



NOTE:

This document is specific to the
2000-2002 printed catalog.

TRANSFER STUDENTS ADMISSION REQUIREMENTS

California State University, Sacramento outreach representatives visit northern California community college transfer day and regional college night programs to provide general information on CSUS educational opportunities and specific information on matriculation procedures. They also visit selected northern California community college transfer centers on a regular basis and provide general information on educational opportunities, specific information on CSU matriculation procedures, eligibility for admission, evaluation of credit and on-site admission decisions.

When you visit the campus, you can schedule pre-admission sessions with an admission counselor who will provide general information on educational opportunities and specific information on matriculation procedures, eligibility for admission, registration procedures, academic policies, unofficial evaluation of transfer credits and referrals to academic and student service offices as needed. Unofficial transcripts should be brought by the applicant to the session.

You also may meet with academic department faculty to discuss academic program requirements and career alternatives. Appointments should be scheduled by calling the department office.

Student-led weekday campus tours approximately one hour in length, are offered for small and large groups. Please schedule one week in advance.

An open house is held on campus each year at the end of April. River City Day features demonstrations and exhibits related to academic programs, and student affairs representatives are available to discuss services (e.g., financial aid, housing, admissions, services for students with disabilities, student activities, etc.).

PRIOR APPROVAL OF TRANSFER COURSES

CSU Sacramento annually enrolls more than 5,000 new transfer students from more than 300 different colleges and universities each year. Most came from California community colleges.

Frequently, course titles and numbers differ from campus to campus, making it difficult for transfer students to know in advance which courses will be accepted for transfer to another college. In order to provide students with the assurance that courses taken at their campus prior to transfer will meet lower-division requirements for either (1) General Education or (2) a specific major, three methods of prior approval exist at CSU Sacramento.

General Education

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

Students may have their lower division General Education courses certified by a California community college as meeting either the CSU GE Breadth Requirements or the Intersegmental General Education Transfer Core Curriculum (IGETC) in partial completion of the General Education requirements for the baccalaureate degree. See page 68 for more information on GE requirements for transfer students.

Courses completed at non-CSU colleges and universities will be reviewed by the Degree Evaluations Office and credit will be granted toward the CSUS General

Education requirements in compliance with applicable CSU system, CSUS and academic department policies.

Lower Division Major Prerequisites

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

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

California Articulation Number System (CAN)

In addition to the above “course approval” systems, a comprehensive system for equating courses in California colleges has been developed: the California Articulation Number (CAN) System. This system identifies some of the transferable, lower-division, introductory, preparatory courses commonly taught within each academic discipline on college campuses.

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

Check with counseling offices, academic advisors and the Degree

Evaluations Office for the CAN catalog which identifies participating campuses and courses.

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

TRANSFER CENTERS

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

University representatives advise community college students on transfer issues. Transfer Centers are located on community college campuses and are excellent resource centers for you as a prospective transfer student.

Transfer Student Assistance

Transfer students may receive assistance in transferring to CSU Sacramento through the Transfer Centers at the following campuses:

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

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

UNDERGRADUATE TRANSFER ADMISSION REQUIREMENTS

Lower Division Transfers (fewer than 56 transferable semester units, or 84 quarter units)

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

1. You will meet the freshman admission requirements in effect for the term to which you are applying (see "Freshman Requirements" section), or
2. You were eligible as a freshman at the time of high school graduation and have been in continuous attendance in an accredited college since high school graduation, or
3. You were eligible as a freshman at the time of high school graduation except for the subject requirements, have made up the missing subjects, and have been in continuous attendance in an accredited college since high school graduation.

Upper Division Transfers (56 or more transferable semester units, or 84 quarter units completed)

You will qualify for admission as an upper division transfer student if:

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

* Requirements for admission to CSUS are in accordance with Title 5, Chapter 1, subchapter 3, of the California Code of Regulations. If you are not sure of these requirements you should consult a high school or community college counselor or the Admissions Office. Applications may be obtained at any California high school or community college or from the Admissions Office at any of the CSU campuses.

2. you have completed at least 30 semester units of General Education courses that include the following four courses with grades of "C-" or better:

- a course that meets the General Education requirement in Oral Communication,
- a course that meets the General Education requirement in Written Communication,
- a course that meets the General Education requirement in Critical Thinking, and
- a course that meets the General Education requirement in Mathematics/Quantitative Reasoning, above the level of intermediate algebra.

Applicants Who Graduated from High School 1988 or Later

You will qualify for admission as a transfer student if you have completed all subject requirements in effect when you graduated from high school (you can use both high school and college coursework) OR you have completed at least 30 semester (45 quarter) units of college coursework with a grade of C or better in each course, to be chosen from courses in English, arts and humanities, social science, science, and mathematics at a level at least equivalent to courses that meet General Education requirements.

The 30 units must include all of the General Education requirements in communication in the English language and critical thinking (at least 9 semester units) and the requirement in mathematics/quantitative reasoning (usually 3 semester units) OR the Intersegmental General Education Transfer Curriculum (IGETC) requirements in English communication and mathematical concepts and quantitative reasoning.

Applicants Who Graduated from High School Prior to 1988

Please visit a CSU admissions office to discuss alternative admission criteria.

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

Making Up Missing College Preparatory Subject Requirements

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

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

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

Provisional Admission

CSUS may provisionally admit transfer applicants based on their academic preparation and courses planned for completion. Consult with your college counselor, a Transfer Center, or a CSU admissions office for more information.

Test Requirements

Transfer applicants who have fewer than 56 semester (84 quarter units) of transferable college work must submit scores from either the SAT I of the College Board or the ACT, unless exempt (see Eligibility Index, page 49). If you are applying

to an impacted program and are required to submit test scores, you should take the test no later than early December if applying for Fall admission, or no later than November if applying to Chico, San Diego, or San Luis Obispo. Test scores also are used for advising and placement purposes. You may obtain registration forms and the dates for either test from school or college counselors or from a campus Testing Office; or you may write to:

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

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

INTERNATIONAL (FOREIGN VISA) STUDENTS

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

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

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

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

TOEFL Requirement

All undergraduate applicants, regardless of citizenship, who do not have at least three years of full-time study in schools at the secondary level or above, where English is the principal language of instruction*, must present a minimum score of 510 or above on the Test of English as a Foreign Language (TOEFL). On the computer-based TOEFL test, the minimum score required is 180. Courses taken at colleges must be baccalaureate level to qualify for full-time status. (See admission requirements for undergraduate applicants).

Students seeking admission to graduate programs in communication studies and speech pathology and audiology should have proficiency equivalent to a TOEFL score of 560 (or 220 on the computer-based TOEFL test). Those seeking admission to the graduate program in English should have a proficiency equivalent to a TOEFL score of 600 (or 250 computer-based). Those seeking admission to the International Affairs program should have a proficiency equivalent to a TOEFL score of 570 (or 230 computer-based). All other graduate programs require a minimum of 550 (or 213 computer-based) TOEFL score.

** CSUS interprets the phrase "where English was the principal language of instruction" to mean that a school is located in a country where English is the native language (the daily medium of communication of the majority of residents is English), and that students receive academic instruction in all subjects (except foreign language courses) at all levels of education in English.*

SPECIAL ADMISSION CATEGORIES

Adult Students

As an alternative to regular admission criteria, an applicant who is twenty-five years of age or older may be considered for admission as an adult student if he or she meets the following conditions:

1. Possesses a high school diploma (or has established equivalence through either the Tests of General Educational Development or the California High School Proficiency Examination).
2. Has not been enrolled in college as a full-time student for more than one term during the past five years.
3. Has earned a "C" average or better if there has been any college attendance in the past five years.

Consideration will be based upon a judgment as to whether the applicant is as likely to succeed as a regularly admitted transfer student and will include an assessment of basic skills in the English language and mathematical computation.

Educational Opportunity Program

EOP is designed to improve access and retention of low-income and educationally disadvantaged students among California residents who wish to pursue a college education. It is designed as a special admission and support program for students who possess the potential and motivation to succeed.

Veterans

Veterans of United States active duty military service with honorable discharges who apply for admission within four years of their date of discharge, and who are also California residents, may be admitted as undergraduate transfers, even though such applicants are not otherwise eligible. Veterans who wish to be admitted under this provision should contact an admission counselor.

Applicants Not Regularly Eligible

Applicants not admissible under one of the above provisions should enroll in a community college or another appropriate institution in order to meet eligibility requirements. Only under the most unusual circumstances and only by special action will such applicants be admitted to CSU Sacramento.

CATALOG RIGHTS FOR DEGREE REQUIREMENTS

Transfer students who maintain continuous attendance in any combination of California community colleges and campuses of the California State University receive "catalog rights" for determination of graduation requirements at CSU Sacramento.

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

"Attendance" is defined as matriculated enrollment in at least one semester (or two quarters) each calendar year. Once "catalog rights" are established, absence related to an approved Educational Leave or for attendance at another regionally accredited college or university is not considered an interruption, providing the above criteria are met and the absence does not exceed two years.

Medical and military leaves also hold catalog requirements (see Leaves of Absence, page 84).

ADMISSION OF AUDITORS FOR BOTH UNDERGRADUATE AND GRADUATE COURSES

An auditor is a student who enrolls in a course for informational purposes only. Regular attendance is customary, but the auditor does not participate in the class, does

not take examinations and does not receive credit for the course.

Auditors should submit an application for admission (without payment of the \$55 application processing fee required of credit students) and the transcripts necessary to show that they possess the background needed to profit from attending audited courses.

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

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

IMPACTED PROGRAMS

CSU Sacramento programs may experience impactation in all class level and program categories if more applications are received in the first month of the application cycle than can be accommodated in specific class level or program categories. Pre-approved supplementary selection criteria are announced prior to the beginning of each application cycle.

The junior/senior level program in Nursing is impacted; that is, more applications for admission are received in the first month of the admissions cycle than there are

openings in the program. Therefore, secondary screening criteria are used in selecting from among eligible applicants. Refer to the Nursing section in this catalog for additional information on selection criteria. See also Application Procedures, page 44.

EVALUATION OF TRANSFER CREDIT

Allowance of Transfer Credit from Accredited Colleges and Universities

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

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

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

Advanced Placement Examinations

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

See the chart, "Advanced Placement Examinations," on page 52.

Credit For Instruction in Non-Collegiate Settings

CSU Sacramento grants undergraduate degree credit for successful completion of non-collegiate instruction appropriate to the baccalaureate, either military or civilian, as recommended by the Commission on Educational Credit and Credentials of the American Council on Education. Contact the CSUS Degree Evaluations Office (Lassen Hall) for more information.

Credit for Prior Learning

Up to six units of credit for learning, knowledge or skills-based experience that has been documented and evaluated according to campus policy may be awarded under the auspices of the CSUS Academic Advising Center, Lassen Hall, (916) 278-6351.

Transfer Credit from Overseas Institutions

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

Nontraditional Credits

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

1. Baccalaureate-level course credit certified by the Defense Activities in Nontraditional Education Support (DANTES). The amount of credit is limited to 24 semester units, the limit

on the number of extension/correspondence course units that can be applied toward the degree.

2. Standardized examinations designated for systemwide credit by the Chancellor of the California State University. The names of these examinations, the passing scores required, and the number of semester units to be awarded are listed under "Systemwide Credit by Examination." The total amount of credit applied to the baccalaureate degree cannot exceed 30 semester units. (See chart on page 103.)
3. The Advanced Placement Examinations of the College Entrance Examination Board on which the student receives a score of 3, 4, or 5. Up to six semester units may be awarded for each Advanced Placement Examination passed. (See chart on page 52.)
4. Credit for basic training and commissions in the military service. The number of units allowed will be those recommended for each branch by the American Council on Education's Commission on Education Credit and Credentials.
5. Commissions held while in the military service: 12 upper division units.
6. Civilian and military courses and schools recommended for credit by the American Council on Education's Commission on Education Credit and Credentials.

Additional Degree Credits Allowed

1. Credit for selected vocational/technical courses applicable to the Special Major in Fire Services and Construction Management and/or Mechanical Engineering Technology programs.
2. Transfer credit from provisionally unaccredited colleges may be granted upon completion of

24 residence units with a C grade point average at CSU Sacramento. Credits granted will normally be in course areas commonly taught in four-year baccalaureate degree programs. Credit is granted only for courses in which at least C grades are earned. No credit will be granted for courses in religion, education, psychology or philosophy if completed at a sectarian college. Credit may be restricted when the institution is specialized, e.g., offering only one or a small number of related programs. Credit to be used toward the student's major or minor must receive the recommendation of the appropriate department. Students who have attended institutions that are listed as business schools only may receive credit through challenge examination.

Limitations on the Transfer of Credit

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

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

TRANSFER GRADE POLICIES

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

1. The grading policy of the regionally accredited institution where credit was earned is honored by accepting at face value all official transcript entries including those:
 - a. reflecting academic renewal actions,
 - b. reflecting acceptance of grade point remediation for repeated courses, and
 - c. regarding "incomplete" grades (e.g., I, IS, and IU).
2. All transfer courses graded Pass/No Pass or Credit/No Credit are computed at neutral value, except in those cases where the specific grading symbol is

identified by the source institution as equivalent to a grade less than C in which case it will be taken at face value.

3. All transfer course grades or symbols used to designate unsatisfactory, failing, or non-passing work at time of withdrawal such as UW, WU or WF are evaluated as failing grades (F) unless otherwise defined by the source institution.

OFFICIAL TRANSFER EVALUATIONS

An official transfer credit evaluation, summarizing prior college credit and indicating CSUS General Education requirements, will be prepared by the Degree Evaluations Office and mailed to first-time CSUS students. Questions about the evaluation should be discussed with the Degree Evaluations Office in Lassen Hall, (916) 278-4862 or 278-3901.

Did you know...

The need for parking has been reduced by the University's night and weekend course offerings and its aggressive efforts in distance education. Only half of CSUS students take only traditional day classes – about 40 percent take a mix of day and night classes and about 10 percent take night classes only. More than four percent of students take Saturday or Sunday classes. In addition, there are more than 1,800 students enrolled in at least one of 46 distance education courses.

CSUS is a tuition bargain compared to its public university counterparts across the country. For the 1999 - 2000 academic year, CSUS in-state undergraduate students taking more than six units paid \$1,867 per year in fees. Nationwide, according to the College Board, the average in-state undergraduate tuition at a four-year public college during the same period was \$3,356.