

SCHEDULE OF CLASSES

REGISTRATION INFORMATION

S O N O M A S T A T E U N I V E R S I T Y

2
0
0
9

S
U
M
M
E
R

CONTENTS

Academic Calendar 2	Fees 5	Academic Regulations 7
Admissions, Records Hours 3	<i>Undergraduate Fees</i> 5	<i>Class Attendance</i> 7
Customer Services Hours 3	<i>Postbaccalaureate Fees</i> 5	<i>Schedule Commitment</i> 7
ID Cards & Address Changes 2	<i>Teacher Credential Student Fees</i> 5	<i>Non-Degree Courses</i> 7
Seawolf Shops 3	<i>Nonresident Tuition</i> 5	<i>Course Numbers</i> 7
Deadlines for Graduating Students 2	<i>Registration Fees</i> 5	<i>Prerequisites</i> 7
Food Services Hours 3	<i>Fee Payment Methods</i> 5	<i>Academic Standing</i> 7
University Library Hours 3	<i>Financial Aid Students</i> 5	<i>Incomplete Marks</i> 7
Registration 4	Refund of Student Fees 5	<i>Immunization Requirement</i> 7
<i>Eligibility for Summer Registration</i> 4	<i>Title 5, Section 41802</i> 5	Concerns and Complaints 8
<i>Add/Drop</i> 4	<i>Title IV Financial Aid Refunds</i> 5	Student Rights and Responsibilities 9
<i>Enrollment Limits</i> 4	<i>Parking Fee</i> 6	Footnotes, Abbreviations 15
<i>Restricted Classes</i> 4	Fees, Debts Owed to SSU 6	Grading System 16
<i>Total Withdrawal from the University</i> 4	Cancellation of Registration, Withdrawal from the University 6	Classes 17
<i>Registration Fees</i> 4	<i>Dishonored Checks</i> 6	
<i>Fee Payment Deadlines</i> 4	Social Security 6	
<i>Holds</i> 4	Veterans, Veterans' Dependents, Cal Vets 6	
<i>Disability Services for Students</i> 4	<i>Exemption from Fees Under Education Code Section 32320 Cal-Vet</i> 6	
<i>Summer Financial Aid</i> 5		
<i>Summer Parking Fees</i> 5		

DISCLAIMER: The Sonoma State University Schedule of Classes is updated only prior to registration for the following academic term. While every effort has been made to insure that the information is as accurate as possible, changes may occur at any time. For the most current information, please consult the website and/or call the office of the specific University department.



ACADEMIC CALENDAR

SUMMER 2009

8-Week Session		Session 1 (4 weeks)		Session 2 (4 weeks)	
Fees due	June 2	Fees due	June 2	Fees due	June 30
Last day to cancel enrollment with full refund of fees	May 29	Last day to cancel enrollment with full refund of fees	May 29	Last day to cancel enrollment with full refund of fees	June 26
Classes begin	June 1	Classes begin	June 1	Classes begin	June 29
Late registration	June 1-2	Late registration	June 1-2	Late registration	June 29-30
Last day to add/drop	June 2	Last day to add/drop	June 2	Last day to add/drop	June 30
Last day of instruction	July 24	Last day of instruction	June 26	Last day of instruction	July 24

ID CARDS & ADDRESS CHANGES

ID Cards

All students are required to have a Seawolf ID card. The Seawolf ID also serves as the campus library card and is required by various campus offices for services. ID cards are available in Customer Services. There is no fee for the initial card. Replacement cards are \$5. This card also serves as the meal card for students on a meal plan. Any student can add value (Wolfbucks) to the card at Customer Services for convenient use at campus dining venues.

Address Updates

Up-to-date and accurate address information is essential for the communication of important information from the University to you. Students are responsible for maintaining their addresses on-line. To change your address, log into your Seawolf Account and navigate as follows: Self Service>Student Center>Personal Information.

DEADLINES FOR DEGREE CANDIDATES

BACCALAUREATE DEGREE

Graduation Date	Priority Filing Date*	Final Deadline**
Spring 2009: May 23, 2009	September 15, 2008	February 15, 2009
Summer 2009: August 2009	February 15, 2009	April 1, 2009
Fall 2009: December 2009	February 15, 2009	September 15, 2009

* Undergraduate students who file by the **Priority Filing Date** will have the benefit of receiving a Graduation Evaluation prior to registering for their final semester. (Note: While Undergraduate students are encouraged to file by the **Priority Filing Date**, **please do not file more than one year in advance of your planned graduation date.**)

** The **Final Deadline** is the date by which students must submit applications to be considered for graduation at the conclusion of that term. However, no guarantee is made as to when a Graduation Evaluation will be completed.

MASTER'S DEGREE

Deadlines for filing forms:

Form	Submit to	Deadline
Application for Award of Degree	Admissions and Records, Salazar 2030	<ul style="list-style-type: none"> Feb. 15, 2009, for May 2009 graduation Apr. 1, 2009, for Aug. 2009 graduation Sept. 15, 2009, for Dec. 2009 graduation
Completion of Requirements (GSO2)	Graduate Studies Office, Stevenson 1041	For those completing with a thesis or project, submit with review copy of thesis or project: <ul style="list-style-type: none"> May 2, 2009, for May 2009 graduation July 10, 2009, for Aug. 2009 graduation
Completion of Requirements (GSO2)	Graduate Studies Office, Stevenson 1041	For those completing with cognate, comprehensive exam or professional papers option: <ul style="list-style-type: none"> Aug. 1, 2009, for Aug. 2009 graduation Jan. 2, 2010, for Dec. 2009 graduation

SONOMA STATE UNIVERSITY BOOKSTORE

Summer Hours

Monday - Friday May 25 - Aug. 21 8 a.m. - 4:30 p.m.
Saturday - Sunday May 25 - Aug. 21 closed

SSU Bookstore Spring 2008 Refund Policy

Textbooks

****No refunds on textbooks without a receipt.**

Textbooks are eligible for a full refund in original form of payment with the register receipt if returned within the first 3 days of class. With a proof of schedule change, a full refund will be given with a receipt in the original form of payment during the first 7 days of class.

All Other Merchandise

A full refund will be given in your original form of payment with a receipt.

With a receipt, unopened software, CDs, cassettes, VHS tapes, and DVDs may be exchanged or refunded. (Opened software, CDs, cassettes, VHS tapes, and DVDs may be exchanged for identical items only.)

No refunds on gift cards, prepaid cards, phone cards or magazines.

All merchandise must be in the original condition.

ADMISSIONS AND RECORDS HOURS

Monday - Friday
9 a.m. - 4 p.m.

CUSTOMER SERVICES HOURS

Summer Hours

Monday-Friday
9 a.m. - 5 p.m.

The Customer Services Center is located in Salazar Hall, Room 1000. For your convenience, payment may be made by using the drop box both during and after business hours.

UNIVERSITY FOOD SERVICES

Toast 7 a.m. - 2 p.m.
Summer Grill 11 a.m. - 2 p.m.
Charlie Brown's 7 a.m. - 5 p.m.

UNIVERSITY LIBRARY HOURS

Summer 2009

Telephone 664-2595

May 24 - Aug. 25

Library	Monday - Thursday	7:30 a.m. - 7 p.m.
	Friday	7:30 a.m. - 5 p.m.
	Saturday	10 a.m. - 5 p.m.
	Sunday	Closed
Reference Desk	Monday - Thursday	10 a.m. - 6 p.m.
	Friday	10 a.m. - 5 p.m.
Library Gallery	Monday - Friday	8 a.m. - 5 p.m.
	Saturday	Noon - 5 p.m.
Learning and Teaching Center	Monday - Friday	9 a.m. - 4 p.m.
Regional/Special Collections	by appointment	(664-4152)

Exceptions

Commencement, Sat. May 23	Open 9 a.m. - 3 p.m.
Memorial Day, Mon. May 25	Closed
Independence Day, Fri. July 3 - July 4	Closed

Not all services are available Monday - Friday 7:30 a.m. - 8 a.m.
Third floor closes and some services end 15 minutes prior to closing.

REGISTRATION

Summer Session 2009 University courses will be offered to continuing SSU students and those students admitted to the University for Fall 2009 through the Office of Admissions and Records. Summer classes will begin Monday, June 1. There will be one eight-week session, and two four-week sessions.

Online registration will be available April 1 – June 2.

An Open University option through the School of Extended Education will be available during summer to anyone who is not formally admitted to SSU. Those interested are encouraged to contact the School of Extended Education's main office in Stevenson Hall, room 1012, or call (707)664-2394 for further information on Open University program requirements.

The School of Extended Education will continue to offer Special Session and Extension academic credit course work that may be used as elective credits toward degree or certificate requirements. These include internships, special topics, and teacher clear credential classes. Enrollment and payment for these courses will be handled through Extended Education. Fees for all courses offered through Extended Education are in addition to the regular fees charged for University courses. Registration begins online in mid-March. For information on summer Extended Education offerings visit www.sonoma.edu/exed/ or call (707)664-2394.

Eligibility for Summer Registration

Continuing Students

If you are a **continuing** SSU student who was registered Spring 2009, you can go on line to register for Summer classes beginning April 1.

Note: If you graduated SSU in Spring 2009 (or plan on graduating in Spring 2009), have **not** applied for admission, and have **not** been admitted for Fall 2009, please contact Extended Education/Open University for information about summer registration.

If you **have** applied for admission, **have** been admitted, and **have** paid your \$200 ERD, you can register for Summer classes.

New SSU Students

If you are a **new** Undergraduate or Postbaccalaureate (graduate, credential, second baccalaureate) student who **has been admitted for Fall 2009 and has paid your \$200 ERD** (enrollment registration deposit) for Fall 2009, go to http://www.sonoma.edu/ar/summer/summer_app.pdf for the Summer Admissions form. Once your application has been processed and you have been admitted for Summer, you will receive an e-mail confirming your admission. You can then obtain your SSU user ID and password, log onto our student information system, and add your classes. Instructions on how to use the online services are available at http://www.sonoma.edu/ar/registration/online_help.shtml.

If you are a **CSU Visitor** or **Concurrent Enrollee**, or if you are a **California Community College** cross enrollee, go to http://www.sonoma.edu/ar/summer/summer_app.pdf for the Summer Admission and Registration form. In addition, if you are a CSU Visitor or Concurrent Student, you will also need to fill out the form obtained at http://www.sonoma.edu/ar/records/ic_ve-form.pdf. If you are a CA Community College or UC cross enrollee, you will also need to fill out the form at www.sonoma.edu/ar/records/crossenroll.pdf.

Don't Fit Into Any of the Above Categories?

If you are neither a continuing student, have not been admitted for Fall 2009 and paid your ERD, or are not a CSU Visitor or Concurrent Enrollee or a Cross Enrollee, you can contact the School of Extended Education/Open University for information about Summer enrollment.

Add/Drop

Please refer to the Calendar in the Schedule of Classes for add/drop and withdraw dates.

The online registration system will be available from April 1 through June 4 for adding and dropping.

You may only add a class if space is available. Sitting in on a class is not equivalent to enrollment in a class and you will not receive credit for the class.

Enrollment Limits

Students will be limited to a maximum of 9 units for summer. The maximum unit load will be as follows:

8-week session	Maximum 9 units
Any 4-week session	Maximum 4 units per session

Restricted Classes

There are several levels of restriction that are monitored by the registration system:

- Major
- Class Level
- Instructor Approval
- Co-requisites
- Prerequisites
- Placement Test (ELM and EPT)

Total Withdrawal from the University

Should you require a total withdrawal from the University, you need to file a Total Withdrawal form with Admissions and Records. You can pick up the form at Admissions and Records, located in Salazar Hall, or download the form at www.sonoma.edu/ar/records/forms.

If you fail to withdraw, you will be assigned a grade of F, WU (unauthorized withdrawal), or NC in accordance with University regulations. Failure to attend a class, or stopping payment on a check, does not constitute official withdrawal.

Registration Fees

In order to complete the registration process, students must pay their fees to the Customer Services Center. It is recommended that fees be paid immediately upon registering to ensure completion of the process.

Holds

Be sure to clear any holds before registration. Depending on the nature of your hold, your access to registration may be blocked. If you need additional information about a financial hold, contact Customer Services. For nonfinancial holds, contact the office that placed the hold.

Disability Services for Students

Students with disabilities who register with the Disability Services for Students (DSS) office are eligible for a variety of services including academic accommodations and one-on-one access to Disability Management Advisors to assist students to advocate for themselves and manage their disability while at SSU. All services and accommodations are determined on an individual basis and will vary from one student to the next depending on State and Federal laws, University policy, disability verification and professional judgment. Some potential accommodations include class-

room accommodations, note takers, readers, scribes, interpreters, alternate media and assistive technology with specialized computer software, and 30-day Temporary Parking.

DSS is located in Salazar 1049. Their phone number is 664-2677 (voice) or 664-2958 (TDD); 664-3330 (fax). The website is www.sonoma.edu/dss and the office email address is disability.services@sonoma.edu.

Students are strongly encouraged to register with DSS well in advance of course registration and the start of the semester. Signing up as early as possible can assist to ensure timely and adequate support.

Summer Financial Aid

Please refer to the Financial Aid website:

<http://www.sonoma.edu/finaid/>

Summer Parking Fees (available starting May 4, 2009)

Please refer to the Parking Fees website:

<http://www.sonoma.edu/customerservices/parkingdecal.ht>

Phone payments to (707) 664-2308, or

Make payment at Customer Services.

Checks, Money Orders, Credit Cards (VISA, MC, AMEX, DISC) accepted.

Financial Aid Students

Consult with the Financial Aid Office regarding eligibility for Summer Financial Aid.

REFUND OF STUDENT FEES INCLUDING NON-RESIDENT TUITION

Title 5, Section 41802

Regulations governing the refund of mandatory fees, including non-resident tuition, for students enrolling at the California State University are included in Section 41802 of Title 5, California Code of Regulations. For purposes of the refund policy, mandatory fees are defined as those systemwide fees and campus fees that are required to be paid in order to enroll in state-supported academic programs at the California State University. Refund of fees and tuition charges for self-support programs at the California State University (courses offered through Extended Education) are governed by a separate policy established by the University.

In order to receive a full refund of mandatory fees, including non-resident tuition, a student must cancel registration or drop all courses prior to the first day of instruction for the term. For state-supported semesters, quarters, and nonstandard terms or courses of four weeks or more, a student who withdraws during the term in accordance with the University's established procedures will receive a refund of mandatory fees, including non-resident tuition, based on the portion of the term during which the student was enrolled. No student withdrawing after the 60 percent point in the term will be entitled to a refund of any mandatory fees, including non-resident tuition.

Students will also receive a refund of mandatory fees, including nonresident tuition under the following circumstances:

- The tuition and mandatory fees were assessed and collected in error
- The course for which the tuition and mandatory fee were assessed or collected was cancelled by the University
- The University makes a delayed decision that the student was not eligible to enroll in the term for which mandatory fees were assessed and collected, and the delayed decision was not due to incomplete or inaccurate information provided by the student
- The student was activated for compulsory military service.

Students who are not entitled to a refund as described above may petition the University for a refund demonstrating exceptional circumstances and the chief financial officer of the University or designee may authorize a refund if he or she determines that the fees and tuition were not earned by the University. Information concerning any aspect of the refund of fees may be obtained from the Customer Services Center.

Title IV Financial Aid Refunds

Refunds for recipients of federal Title IV Financial Aid are subject to a refund schedule through the 60 percent point of the term. Following the federal regulations, all refunds will be credited back to the appropriate Title IV Financial Aid pro-

FEES

SUMMER 2009 FEES

UNDERGRADUATE	1-6 UNITS	7+ UNITS
Associated Students Fee	\$12	\$12
Consolidated Service Fee	\$12	\$12
Facilities Fee	\$12	\$12
Instructionally Related Activity Fee	\$70	\$70
State University Fee	\$885*	\$1524*
Student Health Fee	\$109	\$109
Student Union Fee	\$70	\$70
TOTAL FEES	\$1170	\$1809

POSTBACCALAUREATE	1-6 UNITS	7+ UNITS
State University Fee	\$1089*	\$1878*
Campus Fees	\$363	363
TOTAL FEES	\$1374	\$2163

TEACHER CREDENTIAL STUDENT**	1-6 UNITS	7+ UNITS
State University Fee	\$1026*	\$1770*
Campus Fees	\$363	\$363
TOTAL FEES	\$1311	\$2055

Tuition for Nonresident Students in Addition to Registration Fees: \$339 per unit

* Fees are subject to legislative and CSU Trustee review and therefore are subject to change.

** Students seeking an initial Multiple Subject, Single Subject, or Special Education teaching credential (preliminary, clear, Level I, or Level II) admitted to a credential program with classified or conditionally classified status.

Registration Fees

In order to complete the registration process, students must pay their fees. All fees must be paid no later than June 2, 2009 for sessions that begin June 1. Session 2 classes must be paid for by June 30, 2009.

Fee Payment Methods

If you registered on-line:

Pay on-line (Self Service>Student Center>Finances/
Make a Payment)

grams that were used to pay University charges. For examples of financial aid refund scenarios, refer to the "Changes in Enrollment & Award Amount" section of the Financial Aid Helpbook or go to www.sonoma.edu/FinAid/handbook.

Parking Fee

Parking fee refund applications will be honored only if the student returns the parking decal that was purchased. Refunds will be made in accordance with the time schedule listed, for decals only. The amount of the parking fee refund will be determined on the basis of calendar days beginning with the first day of the summer term in accordance with the following:

Time Limit	Amount of Refund
1-30 calendar days	75% of fee
31-60 calendar days	50% of fee
61-90 calendar days	25% of fee
None thereafter	

FEES, DEBTS OWED TO SSU

Should a student or former student fail to pay a fee or a debt owed to the University, the University may "withhold permission to register, to use facilities for which a fee is authorized to be charged, to receive services, materials, food or merchandise, or any combination of the above from any person owing a debt" until the debt is paid (see Title 5, California Code of Regulations, Sections 42380 and 432381).

Prospective students who register for courses offered by the University are obligated for the payment of fees associated with registration for those courses. Failure to cancel registration in any course for an academic term prior to the first day of the academic term gives rise to an obligation to pay student fees including any tuition for the reservation of space in the course.

The University may withhold permission to register or to receive official transcripts of grades or other services offered by the University from anyone owing fees or another debt to the University. If a person believes he or she does not owe all or part of an asserted unpaid obligation, that person may contact the Customer Services Center. The Customer Services Center, or another office on the campus to which the Customer Services Center may refer the person, will review all pertinent information provided by the person and available to the campus, and advise the person of its conclusions.

REGISTRATION CANCELLATION, WITHDRAWAL FROM UNIVERSITY

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

Students who receive financial aid funds must consult with the Financial Aid Office prior to withdrawing from the University regarding any required return or repayment of grant or loan assistance received for that academic term or payment period.

If a recipient of student financial aid funds withdraws from the University during an academic term or payment period, the amount of grant or loan assistance received may be subject to return and/or repayment provisions.

Dishonored Checks

By the authority of the State Administrative Manual, Section 8023, all persons who have issued a check to the University that was dishonored by the bank will be required to make all future payments by cash, certified check, cashier's check, or money order. In addition, the maker may be liable for punitive damages allowable through the California Civil Code, Chapter 522, Section 1719, which states that the maker of a dishonored check can be held liable to three times the amount of the check or \$100, whichever is greater, up to \$500, plus the face value of the check, and court costs. There is a \$20 fee for all returned checks, including "stop payments." Students issuing dishonored checks may be subject to disenrollment. Note: A stop payment on a check does not constitute an official withdrawal from the University.

SOCIAL SECURITY

Students eligible to receive Social Security benefits should contact either their home Social Security Office or the Santa Rosa Social Security Office. The Social Security Office will determine a student's program eligibility and mail the University a form for enrollment verification. Note: Admissions and Records can only certify Social Security claims after a student has registered.

All veterans and veterans' dependents eligible for VA education benefits must file a request for benefits. Filing assistance are available at the Office of Veterans Affairs, located in Admissions and Records. Filing for benefits should be completed as soon as you are admitted to the University. Continuing benefits require certification each semester. Certification may be completed by calling the University's veterans representative upon completion of class registration.

VETERANS, VETERANS' DEPENDENTS, CAL VETS

Exemption from Fees Under Education Code Section 32320 Cal Vet

A person who seeks exemption from fees pursuant to Education Code Section 32320 and who is a resident of California shall, on or before the date he or she registers, file with the campus a certification from the Division of Veteran Affairs that one of the following circumstances exists:

- The person is receiving assistance under the provisions of Division 4, Chapter 4, Article 2 (commencing with Section 890) of the California Military and Veterans Code; or
- The person is a child or spouse of a veteran of the United States military who has a service-connected disability.

Applications for Cal Vet are available at your local county veterans affairs office, listed under county government offices in telephone directories.

Note: Proper documentation guaranteeing payment of fees from the Veterans Administration must be submitted to the Office of Veterans Affairs in Admissions and Records, Salazar 2030. Failure to do so may jeopardize enrollment in your class.

ACADEMIC REGULATIONS

Students are responsible for meeting all University regulations as published in the University catalog. Students should take particular note of the following summary of academic regulations and procedures:

Class Attendance

Students who fail to attend a course forfeit their place in the course and may be dropped by the instructor. Students are responsible to drop classes they are not attending. Failure to do so could result in the student receiving an F, WU, or NC.

Faculty and students are required to meet for their regularly scheduled classes as an essential part of learning and of the pursuit of the University's educational objectives. In addition, faculty are regularly available to students for advice and counseling during office hours, which each faculty member is required to establish and post.

Schedule Commitment

The faculty of the University consider that a commitment exists on the part of instructors and students to fulfill their respective roles as teachers and learners based upon the schedules established at the conclusion of the period to change schedules. Furthermore, the Academic Senate, Educational Policies Committee, and the University Standards Committee have mandated that late schedule changes will be subject to rigorous review, consistent with the intent to support the academic standards of the University and the concept of enrollment commitment.

Non-Degree Courses

Courses numbered 99 or lower do not carry baccalaureate credit.

Course Numbers

Students should register in courses numbered for their appropriate class level. Exceptions may be made by the instructor. Students in a course above their class level without the instructor's approval may be required to drop the course. Courses numbered 100-299 are open to all students; 300-499 are for upper-division and graduate students; and courses numbered 500 and above are limited to graduate students.

Prerequisites

Students are responsible to meet all course prerequisites or obtain permission from the instructor of the class to have the prerequisites waived. Students may be required to drop a class for which they do not qualify, even though they have enrolled.

Academic Standing

Academic standing refers to the quality of a student's academic work at the University. Students falling below acceptable standards are placed on academic probation and become subject to academic disqualification should the quality of their academic work not improve to meet minimum standards.

Academic standing is measured by a cumulative GPA for all traditional letter-graded work attempted at all colleges attended, **and** an SSU GPA for all traditional letter-graded work attempted at Sonoma.

The minimum acceptable cumulative and SSU GPA for undergraduate students is 2.0 or a "C" average. Graduate students are responsible for maintaining a minimum 3.0 SSU GPA, depending upon their objectives. A student will be placed on academic probation should any one of these measurements fall

below required standards. Students on probation are subject to disqualification if they again fail to meet minimum academic standards.

Incomplete Marks

Students in passing status who are unable to complete a class for unforeseen circumstances may be assigned a grade of "incomplete." The conditions for making up the incomplete will be specified in writing by the instructor, with both student and instructor receiving a copy. Students may have an allotted time to make up the incomplete, not to exceed one year. Should a final grade not be assigned and submitted to Admissions and Records by the end of the one-year period, the grade will be changed to an IC or NC as determined by the grading basis of the enrollment.

Immunization Requirement

Entering students born after 12/31/56 are required to provide the Office of Admissions and Records with copies of official documents showing immunization or blood test proof of immunity to measles and rubella prior to first enrollment.

Entering students under age 19 at the time of first enrollment must also provide proof of immunization or immunity to Hepatitis B. This requirement persists regardless of age until satisfied. See <http://www.sonoma.edu/shc/immuniz.html> for further details. If you have not filed the required proof with the Office of Admissions and Records, please do so well in advance of your scheduled registration appointment.

Holds will be placed on the registration of students who have not complied with these requirements early in their first semester at SSU.

WHAT TO DO IF YOU HAVE A CAMPUS CONCERN OR COMPLAINT

EMERGENCY: To reach SSU Police Services, dial 911 from any campus phone; press button on blue-lighted emergency phone located around campus; or dial (707) 664-2143 from a cell phone. To reach local police from pay phones, dial 911— no coins required. In case of fire, pull nearest fire alarm.

CONCERN OR COMPLAINT

CONTACT

Academic Access and Disability Issues If you have a disability and have been denied access to a university class, test-taking arrangement or other appropriate accommodation contact DSS. If seeking a medical withdrawal due to serious and compelling reasons, you may also consult

Brent Boyer
Disability Services for Students (DSS)
Salazar 1049
Tel: 664-2677; TDD: 664-2958;
Fax: 664-3330.
disability.services@sonoma.edu
<http://www.sonoma.edu/dss/>

Discrimination or Sexual Harassment If you feel that you have been sexually harassed, discriminated against, or denied access to any campus resources on the basis of race, sex, creed, color, religion, sexual orientation, national origin, age, marital status, pregnancy, Vietnam-era veteran's status, or disabling condition

Joyce Suzuki
Managing Director, Employee Relations and Compliance Services
Second Floor, Salazar Hall
Tel: 664-2281
www.sonoma.edu/hs/erc/diversity.html

Financial Aid Decisions, Rules and Regulations
If a financial aid decision has been made that you believe is unfair

Susan Gutierrez
Director of Financial Aid
Salazar 2061 Tel: 664-2287
www.sonoma.edu/finaid/

Grade Appeal To demonstrate that you have received a lower grade than you deserve

Grade Appeal Coordinator
Stevenson 1041 Tel: 664-2192
www.sonoma.edu/uaffairs/policies/gradepolicy.htm

Petition for Waiver of University Regulations
If you wish to appeal certain regulations (e.g., retroactive withdrawals, etc.)

Admissions and Records
Salazar 2030 Tel: 664-2778
www.sonoma.edu/ar/

Residence Halls Concerns about facilities, living conditions, roommates, contracts, payments

664-4021: Facilities Customer Service
664-4033: Office of Residential Life
664-2541: Housing Services
www.sonoma.edu/sas/reslife/about.htm

Sexual Violence, Assault, or Rape If you have, or someone you know has, been sexually assaulted or the victim of rape on campus

Police Services, 911
Confidential resources: SSU Counseling Center, 664-2153;
United Against Sexual Assault 24-hour Crisis Line,
707-545-7273
www.sonoma.edu/campuslife/sv/

Student Employee If you have concerns about your status as a student employee (student assistant or work study) or believe that a decision has been made that is unfair or unreasonable

Level I Informal: Immediate Mgmt Supervisor
Level II Formal: Head of unit or 1st level manager, whichever is higher
Level III: Joyce Suzuki, Managing Director, Employee Relations and Compliance Services
Tel: 664-4470

Student Conduct If you believe that your access to the educational process or resources are being hindered by another student due to disruptive behavior

Vice President for Student Affairs
Salazar 1018 Tel: 664-2838
www.sonoma.edu/saem/judicial.shtml

Solomon Amendment SSU is obligated to release your name and address to military recruiting personnel unless you formally notify Admissions and Records that you wish to have this information withheld

Admissions and Records
Salazar 2030
Tel: 664-2778
www.sonoma.edu/ar/

Student Grievance A grievance may arise out of a decision or action reached in the course of an official duty by an SSU employee. A grievable action: 1) violates written campus policies or procedures; or 2) constitutes arbitrary, capricious, or unequal application of written campus policies or procedures

Vice President for Student Affairs
Student Grievance Coordinator
Salazar 1018 Tel: 664-2838
www.sonoma.edu/uaffairs/policies/studentpolicy.htm

STUDENT RIGHTS AND RESPONSIBILITIES

Preamble

Students are citizens as well as members of the academic community. As citizens, students enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy; as members of the academic community, they incur both the rights and responsibilities deriving from the standards of that community. The primary right and responsibility of students is to exercise and to cherish the freedom to learn. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on campus, and in the larger community. While the responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community, the University has a duty to prescribe reasonable limits and policies for safeguarding this freedom.

Corollary to any statement of student rights and responsibilities are adequate procedures for hearing charges that student rights have been denied by other students, the faculty, the administration, or staff of the University. The University is not a sanctuary immune from civil law and authority, and students may be prosecuted for violation of the law, whether such action occurs on or off campus. University sanctions, however, will be imposed only for those violations that interfere with the University's responsibilities for ensuring the opportunities of all members of the academic community to pursue learning. If the same action violates general law and also interferes with the University's responsibilities, students may be subject to independent action by both the court and the University via Title V, which can be found at <http://www.sonoma.edu/saem/conduct.shtml>. It is a clearly established principle of law that no double jeopardy is involved in such instances.

Introduction

This document provides a brief description of University policies relevant to student rights and responsibilities. It is the student's responsibility to seek out the complete policies, procedures, standards, or regulations which affect their rights; these complete documents are referenced below. Ignorance of such information shall not be cause to waive policies, procedures, standards, or regulations.

I. Student Rights

A. Access to the University

The University is open to all persons who are qualified according to its admission standards unless resource limitations result in the closure of academic programs in which applicants have expressed interest.

B. Instructional Practice

Students have the right to substantial instruction in the course content at the time scheduled for class meetings except in mitigating circumstances. All enrolled students are to be provided with a course syllabus which should include at least the instructor's grading policies, examination dates, test format, and course requirements (e.g., attendance, course books, reading assignments, etc.), office number, office hours, and office phone number. Students should be advised of faculty expectation for the course no later than the end of the second class, with timely notification of changes and additions to the course requirements. Faculty

are also expected to meet their scheduled class assignments and office hours which are posted at the beginning of every semester.

C. Academic Advising

Students have the right to reasonable access to professional advisement relative to all segments of their academic programs and to their career goals related to those academic programs. As a result, faculty members and professional advisors maintain office hours each semester in order to meet with and advise students. From advisors of record, students should expect advisement relative to the appropriate selection of major and support courses and of general education courses related to their goals and interests and on matters relating to most University, and all school and department regulations and procedures. From other appropriate University offices such as Admissions and Records, Financial Aid, and Student Academic Services, students should expect advice on matters relating to State and University regulations and procedures. Students have the responsibility to consult the requisite catalogues, schedules, and handbooks for rules and regulations concerning their major and support courses. (The SSU Advising Policy dated August 15, 1995 is available in all School Dean and Department Chair offices.)

D. Privacy of Educational Records

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect students' privacy in their records maintained by the campus.

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

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

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

Name
Address*
Telephone listing*
E-mail address*
Major field of study
Dates of attendance
Grade Level
Enrollment Statuses (e.g., graduate or undergraduate; full-time or part-time)
Participation in intercollegiate athletics
Degrees received
Most recent educational agency or institution attended
*verify only, and for valid educational reasons

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

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

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

E. Freedom of Inquiry, Expression, and Information

Students are permitted the fullest expression of beliefs through any means that are orderly and do not violate the rights of others. The University will not condone acts of violence, vandalism, coercion, or other illegal interference with its legitimate functions under the guise of freedom of expression.

Students and student organizations are free to invite and to hear any person of their choosing. However, speakers or programs funded from mandatory student body fees are subject to review to assure conformance to Trustee and campus policy. If campus facilities are needed and available, the scheduling procedure will ensure order and adequate preparation for the event, but in no instance will these procedures be used as a device for censorship or restraint beyond valid Trustee regulations, University policy, or law. Students shall have the right to access all documents containing University, school, and departmental policies, procedures, standards, and regulations. Students may distribute noncommercial literature in the designated area, provided they obtain a permit from the Office of Campus Life.

F. Rights Regarding Publication

Student-operated media benefit the campus community by stimulating intellectual exploration and keeping open channels for free and responsible communication. Whether supported by student funds or institutionally sponsored, student-operated media shall provide students reasonable opportunity for expressing views which differ from editorial staff's viewpoints.

The Associated Students of Sonoma State University, other student organizations, and individual students may publish and otherwise communicate information and opinion. These groups and individuals are not subject to sanctions and restraints beyond those imposed by provisions set forth by Trustees' regulations or other state or federal laws.

Student publications and other communications media are guaranteed the editorial freedom necessary to engage in free inquiry and expression without advance approval of content. The agency responsible for the appointment of editors and managers is the agency responsible for dismissal of editors and managers.

G. Freedom of Association

Students are free to organize, join associations, and promote their common interests. Students shall be free to discuss openly all questions of interest to them and express their opinions publicly and privately. The membership policies and actions of SSU student organizations will be determined by those students registered in the University, as long as they are nondiscriminatory and in accordance with law and Trustee and University policy:

No student, shall, on the basis of gender, race, religion, national origin, creed, ethnic background, political affiliation, economic status, disability, sexual orientation, or age, be denied the benefits of participation in student organizations at SSU. Student organizations may be affiliated with off-campus, non-University organizations. Any organization whose purposes are not prohibited by law or regulations of the Trustees shall be entitled to petition for recognition by the University and the Associated Students. Student organizations and interest groups are required to submit a current list of officers, a statement of nondiscrimination, and the name of their advisor to the Office of Campus Life.

California State Educational Codes 32050 and 32051 prohibit hazing. Hazing includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in which is likely to cause physical harm, personal degradation, or disgrace resulting in physical or mental harm to any fellow student or person attending the institution. No student or other person attending Sonoma State University shall conspire to engage in or engage in hazing. Students found engaging in hazing could jeopardize their student status with the University and are subject to the full penalties of state law.

H. Contributions to University Governance and Curriculum

As constituents of the academic community, students should be free, individually and collectively, to express their views and to participate in the development of institutional

Student Rights and Responsibilities.3

policy and in matters of general interest to the student body. The Associated Students provides the mechanism by which student representatives are placed on University and Associated Students committees, and on the governing boards of campus auxiliaries. All regularly enrolled students are members of the Associated Students. [For more information contact the Associated Students Office.]

I. Nondiscrimination Policy

Sonoma State University does not discriminate on the basis of sex, disability, race, color, or national origin in admissions, access, and/or employment in its programs and activities. No person shall, on the basis of sex, disability, race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or be subjected to sexual harassment in any of Sonoma State University's programs or activities.

The Managing Director of Employee Relations and Compliance Services is the campus officer assigned responsibility for ensuring compliance with federal, state, and The California State University systemwide regulations prohibiting discrimination on the basis of sex, disability, race, color, national origin, sexual preference, or Vietnam era veteran's status, and for ensuring a working and learning environment which is free from sexual harassment and racial discrimination. [For more information, contact the Human Services Office.]

J. Student Employment

Any undergraduate student enrolled for six or more resident units, or graduate student enrolled in three or more resident units, is eligible to apply for a student assistant position. Eligibility for work study positions is determined by the Financial Aid Office. The Student Employee Guide outlines campus policy regarding orientation to the job, how wages are set, pay increases, and hours of work. [The Student Employee Guide to employment rights and responsibilities is available at the University Human Services Office.]

K. Grievance/Appeal

As stated in the preamble to this document, corollary to any statement of student rights and responsibilities are adequate procedures for hearing charges that student rights have been denied by other students, or members of the faculty, staff, or administration. Procedures have been developed to handle particular types of grievances/appeals as outlined below. Prior to the initiation of a formal process, it is the responsibility of the student to pursue all possible informal means with which to resolve the dispute, including contacting the individual's supervisor. The Student Grievance Coordinator is available to assist students in resolving disputes informally and initiating formal grievance procedures.

1. Student Grievance Procedures

Students are given the opportunity to appeal a decision or action reached or taken in the course of official duty by a member of the faculty, staff, or administration of Sonoma State University. The grievance procedure provides a process for an impartial review and to ensure

that the rights of students are properly recognized and protected.

The Assistant Vice President for Student Affairs acts as the Student Grievance Coordinator. A student who wishes to initiate the grievance process should contact this campus official. [Details of the policy are documented in the University Policy, dated August 25, 2001 and available at the Office of the Student Grievance Coordinator.]

2. Grade Appeal Procedures

In order to protect the rights of students and faculty, the following principles of due process are incorporated into the grade appeal procedures: the right to an open hearing, the right to reasonable time limits throughout the process, the right to impartial review, the right of assistance, the right of discovery of relevant documentation, the right to call witnesses, the right to cross-examine witnesses, the right to have a decision based on the record of the hearing, and the right to have a statement of the grounds for the decision and the evidence relied upon. The hearing will be conducted by a three-member Grade Appeal/Hearing Jury, consisting of two faculty members and one student.

The Grade Appeal Coordinator shall act as the campus officer to be contacted by a student who wishes to initiate a grade appeal procedure. [Details of the policy are documented in the University Policy, dated Jan. 5, 2004, and available at the Office of the Grade Appeal Coordinator.]

3. Financial Aid Appeal

Students have the right to appeal their financial aid award or any other financial aid decision which they feel affects them adversely and which falls outside of the jurisdiction of federal, state, or Chancellor's Office regulations. This right includes answers to questions, explanations of Financial Aid policies and procedures, and a request for reconsideration. The initial appeal is made to the student's Financial Aid representative. [For more information about the appeals process, contact the Financial Aid Office.]

L. Due Process in Disciplinary Matters

Whenever a student is alleged to have violated the Student Code of Conduct (refer to Section A under Student Responsibilities; Standards of Conduct Expected of Students), he/she is entitled to a fair and just process of review. The Student Disciplinary Procedures for the California State University provides procedures to determine whether violations of conduct have occurred. The process mandates an explanation of the procedures; the right to be informed of the charges and evidence to support those charges; the opportunity for a hearing, at which time the student can present evidence and witnesses to support his/her case; and the right to have an advisor present at the hearing. After completing a preliminary investigation, the Assistant Vice President for Student Affairs (acting Student Conduct Administrator) may offer a disciplinary sanction, which the student can accept, without necessarily admit-

Student Rights and Responsibilities.4

ting guilt, in lieu of a hearing. [Copies of the procedures are available in the Office of the Coordinator of University Student Discipline.]

II. Student Responsibilities

A. Student Disciplinary Procedures

Inappropriate conduct by students or by applicants for admission is subject to disciplinary action by the University as provided in sections 41301 through 41304 of Title 5 of the California Code of Regulations. The purpose of the code is to provide procedures that are fair and just, both to the student charged and to the institution, by which it can be determined whether violations of conduct have occurred. A complaint against a student for an alleged violation of conduct (as defined in Sections 41301 through 41304 of Title 5) may be filed by a student, faculty member, staff member, University police officer, or community member. The complaint should be filed with the Student Conduct Administrator, who will investigate the alleged violation. The administrator will hold a conference with the student to obtain his or her response to the alleged misconduct and to determine if the complaint may be dealt with informally by mutual consent through a student discipline settlement agreement. If the allegations of misconduct have not been resolved informally by conference and the Student Conduct Administrator determines that formal disciplinary action should be taken, the Student Conduct Administrator shall initiate the disciplinary action process by written Notice of Hearing. This notice shall be served in person or served by certified mail return receipt requested to the student charged at the last known address on campus records. For detailed information about the Notice of Hearing process and requirements, please refer to CSU Executive Order 970. At any point in the process, the student may waive a hearing and accept a sanction without admitting that he or she engaged in the conduct charged. The hearing will be conducted by a hearing officer, who will be an administrative officer of the University appointed by the President. The hearing officer will submit a report and recommendations to the president, who will decide the matter, notify the student, and take action as appropriate. Discipline that may be imposed includes, but is not limited to, probation, suspension, and expulsion.

Student Discipline

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

s 41301. Standards for Student Conduct

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

(a) Student Responsibilities

Students are expected to be good citizens and to engage in

responsible behaviors that reflect well upon their University, to be civil to one another and to others in the campus community, and to contribute positively to student and University life.

(b) Unacceptable Student Behaviors

The following behavior is subject to disciplinary sanctions:

(1) Dishonesty, including:

- (A) Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
- (B) Furnishing false information to a University official, faculty member, or campus office.
- (C) Forgery, alteration, or misuse of a University document, key, or identification instrument.
- (D) Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries.

(2) Unauthorized entry into, presence in, use of, or misuse of University property.

(3) Willful, material, and substantial disruption or obstruction of a University-related activity, or any on-campus activity.

(4) Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.

(5) Willful, material, and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.

(6) Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.

(7) Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.

(8) Hazing, or conspiracy to haze, as defined in Education Code Sections 32050 and 32051:

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

A group of students acting together may be considered a "student organization" for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

Student Rights and Responsibilities.5

- (9) Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia (except as expressly permitted by law and University regulations), or the misuse of legal pharmaceutical drugs.
 - (10) Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.
 - (11) Theft of property or services from the University community, or misappropriation of University resources.
 - (12) Unauthorized destruction, or damage to University property or other property in the University community.
 - (13) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity.
 - (14) Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
 - (15) Misuse of computer facilities or resources, including:
 - (A) Unauthorized entry into a file, for any purpose.
 - (B) Unauthorized transfer of a file.
 - (C) Use of another's identification or password.
 - (D) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.
 - (E) Use of computing facilities and resources to send obscene or intimidating and abusive messages.
 - (F) Use of computing facilities and resources to interfere with normal University operations.
 - (G) Use of computing facilities and resources in violation of copyright laws.
 - (H) Violation of a campus computer use policy.
 - (16) Violation of any published University policy, rule, regulation, or presidential order.
 - (17) Failure to comply with directions of, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
 - (18) Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community, or poses a significant threat of disruption or interference with University operations.
 - (19) Violation of the Student Conduct Procedures, including:
 - (A) Falsification, distortion, or misrepresentation of information related to a student discipline matter.
 - (B) Disruption or interference with the orderly progress of a student discipline proceeding.
 - (C) Initiation of a student discipline proceeding in bad faith.
 - (D) Attempting to discourage another from participating in a student discipline matter.
 - (E) Attempting to influence the impartiality of any participant in a student discipline matter.
 - (F) Verbal or physical harassment or intimidation of any participant in a student discipline matter.
 - (G) Failure to comply with the sanction(s) imposed under a student discipline proceeding.
 - (20) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.
- (c) Procedures for Enforcing This Code
The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.
 - (d) Application of This Code
Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University, is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.
Note: Authority cited: Sections 66017, 66452, 66600, 69810, 89030, and 89035, Education Code. Reference: Sections 66450, 69813 et seq. and 89030, Education Code.

For information on Sonoma State University's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Safe and Drug-Free Schools and Communities Act. Please visit the Police and Parking Services website at <http://www.sonoma.edu/ps/>.

B. In the Classroom

Students are responsible for learning thoroughly the content of any course of study, but they are free to take reasoned exception to the interpretation of data or opinions offered. It is the responsibility of the student to read the course statement and to request any clarification of course policies. If the student adds the course after the first week of class, it is the student's responsibility to seek course information in a timely manner.

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

It is recognized that styles of teaching vary considerably; however, the professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Students should be evaluated solely on the basis of their academic performance and should not be penalized for their opinions or conduct in matters unrelated to academic performance.

Student Rights and Responsibilities.6

While students are free to take exception to material presented in the classroom, their dissent should not take such form as to disrupt the normal activity of the course presentation. Students, individually or collectively, who express dissent in such manner as to disrupt the normal activity of university courses will be subject to appropriate sanction. In such a case the professor will usually ask the students involved to cease the disruptive behavior or leave the classroom. If they refuse, he/she may call upon administrative officials to assist him/her with the problem.

C. Cheating and Plagiarism

The policy of Sonoma State University is to discipline students who cheat or plagiarize. Students are expected to be honest in meeting the requirements of courses in which they are enrolled. Cheating or plagiarism is dishonest, undermines the necessary trust upon which relations between students and faculty are based, and constitutes unacceptable conduct. Students who engage in either cheating or plagiarism will be subject to academic sanctions, including a lowered or failing grade in a course, and the possibility of an additional administrative sanction (probation, suspension, or expulsion) as provided in Section 41301 through 41304 of Title 5, California Administrative Code.

Faculty must report the infraction and the action taken to the Assistant Vice President for Student Affairs in the Office of the Vice President for Student Affairs and Enrollment Management. The faculty member shall send the assistant vice president a copy of the "Cheating and Plagiarism Record of Informal Resolution" form within five academic days of the faculty and student signing the agreement. The assistant vice president shall maintain a list of students found responsible for cheating or plagiarism in order to detect students who are repeat offenders. If the student has more than one violation of the Cheating and Plagiarism Policy, the Assistant Vice President for Student Affairs will determine if administrative disciplinary action is warranted.

[The Sonoma State University Policy and Procedures on Cheating and Plagiarism, dated May 10, 2005, is available in all school dean and department chair offices.]

D. Academic Advising

The advising process depends on the thoughtful participation of the student. Students must assume the following responsibilities:

- Know and meet requirements contained in the appropriate catalog, class schedules, and other University publications.
- Maintain their own personal academic records and take them to every advising appointment.
- Seek academic advising from their advisor of record and other appropriate sources when first enrolling, when changing majors, when not in good academic standing, or when applying for graduation.
- Accept ultimate responsibility for their selection of classes which incorporates their decisions as well as the academic advice which has been given.

E. Student Employee Guide

The Student Employee Guide provides information on stu-

dent employment responsibilities. It serves as a guide and does not include details which may be pertinent to exceptional cases. The guide applies to both student assistants and College Work-Study student employees. [Guides are available at the University Human Services Office.]

F. Financial Aid Standards of Satisfactory Academic Progress

Federal and state regulations require that students receiving financial aid have a responsibility to make satisfactory academic progress toward a degree objective in order to remain eligible for financial assistance. This means that students must satisfactorily complete the minimum number of units based upon their enrollment status each semester. In addition, undergraduate students who have completed more than 150 units or six academic years of full-time enrollment, or graduate students who have completed more than 50 units (Counseling MA, 72 units) toward a post baccalaureate degree or the equivalent of two years of full-time enrollment, are not eligible for financial aid. [Specific and written details of the Standards of Satisfactory Academic Progress to Maintain Financial Aid Eligibility are available from the Financial Aid Office.]

G. Use of University Facilities

Use of University facilities by University offices and organizations (including student clubs) and non-University organizations is guided by the University Policy on Special Events and Related Use of Campus Facilities (June 15, 1995). Requests for use of facilities shall be made through the University Special Events Office. Student clubs and organizations should consult with Office of Campus Life staff and must obtain appropriate approvals when planning events and activities requiring the use of University facilities and equipment. The use of University equipment and facilities involves the responsibility of adhering to established procedures for the use and safety of the equipment, facilities, and those in attendance.

H. Debts Owed to the University

Services may be withheld from students for nonpayment of debts owed to the University. The President or his designee is authorized to withhold permission to register; to use facilities for which a fee is authorized; to receive services, materials, food, or merchandise; or any combination of the above, from any person owing a debt to the University.

For purposes of this document, "debt" is defined as an unpaid obligation of a student or former student, however incurred, arising while the debtor was a student, for loans, services, use of facilities and equipment, materials, food or merchandise furnished to the student by the University.

I. Philosophy Statement on Alcohol and Other Drugs

Sonoma State University has the responsibility to provide a healthy environment where the use of alcohol and other drugs does not interfere with learning. To that end, the University is committed to maintaining a campus environment that makes abuse of alcohol and the use of illegal, controlled, and harmful drugs unacceptable behavior. University policies and procedures, including the Alcoholic Beverage Policy (October 25, 1999) and the Drug-Free Workplace Policy (May 30, 1989), serve as guidelines to

help reduce the incidence and the prevalence of alcohol and other drug-related incidents that adversely affect the quality of a person's experiences at Sonoma State University.

Beer and wine are available on campus to people 21 years old and over; this alcohol poses a situation different from that of other drugs. The Alcoholic Beverage Policy establishes reasonable guidelines and procedures for the use of alcohol within the academic community. Alcohol can pose risks to the health and safety of individuals, communities, and society. University policies regarding alcohol consumption, availability, and problems are therefore designed to minimize these risks. The following principles guide Sonoma State University's alcohol policy:

- Abstinence is accepted and provided for in all circumstances.
- Any alcohol consumption in high-risk settings, such as active sports and driving, is actively discouraged.
- Heavy consumption is discouraged in all situations.
- Moderate consumption in low-risk situations is accepted.
- The University upholds those laws that cover possession, use, sale, or distribution of prescribed drugs; underage drinking and possession of alcohol; and driving under the influence. Furthermore, the University supports efforts in the campus community to confront these offenses. A fee schedule has been developed for participation in the Alcohol and Other Drug Intervention Program.

J. Residential Community

The Residential Community has special rules designed to ensure the rights of all student residents and their guests. These rules are contained in the Housing License Agreement. Access to the Residential Community may be revoked for residents or guests who violate these rules.

[Refer to the Housing License Agreement and the annual Student Residence Handbook.]

FOOTNOTES

used in the Schedule of Classes

The following footnotes are used to indicate special information about courses listed in the Schedule of Classes. Be sure to check the footnote column before you register.

- 1 Prerequisite
- 2 Open to Majors Only
- 3 Consent of Instructor Required
- 4 Additional Fee Required
- 5 Concurrent Class Required
- 6 Major Department Graduate Coordinator Approval Required
- 7 Additional Hour(s) Required
- 8 Cross-Listed Course
- 9 Social Science Subject Matter Preparation Program
- 10 Student-Taught Course with Faculty Sponsor
- 11 General Education (GE)
- 12 Open to Juniors and Seniors Only
- 13 EOP Academy
- 14 Language Lab Required
- 15 Consent of Department Required
- 16 Meets Ethnic Studies Requirement
- 17 Available for University Credit but not for Credit Toward Baccalaureate
- 18 Field Trips to be Arranged
- 19 Meets First Half of Semester
- 20 Contact Department
- 21 Placement Exam Only
- 22 Class Meets Off Campus
- 23 Course Meets Every Other Week
- 24 For ILE Students Only
- 25 Meets Second Half of Semester
- 26 Consult Department
- 27 Open to Seniors Only
- 28 Class Closed Until Announced Open
- 29 Service-Learning Course
- 30 Auto-Enrolled Section
- 31 On-line Course
- 32 Open to Juniors, Seniors and Graduate Students Only
- 33 Open to Graduate Students Only
- 34 Open to Seniors and Graduate Students Only
- 35 Course Not Open to Freshmen
- 36 Open to Graduating Seniors
- 37 Self-Paced Course
- 38 Statistics Requirement
- 39 Non-Majors Requirement
- 40 Open to Juniors Only
- 42 Open to Soci Majors and Minors
- 43 Course open to Political Science Majors and Minors Only
- 44 Class meets every other week
- 45 ENSP majors and minors
- 46 SOCI and HD Majors and Minors
- 47 SOCI, WGS and HD Majors and Minors
- 48 SOCI 300 Required
- 49 Class meets alternate days

ABBREVIATIONS

used in the Schedule of Classes

Buildings

ART	Art Building	PE	Physical Education
CTS	Courts	RCH	Rachel Carson Hall
DAR	Darwin Hall	RES	Residence Halls
FH	Fieldhouse	SALZ	Salazar Hall
SHLZ	Schulz Information Center	FLD	Field
STEV	Stevenson Hall	IVES	Ives Hall
SU	Student Union	LIB	Library
THEA	Person Theatre	NH	Nichols Hall
VIL	Village	TBA	To Be Arranged

Days-of-Week

Monday	M
Tuesday	T
Wednesday	W
Thursday	R
Friday	F
Saturday	S

GRADING SYSTEM

GRADE	DESCRIPTION	QUALITY PTS.	COUNTS TOWARD GPA
A	Outstanding	4	Yes
B	Very Good	3	Yes
C	Average	2	Yes
D	Barely Passing	1	Yes
F	Failure	0	Yes
Cr	Credit	0	No
NC	No Credit	0	No
I	*Incomplete	0	No
IC	Incomplete Charged	0	Yes
WU	Unauthorized Withdraw	0	Yes
W	Withdrew	0	No
SP	Satisfactory Progress (Temporary Mark)	0	No
RD	Report Delayed (Temporary Mark)	0	No
RP	Report in Progress (Temporary Mark)	0	No
RPT	Repeated Course	0	No
PRV	Provisional Graduate Credit	0	No

* Incomplete (I) changed to "Incomplete Charged (IC)" if not made up within one year, unless enrolled for Cr/NC. A grade of IC will compute as an "F" in the GPA.

SCHEDULE OF CLASSES / SUMMER 2009

SUBJECT	CATALOG	CLASSNR	SEC	UNITS	GE DESIG	SESSION	DESCR	START DATE	END DATE	MTG START	MTG END	M T W T F	FACIL ID	I NSTRUCTOR
EDMS	420	1087	001	3.00	GEE	4W1	Child Dev Fam, Sch&Community	6/1/09	6/26/09	08:30 AM	11:20 AM	M T W T	SALZ2024	KANG, H
EDMS	420	1088	002	3.00	GEE	4W1	Child Dev Fam, Sch&Community	6/1/09	6/26/09	08:30 AM	11:20 AM	M T W T	SALZ2023	
EDMS	470	1089	001	3.00		4W1	Multicultural Pedagogy	6/1/09	6/26/09	01:00 PM	03:50 PM	M T W T	STEV2006	SIMS, E
EDMS	470	1090	002	3.00		4W1	Multicultural Pedagogy	6/1/09	6/26/09	01:00 PM	03:50 PM	M T W T	STEV3082	
EDSS	418	1077	001	3.00		4W1	Learning & Dev in Adolescents	6/1/09	6/26/09	08:30 AM	11:20 AM	M T W T	SALZ2016	VICTOR, S
EDUC	417	1076	001	3.00	GED1	4W1	School and Society	6/1/09	6/26/09	04:00 PM	06:50 PM	M T W T	SALZ2024	ESTRADA, K
EDUC	571	1091	001	3.00		4W1	Res Paradigms in Educ	6/1/09	6/26/09	04:00 PM	06:50 PM	M T W T	STEV3076	DINGLE, M
HIST	202	1104	001	3.00	GED2	4W1	Development of Modern World	6/1/09	6/26/09	01:00 PM	03:50 PM	M T W T	STEV3008	HALAVANS, M
POLS	200	1103	002	3.00	GED4	4W1	American Political System	6/1/09	6/26/09	06:00 PM	10:00 PM	T W T	STEV3008	MCCUAN, D
POLS	200	1102	001	3.00	GED4	4W1	American Political System	6/1/09	6/26/09	08:30 AM	11:20 AM	M T W T	STEV3008	PROCTOR, R
EDEL	580B	1092	001	3.00		4W1	Adv Educ Ldrs & School Mgmt	6/15/09	6/19/09	08:30 AM	06:00 PM	M T W T F	SALZ2021	PORTER, P
EDEL	580B	1093	002	3.00		4W1	Adv Educ Ldrs & School Mgmt	6/15/09	6/19/09	08:30 AM	06:00 PM	M T W T F	SALZ2022	MONTERA, V
EDMS	411	1094	001	3.00		4W2	Teaching Second Lang Learners	6/29/09	7/24/09	04:00 PM	06:50 PM	M T W T	SALZ2023	ESTRADA, K
EDRL	527A	1098	001	3.00		4W2	Clinical Fld Exp Rdnng/Lang Art	6/29/09	7/24/09	01:00 PM	03:50 PM	M T W T	OFF-SITE	NICKEL, M
EDRL	527B	1099	001	3.00		4W2	Adv Clinical Fld Exp Rdnng/Lang	6/29/09	7/24/09	01:00 PM	03:50 PM	M T W T	OFF-SITE	NICKEL, M
EDSP	433	1096	001	3.00		4W2	Teaching Adolescents w/Sp Ed	6/29/09	7/24/09	01:00 PM	03:50 PM	M T W T	STEV3076	MAHDAVI, J
EDSP	433	1097	002	3.00		4W2	Teaching Adolescents w/Sp Ed	6/29/09	7/24/09	01:00 PM	03:50 PM	M T W T	SALZ2020	
EDUC	417	1095	002	3.00	GED1	4W2	School and Society	6/29/09	7/24/09	08:30 AM	11:20 AM	M T W T	STEV3076	GRADY, K
EDUC	570	1100	001	3.00		4W2	The Reflective Educator	6/29/09	7/24/09	04:00 PM	06:50 PM	M T W T	SALZ2020	LANE, P
EDUC	572	1101	001	3.00		4W2	Superv Study Cognate Project	6/29/09	7/24/09	ARRANGE		M T W T		GRADY, K
EDUC	490	1074	001	3.00		8W1	Selected Topics in Education	6/1/09	7/24/09	07:00 PM	09:40 PM	M W	STEV3076	BRACE, H
EDUC	599	1075	001	3.00		8W1	Supervised Res for Thesis/Proj	6/1/09	7/24/09	ARRANGE				
NURS	504	1115	001	2.00		8W1	Policy&Politics of Health Care	6/1/09	7/24/09	ARRANGE			ONLINE	KLICHEARTT, E
NURS	505	1114	001	2.00		8W1	Ethics in Healthcare	6/1/09	7/24/09	ARRANGE			ONLINE	
NURS	525	1117	001	3.00		8W1	Clinical Practicum	6/1/09	7/24/09	ARRANGE			OFF-SITE	ROCKETT, K
NURS	525	1117	001	3.00		8W1	Clinical Practicum	6/1/09	7/24/09	ARRANGE			OFF-SITE	KLICHEARTT, E
NURS	525	1117	001	3.00		8W1	Clinical Practicum	6/1/09	7/24/09	ARRANGE			OFF-SITE	VANDEVEER, M
NURS	526	1118	001	2.00		8W1	CNL Professional Role Develmt	6/1/09	7/24/09	ARRANGE			ONLINE	VANDEVEER, M