

# Admission

Requirements for admission to California State University, San Bernardino are in accordance with Title 5, Chapter 1, Subchapter 3, of the California Code of Regulations. Complete information is available at [www.calstate.edu/apply](http://www.calstate.edu/apply).

Electronic versions of the CSU undergraduate and graduate applications are accessible on the web at [www.calstate.edu/apply](http://www.calstate.edu/apply). The [www.calstate.edu/apply](http://www.calstate.edu/apply) system allows students to browse through general information about CSU's 23 campuses, view multimedia campus presentations, send and receive electronic responses to specific questions, and apply for admission and financial aid.

Applying online via [www.calstate.edu/apply](http://www.calstate.edu/apply) is expected unless electronic submission is impossible. An acknowledgement will be sent when online applications have been submitted. Application in "hard copy" form may be obtained online via [www.calstate.edu/apply](http://www.calstate.edu/apply) as a portable data format (PDF). Application forms (in PDF) may also be downloaded from [www.calstate.edu/sas/publications](http://www.calstate.edu/sas/publications). Individuals using paper applications to apply for admission to Cal State San Bernardino should mail or bring the completed application to the campus Office of Admissions and Student Recruitment.

Cal State San Bernardino advises prospective students that they must supply complete and accurate information on the application for admission, residency questionnaire, and financial aid forms. Further, applicants must, when requested, submit authentic and official transcripts of all previous academic work attempted. Failure to file complete, accurate, and authentic application documents may result in denial of admission, cancellation of registration or academic credit, suspension, or expulsion (Section 41301, Article 1.1, Title 5, California Code of Regulations).

Students who are admitted to the university for a given term but who do not register in that term must file a new application and pay the \$55 application fee when they seek admission again to another open term. Current admission requirements and applicable deadlines must be met.

## CSU Immunization Requirements

Entering CSU students are required to present proof of the following immunizations to the CSU campus they will be attending before the beginning of their first term of enrollment. The immunization requirements are not admission requirements, but are required of students as conditions of enrollment in the CSU.

For more information please call the Student Health Center at: (909) 537-5241.

**Measles and Rubella:** All new and readmitted students born on or after January 1, 1957 must provide proof of full immunization against measles and rubella prior to enrollment.

**Hepatitis B:** All new students who will be 18 years of age or younger at the start of their first term at a CSU campus must provide proof of full immunization against hepatitis B before enrolling.

**Meningitis Information:** Each incoming freshman who will be residing in on-campus housing will be required to return a form indicating that they have received information about meningococcal disease and the

availability of the vaccine to prevent contracting the disease and indicating whether or not the student has chosen to receive the vaccination.

*Note: The CSU anticipates a policy change to the immunization requirements for the 2017-2018 academic year.*

## Undergraduate Application

[www.calstate.edu/apply](http://www.calstate.edu/apply).

Prospective students applying for part-time or full-time undergraduate programs of study must submit a completed undergraduate application. The \$55 nonrefundable application fee should be paid online at the time of application via credit card, e-check, or PayPal and may not be transferred or used to apply to another term. An alternate major may be indicated on the application. The applications of persons denied admission to an impacted campus may be re-routed to another campus at no cost, but only if the applicant is CSU eligible.

## CSU Application Filing Periods

Not all campuses/programs are open for admission to every term. Visit [www.calstate.edu/apply](http://www.calstate.edu/apply) to determine if a campus is open or still accepting applications for the term.

Terms	Applications first accepted	Initial Filing Period
Summer quarter 2017	Feb. 1, 2017	February 1-28, 2017
Fall quarter 2018	Oct. 1, 2017	Oct. 1-Nov. 30, 2017
Winter quarter 2018	June 1, 2017	June 1-30, 2017
Spring quarter 2018	Aug. 1, 2017	August 1-31, 2017

Students interested in attending only the summer quarter at CSUSB should visit Admissions & Student Recruitment (<http://admissions.csusb.edu>) around April 1 for information.

Each non-impacted campus accepts applications until capacities are reached. Many campuses limit undergraduate admission in an enrollment category due to overall enrollment limits. If applying after the initial filing period, consult the campus admission office for current information.

Similar information is conveniently available at: [www.calstate.edu/apply](http://www.calstate.edu/apply) and Admissions & Student Recruitment (<http://admissions.csusb.edu>).

## Impacted Programs

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

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

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

Campuses will communicate supplementary admission criteria for all impacted programs to high schools and community colleges in

their service area and will disseminate this information to the public through appropriate media. This information will also be published at the CSU campus individual website and made available online at [www.calstate.edu](http://www.calstate.edu).

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

### Supplementary Admission Criteria

Each campus with impacted programs or admission categories uses supplementary admission criteria in screening applicants. Supplementary criteria may include rank-ordering of freshman applicants based on the CSU eligibility index or rank-ordering of transfer applicants based on verification of AA-T or AS-T degree, the overall transfer grade point average (GPA), completion of specified prerequisite courses, and a combination of campus-developed criteria. Applicants for freshman admission to impacted campuses or programs are required to submit scores on either the SAT or the ACT. For fall admission, applicants should take tests as early as possible, but no later than November or December of the preceding year.

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

CSU San Bernardino is impacted for first-time freshman applicants and expects to utilize supplemental admission criteria for admission of first-time freshman applicants to the campus. All first-time freshman applicants must apply for admission during the initial admission application-filing period (October 1 through November 30 for fall) to be considered for admission. All CSU subject matter (a-g) requirements must be complete, in progress, or planned with a grade of "C" or better prior to high school graduation and may not be completed during the summer following high school graduation. CSU eligible first-time freshman applicants graduating from high schools in CSUSB's defined local area will be admitted based on CSU system wide eligibility criteria. CSU eligible first-time freshman applicants graduating from high schools outside of CSUSB's defined local area will be "rank ordered" by eligibility index and admission offers will be made in descending order of eligibility index totals until the freshman class target is met.

CSU San Bernardino is also impacted for upper-division transfer students and expects to utilize supplemental criteria for all upper-division transfer admission. All upper-division transfer applicants must apply during the initial filing period (October 1 through November 30 for fall) to be considered for admission. Applicants must be in good standing at the last college or university attended (eligible to re-enroll), have earned 60 or more transferable semester units (90 or more quarter units), and completed all lower division General Education courses in written communication, oral communication, critical thinking, and mathematics with a grade of "C" or better in each course. Outside-the-local area applicants will be selected for admission based on a GPA ranking in descending order until the transfer enrollment target is met.

## Application Acknowledgement

On-time applicants may expect to receive an acknowledgment from the campuses to which they have applied within two to four weeks of filing the application. The notice may also include a request that

applicants submit additional records necessary to evaluate academic qualifications. Applicants may be assured of admission if the evaluation of relevant qualifications indicates that applicants meet CSU admission requirements, and in the case of admission impaction, supplemental criteria for admission to an impacted program. Unless specific written approval/confirmation is received, an offer of admission is not transferable to another term or to another campus.

## Hardship Petitions

The campus has established procedures for consideration of qualified applicants who would be faced with extreme hardship if not admitted. Petitioners should write the campus Admission Offices regarding specific policies governing hardship admission.

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

## Undergraduate Admission Requirements

**Freshman Requirements.** Generally, applicants will qualify for consideration for first-time freshman admission if they meet the following requirements:

1. Have graduated from high school, have earned a Certificate of General Education Development (GED) or have passed the California High School Proficiency Examination (CHSPE);
2. Have a qualifiable minimum eligibility index (see section on Eligibility Index, page 24); and
3. Have completed with grades of C or better each of the courses in the comprehensive pattern of college preparatory subject requirements also known as the "a-g" pattern (see "Subject Requirements").

**Eligibility Index** – The eligibility index is the combination of the high school grade point average and scores on either the ACT or the SAT. Grade point averages (GPA) are based on grades earned in courses taken during the final three years of high school. Included in calculation of GPA are grades earned in all college preparatory "a-g" subject requirements, and bonus points for approved honors courses. Up to eight semesters of honors courses taken in the last three years of high school, including up to two approved courses taken in the tenth grade can be accepted. Each unit of A in an honors course will receive a total of 5 points; B, 4 points; and C, 3 points.

A CSU Eligibility Index can be calculated by multiplying your grade point average by 800 and adding your total score on the SAT exam (mathematics and critical reading on the old SAT, or mathematics and Evidence-Based Reading and Writing on the new SAT). For students who took the ACT, multiply the grade point average by 200 and add ten times the ACT composite score. Persons who are California high school graduates (or residents of California for tuition purposes) need a minimum index of 2900 using the SAT or 694 using the ACT. The Eligibility Index Table illustrates several combinations of required test scores and averages. The University has no current plans to include the writing scores

from either of the admissions tests in the computation of the CSU Eligibility Index. Note: The minimum Eligibility Index requirement for admission to the Fall 2018 term will increase to 2950 using the SAT.

Persons who neither graduated from a California high school nor are a resident of California for tuition purposes, need a minimum index of 3502 (SAT) or 842 (ACT). Note: The minimum Eligibility Index requirement

for admission to the Fall 2018 term will increase to 3570 using the SAT. Graduates of secondary schools in foreign countries must be judged to have academic preparation and abilities equivalent to applicants eligible under this section. An applicant with a grade point average of 3.00 or above (3.61 for nonresidents) is not required to submit test scores. However, all applicants for admission are urged to take the SAT or ACT and provide the scores of such tests to each CSU to which they seek admission. Campuses use these test results for advising and placement purposes and may require them for admission to impacted majors or programs. Impacted CSU campuses require SAT or ACT scores of all applicants for freshman admission.

### Eligibility Index Table for Graduates from California High Schools and California Residents applying from those schools in CSUSB's defined Local Area

GPA	ACT Score	SAT Score
3.0 and above qualifies with any score		
2.99	10	560
2.98	10	570
2.97	10	580
2.96	11	590
2.95	11	590
2.94	11	600
2.93	11	610
2.92	11	620
2.91	12	630
2.90	12	630
2.89	12	640
2.88	12	650
2.87	12	660
2.86	13	670
2.85	13	670
2.84	13	680
2.83	13	690
2.82	13	700
2.81	14	710
2.80	14	710
2.79	14	720
2.78	14	730
2.77	14	740
2.76	15	750
2.75	15	760
2.74	15	770
2.73	15	780
2.72	15	780
2.71	16	790
2.70	16	790
2.69	16	800
2.68	16	810
2.67	16	820
2.66	17	830

2.65	17	830
2.64	17	840
2.63	17	850
2.62	17	860
2.61	18	860
2.60	18	870
2.59	18	880
2.58	18	880
2.57	18	900
2.56	19	910
2.55	19	910
2.54	19	920
2.53	19	930
2.52	19	940
2.51	20	950
2.50	20	950
2.49	20	960
2.48	20	970
2.47	20	980
2.45	21	990
2.44	21	1000
2.43	21	1010
2.42	21	1020
2.41	22	1030
2.40	22	1030
2.39	22	1040
2.38	22	1050
2.37	22	1060
2.36	23	1070
2.35	23	1070
2.34	23	1080
2.33	23	1090
2.32	23	1100
2.31	24	1110
2.30	24	1110
2.29	24	1120
2.28	24	1130
2.27	24	1140
2.26	25	1150
2.24	25	1160
2.23	25	1170
2.22	25	1180
2.21	26	1190
2.20	26	1190
2.19	26	1200
2.18	26	1210
2.17	26	1220
2.16	27	1230
2.15	27	1230
2.14	27	1240
2.13	27	1250
2.12	27	1260

2.11	28	1270
2.10	28	1270
2.09	28	1280
2.08	28	1290
2.07	28	1300
2.06	29	1310
2.05	29	1310
2.04	29	1320
2.03	29	1330
2.02	29	1340
2.01	30	1350
2.00	30	1350
Below 2.00 does not qualify for regular admission		
New Row		

## Conditional/Provisional Admission for First-Time Freshman

CSUSB may provisionally admit first-time freshman applicants based on their academic preparation through the junior year of high school and planned coursework for the senior year. The campus will monitor the final terms of study to ensure that admitted students complete their secondary school studies satisfactorily, including the required college preparatory subjects, and graduate from high school. Students are required to submit an official transcript after graduation to certify that all course work has been satisfactorily completed. Official high school transcripts must be received prior to deadline set by the University. In no case may documentation of high school graduation be received any later than the census date for a student's first term of CSU enrollment. A campus may rescind admission decisions, cancel financial aid awards, withdraw housing contracts and cancel any University registration for students who are found to be ineligible after the final transcript has been evaluated.

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

The CSU uses only the ACT composite score or the mathematics and critical reading scores on the old SAT, or mathematics and Evidence-Based Reading and Writing scores on the new SAT in its admission eligibility equation. The SAT or ACT writing scores are not currently used by CSU campuses.

## High School Graduation Equivalency

Students who are not high school graduates may satisfy the high school graduation requirement by submitting the California Certificate of Proficiency or the General Education Development (GED) certificate or equivalent certificates awarded by other states.

1. California High School Proficiency Test. A "pass" on the California High School Proficiency Examination is considered equivalent to graduation from high school.

2. Tests of General Educational Development (GED). An applicant submitting scores on the GED has established high school graduation equivalence if the average score for the five tests is 45 or better and each score is at least 40.

**Meeting Admission Requirements.** Applicants presenting the high school proficiency test or the GED will be expected to meet the fifteen-unit college preparatory subject requirements and have a qualifying eligibility index. Grades in courses completed after grade nine are used to calculate the grade point average for the eligibility index.

## Subject Requirements

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

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

## Subject Requirement Substitution for Students with Disabilities

Applicants with disabilities are encouraged to complete college preparatory course requirements if at all possible. If an applicant is judged unable to fulfill a specific course requirement because of his or her disability, alternate college preparatory courses may be substituted for specific subject requirements. Substitutions may be authorized on an individual basis after review and recommendation by the applicant's academic advisor or guidance counselor in consultation with the director of Services to Students with Disabilities. Although the distribution may be slightly different from the course pattern required of other students, students qualifying for substitutions will still be held for 15 units of college preparatory study. Students should be aware that failure to complete courses required for admission may limit later enrollment in certain majors, particularly those involving mathematics. For further information and substitution forms, contact the director of Services to Students with Disabilities at CSUSB or at the nearest CSU campus.

## Waiver of High School Language Other Than English Subject Requirement

The high school language other than English subject requirement may be waived for applicants who demonstrate competence in any other language equivalent to or higher than expected of students who complete two years of foreign language study. Consult with a school counselor or any CSU campus admissions or Office of Admissions and Student Recruitment for further information.



## California Promise

The California Promise Program enables a specific number of campuses of the California State University (CSU) to establish pledge programs for entering first-time students who are both interested and able to complete baccalaureate degrees in 4 years. Many campuses have also established programs for students with Associate Degrees for Transfer from any California Community College to complete their baccalaureate degrees in 2-years. The program is limited to students who are residents of California.

Students who commit to enter either the 4-year or 2-year pledge will be given a priority registration appointment for each state-supported enrollment period and will be provided with routine and thorough academic advisement. In order to remain in the program, students must meet with their advisors as prescribed, develop an enrollment plan, and complete 30 semester units or quarter equivalent within each academic year, including summer. Participating campuses may stipulate other important requirements as well. Interested students entering the CSU in the fall 2017 term should contact the campus offices or visit [www.calstate.edu/sas/california-promise](http://www.calstate.edu/sas/california-promise).

## HIGH SCHOOL STUDENTS

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

### Test Requirements

Freshmen and transfer applicants who have fewer than 60 semester or 90 quarter units of transferable college credit must submit applicable test scores, unless exempt (see "Eligibility Index") from either the ACT or the SAT of the College Board. Persons who apply to an impacted program will be required to submit test scores regardless of GPA and should take the test no later than November or December. Test scores also are used for advising and course placement. Registration forms and dates for SAT or ACT are available from school or college counselors or from a CSU campus Testing Office or students may write to or contact:

The College Board (SAT)  
Registration Unit, Box 6200  
Princeton, New Jersey 08541-6200  
(609) 771-7588

[www.collegeboard.org](http://www.collegeboard.org)

or

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

[www.act.org](http://www.act.org)

## Transfer Policies of CSU Campuses

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

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

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

CSU campuses may enter into course-to-course or program-to-program articulation agreements with other CSU campuses and any or all of the California Community Colleges, and other regionally accredited institutions. Established CSU and California Community College articulations may be found on [assist.org](http://www.assist.org) (<http://www.assist.org>). Students may be permitted to transfer no more than 70 semester (105 quarter) units to a CSU campus from an institution that does not offer bachelor's degrees or their equivalents, for example, community colleges. Given the university's 30-semester (45-quarter) unit residency requirement, no more than a total of 90-semester (135-quarter) units may be transferred into the University from all sources.

## Transfer Requirements

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

## Lower-Division Transfer Requirements

Generally, applicants will qualify for CSU admission consideration as a lower-division transfer if they have a cumulative grade point average of at least 2.0 in all transferable units attempted.

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

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

Lower-division applicants who did not complete subject requirements while in high school may make up missing subjects in any of the following ways:

1. Complete appropriate courses with a C or better in adult school or high school summer sessions.
2. Complete appropriate college courses with a C or better. One college course of at least three semester or four quarter units will be considered equivalent to one year of high school study.
3. Earn acceptable scores on specified examinations, e.g., SAT subject tests.

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

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

## Upper-Division Transfer Requirements.

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

1. Cumulative grade point average of at least 2.0 in all transferable units attempted;
2. In good standing at the last college or university attended; and
3. Completed at least sixty (60) transferable semester (90 quarter) units of college level coursework with a grade point average of 2.0 or higher and a grade C or better in each course used to meet the CSU general education requirements in written communication, oral communication, critical thinking, and quantitative reasoning, e.g. mathematics.

The 60 units must include at least 30 units of courses which meet CSU general education requirement, including all of the general education requirements in communication in the English language (both oral and written) and critical thinking and the requirement in mathematics/quantitative reasoning (usually 3 semester units) OR the Intersegmental General Education Transfer Curriculum (IGETC) requirements in English communication and mathematical concepts and quantitative reasoning.

### Associate Degrees for Transfer (AA-T or AS-T)

The Associate in Arts for Transfer (AA-T) and the Associate in Science for Transfer (AS-T) degrees offered at the California Community Colleges (CCC) are designed to provide California Community College students a clear transfer preparation and admission pathway to those CSU degree majors deemed similar. Those students who complete these transfer degrees and who are admitted to a similar CSU major program or option for that discipline will be able to complete the Baccalaureate Degree within 60 semester or 90 quarter units providing that all remaining required courses are completed successfully without a break in attendance and providing that no supplemental courses for minors or areas of emphasis are undertaken.

California Community College students who earn an associate degree for transfer (AA-T or AS-T) are guaranteed admission with junior standing to the California State University but not to any particular campus or program. Because several CSU campuses are receiving more transfer

applications from eligible students than can be accommodated, these campuses have declared impaction resulting in higher admission criteria. See more on impaction at [www.calstate.edu/SAS/impactioninfo.shtml](http://www.calstate.edu/SAS/impactioninfo.shtml). However, transfer students who earn the AA-T or AS-T degrees, are given priority admission over other transfer applicants when applying to a non-impacted CSU campus or to a non-impacted program from a community college within the local admission area of the campus. These students are also given priority admission consideration when applying from a community college that is outside the local admission area of an impacted CSU campus or when applying to a similar program that is impacted at any CSU campus. A current list of CSU degree programs that have been deemed similar to the associate degrees for transfer can be found at [www.calstate.edu/transfer/adt-search](http://www.calstate.edu/transfer/adt-search).

Those students who earn associate degrees for transfer and apply to a CSU campus but cannot be admitted due to impaction will be redirected to another CSU campus and offered admission for the same term. In order to qualify for the priority admission guarantee, transfer applicants must be conferred an approved Associate Degree for Transfer (AA-T/AS-T) by a California Community College, must apply for admission to California State University campuses for an open term by the published deadline, submit all requested transcripts and documents, meet CSU admission eligibility requirements for the campus and/or program, and must comply with any other prescribed admission requirements. It is the responsibility of these transfer students to provide documentation about the completion of the degree to each CSU campus that has received an application for admission.

## Conditional/Provisional Admission for Transfers

CSUSB may provisionally or conditionally admit transfer applicants based on their academic preparation and courses planned for completion. The campus will monitor the final terms to ensure that those admitted complete all required courses satisfactorily. All accepted applicants are required to submit an official transcript of all college level work completed. Campuses may rescind admission for any student who is found to be ineligible after the final transcript has been evaluated. In no case may such documents be received and validated by the University any later than a student's registration for their second term of CSU enrollment.

Applicants will qualify for regular (non-provisional/conditional) admission when the university verifies they have earned 60 semester (90 quarter) transferable units, including completing the four basic skills courses with grades of C or better, and, if applying to an impacted program or campus, have met all supplementary criteria.

## Adult Students

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

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

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

To assess these skills, SAT or ACT scores must be presented prior to determination of admission. The ACT is offered on campus through the Testing Office.

Due to enrollment pressures this option is not available at CSUSB. Adult students are encouraged to meet all standards required for regular admission.

## International (Foreign) Student Admission Requirements

The CSU must assess the academic preparation of foreign students. For this purpose, "foreign students" include those who hold U.S. temporary visas as students, exchange visitors, or in other non-immigrant classifications. The CSU uses separate requirements and application filing dates in the admission of "foreign students". Verification of English proficiency (see the section on the English Language Requirement for undergraduate applicants), financial resources, and academic performance are each important considerations for admission. Academic records from foreign institutions must be on file for the first term and, if not in English, must be accompanied by certified English translations.

Applicants for admission as either graduates or undergraduates whose education has been in another country should file an application for admission, official certificates and detailed transcripts of record from each secondary school and collegiate institution attended several months in advance of the beginning of the quarter in which the applicant expects to attend. If certificates and transcripts are not in English, they must be accompanied by certified English translations. Credentials will be evaluated in accordance with the general regulations governing admission to California State University, San Bernardino. Priority in admission is given to residents of California. There is little likelihood of nonresident applicants, including international students, being admitted either to impacted majors or to those campuses with limited openings.

An applicant whose education has been in a language other than English must take the Test of English as a Foreign Language (TOEFL). This test is administered in most countries and official test scores must be received by the university before admission to the university can be granted. Information as to the time and place at which this test is given may be obtained from: Educational Testing Service (TOEFL), Princeton, New Jersey 08540, U.S.A. or TOEFL (<http://www.toeflgoanywhere.org>).

International applicants must also submit a statement of financial responsibility to the Center for International Studies & Programs (CISP) (<http://admissions.csusb.edu/international>) to be considered for admission to the university. International students are also required to submit evidence of adequate medical/hospital insurance to the international student advisor in CISP.

Arrangements for housing should be completed before the student's arrival on the campus. Detailed information regarding housing may be obtained from the director of housing at California State University, San Bernardino ([http://admissions.csusb.edu/international/e\\_costs\\_housing.shtml](http://admissions.csusb.edu/international/e_costs_housing.shtml)). Scholarship aid for entering students is limited; no scholarships are specifically reserved for students from another country.

Upon arrival at California State University, San Bernardino, international students should make an appointment with CISP as early as possible.

**Insurance Requirement.** Effective August 1, 1995, all F-1 and J-1 visa applicants must agree to obtain and maintain health insurance as a condition of receiving an I-20 or DS-2019 form and for registration and continued enrollment in the California State University. Such insurance must be in amounts as specified by the United States Information Agency (USIA) and NAFSA: Association of International Educators. The campus president or designee shall determine which insurance policies meet these criteria. Further information can be obtained from the Center for International Studies & Programs.

## English Language Requirement

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

CSU minimum TOEFL standards are:

	Internet	Paper
Undergraduate	61	500
Graduate	80	550

## Other Applicants

An applicant who is not admissible under one of the above provisions should enroll in a community college or other appropriate institution. Only under the most unusual circumstances will such applicants be permitted to enroll in the university. Permission is granted only by special action of the university.

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

## Admission as an Auditor

A student who wishes only to audit a course instead of enrolling for credit must complete a statement of residency issued by the Office of the Registrar. Auditors must pay the same fees as would be charged if the courses were taken for credit. See Page 48 for auditing courses.

## Admission to Teaching Credential Programs

Admission to the university as a student does not constitute admission to a teaching credential program. Students who intend to pursue work toward credentials should also make application to the College of Education.

## Matriculation Policy

An undergraduate student is considered matriculated only if they register, pay fees and do not drop all of their courses prior to census for a given term through the regular campus enrollment. An application and application fee are required if:

1. the student was not matriculated in any of the three terms (not including summer) prior to the term in which they plan to register,
2. the student was enrolled at another four-year institution during an absence from California State University, San Bernardino, and
3. the student has since earned a baccalaureate degree.

Enrollment through Open University, Extended Learning, or a Visitor program does not constitute regular enrollment.

## Returning Students

Undergraduate students in good standing may be readmitted to the university after an absence of one term by notifying the Office of the Registrar (<http://rre.csusb.edu>).

The application and fee of \$55 are required if the student was not enrolled in any of the three terms (not including summer) prior to the term for which the student is seeking admission or if the student was enrolled in another institution during the absence from California State University, San Bernardino. Enrollment through Open University or the College of Extended Learning during fall, winter or spring quarters does not constitute enrollment for this purpose. (See Leave of Absence (<http://bulletin.csusb.edu/academic-regulations>).

Returning students who must reapply must apply during the priority application filing period and be fully eligible as an upper-division transfer student before they will be admitted to CSUSB again.

## Readmission of Previously Disqualified Students

After receiving notice of disqualification, a returning student who has applied to CSUSB for a coming term may petition the director of Advising and Academic Services for readmission to the university on probation. All petitions for readmission must be submitted to the director of Advising and Academic Services according to the following schedule:

Petition for	Petition on file on or before
Fall	July 1
Winter	December 1
Spring	March 1
Summer	June 1

## Transfer of Credit

A maximum of 70 transferable semester units (105 quarter units) of work taken at a community college can be applied toward the requirements for a degree from the university. No upper-division credit will be allowed from courses taken at a community college. No more than six semester units (nine quarter units) in education courses taken at a community college may be applied toward the baccalaureate degree or the professional preparation requirements of a teacher education basic credential program.

The Office of the Registrar will evaluate previous college work to determine its applicability to the requirements of the university. All undergraduate degree candidates will be issued a Program Advising

Worksheet for Students (PAWS), indicating which requirements remain unfilled. Once issued to a student, the PAWS remains valid as long as the student matriculates for the term specified, pursues the objective specified, and remains in continuous attendance. Students will not be held to additional graduation requirements unless such requirements become mandatory as a result of changes in the California Code of Regulations or the California Education Code.

Credit for work completed at institutions with regional accreditation will be accepted toward the satisfaction of degree requirements at the university within limitations of residency and major requirements, community college transfer maximums, and course applicability.

**Concurrent Enrollment.** Once a student has matriculated at this university, transfer courses will only be accepted for credit if the courses have prior approval on the Concurrent Enrollment for Equivalent Transfer Course(s) form (<http://rre.csusb.edu/misc/documents/ConcurrentEnrollmentOct10.pdf>). For complete policy, see Concurrent Enrollment (<http://bulletin.csusb.edu/academic-regulations>).

Students attending CSUSB on I-20 visas are not eligible for concurrent enrollment. They may, however, participate in the CSU Intrasystem Concurrent program or the UCR/CSUSB Cross Registration Program but must be concurrently enrolled in (and complete) at least 12 units at CSUSB and may only enroll in upper-division courses that are not offered at CSUSB. For more information, see Intrasystem and Intersystem Enrollment Programs or UCR/CSUSB Cross Registration Program.

## General Information - Admission and Evaluation of Academic Records

### Credit for Standardized External Examinations and Systemwide Examinations

The university shall grant four and a half quarter units of credit for each of the following College Level Examination Program (CLEP) examinations passed at the 50th percentile, provided the examination was not taken previously within the past term and that degree credit has not been granted for previous course work at the equivalent or at a more advanced level than for the examination in question.

- American Government
- American Literature
- Analyzing and Interpreting Literature
- Biology
- Calculus
- Chemistry
- College Algebra
- College Algebra - Trigonometry
- English Literature
- French, Levels I and II
- German, Levels I and II
- History, United States I and II
- Human Growth and Development
- Humanities
- Introductory Psychology
- Introductory Sociology
- Natural Sciences
- Pre-Calculus



- Principles of Macroeconomics
- Principles of Microeconomics
- Spanish, Levels I and II
- Trigonometry
- Western Civilization I and II

No credit will be granted for CLEP English Composition.

The university may also grant credit and advanced standing for CLEP subject examinations, using as minimum standards:

1. The student submit a score at or above the 50th percentile in the norming group who earned a mark of "C" (2.0) or better;
2. The equivalence to CSUSB courses be determined by the appropriate academic department;
3. College credit shall have not been previously earned in the courses in question.

Questions regarding the acceptance of other standardized external examinations should be directed to the Office of the Registrar (<http://rrre.csusb.edu>).

In no case will credit awarded through external examinations count towards residency credit.

## Credit by Advanced Placement

CSUSB grants credit toward its undergraduate degrees for successful completion of examinations of the Advanced Placement Program of the College Board. Students who present scores of three or better will be granted up to nine quarter units of college credit. Questions regarding the acceptance of Advanced Placement exams should be directed to the Office of the Registrar (<http://rrre.csusb.edu>).

## Credit by International Baccalaureate

Students who have successfully completed International Baccalaureate exams at the Higher Level (HL) with a score of 4, 5, 6, or 7 may be granted up to nine quarter units of credit for each successful exam. These units of credit will apply towards graduation, advanced placement in the university's sequence of courses, and credit for curriculum requirements. No credit will be awarded for Subsidiary Level (SL) exams. Test results must be presented to the Office of Admissions and Student Recruitment. Questions regarding the acceptance of International Baccalaureate exams should be directed to the Office of the Registrar (<http://rrre.csusb.edu>).

## Credit for On-line/Distance Learning, and Extension Courses

A maximum of 36 quarter units of credit earned through extension and on-line courses may be applied to a baccalaureate degree program. A maximum of 13 quarter units of graduate credit earned through extension registration may be accepted toward a master's degree program. No credit so earned may be used to satisfy the university residency requirement.

Matriculated students wanting to take on-line courses must first have the courses approved by following the procedures outlined in the section on Concurrent Enrollment. All examinations for these courses must be proctored by the University Testing Office.

CSUSB accepts only those credits for transfer which are acceptable toward a baccalaureate or master degree or credential at the institution offering the courses.

## Credit for Non-Collegiate Instruction

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

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

See Credit by Examination under Academic Regulations for more information.

## Credit for Military Service

The university grants lower-division undergraduate credit for completion of basic training in the armed forces of the United States. This credit is applied to the Lifelong Understanding area of General Education.

A limited amount of additional credit may be granted to students who have completed certain service schools in addition to basic training. Credit will only be evaluated if needed to fulfill admission requirements or for use toward graduation. Credit is allowed on the basis of recommendations of the Commission on Educational Credit and Credentials of the American Council on Education and must be documented on the Member 4 copy of a DD-214, DD-295 or AARTS (Army/American Council on Education Registry Transcript System) transcript. Credit based on military rank (MOS) will not be awarded.

The total amount of credit earned on the basis of externally developed tests and through recommendations of the commission, which may be applied to a baccalaureate degree, shall not exceed 45 quarter units. Advanced placement credit and international baccalaureate credit are excluded from the limit.

## High School-University Program

High school students may be considered for enrollment in certain special programs if recommended by the principal and the appropriate campus department chair and if preparation is equivalent to that required of eligible California high school graduates. Such admission is only for a given specific program and does not constitute a right to continued enrollment. For more information, contact the Office of Admissions & Student Recruitment at (909) 537-5188, or visit Freshman Admissions & Student Recruitment (<http://admissions.csusb.edu/freshmen>).

## Fee Waiver Program for California Residents Sixty Years of Age or Older

California State University, San Bernardino offers a program which allows California residents, sixty years of age or older, to enroll in regular session courses without payment of certain specified fees. All regular admission requirements and deadlines must be met. The program is required to adhere to the following standards:

1. enrollment shall be limited to persons who are California residents as defined by the Education Code, are 60 years of age or older, and are eligible for admission to the university, and
2. persons enrolling in the program will be able to register on the last day of priority registration.

Contact the Office of the Registrar, (909) 537-3211.

## Intrasystem and Intersystem Enrollment Programs

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

There are two programs for enrollment within the CSU and one for enrollment between CSU and the University of California or California community colleges. Additional information about these programs is available from the Office of the Registrar (<http://rre.csusb.edu>).

**CSU Intrasystem Concurrent Enrollment.** Matriculated students in good standing may enroll at both their home campus and a host CSU campus during the same term. Students attending CSUSB on I-20 visas may participate in the Intrasystem Concurrent Enrollment program, but must be concurrently enrolled in (and complete) at least 12 units at CSUSB, and may enroll only in upper-division courses that are not offered at CSUSB. Credit earned at the host campus is reported to the home campus to be included on the student's transcript at the home campus.

**CSU Fully Online Courses.** Matriculated students in good standing, with a minimum cumulative and campus GPA of 2.0, who have completed at least one term at CSUSB, earned at least 12 units, and are enrolled full-time at CSUSB may register in CSU Fully Online Courses. Eligible students at CSUSB may enroll at CSU quarter campuses.

The CSU Fully Online program provides an opportunity for eligible matriculated students to enroll in one course per term offered by another CSU campus. The program is aimed to facilitate access to high demand, high success courses as part of the continuing effort of providing students with access to the courses needed to expedite graduation.

The CSU Fully Online program offers courses from each of the 23 system campuses in a variety of disciplines to accommodate the needs of current CSU students. Included in the offerings is a small number of courses that have gone through an extensive review process, and have been deemed effective, based on the curriculum and student success rates. In addition, these courses carry a small number of guaranteed seats for visiting students.

For more information, visit: CSU Fully Online ([https://csrc.collegesource.com/view/csrc\\_view00.aspx](https://csrc.collegesource.com/view/csrc_view00.aspx)).

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

at the home campus. Students attending CSUSB on I-20 visas are not eligible for this program.

**Intersystem Cross Enrollment.** Matriculated CSU, UC or community college students may enroll on a "space available" basis for one course per term at another CSU, UC or community college and request that a transcript of record be sent to the home campus. Students attending CSUSB on I-20 visas are not eligible to attend community college. They may participate in this program and attend a CSU or UC, but must be concurrently enrolled in (and complete) at least 12 units at CSUSB, and may enroll only in upper-division courses that are not offered at CSUSB.

## UCR/CSUSB Cross Registration Program

On a limited basis, students may be permitted to take advantage of courses offered at the nearby University of California campus in Riverside. Note: this opportunity is available only for undergraduate courses not normally offered at CSUSB and is subject to availability of space at UC Riverside after their early registration process is completed. The following conditions apply:

1. A limited number of students may participate.
2. A limit of one course per student per quarter.
3. The student is matriculated and currently enrolled in a degree program.
4. Students attending CSUSB on I-20 visas may participate, but must be concurrently enrolled in (and complete) at least 12 units at CSUSB, and may enroll only in upper-division courses that are not offered at CSUSB.
5. Student must pay sufficient (full) tuition fees at the Home Campus. No additional registration fees will be required at the Host Campus.
6. The desired course is not offered at the Home Campus.
7. Student must be in good academic standing.
8. Student must observe all academic deadlines and regulations of the Host Campus.
9. Enrollment is subject to space availability and consent of the instructor.
10. Student must meet course prerequisites of the Host Campus.
11. Records of grades will be maintained by the Host Campus and forwarded to the Home Campus. The Home Campus will include the "transfer" work on the student's transcript, with a footnote indicating that the course was taken through the exchange program.
12. Residence credit will be granted for courses taken by CSUSB students under this arrangement.
13. Cross-registration students will have the use of library facilities at the Host Campus. The student is not eligible for other student services or facilities.

## Determination of Residence

University requirements for establishing residency for tuition purposes are independent from those of other types of residency, such as for tax purposes, or other state or institutional residency. These regulations were promulgated not to determine whether a student is a resident or nonresident of California, but rather to determine whether a student should pay University fees on an in-state or out-of-state basis. A resident for tuition purposes is someone who meets the requirements set forth in the Uniform Student Residency Requirements. These laws governing residency for tuition purposes at the California State University are California Education Code sections 68000-68085, 68120-68133, and 89705-89707.5, and California Code of Regulations, Title 5, Subchapter

5, Article 4, sections 41900- 41916. Residency material can be viewed on the internet by accessing the CSU website (<http://www.calstate.edu/sas/residency>).

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

Generally, establishing California residency for tuition purposes requires a combination of physical presence and intent to remain indefinitely. An adult who, at least 366 days prior to the residency determination date for the term in which enrollment is contemplated, can demonstrate both physical presence in the state combined with evidence of intent to remain in California indefinitely may establish California residency for tuition purposes. A minor normally derives residency from the parent(s) they reside with or most recently resided with.

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

Nonresident students seeking reclassification are required to complete a supplemental questionnaire that includes questions concerning their financial independence. Financial independence is required, in addition to physical presence and intent, to be eligible for reclassification. Financial independence is established if in the calendar year the reclassification application is made and in any of the three calendar years preceding the reclassification application the student:

- Has not and will not be claimed as an exemption for state and federal tax purposes by his/her parent;
- Has not and will not receive more than seven hundred and fifty dollars (\$750) per year in financial assistance from his/her parent; and
- Has not lived and will not live longer than six (6) weeks in the home of his/her parent.

A nonresident student who has been appointed as a graduate student teaching assistant, a graduate student research assistant, or a graduate student teaching associate on any CSU campus and is employed on a 0.49 or more time basis is exempt from the financial independence requirement.

Non-citizens establish residency in the same manner as citizens, unless precluded by the Immigration and Nationality Act from establishing domicile in the United States.

Exceptions to the general residency requirements are contained in California Education Code sections 68070-68085 and California Code of Regulations, Title 5, Subchapter 5, Article 4, sections 41906.6, 41910 and include, but are not limited to, members of the military and their dependents, certain credentialed employees of school districts and most students who have attended three or more years of high school (grades 9-12) in California and graduated from a California high school or attained the equivalent of graduation. Whether an exception applies

to a particular student can only be determined after the submission of an application for admission and, as necessary, additional supporting documentation. Because neither campus nor Chancellor's Office staff may give advice on the application of these laws, applicants are strongly urged to review the material for themselves and consult with a legal advisor.

Residence determination dates are:

Fall	September 20
Winter	January 5
Spring	April 1
Summer	July 1

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

Fall	September 20
Spring	January 5
Summer	June 1

Students classified as nonresidents may appeal to the Chancellor's Office within 30 calendar days of the issuance of the notification of the final campus decision. The campus decision may be appealed only if at least one of the following applies:

1. The decision was based on:

- a) a significant error of fact;
- b) a significant procedural error; or
- c) an incorrect application of law which, if corrected, would require that the student be reclassified as a resident; and/or,

2. Significant new information, not previously known or available to the student, became available after the date of the campus decision classifying the student as a nonresident and based on the new information, the classification as a nonresident is incorrect.

Students must explain why the appeal meets one or more of the above appeal criteria and provide supporting documentation. For example, a "significant error of fact" could be demonstrated by stating that the campus incorrectly determined that a specific document, such as a driver's license, was untimely and by providing a copy of the document establishing the error. An appeal that only states "a significant error of fact," will be denied.

Appeals should be submitted online at Calstate InfoReady. (<https://calstate.infoready4.com>)

Resident students who become nonresidents or who no longer meet the criteria for an exception must immediately notify the Admissions Office. Changes may have been made in the rate of nonresident tuition and in the statutes and regulations governing residency for tuition purposes in California between the time this information is published and the relevant residency determination date. Students are urged to review the statutes and regulations stated above.

## Use of Social Security Number

Applicants are required to include their correct social security numbers in designated places on applications for admission pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code (26 U.S.C. 6109). The University uses the social security number to identify students and their records including identification for purposes of financial aid eligibility

and disbursement and the repayment of financial aid and other debts payable to the institution. Also, the Internal Revenue Service requires the University to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. This information is used by the IRS to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes.

## Reservation

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

## Appeal of Admission Decision

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

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

CSUSB is an impacted campus, so out of local area and/or specific program admissions criteria may apply. Applicants who are denied admission to CSU San Bernardino may appeal the decision no more than 15 business days after the date the applicant was or should have reasonably been notified of denial by the Admissions Office. Applicants are to submit the electronic appeal request form through links provided in all denial communications as well as on the CSUSB Admissions website. If documentation is received, appeals will be reviewed and answered within 15 business days after the request for appeal has been received by the Admissions Office.

The basis of appeal may include the following:

1. Credit not considered during the initial review of the application
2. Miscalculation of transferable college credit
3. Applied to an impacted major and wish to be reconsidered to another major
4. Special/extenuating circumstances

Applicants are limited to one appeal per quarter.

## Project UPBEAT (University Preparation by Early Academic Training)

The Student Academic Services Outreach Program is designed to motivate and enhance student awareness about seeking a postsecondary education. The program targets middle school students through Project UPBEAT (University Preparation By Early Academic Training). Project UPBEAT's objective is to provide an educational, college-oriented

program to students and parents. Primary emphasis of the program is to increase the number of students pursuing a college education. Project UPBEAT participants are likely to be regularly admissible to four year universities upon high school graduation. Students are invited to the campus for tours, CSUSB faculty presentations and special events. Project UPBEAT serves participating middle schools throughout the Inland Empire. For more information, contact the Office of Admissions and Student Recruitment at (909) 537-5188, or visit Admissions website (<http://admissions.csusb.edu>)

## Campus Tours

Office of Admissions and Student Recruitment  
(909) 537-5188 [tours@csusb.edu](mailto:tours@csusb.edu)

Tours of the Cal State campus are available throughout the year for individuals or groups. Student visitors interested in acquiring firsthand information about the university's programs or classes may request a meeting with faculty or an admissions counselor. Arrangements can be made to visit the residence halls.

## General Requirements for Admission

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

The minimum requirements for admission to graduate and post baccalaureate studies at a California State University campus are in accordance with university regulations as well as Title 5, Chapter 1, Subchapter 3 of the California Code of Regulations.

Specifically, a student shall at the time of enrollment:

1. Have completed a four-year college course of study and hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association, or shall have completed equivalent academic preparation as determined by appropriate campus authorities;
2. Be in good academic standing at the last college or university attended;
3. Have earned a grade point average of at least 3.0 on the last degree completed by the candidate or have attained a grade point average of at least 3.0 (A=4.0) in the last 60 semester (90 quarter) units attempted; and
4. Satisfactorily meet the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations, as appropriate campus authorities may prescribe.

Applicants whose grade point average falls between 2.5 and 2.9 will be considered for exceptional admission at the discretion of the graduate program and the Dean of Graduate Studies, following the guidelines outlined in FAM 841.3. Admission to a graduate program involves consideration of multiple criteria.

### Categories of Admission

Post baccalaureate applicants may apply for a degree, a credential or certificate, depending on their objective.

Students who meet the minimum requirements for graduate and post baccalaureate studies may be considered for admission in one of the following categories:



- **Post baccalaureate Classified**, e.g. admission to an education credential program. Students wishing to enroll in a credential or certificate program will be required to satisfy additional professional, personal, scholastic, and other standards, including qualifying examinations prescribed by the campus; or
- **Graduate Conditionally Classified**. Applicants may be admitted to a graduate degree program in this category if, in the opinion of appropriate campus authority, deficiencies may be remedied by additional preparation; or
- **Graduate Classified**. To pursue a graduate degree, applicants are required to fulfill all of the professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus.

**Graduate Certificate.** Students may apply for graduate certificate programs through the College of Extended Learning (<http://cel.csusb.edu>) (CEL). Students should contact CEL for information on available programs and to apply.

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

## Admission of Graduates with Three-Year Baccalaureate Degrees from Foreign Universities

An applicant who has earned a three-year bachelor's degree from an institution outside of the USA is eligible to apply for admission. The institution must be licensed and/or accredited in its home nation to award diplomas or degrees. Admission is subject to departmental review.

## Graduate and Post Baccalaureate English Language Requirement

All graduate and post baccalaureate applicants, regardless of citizenship, whose native language is not English and whose preparatory education was principally in a language other than English must demonstrate competence in English. Those who do not possess a bachelor's degree from a postsecondary institution where English is the principal language of instruction must receive a minimum score of 550 on the Test of English as a Foreign Language (TOEFL). Some programs require a higher score. Several CSU campuses may use alternative methods for assessing fluency in English including Pearson Test of English Academic (PTE Academic), the International English Language Testing System (IELTS), and the International Test of English Proficiency (ITEP).

## Admissions Procedures

1. All graduate and post baccalaureate applicants (e.g., Ed.D. applicants, master's degree applicants, those seeking educational credentials) must file a complete graduate application as described in the graduate and post baccalaureate admission materials at [www.calstate.edu/apply](http://www.calstate.edu/apply) (<http://www.calstate.edu/apply>). Applicants seeking a second bachelor's degree should submit the undergraduate application for admission unless specifically requested to do otherwise. Applicants who completed undergraduate degree requirements and graduated the preceding term are also required to complete and submit an application and the \$55 nonrefundable application fee. Since applicants for post baccalaureate programs

may be limited to the choice of a single campus on each application, re-routing to alternate campuses or later changes of campus choice are not guaranteed. To be assured of initial consideration by more than one campus, it is necessary to submit separate applications (including fees) to each. Applications submitted by way of [www.calstate.edu/apply](http://www.calstate.edu/apply) (<http://www.calstate.edu/apply>) are expected unless submission of an electronic application is impossible. An electronic version of the CSU graduate application is available at [www.csumentor.edu](http://www.csumentor.edu).

2. Former graduate students of the university must apply for readmission if:
  - a. they have been absent for more than one quarter including summer term immediately preceding the quarter for which readmission is sought, or
  - b. they have attended other colleges during their absences from California State University, San Bernardino. Students who have attended other colleges during their absences must submit official transcripts from those institutions. Students who have been absent for one quarter must again pay the \$55 application fee.

Official transcripts and other application materials should be directed to the Office of Graduate Studies, CH-123. Applications are accessible at [www.calstate.edu/apply](http://www.calstate.edu/apply) (<http://www.calstate.edu/apply>).

The university begins accepting applications from new and readmitted students on October 1 for the following fall quarter, June 1 for the following winter quarter, August 1 for the following spring quarter and February 1 for the following summer quarter. Please contact the program for program-specific requirements; some require additional application materials and may have different deadlines.

## Appeal of Admission Decision

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

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

Applicants who are denied admission to CSU San Bernardino as a post baccalaureate student may appeal the decision in writing no more than 15 business days after the date the applicant was or should have reasonably been notified of denial by the Office of Graduate Studies. Applicants are to submit the written appeal to the Dean of Graduate Studies. Appeals will be reviewed and answered within 15 business days after the request for appeal has been received.

## **Readmission of Previously Disqualified Students**

After receiving notice of disqualification, a student may petition for readmission to the university on probation. Contact the Dean of Graduate Studies for format.

## **Admission by Special Action and Probationary Status**

An applicant who does not meet university requirements for admission may be admitted by special action by the graduate coordinator of the program the student wishes to enter, or if unsure, by the Dean of Graduate Studies. Such admission may be in a probationary status, if in the opinion of the graduate coordinator, the student is likely to succeed in the program.

Ordinarily, consideration for probationary status is granted only to mature applicants who, while their total college record does not meet the admission requirements, have demonstrated sufficient ability through recent academic work or other means.

Students admitted on probationary status are subject to the probation and disqualification regulations as stated under Academic Regulations. A student admitted on probationary status may be restricted by the graduate coordinator to a limited program.