

# baccalaureate degree requirements

## Baccalaureate Degree

All baccalaureate degrees at Sacramento State require completion of the requirements listed below. Degree requirements fall into three categories: General Education requirements; major/minor requirements; and other all-University requirements. All requirements within a catalog category must be fulfilled under the same catalog.

Notes:

- These requirements are derived from Title 5 of the California Code of Regulations, action of the California State University Trustees or Sacramento State Faculty Senate.
- *Changes may be made in General Education and/or Graduation Requirements during the 2006-2008 catalog years. See the annual Schedule of Classes for any changes in requirements.*

### Total Units

A minimum of 120 semester units is required. Some majors require additional units. No more than 70 units taken at a community college or other two-year college may be applied to this total.

### Upper Division Units

Completion of at least 40 of the total units must be in junior and senior level courses numbered 100-199 at Sacramento State.

### Major

Completion of a specific number and pattern of courses in one or more academic departments is defined as a major and is required for graduation. Major requirements vary from a minimum of 31 units to a maximum of 108 units, with majors for the bachelor of arts requiring a minimum of 24 upper division units and majors for the bachelor of science requiring a minimum of 36 upper division units. Students may complete the requirements for more than one major within one degree. Some Sacramento State majors require an academic minor or approved area of concentration (see requirement listings by major in Academic Programs).

### General Education Requirements

All students under the 1992-94 and subsequent University Catalogs must complete 51 units of General Education requirements, including the Graduation Writing Assessment Requirement and University graduation requirements.

General Education program requirements can be found on page 82. Approved General Education courses are listed in the Registration and Advising Handbook and on the on-line Schedule of Classes each year.

### History and Government

Demonstrated competency in U.S. History, U.S. Constitution, and California state and local government is required for graduation. These requirements may be satisfied through appropriate courses or through examinations given each semester by the History and Government departments.

### English Composition

Two semesters of college-level English Composition courses, ENGL 1A and 20 (or their equivalents) with a grade of "C-" or higher, are required for graduation.

### Graduation Writing Assessment Requirement

Writing Proficiency Examination Office  
Calaveras Hall 111

All students subject to degree requirements of the 1979-80 and subsequent catalogs must satisfy the Graduation Writing Assessment requirement in order to graduate. To do so, students must take the Writing Proficiency Examination (WPE) no later than the first semester of their junior year (within the first 74 units of their undergraduate degree).

Students having satisfied the Graduation Writing Requirement at other CSU campuses may be considered to have satisfied the requirement at Sacramento State. Evidence of successful completion must be provided. See the current year Class Schedule for a complete explanation of all writing requirements.

### Foreign Language Requirement

All students whose catalog is fall 1992 or later are required to meet a foreign language requirement for the baccalaureate degree.\*

The policy requires proficiency to be demonstrated at a level comparable to the second semester of college level language, including American Sign Language (ASL).

#### *Before Sacramento State Enrollment*

The foreign language graduation requirement may be met by any one of the following:

1. completion of the third year of a foreign language in high school (grade of "C-" or better);
2. graduation from a secondary school where the language of instruction was not English;
3. advanced Placement Foreign Language Examination scores of 3, 4 or 5; or
4. completion of two semesters of a foreign language at a community college or university, with a grade of "C-" or better.

Students will be required to submit official high school or college transcripts or other admissions documents to verify the completion of this requirement.

\*Note: Students with language disabilities due to a specific learning disability, or are deaf, hearing or speech impaired, or who have sustained brain injury may, on the recommendation of the Director of Services for Students with Disabilities, satisfy the requirement in one of several alternative ways.

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## *After Sacramento State Enrollment*

If the language requirement has not been completed through one of the above options, students must meet the Sacramento State foreign language graduation requirement by completing one of the following options:

1. passing intermediate-level tests in two of four skills: reading, writing, listening and speaking. One of the tests passed must be in reading or writing;
2. passing an advanced-level proficiency test in reading. Contact the department of foreign languages (Mariposa 2051) for more information; or
3. completing the second semester or equivalent (1B) of a college-level language (or ASL) course with a grade of “C-” or better.

## **Residence**

At least 30 of the total units must be taken on the Sacramento State campus. A minimum of 24 of these units must be upper division, including at least 12 upper division units in the major (except for Business Administration, English and Psychology which require 15 units). Sacramento State units earned by extension and/or challenge examination do not count toward the Sacramento State residence credit requirement.

## **Grade Point Average**

An overall grade point average of 2.0 is required in five areas:

1. total courses attempted;
2. Sacramento State courses attempted;
3. upper division courses applied to the major;
4. courses applied to the minor, and
5. courses used to complete General Education requirements.

Departments may impose additional grade point requirements (e.g., a department may require a “C-” or better in every course which is applied to the major).

## **General Education Program**

*Sacramento Hall 234*  
*(916) 278-5344*  
[www.csus.edu/schedule/gecata.htm](http://www.csus.edu/schedule/gecata.htm)

One of the principles on which a modern university rests is the assumption that there is an important difference between learning to make a living and building the foundation for a life. While the first goal is important, the second is fundamental.

In focusing on the students’ development as whole or “educated” people, a university distinguishes itself from a trade school. The goal of a university education is not simply the acquisition and application of knowledge, but the creation of people who firmly grasp the worth of clear thinking and know how to do it; who understand and appreciate the differences between peoples and cultures as well as their similarities; who have a sense of history and social forces; who can express thought clearly and have quantitative ability; who know something about the arts as well as

how to enjoy them; who can talk and think intelligently about the physical and life sciences, the humanities, and literature; and, above all, who have the desire and capability for learning. This goal is why a university degree is so highly valued by individuals, employers and the community at large.

The Sacramento State General Education Program is designed to educate in this holistic sense. Thus, it is not simply a series of courses to complete or hoops for students to jump through as they complete the courses in their major. Rather, general education lies at the heart of what a university education is all about.

Therefore students should carefully select courses and actively seek subject areas that are new and may challenge their world-views or cherished assumptions and offer new experiences, such as inquiry-based or community-based learning. In short, students shouldn’t take the easy way out. This is their opportunity to lay the foundation for the rest of their lives, and to define themselves as educated members of the human community. Their time at the university is precious and the General Education Program has been designed to help them begin the process of becoming truly educated people. In deciding to pursue a university degree, they have chosen well and should make the best use of the opportunities open to them.

## **Objectives**

Upon completion of the General Education Program requirements, students will be expected to:

- read, write and understand relatively complex and sophisticated English prose;
- construct a non-fallacious verbal argument, recognize fallacious arguments and follow the verbal arguments of others;
- find and use common information resources, engage in specialized library research, use computers and seek out appropriate expert opinion and advice; and
- use mathematical ideas to accomplish a variety of tasks.

In addition to these basic skills, courses in the sciences, arts, humanities and social sciences have been selected to provide students with:

- an understanding of the workings of the physical universe, which will refine their science-based conceptual problem-solving skills and develop a first-hand acquaintance with the methods of science, including a general understanding of hypothesis formation and theory-testing;
- knowledge of current theories about the origins and varieties of life on this planet, focusing on the basic principles of life processes, the interdependence of creatures in ecological systems, and the effects of changes in the environment;
- an exposure to the historical and cultural influences that have played significant roles in the evolution of the values, beliefs and ideas of Western and non-Western societies, through the study of significant literary, philosophical, and artistic works;
- a familiarity with the theories and methods of the social sciences in order to enhance their understandings of the major

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institutions in our society, and the roles that both individuals and groups play in shaping experience;

- perspectives on people from various cultures and backgrounds, including awareness of the contributions of non-Western cultures, women, and ethnic groups to the rich diversity of human activity; and
- an understanding of the current theories and methods used to expand our knowledge of the processes of mental and physical development throughout the human life cycle.

Sacramento State General Education courses are designed, selected and approved by the faculty to meet these program objectives. Students will benefit from consultation with the Academic Advising Center or advisors in their major departments in planning their General Education course choices. Students may search the on-line Schedule of Classes by Area or other specification(s) for currently available GE courses.

## Course Requirements

The following courses have been approved to meet the 51-unit General Education pattern required of Sacramento State students. In addition, a second semester composition course and demonstration of proficiency in a foreign language are required for graduation. (See GE requirements for a description of these requirements.) Students must choose their General Education classes from the Areas and classes listed below:

### Area A: Basic Subjects (9 units)

(These requirements must be completed before enrollment in upper division GE courses. A grade of “C-“ or better is required in all courses taken in Area A.)

#### Area A1: Oral Communication (3 units)

COMS 4	Introduction to Public Speaking
COMS 5	The Communication Experience

#### Area A2: Written Communication (3 units)

ENGL 1A	College Composition
ENGL 2	College Composition for Multilingual Students

#### Area A3: Critical Thinking (3 units)

ANTH 4	Language, Culture and Critical Thinking
COMS 2	Argumentation
EDTE 10	Critical Thinking and the Educated Person
ENGL 1C	Critical Thinking and Writing
ENVS 11	Environmental Issues and Critical Thinking
JOUR 50	Mass Media and Critical Thinking
PHIL 4	Critical Thinking
PHYS 30	Science and Pseudo Science
PSYC 49	Scientific Thinking in Psychology
SOC 8	Sense and Nonsense in Social Research

## Area B: The Physical Universe and Its Life Forms (12 units)

### Area B1: Physical Science (3 units)

ASTR 4	Introduction to Astronomy
ASTR 6°	Astronomical Observation Lab
CHEM 1A°	General Chemistry I

CHEM 6A°	Introduction to General Chemistry
GEOG 1	Physical Geography
GEOG 11°	Physical Geography Lab
GEOL 7	Natural Disasters
GEOL 8	Earth Science
GEOL 8L°	Earth Science Lab
GEOL 10	Physical Geology
GEOL 10L°	Physical Geology Lab
PHYS 2°	Topics in Elementary Physics
PHYS 5A°	General Physics: Mechanics, Heat, Sound
PHYS 10	Physics in Our World
PHYS 10L°	Physics in Our World Lab
PHYS 11A°	General Physics: Mechanics

### Area B2: Life Forms (3 units)

ANTH 1	Introduction to Physical Anthropology
ANTH 1A°	Physical Anthropology Lab
BIO 5°	General Biology
BIO 7°	Introduction to the Science of Biology
BIO 10°	Basic Biological Concepts
BIO 20	Biology: A Human Perspective
BIO 106	Genetics: Mendel to Molecules
ENVS 10	Environmental Science

### Area B3: Lab

A course designated by the symbol (°) is required from Area B1 or B2.

### Area B4: Mathematical Concepts and Quantitative Reasoning (3 units)

(Completion of ELM is a prerequisite for these courses. A grade of “C-“ or better is required in all courses taken in Area B4.)

MATH 1	Mathematical Reasoning
MATH 17	Exploration, Conjecture and Proof in Math
MATH 24	Modern Business Math
MATH 26A	Calculus I for the Social and Life Sciences
MATH 26B	Calculus II for the Social and Life Sciences
MATH 29	Precalculus
MATH 30	Calculus I
MATH 31	Calculus II
MATH 35	Introduction to Linear Algebra
STAT 1	Introduction to Statistics
STAT 50	Introduction to Probability and Statistics

### Area B5: Further Studies in Physical Science, Life Forms, and Quantitative Reasoning

(Choose a course from this area or another from B1, B2 or B4 to total 12 units in Area B. Lab courses in B5 cannot be used in Area B3.)

ANTH 17	Introduction to Forensic Anthropology
ASTR 131	Solar System and Space Exploration
ASTR 132	Stars, Galaxies and Cosmology
CHEM 1B°	General Chemistry II
CHEM 6B°	Introduction to Organic and Biological Chemistry
CSC 1	Introduction to Computer Science
FACS 112	Current Topics in Nutritional Science
FACS 113	Nutrition and Metabolism
GEOG 111	Elements of Meteorology

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GEOG 113	Climate
GEOG 115	Geography of Plants and Animals
GEOL 12	Historical Geology
GEOL 77	Age of Dinosaurs
GEOL 130	Oceanography
GEOL 170	Geology of the Planets
HIST/PHSC 107	History of Physical Science
KINS 150	Exercise and Sports Physiology
MUSC/PHYS 186	Musical Acoustics: Science and Sound
NURS 168	Gender Related Differences in Brain Function
PHIL 60	Symbolic Logic I
PHIL 125	Philosophy of Science
PHYS 5B°	General Physics: Light, Electricity and Magnetism
PHYS 11B°	General Physics: Heat, Light and Sound

## Area C: The Arts & Humanities (12 units)

(No more than two courses may be taken from the same major designation.)

### Area C1: World Civilizations (3 units)

ANTH 016	Comparative Early Civilizations
ANTH 121	Archeology of Mexico
ANTH 134	Japanese Culture and Society
CHIN 120	Chinese Civilization
ECON 112	European Economic History
FREN 120	French Civilization
FREN 130	Culture Wars: From Knighthood to Revolution
GERM 150	German Civilization: Beginning to 16th Century
GERM 151	German Civilization: 17th Century to Present
HIST 4	Survey of Early Western Civilization
HIST 5	Survey of Modern Western Civilization
HIST 6	Asian Civilization
HIST 7	History of African Civilization
HIST 8	History of Islamic Civilization
HIST 50	World Civilization: Beginnings to 1600
HIST 51	World Civilization: 1600 to the Present
HIST 105	Great Ages and Issues in Modern European History
HIST 110	Ancient Near East: Cultural History
HIST 111	Ancient Greece
HIST 112	Ancient Rome
HIST 113	Early Medieval Europe
HIST 122A	Women in Western Civilization: Middle Ages
HIST 122B	History of Women in Western Civilization, Renaissance-Present
HIST 129A	History of Russia 800-1917
HIST 135A	History of Mexico to 1910
HIST 142	The History of Women in Africa
HIST 143A	History of the Middle East to 1800
HIST 146A	Cultural History of Japan to 1800
HIST 148A	China: Antiquity to 1600 A.D.
HRS 110	Global Culture in Conflict
HRS 144	Introduction to Islam

HRS 145	Introduction to Islamic Culture
HRS 171	Introduction to the East Asian World
HRS 172	Classical Culture of China
HRS 178A	Religions of India I: The Formative Period
HRS 178B	Religions of India II: Medieval and Modern
HRS 179	History of Buddhism
PHIL 20	History of Ancient Philosophy
PHIL 21	History of Early Modern Philosophy
RUSS 120	Russian Civilization
SOC 162	Middle East Societies and Cultures
WOMS 121	Women of the Middle East

### Area C2: Introduction to the Arts (3 units)

ART 1A	Stone Age to End of Middle Ages
ART 1B	Renaissance to Present
ART 3	Art in the Asian World
ART 5	Native American Art
ART 7	Introduction to Art and Visual Culture
ART 20A	Beginning Drawing
DNCE 130	Appreciation and History of Dance
ENGL 170D	Drama
ENGL 190L	Proseminar in Dramatic Lit
ENGL 190V	Great Drama on Video
HRS 180	The Film
INTD 20	Design
MUSC 8	Basic Music
MUSC 10A	Survey of Music Literature I
MUSC 10B	Survey of Music Literature II
MUSC 18	Music Appreciation
MUSC 119	World Music
PHIL 136	Philosophy of Art
THEA 1	Introduction to the Theatre
THEA 2	Theatre History: Ancient to Renaissance
THEA 3	Theatre History After 1660
THEA 5	Aesthetics of Theatre and Film
THEA 9	Appreciation of Acting
WOMS 146	Women in Art

### Area C3: Introduction to the Humanities (3 units)

ANTH 13	Magic, Witchcraft & Religion
ENGL 11A	The Literary Experience
ENGL 40A	Introduction to British Literature I
ENGL 40B	Introduction to British Literature II
ENGL 50A	Introduction to American Literature I
ENGL 50B	Introduction to American Literature II
ENGL 65	Introduction to World Literature in English
ENGL 90A	Modern Short Plays
ETHN 171	African Religions and Philosophy
GOVT 10	Meaning of Government
HIST /HRS 168	Images of America
HRS 10	Arts and Ideas of the West: Ancient to Medieval
HRS 11	Arts and Ideas of the West: Renaissance to Modern
HRS 70	Arts and Ideas of Asia: Ancient to Medieval
HRS 71	Arts and Ideas of Asia: Medieval to Modern
HRS 140	Exploring World Religions
HRS 151	World Mythology
HRS 161	Multicultural America

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HRS 188	Fantasy and Romance	HRS 120	Reason and Revelation: The Origins of Western Culture
PHIL 2	Ethics	HRS 121	Introduction to Hebrew Bible
PHIL 6	Introduction to Philosophy	HRS 122	Introduction to New Testament
PHIL 112	History of Ethics	HRS 131	Medieval Culture
PHIL 131	Philosophy of Religion	HRS 132	Renaissance
<b>Area C4: Further Studies in the Arts and Humanities</b>		HRS 134	Baroque and the Enlightenment
(Choose a course from this area or another course from C1 or C2 or C3 to total 12 units in Area C.)		HRS 135	Romanticism and Revolution
ANTH 166	Rise of Religious Cults	HRS 136	Birth of the Modern
ANTH/HRS 170	The Religious Landscape of the Sacramento Valley	HRS 137	Contemporary Crosscurrents in the Humanities
ART 21	Painting	HRS 141	Introduction to Judaism
ART 24	Watercolor	HRS 152	Great Mystics of the World
ART 74	Beginning Jewelry Design	HRS 155	Spirit and Nature
ART 75	Beginning Metalsmithing	HRS 162	American Space and Identity
ART 86	Clay Sculpture	HRS/HIST 169	Hollywood and America
ART 111	Latin American and Latino Art History	HRS/ANTH 170	The Religious Landscape of the Sacramento Valley
ART 117A	Art of India and Southeast Asia	HRS 173	Chinese Philosophy and Religion
ART 117B	Art of China and Japan	HRS 174	Modern Japanese Literature and Culture
ASIA/HRS 177	Modern East Asian Cinema	HRS 175	Zen Buddhism and Taoism
CHIN 150	Survey of Chinese Literature	HRS/ASIA 177	Modern East Asian Cinema
DNCE 131	Dance Cultures of America	HRS 181	Contemporary Issues in Film
DNCE 132	African and Caribbean Dance	HRS 183	Religion and Film
ENGL 130M	Art of Autobiography	ITAL 104A	Introduction to Italian Cinema I
ENGL 140M	Modern British Drama, 1889 to Present	ITAL 104B	Introduction to Italian Cinema II
ENGL 141A	The Essential Shakespeare	ITAL 130	Italian Civilization: The Dialogue Form. Its Origins and European Context
ENGL 150J	20th Century American Drama	ITAL 131	Italian Renaissance on Western Civilization
ENGL 165D	Postcolonial Literature	KINS 118A	Martial Arts: Karate
ENGL 170H	Introduction to Comedy	KINS 118B	Martial Arts: Tae Kwon Do
ENGL 170I	Introduction to Tragedy	KINS 118C	Martial Arts: Tai Chi
ENGL 175H	Culture Wars: 17th Century - Present/The Rise of Diversity	MUSC 118B	American Popular Music: Jazz
ENGL/ETHN	180A Forms of African-American Poetry	MUSC 118C	History of Rock Music
ENGL 180H	American Identities	MUSC 127	The American Musical Theatre
ENGL 180L	Chicano Literature	MUSC 129	American Society and its Music
ENGL 180M	Asian American Literature	PHIL 115	Philosophy in Literature
ENGL 180W	Native American Literature	PHIL 117	Existentialism
ENGL 180Z	Varieties of Ethnic Experience	PHIL 122	Political Philosophy
ENGL 185B	20th Century Fiction by Women	PHIL 145A	Chinese Philosophy
ENGL 185E	Chicana/Latina Women Writers	PHIL 145B	Philosophies of India
ENGL 191A	Masterpieces of Cinema	SOC 135	Sociology of Popular Culture
ETHN 143	American Indians, Film, and Popular Culture	SOC 160	Asian Societies
ETHN 145	Native Voice, Memory, and Biography	THEA 115A	Multicultural Puppetry
GERM 140	Heroes, Dragons and Quests	THEA/WOMS 144	Women and Theatre: Staging Diversity
GERM 141	Germanic Mythology and Legend	THEA 170	African American Theatre and Culture
GERM 142	German Folk Literature, Legend and Lore	THEA 174	Multicultural Perspectives in American Theatre
GERM 143	King Arthur and the Knights of the Round Table in Germany	THEA 175	Multicultural Perspectives in American Film
HIST/HRS 126	The History of Christianity to the Reformation	WOMS 145	Feminism and the Spirit
HIST/HRS 127	The History of Christianity Since the Reformation		
HIST/HRS 169	Hollywood and America		
HIST 170	History of Religion in the U.S.		
HRS 113	Culture of Classical Greece		
HRS 114	Culture of Classical Rome		
HRS 117	Paganism in the Roman World		
HRS 119	Classical Mythology		

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## Area D: The Individual and Society (15 units)

(At least three of the six units required in D1 must be taken in D1A.)

### Area D1A: Foundations in Social and Behavioral Sciences (3-6 units)

ANTH 2	Introduction to Cultural Anthropology
ANTH 3	Introduction to Archeology
ANTH 102	The Nature of Culture
ECON 1A	Introduction to Macroeconomic Analysis
ECON 1B	Introduction to Microeconomic Analysis
ETHN 11	Introduction to Ethnic Studies
GEOG 2	Cultural Geography
HIST 175	Sex, Population and Birth Control in America
PSYC 1	Introduction to Psychology: Basic Processes
PSYC 5	Introduction Psychology: Individual and Social Processes
SOC 1	Principles of Sociology
SOC 106	Births, Deaths and Borders
WOMS 115	Introduction to Women Studies

### Area D1B: World Cultures (0-3 units)

ANTH 143	Culture and Society in Mexico
ANTH 147	Peoples of Southeast Asia
ANTH 149	Cultures of South Asia
ETHN 10	Africa: Myths and Realities
ETHN 114	Asian Americans and Globalization
ETHN 137	Race and Ethnicity in Latin America and Caribbean
ETHN/GOVT 141	Politics of the African Diaspora
GOVT 35	World Politics
GOVT 142	Government and Politics in Africa
GOVT 143	Global Politics
GOVT 144	Government and Politics of Europe
GOVT 147	Latin American Government and Politics
HIST 119	Europe Since 1945
HIST 130	Fall of Communism
HIST 135B	Revolutionary and Modern Mexico
HIST 138A	Modern and Contemporary Latin America I
HIST 138B	Modern and Contemporary Latin America II
HIST 141	History of Africa Since 1800
HIST 143B	The Modern Middle East
HIST 146B	Modern Japan: 1800 to the Present
HIST 148B	China, 1600 to Present
HIST 157	International Relations in the 20th Century
SOC 163	Conflict, Oil and Development in the Middle East

### Area D2: Major Social Issues of the Contemporary Era (3 units)

ANTH 101	Cultural Diversity
ANTH 183	Women Cross-Culturally
ANTH 186	Culture and Poverty
COMS 152	Freedom of Speech
CRJ 1	Introduction to Criminal Justice and Society
CRJ 132	Terrorism and Violence
CRJ 139	Gangs and Threat Groups In America

CRJ 150	Sexual Offenses and Offenders
CRJ 157	Women and the Criminal Justice System
CRJ 189	Criminal Justice Systems of the Future
CRJ 192	American Criminal Justice and Minority Groups
CRJ 193	Drug Abuse and Criminal Behavior
ECON 181	Economics of Racism
ENVS 110	Contemporary Environmental Issues
ENVS 112	International Environmental Problems
ENVS/HIST 165	American Environmental History
ETHN 30	Introduction to Chicano/Latino Studies
ETHN 70	Introduction to Pan African Studies
ETHN 100	Ethnic America
ETHN 110	Introduction to the Asian American Experience
ETHN 112	Contemporary Asian American Issues
ETHN 113	Asian American Communities
ETHN 116	Asian American Politics and Public Policy
ETHN 130	Chicano/Mexican-American Experience
ETHN 131	La Raza Studies
ETHN 136	U.S. Mexican Border Relations
ETHN 140	Native American Experience
ETHN 142	Native American Tribal Government
ETHN 170	Pan African Studies
FACS 50	The Family and Social Issues
GEOG 145	Population Geography
GEOG 140	Geology and the Environment
GERO 100	Aging Issues in Contemporary America
GOVT 116	Paths to Freedom
GOVT 125	Politics of Justice
GOVT/JOUR 134	War, Peace and Mass Media
GOVT 163	Introduction to Black Politics in U.S.
GOVT 165	Politics of the Underrepresented
GOVT 169A	Science, Technology, and Politics
HIST 163	The City in U.S. History
HIST/ENVS 165	American Environmental History
HIST 173	Civil Rights 1865-1997
HIST 186	Ethnic Minorities in California
HLSC 114	Human Ecology and Health
HRS 185	Women, Film and American Culture
JOUR/GOVT 134	War, Peace and Mass Media
JOUR 172	Women in the Mass Media
LBRS 100	Labor and the American Social Structure
MGMT 002	Law for General Education
MGMT 117	Business Ethics and Society
NURS 10	Health Care: Issues and Delivery Systems
NURS 167	Women's Health
PHIL 101	Ethics and Social Issues
PHIL 103	Business and Computer Ethics
PHIL 104	Bioethics
SOC 3	Social Problems
SOC 10	Issues in Crime and Social Control
SOC 118	Chicano Community
SOC 120	Ethnic and Race Relations
SOC 155	Criminology
SOC 156	Delinquency
SOC 157	Issues in Courts and Prisons
SOC 164	Sociology of Globalization

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SOC 176	Labor and the American Social Structure	EDTE 21	Freshman Seminar
SWRK 102	Crosscultural Theory and Practice: Issues of Race, Gender and Class	EDTE 165	Sex Role Stereotypes in American Education
SWRK 126	Theories of Criminal Behavior	ENGL 21	Freshman Seminar
SWRK 134	Crimes Without Victims	ETHN 21	Freshman Seminar
SWRK 136	Poverty and Homelessness in America	ETHN 115	Biracial and Multiracial Experience
SWRK 150	Welfare in America	ETHN 132	La Mujer Chicana
SWRK 151	Health Services and Systems	ETHN 133	Cross-Culture Aging In America
WOMS 110	Introduction to the Women's Movements in Contemporary Society	FACS 10	Nutrition and Wellness
WOMS 136	Gender, Race and Class	FACS 52	The Child In the Family
WOMS 137	Women of Color	FACS 140	Family Resource Management
WOMS 138	Women and Work	FACS 141	Family Finance
WOMS 139	Violence Against Women	FACS 150	Family Stress and Coping: Multicultural Focus
		FORL 21	Freshman Seminar
		GERO 21	Freshman Seminar
		GNST 21	Freshman Seminar
		HHS 21	Freshman Seminar
		HIST 21	Freshman Seminar
		HIST 166	Popular Culture
		HLSC 50	Healthy Lifestyles
		HLSC 124	Consumer Health Education
		HLSC 130	Alcohol and Other Drugs
		HLSC 134	Understanding Human Sexuality
		HRS 21	Freshman Seminar
		KINS 4	Beginning Swimming
		KINS 5	Intermediate Swimming
		KINS 22	Creative Aerobic Fitness I
		KINS 26	Exercise for Fitness
		KINS 28	Jogging
		KINS 30	Bicycling
		KINS 32	Beginning Weight Training
		KINS 33	Intermediate Weight Training
		KINS 40	Tai Chi
		KINS 43	Beginning Tae Kwon Do
		KINS 56	Beginning Self-Defense - Women
		KINS 63A	Men's Beginning Ballroom Dance
		KINS 63B	Women's Beginning Ballroom Dance
		KINS 64A	Men's Intermediate Ballroom Dance
		KINS 64B	Women's Intermediate Ballroom Dance
		KINS 75	Beginning Volleyball
		KINS 76	Intermediate Volleyball
		KINS 83	Beginning Golf
		KINS 84	Intermediate Golf
		KINS 86	Beginning Tennis
		KINS 91	Alpine Skiing and Snowboarding
		KINS 92	Beginning Racquetball
		KINS 97	Beginning Trampoline and Tumbling
		KINS 98	Beginning Gymnastics
		KINS 101	Exercise for Healthy Living
		KINS 121	Peak Performance: Psychological Skills
		MGMT 21	Freshman Seminar
		NSM 21	Freshman Seminar
		NURS 160	Human Sexuality
		NURS 163	Holistic Approach to Aging
		PHIL 100	Ethics and Personal Values
		PSYC 134	Psychology of Human Sexuality
		PSYC 135	Psychology of Multicultural Groups
		PSYC 137	Stress Management

## Area D3: American Institutions (6 units)

One Government and one History course must be taken from the following list.

Note: GOVT 180, California State and Local Government, does not meet the U.S. Constitution requirement included in the other government courses listed below but may be used by students who have taken a U.S. Constitution course outside of California. It fulfills the state and local government requirement only.

GOVT 1	Essentials of Government
GOVT 113	American Political Thought
GOVT 150	American Governments
HIST 3	U.S. History for International Students
HIST 17A	U.S. History: 1607-1877
HIST 17B	U.S. History: 1877 to the Present
HIST 159	History of U.S. Foreign Relations
HIST 161	American Vision
HIST 162	Social History of the U.S.
HIST 167	History of American Women
HIST 177	African-American Experience 1603 to the Present
HIST 182	History of the American West

## Area E: Understanding Personal Development (3 units)

Only a single one-unit KINS activity course may be applied to this area. A one-unit KINS course cannot be combined with a two-unit DNCE course to meet this requirement.

ALS 21	Freshman Seminar
ANTH 106	Culture and Personality of the Chicano Child
ANTH 188	Anthropology of the Body
CHDV 30	Human Development
CHDV 35	Child and Adolescent Development
COMS 21	Freshman Seminar
COMS 114	Communication and American Culture
CRJ 21	Freshman Seminar
CSC 21	Freshman Seminar
DNCE 1	Beginning Jazz
DNCE 2	Beginning Modern Dance
DNCE 3	Beginning Ballet
DNCE 11	Intermediate Jazz
DNCE 13	Intermediate Ballet
EDBM 21	Freshman Seminar
EDS 21	Freshman Seminar

# baccalaureate degree requirements

PSYC 151	Psychological Aspects of Death and Dying
RLS 21	Freshman Seminar
RLS 34	The Outdoor Recreation Experience
RLS 100	Recreation and Leisure Lifestyles Development
RLS 122	Perspectives on Leisure
SOC 126	Sociology of Gender
SOC 127	Men, Masculinity and Society
SOC 158	Sociology of Deviance
SOC 168	Self and Society
SWRK 125A	Human Behavior in a Social Environment

## Additional Graduation Requirements:

The 51-unit General Education requirement does not include the following two graduation requirements:

- Second semester composition (English 20, English 20M, English 20T or an approved equivalent).
- Foreign language graduation requirement may be met by successfully completing appropriate course work or passing proficiency exams.

## Race and Ethnicity in American Society (3 unit Supervenient Requirement)

(These courses also meet specific GE requirements in Areas C-E.)

ANTH 101	Cultural Diversity
ANTH 186	Culture and Poverty
CRJ 192	American Criminal Justice and Minority Groups
DNCE 131	Dance Cultures of America
DNCE 132	African Caribbean Dance
ECON 181	Economics of Racism
ENGL 180H	American Identities
ENGL 180M	Asian American Literature
ENGL 180W	Native American Literature
ENGL 185E	Chicana/Latina Women Writers
ETHN 11	Introduction to Ethnic Studies
ETHN 30	Chicano/Latino Studies
ETHN 100	Ethnic America
ETHN 131	La Raza Studies
ETHN 133	Crosscultural Aging in America
ETHN/GOVT 141	Politics of the African Diaspora
FACS 50	The Family and Social Issues
FACS 150	Family Stress and Coping: Multicultural Focus
GOVT 163	Introduction to Black Politics in U.S.
GOVT 165	Politics of the Underrepresented
HIST 3	U.S. History for International Students
HIST 17A	U.S. History: 1607 to 1877
HIST 17B	U.S. History: 1877 to Present
HIST/HRS 168	Images Of America
HIST 173	Civil Rights, 1865-1997
HIST 177	African-American Experience, 1603 to Present
HIST 186	Ethnic Minorities of California

HRS 161	Multicultural America
KINS 118A	Martial Arts: Karate
KINS 118B	Martial Arts: Tae Kwon Do
KINS 118C	Martial Arts: Tai Chi
SOC 118	Chicano Community
SOC 120	Ethnic and Race Relations
SWRK 102	Crosscultural Theory and Practices: Issues of Race, Gender and Class
THEA 115A	Multicultural Puppetry
THEA/WOMS 144	Women and Theatre: Staging Diversity
THEA 174	Multicultural Perspectives of the American Theatre
THEA 175	Multicultural Perspectives in American Film
WOMS 136	Gender, Race and Class
WOMS 137	Women of Color

## Writing Intensive (3 unit Supervenient Requirement)

Most of these courses also meet specific GE requirements in Areas B-E. This requirement may be met by courses in the major or GE as specified by your major department. If the requirement is met by a major course, the units may not be counted toward the 9 unit upper division GE requirement. Prerequisite: a passing score on the Writing Proficiency Exam or successful completion of ENGL 109M or 109W.

ANTH 102	The Nature of Culture
ANTH 186	Culture and Poverty
ART 111	Latin American and Latino Art History
ASIA/HRS 177	Modern East Asian Cinema
ASTR 131	Solar System and Space Exploration
ASTR 132	Stars, Galaxies, and Cosmology
CHIN 150	Survey of Chinese Literature
CRJ 157	Women and the Criminal Justice System
CRJ 194^	Contemporary Issues in Criminal Justice
EDTE 165	Sex Role Stereotypes in American Education
ENGL 130M	Art of Autobiography
ENGL 140M	Modern British Drama, 1889 to Present
ENGL 141A	The Essential Shakespeare
ENGL 150B^	American Romanticism, 1835 to 1865
ENGL 165D	Postcolonial Literature
ENGL 170D	Drama
ENGL 170H	Introduction to Comedy
ENGL 170I	Introduction to Tragedy
ENGL/ETHN 180A	Forms of African-American Poetry
ENGL 180L	Chicano Literature
ENGL 180M	Asian American Literature
ENGL 185B	20th Century Fiction by Women
ENGL 190L	Proseminar In Dramatic Literature
ENGL 190V	Great Drama on Video
ENVS 112	International Environmental Problems
ETHN 100	Ethnic America
FACS 112	Current Topics in Nutritional Science
FACS 140	Family Resource Management

# baccalaureate degree requirements

FACS 150	Family Stress and Coping: Multicultural Focus
GEOG 190 <sup>^</sup>	Seminar in Geographic Thought
GOVT 165	Politics of the Underrepresented
HIST 105	Great Ages and Issues in Modern European History
HIST 110	Ancient East Cultural History
HIST 122A	History of Women in Western Civilization, Prehistory-Middle Ages
HIST 122B	History of Women in Western Civilization, Renaissance-Present
HIST 138A	Modern and Contemporary Latin America
HIST 138B	Modern and Contemporary Latin America
HIST/HRS 168	Images Of America
HRS 120	Reason and Revelation: The Origins of Western Culture
HRS 132	Renaissance
HRS 134	Baroque and Enlightenment
HRS 135	Romanticism and Revolution
HRS 136	Birth of the Modern
HRS 140	Exploring World Religions
HRS 170	The Religious Landscape of the Sacramento Valley
LBRS 100	Labor and the American Social Structure
MGMT 117	Business Ethics and Society
MUSC 127	The American Musical Theater
MUSC 129	American Society and Its Music
NURS 163	Holistic Approach to Aging
PHIL 101	Ethics and Social Issues
PHIL 112	History of Ethics
PHIL 115	Philosophy in Literature
PHIL 117	Existentialism
PHIL 145A	Chinese Philosophy
PHIL 145B	Philosophies of India
RLS 122	Perspectives on Leisure
SOC 168	Self and Society
SOC 176	Labor and the American Social Structure
SWRK 126	Theories of Criminal Behavior
WOMS 136	Gender, Race and Class
WOMS 138	Women and Work

\*Note: Courses designated by the symbol (^) have prerequisites that make them appropriate Writing Intensive classes for majors only. They do not fulfill any GE Area requirements.

## General Education Policies

- All upper division GE courses require at least second semester sophomore standing (45 units) and completion of all GE Area A courses as prerequisites.
- At least 9 units must be chosen from upper division GE courses (100-199) and at least 9 units must be taken in residence at Sacramento State (these units may overlap).
- The Writing Intensive course may be counted as upper division GE if it is listed as a GE course and not in the student's major.
- No upper division units used to meet General Education requirements may be credited toward a major.
- No more than six lower division units from a student's major field may be used to meet General Education requirements.
- No upper division course from a student's major department may be used to meet the 9 unit upper division General Education requirement.
- Each course taken to satisfy the Area A Basic Subjects and Area B4 Quantitative Reasoning must be completed with a grade of "C-" or higher.
- A 2.0 cumulative GPA is required in General Education.

## Overlap Between General Education and Majors/Minors (Fall 1992 and Later)

General education requirements include five areas (A-E) in which you must take courses (area requirements), a nine-unit upper division requirement, a Race and Ethnicity requirement, and a Writing Intensive requirement. The overlap possibilities among these four aspects of General Education are outlined below. Students needing help applying these overlap policies are encouraged to see an advisor in the Academic Advising Center, Lassen Hall 1012.

1. The 9 unit upper division GE requirement (courses numbered 100-199) cannot be met with courses applied to a student's major or from a major department. Example: A Criminal Justice major may not under any circumstances use CRJ 193 to meet the 9 unit upper division GE requirement. (There are some exceptions to this requirement for the following majors: Computer Science, Engineering, Kinesiology, Nursing, Liberal Studies and Child Development Plan B.)
2. GE area requirements (area C1, D2, etc.) can be met with up to six units of courses from a major department. Lower division courses from the major department can be applied to both major and GE area requirements. GE area requirements can also be met with upper division courses from the student's major department, but not with upper division courses applied to the major. Example: PSYC 134 is not used in meeting major requirements and is applied to the Area E requirement. However, this course cannot apply to the 9 unit upper division GE requirement (see #1 above).

# baccalaureate degree requirements

3. The Race and Ethnicity requirement can be met with an upper or lower division course from a student's major or major department. Example: A Social Work major can use SWRK 102 to meet the Race and Ethnicity requirement. However, this course will not apply to the 9 unit upper division GE requirement.
4. The Writing Intensive requirement can be met with a course from the major or major department in specified majors, but not in all majors.
5. There is no restriction on the overlap of courses between GE and minor requirements\*

**Note:** For Business Administration majors, substitute "College of Business" for "major department." For Social Science majors, substitute "History" for "major department."

## Transfer Students

Transfer students who have completed lower division General Education requirements at a California community college, including those certified under the Intersegmental General Education Transfer Core Curriculum (IGETC), are required to complete 9 units of upper division GE at Sacramento State, meet the foreign language proficiency graduation requirement, meet the state "code" requirements in U.S. History, American and California Government, and the writing intensive requirement. These 9 units may or may not include the writing intensive requirement, depending on the policy of the student's major department. Students who have not completed an approved course for the 'Race and Ethnicity in American Society' category at a community college must take a course in this category at Sacramento State. In addition, all transfer students, except those fully certified as having completed the IGETC core curriculum, must complete the required second semester writing course or an approved course at a community college.

For more information about IGETC requirements, contact your community college counselor.

## Second Bachelor's Degree Requirements

Students who hold a bachelor's degree from regionally accredited institutions of higher education may be admitted as postbaccalaureate students. In order to pursue a second bachelor's degree, they are required to:

1. Have a minimum 2.5 grade point average on the last 60 semester units of baccalaureate and/or graduate level courses.
2. Secure written approval on the graduation application from the department chair of the major in which they seek the degree. The approval should specify any overlap of units in both the first and second degrees. Advising for the major takes place within the department.
3. Complete the content requirements for the second degree as specified by the department. units from the first degree may be counted, but a minimum of 24 upper division residence

units in the major subsequent to earning the first bachelor's degree are required.

4. Complete a minimum of 30 units in residence at Sacramento State beyond the first bachelor's degree. Of the 30 units, 24 must be upper division in the major. **Note:** Former Sacramento State students who have completed 6 or more residence units will be held to only 24 upper division units in the major and in residence. Extension and credit by examination units do not meet the residence requirement.
5. Complete California code requirements in U.S. History, Constitution, and California State and Local Government.
6. Complete the Writing Proficiency Examination, if not already successfully completed at Sacramento State or other approved campuses as part of the first bachelor's degree. If completed elsewhere, written verification is required.

Registration priority is that of an unclassified graduate student. Second bachelor's degree candidates are expected to achieve a 2.5 grade point average each semester to maintain good academic standing.

Candidates must file for graduation TWO SEMESTERS prior to the date of graduation. Forms are available at the Admissions and Records Customer Service Counter in Lassen Hall or at [www.csus.edu/adm/evaluations](http://www.csus.edu/adm/evaluations). A second bachelor's degree cannot be awarded in the same major as the first degree nor in any closely-related field.

## Catalog Rights

Undergraduate students maintaining attendance in any combination of California community colleges and campuses of the California State University receive "catalog rights" in the election of regulations determining graduation requirements. Students may elect the requirements in effect at (1) the year they began their study at a California community college or CSU campus, (2) the year they entered the CSU campus from which they will graduate, or (3) the year they graduate from the CSU.

Attendance is defined as enrollment in at least one semester or two quarters in each calendar year. Once catalog rights are established, absence related to an approved educational leave or for attendance at another accredited\* institution is not to be considered an interruption, providing the above attendance criteria are met and the absence does not exceed two years.\*\*

While catalog rights hold degree requirements, they do not shield students from changes in prerequisites required in a given course. Prerequisite requirements, which all students must follow, are those stated in course descriptions in the current catalog. The only exceptions to this are in cases in which the addition of course prerequisites also increases the number of units required in the major and minor. In these cases, students are encouraged to meet current course pre-requisites, but are not required to do so.

\***Note:** Regional Accrediting Associations: the Associations of Colleges and Schools of the Middle States, North Central, Northwest, Southern and Western regions.

\*\*See also Registration/Leaves of Absence, page 70.

## Overlapping Credit

### Undergraduate

The University allows course credit to overlap in completing major and minor requirements, provided that minimum University policy has been met with regard to content requirements and total units.\* For the Bachelor of Arts degree, a major requires a minimum of 24 non-overlapping units of which 12 must be upper division.

For the Bachelor of Science degree, a major requires a minimum of 36 non-overlapping units of which 18 must be upper division. Any remaining units may be used for a second major or a minor.

\*See also Baccalaureate Degree Requirements/Overlap between General Education and Majors/minors, page 89.

### Postbaccalaureate Credit Earned as an Undergraduate

The University will allow Sacramento State undergraduate students to petition to receive postbaccalaureate credit for courses in excess of all undergraduate degree requirements (major, minor, general education, total units, residence) if they are taken in the semester of graduation and students have a cumulative GPA of 2.75 or better. No more than six units can be applied towards a master's degree. If approved, credit will be designated as "graduate credit" toward a master's degree or credential and is discounted from undergraduate statistics and honors calculations. Those wishing to use credit toward fifth year credential requirements should indicate "credential candidate" on their application for graduation. Sacramento State students seeking approval to use excess units toward a master's degree must submit a 'Petition for Exception' to the Office of Graduate Studies during the last semester of undergraduate enrollment. Petitions must be filed with the Graduate Studies Office prior to graduation.

## Application for Graduation

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

Students must apply for graduation. **Academic degrees are not granted automatically when students complete their degree requirements.**

Students are eligible to file a bachelor's degree application one year in advance of graduating if they have completed at least 80 units. See the current Class Schedule for filing procedures and timelines.

The Degree Evaluations Office will complete a degree audit showing remaining requirements; the results of this review, the Graduation Evaluation, will be mailed to the student. Graduating seniors may contact Evaluations advisors to discuss their Graduation Evaluation and remaining degree requirements.

### Posting of Degrees

After grades become available for the semester of requested graduation, the Degree Evaluations Office will review the Graduation Evaluation for completion of all degree requirements. Those completing all requirements will have their degree major/minor and date of completion posted to their official academic transcript of record. Diplomas are mailed to students approximately two months after grades become available; summer graduation diplomas take approximately four months. Students attending graduation ceremonies do so as candidates for the degree. The degree is conferred only after all degree requirements have been completed, and the diploma and transcript of record reflect that semester's date. Students who have not completed all requirements will be notified by mail and should contact the Degree Evaluations Office for assistance in developing plans for degree completion. Degree evaluators are available for assistance at all stages of the graduation process.

Notes:

- A student may not register for the semester following his/her intended graduation unless the intended degree date is canceled or changed by filing a Graduation Change/Diploma Reorder Form with the Degree Evaluations Office in the Office of Admissions and Records, OR the student applies for admission and is accepted as a graduate student.
- Graduating senior priority status for CASPER is granted one time only.
- Participation in the commencement ceremony does not constitute graduation. Degrees are conferred only after all requirements have officially been cleared.

### Graduation in Absentia

Students who have fulfilled the degree residence requirements may be permitted to complete final requirements at other regionally accredited colleges or universities by petitioning to graduate "in-absentia." Approval to graduate in absentia must be requested in advance. Major or minor course substitutions are to be approved by the appropriate academic departments, and GE courses must be approved through the Degree Evaluations Office. Approval for graduation in-absentia will hold catalog requirements and degree candidacy for one year.

# graduate degree requirements

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## Office of Graduate Studies

River Front Center 206  
(916) 278-6470  
[www.csus.edu/rfgs/gradstudies](http://www.csus.edu/rfgs/gradstudies)

California State University, Sacramento is authorized to offer graduate programs culminating in the Master of Arts, Master of Science, Master of Business Administration, Master of Music, Master of Physical Therapy, Master of Public Policy and Administration, and Master of Social Work degrees: Sacramento State also offers two joint doctoral programs: Public History in cooperation with UC Santa Barbara and Educational Leadership in cooperation with UC Davis and Sonoma State. In keeping with the objectives of the degrees offered, the University has developed a broad framework of requirements.

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### Master of Arts

Master of Arts programs are designed to provide improvement in professional competence in educational service, competence for self-directed study (research) in areas of specialization, broadening of cultural backgrounds, development of personal and social responsibility, and preparation for community leadership.

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### Master of Science

Objectives of the Master of Science programs are to increase competence in particular professional areas and to develop ability for independent self-directed study in selected fields. Provisions have been made in the various curricula for individual planning in light of each student's objectives, previous education, and experience.

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### Master of Business Administration

The Master of Business Administration curriculum is designed to broaden the participants' knowledge and understanding of business administration, to improve their capacity for effective decision-making, and to facilitate their professional growth and development for positions of greater responsibility. The curriculum is intended for individuals who seek careers as professional managers in business and business-oriented government organizations and as community college instructors of business administration. In addition, the curriculum prepares superior students for entry into doctoral programs in business administration.

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### Master of Music

The graduate program leading to the Master of Music degree is designed to provide opportunity for a variety of advanced studies in music. The Master of Music may be earned either with an academic or a performance emphasis. The program will effectively prepare students for continuation into doctoral study. Students may focus their studies in one of six areas: choral conducting, instrumental conducting, composition, music education, music history and literature, or performance.

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### Master of Physical Therapy

The Master of Physical Therapy curriculum is designed to educate competent physical therapy generalist practitioners who demon-

strate ethical, responsible, professional behavior, sensitive to cultural and psychosocial differences. Graduates will be able to utilize critical thinking and problem solving, practice life long learning, and provide services that contribute to the optimal health and function of the residents of the communities they serve.

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### Master of Public Policy and Administration

The Master of Public Policy and Administration curriculum is designed to prepare individuals committed to public service as effective and ethical leaders and advisors, managers and administrators, analysts and advocates. Students develop competence in three areas: management of the organizational context of policy implementation and administration; understanding of the political environment and process of policy making; and the analytic and research tools to plan, design, and evaluate public policy.

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### Master of Social Work

The curriculum leading to the Master of Social Work degree is designed to enable the student to develop professional competence in working with individuals and groups, participate knowledgeably in the implementation of social welfare policy and administration, understand human growth and development as they affect social and personal functioning, and develop social philosophies, ethics, and values relating to the practice of professional social work.

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### Master of Arts or Master of Science in Special Major

The special major for either a Master of Arts or a Master of Science degree provides an alternative for those individuals whose special needs and interests cannot adequately be met by any single existing or planned master's degree program. A suitable interdisciplinary program may be planned for the superior graduate student who meets requirements established for admission to the special major graduate degree program. A student who wishes to undertake such a program should obtain an application to the program from the Office of Graduate Studies.

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### Ed.D. Educational Leadership

The joint doctoral program in Educational Leadership is offered in cooperation between three Northern California universities to help meet the need for leadership in California's schools and community colleges. The program in educational leadership, geared to working professionals is offered by California State University, Sacramento; Sonoma State University in Rohnert Park; and the University of California, Davis. It will lead to a Doctor of Education awarded jointly by the UC and CSU systems.

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### Ph.D., Public History

The joint doctoral program in Public History offered in cooperation with UC Santa Barbara provides training in public history, particularly in the following professional fields: history of public policy, cultural resource management, business and institutional history, and community and local history. Supporting courses are offered in oral history, archives and records administration, museum management, historical editing, and policy and litigation support.

## Admission Requirements\*

Graduate and postbaccalaureate applicants may apply for a degree objective, a credential or certificate objective. Depending on the objective, the CSU will consider an application for admission as follows:

- **General Requirements** – The minimum requirements for admission to graduate and postbaccalaureate studies at a California State University campus are in accordance with university regulations as well as Title 5, Chapter 1, Subchapter 3 of the California Code of Regulations. Specifically, a student shall at the time of enrollment: (1) have completed a four-year college course of study and hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association, or shall have completed equivalent academic preparation as determined by appropriate campus authorities; (2) be in good academic standing at the last college or university attended; (3) have attained a grade point average of at least 2.5 (“A”=4.0) in the last 60 semester (90 quarter) units attempted; and (4) satisfactorily meet the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations, as appropriate campus authorities may prescribe. In unusual circumstances, a campus may make exceptions to these criteria.

Students who meet the minimum requirements for graduate and postbaccalaureate studies will be considered for admission in one of the three following categories:

- **Postbaccalaureate Classified** – If a student wishes to enroll in a credential or certificate program, he or she will be required to satisfy additional professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus; or
- **Graduate Conditionally Classified** – A student may be admitted to a graduate degree program in this category if, in the opinion of appropriate campus authority, he or she can remedy deficiencies by additional preparation; or
- **Graduate Classified** – To pursue a graduate degree, a student will be required to fulfill all of the professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus.

In unusual circumstances, a campus may make exceptions to these criteria.

\*Refer to Applications to Sacramento State/Graduate and Postbaccalaureate Students, page 53.

\*\*The minimum requirements for admission to graduate and postbaccalaureate studies at a California State University campus are in accordance with University regulations as well as Title 5 chapter 1, subchapter 3 of the California Code of Regulations.

## Second Bachelor’s Degree

Students who have earned a bachelor’s degree from a regionally accredited institution with a GPA of 2.5 or higher in the last 60 semester units of baccalaureate or graduate level courses may pursue a Second Bachelor’s degree at Sacramento State. Students admitted in postbaccalaureate standing (unclassified) must meet residence and other specified requirements.\*

Applicants to an impacted program will be considered in the upper division quota category for admission purposes. Course work completed in this status forms part of the postbaccalaureate grade point average and will affect the student’s eligibility for classified standing.

Candidates must file for graduation TWO SEMESTERS prior to the date of graduation. Forms are available from Admissions and Records. A second bachelor’s cannot be awarded in the same major or closely related field as the first degree.

\*Refer to Baccalaureate Degree Requirements/Second Bachelor’s Degree, page 90.

## International Foreign Visa and International Non-Visa Students

Graduation from a recognized college or university with a degree requiring at least 16 years of prior education is required for graduate standing.

### TOEFL Requirement for Graduate Students

All graduate and postbaccalaureate applicants, regardless of citizenship, whose preparatory education was principally in a language other than English, must demonstrate competence in English. Those who do not possess a bachelor’s degree from a postsecondary institution where English is the principal language of instruction must receive a minimum score of 550 (213 if computer-based or 79 if Internet-based) on the Test of English as a Foreign Language (TOEFL).\* Some Sacramento State programs may require higher scores than listed here.

\*Refer to Application to Sacramento State/International Students/TOEFL Requirement, page 54.

## Application for Graduate Status

Office of Graduate Studies  
River Front Center 206  
(916) 278-6470  
[www.csus.edu/rgs/gradstudies](http://www.csus.edu/rgs/gradstudies)

### Applicants

All graduate and postbaccalaureate applicants (e.g., master’s degree applicants, those seeking credentials, and those interested in taking courses for personal or professional growth) must file a complete graduate application as described in the graduate and postbaccalaureate admission booklet.

Applicants who completed undergraduate degree requirements and graduated the preceding term are also required to complete

# graduate degree requirements

and submit an application with a \$55 nonrefundable application fee. Since applicants for postbaccalaureate programs may be limited to the choice of a single campus on each application, redirection to alternate campuses or later changes of campus choice will be minimal. To be assured of initial consideration by more than one campus, it will be necessary to submit separate applications (including fees) to each. An electronic application is available online. Beginning fall 2005, all applicants for admission must submit their application online.

The application and fee are not required for students desiring to enroll only in extension, intersession or summer school work.

## Classification

Students wishing to pursue a master's degree must be admitted to the specific program under which the student intends to study. At the time of application for admission to the University, the student indicates his or her proposed major and is evaluated against the admission requirements for that program.

If the student meets all the program's admission requirements, he/she is admitted as a classified graduate student in the designated program and to the University. If the student is deficient in one or more requirements, which in the judgment of the appropriate campus authority can be met by specific additional preparation, the student may be admitted to conditionally classified status.

A student not wishing to pursue a master's degree can be admitted as an unclassified graduate student, but no more than six units earned in unclassified status can be applied toward a subsequent master's program. Therefore, unclassified students are urged to seek classification during their first semester's enrollment if they wish to pursue a graduate degree.

## Writing Proficiency Requirement

All graduate students are expected to have demonstrated writing proficiency at the undergraduate level as prescribed by California State University. Students applying for admission to graduate programs who have not fulfilled this requirement (because they graduated from a non-CSU institution or completed undergraduate degree requirements prior to the imposition of the writing standard in 1980) shall be required to demonstrate writing proficiency. The University's writing proficiency requirement may be demonstrated by passing the Sacramento State Writing Proficiency Examination with a score of eight or better or by meeting an equivalent standard approved by the Associate Dean, Office of Graduate Studies.

In all cases, writing proficiency must be demonstrated before the student can be advanced to candidacy.

## Advising

Classified graduate students should confer with their academic departments for requirements, course selection and appointment of advisors.

Postbaccalaureate students seeking a teaching credential should contact the College of Education Student Service Center, Eureka Hall 216, (916) 278-6403.

# General Program Requirements

## Required Graduate Units

The number of units required for graduate degrees vary, depending on the field and the degree sought. Master of Arts and Master of Science degrees require a minimum of 30 semester units of approved graduate credit.

The Master of Arts degree in International Affairs, however, requires a minimum of 39 units plus specific language preparation. The Master of Science degree in Counseling requires a minimum of 60 semester units of approved graduate credit. The Master of Business Administration degree requires from 31 to 52 semester units of approved graduate credit depending upon the student's background in business administration at the time of admission. The Master of Social Work degree requires 31-60 semester units of approved graduate credit.

Graduate transfer credit (with a grade of "B" or better) toward a master's degree at Sacramento State may be considered only if the course work has not been used previously to complete another degree.

## Major

Each master's degree program must include a minimum of 20 approved units in the major subject area. These shall normally include a minimum of 18 units in a 30-40 unit degree program and 36 units in a 60 unit degree program of regularly scheduled 200-level courses requiring student participation as the primary instructional method and seminar courses requiring formal presentations by students. Units earned for thesis or project may contribute toward establishing the major, but they are not permitted in the required units in 200 level seminar courses.

## Foreign Language

A reading knowledge of a foreign language may be required in some liberal arts areas. Students should consult their advisors to determine if foreign language requirements apply in the particular field in which they plan to take the master's degree.

## Academic Residence

A minimum of 21 approved semester units in 100-, 200- and 500-series offerings in a 30-unit program must be earned in residence at Sacramento State. Three-hundred-level (methods) courses, student teaching, extension courses offered by Sacramento State or work completed at other accredited institutions do not meet residence requirements.

## Advancement to Candidacy

Initiation of advancement to candidacy procedures is the responsibility of the student. Each student who plans to become a candidate for a master's degree is required to do the following:

1. be admitted to classified graduate standing in the graduate degree curriculum for which candidacy is sought;
2. complete at least 40 percent of the graduate degree course work and meet any special departmental requirements in the field in which they propose to take the degree; and
3. file an application for advancement to candidacy for the master's degree at the Office of Graduate Studies.
  - a. Must be submitted to the Office of Graduate Studies by November 1 for the spring semester and May 1 for the fall semester in order to register for Culminating Experience during priority registration.
  - b. The Office of Graduate Studies will process within four to six weeks.

Eligibility for advancement to candidacy is based upon the following:

1. Scholarship in undergraduate and graduate work taken prior to advancement as follows:
  - a. A satisfactory undergraduate preparation for admission to classified graduate standing in the graduate degree program.
  - b. A minimum grade point average of 3.0. No grade of less than "C" can be counted toward the minimum number of units needed to advance to candidacy.
  - c. A total of 18 units of 200-level seminar courses must be listed.
2. Evidence of a plan of graduate study acceptable to the institution and the faculty concerned.
3. Fulfilled Writing Proficiency Exam (WPE) requirement.

### Thesis, Project or Comprehensive Examination:

A thesis is required under Plan A, a project is required under Plan B and a comprehensive examination is required under Plan C. Students are eligible to enroll for full or partial credit for their theses or projects at any time after being advanced to candidacy, subject to approval by their faculty advisors. Credit is granted upon completion.

Each department offers one or more or a combination of the following plans:

#### *Plan A: Thesis*

A thesis is the written product of the systematic study of a significant problem. It clearly identifies the problem; states the major assumptions; explains the significance of the undertaking; sets forth the sources for, and methods of gathering, information; analyzes the data; and offers a conclusion or recommendation. The finished product must evidence originality, critical and independent thinking, appropriate organization and format, clarity of purpose, and accurate and thorough documentation. Normally an oral defense of the thesis will be required.

#### *Plan B: Project*

A project is a significant undertaking of a pursuit appropriate to the fine and applied arts or to professional fields. It must evidence originality and independent thinking, appropriate form and organization, and a rationale. It must be described and summarized in a written abstract that includes the project's significance, objectives, methodology, and a conclusion or recommendation. An oral defense of the project may be required. Some samples of types of projects are outlined below:

1. A Creative Project in the Arts: an original contribution to the verbal, visual, or performing arts. Examples include a music recital; a musical composition; a completed novel or play; a completed collection of short stories or poems; direction of a theatrical production; a gallery showing of works of art.
2. A Curriculum Project: a project that contributes to a field of teaching by enhancing communication of a subject matter. Examples include a course of study; a teacher's guide; an instructional manual; a design for a new teaching method; the development of new teaching materials.
3. A Research Project: a project which contributes to the physical sciences, natural sciences, social sciences, humanities, or the professions, by adding to technical/professional knowledge in the professional field. Examples include building a device; designing an experiment; a field study; a case study; a documentary report; a professional article of publishable quality.

The fulfillment of any of the above culminating requirements must conform to the appropriate requirements of the Sacramento State Thesis and Project Format Requirement Guides.

#### *Plan C: Comprehensive Examination*

A comprehensive examination should test the range of subject matter covered in the student's graduate program. The department may opt for an examination that is written, oral, or a combination of written and oral. Ordinarily the examination will be given in the student's last semester before the student plans to receive the degree, and in no instance can a student who has not been advanced to candidacy take the examination.

At least three examiners must certify to the success or failure of the student in the examination, and the results of the examination must be submitted promptly to the Associate Dean of Office of Graduate Studies on the "Report of Comprehensive Examination form. A simple majority determines whether the student has passed or failed. A student may repeat the examination once after a failure, provided that at least four calendar months have lapsed since the previous examination. A third trial is not allowed unless extreme extenuating circumstances are demonstrated by the department to the Associate Dean, Office of Graduate Studies.

# graduate degree requirements

## Scholarship

A minimum grade point average of 3.0 for all graded work presented for the degree is required. No units with a grade lower than a “C” may be credited toward fulfillment of the requirements for a master’s degree. “CR” grades are excluded in calculating grade points. It is the responsibility of the student to remedy performance or program deficiencies (indicated by “D”, “F”, “WU”, “I”, “W” and “NC” grades) in the approved program prior to graduation.

Students who are enrolled in graduate degree programs in conditionally classified or classified standing shall be subject to academic warning and subsequent disqualification if they fail to maintain a cumulative and semester grade point average of at least 3.0 in all units attempted subsequent to admission to the program. Disqualification may be either from further registration in a particular program or from further enrollment at the campus. Unclassified postbaccalaureate students will be disqualified immediately if their cumulative grade point average falls below 2.0. Unclassified students are subject to probation and subsequent disqualification if they fail to earn a 2.5 grade point average each semester.

Students in classified, conditionally classified, or unclassified standing who meet grade point average requirements stated above will be placed on Academic Warning if they earn one or two “NC” grades in a semester. Grades of “NC” earned in subsequent consecutive semesters will result in Probation, Continued Probation, or Disqualification, depending upon the number of “NC” grades earned and the semester grade point average.

## Unclassified Students will be Disqualified if their Grade Point Average Falls Below 2.5

Postbaccalaureate students who meet grade point average requirements will be placed on Academic Warning if they earn one or two “NC” grades in a semester. Grades of “NC” earned in subsequent consecutive semesters will result in Probation, Continued Probation, or Disqualification, depending upon the number of “NC” grades earned and the semester grade point average.

## Administrative-Academic Probation and Disqualification

Graduate and postbaccalaureate students may be subject to administrative-academic probation for the following reasons:

1. Withdrawal from all or a substantial portion of their courses in two successive terms or in any three terms.
2. Repeated failure to progress toward a degree or other program objective.
3. Failure to comply, after due notice, with an academic requirement or regulation.

Students who do not meet the conditions for removal of administrative-academic probation may be subject to administrative-

academic disqualification. Students will receive written notification of administrative-academic actions with an explanation of the basis for the action and the conditions they must meet to return to good standing.

## Continuous Enrollment

Classified graduate students normally retain rights to the catalog and/or degree program requirement under which they were classified providing they maintain continuous enrollment as defined by the University. Students not maintaining continuous enrollment lose classified graduate standing and will be required to apply for readmission. Such students may be required to fulfill additional program or degree requirements that are current at the time of readmission.

## Continuous Enrollment — Open University

Graduate students who have been advanced to candidacy and who have completed all course work can maintain the required active degree program status without additional University registration by enrolling in “Continuous Enrollment” through Open University. There are no units associated with this enrollment, but a College of Continuing Education fee equal to one unit is required. Such enrollment is valid as long as the student is within the time period allowed for the completion of the culminating experience requirement. Students completing a thesis or project are allowed a maximum of three semesters past the semester of first registration to complete the thesis or project. If not otherwise actively registered, the student must enroll in “Continuous Enrollment” each of the three semesters beyond the initial University enrollment for thesis or project units.

Students who do not finish the thesis or project within the semester of original enrollment will receive a grade of “RP”\* provided satisfactory progress has been made toward completion of the culminating experience. The “RP” grade will remain as long as progress is made toward completion and “continuous enrollment” is maintained the following three semesters.

If the student does not complete the culminating experience within a total of four semesters, she/he will receive a No Credit (“NC”) grade for the original units. If the seven-year deadline for the program has not expired, the student must re-enroll in culminating experience units within the next two semesters and pay University fees before continuing her/his program. Students taking the comprehensive exam for the culminating experience in a semester in which they are not registering for any other units will be required to sign up for “Continuous Enrollment.”

## Time Limit

All requirements for the master’s degree must be completed within seven years immediately prior to graduation.

# graduate degree requirements

## CRITERIA FOR ADMISSION TO CLASSIFIED GRADUATE STATUS

Degree Program (Options)	Minimum GPA: 60 Semester Units	Supplemental Department Application	Test Required	Reference Letters	BA/BS in Same Field	For More Information (916)
M.A. Anthropology	3.0	Yes	GRE	Yes	Yes	278-6452
M.A. Art Studio	2.5	Yes	None	No	Yes or equivalent	278-6166
M.S. Biological Sciences (Biological Conservation, Molecular and Cellular Biology)	2.75 et al. reqts	No	None	No	No	278-6535
M.B.A. Business Administration (Urban Land Development; Finance; Human Resources Mgmt.; Mgmt. Computer Applications; Marketing)	3.0 in Business	No	GMAT	No	No	278-6772
M.S. Business Administration (Management Information Systems)	3.0 in Business	No	GMAT	No	No	278-6772
M.S. Chemistry	2.5 overall et al. reqts	No	None	Yes	No	278-6684
M.S. Civil Engineering	2.8 overall et al. reqts	No	None	Yes	Yes	278-6982
M.A. Communication Studies	3.25 et al. reqts	No	GRE	Yes	No	278-6688
M.S. Computer Engineering	3.0	No	GRE	Yes	No	278-6834
M.S. Computer Science: M.S. Software Engineering	3.0 et al. reqts	No	GRE	No	Yes	278-6834
M.S. Counseling (Career Counseling; Community Counseling; Marriage Family and Child Counseling; School Counseling) (Vocational Rehabilitation) <i>Also offered: Pupil Personnel Services Credential (School Counseling or School Psychologist)</i>	2.5 3.0 overall	Yes	None None	Yes Yes	No No	278-5399 278-6622
M.S. Criminal Justice	3.0 et al. reqts	No	None	Yes	Yes	278-6487
M.A. Economics	3.0 in Economics	Yes	GRE	Yes	No	278-6223
M.A. Education (Educational Technology; Multicultural Education) (Curriculum and Instruction; Early Childhood Education; Behavioral Sciences [Women's Studies]; Language and Literacy) (Educational Leadership; Higher Education Leadership) (Special Education; School Psychology) <i>Also Offered: Specialist or Services Credential or Certificate In: Bilingual/Cross-Cultural; Preliminary or Professional Administrative; Reading/Language Arts; Language Development Specialist; Resources Specialist</i>	2.5 2.5-3.0 et al reqts. 2.5 3.0 overall	Yes Yes	None None	No Yes-ECE Yes Yes	No Yes-ECE Yes Yes	278-5942 278-6155 278-5388 278-6622
Credential - Education: Single and Multiple Subjects; Special Education	2.5 overall et al. reqts	Yes	CBEST	No	Yes	278-6639
M.S. Electrical and Electronic Engineering	3.0 et al. reqts	No	None	No	Yes	278-6873
M.A. English (Literature; TESOL; Pedagogy; Creative Writing)	2.75 et al. reqts	No	None	No	No	278-6586
M.S. Geology	2.75 et al. reqts	YES	GRE general and subject	Yes	Yes or equivalent	278-6337
M.A. Government	3.0	No	GRE	Yes	No	278-6202
M.A. History (Public History; Humanities); Ph.D. Public History	3.0 et al. reqts	Yes	None	Yes	Yes or equivalent	278-6206
M.A. International Affairs	3.0 overall	Yes	GRE	Yes	No	278-6557
M.S. Kinesiology (Exercise Science; Sport Performance) <i>Also offered: Adapted P.E. or Athletic Training Credential</i>	3.0 et al. requirements	No	None	No	No	278-6441
M.A. Liberal Arts	2.75	No	None	Yes	No	278-6444
M.S. Marine Science (Contact the Biology Department or The Moss Landing Marine Laboratories at 408-755-8656.)						
M.A. Mathematics	2.5 et al. reqts	No	None	No	Yes	278-6534
M.S. Mechanical Engineering	3.0 et al. reqts	No	None	No	Yes or equivalent	278-6624
M.M. Music (Conducting; Composition; Music Education; Music History and Literature; Performance)	3.0	No	GRE	Yes	Yes	278-6514
M.S. Nursing (Family Nurse Practitioner) <i>Also offered: School Nurse Credential</i>	3.0 overall et al. reqts	Yes	GRE	Yes	Yes	278-6525
M.P.T. Physical Therapy	2.5; 3.0 in pre-reqs	Yes	GRE	Yes	No	278-6426
M.A. Psychology (Counseling Psychology, Industrial Organizational Psychology)	3.0	Yes	GRE	Yes	Yes or equivalent	278-6254
M.P.P.A. Public Policy and Administration	3.0	Yes	GRE	Yes	No	278-6557
M.S. Recreation Administration	2.75 overall et al. reqts	Yes	None	Yes	No	278-6752
M.S.W. Social Work <i>Also offered Pupil Personnel Services Credential (School Social Worker)</i>	2.5	Yes	None	Yes	No	278-6943
M.A. Sociology	3.0 et al. reqts	No	PPST: Writing	Yes	No	278-6522
M.A. Spanish	2.5	No	Spanish Test	No	No	278-6333
M.A./M.S. Special Major	3.0	Yes	None	No	No	278-6470
M.S. Speech Pathology and Audiology (Audiology; Speech Pathology) <i>Also offered Clinical Rehab Spec. Credential</i>	2.75 et al. reqts	Yes	GRE if GPA below 3.5	Yes	Yes	278-6601
M.A. Teaching English to Speakers of Other Languages (TESOL)	3.0 et al. reqts	No	None	No	No	278-6586
M.A. Theatre Arts	3.0	Yes	None	Yes	No	278-6368

### 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. In fall 2007, Sacramento State will implement a new student records system, which may result in changes to deadlines and procedures that are unknown at the time of publication of this catalog. More current or complete information may be obtained from the appropriate department, college, or administrative office.

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

### Academic Honesty

Vice President for Student Affairs  
(916) 278-6060

The principles of truth and honesty are recognized as fundamental to a community of scholars and teachers. California State University, Sacramento expects that faculty, staff, and students will honor these principles, and in so doing, will protect the integrity of academic work and student grades. Students are expected to know and abide by University policy about cheating, including plagiarism. The entire document, **Policies and Procedures Regarding Academic Honesty**, may be found on the University's web site. Key points are summarized here.

#### I. Definitions of Academic Dishonesty

- A. **CHEATING.** At Sacramento State, cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Cheating at Sacramento State includes but is not limited to:
1. copying, in part or in whole, from another's test or other evaluation instrument;
  2. using crib sheets, "cheat notes," or any other device in aid of writing the exam not permitted by the instructor;

3. submitting work previously graded in another course unless this has been approved by the course instructor or by departmental policy;
4. submitting work simultaneously presented in two courses, unless this has been approved by both course instructors or by the department policies of both departments;
5. altering or interfering with grading or grading instructions;
6. sitting for an examination by a surrogate, or as a surrogate; or
7. any other act committed by a student in the course of his or her academic work which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

B. **PLAGIARISM:** At Sacramento State plagiarism is the use of distinctive ideas or works belonging to another person without providing adequate acknowledgment of that person's contribution. Regardless of the means of appropriation, incorporation of another's work into one's own requires adequate identification and acknowledgment. Plagiarism is doubly unethical because it deprives the author of rightful credit and gives credit to someone who has not earned it. Acknowledgment is not necessary when the material used is common knowledge. Plagiarism at Sacramento State includes but is not limited to:

1. the act of incorporating the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another's work, without giving appropriate credit, and representing the product as one's own work. Examples include not only word-for-word copying, but also the "mosaic" (i.e., interspersing a few of one's own words while, in essence, copying another's work), the paraphrase (i.e., rewriting another's work while still using the other's fundamental idea or theory); fabrication (i.e., inventing or counterfeiting sources), ghost-writing (i.e., submitting another's work as one's own) and failure to include quotation marks on material that is otherwise acknowledged; and
2. representing another's artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawing, sculptures, or similar works as one's own.

#### II. Sanctions

The instructor of record in a course where academic dishonesty is alleged to have occurred and the Office of Student Affairs shall have exclusive jurisdiction of the trial of charges of academic dishonesty that may give rise to academic and administrative sanctions under this policy.

Academic and administrative sanctions may be imposed for violations of this policy. Academic sanctions are defined as those actions related to the coursework and grades and are the province of the instructor. Administrative sanctions may alter a student's status on campus and are assigned by the Office of the Vice President of Student Affairs. The imposition of one type of sanction shall not preclude the additional imposition of the other.

### III. Student Rights

Nothing in this policy is intended to deny students who come within its scope appropriate due process, including the right to be informed of the charges, the nature of the evidence supporting the charges, and the right to have a meeting with the faculty member, the Judicial Affairs Officer, or other decision-maker, at which time statements and evidence on behalf of the student may be submitted. The student also has the right to a determination of the facts of the case based on a preponderance of the evidence presented. Nor is anything in this policy intended to deny the right to appeal, through appropriate University channels, any decision resulting from such a meeting. In the case where an appeal is made alleging that the grade-sanction was not proportional to the offense and therefore arbitrary, the appeal is governed by the grade appeal process.

## Grading System

Lower division courses (numbered 1-99), upper division courses (100-199), graduate level courses (200-299 and 500 and above) and some postbaccalaureate Education courses (300-499) are graded:

Grade	Grade Points	Grade	Grade Points
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	.7
C+	2.3	F	.0

Certain designated courses, e.g., co-curricular courses, fieldwork, field tours, workshops, theses, supervised teaching and similar courses are graded Credit (“CR”) or No Credit (“NC”). The Credit (“CR”) grade will equate to “A”, “B” or “C” level competence for undergraduate courses and “A” or “B” level competence for graduate courses.

A student’s academic standing is determined by grade point average (GPA). Grade point average is computed by dividing quality points (the total number of grade points earned) by the number of quality hours (total attempted hours excluding courses graded “CR” or “NC”). A grade point average of 2.0 indicates a “C” average, a 3.0 indicates a “B” average, etc.

### Definition of Grade Symbols

- A *Exemplary* achievement of the course objectives. In addition to being clearly and significantly above the requirements, work exhibited is of an independent, creative, contributory nature.
- B *Superior* achievement of the course objectives. The performance is clearly and significantly above the satisfactory fulfillment of course requirements.
- C *Satisfactory* achievement of the course objectives. The student is now prepared for advanced work or study. Note: The letter grade “C” does not imply satisfactory achievement at the graduate level.
- D *Unsatisfactory* achievement of course objectives, yet achievement of a sufficient proportion of the objectives so that it is not necessary to repeat the course unless required to do so by the academic department.

- F *Unsatisfactory* achievement of course objectives to an extent that the student must repeat the course to receive credit.
- WU *Withdrawal Unauthorized* indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities, or both, were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average, this symbol is equivalent to an “F”. (See Deletion Policy, page 101.)
- CR *Satisfactory* achievement of course objectives. (Not used in Sacramento State grade point calculation.)
- NC *Unsatisfactory* achievement of course objectives. (Not used in Sacramento State grade point calculation, but is calculated as “F” by many graduate and professional schools.)
- I *Incomplete Authorized*. A portion of the requirements usually completed during one term remains to be completed and evaluated. (Not used in grade point calculation.) See Incomplete Grade policy, which follows.
- RP *Report in progress*. Work is in progress on thesis, project or similar course extending beyond one term. (Not used in grade point calculation.) See “RP” Grade Policy, which follows.
- W The symbol “W” indicates that the student was permitted to withdraw from the course after the fourth week of instruction with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in grade point calculation.
- RD *Report Delayed* because a grade has not been reported to the registrar due to circumstances beyond control of student. (Not used in grade point calculation.)
- AU *Audit* symbol indicates student’s status as auditor and does not earn degree credit. (See Admission of Auditors, page 61.)

### Incomplete Grades

The symbol “I” (Incomplete Authorized) indicates that a portion of required course work has not been completed and evaluated during the course 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. Agreement as to the conditions for removal of the Incomplete will be in writing, signed by the instructor, student, and the department chair (or designee) and placed on file with the appropriate academic department until the Incomplete is removed or the time limit passed. A final grade is assigned when the work agreed upon has been completed and evaluated. An “I” (Incomplete Authorized) should not be assigned when it is necessary for the student to attend additional class meetings to complete the course requirements. An Incomplete must be made up within 12 months of the end of the term in which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment.

## academic policies

Failure to complete the assigned work will result in an Incomplete being converted to an “F” or “NC” on the academic transcript.

At the time of degree evaluation, the degree will not be awarded if a student has any outstanding “I” grades which, if calculated as “F”, would cause the student’s grade point average to fall below the minimum level for graduation in any grade point requirement (Sacramento State, overall, major, minor or General Education). Incomplete grades are not considered for deletion by the Academic Standards Committee.

**\*Note:** Students in the military reserve whose units go on active duty during or around the final examinations period are eligible to receive an “I” provided they meet the conditions above.

### RP Grade Policy

The “RP” symbol is used in connection with courses that extend beyond one semester. It indicates that work is in progress, but assignment of a final grade must await completion of additional work. The “RP” symbol shall be replaced with the appropriate final grade within one year of its assignment (within two years for master’s culminating requirement). If no final grade is reported by the instructor within the time limit, the “RP” will be converted to “F” or “NC” on the academic transcript.

### Credit/No Credit Grading Option

With the exception of certain designated courses, e.g., co-curricular courses, fieldwork, field tours, workshops, theses, supervised teaching and similar courses, academic achievement is evaluated on a letter grade basis (“A”-“F”). Sacramento State students may choose to substitute Credit/No Credit (“CR”/“NC”) grading for a maximum of 15 letter-graded Sacramento State credits subject to the following conditions:

#### *Undergraduate Students:*

1. No more than 15 units taken under the Sacramento State “CR”/“NC” option may apply toward a baccalaureate degree (this does not include credits obtained from challenge or Advanced Placement examinations).
2. Any course which is graded “CR”/“NC” cannot be used to satisfy requirements in the major, the minor, or general education (unless the course is identified in the catalog as graded “CR”/“NC”). This applies to all University graduation requirements.
3. Students must submit the appropriate form requesting “CR”/“NC” grading to Admissions and Records before the census date of the semester.
4. The instructor will assign a letter grade on the grade roll. If the grade earned by the student who elected the “CR”/“NC” option is “C-” or higher, “CR” will be posted to the student’s transcript. If the assigned grade is lower than “C-”, it will be posted as “NC”.

#### *Graduate Students:*

1. Classified or conditionally classified graduate students, with the consent of their advisor and department, may elect “CR”/“NC” grading in courses normally letter graded. Units earned in this manner may not count toward graduate degree requirements.

2. Unclassified graduate students and postbaccalaureate credential students also may elect “CR”/“NC” grading in courses normally letter graded. Units earned in this manner may not be used to meet course requirements for admission to classified status or be applied to meeting second bachelor’s, certificate or credential requirements (unless department policy specifies otherwise).
3. Graduate students must submit the appropriate form requesting “CR”/“NC” grading, including approved signatures if required, to Admissions and Records before the census date of the semester.
4. The instructor will assign a letter grade on the grade roll. In graduate-level courses, if the grade earned by the student who elected the “CR”/“NC” option is “B-” or higher, “CR” will be posted to the student’s transcript. If the assigned grade is lower than “B-”, it will be posted as “NC”.

### Co-Curricular Courses

Co-curricular courses are designed to enhance student development, enrich the student’s educational experience and/or facilitate involvement in University life. Co-curricular courses are graded “CR”/“NC”. No more than 15 units of co-curricular course work may be applied toward a baccalaureate degree.

Co-curricular courses include the following categories of courses (fieldwork and internships required in a major or minor program are not subsumed in this category):

1. elective courses that provide students opportunities to practice in a field related to their major, e.g., cooperative education, field tours, workshops, tutoring, fieldwork and internships;
2. courses that allow students to apply an individual talent or skill as a participant in intercollegiate competition or other extracurricular activities and events organized by the University;
3. orientation courses, e.g., introduction to college studies, academic strategies and study skills, career orientation; and
4. courses that promote student involvement in University governance and service, e.g., participation in student government, peer advising, residence hall advisor training.

## Grade Corrections, Deletions and Appeals

### Grade Correction Policy

A grade correction is possible only in the case of a declared clerical error. A correction in letter grade must be approved by the instructor of record and the department chairperson by the last day of the semester, either spring or fall, after the grade is posted to the student’s record. The definition of clerical error is an error made by the instructor or assistant in grade determination or posting. Under no circumstances, except for completion of work when an “I” was issued, may a grade change be made as the result of work completed or presented following the close of a grade period. Grades cannot be changed to “W” nor can they be changed from a letter grade to Credit/No Credit.

A grade correction after the semester following grade award will be allowed only if the course instructor and chair of the department where the course was offered submit the grade change and an explanation for the late grade correction to the Registrar. In the case where the course instructor and/or department chair is unavailable, the department faculty or a committee of department faculty must approve the grade correction. In such a case, a statement of the nature of the exception, the department's method of approval, and the date of approval, must be forwarded with the grade correction.

## Deletion Policy

Sacramento State requires that students process an official drop by telephone, online, or by petition within published deadlines. Failure to withdraw properly from a course may result in assignment of a "WU" grade in the course. The symbol "WU" indicates that the student did not withdraw from the course and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities, or both, were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average, this symbol is equivalent to an "F".

In the first term that a student receives one or more "WU" grades, the student may petition to have these "WU" grades dropped from GPA calculation. To do so the student must obtain a "Petition to Discount First U/WU Grade" from the Admissions and Records Office or the Academic Advising Center and meet with an academic advisor prior to submitting the petition. This policy only applies to the first term in which the student receives one or more "WU" grades. This policy does not apply to "WU" grades earned in subsequent terms or "WU" grades received at institutions other than Sacramento State. The petition may be submitted anytime until a degree is conferred (i.e., posted to the transcript). While the petition will result in the "WU" grades being dropped from the GPA calculation, the grades will remain on the student's transcript.

A petition to delete grades other than the first "WU" may be submitted for consideration by the Academic Standards Committee for the following reasons only:

1. To remove penalty grades assigned due to failure to complete a course for causes related to illness. Medical verification is required.
2. To correct errors by academic departments. Department verification is required.
3. To correct errors made in registration (e.g., use of wrong class code). The Registrar's Office must confirm this error. Petitions must be submitted within one academic year from the end of the semester in which the grade was received. After a degree has been awarded, no petitions will be considered to delete grades posted prior to that award.

## Grade Appeal Procedures

While there is a presumption that grades assigned by faculty are correct, students who believe that a correct final grade has not been assigned may use the Student Grade Appeal Procedure. This procedure may only be used to appeal earned letter or "CR"/"NC" grades. Students must start this procedure no later than the beginning of the fall or spring semester following the semester in which the grade was earned. The procedure requires that students seek to resolve the matter informally with the instructor of record before initiating a formal grade appeal. Copies of the Student Grade Appeal Procedure are available at the office of each academic department and the offices of the Vice President for Student Affairs and Vice President for Academic Affairs.

## Student Complaint Hearing Policy

Vice President for Student Affairs  
(916) 278-6060

The Student Complaint Hearing Policy addresses grievances that result from alleged inequitable treatment by a University employee, enforcement of an unfair policy, or failure to adhere to a University policy that does not fall into the categories of grades, student discipline, or harassment/discrimination issues. This policy reflects the University's desire to resolve disputes within each program center at an informal level. If such a resolution is not possible, this complaint procedure provides a fair and collegial hearing process.

For a copy of the policy, contact the offices of the Vice President for Student Affairs, any Program Center administrators or refer to the governing shelf at the University Library.

## Repeating Courses

Any course taken at Sacramento State may be repeated one time at Sacramento State without departmental approval. Some academic departments may limit the number of additional times a student is allowed to repeat the same course. If a student exceeds the repeat limit established by a department, the department may administratively drop the student from the course and/or disallow the course if it is presented in fulfillment of graduation requirements. Students intending to repeat a course more than one time should discuss this with an academic advisor and the chair of the department offering the course to determine whether specific departmental repeat limits exist and if there are provisions for exceptions.

In the case of a first repeat, only the grade earned in the second attempt (even if it is lower) will be used in the Sacramento State calculation of grade point average. However, it should be noted that the grade earned in the first attempt remains on the student's transcript and may be used in grade point calculations by other institutions (e.g., medical schools and law schools).

After the second attempt (first repeat), grades of the second and all subsequent attempts will be averaged in grade point calculations, even if departmental permission was granted to enroll in the course a third or subsequent time. Students should file a Repeat

## academic policies

Grade Replacement Petition with the Admissions and Records Office in order to initiate a unit and grade point adjustment.

The Repeat Grade Replacement Petition, approved by the chair of the department offering the course, is required to authorize unit and grade replacement if:

1. the repeat or original course is taken at another accredited institution, or
2. the repeat course differs in number or title from the original course.

Under these conditions, students must obtain petition approval prior to enrollment in the repeat course since it is possible that the courses may not be considered equivalent. Approved petitions are submitted to the Admissions and Records Office, Lassen Hall.

The repeat grade replacement policy of a transfer institution, if it can be determined, will be applied to a student's record at the time of transfer to Sacramento State. If it cannot be determined, Sacramento State policy will apply.

Note to Graduate Students: Grades earned in courses repeated as a postbaccalaureate student may not be used to replace grades earned in the course while an undergraduate student. In addition, grades earned at another institution will not be counted in the postbaccalaureate GPA, and therefore cannot be used to repeat Sacramento State courses.

### Academic Renewal

When all the policy conditions are met, Sacramento State may disregard previous unsatisfactory academic course work, taken at any college, from all considerations associated with requirements for the baccalaureate degree. The request is limited to two semesters or three quarters of course work. The policy action removes the earned hours, quality hours, and quality points (grade points) for the entire semester(s) or quarter(s) under consideration. The Academic Renewal policy does not allow for partial deletion of course work within any semester or quarter. (See Grade Deletion Policy.) Sacramento State does not consider requests to delete any course completed and applied toward a baccalaureate degree after the degree has been awarded.

#### Requirements and Procedure

1. Using the Academic Renewal Petition, the student must present evidence that
  - a. the level of performance was due to extenuating circumstances;
  - b. one or more additional terms of enrollment would be required to complete baccalaureate requirements if the request was not approved, i.e., all degree requirements would be met except the required minimum Sacramento State and overall GPA (2.000);
  - c. five years have elapsed since the most recent course work to be disregarded was completed (e.g., fall 2001 semester will be considered after the fall 2006 semester);
  - d. the student has completed additional academic course work at Sacramento State subsequent to the work to be disregarded;

- e. the additional academic course work completed conforms with the following sliding scale: 15 semester units with at least a 3.0 GPA, 30 semester units with at least a 2.500 GPA, or 45 semester units with at least a 2.000 GPA (work completed at another college/university cannot be used to satisfy this requirement); and
- f. the petitioner is currently attending Sacramento State, has filed to graduate from Sacramento State and has met with a degree evaluator from the Evaluations Office to determine if additional course work is needed to meet baccalaureate requirements.

2. If another accredited college has acted to remove previous work from degree consideration, such action will be honored in terms of its policy. However, elimination of any work in a term by any other institution will reduce by one term the two-semester maximum that may be disregarded by Sacramento State.
3. When such action is taken, the student's permanent academic record will be annotated so that it is readily evident that no work taken during the disregarded term(s), even if satisfactory, may apply toward baccalaureate requirements. However, all work must remain legible on the record ensuring a true and complete academic history.
4. Final determination that one or more terms will be disregarded will be based on careful review of evidence by a committee, which will include the Vice President for Academic Affairs, the College Dean of the major, the Degree Evaluations Coordinator, and the Vice President for Student Affairs.

### Scholastic Standards

The University recognizes superior academic achievement at the time of admission, at the end of each semester and at the time of graduation. In addition, academic standards have been set for continuation of enrollment privileges based on minimum achievement required for completion of degree requirements.

#### Recognition of Academic Achievement

##### *Honors at Entrance*

Entering freshmen or transfers with fewer than 13 college units who have a 3.500 GPA on their high school grades as calculated for admission qualify for Honors at entrance.

##### *Letters of Commendation*

Transfer undergraduates will qualify for a "Letter of Commendation" at admission if they have earned a 3.750 grade point average on 24 or more college units. Students who have graduated from high school and have between 12 and 23 units of college credit will also qualify for a "Letter of Commendation" if they meet both the high school and college grade point average criteria.

##### *Honors List*

Semester honors are awarded and the notation "Dean's Honor List" is posted to the permanent academic record for freshmen earning a 3.000 grade point average and other undergraduates earning a 3.250 grade point average. To be eligible in either category, students must complete a minimum of 12 letter-graded units with no Incomplete grades and no grade lower than "C-".

## ACADEMIC HONORS SOCIETIES

### UNIVERSITY LEVEL

- Golden Key
- Phi Beta Delta
- Phi Kappa Phi
- Sigma Xi

### COLLEGE LEVEL

#### Arts and Letters

- Delta Phi Alpha (Foreign Languages – German)
- Lambda Pi Eta (Communication Studies)
- Phi Alpha Theta (History)
- Pi Kappa Lambda (Music)
- Sigma Delta Pi (Foreign Languages – Spanish)
- Sigma Tau Delta (English)

#### Business Administration

- Beta Alpha Psi (Accountancy)
- Beta Gamma Sigma (Business – General)

#### Education

- Chi Sigma Iota (Counselor Education)

- Phi Delta Kappa (Education – General)

#### Engineering and Computer Science

- American Society of Civil Engineers (Civil Engineers)
- American Society of Mechanical Engineers (Mechanical Engineers)
- Association for Computing Machinery
- Chicano Latino Association of Computer Scientists and Engineers
- Competitive Robotics
- Construction Management Student Assoc. (Construction Management)
- ECS Joint Council of Student Organizations
- Institute of Electrical and Electronics Engineers (Electrical and Electronics Engineers)
- National Society of Black Engineers
- Society of Automotive Engineers
- Society of Women Engineers
- Tau Beta Pi (Engineers – General)
- Upsilon Pi Epsilon (Computer Science)

#### Health & Human Services

- Alpha Phi Sigma (Criminal Justice)
- Sigma Theta Tau (Nursing)
- Phi Alpha (Social Work)

#### Natural Sciences & Mathematics

- Biological Sciences Honors Programs (Biological Sciences)
- Pi Mu Epsilon (Mathematics)
- Sigma Pi Sigma (Physics)

#### Social Sciences & Interdisciplinary Studies

- Alpha Kappa Delta (Sociology)
- Lambda Alpha (Anthropology)
- Omicron Delta Epsilon (Economics)
- Pi Lambda Theta (Liberal Studies)
- Pi Sigma Alpha (Government)
- Psi Chi (Psychology)
- Sigma Phi Omega (Gerontology)
- Sigma Xi (Anthropology)
- Student California Teachers Association (Liberal Studies)

### *Graduation with Honors*

Honors at Graduation are awarded to Sacramento State bachelor's degree graduates who complete a minimum of 30 graded units in residence with a qualifying grade point average.

Honors are awarded based on the following grade point average ranges:

Cum Laude:	3.50-3.749
Magna Cum Laude:	3.75-3.899
Summa Cum Laude:	3.90-4.000

For posting of honors on the transcript, the GPA calculation will include all Sacramento State course work, including the final semester. Second bachelor's degree graduates are not eligible for Honors at Graduation. If fewer than 10 percent of a department's students qualify for honors (i.e., have a GPA of 3.500 or greater), students who have a minimum GPA of 3.250 and whose GPA would place them among the top ten percent of the department's graduates for the previous two academic years will be awarded Cum Laude honors upon graduation.

## Scholastic Standards for Continuation of Enrollment

### *Undergraduate Students*

The grade point average in all courses attempted at Sacramento State plus the overall GPA in courses attempted at all accredited colleges are used in determining whether a student is demonstrating satisfactory progress toward degree completion. Students must maintain a 2.000 ("C") average each semester, at Sacramento State, and overall. Failure to do so will subject the student to the loss of enrollment privileges as indicated in the rules described below.

To be eligible for a bachelor's degree, a student must earn a grade point average of 2.000 in the overall college record, in the cumulative Sacramento State record, in all upper division courses used to complete the major, in all courses used to complete the minor, and in all courses used to complete General Education.

### *Graduate Students\**

\*See Graduate Degree Requirements/Scholarship, page 96.

## Undergraduate Academic Action Categories

### *Good Standing*

Continuing Sacramento State students with no overall, Sacramento State, or semester grade point deficiency and new Sacramento State students with no transfer grade point deficiency\* are in good academic standing. Students who are in good standing at the end of a semester will be eligible to enroll in the subsequent semester.

\*Definition of Grade Point Deficiency: Students maintain a grade point average of at least 2.000 ("C") by earning at least twice as many grade points as quality hours. For example, if a student attempts 15 units and earns a "C" grade in each course, she/he will receive 30 grade points and have no grade point deficiency for that semester. If 15 units are attempted but only 25 grade points are earned, there is a grade point deficiency of 5 (the total is five points below the number required for a 2.000 GPA) and the student becomes subject to academic action rules.

### *Academic Probation*

Students whose semester grade point average, cumulative Sacramento State grade point average or overall grade point average falls below 2.000 will be placed on academic probation. Students on probation are eligible to enroll in the subsequent semester.

# academic policies

## **Continued Probation**

Students on probation will be placed on Continued Probation if they:

- earn a semester GPA below 2.000, but both Sacramento State GPA and overall GPA are above 2.000, or
- earn a 2.000 in the current semester, but have a Sacramento State GPA or overall GPA below 2.000.

*Students placed on Continued Probation will be limited to a maximum course load of 14 units per semester until they return to academic good standing.*

## **Academic Disqualification**

Students on probation will be disqualified if they:

- earn a semester GPA below 2.000 and have a Sacramento State GPA or overall GPA below 2.000, or
- earn a 2.000 in the current semester, but have a Sacramento State or overall grade point deficiency in excess of class level limits.\*

Disqualified students are ineligible to enroll until reinstated.

*CLASS LEVEL	LIMIT
<u>Freshmen/Sophomores</u> (fewer than 60 semester units completed)	maximum of 14.9 grade points below 2.000
<u>Juniors</u> (60-89 units completed)	maximum of 8.9 grade points below 2.000
<u>Seniors</u> (90 or more units completed)	maximum of 5.9 grade points below 2.000

**Note:** Effective fall 2007, undergraduate students on probation will be disqualified if the cumulative grade point average (at Sacramento State or overall) falls below 1.95 with 90 or more semester hours, 1.85 with 60-89.9 semester hours, 1.70 with 30-59.9 semester hours, or 1.50 with fewer than 30 semester hours completed. Students not on probation will be disqualified if the cumulative GPA is 1.00 or less.

## **Academic Dismissal**

A student reinstated after disqualification who earns a semester GPA below 2.000 or fails to meet other requirements specified in the reinstatement contract will be dismissed. Academic Dismissal means that enrollment privileges have been withdrawn. Dismissed students are not eligible to use the immediate reinstatement procedure. Academically dismissed students are not eligible for readmission without at least one semester of absence from Sacramento State. Students who have been dismissed twice must sit out two years before petitioning to return.

## **Administrative Probation and Administrative Disqualification**

Undergraduate students are subject to Administrative Probation for the following reasons:

1. Withdrawal from all or a substantial portion of their courses in two successive terms or in any three terms.
2. Repeated failure to progress toward a degree or other program objective, when such failure is due to circumstances within the control of the student.
3. Failure to comply, after due notice, with an academic requirement or regulation.

Students who do not meet the conditions for removal of administrative probation may be subject to further administrative actions, including Administrative Disqualification.

## **Notification**

Admissions and Records, Lassen Hall Lobby  
(916) 278-7111

Students will be notified of their academic status (probation, continued probation, disqualification or dismissal) on Casper.NET, CasperWeb, and by letter or e-mail at the end of each semester. Students on Probation or Continued Probation are required to meet with an advisor in their major department. Departments may block registration of students who fail to meet advising appointments. Students receiving veterans' educational benefits may be ruled ineligible for continued benefits if, after one semester of unsatisfactory achievement (probation or disqualification), they do not return to academic Good Standing at the completion of the next semester.

## **Reinstatement of Disqualified Students**

Students who have been academically disqualified may petition for reinstatement. The Petition for Reinstatement is obtained from the Office of Admissions and Records. If reinstated, students will be placed on an academic contract that may stipulate maximum units, specific courses and achievement levels. Failure to meet the conditions of the reinstatement contract and/or failure to achieve a subsequent semester GPA of 2.000 or higher will result in academic dismissal.

Students not recommended by their academic department for continuation in the first choice major may be considered for University reinstatement into a different major when approved by the department offering that major. Students reinstated as undeclared will not be allowed to enroll in upper division major courses during the period of the contract without the permission of the department chair or designee for that major.

Deadlines to petition for immediate reinstatement are as follows:

Spring Semester: Third week of January

Fall Semester: First week in July for CASPER registration

Students whose petitions are approved are subject to review each semester until the Sacramento State GPA and overall GPA reach the minimum standard of 2.000.

## **Readmission of Academically Dismissed Students**

Students who are dismissed will not be considered for enrollment at the University for at least one semester following dismissal. Academically dismissed students should meet with an academic advisor for advice on developing a plan to remedy the conditions that led to dismissal so that returning to the University is possible.

After their mandatory interruption in enrollment, students who were dismissed must submit a "Petition for Readmission Following Dismissal" to the University Readmission Committee. The appeal must include a recommendation from the student's major department. A student whose appeal is granted is subject to academic review each semester until the Sacramento State GPA and overall GPA reach the minimum standard of 2.000. Readmitted students who fail to meet conditions specified for readmission will be academically dismissed. A second dismissal will result in a mandatory interruption of at least two years.

Deadlines for submission of the appeal are published in the Annual Schedule of Classes and on the Admissions and Records web site, and are strictly enforced.

**Reinstatement Procedure for College of Business Administration Undergraduate Students**

Business students who have been disqualified or dismissed from the University for academic reasons are no longer considered business administration students. This means that disqualified or dismissed students will not be allowed to enroll in 100-level business courses until they have been reinstated into the business major.

Undergraduate students who did not enroll in the University the semester(s) immediately following their disqualification must obtain a Petition for Reinstatement or Petition for Readmission Following Dismissal from the Office of Admissions and Records. If enrolled in the University for non-business classes the semester(s) immediately following disqualification, the student must obtain a Change of Major - Reinstatement Petition from the Undergraduate Business Advising Center (UBAC), indicating the request for reinstatement into the major. All petitions, along with supporting documentation of explanation and a complete set of transcripts of all college-level courses taken, must be submitted to the UBAC, Tahoe Hall 1030, no later than the first Friday of any given month. Petitions are evaluated each month and recommendations are made for the subsequent semester.

All students must check with the Office of Admissions and Records to assure they comply with the University’s reinstatement policy and procedures.

**Transcripts of Grades**

Admissions and Records/Transcripts  
Lassen Hall Lobby  
(916) 278-5507

Sacramento State issues official transcripts only. There is a charge of \$4 for the first copy, \$2 for each additional copy prepared at the same time (to a total of 10 copies). Transcripts may be ordered in person or by written request through the U.S. mail. Telephone orders or orders by FAX or email are not accepted. To avoid delays in processing, include your full name, student identification number, date of birth, and previously used names. Submit the correct fee payment with written requests and specify any special handling instructions.\* Currently enrolled students may obtain unofficial transcripts from CasperWeb.

\*See Fees and Refunds/Fees and Debts Owed to the Institution, page 76.

**Schedule of Final Examinations**

Final examinations, including major section exams offered in lieu of a final exam, may not be scheduled during the last week of classes. However, quizzes, lab exams, and other academic assignments may be scheduled for the last week of classes provided they are specified on the course syllabus. No unscheduled (i.e., not included in the course syllabus) or additional requirements may be imposed on students during the last week of classes. Any exceptions that necessitate giving a final prior to final exam week must be stated on the course syllabus and require prior approval of the Dean.

**Credit by Examination**

The University offers the opportunity of earning credit by examination to students who by reason of special study, experience, or training already possess the skills, knowledge and aptitudes that are the objectives of a given course.

**Systemwide Credit by Examination**

Sacramento State grants credit to those students who pass examinations that have been approved for credit systemwide. These include the Advanced Placement Examination, the CSU English Equivalency Examination and some CLEP examinations. The following examinations (chart below) are accepted for the amount of credit indicated, subject to the achievement scores noted.

Examination	Passing Score	Credit
CLEP Calculus with Elementary Functions	51	3 semester hours
CLEP General Chemistry	48	3 semester hours
CEEB Advanced Placement Program Examinations	3, 4, 5	Up to 6 semester hours (As recommended by the College Board)
American Chemical Society Cooperative Examination	50th percentile or above	3 semester hours
CSU English Equivalency Examination	Established annually by faculty scoring the examination	6 semester hours

**Amount and Use of Examination Credit for General Education**

Students who present scores of three or better on the Advanced Placement Examinations may earn up to 6 units of college credit and meet applicable General Education Area Requirements. Advanced Placement credit is excluded from the credit by examination limit of 30 units.

Students passing the English Equivalency Examination administered after 1972-73 may earn up to 6 units of credit to be applied in general education in lieu of English 1A, 1B.

Students taking the CLEP Subject Examination, General Chemistry and who earn a score of 48 or above, earn 3 units of Natural Science credit.

**Campus Credit by Examination**

Students may challenge courses by taking examinations developed at the campus. Results of the examination (“CR” or “NC”) will be noted on the student’s transcript. Only courses listed in the University Catalog may be challenged. Departments may exclude performance or other courses from challenge. Campus challenge procedure is open only to matriculated students enrolled during summer, fall and spring semesters. A course may be challenged only once. Forms are available at Admissions and Records.

## academic policies

Individual departments may require students to enroll in courses they wish to challenge. The deadline for returning forms showing challenge results to the Registrar's Office is the last day to add a class as shown in University calendars.

### ***Other Conditions Governing Award of Credit by Examination***

1. A student may not challenge a course if the course (or its equivalent) appears on the student's transcript with any grade other than "W".
2. Credit will not be awarded for successful passage of any systemwide examination if the student has taken that examination previously within the past term. Campus examinations may only be attempted one time.
3. Credit will not be awarded when equivalent degree credit has been granted for regular course work, credit by evaluation or other instructional process, such as correspondence, at any institution.
4. Credit will not be awarded when credit has been granted at a level more advanced than that represented by the examination in question.
5. Where there is partial overlap with prior credit granted, the amount of examination credit will be reduced accordingly.
6. The total amount of credit earned on the basis of externally or internally developed tests that may be applied to a baccalaureate degree will not exceed 30 semester units. Advanced Placement credit is excluded from the limit. Total examination credit earned toward a master's degree may not exceed 6 units.
7. Credit earned by examination will be so identified on the student's permanent record. The name of the examination is included for systemwide examinations; the course number and title will be shown for campus examinations. An unsuccessful challenge will result in a grade of "NC", also noted as "by examination".
8. Neither systemwide nor campus examination nor advanced placement examination credits count toward the degree residence requirement.
9. Additional conditions affecting campus examinations only:
  - a. Individual departments may require a specific grade point average for credit.
  - b. Departments or divisions may have established limits on the number of credits within the area. A maximum of 12 units in any one foreign language may be earned by exam; the total of foreign language units earned by examination may not exceed 16.
  - c. Credit awarded for campus examinations is for elective purposes unless approved by appropriate department chairs for use in meeting major or minor requirements. Credit by examination may not be used for General Education requirements except as noted on page 105.

### **International Baccalaureate Examination**

Applicants may earn advanced standing credit for passing the International Baccalaureate's Higher Level examinations with a score of 4, 5, 6 or 7. See table of Sacramento State Equivalencies.

### **Sacramento State Equivalencies for International Baccalaureate (IB Exams)**

Sacramento State will accept credit for admissions and advanced standing credit for students completing the International Baccalaureate (IB), a college preparatory program. Advanced standing credit may be earned for scores of 4, 5, 6 or 7 for the "Higher Level" examination. Students will be obliged to submit a copy of their official IB transcript.

<b>Subject</b>	<b>Sacramento State Course (Units)</b>
Biology	BIO 010 (3) and BIO 031 (4)
Chemistry	GE Area B1 + GE Area B3-lab (4) and GE Area B5 (4)
Economics	ECON 001A (3) and ECON 001B (3)
History: Americas	HIST 017B (3) and HIST 051 (3)
Language A1-English	ENGL 001A (3) and ENGL 001B (3)
Language B-French	Score of 4 = FREN 002A (4) + Foreign Language Requirement Score of 5 or higher = FREN 002B (4) + Foreign Language Requirement
Language B-English	NOT ACCEPTED FOR CREDIT
Language B-Spanish	Score of 4=SPAN 002A (4) + Foreign Language Requirement Score of 5=SPAN 002B (4) + Foreign Language Requirement Score of 6 or 7= SPAN 042 (3) and SPAN 047 (3) + Foreign Language Requirement
Math	MATH 024 (3) and STAT 001 (3)
Psychology	PSYC 001 (3)

## Waiver of Regulations

Rules and regulations in this catalog have been adopted by the faculty and administration to maintain appropriate academic standards and to facilitate the administration of the programs of the University. A student who finds that extenuating circumstances might justify the waiver of a particular regulation may file a petition with the Office of Admissions and Records according to established procedures, for consideration by a faculty committee.