

MS Accountancy Steps to Graduation

The Master's of Science in Accountancy (MSA) degree is granted by Sacramento State's College of Business (COB) which is fully accredited by the AACSB International - the Association to Advance Collegiate Schools of Business. The Sacramento State College of Continuing Education (CCE) coordinates the administrative aspects of the MSA program, including registration, online course access and tuition payment.

As a current MSA student these "Steps to Graduation" should be followed in order to meet all the necessary requirements set by the University, COB and CCE. They were designed to make your graduate degree experience effortless. You should also use the resources available on the current MSA student section of our website at <https://www.csus.edu/college/business-administration/graduate/ms-accountancy.html#current-msa-students>.

If, after reading through the steps, you have any questions or concerns you may contact the College of Business Graduate Programs Office (GPO) at 916-278-6391 or via email at cbagrad@csus.edu.

Be advised that the College of Business Graduate Programs Office (GPO) has its own deadlines, specific to MSA students, which are ALWAYS earlier than the dates printed on the university forms. Please see your "Dates to Remember" for GPO deadlines for all MSA forms. *Missed deadlines will result in a delay in registration and/or graduation.*

FINAL DEGREE TRANSCRIPT REQUIRED

All students who were admitted and have not submitted their final official transcript with their baccalaureate degree **posted** must do so immediately. If your transcript has not been received by the University Office of Graduate Studies (OGS), you will receive a REGISTRATION HOLD, preventing you from registering for classes.

Please check your MySacState account to determine if you have outstanding transcripts. If you do, then ensure that the official transcripts are immediately submitted to the Office of Graduate Studies.

If you have any questions, please email Jose Martinez, OGS Admissions Supervisor at jose.l.martinez@csus.edu.

STEP 1: Completion of Prerequisites and Required Foundation Course

An undergraduate background in accounting is helpful but not necessary for the successful completion of the MSA program. Prior to enrolling in program courses, the graduate faculty will assume that students are proficient in mathematics, statistics and computer usage. It is strongly recommended that before entering the MSA program, students should complete or attain the following:

- Introductory coursework in probability and statistics
- One semester of calculus or some college level math
- Ability to use common personal computing hardware and software, including word processing and spreadsheet programs

The above skills should be attained independently by the student through prior coursework, review classes, self-study or work experience. These proficiency requirements do not count toward program requirements and will not be offered as part of the MSA degree program. This is a “proceed at your own risk” warning given at the beginning of your degree program. As a graduate student you are responsible for ensuring that you have the necessary proficiencies – we will not mention the prerequisites again and you will not need to provide proof of completion.

Required Foundation Course – Financial Accounting

This required Foundation course provides an academic background in Financial Accounting. The MSA degree Program Requirement courses build upon this common background. The Financial Accounting **must be completed prior to starting the MSA Program Requirement** (core) coursework. The Financial Accounting course will be determined as Required “R” or Waived “OK” for each individual student based on their undergraduate transcripts submitted with each student’s admission into the MSA program.

Financial Accounting has lower division course equivalencies. We will accept courses from non-AACSB accredited universities as well as from community colleges to waive this specific course. It must have been completed within seven (7) years of the date of admission.

The courses that are considered equivalent for waiver are as follows:

- The Accounting Foundation course can be waived by taking a **Financial** Accounting course with a grade of a “C” or higher.

While foundation courses do not affect your admissibility and are not required to be completed prior to admission to the program, this course must be completed **before** you start the MSA program requirement coursework with a "C" grade or higher. Foundation course waivers are available and are determined either at the time of admission, or upon a request for waiver by the student after application. This foundation course does not count toward program requirements of the MSA degree.

STEP 2: Graduation Writing Assessment Requirement (GWAR)

Every Sac State student is required to satisfy the Graduate Writing Assessment Requirement (GWAR) before graduation. Graduate students are required to meet this requirement in their first semester and **before** Advancing to Candidacy (See Step 3 below). ***No exceptions will be made to this policy.***

MSA students will take ACCY 261, a course that is already required as a part of the program curriculum and is designated as a Graduate Writing Intensive (GWI) course. The university does not provide waivers or accept any undergraduate equivalent courses to fulfill the GWAR.

***Please note that a grade of a B or higher is required in this course to fulfill the GWAR.**

This course will automatically fulfill the Writing Proficiency once it is completed with a grade of a B or higher. There is nothing more that you need to do to satisfy this requirement.

STEP 3: Advancement to Candidacy

Advancement to Candidacy is required of all Master's students. **You must submit the online application for Advancement to Candidacy at least one semester before you intend to enroll in your Culminating Experience (ACCY 501).**

The Advancement to Candidacy form is an online electronic submission via your MySacState student center in "OnBase Forms". Please follow this user guide to ensure that all sections of the form are filled in and submitted correctly.

Please be advised that the College of Business has its own deadlines, specific to MSA students, which are always earlier than the dates on the university forms

Normally students need to have completed 12 units of Program Requirements (core) courses before being able to submit this form. However due to the early deadline and the quick pace of the MSA program, students must submit the form by the deadlines below **regardless** of the number of units completed so far. Though keep in mind that you must have met the GVAR requirement to be eligible to advance to candidacy.

Advancement to Candidacy Filing Deadlines for all MSA students:

January 15th for Fall Advancement (To take ACCY 501 in the **next** Fall semester)

****The university will have the Advancement to Candidacy form available in OnBase from December 1st through January 15th. The form will not be available for you to complete before December 1st.*

September 15th for Summer Advancement (To take ACCY 501 in the **next** Summer semester)

****The university will have the Advancement to Candidacy form available in OnBase from May 1st through September 15th. The form will not be available for you to complete before May 1st.*

If this deadline is missed there can be no guarantee that a student will be advanced in the semester requested. This will cause a restriction to be placed preventing enrollment in your ACCY 501 Culminating Experience (graduation will be delayed). **Initiation of the Advancement to Candidacy is the responsibility of the student.**

Eligibility for your Advancement to Candidacy to be approved is based upon the following requirements (A-D):

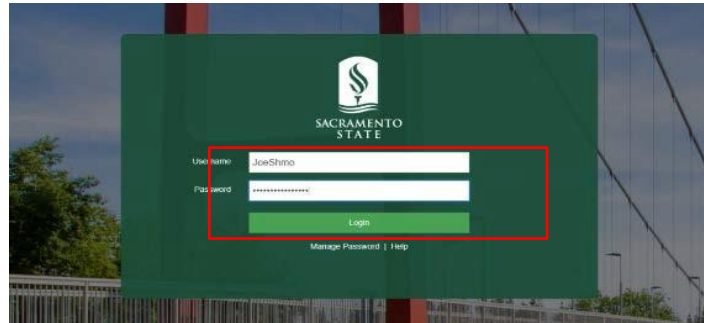
- A. A minimum overall grade point average of 3.0 in your Program Requirements.
- B. No grade of less than "C" can be counted toward the units needed to advance to candidacy.
- C. No more than two (2) courses with a grade of "C" or "C+" will be counted for satisfaction of graduate Program Requirements.
- D. Fulfillment of the University GVAR (See Step 2) – Completion of ACCY 261 with a grade of a B or higher.

Please follow the detailed instructions below to assure the form is completed correctly. Read carefully and be sure not to skip over any of the sections.

Please Note: Once you have opened and started completing the online form 60 minutes of complete inactivity will cause the session to expire. The form will only remain open/active as long you are continuously inputting information within those 60 minutes. It will be helpful to have your complete MSA Class schedule on hand to be able to have the necessary information to complete the form before the session expires.

STEP BY STEP INSTRUCTIONS FOR COMPLETING THE ONLINE ADVANCEMENT FORM:

1. Log into your MySacState with your proper CSUS credentials using your correct Saclink username and password.



2. When your MySacState Page opens, scroll down and navigate to the OnBase Forms button.
 - The OnBase Forms tab is located on the right side between the email symbol and the OneCard Symbol



3. After clicking the OnBase Forms button, you are given multiple forms to choose from. Click on the form labeled: GRAD Advancement to Master Candidacy (Student).



Student Forms

- Student Grade Basis Change Form
- GRAD Advancement to Doctoral Candidacy (Student)
- GRAD Advancement to Master Candidacy (Student)
- GRAD Classification Application (Student)
- GRAD Petition for Exception (Student)
- Course Waivers
- Major Course Substitution (Student)
- Minor Course Substitution (Student)
- Transfer Course Equivalency (Student)



➤ A separate window will open with the form. Enter your student ID. Many cells will autofill in the first fillable section titled “Student Information” with the corresponding info from your Student Center once you enter your student ID.

- This auto-fillable information includes: Student ID #, Your Primary First Name, Your Primary Middle Name, Your Primary Last Name, Your Phone Number, Your Email, and your degree program.
- Please be sure your primary email and phone number are up to date.
- NOTE: You will need to fill in the **Semester**, **Year**, and **Catalog Year**.
 - i. Semester/Year
 - Use the drop-down menu to select the semester you wish to advance to candidacy (the semester when you will be taking your culminating experience course).
 - ii. Catalog Year
 - There is only a 4-digit space for the catalog year
 - You will put the year you begin taking your first CORE MSA course(s).

The screenshot shows the "Student Information" form with the following fields and values:

Student ID *	220138439	Semester *	Year *	Form #	4058
First Name *	SEAN	Middle Name	GARRETT	Last Name *	BROWN
Phone (Primary) *	510-551-8999	Phone (Secondary)		Email *	KEVINCONTACTUS@GMAIL
Degree Program *	BUSINESS (INTL BUSINESS)BS	Concentration			
Catalog Year		Writing Requirement Met? *			

Red boxes highlight the Semester, Year, Catalog Year, and Writing Requirement Met? fields. Red arrows point to the Semester, Year, and Writing Requirement Met? fields.

- Towards the bottom, you will also need to indicate that you have completed the “Writing Requirement Met?”. You must have completed the Graduate Writing Assessment Requirement (ACCY 261 course with a B or better) in order to be able to advance to candidacy.

- Fill in YES in the “Writing Requirement Met?” then select the corresponding option to how you satisfied it.
- **GWI:** Check the GWI box if you have completed and passed the ACCY 261 Graduate Writing Intensive course with a grade of B or better.

Catalog Year <input type="text"/>	Writing Requirement Met?* <input checked="" type="radio"/> Yes <input type="radio"/> No	Check One* <input type="radio"/> Waiver <input type="radio"/> WPG <input type="radio"/> GWI
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4. Once you have completed the top portion of the Personal Information section, **SKIP** the Advisor and Committee Members questions.
5. Fill out the question that asks if you are returning from a break in enrollment. A “Break” refers to two or more semesters out of the program. **The majority of MSA students filling out this form will answer “No” to this question.**

Advisor

Committee Members

Returning from break in enrollment?*
 Yes No

- If you answered “Yes”, indicate whether you have filled out a Candidacy before.

Returning from break in enrollment?*
 Yes No

Have you previously advanced to candidacy?*
 Yes No

PLEASE NOTE: For steps 7 through 10, have your MSA course schedule open to ensure that course titles and numbers are not misspelled or inputted incorrectly. You can copy and paste from your MSA course schedule to ensure the correct title of each course.

7. When you have completed the entire personal information section, scroll down to the section labeled: “List CORE courses needed for Master’s Program ONLY”. In this section, you will be listing **all 27 units (9 classes)** of your core courses for the program.

- Type or paste your Course Subject (ACCY), Course Number (250, 260, 261, etc.), Course Title (Financial Reporting I, Financial Reporting II, etc.), School (CSUS), Semester (either Spring, Summer, Fall), Year, Units (3), and finally, Grade. **Future classes and classes in progress will not need a grade, please leave the grade blank.** However, you will still include the courses on this form.

List CORE courses needed for Master's program ONLY									Add
Subject CSC *	Course Number 201 *	Course Title Programming language Principles *	School CSUS *	Instructor First Last (optional)	Semester Fall *	Year 2020 *	Units 3 *	Grade A	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Remove



List CORE courses needed for Master's program ONLY									Add
Subject CSC *	Course Number 201 *	Course Title Programming language Principles *	School CSUS *	Instructor First Last (optional)	Semester Fall *	Year 2020 *	Units 3 *	Grade A	
MBA	210	Management Accounting	CSUS	<input type="text"/>	Fall	2020	3	A	Remove

- Once you have filled in all of the applicable fields for the class, click the “Add” button in the right-hand corner to add another MSA class to the section.
- Another row will drop down, enabling you to input another MSA course’s information.
- Please continue to fill out the section until ALL 9 (27 units) of MSA courses are added. **DO NOT ADD ACCY 501 YET.**
- Remember to use your MSA course schedule to see all Courses required for your degree.

List CORE courses needed for Master's program ONLY									Add
Subject CSC *	Course Number 201 *	Course Title Programming language Principles *	School CSUS *	Instructor First Last (optional)	Semester Fall *	Year 2020 *	Units 3 *	Grade A	
MBA	210	Management Accounting	CSUS	<input type="text"/>	Fall	2020	3	A	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Remove

- Once you have completed entering in all of your MSA courses, **SKIP** the next section titled, “List courses for Concentration and/or Electives.”

PLEASE NOTE: Make sure that you have the required 27 units (9 classes) listed. Incomplete forms will not be accepted and will be sent back to the student for corrections.

- Scrolling down, **SKIP** the section titled as “Attach Grad Supporting Documents (optional)”.

Attach Grad Supporting Documents (optional)
<input type="text"/>

- Scrolling down, you will find your culminating experience. Click on the “Project” button under the red arrow.
 - The University considers the ACCY 501 to be a “Project” for this subsection. Please select the “Project” option and fill in the remaining course information.
 - Once you have selected the “Project” button, input the Subject (ACCY), Course Number (501), Title (Culminating Experience Project in Accounting and Ethics), School (CSUS), etc... just as you did in the previous sections.

Check One ^{*}
 Thesis Project Exam

List Culminating Experience (once selected, it may not be changed without a Petition for Exception) Add

Subject HIST [*]	Course Number 500 [*]	Course Title Culminating Experience [*]	School CSUS [*]	Instructor Last Name (optional)	Semester Fall [*]	Year 2019 [*]	Units 3 [*]	Grade A	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Remove

- Once you have completed #10, scroll down to the section titled “Ready to Submit”.
 - Make sure that you have looked over your Advancement to Candidacy form and made sure that all fields listed have the same spelling as the courses on your course schedule.
 - Check the signature certification box.
 - Sign with your electronic signature and date in the box to the right.

Ready to Submit

I have reviewed my application and it is ready to be submitted. ^{*}

Signature ^{*} Date Signed ^{*}

- Once you have double checked that all your information is correct, navigate to the bottom of the page and hit submit. This form will be submitted directly to the GPO office, who will review the form for completeness and accuracy. Incomplete forms will be denied and returned to the student for corrections. Once the form has been finalized, the GPO will get the appropriate approvals. We will contact you if there are any questions or concerns regarding your form

GRAD Advancement to Master Candidacy (Student) 1.04022020

- Now that you have submitted your form, here are the next steps to follow:
 - You can expect your form to be processed in your student center by late-November if you are submitting this form for the September 15th deadline. If you are submitting this form for the January 15th deadline, you can expect to see your form posted onto your electronic record by late-April.

- You should also be submitting your Application for Graduation along with your Advancement. Students must file for Graduation at least one semester before they plan to enroll in their Culminating Experience (ACCY 501) or the semester before they plan to graduate **whichever comes first**. However, a student cannot apply for graduation until they have submitted their Advancement to Candidacy. It is easiest to complete the graduation form at the same time you are applying for Advancement to Candidacy. **Initiation of application for graduation is the responsibility of the student.**

STEP 4: Application For Graduation

Please read the information below **before** completing the Application for Graduation form.

Once your form is approved at the department level by the GPO office and submitted to the University Office of Graduate Studies (OGS), the graduation fee will then be charged onto your Student Account. The GPO will send an email to you when your form has been submitted to the university so you will know when to check your MySacState Student Center on a regular basis so that you will be able to pay the \$115.00 graduation fee before the due date indicated in your Student Center.

Please be aware that the College of Business GPO has its own deadlines, specific to MSA students, which are always earlier than the dates on the university forms. Please follow the steps below.

If you are submitting an Advancement to Candidacy form, you can submit an Application for Graduation form at the same time, even if it's not your correct deadline yet. If the coming semester will be your last, you must submit this form by the deadlines listed below.

MSA PROGRAM APPLICATION FOR GRADUATION DUE DATES:

January 15th for Upcoming Spring/Summer graduation

****The university will have the Application for Graduation form available in OnBase from December 1st through January 15th. The form will not be available for you to complete before December 1st*

September 15th for Upcoming Fall graduation

****The university will have the Application for Graduation form available in OnBase from May 1st through September 15th. The form will not be available for you to complete before May 1st.*

STEP BY STEP INSTRUCTIONS FOR COMPLETING APPLICATION FOR GRADUATION FORM:

Please read all instructions **BEFORE** completing the Graduation Application. There is also an **EXAMPLE** of a completed form below.

1. Log into your MySacState with your proper CSUS credentials using your correct Saclink username and password.



2. When your MySacState Page opens, scroll down and navigate to the OnBase Forms button.
 - The OnBase Forms tab is located on the right side between the email symbol and the OneCard Symbol.



3. After clicking the OnBase Forms button, you are given multiple forms to choose from. Click on the form labeled: GRAD Application for Graduation (Student).
4. Enter your MSA student ID
5. Check the appropriate degree classification. For MSA, it should be: MASTERS OF SCIENCE (MS)
6. Please enter your **full legal name** used while attending the university. Your preferred name will **NOT** be used on your diploma **UNLESS** you have officially changed your preferred name to your legal name with the **Registrar's Office**.
7. Please enter the address to which you would like your diploma sent as well as your best contact phone number and email address. If you move, it is the responsibility of the student to submit a "[Data Change Form](#)" so your diploma can be sent to the correct address.
8. Please select your graduation term and enter your graduation year. Be very careful to double check your entry.
9. Please select which culminating requirement you plan to take. **Note:** The ACCY 501 Culminating Experience project in Accounting and Ethics course is considered a "Project"
10. Please enter your MSA 501 Project title: "**ACCY 501 - ACCY 501 Culminating Experience project in Accounting and Ethics**".
11. Enter your name in the Student Signature line.

SEE BELOW FOR AN EXAMPLE OF A COMPLETED APPLICATION FOR GRADUATION:

SACRAMENTO STATE
Redefine the Possible

Application for Graduation for Graduate Students

GRAD for Graduate Students | Instructions

Graduation and diploma fee(s) are \$76.50 and will be assessed on the Student Center for Spring, Summer, and Fall graduation. Term of graduation will not be reflected on the Student Center until the fees are paid.

Submitted By
 Student Graduate Coordinator

Student Information

Student ID * 102012714 Form # 141878

First Name * SERENA Middle Name S Last Name * HOFFMAN

Email * [Redacted] Phone * [Redacted]
The value must be an Alphanumeric value.
The value cannot be longer than 70 characters.
This field is required.

Diploma Mailing Address: Your diploma will be sent to the address below. If you move before graduation, please complete a [Data Change Form](#) and return to the Office of Graduate Studies.

Address 1 * 6000 J Street

Address 2 [Redacted]

City * Sacramento State * CA Zip * 95819

Country USA

Graduation Term * SUMMER Year * 2023

Select appropriate degree classification * MASTERS OF SCIENCE (MS)

Program * MS in Accountancy Concentration [Redacted]

Culminating Requirement *
 Thesis Project MA/S Comprehensive Exam Dissertation Doctoral Project

Title of Thesis/Project/Dissertation * ACCY 501 Culminating Experience Project in Acct and Ethics

Signature * Serena Hoffman Date * 09/13/2022

Submit

GRAD Application for Graduation (Staff) 202201314 (Template: 234; Revision: 7)

ABOVE IS AN EXAMPLE OF A COMPLETED Application for Graduation Form for an MSA Student. Please make sure whatever is in these boxes match YOUR OWN personal information.

ONCE YOU CLICK SUBMIT, YOU SHOULD BE REDIRECTED TO A CONFIRMATION PAGE WITH THE FOLLOWING MESSAGE:



OnBase Forms

Form Submitted Successfully.

Thank you for submitting your form with OnBase. Your form will be reviewed and processed accordingly. You will receive an email notification when your form review process is complete.

IRT OnBase

YOU WILL ALSO RECEIVE THE FOLLOWING MESSAGE IN YOUR INBOX:

NOTE – Once your form is approved at the department level by the GPO office and submitted to the University Office of Graduate Studies, the graduation fee will then be charged onto your Student Account.

****The GPO will send an email to you when your form has been submitted to the University so that you will know when to check your MySacState Student Center and be able to pay the \$115 graduation fee before the due date indicated in your Student Center.**



Dear Lucas:

Thank you for submitting your **Application For Graduation For Graduate Students**. Once your form is approved at the department level, the graduation fee will be charged onto your student account.

It is important that you check your MySacState Student Center and pay the \$115 graduation fee before the due date indicated in your Student Center.

Notes:

1. Graduation Application received by the deadline date (February 1 for spring/summer graduation; October 1 for fall graduation) with fee paid by the fee deadline will make the Commencement program (eligible for Commencement tickets and name appears in Commencement Booklet).
2. Graduation Application received after the deadline (February 1 for spring/summer graduation; October 1 for fall graduation) and/or fee paid after the fee deadline may not make the Commencement program (may not be eligible for Commencement tickets and name may not appear in Commencement Booklet).

Sincerely,

Office of Graduate Studies



California State University, Sacramento
6000 J Street, Sacramento, CA 95819
Campus Main Phone: (916) 278-6011
www.csus.edu

I APPLIED TO GRADUATE, BUT WILL NOT COMPLETE MY CULMINATING EXPERIENCE OR REQUIRED COURSES THIS SEMESTER, WHAT DO I DO?

If you have applied to graduate, and will need another semester or more to complete your Culminating Experience or any other required coursework, you will need to move your graduation date. Failure to move your graduation date will prevent you from registering for classes for the following semester (because the system will have closed you out at the end of the term since you have filed to graduate). If you do not graduate in the semester you listed on your Application for Graduation you will need to submit a **Graduation Date Change Form**. You can find a link to the online form from the Office of Graduate Studies website at: <https://www.csus.edu/graduate-studies/current-students/forms.html>. There is a \$28.00 fee associated with this form that will be payable in your Student Center account once the form has been submitted online and received. Please also send a screenshot copy of the completed form to the GPO office before pressing submit so that we may keep a copy of your form for our records as well.

Step 5. Culminating Experience Workshop

The University Office of Graduate Studies requires **all** graduate students to successfully complete the Culminating Experience Workshop which is located in Canvas and requires registration

All Graduate Students are **REQUIRED** to do this Culminating Experience Workshop, and it has to be within the **SAME TERM** that you are graduating.

The Office of Graduate Studies will send an email to all eligible students with the dates and deadline to register for the course according to your graduation term on your Application for Graduation. Once you register, you will then be added to the course in Canvas and there will be a deadline to complete the course as well.

Because this is a university and not a department requirement, The COB does not have access to any details or further information regarding the Culminating Experience Workshops. For any additional questions, you will need to contact the Office of Graduate Studies at: grad_degreeservices@csus.edu

The Culminating Experience Format Workshop is designed to help students:

1. Understand the final steps to degree completion;
2. Format their culminating experience (for those who are completing a thesis, project, or dissertation);
3. With strategies for studying for the Comprehensive Examination (for those completing a Comprehensive Examination).

This workshop takes about **1 hour to complete**. Please keep in mind that most of the information in this workshop will not actually pertain to you. ACCY 501 is what is called an "Unbound Project". It is not a Thesis or a formal bound project. You will not need to make an appointment to meet with anyone in the graduate office, nor will you be turning anything in directly to the university. This workshop also does not have anything to do with your degree, Accountancy, or your coursework. There is no need to study. There will be a short quiz at the end of the workshop, but it only covers the information in the workshop itself.

At the time of registration for the workshop, MSA students who are taking the **ACCY 501 Culminating Experience Project in Accounting and Ethics course** as their Culminating Experience will need to select **OPTION #2 “Comprehensive Exam for a master’s degree Workshop”** as their culminating experience, even though you will not be actually taking a Comprehensive Exam. There are only two workshop options and neither seem to include students taking a course like ACCY 501. We ***understand this can be confusing***, and we do know that you are NOT doing a Comprehensive Exam. However, it is the correct selection for students who are using ACCY 501 as their Culminating Experience option.

STEP 6: Culminating Experience: (ACCY 501)

Students are eligible to enroll for their Culminating Experience **after** being Advanced to Candidacy. The abstract that you turn in at the end of your ACCY 501 course will be filed with the university Office of Graduate Studies to fulfill the requirements of the culminating experience for your MSA degree. Credit is granted upon completion.

ACCY 501: Culminating Experience Project in Accounting and Ethics (3 units) Each student conducts an individual project to fulfill the culminating experience graduation requirement of the MS in Accountancy program as required in Title V of the CA Educational Code. The course also covers the development of ethical standards, ethical reasoning, AICPA Code of Professional Conduct, Accountants' professional responsibilities, financial reporting fraud and responses, corporate governance, and other relevant topics. **Prerequisite:** Advanced to Candidacy.

To enroll in ACCY 501: You may need to be enrolled manually into the ACCY 501 course. Please call the College of Continuing Education (CCE) at (916) 278-6984 to get enrolled. CCE will review your eligibility to enroll (i.e. GEAR met and Advanced to Candidacy) and add the class to your schedule.

STEP 7: Graduation Celebration and Commencement Ceremony

Commencement is not mandatory and is an informal ceremony, meaning that you do not get your diploma or any official documentation at the actual ceremony. You must have submitted an Application for Graduation, by the required deadline, to get your diploma and to have your name appear in the commencement program for the semester you plan to graduate (see step #4 above.)

To sign up to walk, find out where you can purchase your cap and gown, announcements and other important information about your graduation, please visit our website at:

<https://www.csus.edu/president/commencement/>.

Other good information to keep in mind as you move through the steps to graduation:

DIPLOMA TIMELINES:

Diplomas are sent out by the Sacramento State Office of Graduate Studies once they have verified completion of your degree requirements. This verification will take place at the **end of the semester** in which you complete your final degree requirement not at the end of the six week session. The diploma usually takes 6-10 months to arrive from the time of degree verification. When filling out your Application for Graduation form (see step #4 above) be sure that your address is correct as this is the address where your diploma will be mailed. If your address changes make sure to contact the Office of Graduate Studies to give them the updated address. You may call the Office of Graduate Studies at (916) 278-6470 to find out about your estimated receipt date for your diploma.

Your transcripts will be updated long before your actual diploma is mailed, so you may order a copy to give to prospective employers. You may check your MYSACSTATE portal for “unofficial Transcripts” or call the Office of Graduate Studies (916) 278-6470 and they can let you know if they have posted your degree to your transcripts. We do strongly recommend that you follow up with the Office of Graduate Studies if you do not receive your diploma within 10 months of graduation. At the point your degree has been posted you may call Admissions and Records at (916) 278-1000 Option #4, or visit their website at <https://www.csus.edu/student-life/records-transcripts/transcripts/> to order an official set of transcripts. The Office of Graduate Studies will also provide a degree verification letter to students who need verification urgently. Please contact them directly for the degree verification request form. **Congratulations!**

OUT TWO SEMESTERS

Students must maintain enrollment to remain active as a Sacramento State student. Students may take one (1) semester off, but must reenroll the following semester to be considered an active student. For example: You were enrolled in one of the 6 week sessions during the Spring 2025 semester, and did not enroll in anything for Fall 2025, you must be enrolled in one of the 6 week sessions for Spring 2026 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 in one of the 6-week sessions during Spring 2025, did not enroll for any courses for Fall 2025, and did not enroll in any courses for Spring 2026, you will need to reapply to the university (you have been inactive for two consecutive semesters--Fall 2025 and Spring 2026). Please note: not enrolling in one or two semesters does not extend the 7-year deadline to complete your degree.

ACADEMIC STANDING: WHAT DOES IT MEAN?

Graduate Academic Action Categories

- 1. Good Standing** — Graduate, credential, certificate and unclassified students whose Sacramento State and cumulative grade point average (GPA) is 3.0 or above are considered in good academic standing.
- 2. Academic Probation** — Students whose cumulative Sacramento State grade point average or overall grade point average falls below 3.00 will be placed on academic probation. Students on probation are eligible to enroll in the subsequent semester.
- 3. Continued Probation** — Students on probation will be placed on Continued Probation if they earn a 3.000 in the current semester, but have a Sacramento State GPA and/or overall GPA below 3.000.

Students placed on Continued Probation will be limited to a maximum course load of 9 units per semester until they return to academic good standing.

4. Academic Disqualification — If a graduate, credential, certificate, or unclassified student is on academic probation and the Sacramento State or cumulative grade point average is below 3.0 for the active term, the student will be academically disqualified.

Students not on probation will be automatically disqualified if the Sacramento State or cumulative GPA is 2.000 or less.

Disqualified students will not be allowed to register unless they are formally reinstated and/or readmitted to the University.

Administrative Probation and Administrative Disqualification — Graduate, credential, certificate, and unclassified students are subject to Administrative Probation for the following reasons:

- Withdrawal from all or a substantial portion of their courses in two successive terms or in any three terms.
- Repeated failure to progress toward a degree or other program objective, when such failure is due to circumstances within the control of the student.
- Failure to comply, after due notice, with an academic requirement or regulation.

Students who do not meet the conditions for removal of administrative probation may be subject to further administrative actions, including Administrative Disqualification.

Notification — Students will be notified of their academic status (academic probation, continued probation, or academic disqualification or academic dismissal) by My Sac State message and/or email at the end of each semester. Graduate, credential, certificate and unclassified students on Probation or Continued Probation are required to meet with an advisor (via telephone and/or email is ok) in their major department. Academic departments and units may block registration of students who fail to meet advising appointments. Students receiving Financial Aid or veterans' educational benefits may be ruled ineligible for continued benefits if, after one semester of unsatisfactory achievement (probation or disqualification), they do not return to academic Good Standing at the completion of the next semester.

Reinstatement

Graduate students seeking reinstatement to the College must complete a Reinstatement Petition (Contact your advisor for the form and instructions). Students must file the Petition via email with the GPO office, attaching an explanation, with relevant documentation, supporting their request for reinstatement.

The petition will be reviewed by the College's Academic Standards Committee. Approval of a petition requires a majority vote of the Committee. Discretion will be used by the Committee in granting reinstatement, and it should be noted that the only basis for reinstatement is the expectation (supported by evidence provided by the student) that the student is now likely to progress towards the satisfactory completion of the College's degree requirements in a timely manner.

Minimum Grade Requirements

The purpose of this requirement is to assure that all business administration students attain the minimum level of competency in all their coursework required for the business administration degree. The minimum acceptable grade for any graduate business course is 'C.' No more than two (2) courses with the grade of 'C' or 'C+' will be counted for satisfaction of graduate program requirements. A grade point average of at least 3.0 (B) is required in each semester and in the program requirements courses required for the degree. The exception to this policy is the Graduate Writing Intensive course (ACCY 261). A grade of a 3.0 (B) is required for this course.

*** If you have any further advising questions, including course scheduling, curriculum, or academic policies and procedures, please contact the College of Business, Graduate Programs Office at 916-278-6391 or email at cbagrad@csus.edu.**

****If you have any further questions about registration, how to pay fees, or how to get access to online classes, please contact the College of Continuing Education at 916-278-6984.**