



Completing a Master's Degree

- Meet with your faculty advisor and/or graduate coordinator often.
- Purchase (or view online) the University catalog.
- If you did not graduate from a CSU or you graduated from a CSU prior to 1980, you must clear the Writing Proficiency Exam (WPE) requirement or seek a waiver during your **first** semester of enrollment.
- Purchase (or view online) the Schedule of Classes to verify important dates and deadlines.
- File Advancement to Candidacy application with the Office of Graduate Studies after clearing WPE and department requirements and completing at least 40 percent of the graduate-level coursework with a 3.0 or better grade point average. The advancement should be filed no later than four weeks prior to the semester you wish to begin the culminating experience.
- File Petition for Exception if substitutions are made for course(s) listed on the approved Advancement to Candidacy application.
- Check with your department regarding any additional policies and procedures.
- Enroll in culminating experience units (thesis, project or exam) with approval of department and approval of Advancement to Candidacy. **All** coursework must be completed within the seven-year deadline (i.e., beginning Spring 2001, the 7-year deadline would be Fall 2007) to avoid repeating courses.
- Sacramento State Guide for Thesis/Project Format is available at www.csus.edu/gradstudies/thesis.htm.

(continued on back)

(continued)

- "Continuous enrollment" is required after enrolling in culminating experience units if your culminating experience is not completed. You may only enroll in continuous enrollment for three semesters before you must re-enroll in culminating experience units. Please confirm eligibility for continuous enrollment with the graduate coordinator in your department.
- Submit Application for Graduation (see Class Schedule for relevant dates).
- When signed off by your department, take thesis/project to the Office of Graduate Studies with Thesis/Project Receipt form and paid Microfilming and Binding Receipt.
- Complete a data change form if you change your address.
- Receive degree! Posted to your transcript 8–10 weeks after the end of the semester. The diploma is mailed approximately 4–6 months after graduation.
- Notify the Office of Graduate Studies if you do not complete requirements to graduate as planned.



Forms are available at the
Office of Graduate Studies
or on the website.

California State University, Sacramento
Office of Graduate Studies
River Front Center, Room 206
6000 J Street
Sacramento, CA 95819-6112
Phone: 916/278-6470
Fax: 916/278-5669

www.csus.edu/gradstudies