MESSAGE FROM THE DEAN

In the Office of Graduate Studies (OGS), we are committed to working with faculty and staff on campus, in the interest of enhancing the educational experience of graduate students. From grappling with the ethical challenges and responsibilities of research and scholarship in a chosen field to administering grants and awards for teaching and fellowships, OGS has been an active part of graduate studies on campus. This publication is one avenue we utilize to deliver vital information on the policies, services, and resources offered by OGS.

In his spring address, the President revealed the new University initiative, “Redefine the Possible.” We, in the OGS, heard the call to be innovative and resourceful. In the coming weeks you may be asked to provide feedback related to the workshops, information sessions, and other services provided by the OGS. I understand that you are busy, but I hope you will take the time to provide feedback. Our goal is to be a leader in creating, promoting, and coordinating graduate and post-baccalaureate education. Your input is vital to our efforts to achieve our goal.

The Graduate Center is a valuable resource for graduate students. We are located in Riverfront 215, and can be reached at (916) 278-6470. We are here to support and help students to succeed. If you need assistance along the way, please do not hesitate to contact us.

Chevelle Newsome, Graduate Dean

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.)
COURSE CURRENCY (continued from page 1)

- 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.

FAQs

Q: Is there a time limit to complete my degree?
A: 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.

Q: What is the minimum Grade Point Average (GPA) needed to remain in Good Academic Standing?
A: Graduate, credential, certificate and unclassified students who maintain a 3.0 or higher semester and cumulative grade point average (GPA) are considered in good academic standing.

Q: My department does not offer a Graduate Writing Intensive (GWI) course, can I take a GWI course from another department to satisfy the Graduate Writing requirement?
A: No, you cannot take a GWI course from another department. Please visit the OGS website to find more information on how to satisfy this requirement.

Q: I have not satisfy the Writing Requirement for Graduates yet, can I still advance to candidacy?
A: No, you must satisfy the writing requirement before you can advance to candidacy.
OFFICE OF GRADUATE STUDIES SPRING 2012
THESIS/PROJECT FORMAT WORKSHOP

Students who will be submitting a thesis or project required to attend at least one Format Workshops hosted by the Office of Graduate Studies.

The schedule for Spring 2012 Thesis/Project Format Workshops are:

- **Tuesday, February 21, 2012**
  Location: University Union - Hinde Auditorium  
  Time: 5:00pm - 6:30pm

- **Wednesday, February 29, 2012**
  Location: University Union - Orchard Suite  
  Time: 10:00am - 12:00pm

- **Tuesday, March 6, 2012**
  Location: University Union - Hinde Auditorium  
  Time: 5:30pm - 7:00pm

- **Thursday, March 8, 2012**
  Location: University Union - Foothill Suite  
  Time: 10:00am - 12:00pm

- **Tuesday, March 13, 2012**
  Location: University Union - Redwood Room  
  Time: 6:00pm - 7:30pm

Please call the Office of Graduate Studies at **(916) 278-6470** during regular telephone hours (Monday—Friday from 9:00am—3:00pm) to register for one of the Thesis/Project Format Workshops.
WRITING PLACEMENT FOR GRADUATES (WPG)

All Master’s, Ed.S. and Doctorate degree seeking students must fulfill the WPG* requirement prior to Advancement to Candidacy. Please visit the OGS website at: http://www.csus.edu/gradstudies/gwar.html for more information on how to satisfy this requirement.

NOTE: if submitting a WPG Waiver, please adhere to the form submission periods (September 1—December 1 or April 1—July 1). Waivers will only be accepted during the submission periods.

IMPORTANT DATES

February 10: Spring 2012 Continuous Enrollment Deadline
February 21: Thesis/Project Format Workshop; Hinde Auditorium, University Union; 5:00p.m.—6:30p.m.
February 29: Thesis/Project Format Workshop; Orchard Suite, University Union; 10:00a.m.—12:00p.m.
March 6: Thesis/Project Format Workshop; Hinde Auditorium; 5:30p.m.—7:00p.m.
March 8: Thesis/Project Format Workshop; Foothill Suite, University Union; 10:00a.m.—12:00p.m.
March: Thesis/Project Format Workshop; Redwood Room, University Union; 6:00p.m.—7:30p.m.
March 26—30: Call to make appointment for Appointment Only Thesis/Project/Dissertation Submission
April 2—13: Thesis/Project/Dissertation Submission (Appointments Only)
April 23—27: Thesis/Project/Dissertation Submission (Walk-ins)
April 30—May 4: Thesis/Project Dissertation Submission (Walk-ins)
May 4: Last day to submit Thesis/Project/Dissertation for Spring 2012

NOTE: Please check the OGS Website for thesis/project/dissertation submission times during walk-in weeks.

Spring 2012 Continuous Enrollment fees for eligible students are $281.00 (Master’s Degree seeking students) and $438.00 (Ed.D. & Ed.S. Degree seeking students).

The deadline is FEBRUARY 10, 2012.
After February 10, 2012, a $25 late fee will be assessed.

March 30, 2012 is the last day to submit Continuous Enrollment for the Spring 2012 term.

NO EXCEPTIONS!