JOB TITLES OF
B.A./B.S.
SOCIOLOGY
DEGREE
RECIPIENTS

BUSINESS AND INDUSTRY
advertising staffer consumer relations worker sales representative/manager market analyst real estate agent issues manager public relations staffer training assistant insurance agent banker human resources manager production manager labor relations staffer administrative assistant planning assistant quality control manager merchandiser/purchaser computer analyst data entry manager publishing staffer trainer telemarketer control engineer recruiter project manager technical writer

JUSTICE SYSTEM
corrections officer corrections staffer criminal investigator juvenile court worker parole officer police officer police department staffer special agent correctional counselor state trooper rehabilitation counselor

COMMUNITY AND SOCIAL SERVICES
fund raising assistant/director child care worker caseworker/aide environmental organizer community organizer youth outreach worker family planning worker substance abuse counselor occupational/career counselor hospital administrator medical records worker community aide homeless/housing worker case manager child development technician public administration assistant recreation worker public assistance worker resident planning aide group home worker resident planning aide group home worker rehabilitation program worker public health supervisor rural health outreach worker housing coordinator

GOVERNMENT
affirmative action worker employee specialist foreign service officer human rights officer international worker personnel coordinator program supervisor special agent urban planner information officer legislative aide Peace Corps volunteer

EDUCATION
teacher student personnel worker affirmative action assistant admissions counselor alumni relations worker college placement worker extension service specialist public health educator

RESEARCH
social research assistant survey research technician data analyst market researcher interviewer public survey worker census research assistant statistician demographer assistant criminology assistant consumer researcher

What can I do with a degree in sociology?

Before considering specific job search strategies, it is essential for you to gain a sense of the kinds of positions sociology graduates actually hold. While illustrative and not exhaustive, this list of potential jobs for B.A.s in sociology provides an overview of options. The titles were compiled from data supplied by Career Placement Offices and Sociology Departments at three major institutions of higher education in the United States.

Positions for those with M.A. or Ph.D. degrees in the field will find some that include the word sociologist. Notice that at the B.A. level, none of these job titles include the work "sociology"—nor will you find many entries under "sociologist" in the Sunday paper's employment ads. However, all of these positions are open to and appropriate for sociology graduates; they require the skills and theoretical perspective secured through sociological training. Your special interests, experiences, and work setting preference will help you decide which of these career paths to select.

In addition to the positions listed here, sociologist work in many other professional areas, including positions of political and national leadership. For example, Senator Daniel Patrick Moynihan (D-NY) had a doctorate in sociology and civil rights leaders Jesse Jackson and Ralph Abernathy earned B.A.s in sociology. Take this list as a starting point, not as an endpoint. Now that you have a better idea of possible job titles, we can proceed to strategies that will help you find employment.
## SOCIOLOGY
What can I do with this degree?

<table>
<thead>
<tr>
<th>AREAS</th>
<th>EMPLOYERS</th>
<th>STRATEGIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HUMAN SERVICES</strong></td>
<td>Community service agencies, Advocacy groups, Federal, state and local government, United Way agencies/local branches of national non-profit organizations, Religiously-affiliated service organizations, Private foundations, Adoption and child care agencies, Nursing homes and retirement communities, Hospitals and wellness centers, Halfway houses, Vocational services, Educational information services</td>
<td>Gain experience and develop helping skills through volunteer positions. Spend summers working at camps, YMCA’s or other social service agencies. Learn to work well with diverse populations. Develop excellent communication skills. Concentrate course work in area of interest such as youth, gerontology or poverty. Learn a second language to interact with non-native speakers of English - particularly helpful in certain parts of the country. Take advantage of opportunities to serve as a peer mentors, resident assistants, or other student leader positions. Earn a master’s degree in social work, counseling or other related fields to increase employment opportunities. Most states require licensure or certification for professional counseling-oriented positions</td>
</tr>
<tr>
<td><strong>CRIMINAL JUSTICE</strong></td>
<td>Correctional Institutions, Court systems, Federal, state and local government, especially law enforcement agencies</td>
<td>Gain essential practical experience via part-time or summer jobs, internships, or volunteer work. Volunteer to work with troubled youth. Develop a desire to work with and help all types of people. Obtain a graduate degree for advancement. Obtain experience in a branch of the military.</td>
</tr>
<tr>
<td><strong>EDUCATION</strong></td>
<td>Public and private schools, Colleges and universities</td>
<td>Obtain certification/licensure to teach grades K-12. Earn dual certification to increase job opportunities. Earn a graduate degree to teach in post-secondary institutions; master’s degree required for two-year colleges and a doctoral degree for four-year Institutions. Assist a professor with research. Take extra courses in research and statistics. Develop exceptional communication skills. Volunteer as a tutor. Secure strong personal recommendations, particularly from professors.</td>
</tr>
</tbody>
</table>

**HUMAN SERVICES**
- Counseling
- Case Management
- Advocacy
- Mental Health Services
- Programming
- Administration

**CRIMINAL JUSTICE**
- Corrections
- Rehabiliation
- Law Enforcement
- Judiciary

**EDUCATION**
- Teaching
- Research
<table>
<thead>
<tr>
<th>AREAS</th>
<th>EMPLOYERS</th>
<th>STRATEGIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GOVERNMENT</strong></td>
<td>Federal departments and agencies including but not limited to:</td>
<td>Take additional courses in statistics and social research.</td>
</tr>
<tr>
<td>Social Statistics</td>
<td>Departments of Agriculture; Education; Interior Health and Human Services</td>
<td>Develop exceptional computer skills.</td>
</tr>
<tr>
<td>Demography</td>
<td>Drug Enforcement Administration</td>
<td>Gain work experience via government Internships or summer work.</td>
</tr>
<tr>
<td>Public Administration</td>
<td>Environmental Protection Agency</td>
<td>Acquire skills in research and evaluation; develop a specialty in fields</td>
</tr>
<tr>
<td>Policy Analysis</td>
<td>Housing and Urban Development</td>
<td>such as aging, family, criminal justice, etc.</td>
</tr>
<tr>
<td>Research</td>
<td>Veteran’s Administration</td>
<td>Learn the federal application process.</td>
</tr>
<tr>
<td>Program Development</td>
<td>National Institutes of Health</td>
<td>Obtain a graduate degree for advanced positions.</td>
</tr>
<tr>
<td>Human Services</td>
<td>National Institute of Aging</td>
<td>Consider joining the military to jump-start a career with the government.</td>
</tr>
<tr>
<td>City Planning</td>
<td>State and local government</td>
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<tr>
<td>Law Enforcement</td>
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</tbody>
</table>

| **SOCIAL SCIENCE RESEARCH**  | Universities                                                              | Develop exceptional quantitative, statistical, and writing skills.       |
| Research                     | Government agencies                                                      | Learn to use statistics software packages as well as database, spreadsheet, |
| Data Analysis                | Research institutes                                                      | and desktop publishing programs.                                         |
| Demography                   | Non-profit agencies                                                      | Volunteer to help a professor with a research project.                   |
| Market Research              | Community organizations                                                  | Obtain an advanced degree in sociology for research administration.      |
| Information Sourcing         | Private industry                                                         | Earn certification in applied social research by The American Sociological| |
|                              | Advertising and marketing firms                                          | Association.                                                             |
|                              | Consulting organizations                                                 |                                                                          |
|                              | Information brokers                                                      |                                                                          |
|                              | Newspapers, magazines, news agencies                                     |                                                                          |
|                              | Public opinion research polls                                           |                                                                          |

<p>| <strong>ENVIRONMENT AND SOCIETY</strong>  | Waste management firms                                                  | Enhance curriculum with courses in ecology, environmental science, and   |
|                              | Health agencies                                                          | statistics.                                                              |
|                              | Local planning agencies                                                  | Join environment-related student organizations.                          |
|                              | Environmental advocacy groups                                            | Volunteer to work on environmental clean-up projects.                    |
|                              | Environmental periodicals                                                | Find a related Internship.                                               |
|                              | Federal government                                                       | Obtain a graduate degree for advancement.                                |
|                              | Regional, state, and local agencies                                      |                                                                          |
|                              | Consulting firms                                                         |                                                                          |
|                              | Private Industry                                                         |                                                                          |</p>
<table>
<thead>
<tr>
<th>AREAS</th>
<th>EMPLOYERS</th>
<th>STRATEGIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS</td>
<td>Business and industry including:</td>
<td></td>
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<tr>
<td>Human Resources</td>
<td>Insurance firms</td>
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</tr>
<tr>
<td>Training and Development</td>
<td>Retail stores</td>
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</tr>
<tr>
<td>Recruiting</td>
<td>Banks</td>
<td></td>
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<tr>
<td>Management</td>
<td>Staffing Agencies</td>
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<tr>
<td>Sales</td>
<td>Manufacturing companies</td>
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<tr>
<td>Marketing</td>
<td>Service industry</td>
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<tr>
<td>Public Relations</td>
<td>Non-profit organizations</td>
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<tr>
<td>Office Administration</td>
<td>Healthcare organizations</td>
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<tr>
<td></td>
<td>Business and industry including:</td>
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<tr>
<td></td>
<td>Earn a minor in business or take basic business classes such as accounting and finance.</td>
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<tr>
<td></td>
<td>Gain business experience through part-time jobs, summer work, and internships.</td>
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<tr>
<td></td>
<td>Develop excellent computer skills. Learn to use software applications such as spreadsheets, databases, and word processing.</td>
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<td></td>
<td>Hone written and oral communication skills.</td>
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<td></td>
<td>Join related professional associations.</td>
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<td></td>
<td>Seek leadership roles in student organizations.</td>
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</tbody>
</table>
## Unit Requirements
- 120 units to graduate
- 39 units for SOCI major
- 15 core class units
- 24 SOCI elective class units

## Optional Concentrations
- Social Inequalities
- Sociology of Deviance and Crime
- Health and Social Welfare

## Core Required Classes
- SOCI 101 - Introduction to Sociology
- SOCI 302 - Social Research Methods
- SOCI 303 - Statistics for the Social Sciences
- SOCI 308 - Writing for Sociology Students
- SOCI 410 - Theories of Social Behavior

## Overview of Required Courses by Semester
- 1st or 2nd: SOCI 101 & GE
- 3rd: SOCI 201 & GE
- 4th: SOCI 308
- 5th: SOCI 302
- 6th: SOCI 303
- 7th: SOCI 410
- 8th: Electives

## Available Programs & Clubs
- Transfer Student Learning Community
- Internship Opportunities
- Department Tutoring
- Peer Mentorship
- AKD International Honors Society
- Sociology Club
- Undergraduate Research Opportunities

## Department Contact
- Phone: (657) 278-3531
- Email: sociology@fullerton.edu
- Web: hss.fullerton.edu/sociology

Click Here for Full Four-Year Roadmap
The Bachelor of Arts degree in Sociology requires a minimum of 120 units. Of these 120 units, 39 units are major courses: 15 units are core (required) courses (SOCI 101, 302, 303, 308, & 410) and must be passed with a "C" or higher. The remaining 24 units for the major are electives (non-core courses) within Sociology.

1st semester
- G.E. subarea A.1: Oral Communications (3)
- G.E. subarea B.1: Physical Science (3)
- G.E. subarea B.3: Laboratory Experience (0-1)
- G.E. subarea C.1: Intro to the Arts (3)
- G.E. subarea D.1: Introduction to the Social Sciences (Take SOCI 101 HERE) (3)
- General Elective (3)

2nd semester
- G.E. subarea A.2: Written Communication (3)
- G.E. subarea B.4: Mathematics/Quantitative Reasoning (3)
- G.E. subarea C.2: Intro to the Humanities (3-5)
- G.E. subarea D.2: American History (3)
- General Elective (3)

3rd semester
- G.E. subarea A.3: Critical Thinking (3)
- G.E. subarea B.2: Life Science (3)
- G.E. subarea F: Ethnic Studies (3)
- Graduation Requirement: American Government (3)
- Major Requirement: Sociology Elective (3)

4th semester
- G.E. subarea C.1: Introduction to the Arts OR G.E. subarea C.2: Introduction to the Humanities (3)
- Major Requirement: Upper Division Writing Requirement (Take SOCI 308 HERE) (3)
- Major Requirement: Sociology Elective (3)
- General Elective (3)
- General Elective (3)

Student Action Plan
1. Visit the Academic Advisement Center to review GE and graduation requirements.
2. Complete GE courses in areas A.1, A.2, A.3, and B.4 with C- or better.
3. General Elective Classes are courses you take because you are interested in the topic or that align with your post-graduation plans. They are units to help you get to graduation and fulfill no other graduation requirement. We call these either "fun" or "productive" courses.

1. In your 3rd semester you begin your sociology elective requirement. You will need to complete 8 of these.
2. You can focus the sociology electives you complete toward an optional sociology concentration. They are: Social Inequality, Sociology of Deviance and Crime, or Health and Social Welfare.
3. Meet with your Sociology faculty advisor each semester.
The Bachelor of Arts degree in Sociology requires a minimum of 120 units. Of these 120 units, 39 units are major courses: 15 units are core (required) courses (SOCI 101, 302, 303, 308, & 410) and must be passed with a "C" or higher. The remaining 24 units for the major are electives (non-core courses) within Sociology.

**Third Year**
- 5th Semester
  - G.E. subarea E: Lifelong Learning (3)
  - Major Requirement: Core Courses *(Take SOCI 302 HERE)* (3)
  - Major Requirement: Sociology Elective (3)
- 6th Semester
  - G.E. subarea B.5: Natural Sciences and Mathematics *(Take SOCI 303 HERE)* (3)
  - Major Requirement: Sociology Elective (3)
  - Major Requirement: Sociology Elective (3)
  - G.E. subarea D.3: Explorations in Social Sciences - Overlays with Major Elective Requirement (3)
  - General Elective (3)

**Fourth Year**
- 7th Semester
  - G.E. subarea C.3: Explorations in the Arts or Humanities (3)
  - Major Requirement: Core Courses *(Take SOCI 410 HERE)* (3)
  - Major Requirement: Sociology Elective (3)
  - General Elective (3)
  - General Elective (3)
- 8th Semester
  - Major Requirement: Sociology Elective (3)
  - General Elective (3)
  - General Elective (3)
  - General Elective (3)

**Student Action Plan**
1. If you are planning on going to graduate school, now is a good time to use your General Elective courses to complete pre-reqs or preparatory classes.
2. Sociology offers several application-based courses (e.g. Applying Sociology in the Community (SOCI 306), Using Sociology for Career Success (307), Research Applications (SOCI 485), Internship (SOCI 495), and Peer Mentorship (SOCI 496) as sociology electives. Consider these courses as you think about graduate school and/or jobs.
3. Between your 5th and 6th semester, visit the Career Center to build your post-graduation plan. This time should be used for drafting application materials for graduate schools of interest or investigating jobs you want to apply for.

**Total Units**
- 15
- 13-15
- 15
- 15
GE COURSE LIST
WHERE CAN I FIND THE APPROVED GE COURSE LIST?

1. Go to: http://www.fullerton.edu/undergraduate/ or Click Here

2. Click on "General Education"

3. Scroll down and click on "GE Courses Per Catalog Year" and select academic year.

4. Note: Courses #380 or higher are considered upper division

5. Upper division courses are commonly found in categories B.5, C.3, D.3, E, F and Z

6. Courses marked with an * are cultural diversity courses for category Z.

Note: To search for available class times you should log on to your student center, press the blue enroll link, view the correct semester and search for your specific class.
1. **Transfer Units:**
   Only 9 units of lower division Sociology courses may count toward the 36 units for the major. Upper Division transfer units are accepted at the discretion of the department. No more than 24 units of Sociology course work is transferrable toward the major.

2. **Minimum Grades – All 36 Sociology units must be taken for a grade.**
   A minimum of “C” in each core course and a minimum “C” average in overall sociology courses are required for both the major and minor degrees. Sociology majors must also pass a writing requirement class, SOCI 308 (3 units), with a minimum of “C”.

3. **Statistics Waiver Policy:**
   A lower division Sociology Statistics course will be counted towards the Sociology electives but will not substitute Sociology 303.

### CORE COURSES (15 Units)
Please take these core SOCI classes in the following sequence:
- 101 Introduction to Sociology
- 302 Social Research Methods
- 308 Writing for Sociology Students *Satisfies writing requirement for SOCI majors*
- 303 Statistics for the Social Sciences
- 410 Theories of Social Behavior

Note down SOCI electives for graduation

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### Electives offered every semester

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Sociology GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>133 Introduction to Gerontology</td>
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<tr>
<td>306 Applying Soc. in the community</td>
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<tr>
<td>325 The American Drug Scene</td>
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<tr>
<td>341 Social Interaction</td>
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<td>351 Sociology of Families</td>
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<td>352 The Sociology of Education</td>
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<td>353 Sociology of Children &amp; Youth</td>
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<tr>
<td>354 Gender, Sex and Society</td>
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<tr>
<td>356 Social Inequality</td>
<td></td>
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<tr>
<td>357 Race and Ethnic Relations</td>
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<tr>
<td>360 Sociology of Death &amp; Dying</td>
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<tr>
<td>366 Deviant Behavior</td>
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<tr>
<td>371 Sociology of City Life</td>
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<tr>
<td>381 Sociology of Sexualities</td>
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<tr>
<td>411 Criminology</td>
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</tbody>
</table>

### Electives offered annually (1-2 sections per year)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Sociology GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>201 Social Media &amp; Social Interaction</td>
<td></td>
</tr>
<tr>
<td>300 Social Work</td>
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<tr>
<td>304 The Black Family</td>
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<tr>
<td>305 Social Work Practice</td>
<td></td>
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<tr>
<td>307 Sociology for Career Success</td>
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</tr>
<tr>
<td>345 Sociology of Communication</td>
<td></td>
</tr>
<tr>
<td>350 Social Relationships &amp; Emotions</td>
<td></td>
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<tr>
<td>355 Women in Contemporary Societies</td>
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<tr>
<td>361 Population and the Environment</td>
<td></td>
</tr>
<tr>
<td>380 The Social Life of Food</td>
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<tr>
<td>385 Family Violence</td>
<td></td>
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<tr>
<td>417 Violence Against Women and Girls</td>
<td></td>
</tr>
<tr>
<td>443 Sociology of Aging</td>
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<tr>
<td>470 Sociology of Money</td>
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</tbody>
</table>

### Electives offered occasionally (every other year, etc.)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Sociology GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>348 Collective Behavior</td>
<td></td>
</tr>
<tr>
<td>365 Law and Society</td>
<td></td>
</tr>
<tr>
<td>408 Sexual Abuse</td>
<td></td>
</tr>
<tr>
<td>413 Juvenile Delinquency</td>
<td></td>
</tr>
<tr>
<td>415 Mass Incarceration</td>
<td></td>
</tr>
<tr>
<td>455 Sociology of Health &amp; Illness</td>
<td></td>
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<tr>
<td>456 Immigrant Orange County</td>
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<tr>
<td>463 Political Sociology</td>
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<tr>
<td>466 Sociology of Sport</td>
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<tr>
<td>473 Formal Organizations</td>
<td></td>
</tr>
<tr>
<td>476 Sociology of Charity and Nonprofits</td>
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</tr>
</tbody>
</table>

Add New and featured courses:
http://hss.fullerton.edu/sociology/calendar_and_class_schedule/new_and_featured_courses.asp

To view campus class offerings:
www.fullerton.edu/schedule

To view TENATIVE Sociology class offerings (click on ‘Class Schedule’ on the left panel):
http://hss.fullerton.edu/sociology/calendar_and_class_schedule/class_schedule.aspx
Concentrations:
As part of the electives, sociology majors have the option of selecting one of the following concentrations in consultation with a faculty member. Sociology majors are not required to select a concentration. However, if they chose to do so, they must declare their concentration formally by filling out the appropriate section of the “Undergraduate change of Objective” form and submitting it to the Admissions and Records office (LH-114).

A concentration consists of a total of twelve units (four courses) of interrelated topics, two required courses and two elective courses. All students completing a concentration must take one of the following applied courses as required with their concentration.

**Required Concentration Applied Course for All Concentrations (3 units)**
Take ONE of the following courses:
- Soci 306 – Applying Sociology in the Community
- Soci 485 – Research Applications
- Soci 495 – Sociology Internship

**Social Inequalities (9 units)**
Required: (3 units)
- Soci 356 – Social Inequality

**Sociology of Deviance and Crime (9 units)**
Required: (3 units)
- Soci 366 – Deviant Behavior (3)

**Health and Social Welfare (9 units)**
Required: (3 units)
- Soci 300 – Social Work (3) OR
- Soci 455 – Sociology of Health and Illness (3)

**Health and Social Welfare (9 units)**
Required: (3 units)
- Soci 300 – Social Work (3) OR
- Soci 455 – Sociology of Health and Illness (3)

**Electives: (6 units)**
Take 6 units from the following courses:
- 325, 365, 385, 408, 411, 413, 415

**Electives: (6 units)**
Take 6 units from the following courses:
- 300*, 305, 351, 353, 416, 443, 455*, 459
  *May be counted as an elective if not used as a required concentration course.

**Applying for a Graduation Check**
Applications for Grad Checks must be submitted online as soon as possible after completing a total of 90 units toward the BA/BS degree. It makes no difference how many units a student has completed in Sociology.

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<table>
<thead>
<tr>
<th>120 UNITS TO GRADUATE</th>
<th>UNITS</th>
<th>TOTAL UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRANSFER</td>
<td></td>
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<tr>
<td>Last completed semester</td>
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<tr>
<td><strong>UPPER DIVISION GEN. ED. (9 units)</strong></td>
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</tbody>
</table>

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**Transfer Last completed semester**

**Upper Division Gen. Ed. (9 units)**
Click for FSLC Permit Request & Informed Consent Form

If you would like to participate in the FSLC, you must fully read and fill out both the permit request form and the informed consent form: Enrollment is limited, so sign up early to reserve your spot.
Concentrations for the Sociology Major
http://hss.fullerton.edu/sociology/academics/concentration.asp

As part of the electives, sociology majors have the option of selecting one of the following concentrations in consultation with a faculty member. Sociology majors are not required to select a concentration. However, if they chose to do so, they must declare their concentration formally by filling out the appropriate section of the "Undergraduate change of Objective" form and submitting it to the Admissions and Records office (LH-114).

A concentration consists of a total of twelve units (four courses) of interrelated topics, two required courses and two elective courses. All students completing a concentration must take one of the following applied courses as required with their concentration:

**Required Concentration Applied Course (3 units):**
Take ONE of the following:
Sociology 306: Applying Sociology in the Community
Sociology 485: Research Applications
Sociology 495: Sociology Internship

**I. SOCIAL INEQUALITIES**
This concentration provides students a deeper understanding of how human differences may lead to devaluation and unequal outcomes. Individual, community-based, institutional, and ideological causes, consequences and intersections of various social inequalities and social stratification systems are examined.

**Required Course (3 units):**
Sociology 356: Social Inequality

**Electives (6 units):**
Sociology 304: The Black Family
Sociology 354: Gender, Sex and Society
Sociology 355: Women in Contemporary Societies
Sociology 357: Race and Ethnic Relations
Sociology 371: Sociology of City Life
Sociology 381: Sociology of Sexualities
Sociology 429: Sociology of the Welfare State: Politics, Policy and Inequalities

**II. SOCIOLOGY OF DEVIANCE AND CRIME**
This concentration provides students a deeper understanding of the causes of deviance and crime from a sociological perspective focusing particularly on how norms and values construct human attitudes, behaviors, and conditions as deviant and/or criminal. Social forces regulating deviance and crime are also examined.

**Required Course (3 units):**
Sociology 366: Deviant Behavior

**Electives (6 units):**
Sociology 325: The American Drug Scene
Sociology 365: Law and Society
Sociology 385: Family Violence
Sociology 408: Sexual Abuse in American Society
Sociology 411: Criminology
Sociology 413: Juvenile Delinquency
Sociology 415: Sociology of Corrections

-over-
1. Is there a maximum number of units a student can repeat?

**GRADE FORGIVENESS:**
16 units maximum (at CSUF) (for entire CSUF record)

**GRADES AVERAGED:**
12 units maximum (at CSUF) (from Fall 2009 forward)

The unit limits in each of the two repeat categories listed above, when considered together, compromise the MAXIMUM 28-UNIT REPEAT LIMIT

2. What is the difference between repeats with Grade Forgiveness and repeats with Grades Averaged?

**GRADE FORGIVENESS:**
The GPA calculation is adjusted to remove the effect of the Initial grade and include only the repeated grade (with both grades remaining listed on the academic record).

**GRADES AVERAGED:**
The GPA calculation includes the grades of both takes of the class (with both grades remaining listed on the academic record).

3. Is this repeat policy something new?

**GRADE FORGIVENESS**
No. A repetition of course policy involving a limit on forgiveness-type repeats is not new to CSUF: A 16-unit repeat limit on forgiveness-type repeats has been in effect for many years and remains in place. This policy does not grant a “new” 16 units of Grade Forgiveness for students. The policy continues to count all courses taken and repeated at CSUF against a 16-unit limit for this type of repeat. Only the name used for this policy (Grade Forgiveness) is new.

**GRADES AVERAGED**
Yes. Beginning with the Fall 2009 semester, a new 12-unit limit on repeats with Grades Averaged was implemented. In the past, a student could repeat classes that did not come under the 16-unit limit on forgiveness-type repeats as often as needed. Undergraduate students are now limited to a maximum of 12 units of repeated coursework with Grades Averaged, from Fall 2009 forward.

4. Do repeat units for classes taken at CSUF prior to Fall 2009 count in these repeat limits?

**GRADE FORGIVENESS**
Yes. Since CSUF has had a 16-unit limit of grade forgiveness-type repeats for many years, all CSUF forgiveness repeats apply to the limits.

**GRADES AVERAGED**
No. This limit began with the Fall 2009 semester. Therefore, Grades Averaged repeats for classes taken prior to Fall 2009 do not count towards the 12-unit Grades Averaged limit or the 28-unit maximum repeat limit. Regardless of how many ‘Grades Averaged’ repeated units were used prior to Fall 2009, all students started with a “new” 12 units of ‘Grades Averaged’ units available for use from Fall 2009 forward.

5. Do these limits include classes taken through CSUF University Extended Education?

**GRADE FORGIVENESS**
Yes.

**GRADES AVERAGED**
6. Do transfer repeat units (courses I repeated at a community college or another university) count against these repeat limits?

GRADE FORGIVENESS
No. Note: Prior to Fall 2009, transfer repeats had been counted against the 16 units of forgiveness-type repeats; however, they no longer are counted against this 16-unit limit.

NOTE: Please see question 7 below

GRADES AVERAGED
N/A

7. Since a student's previous transfer repeats no longer 'count' against the 16 units of Grade Forgiveness, can a student use restored repeat units on classes he/she repeated prior to Fall 2009?

GRADE FORGIVENESS
Yes. Students need to submit the ‘Adjustment and Grade Forgiveness Inquiry’ form to Admissions and Records to have the repeats applied. In these cases, the repeats would be applied in sequence, from those that occurred first in time, moving forward to the most recently repeated courses.

GRADES AVERAGED
N/A

8. Are Grade Forgiveness repeats applied in the order in which a student repeated classes?

GRADE FORGIVENESS
Yes. Grade Forgiveness repeats are to be applied in the order in which they occurred.

GRADES AVERAGED
N/A

9. Can units from the two repeat categories be combined if the student does not have enough repeat units in either one of the categories to repeat another class (e.g., when a student’s only remaining repeat units are 1 unit of Grade Forgiveness, and 2 units of Grades Averaged, can these be combined for the purpose of repeating a 3-unit class)?

GRADE FORGIVENESS
No. A student cannot combine the units from one repeat category, with units in the other repeat category, in an effort to arrive at a combined total that is sufficient to cover the unit value of a class that needs to be repeated. Category 1: Grade Forgiveness (16 unit limit)

GRADES AVERAGED
Same information applies to the Grades Averaged repeat category

10. Can a student repeat a class with a grade of ‘C’ or better?

GRADE FORGIVENESS
No, unless the class is noted in the University catalog as ‘may be repeated for credit’.

GRADES AVERAGED
Same information applies to the Grade Averaged repeat category

11. Can a student repeat a class at the community college that was originally taken at CSUF?

GRADE FORGIVENESS
This student can do so, HOWEVER THIS WOULD NOT QUALIFY FOR USING GRADE FORGIVENESS POLICY AT CSUF. If a student originally takes a class at CSUF, the student must repeat it at CSUF to be eligible for using Grade Forgiveness policy.

**GRADE AVERAGED**
The student can do so, however both grades* are averaged in the GPA and the repeated class does not count under the 12-unit limit, since it was not repeated at CSUF.

*Both grades are averaged, but if the student earned units for both grades (example: a ‘D’, then a ‘B’), a unit deduction for one of the classes is made since the student cannot earn units twice towards the degree for the same class

**NOTE:** Please be aware of the 70-unit limit for transfer courses from a community college – see University Catalog under “Graduation Requirements”

12. **Is there a limit on how many times a student can take the same class at CSUF?**

**GRADE FORGIVENESS**
Yes. Implemented in Fall 2009, the limit restricts a student to taking a class one time, and repeating that same class two additional times, for a total maximum enrollment of three times.

**NOTE:** This guideline does not apply to courses noted in the University Catalog as “may be repeated for credit”.

**GRADES AVERAGED**
Same information applies to the Grades Averaged repeat category.

13. **Is the 3-take limit something new?**

**GRADE FORGIVENESS**
Yes. Prior to Fall 2009, there was no limit on the number of times a student could repeat the same class.

**GRADES AVERAGED**
Same information applies to the Grades Averaged repeat category.

14. **If a student already took a course 3 times, but these enrollments occurred before Fall 2009, do these count toward the 3-take limit?**

**GRADE FORGIVENESS**
Yes. When a student attempts to register for a class, the system will search the student’s entire CSUF record to see how many times the student has previously taken that class. If the student has already taken an individual course three times, an error message will display and the student will not be able to register for the class again.

**NOTE:** This guideline does not apply to courses noted in the University Catalog as “may be repeated for credit.”

**GRADES AVERAGED**
Same information applies to Grades Averaged repeat category.

15. **Do the grades of ‘W’, ‘WU’ and ‘IC’ count as previous “takes” of a class?**

**GRADE FORGIVENESS**
‘W’ does not count as a previous “take” of a class.
‘WU’ and ‘IC’ do count as a previous “take” of a class.

**GRADES AVERAGED**
Same information applies to Grades Averaged repeat category.

16. **What if a student still needs to pass a class after taking it unsuccessfully three**

**GRADE FORGIVENESS**
The registration system does not allow a student to register for a fourth take of the same course. There may be extreme cases where an exception would be considered by petition. The student must:

- have filed for a grad check.
- need the class as one of the last remaining degree requirements

For additional submission requirements, or questions on this type of petition, please contact the Registration helpline at (657) 278-7601.

**GRADES AVERAGED**
Same information applies to Grades Averaged repeat category

17. When a student repeats a class, is the repeat policy applied automatically?

**GRADE FORGIVENESS**
Yes. In Fall 2016 the application of repeat policy was automated. At the end of each semester after grades are posted to student records, during end-of-term processing a program is run to apply repeat policy to courses that have been repeated in that semester.

**GRADES AVERAGED**
Same information applies to the Grades Averaged repeat category

**INCOMPLETE POLICY FAQs**
ALL STUDENTS (Revised 09/03/13)

1. If the student receives an 'I' (incomplete) in a class, should they sign up for it again to finish the class?
   - No. Complete in a class in which the student currently has an 'I' does not involve registering for the class a second time.

2. What happens if a student signs up again for a class in which he/she has an ‘I’?
   - The system will not allow the student to re-enroll in a course in which he/she has an ‘I’ until the ‘I’ has either been changed by the course professor to a letter grade, or the ‘I’ has automatically converted to an ‘IC’.

3. What is an ‘IC’?
   - An ‘IC’ means “Incomplete Charged” and is equivalent to an ‘F’ in the GPA calculation. An ‘I’ converts automatically to an ‘IC’ if the student has not fulfilled course requirements in the two semesters (one calendar year) that immediately follow the semester in which he/she was assigned the ‘I’, whether or not the student is enrolled at CSUF during those semesters.

**UNDERGRADUATE WITHDRAWAL POLICY FAQs**
(Revised 09/03/13)

- Is there a limit on the number of units I can withdraw from?
  - Yes. Undergraduate students (Including students pursuing a second bachelor's degree) have a maximum limit of 18 units of 'W' (withdrawal) at CSUF. This 'count' on 'W's against an overall limit of 18 units begins with the Fall 2009 semester.

- Is the 18-unit ‘W’ limit something new?
  - The CSU Chancellor’s Office policy that established the 18-unit ‘W’ limit for undergraduate students became effective with the Fall 2009 semester. Prior to Fall 2009, there was not a limit.
- If a student has ‘W’s on the CSUF record before Fall 2009, will they count toward the withdrawal limit?
  
  No. ‘W’s on the CSUF record prior to the policy change will remain on the student’s record, but will not be counted towards the unit limit. When this policy was implemented in Fall 2009, all undergraduate students began with 18 units of ‘W’ to use from Fall 2009 forward, regardless of the number of ‘W’s on record prior to Fall 2009.

- If a student has ‘W’s on record from courses taken at other colleges, do they count toward the withdrawal limit?
  
  No. The ‘W’s included in the 18-unit limit are only those on the CSUF record, beginning with Fall 2009.

- While attending CSUF, if a student takes a class at another college, which results in a ‘W’, does that count?
  
  No.

- Does the 18-unit ‘W’ limit include courses taken through CSUF University Extended Education?
  
  Yes.

- Are ‘W’s that result from instructor-initiated drops counted against the ‘W’ limit?
  
  Yes.

- Are ‘W’s that result from approved retroactive withdrawal petitions counted against the ‘W’ limit?
  
  This determination will be made as part of the petition review process.

- Are ‘WU’s counted against the 18-unit limit?
  
  No.

- The first semester in which a student receives ‘WU’s (Withdrawal Unauthorized) at CSUF, any and all ‘WU’s in the semester are automatically converted to ‘W’. Do these auto-converted ‘W’s count against the limit?
  
  Yes. (see additional information below)

  The automatic “WU” to “W” conversion process occurs only one time per term, which is during the processing of final grades at the end of that term.

  After the end-of-term grade processing is complete, if your grade in a course taken during that term becomes a “WU”, for whatever reason, it will never automatically convert to a “W”. You would need to submit a petition to request retroactive withdrawal. The petition form is available in Admissions and Records (LH-114). The petition process involves completing the form, paying the $20 petition fee and submitting the petition to Admissions and Records for review.

- Are there any exceptions to the 18-unit limit?

  The designated exceptions include:

  **Serious Personal Illness/Injury Late Withdrawal** (pertains to a student’s serious accident or personal injury that is so severe it requires withdrawal from all classes in the semester; a special Late Withdrawal
form and documentation are required for this process; specific rules and procedures are stated on the form available from Registration in LH-114)

**Petition for Emergency Medical Withdrawal** (for reasons of a student’s serious accident or personal injury occurring during the last 3 weeks of instruction – the form is available through the Office of the Registrar in LH-101)

**Compulsory military deployment in the United States armed forces** over which the student had no control (please contact Registration in LH-114)

- Where does a student view how many ‘W’s he/she has used of the 18-unit limit?

Students can view this information via the Student Portal. Within their Student Center:

- Click on drop-down box labeled 'other academic...'
- Select 'withdrawals/repeats' from the drop-down box; click the double arrows
- Screen will advance to the ‘Withdrawals’ page to view withdrawal information

- Where can staff and faculty view how many ‘W’s a student has used of the 18-unit limit?

Within the Faculty Center:

- Click on the ‘Advisement’ tab
- Click on ‘New Drop-In Advisees’, then click on ‘Search’
- Enter student’s CWID, and click ‘Look Up’
- Screen will return to the prior page; from the drop-down box select ‘withdrawals/repeats’
- Click on the ‘change’ button – click on the ‘Withdrawals’ tab to view withdrawal information

- Could the number of ‘W’s used against the 18-unit limit be determined by looking at the CSUF transcript and counting them, starting with Fall 2009 forward?

This may not always provide an accurate count. A student may have ‘W’s recorded on the CSUF transcript which qualified for an exemption from the limit (for reasons explained earlier in these FAQs - see information in Question 11. above). For this reason, some ‘W’s that appear on the transcript may have been excluded from the “count”. The correct “count” of ‘W’s that a student has used towards the 18-unit limit should be viewed by the navigation path on the system described in Questions 12. and 13. above.

- If a student needs to withdraw from several classes during the Late Withdrawal period, and has signed withdrawal forms, but does not have enough units under the 18-limit to withdraw, who decides which forms will be processed?

The student will be required to decide which course(s) to withdraw from if all Late Withdrawal forms cannot be processed (due to not having a sufficient number of withdrawal units left to accommodate all withdrawals the student is seeking). Registration will not be able to accept Late Withdrawal forms for classes that exceed the unit limit.

For any class that the student cannot withdraw from, the student will remain officially enrolled in the class and will receive the grade assigned by the professor at the end of the semester. (Note: A ‘W’ cannot be assigned by the professor at the end of the semester.)