

**Campus Policy for the Implementation of Executive Order No. 665**  
**California State Polytechnic University, Pomona**  
**For Undergraduate Students**  
**Revised June 2008**

Executive Order No. 665 (EO 665) was issued by the California State University system in February 1997 to establish system-wide requirements to bring students who need preparatory work up to competency levels in English and Mathematics. Minimum standards have been established for campus compliance. Students must be placed in the appropriate preparatory courses in the first quarter of attendance and each subsequent quarter. All required preparatory work must be completed within one year from the date of enrollment.

Policies and procedures relating to Executive Order No, 665 are handled through the Office of Undergraduate Studies. The following policies and procedures were established for compliance with Executive Order 665 at Cal Poly Pomona beginning with the fall 1998 quarter:

All undergraduate students admitted to Cal Poly Pomona must have proof of exemption or take the English Placement Test (EPT) and/or Entry Level Mathematics (ELM) at the earliest possible date after admission. Test scores must be on file at Cal Poly Pomona prior to registering for classes.

If test results from the EPT/ELM indicate that preparatory coursework in English and/or Math is required, students must be enrolled at Cal Poly Pomona in the appropriate preparatory coursework during their first quarter of attendance and are expected to enroll each subsequent quarter until all preparatory work is completed. Mandatory course placements by test score are listed in the Schedule of Classes. *First term enrollment in preparatory coursework is mandatory; exceptions are not permitted. Students required to complete work are **strongly** advised not to participate in Study Abroad, National Student Exchange, internships, and other academic-related activities that will prevent them from enrolling in preparatory classes.*

**Registration will be cancelled for students who do not enroll in required preparatory courses in their first quarter of enrollment.** If first quarter enrollment is cancelled, the student may request to have their admission transferred to the subsequent quarter. Approval of this request will be subject to space availability.

Students required to enroll in English and/or Math preparatory course(s) are expected to enroll each quarter until all preparatory work is completed. Non-enrollment in or withdrawal from one or more quarters for a documented compelling reason, such as death in the family, serious illness, disability, or an accident, may result in commensurate time extension. (Students must submit a Request for Extension Form.)

Students must complete with a "C" or better (2.0 or higher) all preparatory course requirements (ENG 95,96, 98, 099, MAT 10, 11, 12) within one year (four consecutive quarters) from the first term of enrollment. Students placed in English 104 with concurrent enrollment in English 002 must complete English 104 with a "D-" or better within one year (four consecutive quarters) from the first term of enrollment.

A student who has not satisfied this requirement and has not been granted a time extension will be placed on administrative leave of absence. Administrative leaves of absence will not be granted for students who have been academically disqualified.

If students admitted for fall choose to begin their preparatory coursework in the preceding summer, the preceding summer will not be included in the four-quarter maximum. Fall will be considered as the first quarter of the one-year requirement for these students.

**Request for Extension – (additional time for a compelling reason)**

Students need to anticipate whether or not preparatory coursework will be completed within the allowable time frame. To be allowed additional time (beyond the four consecutive quarters) to complete all EO 665 requirements, a Request for Extension Form must be submitted by the appropriate deadline.

If students anticipate during their third quarter of enrollment that they will not complete their requirements within the four quarter period, they should file their extension request before the beginning of the 8th week of classes during the third quarter. Requests for Extension will not be accepted after the beginning of the 8th week of classes during the fourth quarter.

An extension request shall be judged on the following factors: the student's Cal Poly Pomona GPA (expected to be 2.0 or better), progress toward degree (indicated by the number of GE, major, and support courses completed), effort in preparatory classes (indicated by attendance, homework, and examinations), progress in preparatory classes, and serious or compelling reasons that interfered with the student's academic success. Supporting documentation to verify the student's effort in preparatory classes is required. Students who are participants in academic support programs such as Math ILE, EOP/Undeclared Students, and the Disability Resource Center are strongly encouraged to discuss their request for extension with their program advisors.

Extension request forms are available from the Office of Undergraduate Studies in the CLA building, room T7-7 or on Cal Poly Pomona's website at <http://www.csupomona.edu/~academic/programs/eo665.html>. Forms for supporting documentation are available from the Mathematics and Statistics Department.

**To re-enroll following administrative leave of absence:**

Students in good academic standing who are placed on leave of absence because they did not complete preparatory coursework within their first year of enrollment will be permitted to return to the university if they complete the appropriate general education requirements within one year. A student who did not complete preparatory mathematics coursework will need to satisfy the General Education Area B-4 (mathematics) requirement at another educational institution before returning to Cal Poly Pomona. A student who did not complete preparatory English coursework will need to satisfy the General Education Area A-2 (English) requirement at another educational institution before returning to Cal Poly Pomona.

Students in negative academic standing (on probation or subject to disqualification) who are placed on a leave of absence may be required to complete additional requirements prior to re-enrolling. These requirements should be included on an advising contract completed by the student and a department advisor.

Students are strongly advised to check with their major departments and the Departments of English and/or Mathematics to determine if courses they plan to take at another institution will meet the requirements for their major as well as the requirements for re-enrollment at Cal Poly Pomona.