

## STUDENT BULLETIN

www.csus.edu/gradstudies

October 2009

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## OFFICE OF GRADUATE STUDIES OFFICE TELEPHONE HOURS

Beginning Monday, October 19, the normal public service telephone hours for the Office of Graduate Studies (Graduate Dean's Office, Graduate Degree Services, Graduate Admissions, Graduate Data Services, and Graduate Diversity and Outreach) will be 9:00 a.m. to 3:00 p.m. Calls to the general office numbers before and after these hours will be routed to voice mail.

We are taking these extraordinary measures to better align our delivery of services with the Office of Graduate Studies baseline budget. Should hours change in the future, the campus will be notified.

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**THESIS/PROJECT/DISSERTATION**

Formatting Workshop is mandatory for all students who will be turning in a Thesis/Project/Dissertation for the Fall 2009 semester. The Formatting Workshop is designed to help students with the formatting of the thesis, projects, and the submission of graduate filing documents.

Beginning with the Fall 2009 semester, all students will be required to submit their theses/projects/dissertations electronically on ScholarWorks along with a manuscript of their theses/projects/dissertations. Information about the new electronic submission process will be presented to students at the Formatting Workshops.

Formatting Workshops for the Fall 2009 Semester are as follows:

- **Wednesday, October 14, 2009; 10:00a.m.—12:00p.m. in Forest Suite, University Union.**
- **Thursday, October 22, 2009; 5:30p.m.—7:00p.m. in Forest Suite, University Union.**

**Tip:**

**Have you moved or changed your name?**

If so, please update your information. Address, phone number, etc. can be changed by logging into [MySacState](#). Name changes must be done in person (with photo ID) at the [Registrar's Office](#).

## GRADUATION WRITING ASSESSMENT REQUIREMENT

All Graduate students must meet the Graduation Writing Assessment Requirement (GWAR). The GWAR may be satisfied by meeting one of the following:

### Option 1: Waiver

Meet one of the Waiver Standards on the Graduate Writing Proficiency Waiver Form. Form can be found at: [http://www.csus.edu/gradstudies/forms/assorted\\_misc\\_forms/wpe\\_waiver.pdf](http://www.csus.edu/gradstudies/forms/assorted_misc_forms/wpe_waiver.pdf)

### Option 2: Take Writing Place (for) Junior (WPJ) Test

- A score of **80, 70, or 71** on the WPJ the GWAR is met.
- A score of **60** on the WPJ, student needs to take and pass ENG 109W with a C or better to meet the GWAR.
- A score of **50** on the WPJ, student needs to take and pass ENG 109M with a C or better to meet the GWAR.
- A score of **40** on the WPJ, student needs to take and pass LS86 then ENG 109M with a C or better to meet the GWAR.

Students can register for the WPJ at: <https://webapps2.csus.edu/wpe/>

NOTE: STUDENTS CAN TAKE WPJ ONE (1) TIME ONLY.

## OUT TWO SEMESTERS

Students must maintain enrollment to remain active as a Sacramento State student. Students may take one (1) semester off, but must re-enroll the following semester to be considered an active student. **For example: You were enrolled for Spring 2009, and did not enroll for Fall 2009, you must be enrolled for Spring 2010 to remain an active student.**

**Students who have been out of enrollment for two (2) consecutive semesters will need to reapply and pay applicable application fees. For example: You were enrolled Spring 2009, did not enroll for courses for Fall 2009, and did not enroll courses for Spring 2010, you will need to reapply to the university (you have been inactive for two consecutive semesters--Fall 2009 and Spring 2010).**

Please note: not enrolling in one or two semesters does not extend the 7 year deadline.

## GRADUATE GRADE POINT AVERAGE (GPA) REQUIREMENT

Graduate students must maintain a 3.0 or higher semester and cumulative GPA to maintain good academic standing.

## FALL 2009 THESIS/PROJECT CHECK-IN

Degree Evaluators will be available to review theses/projects **November 9—20, 2009 by Appointment only (limited spaces available)**. The Office of Graduate Studies will begin scheduling appointments between November 2—6, 2009. **No thesis/project will be accepted between November 23-27, 2009.**

Regular thesis/project drop-off (**no appointment required**) begins November 30—December 4, 2009.

### Thesis/Project/Dissertation check-in schedule:

November 30, 2009: 9:00a.m.—6:00p.m.  
December 1, 2009: 9:00a.m.—6:00p.m.  
December 2, 2009: 9:00a.m.—6:00p.m.  
December 3, 2009: 9:00a.m. - 6:00p.m.  
December 4, 2009: 9:00a.m. 3:00p.m.

**Deadline to Submit a Thesis/Project is December 4, 2009 @ 3:00p.m.**



### SPRING 2010 CONTINUOUS ENROLLMENT FEE

For Spring 2010, the Continuous Enrollment (599 course) fee will be:

- **\$211 if Continuous Enrollment form received by February 10, 2010.**
- **\$236 (\$211 + \$25 late fee) if Continuous Enrollment form is received by OGS after February 10, 2010.**

### FEE INCREASE

Effective August 10, 2009 the following fees have increased:

1. Application for Graduation (\$63.50)
2. Graduation Date Change (\$28.00)
3. Diploma Re-order (\$20)
4. Transcripts (\$8)

## October

Su	M	Tu	W	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## November

Su	M	T	W	T	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## December

Su	M	Tu	W	T	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## IMPORTANT DATES

**October 14th:** Thesis/Project Formatting Workshop; 10:00a.m.—12:00p.m.; Forest Suite, University Union

**October 16th:** OGS Closed (Furlough)

**October 19th:** Start of new OGS Phone Hours

**October 22nd:** Thesis/Project Formatting Workshop; 5:30p.m.—7:00p.m.; Forest Suite, University Union

**October 30:** OGS Closed (Furlough)

**November 9th—20th:** Appointment Only Thesis/Project Check-in (Limited space available)

**November 11th:** OGS Closed (Veteran's Day)

**November 13th:** OGS Closed (Furlough)

**November 23rd—25th:** Graduate Degree Services staff will not be available. No Thesis/Projects will be accepted.

**November 26th:** OGS Closed (Thanksgiving)

**November 27th:** OGS Closed (Furlough)

**November 30th—December 4th:** No Appointment Thesis/Project Check-in. Deadline to submit Thesis/Project is at 3p.m. on 12/4/09.

**December 21st—31st:** OGS Closed (Furloughs/Holiday)

Please visit the Office of Graduate Studies website at: [www.csus.edu/gradstudies](http://www.csus.edu/gradstudies) for important dates, forms, and other

Questions may be directed to Malee Xiong, Director of the Graduate Center in the Office of Graduate Studies at (916) 278-6470 or via email at [malee.xiong@csus.edu](mailto:malee.xiong@csus.edu)