

SCHEDULE OF CLASSES

PART 2 REGISTRATION INFORMATION

SONOMA STATE UNIVERSITY

2009 FALL PART 2

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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

*Check the Academic Calendar online for the most current dates and deadlines:
<http://www.sonoma.edu/ar/calendars/>*

FALL 2009

Fall 2009 registration first pass (by appointment only)	April 27 - May 1	Final deadline to submit Contract Courses – note: class may not be added to your schedule until after the Registration Freeze (mid-October)	September 22
Fall 2009 registration second pass	May 4 - May 29		
Fees due (for those participating in April/May registration) Note: students dropped for non-payment of fees will have to re-add classes during open/late registration.	July 1	Last day to Drop with "W" (done online)	September 22
		Last day to Petition to Add	September 22
		Last day to file Grade Appeal from previous semester	September 22
Open Registration (by appointment only)	July 20 - September 9	Last day to change Grading Basis (done on-line)	September 22
No registration (FA processing)	August 17 - 18	Census Date	September 23
Last day to drop classes with full refund of fees	August 26	Registration Freeze – no processing of adds or drops	September 23 - October 9
Instruction Begins	August 27	Petition to Withdraw from a Class w/ \$20 administrative fee (dropping classes permitted because of serious and compelling reasons only)	September 22 - November 7
Late Registration and Add/Drop	August 27 - September 9		
Labor Day	September 7	Registration Processing continues	October 12
Last day to Add	September 9	Last day to withdraw and receive pro-rated cancellation of fees	November 1
Priority day to submit Contract Courses (Special Studies, Internships, Community Involvement, etc.)	September 9	Last day to withdraw (no refund)	November 7
Last day to Drop a course (with adjusted fees) (done online)	September 9	Last day to Petition to Withdraw from a Class	November 7
Last day to change from full-time to part-time fee status	September 9	Withdrawing from the semester at this point follows same requirements as retroactive withdraw	November 8 - December 18
Final Fee Payment deadline. Students dropped for non-payment of fees will not be eligible for reinstatement for Fall 2009.	September 9	Veteran's Day	November 11
Drop with a "W" (done on-line)	September 10 - 22	Spring 2010 Registration (by appointment only)	November 16 - 20
Petition to Add with \$20 administrative fee per class (adding classes permitted because of serious and compelling reasons only)	September 10 - 22	Thanksgiving	November 25 - 27
		Thesis deadline for Fall 2009 graduates	December 1
Final deadline to submit Graduation Applications for December 2009	September 15	Last day of instruction	December 11
		Finals	December 14 - 18
Graduation Application priority filing date for students planning to graduate Spring 2010	September 15		

DEADLINES FOR DEGREE CANDIDATES

BACCALAUREATE DEGREE

Graduation Date	Priority Filing Date*	Final Deadline**
Spring 2010: May 2010	September 15, 2009	February 15, 2010
Summer 2010: August 2010	September 15, 2009	February 15, 2010
December 2010: December 2010	February 15, 2010	September 15, 2010

* 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"> Apr. 1, 2009, for Aug. 2009 graduation Sept. 15, 2009, for Dec. 2009 graduation Feb. 15, 2010, for May 2010 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"> July 17, 2009, for Aug. 2009 graduation Dec. 4, 2009, for Dec. 2009 graduation May 7, 2010, for May 2010 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. 7, 2009, for Aug. 2009 graduation Jan. 4, 2010, for Dec. 2009 graduation June 4, 2010, for May 2010 graduation

ADMISSIONS AND RECORDS HOURS

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

CUSTOMER SERVICES HOURS

Regular Hours

Monday-Thursday, 9 a.m. - 7 p.m.
Friday, 9 a.m. - 5 p.m.

Semester Break, Spring Break and Summer Hours

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

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

ID CARDS & ADDRESS CHANGES

ID Cards

All students are required to have an ID card. The ID also serves as the campus library card and is required by various campus offices for services. ID cards are available in Salazar 1000 from 9 a.m. - 5 p.m., Monday - Friday. There is no fee for the initial card, although a replacement will cost \$5, which must be paid to the Customer Services Center.

Address Updates

Up-to-date and accurate address information is essential for the communication of important information from the University to you. To change your address, log into your Seawolf Account and navigate as follows: [Self Service](#)>[Student Center](#)>[Personal Information](#)>[Addresses](#). Accurate address information assures that you receive important communications including registration information.

SONOMA STATE UNIVERSITY BOOKSTORE

Books may be ordered online at
www.sonoma.bkstore.com/

Move-in Weekend

Saturday - Sunday Aug. 22-23 9 a.m. - 5 p.m.

"Rush" Hours

Monday - Thursday	Aug. 24-27	7:30 a.m. - 7:30 p.m.
Friday	Aug. 28	7:30 a.m. - 4:30 p.m.
Saturday - Sunday	Aug. 29-30	10 a.m. - 4 p.m.
Monday - Thursday	Aug. 31-Sept. 3	7:30 a.m. - 7:30 p.m.
Friday	Sept. 4	7:30 a.m. - 4:30 p.m.
Saturday	Sept. 5	10 a.m. - 4 p.m.
Sunday - Monday	Sept. 6-7	Closed

Regular Hours

Monday - Thursday	7:30 a.m. - 6:30 p.m.
Friday	7:30 a.m. - 4:30 p.m.
Saturday	10 a.m. - 4 p.m.
Sunday	Closed

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 week of class ending on Sept. 2, 2009. With a proof of schedule change, a full refund will be given with a receipt in original form of payment during the first 30 days of class, ending on Sept. 23, 2009.

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.

UNIVERSITY FOOD SERVICES

Monday - Thursday

Ameci's Pizza & Pasta	11 a.m. - 11 p.m.
The Commons	11 a.m. - 2 p.m.
The Pub	11 a.m. - 5 p.m.
Charlie Brown's Café	7 a.m. - 9 p.m.
Toast	7 a.m. - 5 p.m.
University Club	11 a.m. - 2 p.m.
Zinfandel Dining Room	7 - 9:30 a.m. (breakfast) 11:00 a.m. - 2 p.m. (lunch) 5 - 8 p.m. (dinner)
The MarketPlace	7:30 a.m. - 8 p.m.

Friday

Ameci's Pizza & Pasta	11 a.m. - 11 p.m.
The Commons	11 a.m. - 2 p.m.
Pub	11 a.m. - 2 p.m.
Charlie Brown's Café	7 a.m. - 5 p.m.
Toast	7 a.m. - 3 p.m.
University Club	11 a.m. - 2 p.m.

Zinfandel Dining	7 - 9:30 a.m. (breakfast) 11:00 a.m. - 2 p.m. (lunch) 5 - 7 p.m. (dinner)
The MarketPlace	7:30 a.m. - 8 p.m.

Saturday

Ameci's Pizza & Pasta	5-11:30 p.m.
Charlie Brown's Café	9 a.m. - 5 p.m.
Zinfandel Dining Room	10 a.m.-2 p.m. (brunch) 5-7 p.m. (dinner)
The MarketPlace	10 a.m. - 5 p.m.

Sunday

Ameci's Pizza & Pasta	5-11:30 p.m.
Zinfandel Dining Room	10 a.m. - 2 p.m. (brunch) 5 - 8 p.m. (dinner)
The MarketPlace	10 a.m. - 5 p.m.

Hours for all University Food Services venues subject to change.

UNIVERSITY LIBRARY HOURS

Telephone 664-2595

FALL 2009

August 26 - December 18

Library	Monday - Thursday	7:30 a.m. - midnight
	Friday	7:30 a.m. - 5 p.m.
	Saturday	10 a.m. - 5 p.m.
	Sunday	Noon - 9 p.m.

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.

Reference Desk	Monday - Thursday	10 a.m. - 6 p.m.
	Friday	10 a.m. - 5 p.m.
	Saturday - Sunday	1 p.m. - 5 p.m.
Regional/Special Collections	Monday - Friday	1 p.m. - 3 p.m.
	or by appointment	(664-4152)
Library Gallery	Monday - Friday	8 a.m. - 5 p.m.
	Saturday - Sunday	Noon - 5 p.m.

Exceptions

Monday, Sept. 7	Labor Day	Closed
Wednesday, Nov. 11	Veteran's Day	Closed
Thanksgiving Break	Wed., Nov. 25	Open 7:30 a.m. - 5 p.m.
	Thurs. Nov. 26	Closed
	Fri. Nov. 27	Closed

REGISTRATION

Students will receive e-mail notification in mid-April directing them to the registration website (www.reg.sonoma.edu/ar), as well as other information about preparing for Fall 2009 registration. The website lists registration dates, how to obtain your user ID, how to register (add/drop classes), the minimum hardware and software requirements needed to register on the Web and much more.

Registration Eligibility

You must be either a continuing student or an admitted applicant in order to be eligible for registration.

You are a continuing student if you registered for one or both of the previous two semesters (summer excluded). Continuing student registration eligibility will be lost if you earned your bachelor's degree, or were academically disqualified.

You are an admitted applicant if you applied for admission and received an admissions letter from Admissions and Records **and** paid your ERD by the posted deadline. If you have any questions about your admissions status, contact Admissions and Records at 664-2778.

Registration Priority

Registration appointments are assigned on a priority basis. Appointments are assigned by class level in descending order of units passed. The order is as follows:

- Special populations as approved by the Academic Senate
- Graduate and Credential Students
- Seniors (90+)
- Juniors (60-89)
- Sophomores (30-59)
- Freshmen (0-29)

Holds

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

Password

Access to registration requires UserID and password. To obtain your UserID and password go to www.reg.sonoma.edu.

Enrollment Limits

During Pass 1 (April 27 - May 1), undergraduate students may add up to 9 units, post baccalaureate students up to 17.

During Pass 2 (May 4 - May 29), undergraduate students may increase their enrollment to 16 units, post baccalaureate students 17.

During Pass 3 (Open Registration and Add/Drop, July 20 - September 9), all students may add up to 20 units.

Restricted Classes

There are several levels of restriction that are monitored by the registration system. The footnotes in the Schedule of Classes indicate these restrictions.

The following restrictions will be monitored by the system as appropriate:

- Major
- Class Level

- Placement Test (ELM and EPT)
- Instructor Approval
- Corequisites
- Prerequisites

Special Studies, Internships, and Community Involvement Program (CIP)

Submission of contract courses (i.e., Special Studies, CIP, Internship) is permitted anytime during registration. These classes may be added by completing and submitting a contract form. Contract forms are available in the department offering the course. Once approvals are obtained, take the completed contract to Admissions and Records, Salazar 2030, to finalize your add no later than Sept. 9. Admissions and Records will add the course(s). Ensure that associated registration fees are paid in accordance with registration deadlines. Do not wait for a "bill."

Master's Thesis Enrollment

Enrollment in Master's Thesis is restricted and must be authorized by your graduate coordinator. In order to register for thesis units, you must be advanced to candidacy by filing a form (GSO1) confirming writing proficiency and describing your culminating project. This form is available through your program department or from the Graduate Studies Office, Stevenson 1041.

Fee Payment

Students who participate in Pass 1 and fail to pay their fees by **July 1, 2009**, may be dropped. It will then be necessary to begin the registration process again during the second registration period. Students registering during Pass 2 or the add/drop period must pay fees by **Sept. 9, 2009**, to avoid disenrollment. All registrations completed during the add/drop period will be subject to a \$25 late registration fee. See the section on fees for additional information.

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 classroom 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). www.sonoma.edu/dss

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.

Late Registration

Late registration begins Aug. 26, and ends Sept. 9. Students may register late in any class as long as they are eligible. Any requisites listed in the Schedule of Classes will be monitored during late registration. Payment of fees is due no later than **Sept. 9, 2009**.

Add/Drop

You may add or drop a class during your registration windows during Pass 1, Pass 2 or during Open Registration and Add/Drop.

Once you decide to drop a class, do so immediately so that other students can add your vacated seat.

You may only add a class if space is available on the computer system. Sitting in on a class is not equivalent to enrollment in a class and you will not receive credit for the class. You are only added when you complete the Web transaction.

Late Adds

Petitions to add after the deadline will be accepted until Sept. 22, 2009. Submission of a petition and paying the administrative fee does not guarantee approval. Forms for late adds are available online at www.sonoma.edu/ar/record/forms.

Procedures:

- Obtain the required signatures
- Pay your fee(s) at the Customer Services Center
- File the petition with Admissions and Records (be sure to bring your student ID card) by the posted deadline. (See "Important Registration Dates" and "Academic Calendar.")

Dropping Classes

You may drop classes during your appointment in Pass 1 or 2, and during the Open Registration Add/Drop period. Add/drops are done online. In Online Services, go to: "Add a Class" or "Drop a Class," select the appropriate term, then select the appropriate class. After the add/drop period, you may still drop classes, however, you will be assigned a grade of "W" for the course(s) dropped. See the academic calendar for deadline dates and procedures.

Students cannot drop their only class or their last class online during Add/Drop or during the "Drop With a W" period. If you need to drop your only class (or last class), you must fill out a Term Withdrawal form and submit it to Admissions and Records by the posted calendar deadlines. Withdraw forms are available online.

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, Room 2030, or download the form at www.sonoma.edu/ar/records/forms. The date you drop your last class or the date Admissions and Records receives your "Total Withdrawal" request is the effective date of your withdrawal, and will affect any refund or cancellation of fees.

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.

Planned Educational Leave

The Planned Educational Leave Program has been modified to allow for leaves of up to two semesters in length. Continuing students should file a Planned Educational Leave form with Admissions and Records indicating the duration of leave (one or two semesters). Students who are enrolled in the University as of the end of the fourth week of instruction will automatically receive registration information for the next term. Continuing students who withdraw from the University prior to the second week of instruction may file a "Planned Educational Leave" form to be eligible for enrollment in the subsequent semester. New students may not request a Planned Educational Leave for the first semester of enrollment at the University.

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. If fees are not paid by July 1, 2009, the disenrollment process will occur. (Students will lose their classes and have to start the registration process over). **This process is automatic, so we advise students to pay their fees early.** Students registering during **Pass 3 or Add/Drop** must make payment by **Sept. 9, 2009**. Students with an outstanding debt owed to the University will be denied registration access. All debts must be cleared prior to registration.

Tuition is not charged to legal residents of California; however, nonresidents, and foreign visa students are required to pay tuition in addition to fees charged to all students. If a student fails to pay nonresident tuition in full by Sept. 9, 2009, it will be assumed that a payment plan is requested and the 15 percent service charge will be automatically added to the students account.

FEES

2009/2010* Mandatory registration fees per semester

Resident Undergraduate (per semester)

	1-6 units	7+ units
Associated Students Fee	\$90	\$90
Consolidated Service Fee	13	13
Facilities Fee	14	14
Instructionally Related Activity Fee	203	203
State University Fee	1,167	2,013
Student Health Fee	120	120
Student Union Fee	192	192
Total Fees	\$1,799	\$2,645

Resident Graduate (per semester)

	1-6 units	7+ units
State University Fee	\$1,440	\$2,481
Campus-based Fees	632	632
Total Fees	\$2,072	\$3,113

Resident Credential Student** (per semester)

	1-6 units	7+ units
State University Fee	\$1,356	\$2,337
Campus-based Fees	632	632
Total Fees	\$1,988	\$2,969

Tuition for Nonresident Students

Per Unit \$372 in addition to registration fees

Nonresidents students are eligible for an installment payment plan. There is a 15 percent service fee on the plan. Contact the Customer Services Center for details, prior to Sept. 9, 2009, or pay fees in full by that date.

Graduate Business Professional Fee (MBA)

Per Unit \$210 in addition to registration fees

* The CSU 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 or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.

Fee Payment Methods

Pay online: Log onto your Seawolf account

(<http://ldaps.sonoma.edu/portal>) and navigate as shown:
Self Service>Student Center>Make a Payment.

Pay in cash: Go to the Customer Services Center, Salazar Hall 1000, during normal business hours.

Pay by check or money order: Make check or money order out to SSU, include your student ID number on the payment. It may be mailed, dropped off in person or deposited in the Customer Services Center drop box after business hours.

Pay by credit card: VISA, MasterCard, American Express and

Discover Card are accepted. Pay at the Customer Services Center, by phone (707) 664-2308 or online (see above).

The University does not offer an installment plan.

Financial Aid Students

All Financial Aid checks will be mailed to eligible students. All applicable University fees and charges will automatically be deducted from the awarded aid. Please refer to your award letter and corresponding information that will be sent to you for further information and instructions. The July 1 payment due date will not apply to those students who have a Financial Aid award in place by July 1 in an amount sufficient to cover fees.

Fees Paid by Sponsors, Employers, State/Federal Agencies

Proper documentation with fee payment authorization must be submitted to the Customer Services Center no later than July 1, 2009. Students with no authorization on file will have to personally pay fees and seek reimbursement from grantors at a later date. Failure to follow this procedure will put you in a non-pay/guaranteed fee situation and you will be dropped from all classes.

REFUND OF STUDENT FEES INCLUDING NON-RESIDENT TUITION

Title 5, Section 41802

Regulations governing the refund of mandatory fees, including nonresident 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. Refunds 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 nonresident tuition, a student must cancel registration or drop all courses prior to the first day of instruction for the term. Information on procedures and deadlines for cancelling registration and dropping classes is available.

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 nonresident 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 nonresident tuition.

For state-supported semesters, quarters, and nonstandard terms or courses of less than four weeks, no refunds of mandatory fees, and nonresident tuition will be made unless a student cancels registration or drops all classes prior to the first day in accordance with the University's established procedures and deadlines.

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

- The tuition and mandatory fees were assessed or collected in error
- The course for which the tuition and mandatory fees were assessed or collected was cancelled by the University

**Chart of "Specific Course Fees" and
"Other Fees and Charges" appears on Page 9**

- 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.

Enrollment Deposits

Enrollment deposits for first-semester SSU students or students returning after a leave or degree completion are 50 percent refundable if requested in writing prior to May 1, 2009. Address the request to Customer Services Center, Salazar 1000, Sonoma State University, 1081 E. Cotati Ave., Rohnert Park, CA 94928

Title IV Financial Aid Refunds

Refunds for recipients of federal Title IV Financial Aid are subject to a refund schedule that extends the refund period through 60 percent of the semester. Following the federal regulations, all refunds will be credited back to the appropriate Title IV Financial Aid programs that were used to pay University charges. For examples of financial aid refund scenarios, refer to the Change in Enrollment section of the Financial Aid Helpbook.

Application Fee

The application fee is not refundable unless collected in error or when the student is unable to begin the semester because of compulsory military service, disablement, or death.

Late Registration Fee

Late registration fee is not refundable, unless collected in error.

Parking Fee

Parking fee refund applications will be honored only if the student returns the parking decal previously issued with the application. 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 instruction for the semester 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	

REFUNDS, CANCELLATION OF FEES

Full refunds/cancellations will be made only when the student has withdrawn prior to the start of the semester. Refunds/cancellations will be prorated daily from Jan. 26 - Apr. 2, 2009 for students totally withdrawing for the semester.

Exceptions will be made in the following circumstances only:

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

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 42381).

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. 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 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.

SPECIFIC COURSE FEES

Payable when service is rendered. Students have the option of obtaining materials or services for specific courses from sources other than the University so long as they meet the instructional requirements.

ARTH 212A/B	15.00
ARTH 363	36.00
ARTS 102	20.00
ARTS 103	20.00
ARTS 204	35.00
ARTS 208, 308	45.00
ARTS 210, 310	62.00
ARTS 220, 320, 420	10.00
ARTS 229, 329, 429	61.00
ARTS 230, 330, 430	61.00
ARTS 236, 336, 436	50.00
ARTS 238, 338, 438	25.00
ARTS 245	54.00
ARTS 298, 498	25.00
ARTS 304, 404	35.00
ARTS 335, 435	68.00
ARTS 340, 440	54.00
ARTS 342, 442	54.00
ARTS 382, 482	54.00
ARTS 400	30.00
ARTS 432	61.00
ARTS 458	45.00
ARTS 457	45.00
ARTS 496 (Field Trip)	.. cost
BIOL 121	15.00
BIOL 122	30.00
BIOL 220	90.00
BIOL 314	30.00
BIOL 330	30.00
BIOL 338	25.00
BIOL 350	30.00
BIOL 465	20.00
BIOL 502	40.00
CALS 310	10.00
CHEM 102, 105, 115 A/B, 232, 255	25.00
CHEM 316, 335A, 336, 401, 402, 441	35.00
COMS 385 (1-2 units)	25.00
COMS 385 (3-4 units)	50.00
COUN 525	up to 25.00
ENSP 323	15.00
ENSP 375	20.00
ENSP 411 A/B	40.00
ENSP 430/440	30.00
ENSP 444	up to 250.00
GEOG 314A/B	10.00
GEOG 314D	up to 150.00
GEOG 318	up to 200.00
GEOG 360	10.00
GEOL 102	12.00
GEOL 111	40.00
GEOL 120	130.00
GEOL 304	175.00
GEOL 308	195.00
GEOL 412	185.00
GEOL 418	175.00
GEOL 420	195.00
GEOL 496	125.00
KIN 342	10.00
LIBS 101, 102, 201, 202	100.00
LIBS 360	15.00
NURS 205	160.00
NURS 305	25.00
NURS 509	25.00
NURS 549	25.00
NURS 550A	25.00
POLI SCI 345	350.00
THAR 300 (Field Trip)	120.00

OTHER FEES AND CHARGES

Parking Fees

Auto, reserved, per semester	262.00
Auto, non-reserved, per semester	94.00
Motorcycle, per semester	22.00
Daily Permit	2.50

Library Fees

Community Borrower Card	10.00/3 mo.
Friends of the Library Card	Varies

Overdue fees

25¢ per day on 28-day loan items; 10.00 maximum fine per item.	
Overdue fees for reserve materials (20.00 maximum fine per item)	
2 hrs.	1.00 an hour
1 day	5.00 a day
3 days	5.00 a day
7 days	5.00 a day
Overdue fees for media items (10.00 maximum fine per item)	
Audiocassettes	1.00 a day
CDs, CD ROMs, videos, DVDs, laserdiscs, slides, film strips	1.00 a day
Laptops, phonography key, wireless card, headphones	1.00 an hour

Financial Aid Covers Course Fees

Students who are being charged specific course fees (as listed above) may include those charges to increase eligibility for financial aid. The Financial Aid Office will adjust a student's Cost of Education for that semester once the student advises his/her financial aid representative of the additional costs.

ACT-Residual Test	30.00
Alcohol and Other Drug Intervention	
Level I Alcohol and Drug Education Program (ADEP)	65.00
Seawolf Substance Intervention Program (SSIP)	180.00
Alumni Placement-Career Planning/Job Search	25.00
Application Fee	55.00
(This fee is payable upon application for admission or readmission by all new students or students returning after an absence of two or more semesters.)	
Arts and Hum. Single Subject Evaluation	60.00
Bilingual Education Program: Test for Spanish and Culture	35.00
Bio Feedback Training	15.00/75.00
Chemistry Eyeglasses	4.00
Counseling Transcript Evaluation	50.00
Credential Processing & Evaluation	25.00
Credential Processing Non-SSU Applicants	40.00
Credential Out of State Verification	15.00
Credential Subject Matter Authorization Evaluation	15.00
Dishonored check or credit card fee (returned for any cause)	20.00
Failure to meet administratively required appointment or time limit	20.00
FEPL	250.00
Hlth Ctr/Pharmacy/Lab Service	Cost
Items lost or broken, or damage to University property	Cost
Late Registration	25.00
Lost Keys	25.00 - 250.00
College Major Scorecard	5.00
Meyers-Briggs Test	10-16.00
Modern Language Lab Fee	10.00
Modern Language Prof. Exam	50.00
Musical Equipment Deposit	20.00
Musical Instrument/Audio/Visual Equipment	25.00
National League of Nursing Exam	45.00
PE Lost Equipment	Cost
PE Towel/Locker Use (optional)	5.00
RICA Exam Review (SSU students)	35.00
RICA Exam Review (non-SSU students)	50.00
Soc. Sci. Subject Matter Prep	60.00
SSU Waiver Prog. Subj. Matter	50.00
Strong Interest Inventory	20.00
WEPT	35.00

Deposits for locker keys and breakage required in some laboratory courses. (These deposits are refundable in whole or part. If deposits are not required, charges may be made against the student for undue breakage or failure to clear locker and/or return key.)

All fees are subject to change.

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 a 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, students 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 for 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 in payment of registration fees 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.

VETERANS, VETERANS' DEPENDENTS, CAL VETS

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.

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:

- a. 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
- b. The person is a child or spouse of a veteran of the United States military who has a service-connected disability and whose annual income is less than \$8,667.

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

ACADEMIC REGULATIONS

Class Attendance

Students who fail to attend a course within the first two meetings (for classes meeting more than once a week) or on the first meeting (for classes meeting once a week) 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. Post baccalaureate (graduate, credential, second B.A. or B.S.) 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 Requirements and Registration Holds for Non-compliance

In accordance with California law and California State University policy, entering students are required to provide the SSU Office of Admissions and Records with copies of official records showing full immunization (or blood test proof of immunity) to the diseases listed below. This should be completed prior to the start of their first semester of classes. Holds are placed on the records of students who have not provided the required documentation within the first weeks of their first term at SSU. These Holds prohibit students from registering for future classes.

a) Measles, Mumps, and Rubella (MMR) required of all students born after 12/31/56, with full immunization consisting of **two** doses of MMR vaccine given after 12 months of age. The second dose of MMR must be given **at least** one month after the first dose.

b) Hepatitis B, required of all students who are or were under age 19 at the start of their first semester of classes at SSU, with full immunization consisting of **three** appropriately spaced doses of Hepatitis B vaccine. This requirement persists until satisfied, regardless of the student's subsequent age.

If you have not filed the required immunization records with the Office of Admissions and Records, please do so ASAP and well advance of your scheduled registration appointment. There is no additional grace period once an MMR or Hepatitis B registration hold has been placed; holds can be cleared only when the student complies with these immunization requirements, as described in detail at: <http://www.sonoma.edu/shc/immuniz.html>

FALL 2009 FINAL EXAM SCHEDULE

Policy on Final Examinations as approved Dec. 9, 1985: The final examination in courses that utilize this form of evaluation shall be scheduled for the time during the Final Examination period assigned to the course. Final papers or take-home finals required in lieu of a final course examination shall be due at the scheduled exam time. Each examination period is two hours. If the instructor is not giving a formal examination, he/she is expected to hold the class for other educational purposes such as a special summary or evaluation during the scheduled period.

REGULAR CLASS MEETING TIME	FINAL EXAM DAY	FINAL EXAM TIME	REGULAR CLASS MEETING TIME	FINAL EXAM DAY	FINAL EXAM TIME
MWF 7:40-8:50 a.m. MWF 8:00-8:50 a.m. MW 8:00-9:50 a.m. MW 8:00-9:15 a.m. M 8:00-8:50 a.m. M 8:00-11:40 a.m.	Monday, Dec. 14	8 a.m.-9:50 a.m.	MW 1:00-2:15 p.m. W 1:00-3:40 p.m. W 2:00-5:40 p.m. W 2:00-2:50 p.m.	Wednesday, Dec. 16	2 p.m.-3:50 p.m.
MWF 11:00-11:50 a.m. MW 10:00-11:50 a.m. MW 10:45 a.m.-noon M 11:00-11:50 a.m. W 11:00-11:50 a.m. F 11:00-11:50 a.m.	Monday, Dec. 14	11 a.m.-12:50 p.m.	MWF 4:00-4:50 p.m. MWF 4:00-5:10 p.m. MW 4:00-5:15 p.m. MW 4:00-5:50 p.m. W 4:00-6:40 p.m. M 4:00-4:50 p.m. W 4:00-4:50 p.m.	Wednesday, Dec. 16	5 p.m.-6:50 p.m.
MWF 2:00-2:50 p.m. MW 2:00-3:50 p.m. MW 2:30-3:45 p.m. M 1:00-1:50 p.m. M 1:00-3:40 p.m. M 2:00-5:40 p.m. M 2:00-2:50 p.m.	Monday, Dec. 14	2 p.m.-3:50 p.m.	F 4:00-4:50 p.m. W 6:00-9:40 p.m. W 6:45-10:25 p.m. W 7:00-9:40 p.m.	Wednesday, Dec. 16	8 p.m.-9:50 p.m.
MW 5:25-6:40 p.m. MW 6:00-7:50 p.m. M 4:00-6:40 p.m. M 6:00-9:40 p.m.	Monday, Dec. 14	5 p.m.-6:50 p.m.	TR 9:20-10:35 a.m. R 8:00-8:50 a.m. R 8:00-11:40 a.m. R 9:00-9:50 a.m.	Thursday, Dec. 17	8 a.m.-9:50 a.m.
M 6:45-10:25 p.m. MW 8:00-9:50 p.m. M 7:00-9:40 p.m.	Monday, Dec. 14	8 p.m.-9:50 p.m.	R 11:00-11:50 a.m.	Thursday, Dec. 17	11 a.m.-12:50 p.m.
TR 8:00-9:15 a.m. TR 8:00-9:50 a.m. T 8:00-8:50 a.m. T 8:00-11:40 a.m. T 9:00-9:50 a.m.	Tuesday, Dec. 15	8 a.m.-9:50 a.m.	R 11:00-11:50 a.m.	Thursday, Dec. 17	11 a.m.-12:50 p.m.
TR 10:00-11:50 a.m. TR 10:45 a.m.-noon. T 11:00-11:50 a.m. T 10:00-10:50 a.m.	Tuesday, Dec. 15	11 a.m.-12:50 p.m.	All sections of MATH 165 will hold their final R 11:00-11:50 a.m.	Thursday, Dec. 17	11 a.m.-12:50 p.m.
R 10:00-10:50 a.m. TR 2:30-3:45 p.m. TR 3:00-4:50 p.m. T 1:00-1:50 p.m. T 1:00-3:40 p.m. T 1:00-4:40 p.m. T 2:00-2:50 p.m. T 3:00-3:50 p.m.	Tuesday, Dec. 15	2 p.m.-3:50 p.m.	TR 1:00-2:15 p.m. TR 1:00-2:50 p.m. R 1:00-1:50 p.m. R 1:00-3:40 p.m. R 1:00-4:40 p.m. R 2:00-2:50 p.m.	Thursday, Dec. 17	2:00 p.m.-3:50 p.m.
R 3:00-3:50 p.m. TR 5:00-6:50 p.m. TR 5:25-6:40 p.m. T 4:00-6:40 p.m. T 5:00-8:40 p.m.	Tuesday, Dec. 15	5 p.m.-6:50 p.m.	TR 1:00-2:15 p.m. TR 1:00-2:50 p.m. R 1:00-1:50 p.m. R 1:00-3:40 p.m. R 1:00-4:40 p.m. R 2:00-2:50 p.m.	Thursday, Dec. 17	2 p.m.-3:50 p.m.
TR 7:00-8:50 p.m. T 6:00-9:40 p.m. T 6:45-10:25 p.m. T 7:00-9:40 p.m.	Tuesday, Dec. 15	8 p.m.-9:50 p.m.	TR 4:00-5:15 p.m. R 4:00-6:40 p.m. R 5:00-8:40 p.m. T 4:00-4:50 p.m. R 4:00-4:50 p.m.	Thursday, Dec. 17	5 p.m.-6:50 p.m.
MWF 9:00-9:50 a.m. MW 9:20-10:35 a.m. W 8:00-8:50 a.m. W 8:00-11:40 a.m. M 9:00-9:50 a.m.	Wednesday, Dec. 16	8 a.m.-9:50 a.m.	R 6:00-9:40 p.m. R 6:45-10:25 p.m. R 7:00-9:40 p.m.	Thursday, Dec. 17	8 p.m.-9:50 p.m.
W 9:00-9:50 a.m. F 9:00-9:50 a.m. MWF 10:00-10:50 a.m. F 8:00-11:40 a.m. F 9:00-11:40 a.m. M 10:00-10:50 a.m. W 10:00-10:50 a.m. F 10:00-10:50 a.m.	Wednesday, Dec. 16	11 a.m.-12:50 p.m.	W 11:00-11:50 a.m. F 8:00-8:50 a.m.	Friday, Dec. 18	8 a.m.-9:50 a.m.
			MWF 12:00-12:50 p.m. MWF 12:40-1:50 p.m. MW 12:00-1:50 p.m. M 12:00-12:50 p.m. W 12:00-12:50 p.m. F 12:00-12:50 p.m.	Friday, Dec. 18	11 a.m.-12:50 p.m.
			MWF 1:00-1:50 p.m. F 1:00-1:50 p.m. F 1:00-3:40 p.m. F 1:00-4:40 p.m. F 2:00-5:40 p.m. F 2:00-2:50 p.m.	Friday, Dec. 18	2 p.m.-3:50 p.m.
			MWF 3:00-3:50 p.m. F 4:00-6:40 p.m. M 3:00-3:50 p.m. W 3:00-3:50 p.m. F 3:00-3:50 p.m.	Friday, Dec. 18	5 p.m.-6:50 p.m.
			F 6:00-9:40 p.m. F 6:45-10:25 p.m. F 7:00-9:40 p.m.	Friday, Dec. 18	8 p.m.-9:50 p.m.

JUNE 2009 - JUNE 2010 TEST CALENDAR

ALL TEST DATES ARE SUBJECT TO CHANGE

**For more information contact:
Testing Services
Student Affairs and Enrollment Management
Ruben Salazar Hall 1070
(707) 664-2947 Voice (707) 664-2958 TDD**

TEST		2009 TEST DATES	2010 TEST DATES
ACT-R	Special Admission Test.....	By request. Contact Testing Services for more information.	
EPT/ELM	English Placement and Entry-Level Math Tests.....	June 13, June 24**, July 5**, Aug. 22*, Oct. 24*, Dec. 5	Jan. 30*, Mar. 20, April 17*, May 1, June 19
	* Includes local scoring		
	** Reserved for students attending Summer Orientation or Summer Bridge at SSU		
	Register for the EPT/ELM at Sonoma State at: http://www.sonoma.edu/sas/testing		
GRE	Graduate Record Exam.....	Oct. 10, Nov. 7	Apr. 10
	(Subject tests only. Go to http://www.gre.org for information on the GRE General Test)		
	For more information or to register for the GRE, go to: http://www.gre.org/		
LSAT	Law School Admissions Test.....	Sept. 26, Dec. 5	Feb. 6
	For more information or to register for the LSAT, go to: http:// www.LSAC.org/		
WEPT	Written English Proficiency Test.....	July 25, Sept. 5, Oct. 17, Dec. 5	Feb. 13, Mar. 20, April 17
	For more information on the WEPT, go to: http://www.sonoma.edu/programs/writingcenter/		

The following tests are not offered at SSU, but Testing Services does have information and registration bulletins for them. You can contact the testing companies directly at the numbers and websites listed below.

ACT	American College Testing	www.act.org	319-337-1270
CBEST	National Evaluation Systems	www.cbest.nesinc.com	916-928-4001
CLEP	Educational Testing Service	www.collegeboard.com/student/testing/clep/exams.html	
	Closest CLEP testing site: Pacific Union College	Angwin, CA	707-965-7080
CSET/SSAT/RICA	National Evaluation Systems	www.cset.nesinc.com	916-928-0244
GMAT	Educational Testing Service	www.gmat.org	1-800-GMAT-NOW
GRE	Educational Testing Service	www.gre.org	1-800-GRE-CALL
MAT	Miller Analogies Test		1-800-622-3231
MCAT	Medical College Admissions Test	www.aamc.org/students/mcat	202-828-0690
PRAXIS	Teacher Credentialing Exams	www.ets.org/praxis	1-800-772-9476
SAT	Educational Testing Service	www.collegeboard.org	
TOEFL	Educational Testing Service	www.toefl.org	1-800-GO-TOEFL

Test Registration

The test registration procedure varies for each test. Information Bulletins on most of the tests listed are available at Testing Services in the Career Services area, Salazar Hall 1070.

Parking

Park only in the non-reserved spaces. There is **no fee** charged for parking on **Saturdays and Sundays**. All vehicle codes and regulations are observed/enforced at SSU.

Refunds

Refunds for the WEPT and ACT-R **must be requested prior to each test** and are subject to a \$5 service charge. Refunds requests for other tests must be made directly to the appropriate testing company.

SONOMA STATE UNIVERSITY TEST REQUIREMENTS AND SERVICES

CSU TEST REQUIREMENTS

Test	Required for	
ACT/SAT	Lower division admissions	Scores are considered in relation to HS GPA and other factors for admission.
ELM	All incoming undergraduate students	Scores are used for placement in all math courses.
EPT	All incoming undergraduate students	Scores are used for placement in freshman English courses.
TOEFL	Foreign student admissions	A score of 500 must be earned by undergraduates, 550 for graduate and second B.A. applicants.
WEPT	Graduation, credentials MA and MS candidates	Proficiency in written English must be demonstrated by all upper division students as a requirement for graduation, and by candidates for the master's degree and the Education Credential.

CSU TEST EXEMPTIONS

Test	Exemptions	Score
ACT/SAT	None	
ELM	College Board Advanced Placement Test - Math	3
	SAT Reasoning Test - Mathematics (2007 and later)	550
	College Board SAT I Math (before 2007)	550
	American College Testing (ACT) - Math	23
	College Board SAT II Math Levels I, IC, II, or IIC	550
	Early Assessment Readiness for College Math	Exempt
	Successful completion of the General Education Requirement in Quantitative Reasoning (Area B4)	
EPT	College Board Advanced Placement Test - Language & Composition or Composition & Literature	3
	SAT Reasoning Test - Critical Reading (2007 and later)	550
	SAT Reasoning Test - Writing	660
	College Board SAT I Reasoning (before 2007)	550
	American College Testing (ACT) - English	24
	College Board SAT II Writing	660
	Early Assessment Readiness for College English	Exempt
	Successful completion of the General Education Requirement in Fundamentals of Communication (Area A2)	
TOEFL	None	
WEPT	An upper division written English proficiency examination certified by another institution within the past five years, or writing abilities previously demonstrated by substantial publication.	

GRADUATE ADMISSIONS TEST REQUIREMENTS

Master's Program	Test(s)
Biology	GRE General Test
Business Administration	WEPT; Graduate Management Admission Test (GMAT); WEPT waived with score of 4 or higher on the GMAT analytical writing section
Counseling P.P.S.	Must complete CBEST before graduation
Cultural Resources	Proseminar Anthro 500; check with department
Education	Check with School of Education
English	Must complete GRE with 65% or higher to graduate, or take departmental exam.
History	GRE General
Interdisciplinary Studies	WEPT
Kinesiology	WEPT
Nursing	Check with department
Public Administration	WEPT
Psychology	Check with department for requirements

OPTIONAL TESTS & SERVICES

Career and Major Assessments

For students who are uncertain about choosing a major or a career objective. See an advisor in Career Services - Salazar Hall 1070.

Credit by Examination

The University allows students to earn credit toward the baccalaureate degree through the College Level Examination Program (CLEP). Students may earn up to 6 units per examination passed, and up to a maximum of 30 units toward graduation. Students may not receive units of credit for CLEP results which duplicate course work. For more information on CLEP tests, including registration and testing sites, see the CLEP website: www.collegeboard.com/student/testing/clep/exams.html

Test Information and Registration

Testing Services maintains an extensive collection of information and registration bulletins on nationwide testing programs. These include tests needed for admission to undergraduate and graduate programs. Registration for the EPT and ELM tests **must** be made at the Testing Services website: www.sonoma.edu/sas/testing

Deadlines and other information on all testing programs can also be found at the Testing Services website.

Disability Services for Students

Students with disabilities should contact Disability Services for Students if testing accommodations are needed: 664-2677.

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 Services for Students

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
<http://www.sonoma.edu/dss/disability.services@sonoma.edu>

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

Fairness Board
Stevenson 1071 Tel: 664-2801
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

Director of Judicial Affairs and Special Projects
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

Fairness Board
Stevenson 1071 Tel: 664-2801
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 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 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 Chair of the Fairness Board 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.

A student who wishes to initiate the grievance process should read the Grievance Policy, the Formal Dispute Resolution Policy, and may contact the current chair of the Fairness Board or the Academic Senate Office. The above mentioned policies can be found at <http://www.sonoma.edu/Senate/FairnessBoard/FairnessBoard.html>

2. Grade Appeal Procedures

In order to protect the rights of students and faculty, principles of due process are incorporated into the grade appeal procedures. A student who wishes to initiate a grade appeal procedure should read the Grade Appeal Policy, the Formal Dispute Resolution Policy, and may contact the Chair of the Fairness Board or the Academic Senate Office. The above mentioned policies can be found at <http://www.sonoma.edu/Senate/FairnessBoard/FairnessBoard.html>

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 admitting 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:

s41301. 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.
- (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.

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 student 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 45 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.]

HEALTH TOPICS

Meningococcal Meningitis on Campus:

Risk Factors and Vaccination

Meningococcal Disease is a potentially fatal bacterial infection that causes meningitis and other life threatening consequences. While this disease is rare, it occurs most frequently in individuals living in close circumstances and can rapidly lead to nervous system injury, dysfunction of vital organs, severe disabilities, or death.

Why special concerns for college students? Studies show that college students living in group settings (especially freshmen living in residence halls) are at increased risk of becoming ill with meningococcal disease. The US Centers for Disease Control therefore recommends that college freshmen living in residence halls **receive meningococcal vaccine prior to or early after their arrival on campus.** Other students, especially those living in group situations or planning travel to high-risk locations, should learn how to reduce their risk of meningococcal disease and other infections and strongly consider immunization.

How is it spread? Meningococcal infection is spread through close contact with the respiratory secretions of individuals who may not have symptoms, but who carry this bacterium in their bodies. Infection can be transmitted via coughing, sneezing, kissing, or sharing items like beverages, food, eating and drinking utensils, cigarettes, toothbrushes, etc.

Symptoms of disease resemble the flu initially, but rapidly become severe, and include high fever, severe headache, stiff neck, rash, nausea, vomiting, lethargy, weakness, and confusion. All individuals should promptly seek medical attention if they are experiencing this type of symptom progression.

Meningococcal Vaccine can protect against four of the five most common strains of meningococcal bacteria. Immunity takes two weeks to develop. Immunization is available to regularly enrolled and entering SSU students (subject to vaccine availability). Although most Health Center visits are free to SSU students during the school year, students are charged for the SHC's costs to acquire vaccines. Uninsured students 18

or younger who meet Federal vaccine subsidy eligibility requirements may receive this and other vaccines for a highly discounted transaction fee.

Take these steps to reduce risk: Since no vaccine is 100 percent effective and some cases of meningococcal disease are caused by subtypes of the bacteria that are not inhibited by any currently available vaccine, all individuals should reduce their risk of exposure to this and other harmful infectious organisms by avoiding oral contact with the food, drinks, eating utensils, cigarettes, etc. of others and washing their hands regularly. They should also avoid situations that lower resistance to infection such as smoking, erratic eating habits, lack of rest, misuse of alcohol and other drugs, etc.

To learn more about this topic as well as other recommended and required immunizations for college students, visit the Student Health Center or call us at (707) 664-2921. Web information is available at these addresses:

<http://www.sonoma.edu/SHC/immuniz.html>

<http://www.cdc.gov/ncidod/dbmd/diseaseinfo>

SSU Smoking Policy

In order to reduce the significant health hazards associated with exposure to secondhand smoke, Sonoma State University (and California State law) prohibits smoking inside and within 20 feet of the outermost perimeter of all campus buildings and within 25 feet of children's play areas. Smoking is also prohibited on stairways, ramps, partially enclosed or covered areas, clustered outdoor seating areas and event areas, outdoor dining areas, **and** in any circumstance or location that unavoidably exposes others to secondhand smoke. Lit tobacco products must be extinguished and deposited in ash urns or waste receptacles before a smoke-free area is entered.