



SACRAMENTO STATE

Program Proposal Form B



Academic Group (College): Natural Sciences and Mathematics	Date of Submission to College Dean: 10-20-06
Academic Organization (Department): Biological Sciences	Requested Effective: Fall <u>X</u> , Spring <u>7</u> , 200 <u>7</u> .
Department Chair: Nick Ewing	Contact if not Department Chair: Jim Baxter, Graduate Coordinator

Title of the Program:
Graduate Program

Type of Program Proposal:

_____ **Modification in Existing Program:**
 ___ Substantive Change
 X Non-Substantive Change
 ___ Deletion of Existing Program

_____ **New Programs**
 ___ **Initiation (Projection) of New Program on to Master Plan**
 ___ **New Degree Programs**
 ___ Regular Process
 ___ Fast Track Process
 ___ Pilot Process
 ___ **New Minor, Concentration, Option, Specialization, Emphasis**
 ___ **New Certificate Program**

PLEASE NOTE: Form B is to be used only as a Cover Form. Additional information is requested for each of the above as noted in the corresponding procedure in the Policies and Procedures for Initiation, Modification, Review and Approval of Courses and Academic Programs found at <http://www.csus.edu/acaf/univmanual/index.htm>

Briefly describe the program proposal (new or change) and provide a justification.

The Department of Biological Sciences has approved several non-substantive changes to its graduate admission requirements and application procedure. Changes in admission requirements are provided in Attachment #1. Changes to the department's application procedure are described in Attachment #2. Attachment #3 is the catalog copy showing the changes in admission requirements and application procedure.

Approvals:

Department Chair: Nick Ewing **Date:** 1/22/07

College Dean: Jim Baxter **Date:** 1/23/07

University Committee: _____ **Date:** _____

Associate Vice President and Dean for Academic Affairs: Myra Taylor **Date:** 4/2/07

DEPARTMENT OF BIOLOGICAL SCIENCES
Non-Substantive Revisions to the Graduate Program's
Admission Requirements

Current Admission Requirements

- a baccalaureate degree;
- beginning courses in botany and zoology, or a year long introductory sequence of courses in biology which includes the organismal biology of plants and animals;
- 24 units of upper division biological science courses, including each of the following courses, which must have been passed with a "C-" or better: microbiology, genetics, ecology, and physiology;
- one year course in general chemistry (inorganic), a course in organic chemistry, and a course in biochemistry, all passed with a "C-" or better;
- two semesters of Physics with a lab, all passed with a "C-" or better; and
- a minimum 2.75 GPA in all biology courses and a minimum 3.0 GPA in upper division biology courses (BIO 106, BIO 108, BIO 195, BIO 197, BIO 199 or their equivalents from other institutions cannot be included in the grade point calculations). GPA deficiencies may be offset by scoring above the 50th percentile on the GRE Biology Subject Test.

The Department of Biological Sciences has approved the following changes to the graduate program admission requirements.

Revised Admission Requirements

- a baccalaureate degree;
- completion of a major in biological sciences or closely related field; or completion of 24 units of upper division biological science courses or courses in closely related fields, each of which must be passed with a "C-" or better;
- GRE General Test scores;
- GRE Subject Test scores (either Biology or Biochemistry, Cell and Molecular Biology scores are acceptable);
- a faculty member who has agreed to serve as their thesis advisor;
- two letters of recommendation from persons qualified to judge the applicant's potential for successful graduate study; and
- a statement of purpose;

DEPARTMENT OF BIOLOGICAL SCIENCES**Non-Substantive Revisions to the Graduate Program's
Application Procedure****Current Application Procedure**

Students currently file the following application materials with the Office of Graduate Studies:

- an online application for admission; and
- two sets of official transcripts from all colleges and universities attended, *other than Sacramento State*.

Once received and processed by the Office of Graduate Studies, student applications and supporting documents are forwarded to the Department of Biological Sciences for review. However, applications are forwarded in a piecemeal fashion and it can take many weeks (even running into the winter and summer breaks) for all graduate applications to be received by the department from Graduate Studies. The current procedure is problematic because the department's graduate committee cannot count on a definite deadline by which it can review all application files at one time, rank applicants against one another, effectively match the number of graduate students admitted into the program with the available space and faculty resources, and provide timely responses to students of their admission status. Therefore, the Department of Biological Sciences has approved the revised application procedure below.

Revised Application Procedure

In addition to the existing application procedure, the Department of Biological Sciences has approved a supplemental department application process that will result in all supplemental application materials being received by the department at one time. Thus, in addition to the application submitted to the Office of Graduate Studies, all prospective graduate students must submit the following application materials directly to the Department of Biological Sciences by the stated deadlines listed below:

- an online departmental application for admission;
- one set of unofficial transcripts from all colleges and universities attended, *other than Sacramento State*
- GRE General Test scores
- GRE Subject Test scores (either Biology or Biochemistry, Cell and Molecular Biology scores are acceptable)
- two letters of recommendation
- a statement of purpose

Deadlines for receipt of all application materials in both the Office of Graduate Studies and the Department of Biological Sciences are: March 15 for admittance in the fall semester; and

October 1 for admittance in the spring semester. These application deadlines are already in place under the current application procedure.

DEPARTMENT OF BIOLOGICAL SCIENCES**Non-Substantive Revisions Incorporated into
Catalog Copy for the Graduate Program****Biological Sciences Graduate Program**

The graduate program in Biological Sciences leads to a Master of Science (MS) degree and provides an opportunity for students to receive advanced training and to pursue independent investigations in particular fields of biology. It allows students to upgrade their qualifications for educational advancement to doctoral programs or for professional advancement in teaching, laboratory work, or fieldwork. The MS degree requires completion of a thesis and has concentrations in Biological Conservation and in Molecular and Cellular Biology to provide advanced training and research experience in these fields.

All students are required to complete a thesis involving field and/or laboratory research. The thesis research may be conducted on campus with a biology faculty member or at an off-campus location. In either case, the student's research must make a new contribution to the field of biology. If the research is conducted off campus, a biology faculty member must be identified as the student's thesis advisor. Following admission to the program, students are advised by a temporary faculty advisor or by the faculty member who has agreed to supervise the student in their thesis research. Students should plan their academic programs in consultation with a faculty advisor as early as possible, preferably in the semester prior to the one in which graduate study will begin.

For additional information regarding the Biological Sciences Graduate Program, students may contact the Biological Sciences Department office or consult the Biological Sciences Graduate Program Handbook, available online at the Department's website.

Graduate Admission Requirements

Admission as a classified graduate student to the MS program in Biological Sciences requires:

- a baccalaureate degree;
- completion of a major in biological sciences or closely related field; or completion of 24 units of upper division biological science courses or courses in closely related fields, each of which must be passed with a "C-" or better;
- GRE General Test scores;
- GRE Subject Test scores (either Biology or Biochemistry, Cell and Molecular Biology scores are acceptable);
- a faculty member who has agreed to serve as their thesis advisor;
- two letters of recommendation from persons qualified to judge the applicant's potential for successful graduate study; and
- a statement of purpose;

It is important to note that meeting all admission requirements does not guarantee acceptance into the graduate program. Students who have deficiencies in admission requirements that can be removed by specified additional preparation, or who have not been accepted by a major professor, may be admitted with conditionally classified graduate status. Admission as a conditionally classified graduate student does not guarantee fully classified status. Fully classified graduate status is conferred when all deficiencies identified at the time of admission are removed and a biology faculty member has agreed to serve as their thesis advisor. Any deficiencies in admission requirements will be noted on a written response to the admission application.

Graduate Admission Procedures

All prospective graduate students, including CSUS graduates, must file the following application materials with Office of Graduate Studies, River Front Center 206, (916) 278-6470:

- an online application for admission; and
- two sets of official transcripts from all colleges and universities attended, *other than Sacramento State*.

In addition, all prospective graduate students must submit the following application materials directly to the Department of Biological Sciences:

- an online departmental application for admission;
- one set of unofficial transcripts from all colleges and universities attended, *other than Sacramento State*
- GRE General Test scores
- GRE Subject Test scores (either Biology or Biochemistry, Cell and Molecular Biology scores are acceptable)
- two letters of recommendation
- a statement of purpose

Deadlines for receipt of all application materials are March 15 for admittance in the fall semester and October 1 for admittance in the spring semester. Approximately eight weeks after receipt of all items listed above, a decision regarding admission will be mailed to the applicant.