



NOTE:

This document is specific to the
2002-2004 printed catalog.

Transfer Student Preparation

Prospective transfer students may obtain general information on CSUS educational opportunities and matriculation procedures from CSUS outreach and admission representatives at northern California community college transfer day and regional college night programs. Representatives are also available at selected transfer centers on a regular basis to provide specific information on CSU matriculation procedures, eligibility for admission, and evaluation of credit, as well as to make on-site admission decisions. Prospective students who don't have access to a transfer center can schedule an appointment with an admission counselor for a pre-admission session. Applicants should bring unofficial transcripts to these sessions.

To make an appointment with academic department faculty to discuss academic program requirements and career alternatives, prospective students should call the relevant department office.

Hour-long student-led weekday campus tours are scheduled one week in advance for small and large groups.*

*See Community Connections/University Outreach Program, page 46.

Acceptance of Transfer Courses

CSUS annually enrolls more than 5,000 new transfer students from more than 300 different colleges and universities, mostly California community colleges.

Frequently, course titles and numbers differ from campus to campus, making it difficult for transfer students to know in advance which courses will be accepted for transfer to another college. In order to provide students with the assurance that courses taken at their campus prior to transfer will meet CSUS lower-division requirements for either **General Education** or a **specific major**, three methods of prior approval exist.

General Education Courses

The CSU system has authorized California community colleges and other approved colleges to designate “transferable” courses planned for use in a four-year baccalaureate program. In addition, they have jointly designated courses that may be used to certify a portion of the CSU General Education objectives to a maximum of 39 semester units. CSU Sacramento will apply courses completed at a California community college toward the CSU General Education objectives as listed on the community college certification form.

Students may have their lower division General Education courses certified by a California community college as meeting either the CSU GE Breadth Requirements or the Intersegmental General Education Transfer Core Curriculum (IGETC) in partial completion of the General Education requirements for the baccalaureate degree.*

Upon matriculation, the Degree Evaluations Office will review courses completed at non-CSU colleges and universities; credit will be granted toward the CSUS General Education requirements in compliance with applicable CSU system, CSUS, and academic department policies.

*See General Education Policies/Transfer Students, page 94.

Lower Division Major Prerequisites

CSUS also has developed an extensive program of major preparation agreements called “Articulation” or “Transfer Credit Agreements.” These are official documents prepared by CSUS faculty who carefully review coursework at other institutions and identify courses at those campuses that would be acceptable in lieu of CSUS courses. Students who take these courses can be assured they will receive credit toward their academic major at CSUS.

CSUS has thousands of Articulation Agreements with community colleges and four-year institutions throughout the state. These Articulation Agreements are widely distributed and should be readily available to students at their home campus Counseling Centers or online at www.assist.org.

California Articulation Number System (CAN)

In addition to the above course approval systems, the California Articulation Number (CAN) System is a comprehensive system for equating courses in California colleges, identifying many of the transferable, lower-division, introductory, preparatory courses commonly taught within each academic discipline on college campuses.

The system assures students that CAN courses at one participating campus will be accepted in lieu of the comparable CAN course on another participating campus. Example: CAN ECON 2 on one campus will be acceptable for CAN ECON 2 at another participating campus. Each campus retains its own numbering system.

Check with counseling offices, academic advisors, or the Degree Evaluations Office for the CAN catalog that identifies participating campuses and courses.

California Articulation Numbers (CANs) are listed parenthetically by the course descriptions in this catalog. A listing of CSUS courses and the assigned CANs can be found in Appendix L of this catalog.

Transfer Centers

CSUS participates in the statewide Transfer Center Project. In the Sacramento area, the project also includes the Los Rios Community College District, the University of the Pacific, and the University of California, Davis.

University representatives staffing Transfer Centers on community college campuses advise community college students on transfer issues, providing an excellent resource for prospective transfer students.

Transfer Student Assistance

Students may receive assistance in transferring to CSUS through the Transfer Centers at the following campuses:

American River College	(916) 484-8685
Cosumnes River College	(916) 688-7479
Napa Valley College	(707) 253-3115
Sacramento City College	(916) 558-2181
San Joaquin Delta College	(209) 954-5634
Santa Rosa Junior College	(707) 527-4783
Sierra College	(916) 789-2618
Solano College	(707) 864-7244
Yuba College	(530) 634-7767

California students outside of the Sacramento area may call for information on the Transfer Hotline, (800) 722-4748.

Undergraduate Transfer Admission Requirements

Lower Division Transfers

(fewer than 56 transferable semester units or 84 quarter units)

Student will qualify for admission as a lower division transfer student* if he or she has a grade point average of 2.0 or better in all transferable units** attempted (2.4 for non-residents), is in good standing at the last college or university attended, and meet any of the following standards:

1. Freshman admission requirements for the term to which the student is applying will be met, or
2. Student was eligible as a freshman at the time of high school graduation and has been in continuous attendance in an accredited college since high school graduation, or
3. Student was eligible as a freshman at the time of high school graduation except for the subject requirements, has made up the missing subjects, and has been in continuous attendance in an accredited college since high school graduation.

***Note:** Requirements for admission to CSUS are in accordance with Title 5, Chapter 1, subchapter 3 or the California Code of Regulations.

****Note:** Transferable courses are those designated for baccalaureate credit by the college or university offering the courses. Continuous attendance for admission purposes is defined as enrollment in one semester or two quarters each calendar year in a regionally accredited college or university.

Making Up Missing College Preparatory Subject Requirements

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

1. Complete appropriate courses with a "C" or better in adult school or high school Summer sessions.
2. Complete appropriate college courses with a "C" or better. One college course of at least three semester (four quarter) units will be considered equivalent to one year of high school study.
3. Earn acceptable scores on specified examinations.

Please consult with the CSUS admissions office about other ways to satisfy the subject requirements.

Test Requirements

Transfer applicants who have fewer than 56 semester (84 quarter units) of transferable college work must submit scores from either the SAT I of the College Board or the ACT, unless exempt (see Eligibility Index, page 61). If you are applying to an impacted program on campus and are required to submit test scores, you should take the test no later than November or early December. Test scores also are used for advising and placement purposes. Registration forms and the dates for either test may be obtained from school or college counselors or from a campus Testing Office, or you may write to:

College Board (SAT I)
Registration Unit, Box 6200
Princeton, New Jersey 08541-6200
(609) 771-7600
www.collegeboard.org

American College Testing Program (ACT)
P.O. Box 414
Iowa City, Iowa 52243
(319) 337-1270
www.act.org

Upper Division Transfers

(56 or more transferable semester units or 84 quarter units completed)

A student will qualify for admission as an upper division transfer student if he or she:

1. has a grade point average of 2.0 ("C") or better in all transferable units (2.4 for non-residents) and is in good standing at the last college or university attended, and

2. has completed at least 30 semester units of General Education courses that include the following four courses with grades of “C-” or better:
 - a course that meets the General Education requirement in Oral Communication,
 - a course that meets the General Education requirement in Written Communication,
 - a course that meets the General Education requirement in Critical Thinking, and
 - a course that meets the General Education requirement in Mathematics/Quantitative Reasoning, above the level of intermediate algebra.
3. or, has completed the Intersegmental General Education Transfer Curriculum (IGETC) requirements in English Communication, Mathematical Concepts and Quantitative Reasoning.

Applicants Who Graduated from High School Prior to 1988

Refer to Admission to CSUS Freshmen/Special Categories/Adult Students, page 63.

Provisional Admission

CSUS may provisionally admit transfer applicants based on their academic preparation and courses planned for completion. The campus will monitor the final terms to insure that those admitted complete all required courses satisfactorily. Consult with your college counselor, a Transfer Center, or the CSUS admissions office for more information.

International Transfer Students

CSUS must assess the academic preparation of international students, defined for this purpose as those who hold U.S. visas as students, exchange visitors or for other non-immigrant classifications.

CSUS uses separate requirements and application filing dates for the admission of international students. Verification of English proficiency*, financial resources, and academic performance are all-important considerations for admission. Official academic records from foreign institutions must be on file at least eight weeks before registration for the first term and, if not in English, must be accompanied by certified English translations.

Priority in admission is given to residents of California. There is little likelihood of non-resident applicants, including international students, being admitted either to impacted majors or to those with limited openings.

International transfer students must have completed at least two years (56 semester units or the equivalent) of college work with a 2.4 grade point average. An exception to the two-year requirement may be made for foreign visa students whose secondary school preparation is equivalent to that of eligible California high school graduates.

*See TOEFL Requirement on page 59.

Special Admission Categories*

*Refer to Admission to CSUS/Special Categories, page 63.

*Veterans also refer to Application to CSUS/CSU Impacted Programs/Supplemental Criteria, page 58.

Admission of Auditors for Undergraduate and Graduate Courses

An auditor is a student who enrolls in a course for informational purposes only. Regular attendance is customary, but the auditor does not participate in the class, does not take examinations and does not receive credit for the course. Auditors should submit an application for admission (without payment of the \$55 application processing fee required of credit students) and the transcripts necessary to show that they possess the background needed to profit from attending audited courses.

Enrollment as an auditor is subject to the permission of the instructor and department. Enrollment in any course as an auditor is permitted only after other eligible students have had an opportunity to enroll on a credit basis. Auditors are subject to the same registration fee structure as credit students. Once enrolled as an auditor, a student may not change to credit status unless the student is matriculated and such a change is processed prior to the last day to add classes. A student who is enrolled for credit may not change to audit after the fourth week of instruction.

Students in a disqualified status from a collegiate institution are not eligible to enroll as auditors without the approval of the Office of Admissions and Records. Admission as auditor may be restricted during periods of over-enrollment. Applicants should check with the Office of Admissions and Records before applying for auditor status.

Impacted Programs*

*Refer to Application to CSUS/Impacted Programs, page 57.

Catalog Rights for Degree Requirements

Transfer students may choose CSUS requirements in effect (1) at the time they began their college study at a California community college or a CSU, (2) at the time they entered CSUS or (3) at the time they graduate from CSUS, provided they maintain attendance in college.*

*See Degree Requirements/Catalog Rights, page 95.

Evaluation of Transfer Credit

Allowance of Transfer Credit from Accredited Colleges and Universities

Generally, students will be granted credit for baccalaureate level courses successfully completed at regionally accredited two or four-year colleges.

All courses, except remedial, are accepted for degree credit from institutions awarding four-year degrees. Credit is reviewed by the Degree Evaluations Office and is granted in compliance with applicable national, state, Title 5, CSU system, and University policies and procedures. Such credit may be applied toward fulfillment of major, minor, or general education requirements when applicable; other courses may count as elective credit toward the baccalaureate degree. This credit will be listed in summary form on the CSUS transcript of academic record.

Transfer credit generally is not posted to the CSUS transcript of postbaccalaureate students, including those seeking a Second Bachelor's degree. Check with the Office of Graduate Studies (278-6407) for exceptions.

Advanced Placement Examinations

www.csus.edu/admr/evaltce.html

CSUS grants credit toward its undergraduate degrees for successful completion of examinations of the Advanced Placement Program of the College Boards. Students who present scores of three or better may receive from three to six semester units of college credit for each examination.

Credit For Instruction in Non-Collegiate Settings

Degree Evaluations Office
Admissions and Records, Lassen Hall
(916) 278-4862

CSUS grants undergraduate degree credit for successful completion of non-collegiate instruction appropriate to the baccalaureate, either military or civilian, as recommended by the Commission on Educational Credit and Credentials of the American Council on Education.

Credit for Prior Learning

College of Social Sciences and Interdisciplinary Studies
Amador Hall 255
(916) 278-6504

Up to six units of credit may be awarded for learning, knowledge or skills-based experience that has been documented and evaluated according to campus policy.

Transfer Credit from Overseas Institutions

Office of Global Education (OGE)
Lassen Hall 2304
(916) 278-6686

Credit is granted from recognized overseas institutions. Awarding of advanced standing varies depending on the educational system of the country. Certified copies of transcripts and degrees must be submitted in English translation. CSUS students who plan to study abroad through independent programs should contact OGE for information and referral.

Nontraditional Credits

CSUS allows the following degree credit, based on evaluation of nontraditional academic experiences and/or examinations to apply toward the baccalaureate degree:

1. Baccalaureate-level course credit certified by the Defense Activities in Nontraditional Education Support (DANTES). The amount of credit is limited to 24 semester units, the limit on the number of extension/correspondence course units that can be applied toward the degree.
2. Standardized examinations designated for system-wide credit by the Chancellor of the California State University. The names of these examinations, the passing scores required, and the number of semester units to be awarded is listed under Systemwide Credit by Examination.* The total amount of credit applied to the baccalaureate degree cannot exceed 30 semester units.
*See Academic Policies/System-wide Credit by Examination, page 109.
3. The Advanced Placement Examinations of the College Entrance Examination Board on which the student receives a score of 3, 4, or 5. Up to six semester units may be awarded for each Advanced Placement Examination passed. Refer to www.csus.edu/admr/evaltce.html.
4. Credit for basic training and commissions in the military service. The American Council on Education's Commission on Education Credit and Credentials recommends the number of units allowed for each branch.
5. Commissions held while in the military service: 12 upper division units.
6. Civilian and military courses and schools recommended for credit by the American Council on Education's Commission on Education Credit and Credentials.

Additional Degree Credits Allowed

1. Credit for selected vocational/technical courses applicable to the Special Major in Fire Services and Construction Management and/or Mechanical Engineering Technology programs.
2. Transfer credit from provisionally accredited colleges may be granted upon completion of 24 residence units with a “C” grade point average at CSUS. Credits granted would normally be in course areas commonly taught in four-year baccalaureate degree programs. Credit is granted only for courses in which at least “C” grades are earned. No credit will be granted for courses in religion, education, psychology or philosophy if completed at a sectarian college. Credit may be restricted when the institution is specialized, e.g., offering only one or a small number of related programs. Credit to be used toward the student’s major or minor must receive the recommendation of the appropriate department. Students who have attended institutions that are listed as business schools only may receive credit through challenge examination.

Limitations on the Transfer of Credit

Unit limitations apply to specific categories of credit that may be used to meet baccalaureate degree requirements:

1. A maximum of 70 hours transferred from two-year or community colleges
2. A maximum of 30 hours of examination credit
3. A maximum of 24 hours in extension and correspondence (transfer, CSUS or in combination)
4. A maximum of 30 hours of any combination of correspondence, extension and military service credit
5. A maximum of 24 units in Special Sessions.

Transfer Grade Policies

CSUS utilizes the following policies in evaluating grades earned in courses accepted for transfer:

1. The grading policy of the regionally accredited institution where credit was earned is honored by accepting at face value all official transcript entries, including those:
 - a. reflecting academic renewal actions,
 - b. reflecting acceptance of grade point remediation for repeated courses, and
 - c. regarding “incomplete” grades (e.g., “I”, “IS”, and “IU”).
2. All transfer courses graded Pass/No Pass or Credit/No Credit are computed at neutral value, except in those cases where the specific grading symbol is identified by the source institution as equivalent to a grade less than “C” in which case it will be taken at face value.
3. All transfer course grades or symbols used to designate unsatisfactory, failing, or non-passing work at time of withdrawal such as “UW”, “WU” or “WF” are evaluated as failing grades “F” unless otherwise defined by the source institution.

Official Transfer Evaluations

Degree Evaluations Office
Admissions and Records
Lassen Hall
(916) 278-4862

The Degree Evaluations Office will prepare an official transfer credit evaluation summarizing prior college credit and indicating CSUS General Education requirements. It will be mailed to first-time CSUS students by the end of their first semester. Questions about the evaluation should be discussed with the Degree Evaluations Office.