MESSAGE FROM THE DEAN

Great change begins with great ideas! It is my pleasure to welcome you to the Office of Graduate Studies and the Graduate Center on our campus. You are the future in this region, the state, the nation, and abroad. We are fortunate to have you with us as you embark on this exciting journey of discovery. In an ever-changing environment, each day you demonstrate your adaptability as you juggle your studies with work, professional, and private commitments. Here in the Office of Graduate Studies we strive to partner with you and the faculty in your college. Our end goal is for you to earn your advanced degree or certification.

At times you may be frustrated with your advisor or the graduate education processes, but I encourage you to focus on the benefits you are gaining. The accomplishments you will attain and the challenges you will face are all learning opportunities. Your colleagues in your courses, field placements, or clinical sites care about the knowledge and ideas of the field, as much as you do. Education is a privilege, and the people of our region, state, and nation are thebeneficiaries of the investment we all make in this enterprise to gain and propel knowledge forward to enrich our future.

Success in graduate school depends on careful planning, and the Graduate Center is committed to helping you plan your academic and professional future. The Office of Graduate Studies website contains information to assist you throughout your academic endeavor. In addition, you will receive information through the My Sac State portal. I encourage you to check these resources regularly during the academic year.

The staff, faculty coordinators, and administration of the Office of Graduate Studies wish you a successful academic year.

Sincerely,

Chevelle Newsome, Graduate Dean

FALL 2012 THESIS/PROJECT FORMAT WORKSHOPS

Students who will be submitting a Thesis or Project must attend at least one Thesis/Project Format workshop. Call OGS to register for a workshop today!

**Tuesday, September 25, 2012**
Location: University Union - Orchard Suite
*Time: 6:00pm - 8:00pm*

**Wednesday, October 24, 2012**
Location: University Union—Redwood Rm
*Time: 5:30pm—7:30pm*

**Thursday, October 4, 2012**
Location: University Union - Orchard Suite
*Time: 10:00am - 12:00pm*

**Wednesday, October 10, 2012**
Location: University Union - Orchard Suite
*Time: 10:00am - 12:00pm*
OFFICE OF GRADUATE STUDIES FORMS SUBMISSION

In order to better serve the campus community, OGS will accept petitions and forms using the schedule noted below:

FALL 2012
Continuous Enrollment (for fall) …………………… Jul 1 – Sep 10
Application for Graduation (fall semester) .......... Aug 1 – Oct 1
Classification (for spring) ………………………. Aug 1 – Oct 1
Advancement to Candidacy (for spring) ………….. Aug 1 – Oct 1
Currency (for fall graduation) …………………….. Aug 1 – Oct 1
Petition for Exception (for Fall) …………………….. Aug 1 – Oct 1
Writing Placement for Graduates (WPG) WaiverR... Sep 1 - Dec 1
Move Graduation (from fall to spring or summer) ... Nov 1 – Jan 15

Due to the high volume of submissions, we hope to better serve the campus community with a more systematic approach to the submission of forms and petitions. Students may submit forms and petitions during the timeframes noted above. If students miss the deadlines, then they may file the petition or form during the next available filing period. We appreciate your cooperation.

GRADUATE & PROFESSIONAL SCHOOL INFORMATION DAY

The Graduate Diversity Program is hosting a Graduate and Professional School Information Day on Tuesday, October 2, 2012 from 10 am to 2 pm located in the Library Quad.

Students will get an opportunity to meet and talk with representatives from various colleges/universities about their graduate programs.

Contact the Graduate Diversity office at x83834 or www.csus.edu/graddiv for more information.

NORTHERN CALIFORNIA FORUM FOR DIVERSITY IN GRADUATE EDUCATION

The Northern California Forum for Diversity in Education will be held on Saturday, November 3, 2012 at San Francisco State University (SFSU).

Transportation from to/from SFSU will be provided for registered students free of charge.

If you would like to attend, have questions or need more information, please contact the Graduate Diversity Office at (916) 278-3438, or visit the website at: http://www.csus.edu/graddiv/Grad%20Diversity%20Forum/NorthernCaliforniaForum.html.

ACADEMIC STANDING

Academic Standing Action Categories for graduate, credential, certificate, and unclassified students.

Graduate Academic Action Categories

Good Standing — Graduate, credential, certificate and unclassified students whose Sacramento State and cumulative grade point average (GPA) is 3.0 or above are considered in good academic standing.

Academic Probation — Students whose cumulative Sacramento State grade point average or overall grade point average falls below 3.00 will be placed on academic probation. Students on probation are eligible to enroll in the subsequent semester.

Continued Probation — Students on probation will be placed on Continued Probation if they:
• earn a 3.00 in the current semester, but have a Sacramento State GPA and/or overall GPA below 3.00.

Students placed on Continued Probation will be limited to a maximum course load of 9 units per semester until they return to academic good standing.

Academic Disqualification — If a graduate, credential, certificate, or unclassified student is on academic probation and the Sacramento State or cumulative grade point average is below 3.0 for the active term, the student will be academically disqualified.

Students not on probation will be disqualified if the Sacramento State or cumulative GPA is 2.00 or less.

Disqualified students will not be allowed to register unless they are formally reinstated and/or readmitted to the University.

Administrative Probation and Administrative Disqualification — Graduate, credential, certificate, and unclassified students are subject to Administrative Probation for the following reasons:
1. Withdrawal from all or a substantial portion of their courses in two successive terms or in any three terms.
2. Repeated failure to progress toward a degree or other program objective, when such failure is due to circumstances within the control of the student.

CONTINUE ON PAGE 3
ACADEMIC STANDING (continued from page 2)

3. Failure to comply, after due notice, with an academic requirement or regulation.

Students who do not meet the conditions for removal of administrative probation may be subject to further administrative actions, including Administrative Disqualification.

Notification—Students will be notified of their academic status (academic probation, continued probation, or academic disqualification or academic dismissal) by letter, and/or Sac State message and/or email at the end of each semester. Graduate, credential, certificate and unclassified students on Probation or Continued Probation are required to meet with an advisor in their major department, the credential office or the Office of Graduate Studies. Academic departments and units may block registration of students who fail to meet advising appointments. Students receiving veterans' educational benefits may be ruled ineligible for continued benefits if, after one semester of unsatisfactory achievement (probation or disqualification), they do not return to academic Good Standing at the completion of the next semester.

Reinstatement of Disqualified Students

Students who have been academically disqualified may petition for reinstatement. The Petition for Reinstatement is obtained from the Office of Graduate Studies. If reinstated, students will be placed on an academic contract that may stipulate maximum units, specific courses and achievement levels. Failure to meet the conditions of the reinstatement contract and/or failure to achieve a subsequent semester GPA of 3.00 or higher will result in academic disqualification.

Students who are administratively disqualified or not recommended by their academic department for continuation in the graduate degree, credential, or certificate program must formally apply to the University as well as a graduate degree, credential, or certificate program and submit a petition for reinstatement. Reinstated unclassified students will not be allowed to enroll in graduate level courses during the period of the reinstatement contract without the permission of the department chair or designee for that major.

Deadlines to petition for immediate reinstatement are as follows:

- Spring Semester: Third week of January
- Fall Semester: End of June

NOTE: Please check the Office of Graduate Studies website for specific dates.

Students whose petitions are approved are subject to review each semester until the Sacramento State GPA and overall cumulative GPA reach the minimum standard of 3.00. Students may not earn the degree, credential, or certificate unless they are in good academic standing and their Sacramento State GPA and overall cumulative GPA reach the minimum standard of 3.00.

CONTINUOUS ENROLLMENT

Thesis/Project/Dissertation Students

Once a student enrolls in his/her Culminating Experience units and the student does not complete the degree requirement in the term of initial enrollment in the culminating experience and receives an RP grade, the student cannot break enrollment. Please note that the student must maintain continuous enrollment by enrolling in Continuous Enrollment (599). Continuous Enrollment is allowed for up to a maximum of three (3)* semesters until graduation (this requirement varies from department to department).

Once the fourth semester has lapsed, and the student is still not completed with his/her culminating experience, the student must re-enroll in the culminating experience for units (including paying tuition) and repeat the continuous enrollment process, if not completed during the term of enrollment in the culminating units. The first culminating experience will become a No Credit (NC) grade.

No Unit Comprehensive Exam

- If the student does not pass the exam on the first attempt, the student must maintain continuous enrollment by enrolling in Continuous Enrollment (599) in the subsequent term.

Comprehensive Exam Students

A student whose culminating experience option is the comprehensive exam are allowed two (2) attempts only. After the second fail attempt, the department may declassify the student. Request for a third attempt must be made to the Dean of Graduate Studies.

Four (4) calendar months must lapse before the subsequent attempt.
CONTINUOUS ENROLLMENT (continued from page 3)

Comprehensive Exam for Units
- If student does not pass the exam on the first attempt and receives an RP grade, the student must maintain continuous enrollment by enrolling in Continuous Enrollment (599) in the subsequent term.
- If the student does not pass the exam and/or receives an NC grade, the student must enroll in the culminating for units and pay tuition in the subsequent term.

No Unit Comprehensive Exam
- In the semester the student plans to take the Comprehensive Exam, if the student is not enrolled in courses for units, the student must enroll in Continuous Enrollment (if eligible).
- If the student does not pass the exam on the first attempt, the student must maintain continuous enrollment by enrolling in Continuous Enrollment (599) in the subsequent term.

Continuous Enrollment varies from department to department and for International Students. Students should check with their department and Global Education regarding eligibility of Continuous Enrollment prior to submitting the Continuous Enrollment form to OGS. Ed.S. / Ed.D. / DPT degree students are allowed a maximum of one (1) term of Continuous Enrollment.

Continuous Enrollment fees for Fall 2012 are as follows:
- **$281** for MA / MS degree seeking
- **$438** for Ed.S. / Ed.D. / DPT degree seeking students
- Deadline to submit Continuous Enrollment for Fall 2012 is September 10, 2012
- After the September 10, 2012 deadline, a $25 late fee will be assessed
- October 30, 2012 is the absolutely last day to submit Continuous Enrollment for Fall 2012

FALL 2012 IMPORTANT DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 10th</td>
<td>Deadline for Fall 2012 Continuous Enrollment to avoid late fee</td>
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<tr>
<td>September 10th—24th</td>
<td>Fall 2012 Late Registration and Change of Schedule done by petition at departments</td>
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<td>Thesis/Project Format Workshop; University Union, Orchard Suite; 6:00pm—8:00pm</td>
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<td>Call for Thesis/Project/ Dissertation Submission Appointments</td>
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<tr>
<td>November 5th—16th</td>
<td>Appointment Only Thesis/Project/ Dissertation Submission</td>
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<tr>
<td>November 26th—30th</td>
<td>Walk-in Thesis/Project/ Dissertation Submission (Monday—Thursday from 9:00am—6:00pm; Friday from 9:00am—3:00pm)</td>
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<td>November 30th</td>
<td>Last day to submit Thesis/Project/ Dissertation for Fall 2012 by 3:00pm</td>
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Please visit the Office of Graduate Studies website at: [www.csus.edu/gradstudies](http://www.csus.edu/gradstudies) for important dates, forms, and other deadlines.