MESSAGE FROM THE DEAN

Graduate education is a collective enterprise. Students, faculty, staff and administrators all play a vital role in ensuring a quality graduate student experience. As graduate and professional students you make a significant contribution to the life of our campus. From serving as research and teaching assistants to enrolling in courses for your degree program requirements, you are active participants in the learning environment. In honor of National Graduate and Professional Student Appreciation Week, the week of April 6-10, the university will host events and activities on our campus to celebrate the contributions of our graduate and professional students. I hope you will plan to join us for the celebration in your honor.

Also this spring, the Office of Graduate Studies will be engaging in strategic planning for graduate education on our campus. We hope you will respond to inquiries so we can garner various perspectives and insights. We will also be exploring opportunities for global engagement, and invite you to consider studying abroad. Partner with us in learning endeavors both inside and out of the classroom. Explore, engage and interact with members of our campus community. As a collective, we can “Redefine the Possible.”

Sincerely,

Chevelle Newsome, Graduate Dean

FEBRUARY 2, 2015 FORMS DEADLINE

The following Office of Graduate Studies forms are due on February 2, 2015:

♦ Spring & Summer 2015 Application for Graduation

♦ Advancement to Candidacy: Advancements submitted on October 1 will be processed and are effective for Fall 2015. Please make sure you have satisfied the Writing Placement for Graduates (WPG), because you cannot advance without satisfying the WPG.

♦ Application for Classification: Classifications submitted on October 1 will be processed and effective for Fall 2015 please make sure you have satisfied the conditions for classification before submitting the form to OGS.

If you miss the February 2, 2015 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:

**SPRING 2015**
- Continuous Enrollment (for Spring 2015)
- Application for Graduation (SP/SU 2015 graduation)
- Currency (for Spring 2015 graduation)
- Petition for Exception (for Spring 2015)
- Classification (for Fall 2015)
- Advancement to Candidacy (for Fall 2015)
- Writing Placement for Graduates (WPG) Waiver

<table>
<thead>
<tr>
<th>Petition/Form</th>
<th>Submission Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous Enrollment</td>
<td>December 1 - April 1</td>
</tr>
<tr>
<td>Application for Graduation</td>
<td>November 15 — February 2</td>
</tr>
<tr>
<td>Currency</td>
<td>November 15 — February 2</td>
</tr>
<tr>
<td>Petition for Exception</td>
<td>November 15 — February 2</td>
</tr>
<tr>
<td>Classification</td>
<td>November 15 — February 2</td>
</tr>
<tr>
<td>Advancement to Candidacy</td>
<td>November 15 — February 2</td>
</tr>
<tr>
<td>Writing Placement for Graduates (WPG) Waiver</td>
<td>December 1 — April 1</td>
</tr>
</tbody>
</table>

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 EQUITY FELLOWSHIP PROGRAM

A grant for students who have experienced economic and educational disadvantages. Students must meet financial and academic requirements and be classified or conditionally classified in a graduate program at CSU, Sacramento.

The Graduate Diversity program is still accepting applications for the Graduate Equity Fellowship (deadline date is April 15, 2015). For more information, call (916) 278-3834 or email graddiversity@csus.edu.

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.)

(continue on page 3)
FAQ

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.

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_forms/petitions/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.

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.)
Repeat Policy (continued from page 4)

*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 may be found at: http://www.csus.edu/GRADSTUDIES/forms/academic_curriculum/CourseRepeat.pdf

---

SPRING 2015 IMPORTANT DATES

January 26—February 6: Spring 2015 Late Registration and Change of Schedule

February 2: Deadline for:
• Advancement to Candidacy
• Spring 2015/Summer 2015 Application for Graduation
• Application for Classification

February 10: Deadline for Spring 2015 Continuous Enrollment (no late fee)

February 20:
• Census Day
• Last day to add course (department petition required)

March 4: Thesis/Project Format Workshop; University Union, California Suite; 5:30pm—7:00pm

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

March 17: Thesis Format Workshop; Location/Time TBD

March 19: Thesis/Project Format Workshop; University Union, Auburn Room; 10:00am—12:00pm

March 23—29: Spring Break

March 30—April 6: Registration opens for Limited Thesis/Project/Dissertation Submission Appointments

March 31: Caesar Chavez Holiday (OGS Closed)

April 1: Last day to submit Continuous Enrollment for Spring 2015 semester ($25 late fee assessed).

April 6—10: Graduate and Professional Student Appreciation Week

April 6—17: Limited appointment Thesis/Project/Dissertation

April 13—May 8: Registration opens for Spring 2015 Thesis/Project/Dissertation appointments

April 20—24: Graduate Degree Services not available

April 24: Deadline to drop or withdraw from classes

April 27—May 8: Thesis/Project/Dissertation Submission

May 8: Last day to submit Thesis/Project/Dissertation for Spring 2015 by 3:00pm

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