



CALIFORNIA STATE UNIVERSITY, SACRAMENTO MASTER OF SCIENCE IN URBAN LAND DEVELOPMENT

GRADUATE STUDENT HANDBOOK 2009-2010

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Introduction

The Urban Land Development Program brings together the private (decision-making) and public (policy) aspects of real estate development and helps students develop the skills needed to develop land in metropolitan areas. The program is interdisciplinary and covers all major aspects of the development process including design, feasibility analysis, land use regulation, market and location analysis, and negotiation. Graduates from this program bridge the gap between land use professional with training in fields such as city planning, government, and public policy and those trained in business administration. Graduates from this program will be able to understand the constraints and incentives faced by both the private and public sectors when making land use recommendations and decisions.

This manual is intended to be of benefit to current and prospective Master of Science in Urban Land Development students (ULD) at California State University, Sacramento (Sac State). It contains important "nuts and bolts" program information, organized alphabetically. Some of the manual sections in part reiterate general University policy, but much of the material in this document is unique to our program.

We urge you to consult the manual before asking faculty about ULD policies. We also welcome input on corrections and changes that should be made, as well as suggestions for additions. Please direct your comments to the ULD Program Director.

I. Advising

New students are assigned the ULD Program Director as their preliminary faculty advisor during their first two semesters of course work. This preliminary adviser will guide students in selecting courses during their first year, planning courses for future years, satisfying unmet foundation courses, and addressing other curriculum related issues.

By the end of their second semester, each student must select – in consultation with the ULD Program Director – an advisor from the Sac State faculty that teaches a MSULD core course (this may include the ULD Program Director). An e-mail should be sent to Ms. Suzi Byrd (suzi_byrd@csus.edu), the ULD Administrative Assistant, in regards to who this faculty advisor is. She will record this choice in the student's record and the student should only see this advisor regarding questions about the program. The advisor will guide the student in further course selection, planning for electives, selection of an internship assignment (if appropriate), planning for a master's project, and other matters. A student's faculty advisor does not necessarily need to also be their thesis advisor. Students should meet with their advisor at least once a semester.

II. Culminating Requirement Policy

OVERVIEW

The ULD Program is very flexible in its interpretation of the culminating experience requirement for its Master's in Urban Land Development students. Students may choose, in consultation/approval with their major thesis advisor (who must be a full-time faculty member who has taught a ULD core course) to decide what constitutes an approved thesis/project.

An overriding guideline is that the culminating project be something that would be appropriate for consumption in the real-world public or private sector regarding urban land development. This guideline is intended to (1) increase timely completion of the ULD program and (2) give students experience producing the kinds of reports frequently called for in urban land development careers.

GUIDELINES

- Students are encouraged to address in their thesis some urban land development issue or problem; with an eye toward developing a master's project of perhaps 40-60 pages; with the exact length dependent on the type of topic, methodology, use of graphs, and other visual material, etc.
- A thesis/project may consist of the more traditional format of a five chapter analysis of some question including an introduction, literature review, summary of methodology, review of data, and conclusions/recommendations. Alternatively, it could follow a pattern more consist of a ULD master's project that includes a summary of the problem, development of criteria for assessing solutions, consideration of possible alternatives, and conclusions/recommendations. The master's project also will generally consider a variety of perspectives on the issue, drawing on different disciplines incorporated within ULD (e.g., public policy, real estate theory, business finance, collaboration, planning, economics, etc.).

These are just two possibilities. Others are fully acceptable as long as approved by the student's primary thesis advisor.

- In their thesis/project, students should draw upon the variety of analytical tools taught in the ULD Program's core courses.
- Master's thesis/projects should also draw upon academic literature as appropriate, but with less emphasis on showing "command of the field" and more emphasis on drawing on exactly what is necessary for the

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method to be used. In some cases the literature itself might be part of the data analysis (e.g., when the only evidence of effectiveness of alternatives comes from secondary literature about how such alternatives are working in other states).

- To assist students in completing their master's thesis/projects, a student who has less than one ULD core course to take before completing their degree, should enroll in either PPA 500 or MBA 500. The choice is dependent on who the student will use as a primary thesis advisor. If a PPA faculty member, then take PPA 500. If a business faculty member, then take MBA 500. If neither a PPA nor business faculty member, then the student should enroll in PPA 500.
- PPA 500 will meet frequently in the beginning of the semester when students are formulating their plans. Clear expectations will be offered regarding products to be developed and should be submitted to the student's primary advisor and PPA 500 seminar leader every few weeks. For example, students will be required to submit a two to three page prospectus by about the second week of class outlining the thesis/project statement they will be analyzing. Several weeks later students will submit a second memo outlining the analytical approach they will be taking, including possible alternatives to be considered, criteria for evaluating alternatives, and analytical tools or methods to be used. All of these submissions must be done in consultation with the student's primary advisor.
- A large portion of PPA 500 class time will be devoted to working in groups or as a whole class to help students revise and improve their problem definitions and their analytical approaches.
- MBA 500 is taught through the School of Business and may have different expectations than described above for PPA 500. The student intending to take MBA 500 should contact the instructor to learn more about that course.
- The strong expectation will be that students will complete their master's projects within a single semester. Students will only need to take PPA 500 or MBA 500 a second time, if they fail within their first time of taking it of being within striking distance of finishing their thesis in the next fall or spring semester. The determination of this is to be done by their thesis advisor and conveyed to the instructor of record of either PPA 500 or MBA 500.
- Students will have two readers (a primary and secondary) for their Master's thesis/project, and will be expected to have identified the readers

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before the start of PPA 500 or MBA 500. The PPA 500 or MBA 500 seminar leader may be one of the readers, but this is not required.

- To make it entirely possible to complete the Master's thesis/project in the time frame of one semester, it is strongly suggested that students begin work on identifying a topic, choosing a primary advisor, and beginning an appropriate literature review the semester before they are scheduled to take PPA 500 or MBA 500. This is a minimum suggestion; ideally this pre-PPA 500 or MBA 500 work should be begun even earlier.
- A ULD student will only be allowed to enroll in PPA 500 or MBA 500 when he/she has no more than one core course in the program to take. They may take their last core course at the same time as PPA 500 or MBA 500. Only the ULD Program Director will be authorized to modify this requirement in exceptional circumstances.

III. Curricular Structure

PRERQUISITES

Applied Course in Calculus
Introductory Course in Statistics
Demonstrated Computer Literacy

FOUNDATION COURSES (up to 15 units)

ECON 204 Business Economics (or ECON 1A/B)
MBA 207 Finance or equivalent (or FIN 101)
MBA 206 Managerial Statistics (or DS 101)
RELU 140 Real Estate Development

CORE PROGRAM REQUIREMENTS (21 units)

MBA 232 Seminar in Negotiation or
PPA 270 Collaborative Policy
MBA 251 Real Estate Finance Invest.
MBA 253 Seminar in Real Estate Development
PPA 207 Quantitative Methods in PPA
PPA 220A Applied Economic Analysis I
PPA 250 California Land Use Policy
PPA 251/ECON 251 Urban Problems, Economics, and Public Policy
or PPA 252 Sustainable Dev. & Building Practices

APPROVED ELECTIVE COURSES (Take 12 units)

CE 261 Transportation Planning
ECON 241 Applied Econometric Analysis
ENVS 122 Environmental Impact Analysis
ENVS 128 Environment and the Law
GEOG 109 Geographic Information Systems
MBA 220 Financial Management
MBA 221 Financial Markets
MBA 231 Personnel Management
MBA 252 Mortgage Markets
MBA 295E Internship in Urban Land Development
PPA 205 Research in Public Policy & Adm.
PPA 220 B Applied Econ. Analysis II (PPA 220A)
PPA 251/ECON 251 Urban Problems, Economics, and Public Policy
PPA 252 Sustainable Dev & Building Practices
PPA 271 Collaborative Policy Practice

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PPA 272 Collaborative Governance Adv Practice
PPA 284/GOVT 284 Urban Policy
PPA 295 Internship
SOC 210 Urban Sociology

Or other courses approved by the ULD Program Director may be used to meet the elective course requirements (with a maximum of six (6) units of upper division undergraduate coursework allowed).

CULMINATING EXPERIENCE (3 units)

MBA 500 A/B or PPA 500 Thesis/Project

IV. Grading Policy

University policy states: "Students who are enrolled in graduate degree programs in conditionally classified or classified standing shall be subject to academic probation if they fail to maintain a cumulative and semester grade point average of at least 3.0 in all units attempted subsequent to admission to the program." (1988-90 catalog, page 83)

We have further specified the requirements for the ULD Master's Program as follows:

1. A minimum cumulative grade point average of 3.0 in all course work for the degree is required.
2. A minimum course grade of "B-" in all core courses is required. Core courses with a "C+" grade or lower must be repeated, can only be repeated once, and a grade of "B-" or higher must be achieved to remain in the program.

See Repeat Petition ([Appendix A](#)).

V. Human Subjects Protection Policy and Procedures

DEPARTMENTAL HUMAN SUBJECTS COMMITTEE

To protect human subjects involved in student research and meet University requirements in this area, the ULD Program (through the PPA Department) has established a Human subjects Committee that applies to human subject research conducted by ULD students. Ordinarily the Committee will consist of three elected from the full-time PPA faculty. An election for Committee positions (and who will chair) will occur in the summer prior to each academic year or early in the fall semester.

COMMITTEE CHARGE

The Human subjects Committee is charged with reviewing ULD student research that involves contact with human subjects, including but not limited to:

- (1) Student initiated research related to Master's projects or theses; and
- (2) collaborative projects between faculty and students in which students are involved in project development and contact with human subjects outside the classroom, and/or students who present their findings outside the classroom (e.g., at a professional conference).

Pursuant to University policy, the Human Subjects Committee does not include oversight of faculty's own research, with the exception of faculty-student collaborative projects discussed in the prior paragraph. Proposals by faculty to engage in other research involving human subjects bypass this Committee and go directly to the University's IRB Committee. Projects in which the only subjects are other students in the same course and the only reporting of results is in that course do not require review. It should be noted that faculty-student projects in which the student role is limited to data collection are considered faculty research for the purpose of this document.

COMMITTEE PROCEDURES

- The Human Subjects Committee will meet at least once a semester, with the meeting date to be announced to faculty and students early in the semester. The Committee Chair will call the meeting. The Chair may cancel the semester meeting if no proposals are submitted.
- Any student who is aware that his or her research will involve contact with human subjects, or who receives advice from a faculty member that such research may involve such contact, must submit a proposal to the Human Subjects Committee. Any faculty member who assigns a course project for students to conduct research with human subjects outside the classroom must submit a proposal to the Committee.

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- When submitting a proposal to the Human subjects Committee, a student or faculty member should:
 - 1) Complete three copies of the University's IRB proposal form found at the Research and Sponsored Projects Web site (<http://www.csus.edu/research/humansubjects/>).
 - 2) Complete three copies of the departmental "cover sheet" that distills the crucial information into one page (see [Appendix B](#)).
 - 3) Submit the above materials (stapled together) in hard copy to the PPA office.
- Human subjects Committee members will review proposals independently and discuss them when the entire Committee meets.
- The individual submitting a proposal may attend the Human Subjects Committee meeting but it is not required that he or she do so.
- In accordance with standards set forth in the subsequent section, the Human subjects Committee will make a decision about the need for further review of each proposal submitted. Each such decision will be recorded in writing.
- As soon as is convenient after the Human Subjects Committee meeting, the Committee Chair will inform the individual submitting the proposal of the Committee's decision. The proposer may be notified either by letter or by electronic mail.
- Records of the Committee's actions, including copies of correspondence and electronic mail messages, will be maintained in the ULD office.

CRITERIA AND STANDARDS FOR REVIEW

Proposals are to be evaluated in accordance with the following five criteria:

- 1) Does the proposal adequately explain the research project?
- 2) Does the proposal include any "protected classes" of subjects (i.e., minors, prisoners, pregnant women, fetuses, elderly people, patients of hospitals or mental facilities, or any other person who may be legally unable to give consent)?
- 3) Can the project be classified as "exempt" by Federal regulations?
- 4) To what extent does the project pose risk to subjects or the researcher?
- 5) To what extent does the research design protect human subjects?

The Committee may make any of the following decisions with respect to a proposal:

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- It may approve a proposal if it finds no risk to the subjects or researcher and that no members of “protected classes” are subjects, or if the research qualifies for “exempt” status under Federal regulations.
- It may approve a proposal contingent on specified changes to the research protocols.
- It may return the proposal for further information if Committee members find that aspects of the proposal are unclear.
- It may forward the proposal to the University Committee if Committee members find that the proposal poses some risk to the subjects and/or the researcher or if the proposal uses subjects who are members of “protected classes.”

NOTES REGARDING RESEARCH USING SECONDARY DATA

Our expectation is that the vast majority of projects using only secondary data sets (e.g., Field Polls, the General Social Survey) will be exempt from the University approval process because they pose no danger to human subjects, as the researcher is not in direct contact with individuals and it is not possible even to identify individual participants. Nevertheless, secondary data sets may occasionally pose the danger of violating individual privacy, especially if the data set in question is small and makes it possible to identify individuals through a combination of variables. For this reason, students using secondary data sets should complete a proposal describing the variables to be used and means of protecting individual privacy. If the researcher expects that the research is exempt, it should indicate why they believe so in their proposal. A distinguishing factor that is likely to make research exempt is if the database is freely available to the general public. The situation is different when only users with certain credentials, or by paying a certain fee, can access a human subject database.

APPROVAL PERIOD AND MODIFICATIONS TO RESEARCH PLAN

Unless the Committee specifically indicates otherwise, approval for research involving human subjects shall be in effect for one year.

It is the responsibility of the researcher to notify the Committee Chair of changes to the research proposal subsequent to approval, if such changes might affect human subjects. Upon being notified of any such changes the Committee chair may either do one of the following:

- 1) Approve them if in his or her judgment the changes do not substantially increase the potential of the research to cause harm to human subjects.
- 2) Call another meeting of the Committee to consider the revised plan.

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END OF THE ACADEMIC YEAR REPORT

At the end of the academic year the Chair of the Human Subjects Committee will report to the University Committee about the number and disposition of proposals considered during that year. The report may also contain recommendations for improving consideration of proposals within the ULD Department.

See Human Subjects Proposal cover page ([Appendix B](#))

VI. Incomplete Grades

University policy states: "The symbol 'I' (Incomplete) indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons, and that there is still a possibility of earning credit. (Note that students in the military reserve whose units go on active duty during or around the final examinations period are eligible to receive an "I".) It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements, which must be satisfied to remove the Incomplete. Agreement as to the conditions for removal of the incomplete must be in writing and placed on file with the appropriate academic department until the incomplete is removed or the time limit passed. The instructor assigns a final grade when the work agreed upon has been completed and evaluated."

"An 'I' (incomplete) should not be assigned when it is necessary for the student to attend additional class meetings to complete the course requirements. An incomplete must be made up within 12 months of the end of the term in which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an Incomplete being changed to an F." (Catalog 1996-98, pages 78-79)

See Incomplete Grade Petition ([Appendix C](#)).

VII. Internship Policy

A. PURPOSE

The curriculum of the Master's of Science in Urban Land Development at Sacramento State allows a student to enroll in maximum of three units in PPA 295 or MBA 295E (Internship) to ensure that all students graduating from our master's program have the option of obtaining professional experience that prepares them for careers in the urban land development arena.

B. REQUIREMENT

The internship should normally provide the equivalent of a three month (ten hours a week minimum) placement in a public, private, or non-profit agency; under compelling circumstances the ULD Program Director may modify these guidelines for individual ULD students. The internship must be arranged in consultation with the student's primary advisor and formalized in an internship proposal (see [Appendix D](#)). The proposal is subject to final approval by the department chair. The student must also do both of the following:

- 1) Register for three units of PPA 295 or MBA 295E during the semester in which the internship will be completed (which will often be the semester after the internship commenced).
- 2) Complete an internship report (for example see [Appendix L](#)) and any other requirements set forth by the PPA 295 or MBA 295E advisor.

C. QUESTIONS

Students should consult the ULD Program Director with questions about taking an internship as an elective.

See Internship Proposal ([Appendix D](#)).

VIII. Newsletter and ListServ

The PPA Office posts *The Communicator*, a start of the academic year, on-line newsletter designed to keep students and faculty in touch. We will include both PPA and ULD Program developments and announcements, etc. The newsletter welcomes student contributions and provides an excellent forum to share opportunities, information, and special announcements with classmates. All contributions are welcome and encouraged. Please contact Suzi Byrd at (916) 278-6557 or suzi_byrd@csus.edu; Rob Wassmer at (916) 278-6304 or rwassme@csus.edu.

The ULD ListServ is an information service provided by the department through your e-mail. It is designed for ULD graduate students and alumni at California State University, Sacramento (though anyone may participate). The department provides information to you, via this listserv, about our graduate program, career opportunities, internships and student jobs. This system also allows members to access old messages that have been archived. Additional information is provided upon subscription.

To subscribe, send the following message from your desired email account to listproc@csus.edu.

```
subscribe ULD-IA-BULLETIN-L <your first and last name>  
end
```

As a courtesy, the department will subscribe first year students initially. All students are responsible for keeping email addresses current with the department and the listserv provider.

Anyone may post an announcement, subject to department approval. Just send your announcement directly to suzi_byrd@csus.edu for department approval.

IX. Special Problems (aka Independent Study)

A. BACKGROUND

Each ULD student is required to take four elective courses (12 units) in addition to completing the core curriculum. Such elective courses should be chosen to focus on a particular substantive or skill area and are chosen in consultation with the student's advisor. A maximum of two elective course (6 units) can be in upper-level undergraduate courses.

In the past many students chose to petition for independent study credit to fulfill one or more elective requirements. In some circumstances such an approach was appropriate, especially when course offerings in the area of the student's interest were very limited. However, we concluded that in many other situations students' education was better served by avoiding the independent study approach and enrolling in traditional courses that offer structured meetings and interaction among classmates.

B. POLICY

We begin with the presumption that students normally will enroll in four traditional elective courses. Students wishing to petition for independent study credit in lieu of taking a regular course must justify the conclusion that their educational needs are better served by undertaking an independent study. As appropriate, students must provide supportive evidence (e.g., evidence that existing courses do not cover adequately the subject area in question). All petitions for independent study credit must be signed by both the proposed faculty advisor and the department chair; if the chair is the faculty advisor an additional faculty member must sign the petition. While the major product for an independent study may be a final paper due at the end of the semester, independent study plans must include means of periodically evaluating the students' progress (e.g., through assessing shorter papers and/or exams).

C. EXAMPLES OF APPROPRIATE AND INAPPROPRIATE USES OF INDEPENDENT STUDY CREDIT

Appropriate uses of independent study credit include but are not limited to the following:

- Learning about an area of study relative to urban land development for which there currently are not courses offered at Sac State.

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- Prior to beginning a master's project, developing a familiarity with a broad area of literature (e.g., the literature on environmental justice) to determine what controversies or questions might be addressed by a culminating thesis or project.

Inappropriate uses of independent study credit include but are not limited to the following:

- Substituting independent study for a course that is regularly offered at Sac State but only by a faculty member with whom the student is unfamiliar.
- Substituting independent study for a course that is offered during the regular school year but not in the summer.
- Taking an independent study in place of a course the student previously had taken but earned a grade lower than a "B-."

D. QUESTIONS

Students should consult the department chair with questions about the appropriateness of an independent study project for elective credit.

See Special Problems Petition ([Appendix F](#)).

X. Student Responsibilities

A. ADDING/DROPPING A COURSE

Students are responsible for any course changes after the start of the semester. The deadlines for adding and dropping courses change each semester, but are published in the schedule of classes. Forms are available from the ULD Office and are approved by the ULD Director provided the student has informed the involved faculty members of their actions. Please remember, not attending a class without filling out the form can result in an "F" or a "U" on your records, as well as academic disqualification.

See Add Permit ([Appendix G](#)).
See Add/Drop Permit ([Appendix H](#)).

B. ADVANCEMENT TO CANDIDACY

Initiation of advancement to candidacy is the responsibility of the student. Each student who plans to become a candidate for a master's degree is required to:

1. Be admitted to classified graduate standing in the graduate degree curriculum for which candidacy is sought.
2. Complete at least 40 percent of the graduate degree course work and meet any special departmental requirements in the field in which they propose to take the degree.
3. File an application for advancement to candidacy for the master's degree at the Graduate Center not later than five weeks prior to the opening of the final semester of the program (applications are available through the ULD Office and on the ULD web site at <http://www.csus.edu/ULD/forms/index.htm>).

*The ULD Program has its own advancement to candidacy form and students should use that form, **not** the more general University form.*

The following defines eligibility for advancement to candidacy in ULD.

1. Required scholarship in undergraduate and graduate work taken prior to advancement as follows:
 - a. Admission to classified graduate standing in the ULD program.
 - b. A minimum grade point average of 3.0 for all graduate work.
2. Evidence of a plan of graduate study acceptable to the institution and the faculty concerned.

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3. Demonstration of writing proficiency (passing the WPE or obtaining a WPE waiver after filing a waiver form).

See Advancement to Candidacy Form ([Appendix I](#)).

See WPE Waiver Request ([Appendix J](#)).

C. ADVISING AND REGISTRATION

Each semester, continuing students will be given a registration appointment through their MySacState account. Students who did not register the previous semester will need to notify Admissions and Records of their plans to enroll in order to receive an appointment. All students are expected to meet with their advisor at least once a semester and prior to registration for classes. The ULD Office can provide information on the dates and times that each advisor are available for registration advising.

D. APPLICATION FOR GRADUATION WITH A MASTER'S DEGREE

The forms necessary to apply for graduation with a master's degree and to file a project or thesis are available in the Graduate Studies Center. The forms require approval signatures and a diploma fee paid at the Cashier's Office before the forms are returned to the Graduate Center. Forms must be completed and filed no later than November 1 for fall, March 1 for spring or summer graduation if you want your name to appear in the Commencement program in the spring.

See Graduation Application ([Appendix K](#)).

E. CLASSIFICATION STATUS

Students admitted to the ULD Program with conditions placed on their admissions must verify that they have met these qualifications before they can advance to candidacy or graduate. Conditionally classified students are required to provide proof (official GRE or GMAT scores or transcripts or written confirmation of alternative arrangements if made through the Department chair or faculty) to the ULD Office before they can become fully classified and thus eligible to receive their degrees. Once the office has received evidence that the conditions are met, we notify the Graduate Studies Center in writing and place a copy of the correspondence in your student file. Documents should not be sent directly to the Graduate Studies Center.

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F. CONTINUOUS ENROLLMENT

Continuous Enrollment (PPA 599) is required for students who have successfully completed one semester of PPA 500 or MBA 500, but still need to complete the project or thesis.

1. Eligibility is based upon the following.
 - a. The student has advanced to candidacy.
 - b. The student has not enrolled in 599 more than two times of the three allowed.
 - c. The student has completed all course work and does not intend to enroll in any additional courses.
2. To register for Continuous Enrollment, the students must go to the Graduate Center to obtain a registration packet. Packets completed and returned to the Graduate Center prior to the deadline for that semester to avoid the late fee.

G. MINIMUM ACADEMIC REQUIREMENTS

Students enrolled in graduate degree programs as conditionally classified or classified shall be subject to academic probation if they fail to maintain a cumulative and semester grade point average of at least 3.0 in all units attempted subsequent to admission to the program (see MSULD grading policy for additional requirements).

Graduate students shall be subject to disqualification if, while on probation, they fail to earn sufficient grade points to be removed from probationary status. Disqualification may be either from further registration in a particular program or from further enrollment at the campus.

Students may also be subject to administrative or academic probation for the following reasons.

1. Withdrawal from all or a substantial portion of their courses in two successive terms or in any three terms.
2. Repeated failure to progress toward a degree or other program objective.
3. Failure to comply, after due notice, with an academic requirement or regulation.

Students will receive written notification of administrative-academic actions with an explanation of the basis for the action and the appeal processes available to them.

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H. REGISTRATION FOR INTERNSHIP (295), SPECIAL PROBLEMS (299), AND MASTER'S PROJECT/ THESIS (500)

Students are not permitted to register for the above listed courses through MySacState. They must contact the department to enroll and possibly complete a petition.

See Internship Proposal ([Appendix D](#)).
See Internship Waiver Form ([Appendix E](#)).
See Special Problems Petition ([Appendix F](#)).

I. REPEATING A COURSE

Students are required to complete *all* core ULD courses with a minimum grade of B-. Students who do not meet this requirement may repeat a course once in order to continue in the program. To do so, the student must obtain prior approval from either his/her advisor or the ULD Program Director and file a repeat petition with the Registrar's Office. Please note: All petitions must be approved at all required levels before the end of the third week of the semester in which the student enrolls for the second attempts. If the student misses the deadline, the grade from the first attempt is included in the student's GPA (rather than subtracted from the GPA, as are approved repeats).

See Repeat Petition ([Appendix A](#)).

XI. Appendices

- A. [Repeat Petition](#)
- B. [Human Subjects Proposal cover page](#)
- C. [Incomplete Grade Petition](#)
- D. [Internship Proposal](#)
- E. [Internship Waiver Form](#)
- F. [Special Problems Petition](#)
- G. [Add Permit](#)
- H. [Add/Drop Permit](#)
- I. [Advancement to Candidacy Form](#)
- J. [WPE Waiver Request](#)
- K. [Graduation Application](#)
- L. [Examples of Good Internship Papers](#)
<http://www.csus.edu/mppa/gradmanual/example/index.htm>