

# MS Accountancy Steps to Graduation

The Master's of Science in Accountancy (MSA) degree is granted by Sacramento State's College of Business Administration (CBA) 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, CBA and CCE. They were designed to make your graduate degree experience effortless. You should also use the resources available on the current MSA students section of our website at <http://www.csus.edu/cba/graduate/CurrentMSA.html>.

If, after reading through the steps, you have any questions or concerns you may contact the College of Business Administration Executive and Professional Programs Office (EPP) at 916-278-6391 or via email at [cbagrad@csus.edu](mailto:cbagrad@csus.edu).

**Be advised that the College of Business Administration Executive and Professional Programs Office (EPP) 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 EPP 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 summer and fall 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](mailto:jose.l.martinez@csus.edu).

## **STEP 1: Completion of Prerequisites and Foundation Coursework**

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.

## **Foundation Courses**

The Foundation courses provide an academic background in several disciplines of business. The Business Master’s degree programs build upon this common background. Foundation courses should be taken after the student has attained the required entry proficiencies (prerequisites) and **must be completed prior to taking Program Requirement** (core) courses.

For students without a current undergraduate business minor or degree from an AACSB accredited institution, three foundation courses are required for the program:

1. ECON 204 Business Economics or equivalent (ECON 1A Macro/1B Micro)
2. MBA 201 Financial Accounting or equivalent (ACCY 1 Financial Acct.)
3. MBA 203 Legal Environment of Management or equivalent (MGMT 10)

These three courses ECON 204, MBA 201 and MBA 203 have lower division course equivalencies. We will accept courses from non-AACSB accredited universities as well as from Community Colleges to waive these three specific courses. You can take one or more of these courses at your local community college to get a jump start on your foundation course requirements. This can be a cost saving choice. The courses that are considered equivalent for waiver are as follows:

- ECON 204 Business Economics can be waived by taking both a Microeconomics and a Macroeconomics course.
- MBA 201 Accounting can be waived by taking a Financial Accounting course.
- MBA 203 Legal Environment of Management can be waived by taking a Business Law or Legal Environment of Business course.

The courses required for each individual student based on their undergraduate transcripts will be noted on their Qualification Record, which is emailed with each student’s admission. These foundation courses do not count toward program requirements of the MSA degree. These courses **must** be completed before Full Classification into the MS Accountancy Program Requirements can be approved. Once you have enrolled in your last Foundation course requirements you may apply for Full Classification (see step #2 below). For details on how to register for the Foundation Courses which are considered Courses for Academic Credit please visit this link:

<http://www.cce.csus.edu/academic-credit-information>

## **STEP 2: Application for Classification**

At the time of application for admission to the University, the student indicates his or her proposed degree and is evaluated against the admission requirements for that program. If the student meets all of the program’s admission requirements, he/she is admitted as a fully classified graduate student in the designated program and to the University. If the student is deficient in two or more requirements the student may be admitted to conditionally classified status.

A conditionally classified student must apply for Full Classification if they are in their last semester of Foundation Coursework: To move from Conditionally Classified MSA to Fully Classified MSA.

It is the responsibility of the student to keep track of their classification status in the MySacState system student portal and to submit classification form(s) as required until the student is fully classified in their chosen concentration.

A student must submit the Application for Classification form the semester **BEFORE** they would like to be fully classified. As students complete the last of the Foundation courses they should file an Application for Classification form with the Executive and Professional Programs Office (EPP) to change to Fully Classified Graduate status. **This is often in the first semester in the program.** This will enable them to enroll in Program Requirement (core) and Concentration/Elective courses.

**Application for Classification Filing Deadlines for all MSA students:**

**January 15th for Classification beginning in the upcoming Fall semester**

**September 15th for Classification beginning in the upcoming Spring semester**

### **STEP BY STEP INSTRUCTIONS FOR COMPLETING THE CLASSIFICATION FORM**

This form is a fillable Pdf form and **must be typed** not handwritten. It must be submitted by the deadlines set by the College of Business Administration Executive and Professional Programs office (listed above) **NOT** the deadlines listed on the form.

- A. **Type** in your contact information including your Sac State Student ID#. **Please also include your email address at the end of the telephone number line.**
- B. The semester is “Fall or Spring” and the year is for the *future* semester in which you will be classified (not the current semester).
- C. Section 1 – **Current MSA Students:** Leave this section blank.
- D. Section 2 – Complete this section to change your classification from Conditionally Classified MSA to Fully Classified MSA. **Check the appropriate box:** Conditionally classified and write in your major.
  - a. Student Signature: Your signature is not required if you want to email the document. We will use your email as your “signature”. Unless you have access to a scanner then you can print, sign, scan and email the classification to the EPP office.
- E. Department Recommendations Section– Leave this section blank this is for office use only. **The EPP office will get the Faculty Advisor and Graduate Coordinator Signatures for you.**
- F. FOR GRADUATE CENTER USE ONLY Section – Leave this section blank. It is for office use only.
- G. **Submit the completed form to the EPP office** for review and processing. Please submit the form electronically by emailing it to our office. **No signature is required.** Please email the Classification form to [cbagrad@csus.edu](mailto:cbagrad@csus.edu). Incomplete forms will be returned to you and will cause a delay in your Classification process.

**Even though you are required to submit the classification form early, the EPP office will hold your form until all foundation courses are complete and grades have been posted. At the time you meet all the requirements for Full Classification your application will be processed by the EPP office, usually within 15 business days, and then sent to the Sacramento State Office of Graduate Studies (OGS) for approval and posting to your electronic record. The OGS usually takes 10-12 weeks to process a Classification form after the EPP office submits it to their office. You may check your Application for Classification status in the student portal under “Academic Requirements” in**

*MySacState but keep in mind that the classification will not appear until the beginning of the semester after your final foundation grades have posted.*

### **STEP 3: Graduation Writing Assessment Requirement (GWAR)**

The Writing Proficiency Exam (WPG) is required for every Sac State student 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. No exceptions will be made to this policy.

Graduate students will follow a two-step process to meet the GWAR: in the first step, your writing will be assessed to determine your readiness for graduate-level writing tasks. The second step is the completion of the culminating experience (ACCY 501).

1. **MSA Students that already have a Masters degree or have received a 4.5 on the AWA Section of the GMAT can waive out of the WPG and fulfill the first step of the GWAR by:**
  - a. Submitting a WPG waiver form. The form can be found on the CBA website under MSA Current Student Forms.
    - i. A Masters degree or a 4.5 or higher on the AWA section of the GMAT is one of the waiver criteria on the form. *However waiver is not automatic.* You must still submit the form with a copy of your transcripts or GMAT scores to be waived out of the exam. Once you have submitted the WPG waiver form with your transcripts or GMAT scores you will have fulfilled the first step of the university GWAR requirement.
2. **MSA students who are not eligible to waive the WPG can fulfill the first step of the GWAR by:**
  - a. Take the online course MBA 202 Business Communication in their first semester and achieve a grade of 3.0 (B) or higher. This will automatically fulfill the WPG/GWAR requirement. No paperwork is required. **OR**
  - b. Retake the AWA section of the GMAT to try to achieve the required 4.5. The GMAT Should be retaken before or during the start of the semester in which you were admitted. If you achieve the 4.5 you can submit the WPG waiver form as mentioned above. If you do not get the 4.5 *you must choose one of the other two options in your first semester*-no exceptions will be made to this policy. **OR**
  - c. Take the on-campus Writing Placement for Graduate Students (WPG), a timed essay examination.

The WPG will ask writers to compose two essays, after reading a selection of brief texts, which represent a variety of genres typical in scholarly and professional writing, such as graphs, charts, tables, bullet lists, and scholarly prose.

Note: This exam is only available twice a year; we strongly recommend that you take the exam in your first semester. Failure to waive out of or pass this exam in your first semester will delay your progress in the MSA program and cause a delay in your graduation.

The WPG will be offered by the Writing Programs Office twice each year. Online registration for the WPG will be available through the campus Testing Center approximately 6 weeks before each test date. Students who are identified as needing additional help in order to complete graduate-level writing tasks as determined by their WPG exam scores will be required to take a GWI course in their program (MBA 202) or retake the GRE/GMAT and obtain a score of 4.5 or better on the analytical writing section before advancing to candidacy.

To register for the WPG, please visit: <http://www.csus.edu/testing> or call 916-278-6409 or 916-278-6296. The deadlines to sign up for each exam are strictly enforced; so pay attention to the sign-up dates.

All graduate students must complete one of these options before they may advance to candidacy. Then, the Graduate GVAR requirement ultimately is met through completion of your graduate program culminating experience (ACCY 501).

You can check whether or not you have fulfilled the GVAR requirement by checking the “Academic Requirements” section of your MySacState Student Center page.

***Graduate students are required to meet this requirement before Advancing to Candidacy. No exceptions will be made to this policy.***

## **STEP 4: Advancement to Candidacy**

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

A student must submit the Advancement to Candidacy form when they have completed 12 units of Program Requirement and/or elective courses (beyond foundation courses) **or** by the **deadlines listed below whichever comes first**:

January 15<sup>th</sup> for Fall/Winter Advancement

September 15<sup>th</sup> for Spring/Summer Advancement

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 on their registration to prevent enrollment in a Culminating Experience (graduation will be delayed). **Initiation of the Advancement to Candidacy is the responsibility of the student.**

**Eligibility for Advancement to Candidacy is based upon the following requirements (1-4):**

- 1) Scholarship in graduate work taken prior to advancement as follows:
  - A. Completion of any Foundation course work with a minimum overall grade point average of 3.0.
  - B. A minimum overall grade point average of 3.0 in your Program Requirements.
  - C. No grade of less than “C” can be counted toward the minimum number of units needed to advance to candidacy.

D. No more than two (2) courses with a grade of “C” will be counted for satisfaction of graduate Program Requirements (these are the 30 units of your degree program not including Foundation course work).

2) Evidence of a Plan of Graduate Study acceptable to the institution and the College. This is considered a student’s final contract with the university and will list all of he/her completed and planned Program Requirements (All 30 units of the MSA Program Requirements, Elective courses and Culminating Experience must be listed even if not yet enrolled).

3) Completion of a minimum of 12 units of Program Requirement coursework.

4) Fulfillment of the Graduation Writing Assessment Requirement (GWAR).

**If a student meets the above requirements (1 to 4) then he/she may apply for Advancement to Candidacy by completing the Advancement to Candidacy form:**

### **STEP BY STEP INSTRUCTIONS FOR COMPLETING THE ADVANCEMENT FORM**

***Please fill in answers to item numbers 1 through 11.*** You must have waived out of or passed the WPG (See Step #3) to be eligible to Advance to Candidacy. You need to have an approved Advancement to Candidacy to be able to register in a Culminating Experience (ACCY 501). **You do not need to obtain any signatures on the form before submission.** Please scan and email the SIGNED form to [cbagrad@csus.edu](mailto:cbagrad@csus.edu) by the deadlines mentioned above.

1. The MSA Advancement to Candidacy Form was designed specifically for the MSA degree. It is a fillable Pdf form and **must be typed**, not handwritten. Obtain the form from the CBA website at <http://www.csus.edu/cba/graduate/MSACurrentStudentForms.html> as other versions of this form are not accepted.

3. Fill in your contact information (numbers 1-5). Do not leave any sections blank.

4. Number 6 is your catalog. This is the catalog under which you took your first Program Requirement or Elective/Concentration course. Catalogs are for academic years (Fall through Spring) and go in two year increments. For example: Fall 2014-Spring 2016, Fall 2016- Spring 2018, Fall 2018-Spring 2020 etc.

5. **For all sections:** If your classes are In Progress or in the future just leave the “grade” column blank but do list the semester you plan to be taking the course. The EPP office will enter your current semester grades for you if the advancement deadline comes before grades are posted. Listing the instructor is optional so if you can’t remember or don’t know the instructor you can leave it blank.

6. Complete number 7 “Program Requirement/Core Courses” by listing the semester and year, units, and grade for all of your completed and planned Program Requirement (Core) courses. Students are required to take all nine (27 units) of Program Requirement Courses. **NOTE:** If you are substituting a course from another institution or some other replacement course be sure to list the course being used to replace the required concentration course AND attach a Course Evaluation and/or Action Sheet that have the substitutions approved by the appropriate faculty to your Advancement to Candidacy when you submit it.

7. Complete number 9 “Culminating Experience” by checking the box for ACCY 501. Make sure to write in the semester you plan to take it.

8. Number 10 “Applicant’s Signature”. This is your signature (student signature).

- a. **NOTE:** You do not need a faculty advisor signature. Just sign the form yourself, scan it and email it to the EPP office.

9. Submit the completed, signed form to the EPP office for review and processing. You may submit the form electronically by scanning it and emailing it to our office. Please email the signed and scanned Advancement to [cbagrad@csus.edu](mailto:cbagrad@csus.edu). Incomplete forms will be returned to you and will cause a delay in your Advancement process.

If you have met all of the requirements for Advancement (including waiving out of or passing the WPG exam) then your application will be processed by the EPP office, usually within 15 business days, and sent to the Sacramento State Office of Graduate Studies (OGS) for approval and posting to your electronic record. The OGS usually takes 10-12 weeks to process an Advancement form after the EPP office submits it to their office. You will **not** be able to enroll in your Culminating Experience until this form has been entered into your electronic record so pay attention to deadlines. You may check your Advancement to Candidacy status in the student portal under “Academic Requirements” in MySacState.

**Please Note:** If, after a student has been approved to Advance to Candidacy, he/she makes any change to the 30 units of coursework listed on their Advancement to Candidacy Form (MSA Program Requirements, Elective/Concentration courses and Culminating Experience) they must submit a **Petition for Exception Form**. Detailed instructions on who should complete a Petition for Exception form and how to complete it are at the bottom of this Steps to Graduation document under the section titled “Other good information to keep in mind as you move through the Steps to Graduation”.

## **STEP 5: Application For Graduation**

Students must file for Graduation at least one semester before they plan on enrolling in their Culminating Experience (ACCY 501). However, a student cannot apply for graduation until they have submitted their signed Advancement to Candidacy to the EPP office. It is easiest to do it at the same time you are applying for Advancement to Candidacy. Initiation of Application for Graduation is the responsibility of the student.

A student must submit the Application for Graduation by the deadlines listed below:

**January 15th for Graduation in the upcoming Fall semester**  
**September 15th for Graduation in the upcoming Spring OR Summer Semester**

You can obtain the form at: <http://www.csus.edu/cba/graduate/MSACurrentStudentForms.html>.

*Please be aware that this is a university form and the instructions and deadlines that are on the form are not correct for MSA Students. Please disregard the instructions on the form and instead follow the steps below. It is a fillable Pdf form and must be typed, not handwritten.*

## **STEP BY STEP INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR GRADUATION:**

1. Fill out the form by completing answers for each question numbers 1-9. It is a fillable Pdf form and must be typed not handwritten. Submit the form to the EPP office – by scanning and emailing the paid document to the EPP office at [cbagrad@csus.edu](mailto:cbagrad@csus.edu).
  - **Number 1:** Check the box indicating the MS degree: MS

- **Number 2:** Enter the appropriate authorized major, which is Master of Science in Accountancy.
  - **Number 3:** Leave blank.
  - **Number 4:** Select the appropriate prefix and your full legal name
  - **Number 5:** Enter your most permanent mailing address. Make sure your address is correct as this is the address where your diploma will be mailed. Diplomas are mailed by the university six to ten months after the end of your final semester. If your address changes after you submit the Application for Graduation form you should update it in the MySacState system and contact the Office of Graduate Studies at 916-278-6470 to have your address updated on this form.
  - **Number 6:** Sign the form and date it
  - **Number 7:** Check the semester and list the year you are planning to graduate. 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. You will need to submit a “Graduation Date Change Form” (see below).
  - **Number 8:** Culminating Requirement: The University does not list ACCY 501 as an option so you will have to either add a box, check it, and write in “ACCY 501” yourself or use number 9 “Title of Dissertation/Thesis/project to type in “ACCY 501 Culminating Experience Project in Accounting and Ethics”.
  - **Number 9:** You can just leave it blank. Or you can type in “ACCY 501 Culminating Experience Project in Accounting and Ethics” just above this line.
  - **Number 10: No signature other than yours is required to submit the form to the EPP office.** The EPP office will get the Faculty Advisor and Graduate Coordinator Signatures for you.
3. Students must complete the form and attach a \$76.50 check for the diploma fee payable to **Sacramento State** to the form. The EPP office will make the Diploma Fee payment for you in the Cashier’s office.
  4. Submit the form and the check via postal mail to EPP office (Attn: Serena Hoffman) for processing (see address below). **(No signature other than yours is required to submit it to the EPP office)**

Sacramento State University  
CBA Executive and Professional Programs Office  
ATTN: Serena Hoffman  
Tahoe Hall Room 1020  
6000 J Street  
Sacramento, CA 95819-6088
  5. The EPP office will process your Application for Graduation as long as your Advancement to Candidacy is approved or if the form is submitted at the same time as your Advancement. Incomplete forms will be returned to you and will cause a delay in your Application for Graduation process.

**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 download the form from our website at <http://www.csus.edu/cba/graduate/MSACurrentStudentForms.html>. There is a fee associated with this form. Please submit a copy of the completed form, attach a \$28.00 check payable to Sacramento State to the form, and send it to the EPP office for processing.

## **STEP 6: Culminating Experience: (ACCY 501)**

Students are eligible to enroll for their Culminating Experience **after** being Advanced to Candidacy, subject to approval by their faculty advisor. 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 must 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. GWAR 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 #5 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:  
<http://www.csus.edu/cba/biz/Commencement.html>

Follow the link to "Sign Me Up" to put your name in to walk at the ceremony. Please read all information carefully!

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

### **MSA CURRENT STUDENT WEBSITE**

We have developed resources to guide you through your program. The information contained in the current student section of the website is essential for you to be able to successfully navigate your degree program. Please begin with the website when you have questions about deadline information or forms.

Curriculum  
Dates to Remember  
Steps to Graduation  
Registration and Scheduling  
Student Forms

Academic Advisors  
Academic Policies and Procedures  
Business Student Services  
Contact Us

## HOW TO USE THE PETITION FOR EXCEPTION FORM

If, after a student has submitted their Advancement to Candidacy form, he/she makes any change to the 30 units of coursework listed on their Advancement to Candidacy form (MSA Program (core) Requirements, Elective/Concentration courses and/or Culminating Experience) they must submit a Petition for Exception Form.

The **deadline** for the Petition for Exception form is in the current semester:

- **January 15th for current Spring Graduation**
- **September 15th for current Fall Graduation**

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

The purpose for the Petition for Exception Form is to amend any changes to your Advancement to Candidacy Contract. When you submit your Advancement to Candidacy you list all the core and elective courses you are planning to take and when you will take your Culminating Experience. If, after submitting the Advancement, you take a course different than what you listed (maybe the class you wanted was not offered or you changed your mind, etc.) you must notify the university of that change via a Petition for Exception form.

**An Example** of why you would need to use the Petition for Exception Form:

1. If you listed ACCY 251 as an elective on your Advancement to Candidacy form and then took ACCY 240 instead you will need to fill out the "Course Substitution" section of the Petition for Exception form. You would list ACCY 251 on the "Previous Course/Units" line and the ACCY 240 on the "New course/Units" line.

Obtain a Petition for Exception Form from the CBA Executive and Professional Programs office website at <http://www.csus.edu/cba/graduate/MSACurrentStudentForms.html>. Step by step instructions on how to complete the Petition for Exception form are below. After you complete the required sections, sign and email the form to the EPP office for processing at [cbagrad@csus.edu](mailto:cbagrad@csus.edu). We will obtain the faculty and graduate coordinator signatures on your behalf.

## STEP BY STEP INSTRUCTIONS FOR COMPLETING THE PETITION FOR EXCEPTION FORM

This form is a fillable Pdf form and **must be typed** not handwritten. It must be submitted by the deadlines set by the College of Business Administration Executive and Professional Programs office (listed above), NOT the deadlines listed on the form.

- A. **Type** in your contact information including your Sac State Student ID#. **Please also include your email at the end of the telephone number line.**

- B. **“Class Level”**: List your Expected Graduation Date (Spring, Summer or Fall and year). Check the Graduate box and write in your degree program. (MS Accountancy).
- C. **“Advisor”** is your MSA faculty advisor: Dr. Chuck Davis.
- D. **“Committee Members”**: You can leave this blank.
- E. **“Course Substitutions”**: Use this section only if, after submitting the Advancement, you take a course different than what you listed on your advancement (maybe the class you wanted was not offered or you changed your mind, etc.) For Example: If you listed ACCY 251 as an elective on your Advancement to Candidacy form and then took ACCY 240 instead you will need to fill out the “Course Substitution” section of the Petition for Exception form. You would list ACCY 251 on the “Previous Course/Units” line and the ACCY 240 on the “New course/Units” line.
- F. **“Change From (check one)”**: You can leave this blank.
- G. **“Change In Special Major Adviser or Committee”** You can leave this section blank.
- H. **“Change in Dissertation/Thesis/Project Advisor”**: You can leave this section blank.
- I. **“Student Signature”** You do not need your signature if you want to email the document we will use your email as your “signature”. Unless you have access to a scanner then you can print, sign, scan and email the signed petition for exception to the EPP office.
- J. **“For Department/Office of Graduate Studies approval”**– Leave this section blank this is for office use only. ***The EPP office will get the Graduate Coordinator Signatures for you.***
- K. **Submit the completed form to the EPP office** for review and processing. Please submit the form electronically by emailing it to our office **no signature is required**. Please email the Petition for Exception form to [cbagrad@csus.edu](mailto:cbagrad@csus.edu). Incomplete forms will be returned to you and will cause a delay in your graduation process. Remember to put your email at the end of the Telephone line on the form. Thanks!

Once submitted your Petition for Exception form will be processed by the EPP office, usually within 15 business days, and sent to the Sacramento State Office of Graduate Studies (OGS) for approval and posting to your electronic record. The OGS usually takes 10-12 weeks to process a Petition for Exception form after the EPP office submits it to their office.

## 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 #5 above) be sure that you print clearly and 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) 278-5507 or visit their website at <http://www.csus.edu/registrar/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 2018 semester, and did not enroll in anything for Fall 2018, you must be enrolled in one of the 6 week sessions for Spring 2019 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 2018, did not enroll for any courses for Fall 2018, and did not enroll in any courses for Spring 2019, you will need to reapply to the university (you have been inactive for two consecutive semesters--Fall 2018 and Spring 2019). 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 letter, and/or 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, the credential office or the Office of Graduate Studies. Academic departments and units may block registration of students who fail to meet advising appointments. Students receiving 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 available on the College's Executive and Professional Programs (EPP) website. Students must file the Petition via email with the EPP 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' will be counted for satisfaction of graduate program requirements. A grade point average of at least 3.0 (B) is required in each semester, in all foundation courses taken at California State University, Sacramento, and program requirements courses presented for the degree.

**\* If you have any further advising questions, including course scheduling, curriculum, or academic policies and procedures, please contact the College of Business Administration Executive and Professional Programs Office at 916-278-6391 or email at [cbagrad@csus.edu](mailto: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.**