MESSAGE FROM THE DEAN

Graduate and professional school offers an opportunity for you to learn new ideas and information. In your classes you will discuss theories, write papers, and create new knowledge. The majority of the time you will interact with faculty members and fellow students in your academic programs. These are important connections; you are encouraged to also meet fellow graduate students and faculty members from other disciplines. Sacramento State is a community of scholars. We host conferences, brown bag sessions, comics, art shows and many other professional and cultural events. “Redefine the possible” in your graduate experience and expand your professional and social network.

Wishing you a wonderful spring term,

Chevelle Newsome, Graduate Dean

FEBRUARY 1, 2014 FORMS DEADLINE

The following Office of Graduate Studies (OGS) forms are due on February 1, 2014:

♦ **Spring & Summer 2014 Application for Graduation**

♦ **Advancement to Candidacy**: Advancements submitted on February 1 will be processed and effective for Fall 2014; please make sure you have satisfied the Writing Placement for Graduates (WPG), because a student cannot advance without satisfying the WPG, and have obtained the required grades and GPA to advance (please check with your department regarding the “B” grade policy for Master’s, Ed.S. and Doctoral degrees.

♦ **Application for Classification**: Classifications submitted on February 1 will be processed and effective for Fall 2014; please make sure you have satisfied the conditions for classification before submitting the form to OGS.

*February 1, 2014 falls on a Saturday; hence, students will have until close of business (5pm) on Monday, February 3, 2014 to submit the forms. If students miss the February 3, 2014 deadline to submit the three (3) aforementioned forms to OGS they may file the petition or form during the next available filing period. Your cooperation is appreciated.*
GRADUATE REPEAT POLICY

Effective Spring 2014, Graduate and Credential Post-Baccalaureate students may file, at the program level, a petition to repeat a course only if they earned grades lower than a B. Such grades include a B-, C+, C, C-, D+, D, D-, F, WU, and NC. **This petition must be submitted and approved prior to enrolling in the course.** If program requirements allow for a specific number of C grades, students should file a petition to repeat those courses if grades earned were lower than a C (C-, D+, D, D-, F, WU, and NC). The Repeat Petition can be found at: http://www.csus.edu/GRADSTUDIES/forms/academic_curriculum/CourseRepeat.pdf.

**Grade Forgiveness**
Grade Forgiveness is the circumstance in which the new grade replaces the former grade in terms of calculation of GPA, etc. If a graduate or credential program allows a course to be taken a second time, the first grade shall be forgiven. Grade forgiveness shall not be applicable to a course for which the original grade was the result of a finding of academic dishonesty.

**Grades Averaged**
If a student is granted permission to repeat a course for the second time (i.e., 3rd total attempt), the first repeat (second attempt) and all additional attempts shall be averaged when calculating the student’s overall grade-point average.*

(Note: This policy does not count attempted coursework forgiven under the academic renewal process.)

*The default sequence for applying forgiven and averaged grades is to forgive grades for repeated courses that are eligible (that have not already been repeated once).

**Repetition of Courses**
Repetition of a “B” or higher grade in graduate or undergraduate courses **is not allowed** for grade point average improvement.

**Financial Aid Recipients**
New federal regulations may not allow reimbursement for repeating a course. Check with the Financial Aid Office to determine if you are eligible to receive financial aid for repeating this course.

The Repeat Petition can be found at: http://www.csus.edu/GRADSTUDIES/forms/academic_curriculum/CourseRepeat.pdf

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STRATEGIC PLANNING 2013-2014

Here at Sacramento State we are envisioning our future. The campus students, faculty, and staff members have begun creating a new strategic plan for the university, and you are encouraged to participate. Graduate education is a crucial part of the Sacramento State mission. We are the region’s major public university, and our graduate and professional students and alumni make a difference on our campus and in the region. From serving as graduate assistants providing educational services to undergraduates on campus to being key workers and leaders in the public, private and non-profit sectors in the Sacramento region, our graduate and professional students are making a difference. If you visit the strategic planning website, you will have an opportunity to respond to questions designed to gain insights from the campus community members. Currently the question being posed is: “**What should Sacramento State’s top priority be in the next five years?**” Visit the website at http://www.csus.edu/universitystrategicplan/ and submit your answer to the feedback question. Your input is valuable!
SACRAMENTO STATE STUDENT RESEARCH SYMPOSIUM

Student participation in research is recognized as high impact practice that encourages an individual’s academic, professional and social growth. Unlike a class paper or project, student research involves students working closely with faculty members to create new knowledge. On **Friday, February 28, 2014**, the Sacramento State Student Research Symposium will be held to showcase the creative and academic work of students here on our campus. At the Symposium, undergraduate and graduate students present the research they completed the preceding academic year. All currently enrolled undergraduate and graduate students or alumni from spring, summer or fall 2013 are eligible and encouraged to participate. Students have the opportunity to make either oral or poster presentations. Also, there will be monetary awards presented. Registration and entry requirements are available at [http://www.csus.edu/research/student/researchcomp.htm](http://www.csus.edu/research/student/researchcomp.htm) The **deadline to enter is Monday, February 17, 2014**. Discovery and an opportunity to share your research are available. Mark your calendar to register and attend the event.

GRANTS & AWARDS DEADLINE DATES

- California Pre-Doctoral Award: February 17, 2014

- Graduate Equity Fellowship: April 11, 2014
  [http://www.csus.edu/graddiv/Grants%20and%20Awards/GraduateEquityFellowship.html](http://www.csus.edu/graddiv/Grants%20and%20Awards/GraduateEquityFellowship.html)

For more information, please contact Carlotta Moore by phone at x83438 or via email at moorec@saclink.csus.edu.

FAQ

Q: What is the minimum Grade Point Average (GPA) needed to remain in Good Academic Standing?

A: Graduate, credential, certificate and unclassified post baccalaureate 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 Placement for Graduates (WPG), can I still advance to candidacy?

A: No, you must satisfy the WPG requirement before you can advance to candidacy.

In addition to the WPG requirement, some departments have additional requirements a student must satisfy before advancement. Check with your department regarding its advancement requirement.

TIP CORNER

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**.

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**“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.

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### SPRING 2014 THESIS/PROJECT FORMAT WORKSHOPS

**Tuesday, March 4, 2014**  
Location: University Union - Hinde Auditorium  
*Time: 10:00am - 12:00pm*

**Thursday, March 6, 2014**  
Location: University Union - Orchard Suite II  
*Time: 5:30pm - 7:00pm*

**Wednesday, March 12, 2014**  
Location: University Union - Hinde Auditorium  
*Time: 10:00am - 12:00pm*

**Wednesday, March 19, 2014**  
Location: University Union - Hinde Auditorium  
*Time: 5:30pm - 7:00pm*

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**FAQ**

**Q:** I have not enrolled in my culminating units yet, but was not enrolled in Fall 2013 and do not plan to enroll in Spring 2014, am I still an active Sacramento State student?

**A:** A student can only have one (1) semester off without any penalty. Failure to enroll in the subsequent semester will result in you being discontinued from the university for being out two semesters.

**Q:** I am enrolled in my culminating units and/or Continuous Enrollment (599), can I take a semester off?

**A:** No, once you have enrolled in your culminating units or continuous enrollment (599) you must be continuously enrolled.

**Q:** How many semesters of Continuous Enrollment (599) can I enroll in before my culminating units become a “NC” (no credit)?

**A:** You may have up to 3 semesters* of continuous enrollment (599). If you do finish the requirement for your degree at the third continuous enrollment (599) the culminating units will become a “NC,” and you will have to re-enroll in the culminating units the following semester.

*Please check with your department as some departments do not allow continuous enrollment and/or allow fewer than 3 continuous enrollments.
Q: I have been discontinued for being out two semester, what should I do?

A: When you have been discontinued from the university, you must reapply for admission to the university and program. If readmitted, you must satisfy any new program and/or university requirement (e.g. WPG, re-advance to candidacy, etc).

Q: Three of my courses fell out of currency, what should I do?

A: If your department will validate currency, you may petition for a maximum of 6 units (Master’s degree students) or 9 units (Doctoral degree students). If currency is approved, it will be approved for one semester only. If you do not complete the degree requirements by the end of the term in which currency has been approved for, you must repeat the course(s) and any other course that may have fallen out of currency. Some departments do not validate currency, in this instance, the only option would be for the student to repeat the course.

SPRING 2014 CONTINUOUS ENROLLMENT DEADLINE

♦ February 10, 2014: $281 (no late fee assessed)*.

♦ March 31, 2014**: This is the last day to submit Continuous Enrollment for Spring 2014.

♦ Must obtain your Graduate Coordinator’s signature prior to submitting form and payment to OGS

*Continuous Enrollments submitted after February 10, 2014 will be assessed a $25 late fee ($281 + $25 for a total of $306).

**March 31, 2014, the University is closed so students have until close of business on April 1, 2014 to submit late Continuous Enrollment for Spring 2014.

No more than 6 units of approved units may be transferred to fulfill the requirement of the master’s degree. Please keep in mind, when transferring courses from a Quarter school, the value of quarter units when converted to semester units is less.

For example:
3.0 Quarter Units = 2.0 Semester Units
4.0 Quarter Units = 2.7 Semester Units
4.5 Quarter Units = 3.0 Semester Units
SPRING 2014 IMPORTANT DATES

February 3: Deadline to submit Advancement to Candidacy, Application for Graduation, and Application for Classification

February 7: Last day for students to add/drop classes

February 10: Deadline for Continuous Enrollment (no late fee assessed)

February 10—21: Add/Drop done via petition at departments

February 21: Census Date

March 1: Fall 2014 Admissions close

March 4: Thesis/Project Format Workshop; University Union, Hinde Auditorium; 10:00am—12:00pm

March 6: Thesis/Project Format Workshop; University Union, Orchard Suite II; 5:30pm—7:00pm

March 12: Thesis/Project Format Workshop; University Union, Hinde Auditorium; 10:00am—12:00pm

March 19: Thesis/Project Format Workshop; University Union, Orchard Suite II; 5:30pm—7:00pm

March 24—30: Spring Recess

March 28—April 4: Registration Opens for Limited Thesis/Project/Dissertation Submission Appointments

March 31: Cesar Chavez Holiday (CAMPUS CLOSED)

April 1: Last day to submit Spring 2014 Continuous Enrollment ($25 late fee assessed)

April 7—18: Limited Thesis/Project/Dissertation Appointments

April 14—May 9: Registration Opens for Regular Thesis/Project/Dissertation Submission

April 28—May 9: Spring 2014 Thesis/Project/Dissertation Submission

May 9: Last day to submit Thesis/Project/Dissertation for Spring 2014

May 16: Last day of Instruction

May 19—23: Final Exams

May 23—24: Spring 2014 Commencement

May 26: Memorial Day (CAMPUS CLOSED)

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.

*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.

Thank you for your cooperation.

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