

# ADMISSIONS

**Welcome!** Thank you for your interest in Sonoma State University. You are probably attracted to Sonoma because of our success in academic programs, the intellectual accomplishments of our students and faculty, our exciting curricula, or perhaps the location and beauty of the campus. Whatever spurred your interest, we are delighted you've taken the time to glance through our catalog. Here you will learn how to apply, what documents are needed, and the admission requirements.

## Application Filing Periods, 2013-2014

For admission in	Priority filing	File no later than
Fall Semester 2014	October-November 2013	November 30, 2013
Spring Semester 2015	August 2014	August 30, 2014
Fall Semester 2015	October-November 2014	November 30, 2014

Each non-impacted campus accepts applications until capacities are reached. Many campuses limit undergraduate admission in an enrollment category due to overall enrollment limits. If applying after the initial filing period, consult the campus admission office for current information. Similar information is conveniently available at: [www.csumentor.edu/filing\\_status](http://www.csumentor.edu/filing_status)

## Admission Procedures and Policies

Requirements for admission to Sonoma State University 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 CSU campus admission office. [www.sonoma.edu/admissions](http://www.sonoma.edu/admissions)  
[www.csumentor.edu/planning](http://www.csumentor.edu/planning)

Electronic versions of the CSU undergraduate and graduate applications are accessible on the World Wide Web at [www.csumentor.edu](http://www.csumentor.edu). The CSU Mentor system allows students to browse through general information about CSU's twenty-three campuses, view multimedia campus presentations, send and receive electronic responses to specific questions, and apply for admission and financial aid.

Applying online via [www.csumentor.edu](http://www.csumentor.edu) is expected unless electronic submission is impossible. An acknowledgement will be sent when online applications have been submitted. Application in "hard copy" form may be obtained online via [www.csumentor.edu](http://www.csumentor.edu) as a portable data format (PDF). Application forms (in PDF) may also be downloaded from [www.calstate.edu/sas/publications](http://www.calstate.edu/sas/publications).

## Importance of Filing Complete, Accurate, and Authentic Application Documents

Sonoma State University advises prospective students that they must supply complete and accurate information on the application for admission, residency questionnaire, and financial aid forms. Further, applicants must, when requested, submit authentic and official transcripts of all previous academic work attempted. Failure to file complete, accurate, and authentic application documents may result in denial of admission, cancellation of registration or academic

credit, suspension, or expulsion (Section 41301, Article 1.1, Title 5, California Code of Regulations).

## Undergraduate Application Procedures

Prospective students applying for part-time or full-time undergraduate programs of study must submit a completed undergraduate application. The \$55 nonrefundable application fee should be in the form of a check or money order payable to "The California State University" or by credit card and may not be transferred or used to apply to another term. An alternate major may be indicated on the application. The applications of persons denied admission to an impacted and/or closed campus may be re-routed to another campus at no cost, but only if the applicant is CSU eligible.

## Impacted Programs

The CSU designates programs as impacted when more applications from regularly eligible applicants are received in the initial filing period (October and November for fall terms, June for winter terms, August for spring terms, February for summer terms) than can be accommodated. Some programs are impacted at every campus which they are offered; others are impacted only at a few campuses. Candidates for admission must meet all of the campus' specified supplementary admission criteria if applying to an impacted program or campus.

The CSU will announce during the fall filing period those campuses or programs that are impacted. Detailed information on campus and programs impaction will be available at the following websites:

- [www.csumentor.edu](http://www.csumentor.edu)
- [www.calstate.edu/impactioninfo.shtml](http://www.calstate.edu/impactioninfo.shtml)
- [www.calstate.edu/sas/impaction-campus-info.shtml](http://www.calstate.edu/sas/impaction-campus-info.shtml)

Campuses will communicate supplementary admission criteria for all impacted programs to high schools and community colleges in their service area and will disseminate this information to the public through appropriate media. This information will also be published at the CSU campus individual website and made available online at [www.calstate.edu](http://www.calstate.edu).

Applicants must file applications for admission to an impacted program during the initial filing period. Applicants who wish to be considered in impacted programs at more than one campus should file an application at each campus for which they seek admission consideration.

## Supplementary Admission Criteria

Each campus with impacted programs or admission categories uses supplementary admission criteria in screening applicants. Supplementary criteria may include rank-ordering of freshman applicants based on the CSU eligibility index or rank-ordering of transfer applicants based on verification of AA-T or AS-T degree, the overall transfer grade point average (GPA), completion of specified prerequisite courses, and a combination of campus-developed

criteria. Applicants for freshman admission to impacted campuses or programs are required to submit scores on either the SAT or the ACT. For fall admission, applicants should take tests as early as possible, but no later than November or December of the preceding year.

The supplementary admission criteria used by the individual campuses to screen applicants are made available by the campuses to all applicants seeking admission to an impacted program. Details regarding the supplemental admission criteria are published at [www.calstate.edu/impactioninfo.shtml](http://www.calstate.edu/impactioninfo.shtml).

Sonoma State University is an increasingly popular campus and from year to year depending on the application pools and enrollment trends, petitions the California State University for impaction at a class or major level. If impaction status is granted, supplemental admissions criteria is utilized in the admissions process. Supplementary admission criteria for first-time freshmen include, but are not limited to, high school grade point averages, test scores (SAT I or ACT), high school course preparation, and/or a supplemental questionnaire or essay. For transfer applicants, supplemental admissions requirements may include, but are not limited to, transfer grade point average, grade point averages in specific courses, course preparation, and/or supplemental questionnaire or essay. The specific criteria utilized depend on the number of applications received by each class level and major. Higher grade point averages, submission of test scores, and completion of additional required course preparation increase your chances for admission. Please visit us online for an updated list of impacted majors and criteria at [www.sonoma.edu/admissions/](http://www.sonoma.edu/admissions/).

### **Use of Social Security Number**

Applicants are required to include their correct social security numbers in designated places on applications for admission pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code (26 U.S.C. 6109). The University uses the social security number to identify students and their records including identification for purposes of financial aid eligibility and disbursement and the repayment of financial aid and other debts payable to the institution. Also, the Internal Revenue Service requires the University to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. This information is used by the IRS to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes.

### **Graduate and Post-baccalaureate Application Procedures**

All graduate and post-baccalaureate applicants (e.g., Ed.D., joint Ph.D. applicants, master's degree applicants, those seeking educational credentials or certificates, and where permitted, holders of baccalaureate degrees interested in taking courses for personal or professional growth) must file a complete graduate application as described in the graduate and post-baccalaureate admission materials at [www.csumentor.edu](http://www.csumentor.edu). Applicants seeking a second

bachelor's degree should submit the undergraduate application for admission unless specifically requested to do otherwise. Applicants who completed undergraduate degree requirements and graduated the preceding term are also required to complete and submit an application and the \$55 nonrefundable application fee. Since applicants for post-baccalaureate programs may be limited to the choice of a single campus on each application, re-routing to alternate campuses or later changes of campus choice are not guaranteed. To be assured of initial consideration by more than one campus, it is necessary to submit separate applications (including fees) to each. Applications submitted by way of [www.csumentor.edu](http://www.csumentor.edu) are expected unless submission of an electronic application is impossible. An electronic version of the CSU graduate application is available on the World Wide Web at [www.csumentor.edu](http://www.csumentor.edu).

### **Reapplication for Subsequent Semesters**

If you apply and are admitted to the University for a given semester, but do not register, you will forfeit your admission. Should you later wish to enroll in courses at the University, you must file a new application, pay a new application fee, and meet all of the current requirements for admission. Materials supporting an application for admission, such as transcripts and entrance examination scores, will be held for one year only and may be used during this time to meet the requirements for admission. After one year these materials will be destroyed.

### **Application Acknowledgment**

On-time applicants may expect to receive an acknowledgment from the campuses to which they have applied within two to four weeks of filing the application. The notice may also include a request that applicants submit additional records necessary to evaluate academic qualifications. Applicants may be assured of admission if the evaluation of relevant qualifications indicates that applicants meet CSU admission requirements, and in the case of admission impaction, supplemental criteria for admission to an impacted program. Unless specific written approval/confirmation is received, an offer of admission is not transferable to another term or to another campus.

### **Hardship Petitions**

The campus has established procedures for consideration of qualified applicants who would be faced with extreme hardship if not admitted. Petitioners should write the campus Admission Offices regarding specific policies governing hardship admission, [www.sonoma.edu/admissions/denied](http://www.sonoma.edu/admissions/denied)

## **Undergraduate Admission Requirements**

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### **Freshman Requirements**

Generally, applicants will qualify for consideration for First-time freshmen if they:

1. Have graduated from high school, have earned a Certificate of General Education Development (GED) or have passed the California High School Proficiency Examination (CHSPE);
2. Have a qualifiable minimum eligibility index (see section on Eligibility Index); and

- Have completed with grades of C or better each of the courses in the comprehensive pattern of college preparatory subject requirements also known as the “a-g” pattern (see “Subject Requirements”).

**Eligibility Index** - The eligibility index is the combination of your high school grade point average and your scores on either the ACT or the SAT. Your grade point average is based on grades earned in courses taken during your final three years of high school that are college preparatory “A-G” subject requirements, and bonus points for approved honors courses (excluding physical education and military science).

Up to eight semesters of honors courses taken in the last two years of high school, including up to two approved courses taken in the tenth grade, can be accepted. Each unit of A in an honors course will receive a total of 5 points; B, 4 points; and C, 3 points.

You can calculate the index by multiplying your grade point average (A-G coursework 10th and 12th grade) by 800 and adding your total SAT I scores on the Critical Reading and Mathematics portions of the test. If you took the ACT, multiply your grade point average (A-G coursework 10th and 12th grade) by 200 and add ten times the ACT composite score. If you are a California high school graduate (or a resident of California for tuition purposes within our local service area), you need a minimum index of 2900 using the SAT I or 694 using the ACT; the Eligibility Index Table illustrates several

combinations of required test scores and averages. The university has no current plans to include the writing scores from either of the admissions tests in the computation of the CSU Eligibility Index. The local service area for SSU is comprised of six counties: Sonoma, Napa, Lake, Marin, Mendocino, and Solano.

Sonoma State University continues to receive a high volume of applications and is an impacted campus within the California State University. Sonoma State University requires a higher eligibility index than the minimum index and/or supplemental criteria from out of service area applicants.

For admission to terms during the 2014–2015 college years, the University has no plans to include the writing scores from either of the admissions tests (SAT or ACT) in the computation of the CSU Eligibility Index.

SSU requires the submission of test scores regardless of grade point average. All applicants for admission are urged to take the SAT or ACT and to provide the scores of such tests to Sonoma State University no later than December of the preceding year, if applying for fall admission.

If you neither graduated from a California high school nor are a resident of California for tuition purposes, you need a minimum index of 3502 (SAT I) or 842 (ACT). Graduates of secondary schools in foreign countries must be judged to have academic preparation and abilities equivalent to applicants eligible under this section.

**Eligibility Index Table for California High School Graduates or Residents of California**

GPA	ACT Score	SAT I Score	GPA	ACT Score	SAT I Score	GPA	ACT Score	SAT I Score	GPA	ACT Score	SAT I Score	GPA	ACT Score	SAT I Score
	3.00 and above qualifies with any score		2.81	14	660	2.60	18	820	2.39	22	990	2.18	26	1160
			2.80	14	660	2.59	18	830	2.38	22	1000	2.17	26	1170
			2.79	14	670	2.58	18	840	2.37	22	1010	2.16	27	1180
2.99	10	510	2.78	14	680	2.57	18	850	2.36	23	1020	2.15	27	1180
2.98	10	520	2.77	14	690	2.56	19	860	2.35	23	1020	2.14	27	1190
2.97	10	530	2.76	15	700	2.55	19	860	2.34	23	1030	2.13	27	1200
2.96	11	540	2.75	15	700	2.54	19	870	2.33	23	1040	2.12	27	1210
2.95	11	540	2.74	15	710	2.53	19	880	2.32	23	1050	2.11	28	1220
2.94	11	550	2.73	15	720	2.52	19	890	2.31	24	1060	2.10	28	1220
2.93	11	560	2.72	15	730	2.51	20	900	2.30	24	1060	2.09	28	1230
2.92	11	570	2.71	16	740	2.50	20	900	2.29	24	1070	2.08	28	1240
2.91	12	580	2.70	16	740	2.49	20	910	2.28	24	1080	2.07	28	1250
2.90	12	580	2.69	16	750	2.48	20	920	2.27	24	1090	2.06	29	1260
2.89	12	590	2.68	16	760	2.47	20	930	2.26	25	1100	2.05	29	1260
2.88	12	600	2.67	16	770	2.46	21	940	2.25	25	1100	2.04	29	1270
2.87	12	610	2.66	17	780	2.45	21	940	2.24	25	1110	2.03	29	1280
2.86	13	620	2.65	17	780	2.44	21	950	2.23	25	1120	2.02	29	1290
2.85	13	620	2.64	17	790	2.43	21	960	2.22	25	1130	2.01	30	1300
2.84	13	630	2.63	17	800	2.42	21	970	2.21	26	1140	2.00	30	1300
2.83	13	640	2.62	17	810	2.41	22	980	2.20	26	1140			
2.82	13	650	2.61	18	820	2.40	22	980	2.19	26	1150			

Below 2.00 does not qualify for regular admission

The CSU uses only the ACT score or the SAT mathematics and critical reading scores in its admission eligibility equation. The SAT or ACT writing scores are not currently used by CSU campuses.

You will qualify for regular admission when the University verifies that you have graduated from high school, have a qualifiable eligibility index, have completed the comprehensive pattern of college preparatory “A-G” subjects, submit the required tests, and, if applying to an impacted program or class, have met all supplementary admission criteria.

### **Provisional Admission of First-Time Freshman Applicants**

Sonoma State University may provisionally admit first-time freshman applicants based on their academic preparation through the junior year of high school and coursework planned for the senior year. The campus will monitor the final terms of study to ensure that admitted students complete their secondary school studies satisfactorily, including the required college preparatory subjects, and graduate from high school. Students are required to submit an official transcript after graduation to certify that all course work has been satisfactorily completed. Official high school transcripts must be received prior to deadline set by the university. In no case may documentation of high school graduation be received any later than the census date for a student’s first term of CSU enrollment. A campus may rescind admission decisions, cancel financial aid awards, withdraw housing contracts and cancel any university registration for students who are found not to be eligible after the final transcript has been evaluated.

Applicants will qualify for regular (non-provisional) admission when the university verifies that they have graduated and received a diploma from high school, have a qualifiable minimum eligibility index, have completed the comprehensive pattern of college preparatory “a-g” subjects, and, if applying to an impacted program or campus, have met all supplementary criteria.

### **Subject Requirements**

The California State University requires that first-time freshman applicants complete, with grades of C or better, a comprehensive pattern of college preparatory study totaling 15 units. A “unit” is one year of study in high school.

- 2 years of social science, including 1 year of U.S. history, or U.S. history and government;
- 4 years of English;
- 3 years of math (algebra, geometry, and intermediate algebra);
- 2 years of laboratory science (1 year biological and 1 year physical, both must have laboratory instruction);
- 2 years in the same foreign language (subject to waiver for applicants demonstrating equivalent competence);
- 1 year of visual and performing arts (art, dance, drama/theater, or music); and
- 1 year of electives: selected from English, advanced mathematics, social science, history, laboratory science, foreign language, visual and performing arts or other courses approved and included on the UC/CSU “a-g” list.

### **High School Students**

High school students may be considered for enrollment on a space available basis in certain special programs if recommended by the principal and the appropriate campus department chair and if preparation is equivalent to that required of eligible California high school graduates. Such admission is only for a given specific program and does not constitute a right to continued enrollment.

### **Transfer Policies of CSU Campuses**

Authority for decisions regarding the transfer of undergraduate credits is delegated to each California State University campus. Most commonly, college level credits earned from an institution of higher education accredited by a regional accrediting agency is accepted for transfer to campuses of the CSU.

California Community Colleges and other authorized certifying institutions can certify up to 39 semester (58.5 quarter) units of General Education-Breadth (GE-Breadth) or 37 semester (55.5 quarter) units of the Intersegmental General Education Transfer Curriculum (IGETC) for transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer.

“Certification” is the official notification from a California Community College or authorized institution that a transfer student has completed courses fulfilling lower-division general education requirements. The CSU GE-Breadth and the Intersegmental General Education Transfer Curriculum (IGETC) certification course lists for particular community colleges can be accessed at [www.assist.org](http://www.assist.org).

Campuses may enter into articulation agreements on either a course-to-course or program-to-program basis. Such articulations are common between CSU campuses and any or all of the California community colleges, but may exist between CSU campuses and other regionally accredited institutions. Established CSU/CCC articulations may be found on [www.assist.org](http://www.assist.org).

No more than 70 semester units may be transferred to a CSU campus from an institution which does not offer bachelor’s degrees or their equivalents, for example, community colleges. Given the university’s 30-unit residency requirement, no more than 90 total units may be transferred into the university from all sources.

### **Transfer Requirements**

Applicants who have completed fewer than 60 transferable semester college units (fewer than 90 quarter units) are considered lower-division transfer students. Applicants who have completed 60 or more transferable semester college units (90 or more quarter units) are considered upper-division transfer students. Applicants who complete college units during high school or through the summer immediately following high school graduation are considered first-time freshmen and must meet the CSU minimum eligibility requirements for first-time freshmen admission. Transferable courses are those designated for baccalaureate credit by the college or university offering the courses and accepted as such by the campus to which the applicant seeks admission.

### **Lower-Division Transfer Admission Requirements**

Due to enrollment constraints Sonoma State presently is not admitting lower division transfer students. Please visit our website to find out if Sonoma State is taking applications from lower division transfer students: [www.sonoma.edu/admissions/filing](http://www.sonoma.edu/admissions/filing)

Generally, applicants will qualify for CSU admission consideration as a lower-division transfer if they have fewer than 60 semester or 90 quarter units and a grade point average of at least 2.0 (C or better) in all transferable units attempted, have completed General Education Written Communication (English Composition) and Mathematics with a grade C or better, are in good standing at the last college or university attended, and meet any of the following standards:

1. Will meet the freshman admission requirements (grade point average and subject requirements) in effect for the term to which they are applying (see “Freshman Requirements” section); or
2. Were eligible as a freshman at the time of high school graduation except for missing college preparatory subject requirements, have been in continuous attendance in an accredited college since high school graduation, and have made up the missing subject requirements with a 2.0 or better GPA.

***Applicants who graduated from high school prior to 1988 should contact the admission office to inquire about alternative admission programs.***

Lower division applicants who did not complete subject requirements while in high 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 or four quarter units will be considered equivalent to one year of high school study; or
3. Earn acceptable scores on specified examinations, e.g., SAT subject tests.

Please consult with the CSU campus admission office, to which you are applying for further information about alternative ways to satisfy the subject requirements.

Due to increased enrollment demands, most CSU campuses do not admit lower-division transfer applicants.

### **Upper-Division Transfer Requirements**

Generally, applicants will qualify for consideration for upper-division transfer admission if they meet all of the following requirements:

1. They have a grade point average of at least 2.0 (C or better) in all transferable units attempted;
2. They are in good standing at the last college or university attended; and
3. They have completed at least sixty (60) transferable semester (90 quarter) units of college level coursework with a grade point average of 2.0 or higher and a grade C or better in each

course used to meet the CSU general education requirements in written communication, oral communication, critical thinking, and quantitative reasoning, e.g. mathematics.

The 60 units must include at least 30 units of courses, which meet CSU general education requirement including all of the general education requirements in communication in the English language (both oral and written) and critical thinking 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.

Due to enrollment constraints, priority is given to “local service area” applicants. The local service area for SSU is comprised of six counties: Sonoma, Napa, Lake, Marin, Mendocino, and Solano.

### **Associate Degrees for Transfer (AA-T or AS-T) / Student Transfer Achievement Reform (STAR) Act (SB 1440)**

The Associate in Arts for Transfer (AA-T) and the Associate in Science for Transfer (AS-T) degrees offered at the California Community Colleges (CCC) are designed to provide a California community college student a clear transfer preparation and admission pathway to the CSU degree majors.

California Community College students who earn an associate degree (AA-T or AS-T) are guaranteed admission with junior standing to a CSU and given priority admission over other transfer applicants when applying to a local CSU campus, or non-impacted CSU program. AA-T or AS-T admission applicants are given priority consideration to an impacted campus/program or to campuses/programs that have been deemed similar to the degree completed at the community college. Students who have completed an AA-T/AS-T in a program deemed similar to a CSU major are able to complete remaining requirements for graduation within 60 semester (90 quarter) units.

### **Provisional Admission of Transfer Applicants**

Sonoma State University may provisionally or conditionally admit transfer applicants based on their academic preparation and courses planned for completion. The campus will monitor the final terms to ensure that those admitted complete all required courses satisfactorily. All accepted applicants are required to submit an official transcript of all college level work completed. Campuses may rescind admission for any student who is found not to be eligible after the final transcript has been evaluated. In no case may such documents be received and validated by the university any later than a student’s registration for their second term of CSU enrollment.

### **Test Requirements**

Sonoma State requires the submission of test scores for freshman and transfer applicants who have fewer than 60 semester or 90 quarter units of transferable college credit are strongly encouraged to submit scores, unless exempt (see “Eligibility Index” on page 21), from either the ACT or the SAT of the College Board.

Persons who apply to an impacted program may be required to submit test scores and should take the test no later than November or December. Test scores also are used for advising and placement purposes. Registration forms and dates for the SAT or ACT are available from school or college counselors or from a CSU campus testing office.

Or students may write to or call:

The College Board (SAT I)  
Registration Unit, Box 6200  
Princeton, New Jersey  
08541-6200  
(609) 771-7588  
www.collegeboard.org

ACT Registration Unit  
P.O. Box 414  
Iowa City, Iowa  
52240  
(319) 337-1270  
www.act.org

### English Language Requirement

All undergraduate applicants whose native language is not English and who have not attended schools at the secondary level or above for at least three years full time where English is the principal language of instruction must present a score of [campus minimum score] or above on the Test of English as a Foreign Language (TOEFL). Some majors may require a score higher than [campus minimum]. Some majors and some campuses may require a higher score. A few campuses may also use alternative methods of assessing English fluency: Pearson Test of English Academic (PTE Academic), the International English Language Testing System (IELTS), and the International Test of English Proficiency (ITEP). Each campus will post the tests it accepts on its website and will notify students after they apply about the tests it accepts and when to submit scores.

CSU minimum TOEFL standards are:

	Internet	Paper
Undergraduate	61	500
Graduate	80	550

### Systemwide Placement Test Requirements

The CSU requires that each entering undergraduate, except those who qualify for an exemption, take the CSU Entry Level Mathematics (ELM) examination and the CSU English Placement Test (EPT) prior to enrollment. These placement tests are not a condition for admission to the CSU, but they are a condition of enrollment. These examinations are designed to identify entering students who may need additional support in acquiring college entry-level English and mathematics skills necessary to succeed in CSU baccalaureate-level courses. Undergraduate students who do not demonstrate college-level skills both in English and in mathematics will be placed in appropriate remedial programs and activities during the first term of their enrollment. Students placed in remedial programs in either English or mathematics must complete all remediation in their first year of enrollment. Failure to complete remediation by the end of the first year may result in denial of enrollment for future terms.

Students register for the EPT ([www.csuenglishsuccess.org/ept](http://www.csuenglishsuccess.org/ept)) and/or ELM ([www.csumathsuccess.org/elm\\_exam](http://www.csumathsuccess.org/elm_exam)). Campus may establish deadlines by which new students must register for and/or

take placement exams as a requirement for enrollment. Questions about test dates and registration materials may be addressed to Testing Services, (707) 664-2947, Ruben Salazar Hall 1070.

### English Placement Test (EPT)

The English Placement Test (EPT) is designed to assess the level of reading and writing skills of students entering the California State University. The CSU EPT must be completed by all non-exempt entering undergraduates prior to enrollment in any course, including remedial courses. Students who score 147 or above on the EPT will be placed in college-level composition classes.

Exemptions from the EPT are granted only to those who present proof of one of the following:

- A score of “Exempt” or “Ready for college-level English courses” on the CSU Early Assessment Program taken along with the English Language Arts California Standard Test in grade 11;
- A score of “Conditionally ready for college-level English courses” or “Conditional” on the CSU Early Assessment Program (EAP) taken in grade 11, provided successful completion of the Expository Reading and Writing Course (ERWC), AP English, 1B English or an English course approved for extra honors weight on the University of California “a-g” Doorways course list;
- A score of 500 or above on the critical reading section of the College Board SAT Reasoning Test;
- A score of 22 or above on the (ACT) English Test;
- A score of 3 or above on either the Language and Composition or Composition and Literature examination of the College Board Scholastic Advanced Placement Program; or
- Completion and transfer to CSU of the credits for a college course that satisfies the CSU General Education requirement in English Composition, provided such a course was completed with a grade of C or better.

### Entry Level Mathematics (ELM) Examination

The Entry Level Mathematics (ELM) Examination is designed to assess and measure the level of mathematics skills acquired through three years of rigorous college preparatory mathematics coursework (Algebra I and II, and Geometry) of students entering the California State University (CSU). The CSU ELM must be completed by all non-exempt entering undergraduates prior to enrollment in any course, including remedial courses. Students who score 50 or above on the ELM will be placed in college-level mathematics classes.

Exemptions from the ELM are granted only to those who present proof of one of the following:

- A score of “Exempt” or “Ready for college-level Mathematics courses” on the CSU Early Assessment Program, taken in grade 11 in conjunction with the California Standards Test in Summative High School Mathematics or Algebra II;
- A score of “Conditionally ready for college-level Mathematics courses” or “Conditional” on the CSU Early Assessment

Program taken in grade 11 along with the California Standards Test in Summative High School Mathematics or Algebra II, provided successful completion of a CSU-approved 12th grade math course that require Algebra II as a prerequisite;

- A score of 550 or above on the mathematics section of the College Board SAT Reasoning Test;
- A score of 550 or above on a College Board SAT Subject Test in Mathematics (level 1 or level 2);
- A score of 23 or above (ACT) Mathematics Test;
- A score of 3 or above on the College Board Advanced Placement Calculus AB or Calculus BC exam;
- A score of 3 or above on the College Board Advanced Placement Statistics examination; or
- Completion and transfer to CSU of a college course that satisfies the requirement in Quantitative Reasoning, provided such a course was completed with a grade of C or better.

### **Nonbaccalaureate Course in Math (courses with numbers lower than 100)**

The University offers courses in mathematics for students who need to improve their proficiency in these areas. These classes carry units of credit that apply to students' unit load for a given semester but do not apply toward graduation.

CSU systemwide and SSU policy require that all entering students needing remediation take and complete all remedial courses within their first year of enrollment. Failure to do so results in administrative academic disqualification from the University.

Enrollment in nonbaccalaureate classes, as appropriate, is thus required during the first semester of enrollment. Students who fail any of these courses must repeat them in the next semester of enrollment. Failure to pass after the second attempt will result in administrative academic disqualification. Students who pass these courses must take the next appropriate course in their next semester of enrollment.

Students who fail to complete remediation within the first year of enrollment will be placed on administrative academic disqualification and will be required to complete remediation at a community college or other university before they will be allowed to return to SSU.

### **Early Start Program**

Entering resident freshmen who are not proficient in math or English will need to start the remediation process before their first regular term.

The goals of Early Start Program are to:

- Better prepare students in math and English, before the fall semester of freshman year;
- Add an important and timely assessment tool in preparing students for college; and
- Improve students' chances of successful completion of a college degree.

Newly admitted freshman students who are required to complete Early Start will be notified of the requirement and options for completing the program as part of campus communications to newly admitted students.

### **Graduation Requirement in Writing Proficiency**

All students must demonstrate competency in writing skills as a requirement for graduation. Information on currently available ways to meet this graduation requirement may be obtained from the SSU Writing Center, (707) 664-2058, or at Sonoma State University on the Web at [www.sonoma.edu/programs/writingcenter/](http://www.sonoma.edu/programs/writingcenter/). See also the section under Degree Requirements titled "Completion of the Written English Proficiency Requirement."

## **Graduate and Post-baccalaureate Admission Requirements**

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### **Admission Requirements**

Graduate and post-baccalaureate applicants may apply for a degree objective, a credential or certificate objective, or where approved, may have no program objective. Depending on the objective, the CSU will consider an application for admission as follows:

- **General Requirements** - The minimum requirements for admission to graduate and post baccalaureate studies at a California State University campus are in accordance with university regulations as well as Title 5, Chapter 1, Subchapter 3 of the *California Code of Regulations*.
- Specifically, a student shall at the time of enrollment: (1) have completed a four-year college course of study and hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association, or shall have completed equivalent academic preparation as determined by appropriate campus authorities; (2) be in good academic standing at the last college or university attended; (3) have earned a grade point average of at least 2.5 on the last degree completed by the candidate or have attained a grade point average of at least 2.5 (A=4.0) in the last 60 semester (90 quarter) units attempted; and (4) satisfactorily meet the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations, as appropriate campus authorities may prescribe. In unusual circumstances, a campus may make exceptions to these criteria.
- Students who meet the minimum requirements for graduate and post-baccalaureate studies may be considered for admission in one of the four following categories:
  - **Graduate Classified** - To pursue a graduate degree, applicants are required to fulfill all of the professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus; or
  - **Graduate Conditionally Classified** - Applicants may be admitted to a graduate degree program in this category if, in the opinion of appropriate campus authority, deficiencies may be remedied by additional preparation; or

- **Post-baccalaureate Classified, e.g. admission to an education credential program** - Persons wishing to enroll in a credential or certificate program, will be required to satisfy additional professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus; or
- **Post-baccalaureate Unclassified** - To enroll in undergraduate courses as preparation for advanced degree programs or to enroll in graduate courses for professional or personal growth, applicants must be admitted as post-baccalaureate unclassified students. By meeting the general requirements, applicants are eligible for admission as post-baccalaureate unclassified students. Admission in this status does not constitute admission to, or assurance of consideration for admission to, any graduate degree or credential program (Most CSU campuses do not offer admission to unclassified post-baccalaureate students).

*(These and other CSU admission requirements are subject to change as policies are revised and laws are amended. The CSU website [www.calstate.edu](http://www.calstate.edu) and the CSU admissions portal [www.csumentor.edu](http://www.csumentor.edu) are good sources of the most up-to-date information.)*

### **Graduate, Post-baccalaureate English Language Requirement**

All graduate and post-baccalaureate applicants, regardless of citizenship, whose native language is not English and whose preparatory education was principally in a language other than English must demonstrate competence in English. Those who do not possess a bachelor's degree from a postsecondary institution where English is the principal language of instruction must receive a minimum score of (campus minimum score) on the Test of English as a Foreign Language (TOEFL). Some programs require a higher score. Some programs may require a higher score. Several CSU campuses may use alternative methods for assessing fluency in English including Pearson Test of English Academic (PTE Academic), the International English Language Testing System (IELTS), and the International Test of English Proficiency (ITEP).

### **Returning Students**

If you were previously enrolled as a post baccalaureate student at Sonoma State University, but have not registered for two or more semesters, you must file an application for readmission online at [www.csumentor.edu](http://www.csumentor.edu) and submit the application to Sonoma State University. If you missed only one semester, you need not reapply. If coursework was attempted at another college or university, one official transcript reflecting this work must be filed with the Office of Admissions and Records. Previously enrolled students who are reapplying are subject to the same application dates and fees as new applicants. If you attended Sonoma State as a visitor, concurrent enrollee, or exchange student, and you wish to continue your enrollment at Sonoma, you must file a new application for admission at [www.csumentor.edu](http://www.csumentor.edu) and submit the application to Sonoma State University.

## **Information for International Students**

Students now entering or enrolled in higher education will be the leaders of industry, commerce, government, education, and the arts in the 21st Century. The global marketplace, affordable air travel, extraordinary levels of human migration, and the rise of transnational communications systems dictate that the valuable university graduates will be those who are prepared to live and work in an international setting in a rapidly changing world.

International students bring to our campus and to its surrounding communities new perspectives and invaluable experiences to share with California students. At the same time, they take home with them, at the end of their studies, a deep understanding of America and its people. Sonoma State University has welcomed students from more than 50 countries, representing virtually every continent and island area in the world. These students come here to experience a traditional American liberal arts education, but in an untraditional academic setting, where teachers are guides to learning. They want to live in a beautiful and safe environment, and they also want a challenging, intellectually stimulating academic program taught by a distinguished faculty.

### **International Student Admission Requirements**

The CSU must assess the academic preparation of foreign students. For this purpose, international students include those who hold U.S. temporary visas as students, exchange visitors, or in other nonimmigrant classifications.

The CSU uses separate requirements and application filing dates in the admission of international students. Verification of English proficiency (see the section on the English Language Requirement for undergraduate applicants), financial resources, and academic performance are all important considerations for admission. Academic records from foreign institutions must be on file by the close of the application period for the semester for which entry is desired and, if not in English, must be accompanied by certified English translations.

Sonoma State University welcomes applications from qualified international students. The application and admissions process for international students is distinct from the process for domestic students. Please read the following information carefully.

Sonoma State University International Student Application forms and information are available online at [www.sonoma.edu/is](http://www.sonoma.edu/is). The application for university admission can be found at [www.csumentor.edu](http://www.csumentor.edu). A printable application is available upon request.

If you are unable to access this information, please contact us:

- By email at [international@sonoma.edu](mailto:international@sonoma.edu);

**OR**

- By mail at:  
Sonoma State University  
International Admissions  
Salazar Hall 1010A  
1801 East Cotati Avenue  
Rohnert Park, California 94928  
United States of America

SSU admits international students twice a year for entry into either the fall or spring semesters. Application periods are as follows:

**For fall semester entry**

October 1 through April 30

**For spring semester entry**

August 1 through September 30

**Academic Qualification**

Undergraduate applicants must provide evidence of graduation from an appropriate secondary educational institution or successful study at a recognized institution of higher education with a minimum cumulative grade point average of at least 2.50 on a 4.00 scale or the equivalent. Admissions to some fields of study may be competitive.

Graduate applicants must meet the standards applicable to the University and to the SSU graduate program as indicated elsewhere in this catalog.

**Housing**

International students who file complete applications (including transcripts and financial affidavits) prior to the end dates of the respective application periods should be able to obtain on-campus housing.

**International Services and Activities at SSU**

The Center for International Education (CIE) provides essential support for international students to ensure that they make a quick and successful adaptation to university studies and to the student community at SSU. CIE provides administrative support, cultural adjustment support, academic advising, personal counseling, and assistance with all issues relating to university life. In addition, CIE is the home base for the International Education Exchange Council, one of the largest and most active student clubs on the campus, which offers on-campus and off-campus activities, trips, and community volunteer opportunities.

**International Student Fees and Expenses (Academic Year)**

Sonoma State University offers international students an outstanding education at a very attractive price; however, it does not, in general, offer them financial assistance. For this reason, applicants must describe their plans for financing their studies in some detail. Instructions on financial certifications are in the application packet. Part-time employment on campus is permitted, but work opportunities are very limited. Having a good financial plan is, therefore, extremely important. Fees and tuition amounts are subject to change.

**Estimates of Annual Undergraduate and Graduate Costs at Sonoma State University**

These amounts are estimates and are subject to change without notice. Actual expenses may vary.

Tuition and fees are subject to change by the Trustees of the CSU without prior notice and are usually increased each academic year.

Expense	Undergraduate (12 units)	Graduate (8 units)
California State Tuition Fees*	\$7,234	\$8,500***
Non-Resident Tuition (\$372 per unit)	\$8,928	\$5,952
Books and Materials	\$1,788	\$1,788
Housing/Food (full meal plan: 17 meals per week)	\$11,545	\$11,545
Personal Expenses	\$3,500	\$3,500
Health Insurance (annual fee 2013-2014)**	\$1132	\$1132
TOTAL:	\$34,127	\$32,417

\* The California State University makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees.

\*\* Health Insurance typically increases annually so this estimate is possibly a little low

\*\*\* For M.B.A. only - \$278 per unit professional fee (additional \$4,448 per year)

Please note that international travel and extraordinary personal expenses are not included in the cost estimates above.

**Family members:** Students who will be accompanied by a spouse and/or children will need to submit additional documentation of financial support (\$3,700 for spouse and \$2,900 for each child).

If you will be a graduate student in either the **EMBA, MSCES, Modern Languages Program, Organizational Development, or Psychology** you will pay through our Extended and International Education Division and the tuition/fee structure is different. Housing, food, personal expense, and health insurance estimates remain the same.

**Other Applicants**

**Educational Opportunity Program (EOP)**

To be eligible for EOP admission, you must be an undergraduate and a California resident.

EOP provides assistance for students who are first generation, historically low-income students. Students who are lacking the subject requirements, grades, or test scores normally required for college attendance, may be admitted through EOP if they have demonstrated the potential for academic success.

Students who are academically eligible for regular admission to the University may also apply to EOP.

To apply for admission through EOP, you must submit an EOP application, Forms 1 and 2, apply/submit the online CSU application found at [www.csumentor.edu](http://www.csumentor.edu), and check "yes" to question number 37 on the CSU application. In addition, all EOP applicants must file the Free Application for Federal Student Aid (FAFSA).

For additional information about the Educational Opportunity Program, please contact our EOP Office at (707) 664-2427 or visit the website at [www.sonoma.edu/sas/eop/](http://www.sonoma.edu/sas/eop/).

**Veterans**

If you are a veteran of the United States military service and a California resident, you may possibly be granted admission even if you do not meet the University's regular admissions requirements. If you wish to request consideration under this provision, follow regular application procedures, and send a letter of appeal to the Office of Admissions.

**Applicants Not Regularly Eligible**

Applicants not admissible under one of the above provisions may enroll in extension courses, at a community college, or at another

appropriate institution to meet eligibility requirements. Denied applicants may choose to petition for special admission consideration. Only under the most unusual circumstances and only by special action will such applicants be admitted to Sonoma State University.

### **Adult Students**

As an alternative to regular admission criteria, an applicant who is 25 years of age or older may be considered for admission as an adult student if he or she meets **all** of the following conditions:

1. Possesses a high school diploma (or has established equivalence through either the 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; and
3. If there has been any college attendance in the last five years, has earned a C average or better in all college work attempted.

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

You must send a formal letter of appeal and all transcripts from high school and colleges. An admissions committee will review each appeal for adult admission. Admission is determined on a case-by-case basis. Recent course work in math and English to demonstrate college-level proficiency is essential for admission.

### **Intrasystem and Intersystem Enrollment Programs**

Students enrolled at any CSU campus will have access to courses at other CSU campuses on a space available basis unless those campuses or programs are impacted or admission to the desired program or admission categories are closed. This access is offered without students being required to be admitted formally to the host campus and sometimes without paying additional fees. Although courses taken on any CSU campus will transfer to the student's home CSU campus as elective credit, students should consult their home campus academic advisors to determine how such courses may apply to their specific degree programs before enrolling at the host campus.

There are two programs for enrollment within the CSU and one for enrollment between CSU and the University of California or California Community Colleges. Additional information about these programs is available from the Office of Admissions and Records, (707) 664-2778 Salazar Hall 2030, and in the Regulations and Policies section of this catalog.

**CSU Concurrent Enrollment** - Matriculated students in good standing may enroll on a space available basis at both their home CSU campus and a host CSU campus during the same term. Credit earned at the host campus is reported at the student's request to the home campus to be included on the student's transcript at the home campus. Many online courses at CSU campus are available for concurrent enrollment.

**CSU Visitor Enrollment** - Matriculated students in good standing enrolled at one CSU campus may enroll at another CSU campus for one term. Credit earned at the host campus is reported at the student's request to the home campus to be included on the student's transcript at the home campus.

**Intersystem Cross Enrollment** -matriculated CSU, UC, or community college students may enroll on a "space available" basis for one course per term at another CSU, UC, or community college and request that a transcript of record be sent to the home campus.

### **CSU Immunization Requirements – Must be Satisfied Prior to Enrollment**

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See [www.sonoma.edu/SHC/immunization-requirements.html](http://www.sonoma.edu/SHC/immunization-requirements.html) for details of these pre-enrollment requirements.

**Entering Students are required to present documentation showing that they have received the following immunizations well in advance of the start of their first semester of classes at SSU:**

#### **Measles and Rubella (MMR)**

Required of all entering students born after 12/31/56.

Send photocopies of official immunization records confirming completion of a series of two separate appropriately spaced doses of **MMR** (measles, mumps, rubella) **vaccine**.

#### **Hepatitis B**

Required by California state law of entering college students who are under age 19 when their first semester of classes begin.

Send photocopies confirming completion of a series of three separate appropriately spaced doses of Hepatitis B vaccine. This requirement persists until fully satisfied, regardless of subsequent age.

**Those unable to locate proof of previous immunization may send the results of blood tests confirming that they are immune to the diseases prevented by the required vaccines.**

While prospective students can be accepted for admission to SSU before they have sent the required proof of immunization, **once they have been accepted, students who wish to attend SSU must send SSU this proof at least 4-6 weeks before school starts.** Those who don't meet compliance deadlines will incur late penalties and will be prohibited from registering for future classes until the necessary documentation has been received.

The SSU Student Health Center ([www.sonoma.edu/SHC](http://www.sonoma.edu/SHC)) can provide MMR and Hepatitis B immunizations or blood tests to check for immunity for a nominal fee once an entering student has paid his/her Enrollment Reservation Deposit to SSU.

**Individual immunization records or copies of blood tests documenting immunity, labeled with the entering student's full name and birthdate should be sent to:**

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

## Reservation

The University reserves the right to select its students and deny admission to the University or any of its programs as the University, in its sole discretion, determines appropriate based on an applicant's suitability and the best interests of the University.

## General Information About Admission and Evaluation of Academic Records

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### Advanced Placement

Sonoma State University grants credit toward its undergraduate degrees for successful completion of examinations of the Advanced Placement Program of the College Board. Students who present scores of three or better will be granted up to six semester units (nine quarter units) of college credit.

### Credit by Examination

Students may challenge courses by taking examinations developed at Sonoma State University. Credit shall be awarded to those who pass them successfully.

### Credit by Challenge Examinations

SSU grants undergraduate degree credit for successful completion of non-collegiate instruction, either military or civilian, appropriate to the baccalaureate degree, which has been recommended by the Commission on Educational Credit and Credentials of the American Council on Education. The numbers of units allowed are those recommended in the Guide to the Evaluation of Educational Experience in the Armed Services and the National Guide to Educational Credit for Training Programs.

You may earn unit credit for an SSU course that you successfully challenge by examination. The University, in the interest of accelerating the academic progress of capable students with special interests and experience, encourages the earning of such credit. The following regulations govern the challenging of courses:

1. Students may challenge only those courses that are listed in the SSU catalog and for which the challenger has not otherwise received credit. A course may be challenged only during the semester in which it is regularly offered;
2. Only students in resident study may challenge a course;
3. Examinations are set and administered by the instructor of the course challenged or by a faculty designee of the appropriate department chair. Completed examinations are filed in the department offices;
4. Application for Unit Credit by Challenge Examination must be approved by the appropriate department chair;
5. For summer sessions only, challenge examinations must be taken within the first two weeks of the Six Week Summer Session; and
6. When students pass the examination for credit, a CR will be recorded on their permanent record but will not be posted to students' records until 30 units have been earned in residence. No resident credit is earned, and units graded CR do not affect the grade point average. Forms for Application for Unit Credit by Challenge Examination are available in department offices.

## Credit for Noncollegiate Instruction

Sonoma State University grants undergraduate degree credit for successful completion of noncollegiate instruction, either military or civilian, appropriate to the baccalaureate degree, that has been recommended by the Commission on Educational Credit and Credentials of the American Council on Education. The number of units allowed are those recommended in the Guide to the Evaluation of Educational Experience in the Armed Services and the National Guide to Educational Credit for Training Programs.

### Faculty Evaluated Prior Learning (FEPL) Program

Rachel Carson Hall 53, (707) 664-3977

#### Coordinator

Beth Warner

Sonoma State University subscribes to the principles recognized by the California State University and by the Western Association of Schools and Colleges. It offers the Faculty-Evaluated Prior Learning (FEPL) Program in order to serve highly motivated students with substantial experiential learning. Sonoma State University may grant up to 30 units of undergraduate credit for skills-based knowledge that has been documented and evaluated according to campus policy.

In defining creditable prior learning, it is perhaps easier to begin with what it is not. It is not giving credit for living. Everyone has lived and has had experience, but not everyone's life and experience produce learning equivalent to portions of a prescribed college curriculum. Credit is not awarded for raw experience but rather for significant learning experiences that result in a blend of practical and theoretical understanding applicable to other situations. This understanding must be both demonstrable and demonstrated.

The gateway into the program is a Portfolio Workshop, UNIV 310, which is offered through the School of Extended and International Education. This is a three-unit, interdisciplinary upper-division course that is open to anyone who wishes to benefit from a guided self-assessment to focus on academic goals and achievement. This course provides a structure for articulating and organizing prior-learning experiences into a prescribed portfolio format for faculty evaluation. This portfolio is useful for future educational and career planning, and can also be submitted for assessment and award of credit by following the procedures outlined below. These are outlined in more detail in program materials available from the Coordinator.

#### FEPL Procedures

To submit a portfolio for evaluation, the student must:

1. Have successfully completed the UNIV 310 Portfolio Workshop;
2. Have been admitted to an undergraduate degree program at Sonoma State University;
3. Be enrolled in coursework at SSU in the semester during which the evaluation of the portfolio takes place; and
4. Follow the established program procedures.

### ***Orientation and Advising***

This step is accomplished by enrolling in the UNIV 310 Portfolio Workshop. The seminar instructor will help the student assess the appropriateness of prior learning experiences for pursuit of credit via FEPL, the College Level Examination Program (CLEP), or challenge exams. The instructor will also guide students in creating a portfolio that can be used as a source of information for these endeavors.

### ***Payment of User Fee***

If the student, the seminar instructor, and the FEPL coordinator agree that the portfolio warrants formal application for award of credit, the next step is payment of a one-time non-refundable fee, based partly upon the complexity of the portfolio (please see FEPL brochure for details). The fee is assessed to cover the cost of faculty evaluation of the portfolio and does not guarantee the award of credit.

### ***Faculty Evaluation***

The final recommendations, including units to be awarded and specific descriptive titles, are forwarded by the FEPL coordinator to Admissions and Records for transcription. The FEPL coordinator forwards the completed portfolio to appropriate faculty evaluators who consider whether the learning demonstrated in the portfolio meets the criteria for college-level learning in their disciplines, whether it is upper- or lower-division level, and whether it is appropriate for credit in general education (GE), electives, or the major. Recommendations for award of credit for GE are reviewed according to standard university procedures. The evaluators also recommend the exact titling of the credit to be awarded and the number of units to be awarded in each category. The evaluators' recommendations and the portfolio are then returned to the FEPL coordinator. The time line for this process is one semester.

### ***FEPL Policies***

1. In accordance with WASC guidelines and University policy, no more than 30 baccalaureate units may be earned through FEPL;
2. FEPL units may not be transferable to another college, even in the CSU, as policies for earning credit for prior learning vary from campus to campus. However, the FEPL Coordinator will, at the request of any institution or agency, furnish full documentation showing how such learning was evaluated and the basis upon which units were awarded;
3. FEPL units cannot be used to fulfill transfer requirements; however, credit earned for UNIV 310 can be counted for unit requirements as part of the 24 units allowed for Extension credit;
4. Students can apply for credit only in areas where SSU has degree programs and faculty expertise;
5. Credit can only be awarded toward an approved degree program; and
6. FEPL credit is not available at the graduate level.

### ***Appeal of Admission Decision***

Section 89030.7 of the California Education Code requires that the California State University establishes specific requirements for appeal procedures for a denial of admission. Each CSU campus must publish appeal procedures for applicants denied admission to the University. The procedure is limited to addressing campus decisions to deny an applicant admission to the University.

Admissions appeal procedures must address the basis for appeals, provide 15 business days for an applicant to submit an appeal, stipulate a maximum of one appeal per academic term, provide specific contact information for the individual or office to which the appeal should be submitted, and indicate a time estimate for when the campus expects to respond to an appeal. The appeal procedures must be included in all denial of admission notifications to students, and must also be published on the campus website.

### ***Determination of Residency for Tuition Purposes***

University requirements for establishing residency for tuition purposes are independent from those of other types of residency, such as for tax purposes, or other state or institutional residency. These regulations were promulgated not to determine whether a student is a resident or nonresident of California, but rather to determine whether a student should pay University fees on an in-state or out-of-state basis. A resident for tuition purposes is someone who meets the requirements set forth in the Uniform Student Residency Requirements. These laws governing residency for tuition purposes at the California State University are California Education Code sections 68000-68085, 68120-68134, and 89705-89707.5, and California Code of Regulations, Title 5, Subchapter 5, Article 4, sections 41900-41916. This material can be viewed on the Internet by accessing the California State University's website at [www.calstate.edu/GC/resources.shtml](http://www.calstate.edu/GC/resources.shtml).

Each campus's Admissions Office is responsible for determining the residency status of all new and returning students based on the Application for Admission, Residency Questionnaire, Reclassification Request Form, and, as necessary, other evidence furnished by the student. A student who fails to submit adequate information to establish eligibility for resident classification will be classified as a nonresident.

Generally, establishing California residency for tuition purposes requires a combination of physical presence and intent to remain indefinitely. An adult who, at least one full year prior to the residency determination date for the term in which enrollment is contemplated, can demonstrate both physical presence in the state combined with evidence of intent to remain in California indefinitely may establish California residency for tuition purposes. A minor normally derives residency from the parent(s) they reside with or most recently resided with. Nonresident students seeking reclassification are required to complete a supplemental questionnaire that includes questions concerning their financial dependence on parents or others who do not meet University requirements for classification as residents for tuition purposes. Financial independence is required, along with physical presence and intent, to be eligible for reclassification.

Evidence demonstrating intent may vary from case to case but will include, and is not limited to, the absence of residential ties to any other state, California voter registration and voting in California elections, maintaining California vehicle registration and driver's license, maintaining active California bank accounts, filing California income tax returns and listing a California address on federal tax returns, owning residential property or occupying or renting an apartment where permanent belongings are kept, maintaining active memberships in California professional or social organizations, and maintaining a permanent military address and home of record in California.

Nonresident students seeking reclassification are required to complete a supplemental questionnaire that includes questions concerning their financial dependence on parents or others who do not meet University requirements for classification as residents for tuition purposes. Financial independence is required, along with physical presence and intent, to be eligible for reclassification.

Non-citizens establish residency in the same manner as citizens, unless precluded by the Immigration and Nationality Act from establishing domicile in the United States. Unmarried minor noncitizens derive their residence in the same manner as unmarried minor citizens except that both parents and minor must have an immigration status consistent with establishing domicile in the United States.

Exceptions to the general residency requirements are contained in California Education Code sections 68070-68085 and California Code of Regulations, Title 5, Subchapter 5, Article 4, sections 41906-41906.6, and include, but are not limited to, members of the military and their dependents, certain credentialed employees of school districts and most students who have attended three years of high school in California and graduated or attained the equivalent. Whether an exception applies to a particular student cannot be determined before the submission of an application for admission and, as necessary, additional supporting documentation. Because neither campus nor Chancellor's Office staff may give advice on the application of these laws, applicants are strongly urged to review the material for themselves and consult with a legal advisor.

Nonresident students seeking reclassification are required to complete a supplemental questionnaire that includes questions concerning their financial dependence on parents or others who do not meet University requirements for classification as residents for tuition purposes. Financial independence is required, along with physical presence and intent, to be eligible for reclassification.

Residency determination dates are set each term. They are:

Fall	September 20
Spring	January 25
Summer	June 1

CalState TEACH operates on a trimester system. The residency determination dates for CalState TEACH are as follows:

Fall	September 20
Spring	January 5
Summer	June 1

Students classified as non-residents may appeal a final campus decision within 120 days of notification by the campus. A campus residency classification appeal must be in writing and submitted to:

The California State University  
Office of General Counsel  
401 Golden Shore, 4th Floor  
Long Beach, California 90802-4210

The Office of General Counsel can either decide the appeal or send the matter back to the campus for further review.

Students incorrectly classified as residents or incorrectly granted an exception from nonresident tuition are subject to reclassification as nonresidents and payment of nonresident tuition in arrears. If incorrect classification results from false or concealed facts, the student is also subject to discipline pursuant to Section 41301 of Title 5 of the California Code of Regulations.

Resident students who become nonresidents or who no longer meet the criteria for an exception must immediately notify the Admissions Office.

Changes may have been made in the rate of nonresident tuition and in the statutes and regulations governing residency for tuition purposes in California between the time this information is published and the relevant residency determination date. Students are urged to review the statutes and regulations stated above.