



School Of  
**ARTS &  
SCIENCES**

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C H A N N E L  
I S L A N D S

## Frequently Asked Questions

<a href="#"><u>Major/General Education Requirements</u></a>	<a href="#"><u>Student Support Services</u></a>	<a href="#"><u>Class Related Information</u></a>
<a href="#"><u>Report a Concern</u></a>	<a href="#"><u>Withdrawing From a Class/ the University</u></a>	<a href="#"><u>Requesting an Incomplete</u></a>
<a href="#"><u>Repeating a Class</u></a>	<a href="#"><u>Appealing a Grade</u></a>	<a href="#"><u>Job and Internship Information</u></a>

## Welcome

Welcome to the School of Arts and Sciences! This Student Resource Guide is designed to provide students in the School of Arts and Sciences with information to support them in their academic success at CSUCI. The Dean's Office staff is here to support you and help you be successful.

*Table 1. Dean's Office Staff*

<b><i>Role</i></b>	<b><i>Name</i></b>	<b><i>Phone Number</i></b>
Dean	<a href="#"><u>Vandana Kohli, Ph.D.</u></a>	(805) 437-8986
Associate Dean	<a href="#"><u>Phil Hampton, Ph.D.</u></a>	(805) 437-8869
Manager of Academic Resources	<a href="#"><u>Trina Darakjy</u></a>	(805) 437-8967
Lab Safety Officer	<a href="#"><u>Bryan Swig</u></a>	(805) 437-2798
Lead Analyst	<a href="#"><u>Alison Harris</u></a>	(805) 437-3139
Dean's Administrative Analyst	<a href="#"><u>Lori Myers</u></a>	(805) 437-2604



*Figure 1: Finding the Dean's suite from within North Quad*

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## How Can I Locate the Requirements for my Major/General Education?

### Academic Advising

Academic Advising at CSUCI involves a shared partnership between the student, academic advisors in the [Academic Advising Center](#), and faculty. [Faculty advisors](#) are the experts in the requirements for specific majors while academic advisors in the Advising Center provide guidance on General Education, graduation requirements, and major requirements. Students can contact faculty advisors to set up an advising appointment or to ask questions about their major. Appointments in the Academic Advising Center are requested through Dolphin Navigate in your myCI portal. For questions regarding the pre-nursing program, email [prenursing@csuci.edu](mailto:prenursing@csuci.edu). Students can monitor their completion of requirements toward graduation by viewing their [CI Academic Requirements Report \(CARR\)](#) and by utilizing the [Degree Planner](#). Both the CARR and Degree Planner can be accessed under CI Records in the Services section in myCI.

Academic Advising Center, Bell Tower Room 1552, [advisement@csuci.edu](mailto:advisement@csuci.edu), 805-437-8571.

### Degree Roadmaps and Degree Planner

Academic Advising maintains [Academic Roadmaps](#) that outline the recommended course-taking patterns for freshmen and transfer students. The [Freshman 4-Year Roadmaps](#) outline which semesters students are recommended to take requirements in order to graduate in four years, while the [Transfer 2-Year Roadmaps](#) outline the recommended sequencing of coursework in order to graduate in two years. Students are strongly encouraged to use the [Degree Planner](#) to plan their educational path toward degree requirements and explore possible new degrees or minors. The Degree Planner pulls in information from the [CI Academic Requirements Report \(CARR\)](#). Chairs utilize the Degree Planner in developing the Schedule of Classes to gauge student demand for classes. The Degree Planner and CARR can be accessed under CI Records in the Services section in myCI.



## How can I Access Student Support Services and What Services are Available?

### CARE Team

The [Campus Access, Retention & Equity \(CARE\) Team](#) evaluates and assesses distressing or concerning behaviors exhibited by a student (“individual of concern”) that are reported by a member of the CSUCI community, typically by a faculty member or administrator. The team evaluates the situation and, in some cases, may contact the individual of concern to provide support and resources.

If a student believes they are in a life-threatening emergency, they should call 911. If the situation is not life-threatening, students can contact [Counseling and Psychological Services \(CAPS\)](#) at 805-437-2088 to access 24/7 phone counseling.

CARE: Bell Tower 2565, [care@csuci.edu](mailto:care@csuci.edu), 805-437-8512

CAPS: Bell Tower East, Room 1867, [caps@csuci.edu](mailto:caps@csuci.edu), 805-437-2088

### Counseling and Psychological Services (CAPS)

[Counseling and Psychological Services \(CAPS\)](#) provides students with confidential mental health services. Services include confidential short-term counseling, crisis intervention, psychiatric consultation, and 24/7 phone and text support. If a student believes they are in a life-threatening emergency, they should call 911. If the situation is not life-threatening, students can contact CAPS at 805-437-2088 to access 24/7 phone counseling.

CAPS: Bell Tower East, Room 1867, [caps@csuci.edu](mailto:caps@csuci.edu), 805-437-2088

### Disability Accommodations and Student Support Services (DASS)

[Disability Accommodations and Support Services \(DASS\)](#) assists students with disabilities by providing a wide range of support. If you are a student with a disability requesting reasonable accommodations, please visit DASS or call 805-437-3331. Students can [apply for DASS services online](#). All requests for reasonable accommodations require registration with DASS in advance of the need for an accommodation.

DASS: Arroyo Hall, Room 210, [accommodations@csuci.edu](mailto:accommodations@csuci.edu), 805-437-3331

### Emergency Intervention and Basic Needs

The [Basic Needs Program](#) provides Food Assistance, Housing Assistance, Financial Assistance, and connects students to on and off-campus resources. Students who are experiencing unforeseen or catastrophic financial issues, skipping meals or experiencing homelessness/housing insecurity, should contact the Basic Needs Program or the Dean of Students Office. The [Dolphin Pantry](#) provides

immediate food, toiletries, and basic necessities to students at no cost. Students can apply for an [Emergency Funds Grant](#), awarded through the Basic Needs Program, which provides immediate financial assistance of up to \$750 (lifetime maximum). The Basic Needs Program also provides [emergency transitional housing accommodations](#) (depending on space availability and eligibility) for up to 10 – 15 days.

Dolphin Pantry, Arroyo Hall, first floor  
Basic Needs, Arroyo Hall, Room 114, [basicneeds@csuci.edu](mailto:basicneeds@csuci.edu), 805-437-2067  
Dean of Students Office, Bell Tower, Room 2565, [deanofstudents@csuci.edu](mailto:deanofstudents@csuci.edu), 805-437-8512

## Financial Aid

[Financial Aid & Scholarships](#) oversees all financial aid provided to students. The Financial Aid website provides a listing of [on-campus and off-campus scholarships](#) that students may be eligible to receive.

Financial Aid & Scholarships Office, [financial.aid@csuci.edu](mailto:financial.aid@csuci.edu), 805-437-8530

## Tutoring and Academic Support

Students can access [campus tutoring](#) through the [Learning Resource Center \(LRC\)](#) and through some academic programs, e.g. [Biology](#) and [Computer Science](#). Tutoring schedules are posted on the [LRC website](#). In addition, students can access writing/communicating support through the [Writing & Multiliteracy Center](#). The LRC also provides [Peer Academic Coaches](#) who provide one-on-one academic mentoring, time management skills, and academic success planning for current students.



## Veterans Resources

The [Veterans Resource Center \(VRC\)](#) and [Veteran Affairs](#) provides military-connected students with priority registration, support and services, and programs and social events as well as a physical location where veterans can access computers and printers.

Veterans Affairs, Bell Tower East, Room 1760, [veterans.services@csuci.edu](mailto:veterans.services@csuci.edu), 805-437-FLAG (3524)

## How can I get Class-Related Information?

### Academic Honesty

[Academic dishonesty](#) is a violation of the [Student Code of Conduct](#). According to [Senate Policy \(SP 13-06\)](#), academic dishonesty is defined as the following:

*“Academic dishonesty includes but is not limited to such things as cheating, inventing false information or citations, plagiarism, and helping someone else commit an act of academic dishonesty. It usually involves an attempt by a student to show possession of a level of knowledge or skill that he/she does not possess.”*

If a faculty member believes that a student has committed academic dishonesty, they are obligated to discuss the matter with any students involved. If a faculty member is convinced that academic dishonesty has occurred, they must submit an Academic Dishonesty Report Form.

### Civil Discourse

Civil discourse refers to our collective capacity to talk to one another about contentious issues in productive ways. All students, staff, and faculty at CSUCI are expected to contribute to making the campus a safe space for communication and civil discourse ([Senate Resolution 16-01 Commitment to Equity, Inclusion, and Civil Discourse within our Diverse Campus Community](#)).

### Class Modality

The Schedule of Class specifies the modality of how classes are being offered. Following are typical modalities.

- In-Person (IP): This means class sessions meet 100% on campus at a specified time and in a set location.
- Synchronous Online: This means that the class meets at a specified time online via a web conferencing platform (e.g., Zoom) with no in-person meetings.
- Asynchronous Online: This means that there is no specified time when this online class meets. Classes occur via a web conferencing platform (e.g., Zoom) with no in-person meetings or specified class meeting times.
- Hybrid: This means that a class may involve a combination of the above modalities as outlined in the Schedule of Classes. Required in-person class meetings times are outlined in the Schedule of Classes.

### COVID-19

The campus maintains a [COVID-19 Information](#) website that provides information about vaccination requirements and how to secure free COVID-19 testing. COVID-19 positive cases should be [reported](#) through this website.

## Preferred Pronouns

Students have the option to update their chosen/preferred name, pronouns, and gender identity through [CI Records > Student Center in the myCI portal](#). Chosen/preferred names will display in the Student Center, the Advisor Center, the Faculty Center (including class and grade rosters), and in CI Learn (Canvas).

## How Can I Report a Concern?

### Grievance Procedure

Students have the right to bring complaints regarding faculty or staff to the attention of the University through the [Student Grievance Procedure](#). In situations where a complaint addresses discrimination, harassment, or retaliation by a CSU employee (faculty or staff) or student, students should contact [Title IX & Inclusion](#) at [titleix@csuci.edu](mailto:titleix@csuci.edu).

When the grievance involves a faculty member, the Student Grievance Procedure requires a student to address the matter with the following individuals and in the specified order:

1. The faculty member,
2. The program Chair,
3. The academic program Dean, and
4. The Provost.

When the grievance/complaint involves an administrative staff member/office, the following order should be followed:

1. The employee,
2. The employee's supervisor,
3. The director of the department,
4. The Dean of Students, and
5. The Divisional Vice President or designee.

If a resolution is not achieved at a level, the student should direct the Student Grievance to the next higher level in the sequence. No formal appeal form is used for a Student Grievance.

For more information, students should contact the Dean of Students Office.

Dean of Students Office, Bell Tower 2565, [deanofstudents@csuci.edu](mailto:deanofstudents@csuci.edu), 805-437-8512.

### Title IX and Inclusion

Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of gender or sexual orientation in employment, as well as in all education programs and activities operated by the University (both on and off campus). [Title IX & Inclusion](#) oversees the campus' response to the University's nondiscrimination policies. If you have experienced



discrimination or harassment on the basis of gender or sexual orientation, including dating violence, domestic violence, sexual assault, and stalking, please contact the Title IX office ([titleix@csuci.edu](mailto:titleix@csuci.edu), 805-437-2077) or [Report a Concern](#) on the campus' [Title IX website](#).

Title IX & Inclusion, Lindero Hall, [titleix@csuci.edu](mailto:titleix@csuci.edu), 805-437-2077

*[Statement of Non-Discrimination](#): California State University (CSU) Channel Islands is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. We embrace and encourage our community differences in age, disability, race or ethnicity, gender, gender identity or expression, nationality, religion, sexual orientation, Genetic Information, Veteran or Military Status, and other characteristics that make our community unique. All individuals have the right to participate fully in CSU programs and activities free from discrimination, harassment, and retaliation. The CSU prohibits harassment of any kind, including sexual harassment, as well as sexual misconduct, dating and domestic violence, and stalking.*

## How Can I Withdraw from Classes/ the University?

Students can withdraw from one or more courses by following the [Withdrawal Procedures \(FAQ\)](#) and deadlines. Students withdrawing after the term begins may be responsible for a prorated assessment of tuition and other fees.

During the first three weeks of the semester, students may drop classes via their myCI account without any additional approval. No grade (e.g., "W") is assigned.

Beginning the fourth week of the term, withdrawing from a class is permissible only for serious and compelling reasons, such as illness, accident, death in the family, financial hardship, or military duty. Non-attendance is not considered a "serious and compelling reason." A grade of "W" is assigned. Students needing to withdraw from a class during this period must submit a [Course Withdrawal Request \(Guide\)](#).

Students needing to drop all classes must complete a [Request for Academic Leave](#), and submit the form to the Registrar's Office.

## How Can I Request an Incomplete in a Class?

An incomplete grade may be assigned under situations where "a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified reasons and that there is still a possibility of earning credit" ([SP 03-18 Incomplete Grade Policy](#)). A failing grade is not an acceptable reason for a student to request an incomplete grade. To request an incomplete grade, students should talk with their instructor and [develop an Incomplete Grade Agreement](#) that includes a description of the remaining work to be completed. In some cases, an instructor may determine that it is more appropriate for a student to re-enroll in the class instead of receiving an incomplete. Once an

Incomplete Grade Agreement has been developed, the instructor submits the agreement through the class roster. The student must [review and approve](#) the Incomplete Grade Agreement. Failure to complete the assigned work within one calendar year immediately following the end of the term when the incomplete grade was assigned will result in the "I" grade being replaced with an "IC" grade (equivalent to an "F" grade). An extension of an incomplete can be requested once by a student. Students should review the policy, the [Incomplete Grade website](#), and [FAQ](#) prior to requesting an incomplete.

## What are the Requirements for Repeating a Class?

Students may repeat a course (also known as "grade forgiveness") for the purpose of improving upon an earlier unsatisfactory performance in which the new grade replaces the old grade in the calculation of the grade point average (GPA). Course Repeats are allowed if the first attempt resulted in a grade of "C-," "D+," "D," "D-," "F," "WU," or "IC." Undergraduate students may (a) repeat up to a total of sixteen (16) semester units taken at CSU Channel Islands for forgiveness and (b) repeat an individual course for grade forgiveness only once. Students may repeat an additional 12 semester units for grade averaging beyond the 16 semester units. In grade averaging both grades are calculated into the student's overall grade point average. Students may not repeat a class in cases when the original grade was a result of academic dishonesty. Students can view how many Course Repeats they have available by [viewing their withdrawal/repeat totals](#).

## How can I Appeal a Grade in a Class?

Students may appeal the final course grade in a class by following the [Grade Appeal Policy](#). Deadlines for submitting a Grade Appeal are outlined in the Grade Appeal Policy. Only the final course grade may be appealed and grades on individual assignments may not be appealed. Grade appeals are limited to situations in which the student believes a grade was "prejudicially," "capriciously," or "arbitrarily" assigned. The grade appeal begins with the student completing a [Course Grade Appeal Form](#) and submitting it to the instructor of the course for consideration along with any documentation in support of the appeal. If the student is not satisfied with the instructor's response, the Course Appeal Form and supporting documentation are submitted to the Chair. If the student is not satisfied with the decision by the Chair, then the student should submit the Grade Appeal Form and documentation to the University Grade Appeals Committee.

## How can I get Job and Internship Information?

[Career Development and Alumni Engagement](#) and academic programs partner on providing internship opportunities for students. Perhaps the best way to learn about internships specific to your major is to contact the [faculty advisors](#) or the [Chair](#) of your major department. Career Development and Alumni Engagement maintains an [Internship Hub](#) which provides students with information about internships.

Internships be paid or students can receive academic credit, typically through a course specific to the student's major.

Career Development and Alumni Engagement, Bell Tower 1548, [career.services@csuci.edu](mailto:career.services@csuci.edu), 805-437-3270.

