. This provision is enforced only when the student applies for graduation rather than upon each class enrollment. Students taking more than the maximum number of Cr units will be required to complete more than the minimum number of units required for the degree.

All nontraditionally graded units earned at other institutions that have been accepted for transfer will be accepted toward the bachelor's degree. If fewer than 24 such units are transferred, they will count toward the 24-unit limit. If 24 or more such units have been accepted, no additional Cr/NC course may be taken unless it is offered Cr/NC only and is required for the major.

All lower-division general education units earned in the Hutchins School will be acceptable for graduation, irrespective of their number, up to the 48 units that constitute the Hutchins School general education program. A student who completes at least 24 Cr/NC units in the Hutchins School general education program may not take other Cr/NC courses unless the units are earned in a course that is available only on a Cr/NC grading basis and is required for the major. Graduate students may, at the discretion of the department, take up to one-third of the total units applied to their master's degree in a nontraditional grading mode. Each department will designate those courses that may be graded only in the Cr/NC mode.

### Definitions of Grading Symbols

The accompanying grade chart indicates grade symbols and their numerical equivalents for evaluating coursework. In addition, more complete definitions of administrative grades are provided.

#### Grades

<i>Symbol</i>	<i>Explanation</i>	<i>Grade Points</i>
A	Outstanding	4.0 per unit value of course
A-		3.7 per unit value of course
B+		3.3 per unit value of course
B	Commendable	3.0 per unit value of course
B-		2.7 per unit value of course
C+		2.3 per unit value of course
C	Satisfactory	2.0 per unit value of course
C-		1.7 per unit value of course
D+		1.3 per unit value of course
D	Minimum Performance	1 per unit value of course
D-		0.7 per unit value of course
F	Failure	0 per unit value of course
Cr	Credit	Not applicable
NC	No Credit	Not applicable
I	Incomplete	Not applicable

IC	Incomplete Charged	0 per unit value of course
RP	Report in Progress	Not applicable
W	Withdrawal	Not applicable
WU	Withdrawal Unauthorized	0 per unit value of course
RD	Report Delayed	Not applicable
PRV	Provisional Graduate Credit	Not applicable

### ***Incomplete (I)***

The symbol “I” indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the Incomplete. A final grade is assigned when the work agreed upon has been completed and evaluated.

An Incomplete shall be converted to the appropriate grade or symbol within one year following the end of the term during which it was assigned provided. Where campus policy requires assignment of final grades on the basis of numerous demonstrations of competency by the student, it may be appropriate for a faculty member to submit a letter grade to be assigned in the event the Incomplete is not made up within one year. If the Incomplete is not converted within the prescribed time limit, it shall be counted as a failing grade in calculating grade point average and progress points unless the faculty member has assigned a grade in accordance with campus policy.

### ***Incomplete Charged (IC)***

This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an “I” being converted to an “IC” symbol, 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. If the Incomplete is not converted within the prescribed time limit, it shall be counted as a failing grade (if the course was registered as a graded course) in calculating grade point average and progress points unless the faculty member has assigned a grade in accordance with campus policy. If the course was registered as CR/NC, a NC will be assigned as the final grade.

### ***Repeat (RPT)***

The “RPT” grade indicates course has been approved as repeat. Units are not used in calculation of grade point.

### ***Report in Progress (RP)***

The “RP” symbol is used in connection with courses that extend beyond one academic year. It indicates that work is in progress but that assignment of a final grade must await completion of additional work. Work is to be completed within one year except for graduate degree theses.

Enrollment for more units of credit than the total number of units that can be applied to the fulfillment of the student’s educational

objective is prohibited. Work is to be completed within a stipulated time. This may not exceed one year, except for graduate degree theses, for which the time may be up to two years, but may not exceed the overall time limit for completion of all master’s degree requirements. Any extension of time limits must receive prior authorization by the Associate Vice President for Academic Programs and Graduate Studies.

### ***Report Delayed (RD)***

The “RD” symbol is an administrative grade used when a grade has not yet been determined for the student or has been delayed in the grade reporting process.

### ***Withdrawal (W)***

“W” indicates that the student withdrew from the course after the end of the add/drop period but before the end of the eighth week of instruction. It carries no connotation of quality of student performance and is not used in calculating grade point.

### ***Withdrawal Unauthorized (WU)***

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

### ***Credit (Cr)***

“CR” grades are not included in the calculation of grade point average.

### ***No Credit (NC)***

“NC” grades are not included in the calculation of grade point average.

## **Grade Reporting**

Approximately two weeks following the end of finals, grades will be available to view online. Any discrepancies should be reported directly to the instructor so that they may be promptly investigated. No changes to the permanent record will be made after a degree has been awarded.

## **Dean’s List**

Undergraduate students who earn at least a 3.50 GPA in a minimum of 12 units of letter-graded work will be awarded Dean’s List recognition. Courses taken from Extended Education or credit by examination will not be included in this calculation. Only the grades for one semester will be used in the computation of the GPA for purposes of granting this recognition.

## **Academic Records**

Student academic records are maintained by the Office of Admissions and Records. These records are considered confidential and, while available to faculty members for advising purposes, the information contained is subject to very strict control. Parents of minor students

have authorized access to the academic records of their children. All other persons requesting access to academic records, including governmental investigators and parents of students 18 years old or older, must have the student's written permission.

A student's permanent academic record cannot be changed except where an error in recording has occurred or by approval of the proper University authority. One year is allowed for errors to be identified by a student and corrected by the Office of Admissions and Records or for a petition to be submitted. Records will not be changed once a degree has been awarded.

Individuals may have access to their official records by appointment with the Office of Admissions and Records. Records of work done at other institutions cannot be copied; students' files will be kept for no more than five years after the semester last attended.

### Diplomas

When students apply for graduation, they will be asked how they wish their name to appear on the diploma. The name must be legally and verifiably their own as it appears on an appropriate form of identification, such as a driver's license or Social Security card. Family names and nicknames cannot be used. The policy applies for reissued diplomas and certificates as well.

Diplomas are mailed approximately eight weeks after the graduation date. A replacement copy of a lost diploma may be purchased for \$10.

### Scholastic Status

Grade point average (GPA), used as a measurement of satisfactory scholarship, is calculated by dividing the number of grade points by the number of units attempted for the grades of A, B, C, D, F, WU, and IC. CR and NC are not used in this calculation.

### Academic Standing

Academic standing refers to the quality of a student's academic work at the University. Students falling below acceptable standards are placed on academic probation and become subject to academic disqualification should the quality of their academic work not improve to meet minimum standards. Academic Standing is calculated for all college units attempted (cumulative GPA) **and** for all units attempted at Sonoma State University (resident GPA).

### Good Standing

Undergraduate students who have maintained satisfactory scholarship with at least a 2.00 cumulative grade point average and their SSU resident GPA are in good standing. Post-baccalaureate and Graduate students who have maintained satisfactory scholarship with at least a 3.0 cumulative grade point average are in good standing. Undergraduate or graduate students who fall below the GPA standards above may be placed on Academic Probation or Academic Disqualification. Students who are on Academic Probation or Academic Disqualification are not considered to be in good standing.

### Academic Probation and Academic Disqualification

Academic Standing is run twice a year at the end of the Spring and Fall semesters. There are two probationary and disqualification statuses to which students may be subject: academic or administrative. Grade changes made after the running of academic standing will not be reflected until academic standing is run following the next graded semester.

### Academic Probation

An undergraduate student is subject to academic probation if at any time the cumulative grade point average in all college work attempted or cumulative grade point average at the campus where enrolled falls below 2.0 (Title 5, *California Code of Regulations*, Section 41300 (a)).

An undergraduate student shall be removed from academic probation when the cumulative grade point average in all college work attempted and the cumulative grade point average at the campus where enrolled is 2.0 or higher.

Probation and Disqualification of post-baccalaureate and graduate students are subject to Section 41300 (d), (e), and (f) of Title 5 and criteria established by the campus.

Undergraduate	2.00
Post-baccalaureate Student (credential, graduate, etc.)	3.00

### Academic Disqualification

As authorized by Section 41300 (b) of Title 5, undergraduate students on academic probation are subject to academic disqualification when they fall below a 2.00 (C) average by the number of grade points indicated either for all units attempted or for all units attempted at Sonoma State University.

Class Level	Minimum GPA
Freshmen (0-29 units completed)	1.50
Sophomores (30-59 units completed)	1.70
Juniors (60-89 units completed)	1.85
Seniors (90 or more units completed)	1.95

Undergraduate students who have been disqualified may not apply for immediate reinstatement. Students who have been disqualified and who have been separated from the University for at least one semester may apply to the University Standards Committee for reinstatement. The Committee shall take into consideration qualitative and quantitative evidence of the student's ability to overcome his/her grade point deficit (SSU or cumulative); lower-division students shall normally be expected to complete enough transferable college-level course work elsewhere to raise their cumulative average to at least 2.0 before applying for reinstatement.

During the time you are away from SSU, you should (a) plan to retake any course(s) for which you received grades of C-, D, F, WU, or IC and (b) examine the circumstances that led to your unsatisfactory performance and make appropriate adjustments to ensure that the circumstances do not recur.

As a disqualified student, you are not eligible to take classes at Sonoma State University, including Extended Education or Open University courses.



As authorized by Section 41300 c of Title 5, SSU may disqualify an individual not on probation when the following circumstances exist:

- A. At the end of any term, the student has a cumulative grade point average below 1.0 and
- B. The cumulative grade point average is so low that in view of the student's overall educational record, it seems unlikely that the deficiency will be removed within a reasonable period.

Graduate and other Post-baccalaureate students: Minimum GPA 3.0. A graduate student on academic probation who fails to earn sufficient grade points for removal from probationary status is subject to academic disqualification.

Notice of Disqualification: Students who are disqualified at the end of an enrollment period under any of the provisions of *Executive Order 823* will be notified before the beginning of the next consecutive regular enrollment period. Students disqualified at the beginning of a summer enrollment break should be notified at least one month before the start of the fall term.

### **Academic Disqualification of Students not on Probation**

A student not on probation may be disqualified if a) at the end of any term, the student has a cumulative GPA below 1.0, AND b) the cumulative GPA is so low that, in view of the student's overall educational record, it seems unlikely that the deficiency will be removed within a reasonable period, as determined by the registrar in consultation with the University Standard Committee. Such disqualifications may be appealed to the University Standards Committee.

### **Administrative-Academic Disqualification**

Students may be placed in administrative-academic disqualified status for continued failure to remedy the condition resulting in their being on administrative academic probation. Additionally, the President may designate a campus official to act for him or her in the disqualification of students not on probation when: 1) a student has, at the end of any term, fewer cumulative grade points than cumulative units attempted; and 2) the cumulative grade point deficiency is so great that, in view of the student's overall educational program, it seems unlikely that the deficiency will be corrected within a reasonable period of time. A student disqualified from the University may be reinstated only by special action.

### **Reinstatement after Disqualification**

No student is academically disqualified from the University on the basis of a single semester of unsatisfactory work unless eligible for Administrative-Academic Disqualification. However, a student who has been at the University for more than one semester and whose SSU grade point average results in disqualification will not be allowed to apply for readmission to the University until he/she has been away from the University for a period of time (generally a minimum of one semester) and has demonstrated academic success (or an equivalent experience) in another environment.

Disqualified students may be considered for reinstatement by pe-

tioning to the University Standards Committee (in care of the Office of Admissions and Records). Petitions must be accompanied by evidence (such as satisfactory academic work elsewhere) that would justify reinstatement and a letter of support from the student's SSU major department. Petitions are reviewed and approved or denied by the University Standards Committee. Disqualified students who are reinstated will be on a probationary basis until all grade point deficiencies have been removed or until they are again disqualified. Students who have been reinstated after disqualification and then disqualified again will not be reinstated except under exceptional circumstances.

### **Course Repeat**

In accordance with CSU Executive Order No. 1037, it is the policy of Sonoma State University that:

#### **I. Undergraduate Repeat Policy**

Undergraduate students may repeat a maximum of 28 units of courses taken at SSU. This maximum does not apply to courses that can be taken repeatedly for credit, such as certain P.E. and music courses. Courses repeatable for credit are so indicated in the course catalog.

##### **A. Eligibility to Repeat a Course:**

1. A student may repeat a course at SSU *for grade replacement* ONLY if the first attempt resulted in a grade of C-, D+, D, D-, F, WU, NC, or IC.
2. A student may not re-enroll in a course for which he or she has received an "I" until that "I" has been converted to a grade other than "I", such as A-F, IC, or NC.
3. No course in which a student has earned a grade of C or above may be repeated.

##### **B. Repeating a Course in which a student earned a grade of C- or below:**

1. Students who have earned a grade lower than a C (C- or below) may, with permission of the department offering the course, repeat an SSU course for grade replacement or grade averaging (as defined below).
2. Departments may limit the number of times a specific course may be repeated.
3. Any course or program where enrollment demand exceeds the resources to offer sufficient openings or sections to meet that demand, the academic unit may give enrollment priority to students taking the course for the first time.
4. Courses originally taken at SSU may also be repeated at another college campus for grade replacement or grade averaging (as defined below), as long as the department offering the course at SSU agrees, in advance and in writing, that the course is an exact replacement for the relevant SSU course or a substantially equivalent course.

### **C. Repeating a Course in which a student received a grade of C or above:**

1. *No course in which a student has earned a grade of C or above may be repeated for grade replacement.*
2. For students who need a higher grade in order to enter or progress in a particular academic program, several options are available:
  - a. Such a student may repeat the course, with permission of the relevant department, through SSU's Extended Education Intersession offerings.
  - b. Or the student may be able, with permission of the relevant department, to take an equivalent course at another college campus.
  - c. Or the student may petition for a waiver of the policy (defined in Section IA above) requiring a grade of C- or below in order to repeat a course. The petition, which must be submitted to the Office of Admissions & Records before the student can register for the course in question, would require the review and support of both the Department Chair of the program for which the grade is required and the Department Chair of the course in question.
  - d. In all of the above cases, the units of the repeated course will not count toward SSU graduation requirements and will be listed as "excess units" on the student's transcript.
  - e. A course repeated under this provision will be subject to grade averaging as described below.

**D. Grade Replacement:** Subject to the restrictions above, students may repeat up to 16 units of coursework for "grade replacement." In this case, only the grade (even if it is lower) and units earned in the second attempt will be used in the SSU calculation of grade point average. A student may repeat a given course to replace the grade only once, even if the second attempt results in a grade of C- or below.

**E. Grade Averaging:** Subject to the restrictions above, students may repeat an additional 12 semester units of coursework *without* replacing the grade. In this case, all grades for the course will be calculated in the SSU grade point average. However units from a repeated course will only count once toward graduation. (Thus a 3 unit course repeated once will only contribute 3 units, not 6 units, toward graduation.)

E. In any course or program where enrollment demand exceeds the resources to offer sufficient openings or sections to meet that demand, the academic unit may give enrollment priority to students taking the course for the first time.

## **II. Graduate and Post-Baccalaureate Repeat Policy**

**A.** A student may not re-enroll in a course for which he or she has received an "I" until that "I" has been converted to a grade other than "I", such as A-F, IC, or NC.

**B.** Graduate and Post-Baccalaureate students may petition the appropriate academic program to repeat courses in which they have earned a grade of B- or lower, or WU, or IC for grade replacement and may repeat only with the departmental approval and in accordance with departmental policy.

**C.** A course may be repeated only once, and no more than two courses may be repeated within a program of study or while in Post-Baccalaureate study.

### **Excessive Enrollment**

If a student enrolls in the same course beyond catalog limitations, units earned will not be counted toward a baccalaureate. The grades and any grade points earned, however, will be averaged with the student's other grades.

### **Academic Renewal**

The trustees of the California State University have established a program of academic renewal whereby students who are having difficulty meeting graduation requirements due to a grade point deficiency may petition to have up to two semesters or three quarters of previous college work discounted from all considerations associated with meeting requirements for the baccalaureate. Academic renewal is intended only to facilitate graduation from SSU and is not applicable for individuals who already possess a baccalaureate or who meet graduation requirements without the approval of a petition for academic renewal.

Conditions: To qualify for academic renewal, all of the following conditions established by the trustees must be met:

1. The student must present evidence in the petition that the coursework to be disregarded was substandard and not representative of the student's present scholastic ability and level of performance, because of extenuating circumstances.
2. The student must present evidence that if the petition is denied, it would be necessary for the student to enroll in additional coursework involving one or more additional terms in order to qualify for graduation. The student should include the specific coursework or requirements involved. Normally students should have completed 90 units prior to filing the petition.
3. Five years must have elapsed since the term or terms to be disregarded were completed. Terms taken at any institution may be disregarded.
4. Subsequent to the completion of the term(s) to be disregarded, the student must have completed the following coursework at Sonoma State University: 15 semester units with at least a 3.00 GPA, or 30 semester units with at least a 2.50 GPA, or 45 semester units with at least a 2.00 GPA.

If and when the petition is granted, the student's permanent academic record will be annotated so that it is readily evident to all users of the record that no work taken during the disregarded term(s), even if satisfactory, will apply toward baccalaureate graduation requirements. However, all work will remain legible on the record to ensure a true and complete academic history.

A final decision on the petition will be made by the University Standards Committee. The Committee will review petitions only if all of the basic requirements (indicated above) are met. Normally, students will be notified of the decision within 30 days after the completed petition is submitted.

### **Class Attendance**

Students should not miss classes except for valid reasons, such as illness, accidents, or participation in officially approved University activities. When students are absent from classes, it is their responsibility to inform the instructor of the reason for absence and to arrange to make up missed assignments and class work. Students should be cautioned that even though absences may be for valid reasons, such absences can impair performance and result in a lower grade.

### **Graduate and Postbaccalaureate Regulations**

1. No fewer than one-half of the units shall be in graduate (500-level) courses.
2. A classified student must continue to demonstrate, throughout enrollment in the graduate program, the level of competence required to be successful in the completion of the requirements. This evaluation of competence is primarily the responsibility of faculty actively teaching in the program.
3. The master's program contract advances the student to candidacy and must be filed no later than the time the student files for graduation.
4. At least 21 semester units shall be completed in residence.
5. At least 18 semester units shall be completed in the major.
6. No more than 6 semester units shall be allowed for a thesis.
7. No more than 9 units of Extension or transfer credit (or combination of the two) may be allowed, subject to the approval of the department concerned.
8. No credit toward a master's degree will be given for student teaching in a credential program.
9. The candidate must complete a thesis, project, or comprehensive exam as required by the department. Culminating projects that are published by the library require review by the Graduate Studies Office, as well as the student's faculty committee. A public defense of the thesis or project is required.
10. Graduate students at Sonoma State University may, at the discretion of the department, take up to one-third of the total units applied to the master's degree in a nontraditional grading mode.
11. The student may take three semesters to complete the thesis/project following initial enrollment in the units. The SP grade will remain until the student submits the culminating project. Projects taking more than four semesters to complete will require approval by the Associate Vice Provost for

Academic Programs and Graduate Studies, the appropriate campus authority, or re-enrollment in units.

### **Change in Graduate Standing**

Many students are admitted to the University in conditionally classified standing with contingencies to remove prior to becoming a classified student. This admission does not guarantee a space in the graduate program. Such a guarantee is obtained by a change in graduate standing to classified status verified by the program in question. Each department has its own procedures for granting the student a place in its program. At the time this status is confirmed, a Change in Graduate Status form is filed with the Admission and Records Office and the Graduate Studies Office confirming the department's approval of this change in status. Changes to graduate status may not be processed until the end of the semester.

Students who were graduated with a bachelor's degree from a foreign institution and change from working toward a second bachelor's to a graduate program must submit a TOEFL score of at least 550.

### **Student Policies**

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#### **Privacy Rights of Students in Education Records**

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

The campus is authorized under the Act to release “directory information” concerning students. “Directory information” may include the student’s name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; grade level; enrollment status; degrees, honors, and awards received; and the most recent previous educational agency or institution attended by the student. The above-designated information is subject to release by the campus at any time unless the campus has received prior written objection from the student specifying information which the student requests not be released. Written objections should be sent to the Office of Admissions and Records.

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

It is the policy of Sonoma State University to comply fully with the provisions of the *Family Educational Rights and Privacy Act*. That act requires educational institutions to define as “directory information” that information “contained in an education record that would generally not be considered harmful or an invasion of privacy if disclosed.” Sonoma State University considers the following to be directory information:

- Name
- Address\*
- Telephone listing\*
- E-mail address\*
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status (e.g., graduate or undergraduate; full-time or part-time)
- Participation in intercollegiate athletics
- Degrees received
- Most recent educational agency or institution attended.

\*Verify only, and for valid educational reasons.

(Note that FERPA allows schools to disclose educational records, including but not limited to directory information, without consent to school officials with legitimate educational interests.)

It is the policy of Sonoma State University to disclose or verify the directory information regarding its students as listed above if requested to do so, unless an individual student has indicated in the student record system that he or she does not wish to have information disclosed or verified. Students are responsible for main

taining an accurate record of their FERPA intentions in the student record system.

In accordance with FERPA, information other than this directory information is released to third parties only when a valid written consent to disclose, signed by the student, is presented.

### Career Placement

Sonoma State University may furnish, upon request, information about the employment of students who graduate from programs or courses of study preparing students for a particular career field. This information includes data concerning the average starting salary and the percentage of previously enrolled students who obtained employment. The information may include data collected from either graduates of the campus or graduates of all campuses in the California State University System.

### Immigration Requirements for Licensure

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

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

### Pre-Enrollment Immunization Requirements

#### Measles and Rubella (MMR)

The CSU System requires that entering students born after December 31, 1956 provide photocopies of official immunization records showing full immunization against **measles and rubella** (given as **MMR**). Full immunization consists of a **series of two appropriately timed MMR shots**.

#### Hepatitis B

The California state law also requires that all students who are under age 19 at the time of first enrollment show proof of completion of the **full series of three Hepatitis B** shots or blood test proof of immunity to Hepatitis B. This requirement persists until fully satisfied, regardless of subsequent age.

Students who are unable to locate medical immunization records may submit photocopies of official California High School immunization records or may submit copies of blood tests that confirm that they are immune to measles and rubella, and, if applicable, to Hepatitis B.

**This documentation must be submitted well in advance of the start of the student’s first semester of classes.** Students who fail to submit records on time will be prohibited from registering for subsequent classes. **Send Immunization Records to:**

Sonoma State University  
**Office of Admissions and Records**  
ATTN: Immunization Requirements  
1801 E. Cotati Ave.  
Rohnert Park, CA, 94928

The SSU Student Health Center can provide MMR and Hepatitis B immunizations or blood tests to confirm immunity at reduced cost to entering students who have been accepted and paid their Enrollment Reservation Deposit to SSU.

**Meningococcal Disease** is a rare but potentially fatal infection that occurs more frequently in college students, especially undergraduates living in Residence Halls. In accordance with California law, college students living in Residence Halls or other close living situations must be advised of the availability of meningococcal vaccine to lower the risk of becoming infected, although proof of this vaccine is not required to attend SSU.

Detailed information about immunization requirements and recommendations can be found at <http://www.sonoma.edu/SHC/immuniz.html>

## Student Conduct / Judicial Affairs

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Salazar Hall, 1070  
(707) 664-3377

The President of the University has authority in disciplinary actions. In compliance with CSU Executive Order 1043 the President may assign a campus official or officials to be the Student Conduct Administrator, whose responsibility is to determine whether to initiate disciplinary action under the Student Conduct Code. The Assistant Vice President for Student Affairs is the designated Student Conduct Administrator for this University.

### Mission Statement

Our mission is to ensure the fair administration of the student conduct process while supporting a safe and inclusive educational environment for all students. Through this process, our goal is to educate students about their rights and responsibilities as well as provide feedback about behaviors that affect both themselves and the campus community.

### Student Disciplinary Procedures

Inappropriate conduct by students or by applicants for admission is subject to disciplinary action by the University as provided in sections 41301 through 41304 of Title 5 of the *California Code of Regulations*. The purpose of the code is to provide procedures that are fair and just, both to the student charged and to the institution, by which it can be determined whether violations of conduct have occurred. A complaint against a student for an alleged violation of conduct (as defined in Sections 41301 through 41304 of Title 5) may be filed by a student, faculty member, staff member, University police officer, or community member. The complaint should be filed with the Student Conduct Administrator, who will investigate the alleged violation. The administrator will hold a conference with the

student to obtain his or her response to the alleged misconduct and to determine if the complaint may be dealt with informally by mutual consent through a student discipline settlement agreement. If the allegations of misconduct have not been resolved informally by conference and the Student Conduct Administrator determines that formal disciplinary action should be taken, the Student Conduct Administrator shall initiate the disciplinary action process by written Notice of Hearing. This notice shall be served in person or served by certified mail return receipt requested to the student charged at the last known address on campus records. For detailed information about the Notice of Hearing process and requirements, please refer to CSU Executive Order 970. At any point in the process, the student may waive a hearing and accept a sanction without admitting that he or she engaged in the conduct charged. The hearing will be conducted by a hearing officer, who will be an administrative officer of the University appointed by the President. The hearing officer will submit a report and recommendations to the President, who will decide the matter, notify the student, and take action as appropriate. Discipline that may be imposed includes, but is not limited to, probation, suspension, and expulsion.

### Student Discipline

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

#### s 41301. Standards for Student Conduct

##### (a) Campus Community Values

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

##### (b) Grounds for Student Discipline

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

- (1) Dishonesty, including:
  - (A) Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
  - (B) Furnishing false information to a University official, faculty member, or campus office.
  - (C) Forgery, alteration, or misuse of a University document, key, or identification instrument.

- (D) Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries.
- (2) Unauthorized entry into, presence in, use of, or misuse of University property.
  - (3) Willful, material, and substantial disruption or obstruction of a University-related activity, or any on-campus activity.
  - (4) Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.
  - (5) Willful, material, and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.
  - (6) Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.
  - (7) Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
  - (8) Hazing, or conspiracy to haze, as defined in Education Code Sections 32050 and 32051:  

“Hazing” includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university, or other educational institution in this state; but the term “hazing” does not include customary athletic events or other similar contests or competitions.

A group of students acting together may be considered a “student organization” for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act and is also a violation of this section.
  - (9) Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia (except as expressly permitted by law and University regulations), or the misuse of legal pharmaceutical drugs.
  - (10) Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.
  - (11) Theft of property or services from the University community, or misappropriation of University resources.
  - (12) Unauthorized destruction, or damage to University property or other property in the University community.
  - (13) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus President) on campus or at a University related activity.
  - (14) Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
  - (15) Misuse of computer facilities or resources, including:
    - (A) Unauthorized entry into a file, for any purpose.
    - (B) Unauthorized transfer of a file.
    - (C) Use of another's identification or password.
    - (D) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.
    - (E) Use of computing facilities and resources to send obscene or intimidating and abusive messages.
    - (F) Use of computing facilities and resources to interfere with normal University operations.
    - (G) Use of computing facilities and resources in violation of copyright laws.
    - (H) Violation of a campus computer use policy.
  - (16) Violation of any published University policy, rule, regulation, or Presidential order.
  - (17) Failure to comply with directions of, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
  - (18) Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community, or poses a significant threat of disruption or interference with University operations.
  - (19) Violation of the Student Conduct Procedures, including:
    - (A) Falsification, distortion, or misrepresentation of information related to a student discipline matter.
    - (B) Disruption or interference with the orderly progress of a student discipline proceeding.
    - (C) Initiation of a student discipline proceeding in bad faith.
    - (D) Attempting to discourage another from participating in a student discipline matter.
    - (E) Attempting to influence the impartiality of any participant in a student discipline matter.
    - (F) Verbal or physical harassment or intimidation of any participant in a student discipline matter.
    - (G) Failure to comply with the sanction(s) imposed under a student discipline proceeding.

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

(c) Procedures for Enforcing This Code

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

(d) Application of This Code

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

*Note: Authority cited: Sections 66017, 66452, 66600, 69810, 89030, and 89035, Education Code. Reference: Sections 66450, 69813 et seq. and 89030, Education Code.*

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

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

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

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

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

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

**41303. Conduct by Applicants for Admission**

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

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

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

**Compliance**

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For information on Sonoma State University’s compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Drug Free Schools and Communities Act, please visit the Police and Parking Services website at [www.sonoma.edu/ps/](http://www.sonoma.edu/ps/)

## **Student Grievance Procedures**

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Dispute Resolution Board  
Stevenson 1027  
(707) 664-2801  
[www.sonoma.edu/senate/DRB/DRB.html](http://www.sonoma.edu/senate/DRB/DRB.html)

A grievance may arise out of a decision or action reached or taken in the course of official duty, following a specific policy or procedure, by a member of the faculty, staff, or administration of Sonoma State University. The purpose of the grievance procedures is to provide a process for an impartial review and to ensure that the rights of students are properly recognized and protected. A student who wishes to initiate the grievance process should read the Grievance Policy, the Formal Dispute Resolution Policy, and may contact the current chair of the Fairness Board or the Academic Senate Office. The above mentioned policies can be found online at [www.sonoma.edu/senate/FairnessBoard/FairnessBoard.html](http://www.sonoma.edu/senate/FairnessBoard/FairnessBoard.html)

## **Grade Appeal**

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In order to protect the rights of students and faculty, principles of due process are incorporated into the grade appeal procedures. A student who wishes to initiate a grade appeal procedure should read the Grade Appeal Policy, the Formal Dispute Resolution Policy, and may contact the current chair of the Fairness Board or the Academic Senate Office. The above mentioned policies can be found online at [www.sonoma.edu/senate/FairnessBoard/FairnessBoard.html](http://www.sonoma.edu/senate/FairnessBoard/FairnessBoard.html).

## **Financial Aid Appeal Policy**

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Students have the right to appeal their financial aid award or any other financial aid decision that they feel affects them adversely and that falls outside of the jurisdiction of federal, state, or Chancellor's office regulations. This right includes answers to questions, explanations of financial aid policies and procedures, and a request for reconsideration. The initial appeal is made to the student's financial aid representative. After subsequent review by the Director of Financial Aid, the student's case may ultimately be presented to the Financial Aid Advisory Committee.

## **Campus Smoking Policy**

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Sonoma State University has a responsibility to employees, students and visitors to support and maintain a safe and healthful environment. Research shows that smoking, exposure to second hand smoke, and discarded smoking items constitute significant public and environmental health hazards. In addition, smoking can contribute to campus cleaning and maintenance expenses as well as to costs associated with absenteeism, medical care for smoke related illness, and health insurance premium levels.

In order to reduce these significant hazards, especially those associated with exposure to second hand smoke, Sonoma State University (and California State law) prohibits smoking inside and

within 20 feet of the outermost perimeter of all campus buildings and structures, including residence halls and apartments, and within 25 feet of children's play areas.

Smoking is also prohibited within 20 feet of exterior ramps, stairways, breezeways or walkways between sections of buildings, clustered outdoor seating or event areas, outdoor dining areas, bus stop shelters and other partially covered or enclosed areas, as well as during particular activities or gatherings such as Commencement, athletic events, etc. **Smoking is also prohibited in any other circumstance or campus location that unavoidably exposes others to second hand smoke.**

Lit or used tobacco products must be extinguished and deposited in ash urns or waste receptacles throughout the campus, and should always be discarded in this fashion before a smoke-free area is entered.

## **Nondiscrimination Policy**

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### **Race, Color, Ethnicity, National Origin, Age and Religion**

The California State University complies with the requirements of Title VI and Title VII of the Civil Rights Act of 1964, as well as other applicable federal and state laws prohibiting discrimination. No person shall, on the basis of race, color, ethnicity, national origin, age, religion, marital status, pregnancy, medical condition or covered veteran status be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program of the California State University.

### **Disability**

The California State University does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Federal laws, including sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, and various state laws prohibit such discrimination. Lisa Wyatt, Director of Counseling and Psychological Services and Disability Services for Students, has been designated to coordinate the efforts of Sonoma State University to comply with all relevant disability laws. Inquiries concerning compliance may be addressed to this person at Salazar Hall 1049, (707) 664-2153.

### **Sex/Gender**

The California State University does not discriminate on the basis of sex, gender or sexual orientation in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972 and certain other federal and state laws prohibit discrimination on these bases in education programs and activities operated by Sonoma State University. Such programs and activities include admission of students and employment.

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



Inquiries concerning the application these laws to programs and activities of Sonoma State University may be referred to the Managing Director of Employee Relations and Compliance Services, the campus officer(s) assigned the administrative responsibility of reviewing such matters, or to the Regional Director of the Office for Civil Rights, United States Department of Education, 50 Beale Street, Suite 7200, San Francisco, California 94105.

### **Sexual Orientation**

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

For policies and procedures specific to Sonoma State University, visit these websites:

SSU Nondiscrimination Policy

[www.sonoma.edu/UAffairs/policies/non-discrimination.htm](http://www.sonoma.edu/UAffairs/policies/non-discrimination.htm)

SSU Discrimination Complaint Procedures

[www.sonoma.edu/hs/erc/docs/dis\\_complaint\\_proced.doc](http://www.sonoma.edu/hs/erc/docs/dis_complaint_proced.doc)

### **Discrimination Complaint Procedures**

Students, staff, faculty, and administrators are regularly informed of the University's policies and procedures regarding discrimination and sexual harassment/sexual assault policies and complaint procedures. In addition, all supervisors are regularly informed of their responsibility regarding complaints made against those whom they supervise.

All employees and students, female or male, who believe they have been subjected to discrimination, including sexual harassment and sexual assault, have several ways to make their concerns known. Regardless of the means selected for resolving allegations of discrimination (including sexual harassment and sexual assault), the initiation of a complaint will not cause any reflection on the reporting party nor will it affect such person's future business dealings with the University, his or her employment, compensation or work assignments, or in the case of students, grades, class selection, or other matters pertaining to his or her status as a student at the University. Every effort should be made to resolve any incident as soon as possible while the facts and potential testimony of witnesses, if any, are current.

Any complaint alleging discrimination, including sexual harassment or sexual assault, will be investigated according to the SSU nondiscrimination policy and discrimination complaint procedures. This investigation will result in findings being made and if necessary, will serve as the investigation normally carried out prior to deciding to initiate discipline. Facts gathered and any findings made during an informal or formal resolution process may be sufficient to obligate the University to take disciplinary action against a faculty member, staff member, or student, or for the University to initiate a criminal investigation. If the University pursues disciplinary action against an alleged violator, a hearing may be required. If both housing discipline and student discipline are initiated and require a hearing, the housing and student discipline hearings will be combined into one hearing. Due process guarantees exist under the

student discipline process and the appropriate employee disciplinary procedures.

Complaints of discrimination and/or sexual harassment/sexual assault will be investigated promptly and thoroughly. The University recognizes that under certain circumstances, it has an independent duty to ascertain where discrimination or sexual harassment/sexual assault exists irrespective of whether a complaint is actually filed (for example, concerns of sexual harassment involving physical contact, recurrent or systematic patterns of discrimination, and/or sexual assault involving a University employee or student).

Sexual assault is a form of sexual harassment and is also a violation of the criminal code. If a sexual assault report is made to any campus officer, the Sexual Violence Prevention Educator and the Director of Employee Diversity and University Compliance will be notified. If possible, the reporting party will be provided with the option of participating in an initial meeting to be held that includes the Managing Director of Employee Relations and Compliance and an officer from the University Police to advise the victim of various reporting options.

It is the policy of Sonoma State University that retaliation against reporting parties is prohibited. The University acts vigorously to prevent any retaliation being taken against those initiating inquiries or filing complaints; retaliation constitutes separate grounds for filing a complaint with these procedures and for potential disciplinary action against the alleged violator.

Where discrimination or sexual harassment/sexual assault has been found to occur, the University and its auxiliary organizations will impose sanctions on the individual determined to have engaged in sexually harassing or discriminatory conduct or communication at a level appropriate to the scale and scope of the violation.

Those who are considering taking action are urged to meet with the Managing Director of Employee Relations and Compliance prior to filing a complaint. Discussions at this stage can be confidential and are meant to assist in the process of determining which reporting options are most appropriate. Every effort will be made to resolve potential complaints at the lowest level possible and consistent with the desires of the person bringing forward the complaint. All current faculty, students, staff, and administrators may use the discrimination complaint process for resolving sexual harassment, sexual assault, and discrimination complaints and/or documenting that the individual has resolved a complaint. All students, faculty, or staff who believe that they may have been discriminated against, sexually harassed, or sexually assaulted should obtain a copy of the SSU discrimination complaint procedures by contacting Employee Relations and Compliance, Salazar Hall, second floor, (707) 664-4470, or through our webpage at [www.sonoma.edu/ERC](http://www.sonoma.edu/ERC).

### **Course Outline Policy**

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The University Course Outline Policy states faculty shall provide students with course outlines that are compatible with course descriptions in the university catalog. Course outlines shall be provided

to students that are accessible to each student within the first full week of classes and must include the following items:

1. Name of instructor, office location, office hours, office telephone number, and email address.
2. Course number, title, and general course description including the course format, materials, and prerequisites, if any.
3. Course goals and objectives.
4. Course requirements such as written work, exams, quizzes, projects, labs, fieldwork, attendance, etc., and a tentative schedule of assignments and exams.
5. Grading policy (the relative weight of course requirements).
6. Indicate the G.E. area of the course, if applicable.

In addition, faculty are strongly encouraged to include the following items:

- Courses listed as General Education courses should print or provide URL reference to the Mission Goals and Objectives (MGOs) of General Education at SSU.
- As a reminder to the students, language such as the following is strongly recommended: "There are important University policies that you should be aware of, such as the add/drop policy; cheating and plagiarism policy, grade appeal procedures; accommodations for students with disabilities and the diversity vision statement." (For more information, go to <http://www.sonoma.edu/uaffairs/policies/studentinfo.shtml>)

Changes in the course outline should be communicated to students in a timely manner. Activities scheduled outside of regular class meetings, e.g. fieldtrips, may not be added as required course work after the add/drop deadline. Faculty shall inform students that it is their responsibility to read the course outline and to request any clarification of course policies. If the student adds the course after the first full week of class, it is the student's responsibility to obtain information about the course.