
Undergraduate Admissions

Admission Requirements	35
First-Time Freshman Factors	35
Upper-Division Transfer Factors	35
Application Procedures.....	35
Cal Poly Application Filing Periods	36
Returning Students.....	36
Other Information	36

International Student Admissions

Admission Requirements	37
Application Procedures.....	37

Graduate Admissions

Graduate and Postbaccalaureate Admission Requirements	66
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Undergraduate Admissions

Office of Admissions, Recruitment & Financial Aid

<http://admissions.calpoly.edu/>

Administration Building (01), Room 206

(805) 756-2311 Fax: (805) 756-5400

Tour Information Line: (805) 756-5734

email: admissions@calpoly.edu

ADMISSION REQUIREMENTS

Admission to Cal Poly is competitive. Consequently, Cal Poly comprehensively reviews all applications as we look for students who have strong academic records and are active in and outside the classroom. Beyond the basic qualifications for the California State University, Cal Poly does not require a minimum standardized test score, class rank, or GPA. In fact, it is impossible to predict a candidate's chances of admission by looking at the academic record alone. That is why other factors for admission are considered, in an objective format.

FIRST-TIME FRESHMAN FACTORS

When a freshman application is reviewed, the following are considered:

- The applicant's program of study in secondary school/college (the major to which application is made)
- Completion of CSU and Cal Poly program required coursework with a grade of C or better
- Academic performance in the applicant's classes (GPA)
- Standardized test scores
- The applicant's extra-curricular activities and work experience

*UPPER-DIVISION TRANSFER FACTORS

When an upper-division transfer application is reviewed, the following are considered:

- The applicant's intended program of study (the major to which application is made)
- Completion of CSU and Cal Poly program required coursework with a grade of C or better
- Completion of General Education and Intersegmental General Education Transfer Curriculum (IGETC)
- Academic performance in the applicant's classes (GPA)
- The applicant's extracurricular activities and work experience

*Applicants have completed at least 60 semester or 90 quarter transferable units

Additionally, qualified freshman or transfer applicants to the majors of Art and Design and Music are invited to submit additional supplemental information after a secondary review of their application. Qualified Art and Design applicants are requested to submit a portfolio and qualified Music applicants are requested to audition either on tape or in person. Final selection for admission to Art and Design or Music is then determined by the major department.

Please note: All students must declare a major when submitting their application because, unlike most other universities, Cal Poly encourages all students to take at least one course each term in their major program of study, starting immediately on entry. Some students change their major after they have started at the University, but because competition for entry into most majors is strong, and because of Cal Poly's curriculum structure, transfer from one major to another cannot be guaranteed.

For a comprehensive look at Cal Poly's selection criteria, review the selection criteria *online* for the major, term and level (freshman or transfer) for which you are applying: <http://admissions.calpoly.edu/admiss/undergrad/index.html>

Hardship Consideration

Cal Poly will provide additional consideration to place-bound, domiciled, upper-division transfer candidates who are not able to leave the local area and who have completed all lower-division and general education courses required for degree completion in their major. After having filed an on-time application for a fall term, and if not selected, qualified candidates can be evaluated for admission under the hardship consideration. To be reviewed for Hardship Consideration, contact the Admissions Office for detailed information.

APPLICATION PROCEDURES

For admission consideration, Cal Poly, San Luis Obispo requires applicants to submit the online application through the CSUMentor website with a \$55 application fee that is both non-refundable and non-transferable. The application fee cannot be used to apply to another term.

Applicants should not submit additional information beyond the information gathered on the application unless requested to do so by the University.

Applicants are advised to submit complete and accurate information on the application for admission.

Failure to file complete, accurate, and authentic application documents may result in denial of admission, cancellation of academic credit, suspension, or expulsion (Section 41301 of Title 5, California Code of Regulations).

View detailed application information online:

http://admissions.calpoly.edu/undergrad/prospective_application_info.html

CAL POLY APPLICATION FILING PERIODS

Cal Poly accepts domestic undergraduates (freshmen/transfers) for the Fall Quarter only.

Freshmen Applicants have two options under which they can apply:

1. The **“Regular Decision”** option is used by the vast majority of freshmen applicants and requires applicants to:

- Submit Cal Poly’s online application with the \$55.00 fee during the application filing period of October 1st to November 30th.

Please note: Applicants will receive notifications by April 1st and admitted applicants must accept or decline Cal Poly’s offer of admission by May 1st.

2. The **“Early Decision”** option allows qualified freshmen applicants to know, around mid-December, if Cal Poly will offer them admission to fall quarter. Applicants selected will have test scores on the higher end of the scale, are in the top 5-10% of their graduating class and have established strong academic records throughout their entire secondary education. This option requires applicants to:

- Submit Cal Poly’s online application with the \$55.00 fee during the application filing period of October 1 - October 31st (note: Cal Poly will use the ACT or SAT1 (math and critical reading only) scores you have at the time of application).

Please note: Applicants will receive notifications by mid-December and admitted applicants must accept or decline Cal Poly’s offer of admission by January 15th. Applicants not selected through this option will have their application reviewed through the regular admission program.

Transfer Applicants apply through the **“Regular Decision”** option which requires its applicants to:

- Submit Cal Poly’s online application with the \$55.00 fee during the application filing period of October 1st to November 30th.

Please note: Applicants will receive notifications by April 1st and admitted applicants must accept or decline Cal Poly’s offer of admission by May 1st.

Any offer of admission to Cal Poly is conditional pending satisfactory compliance with the ‘Terms and Conditions’ of enrollment which are found online:

http://admissions.calpoly.edu/undergrad/reg_terms.html

RETURNING STUDENTS

Returning Students Seeking a Different Major

Students wishing to return to Cal Poly in a different major must file an online application for admission, including the application fee, by the same application deadlines as new students. They will compete equally with new applicants for the available transfer openings in the new major.

Returning Students into Same Major

Matriculated students who have not registered for one or two consecutive quarters will be entitled to their registration priority without applying for readmission. Summer Quarter is a regular quarter and is counted in determining the length of absence. Matriculated students who have not registered for three consecutive quarters or more (counting Summer Quarter) and have not been on an approved leave of absence may return to the University without going through the competitive admissions process providing the following criteria are met:

1. The student must return in the same major.
2. The student must be in good standing (2.0 or better Cal Poly GPA) or have received permission to return from their Academic Dean.
3. A CSU paper application for readmission must be filed or postmarked before the applicable deadline date listed below. The application fee must accompany the application for readmission.

Application Deadlines for Returning Students

Summer Quarter	April 1st
Fall Quarter	* May 1st July 1st <i>changed 5/5/09</i>
Winter Quarter	October 1st
Spring Quarter.....	February 1st

OTHER INFORMATION

Consistency with State Regulations

The philosophy of the Admissions Office is consonant with the mission of California Polytechnic State University, and is in accordance with Title 5, Chapter 1, Subchapter 3, of the California Code of Regulations. If unsure of these requirements, please view the Cal Poly Admissions website at admissions.calpoly.edu or call the Admissions Office (805-756-2311).

Graduate Admission Requirements

For information regarding graduate admission, see the "Graduate Programs" section.

Determination of Residence for Nonresident Tuition Purposes

Cal Poly’s Admissions Office determines the residence status of all new and returning students for nonresident tuition purposes. Please refer to the "Appendix" for detailed information.

* This deadline may be adjusted for previously disqualified students who are on contract with their respective colleges.

International Student Admissions

Office of Admissions, Recruitment & Financial Aid
<http://admissions.calpoly.edu/admiss/international>
 Administration Building (01), Room 206
 (805) 756-2311 Fax: (805) 756-5400
 email: admissions@calpoly.edu

ADMISSION REQUIREMENTS

Cal Poly assesses the academic preparation of international students using factors such as academic performance, verification of English proficiency and financial resources. For this purpose, “international students” include those who hold U.S. temporary visas as students, exchange visitors, or those in other nonimmigrant classifications.

For admission consideration for an undergraduate or graduate program, applicants must have graduated from a secondary, higher secondary, or tertiary institution which is recognized by the respective country’s education ministry. A file completed by the deadline includes:

- official transcripts from all schools attended, showing evidence of graduation from secondary school and all coursework and any certificates or degrees received;
- confidential financial statement;
- health insurance;
- promissory note;
- International Education Background form;
- Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).

All official documents must be submitted in the native language and accompanied by a certified English translation. International applicants may also be required to submit a fee for an international credential analysis from a specified agency if requested by the Admissions Office.

After all required forms and academic documents have been received, the University determines the candidate’s eligibility for admission and notifies the applicant of the results. International applicants admitted to Cal Poly receive a Certificate of Eligibility (I-20 form) which is necessary to obtain a student visa to enter the United States or for requesting permission from the U.S. Citizenship & Immigration Services (formerly INS) for transfer to Cal Poly from another U.S. school. Other requirements may be imposed by USCIS.

Applicants should note: the I-20 form is valid for enrollment only at Cal Poly for the quarter indicated, and

includes an expiration date. If it is necessary to change an application to another term, applicants must make the request to Cal Poly in writing and another application and application fee are required.

TOEFL Requirement

All undergraduate applicants whose native language is not English must present a score of 550 or above on the Test of English as a Foreign Language (TOEFL) or a score of 7 or above on the International English Language Testing System (IELTS). Those opting to take the Computer Based Test of English as a Foreign Language must present a score of 213 or above or those opting to take the Internet Based Test must present a score of 80 or above. View detailed information online:

<http://admissions.calpoly.edu/admiss/international/toefl.html>

APPLICATION PROCEDURES

International students apply online through CSUMentor (www.csumentor.edu) and should reference this webpage for more information:

http://admissions.calpoly.edu/admiss/international/application_deadlines.html

International Application Deadlines

Cal Poly uses separate requirements and application filing dates in the application process for international students. International students must also demonstrate that they have financial resources adequate to meet expenses at the University without resorting to unauthorized employment. Cal Poly’s file completion deadlines for international students are:

Undergraduates

<i>Term</i>	<i>Application Filing Period</i>	<i>File Must Be Completed By:</i>
Fall	Oct 1 – Nov 30	April 1
* Winter	June 1 – June 30	Sept. 1

*Transfer students with 60 or more transferable semester units only.

Graduates

<i>Term</i>	<i>Application Filing Period</i>	<i>File Must Be Completed By:</i>
Fall	Oct 1 – Nov 30	April 1
Winter*	Oct 1 – June 30	Sept. 1

Graduate Admissions

Research and Graduate Programs Office
Math and Science Bldg. (38), Room 154
805 756-1508 FAX 805 756-1725

Application for Admission

An application for graduate studies may be obtained from the Admissions Office of any CSU campus. The application form and official transcripts should be sent directly to the Admissions Office at Cal Poly. An electronic version of the CSU graduate application is available on the World Wide Web at www.csumentor.edu. The CSU Mentor system allows students to browse through general information about CSU's twenty-three campuses, view multimedia campus presentations, send and receive electronic responses to specific questions, and apply for admission and financial aid.

All graduate and post-baccalaureate applicants (e.g., joint PhD and EdD applicants, master's degree applicants, those seeking educational credentials, and holders of baccalaureate degrees interested in taking courses for personal or professional growth) must file a complete graduate application as described in the graduate and post-baccalaureate admission materials at www.csumentor.edu.

Applicants who completed undergraduate degree requirements on a CSU campus 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, rerouting to alternative campuses or later change of campus choice is not guaranteed. To be assured of initial consideration by more than one campus, it is necessary to submit separate applications (including fees) to each. Applications submitted by way of www.csumentor.edu are expected unless submission of an electronic application is impossible.

The CSU advises prospective students that they must supply complete and accurate information on the application for admission, residence questionnaire, and financial aid forms. Further, applicants must submit authentic and certified transcripts of all previous academic work attempted. Transcripts must be official and sent directly from the issuing institution in a sealed envelope. Failure to file complete, accurate, and authentic application documents may result in denial of admission, cancellation of academic credit, suspension, or expulsion (Section 41301, Article 1.1, Title 5, *California Code of Regulations*).

All master's and credential applicants must submit the following documents to the Office of Admissions to establish their admission portfolio:

- Application for graduate admission
- \$55 application fee
- Certified transcripts from all schools attended

Deadlines

Master's and credential applicants may file an application for admission at any time. In order to be considered for admission in the "targeted" quarter, the portfolio must be completed by the dates provided at the following websites:

Deadlines for graduate programs are available at www.ess.calpoly.edu/admiss/grad/regular.html.

Deadlines for credential programs are available at <http://coe.calpoly.edu>.

Graduate and Post-Baccalaureate Admission Requirements

Admission Requirements

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

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

Specifically, a student shall:

- (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 standing at the last college or university attended;
- (3) have attained a grade point average of at least 2.5 (A = 4.0) in the last 60 semester (90 quarter) units attempted or have earned a grade point average of at least 2.5 on the last degree completed by the candidate; and
- (4) satisfactorily meet the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations, as appropriate campus authorities may prescribe. In unusual circumstances, a campus may make exceptions to these criteria.

- **Post-Baccalaureate Unclassified** – To enroll in graduate courses for professional or personal growth, a candidate must be admitted as a postbaccalaureate unclassified student. By meeting the minimum requirements, the

candidate is eligible for admission as a postbaccalaureate unclassified student. Some departments may restrict enrollment of unclassified students due to heavy enrollment pressure.

Admission in this status does not constitute admission to, or assurance of consideration for admission to, any graduate degree or credential program, and requires approval from the Dean of Research and Graduate Programs.

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

If your transcript is not received by the Admissions Office prior to the first day of what would be your second quarter, or if your degree was not awarded for a preceding term, you are required to reapply for a subsequent quarter. A second application and fee to a post-baccalaureate program are not accepted or processed until an official transcript is provided showing that your undergraduate degree has been awarded.

Unless proof of an undergraduate degree is provided by the registration date for your second quarter, you lose your registration priority.

Under special circumstances graduate coordinators may recommend admission of applicants who do not meet eligibility requirements. The Dean of Research and Graduate Programs acts on these recommendations.

Residency Status Determination

The campus Admissions Office determines the residency status of all new and returning students for nonresident tuition purposes. Responses to the application for admission and, if necessary, other evidence furnished by the student are used in making this determination. A student who fails to submit adequate information to establish a right to classification as a California resident is classified as a nonresident. For detailed explanation please refer to Determination of Residence for Nonresident Tuition Purposes," page 492.

International (Foreign) Student Admission Requirements

International master's and credential applicants must file an application for admission with the Office of Admissions. For this purpose, "foreign students" include those who hold U.S. temporary visas as students, exchange visitors, or in other non-immigrant classifications. The application may be filed at any time, but in order to be considered for admission in the targeted quarter the portfolio must be completed by the dates listed below.

	Application Deadline	File Completion Date
Fall Quarter	November 30	April 1 st
Winter Quarter	June 30	September 1 st

All master's and credential applicants must submit the following documents to establish their admission portfolio:

- Application form, Parts A and B
- \$55 application fee
- Certified transcripts from all schools attended, showing coursework. All official documents must be accompanied by a certified English translation from one of the following
 - Institute for International Education (IIE)
 - AMIDEAST
 - Saudi Arabian Education Mission
 - United States Embassy or Consulate
- Confidential financial statement
- Promissory note agreeing to purchase required health insurance
- International Educational Background form
- AACRAO credential analysis fee of \$75 in the form of a U.S. Postal Money Order or an International Money Order, made payable to "AACRAO" (American Association of Collegiate Registrars and Admissions Officers)
- Spouse/Dependent Declaration form

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 must take either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing system (IELTS) exam.

The TOEFL must have been taken within the last two years with a minimum score of 550 (paper version), 213 (computerized version) or 80 (internet based). The minimum score for the IELTS is 6.0, although individual programs

may require higher scores. Applicants are advised to review program specific information.

The TOEFL or IELTS requirement is waived for applicants whose native language is English. For a list of countries please refer to the following website:

www.ess.calpoly.edu/admiss/international/toefl.html

The Office of Admissions completes an initial portfolio review that includes verification of an equivalent B.A./B.S. degree, a determination of the appropriate level of study and a narrative evaluation of all work completed. Copies are included in the applicant's file.

The Office of Admissions notifies all applicants of the documents needed to complete their portfolios. Graduate coordinators may require additional documentation to assist them in determining an applicant's eligibility.

International applicants for graduate study can receive either conditional or classified admission. The graduate coordinators make all recommendations to the Director of Admissions for conditional and classified admissions to the graduate program

HEALTH SCREENING

All new and readmitted students born after January 1, 1957 are notified of the requirement to present proof of measles and rubella immunizations (two MMRs). All students 18 years of age or younger on the first day of their first quarter of enrollment are required to present proof of immunization against hepatitis B. These are *not* admission requirements, but are required of students as conditions of enrollment in CSU. Proof of measles and rubella immunizations is also required for certain groups of enrolled students who have increased exposure to these diseases. See page 58 for more information.