MESSAGE FROM THE DEAN

As a graduate or credential student at California State University Sacramento, you will find engaging interactions with faculty and fellow students. Our graduate and professional programs are designed to provide student development in both theory and practice. Our faculty members are proven successful practitioners and research professionals who serve the region, the nation and abroad as qualified experts. Our knowledgeable graduate coordinators, dedicated student support professionals, resourceful financial aid representatives and experienced librarians are available to assist you in preparing to gain the information and resources you will need to succeed in your graduate or professional program.

We recognize that graduate education takes place both on and off campus. We encourage you to explore in classrooms, laboratories, and libraries, and also through internships, study abroad experiences, and attending academic conferences. You are a part of an active globally engaged community of scholars. Join in and share as you prepare to serve an ever-changing world on a global scale.

Enjoy the journey! I wish you the best as you transform your life through your studies

Sincerely,

Chevelle Newsome
Graduate Dean

OCTOBER 1, 2013 FORMS DEADLINE

The following Office of Graduate Studies forms are due on October 1, 2013:

♦ Fall 2013 Application for Graduation
♦ Advancement to Candidacy: Advancements submitted on October 1 will be processed and effective for Spring 2014; please make sure you have satisfied the Writing Placement for Graduates (WPG), because student cannot advance without satisfying the WPG.
♦ Application for Classification: Classifications submitted on October 1 will be processed and effective for Spring 2014; please make sure you have satisfied the conditions for classification before submitting the form to OGS.

If students miss the October 1, 2013 deadline to submit the three (3) aforementioned forms to OGS they may file the petition or form during the next available filing period. We appreciate your cooperation.
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 2013**
- Continuous Enrollment (for fall 2013) - July 1 – September 10
- Application for Graduation (fall 2013 graduation) - August 1 – October 1
- Currency (for fall 2013 graduation) - August 1 – October 1
- Petition for Exception (for Fall 2013) - August 1 – October 1
- Classification (for spring 2014) - August 1 – October 1
- Advancement to Candidacy (for spring 2014) - August 1 – October 1
- Writing Placement for Graduates (WPG) Waiver - September 1 - December 1
- Move Graduation (fall 2013 to spring or summer 2014) - November 1 – January 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 Wednesday, October 23, 2013 from 10 am to 2pm. Contact the Graduate Diversity office at x83834 or www.csus.edu/graddiv for more information.

VALIDATION OF EXPIRED COURSE CURRENCY

The university sets time limits on students to earn the degree, credential, and/or certificate to ensure that students have reasonably current knowledge in those courses that comprise the graduate program for which a graduate degree, credential, and/or certificate is awarded.

When coursework taken at California State University, Sacramento has expired currency for inclusion in a graduate, credential, or certificate program, the academic unit may allow the student to validate that coursework by examination, subject to the following:

- Student must be fully classified in a graduate program OR accepted as a credential or certificate student
- Student must be in good standing in order to be eligible.

The following restrictions apply to the extension of course currency validation:

- Not more than 6 of the total units in a master’s program may be validated.
- Not more than 9 of the total units in a doctoral program may be validated.
- Only courses with a fixed content are eligible for validation (Independent study, research, field study, special topics courses, and workshops are ineligible.)

*Please note, if submitting a WPG Waiver, please adhere to the form submission periods (September 1—December 1 or April 1—July 15). Waivers will only be accepted during one of the above submission period.*
COURSE CURRENCY (continued from page 2)

- Only those courses currently being taught by the department (offered in the course schedule in the last 4 years or 8 semesters) are eligible for validation. Courses taken at another university are not eligible for validation.
- To receive credit for currency, the student’s course grade shall be equivalent to at least a “B” (3.0).
- Currency is extended for only one term. If the degree is not completed in the one term, then the course must be repeated for validation.

The only option available to students for an unsuccessful validation is to repeat the course.

Procedures

Once the time limit for currency has elapsed for a course, the student should immediately contact his/her graduate committee chair or the department graduate, credential, or certificate advisor.

Student Instructions:

1. Provide an explanation of how currency was maintained in the content area of each course that is now (or will be at time of graduation) beyond the time requirement.
   - Do not explain how you are using the knowledge learned in the courses, but how you have remained current in the subject area and built upon that knowledge (i.e., seminars, conferences, professional development courses, tutorials, subsequent coursework). Provide support documentation (i.e., CEU transcript, conference program(s), evidence of completion certification).

2. Please briefly describe why you were unable to complete your degree program within the time limit (e.g., 5 years for Ed.D./Ph.D./DPT, 7 years for master’s degree).

3. Complete the course currency form and submit the form and all documentation to the department graduate coordinator or department chair.

Recognizing that departmental processes differ across campus, it is important that students contact the department advisor and/or graduate coordinator concerning currency validation. Please be advised that many departments only validate currency by repeat of a course.

The deadline for submission of these documents is October 1 for the Fall term and February 1 for the Spring/Summer terms.

The Petition for Currency form may be found at: http://www.csus.edu/gradstudies/forms/candidacy_formspetitions/graduate_course_currency_certform.pdf.
“B” GRADE POLICY FOR MASTER AND DOCTORAL STUDENTS

Effective Fall 2012, for Master’s classified graduate, certificate or unclassified student, no courses with a grade below a “B” (3.0 grade points per unit) may be credited toward fulfillment of the requirements for a master’s degree or certificate unless expressly permitted by a campus-approved graduate programs’ written policies.

For Doctoral students, no courses with a grade below a “B” (3.0 grade points per unit) may be credited toward fulfillment of the requirements for a doctorate degree.

Any questions regarding the “B” grade policy, or for information regarding your department’s acceptable grade, please contact your department.

DEGREE COMPLETION TIME LIMIT

All requirements for the doctoral degree must be completed within five (5) years.

All requirements for the master’s degree must be completed within seven (7) years.

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.

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.

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. Four (4) calendar months must lapse before the subsequent attempt. Request for a third attempt must be made to the Dean of Graduate Studies.

...CONTINUE ON PAGE 5...
CONTINUOUS ENROLLMENT (continued from page 4)

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.

*The number of semester of 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 2013:
- $281 for MA / MS degree seeking
- $438 for Ed.S. / Ed.D. / DPT degree seeking students
- The last day to submit Continuous Enrollment for Fall 2013 is October 31, 2013 (a $25 late fee will be assessed).

FALL 2013 IMPORTANT DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 3—13</td>
<td>Fall 2013 Late Registration and Change of Schedule</td>
</tr>
<tr>
<td>September 16—30</td>
<td>Fall 2013 Late Registration and Change of Schedule done by petition at department</td>
</tr>
<tr>
<td>September 30</td>
<td>Census Day</td>
</tr>
<tr>
<td>October 1</td>
<td>Deadline for: Advancement to Candidacy, Fall 2013 Application for Graduation, and Application for Classification</td>
</tr>
<tr>
<td>October 8</td>
<td>Thesis/Project Format Workshop; University Union, Hinde Auditorium; 6:00pm—7:30pm</td>
</tr>
<tr>
<td>October 17</td>
<td>Thesis/Project Format Workshop; University Union, Orchard Suite II; 10:00am—12:00pm</td>
</tr>
<tr>
<td>October 23</td>
<td>Thesis Format Workshop; University Union, Orchard Suite II; 10:00am—12:00pm</td>
</tr>
<tr>
<td>October 29</td>
<td>Thesis Format Workshop; University Union, Hinde Auditorium; 5:30pm—7:00pm</td>
</tr>
<tr>
<td>October 31</td>
<td>Deadline to submit Continuous Enrollment for Fall 2013.</td>
</tr>
<tr>
<td>November 4—8</td>
<td>Call for Thesis/Project/Dissertation Submission Appointments</td>
</tr>
<tr>
<td>November 11</td>
<td>Veteran’s Day (OGS CLOSED)</td>
</tr>
<tr>
<td>November 12—22</td>
<td>Appointment Only Thesis/Project/Dissertation Submission</td>
</tr>
<tr>
<td>December 2—6</td>
<td>Walk-in Thesis/Project/Dissertation Submission</td>
</tr>
<tr>
<td>December 6</td>
<td>Last day to submit Thesis/Project/Dissertation for Fall 2013 by 3:00pm</td>
</tr>
</tbody>
</table>

Please visit the Office of Graduate Studies website at: www.csus.edu/gradstudies for important dates, forms, and other deadlines.