

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 <https://www.csus.edu/college/business-administration/graduate/ms-accountancy.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.

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.

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 Business Law)

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. This course must be taken in the U.S.

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 program and is evaluated against the admission requirements for that program. If the student meets all of the program’s Foundation course 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 one or more Foundation Course requirements the student may be admitted to conditionally classified status.

A conditionally classified student must apply for Full Classification at the point they enroll in their final 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 an online classification form(s) as required until the student is fully classified in their chosen program.

A student must submit the online 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 via your MySacState Student Center Onbase Forms 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) courses in the upcoming semester.

The Application for Classification form has transitioned to online electronic submission via your MySacState student center in "OnBase Forms". **DO NOT** email EPP a "paper" pdf copy of the form. Please follow this user guide to ensure that all sections of the form is filled in and submitted correctly.

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

Be advised that the College of Business has its own deadlines, specific to MSA students, which are ALWAYS earlier than the dates listed on the university forms. Missed deadlines will result in a delay in registration and/or graduation.

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 BY STEP INSTRUCTIONS FOR COMPLETING THE ONLINE CLASSIFICATION 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 between the Outlook 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 Classification Application (Student).



4. A separate window will open with the form. In the first fillable section titled “Student Information”, the form will automatically fill with the corresponding info from your Student Center.

- 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 the Form #.
- PLEASE NOTE! There are two sections that require action from the student
 1. Semester
 2. Year
- The “Semester” and “Year” fillable boxes must be filled out according to the following:
 - For the “Semester” and “Year” boxes, click and type the option that corresponds to the **semester and year that FOLLOWS the semester that you will complete your foundation courses** (i.e. Select “Spring” and type “2023” if you’re admitted and completing your Foundation Courses in Fall 2022 OR select “Fall” and type “2023” if you’re admitted and completing your Foundation Courses in Spring 2023).
 - Note that you can be enrolled in your first CORE MSA courses and your last FOUNDATION Course simultaneously.

Deadline: October 1 (for Spring term)/February 1 (for Fall term) 

Please disregard these deadlines. MPS deadlines are always earlier than university deadlines.

GRAD Classification Application **Instructions**

Student Information

Student ID *	Semester *	Year *	Form #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Primary First Name *	Primary Middle Name		Primary Last Name *
<input type="text"/>	<input type="text"/>		<input type="text"/>
Phone *	Degree Program *		
<input type="text"/>	<input type="text"/>		
Email *			
<input type="text"/>			

You complete your last foundation course in Fall of 2022, you would type in the next semester you are becoming fully classified: Spring 2023

DO NOT COMPLETE THIS FORM IF your intention is to add a SECONDARY PROGRAM.

- Classifications received AFTER the deadline date will not be processed until the following semester.
- If submitted BY THE deadline and approved, the change will be effective the following term.
- No classification changes allowed during the first term of enrollment.

Submitted By
 Student Graduate Coordinator

5. After the “Personal Information” section is complete, SKIP Section 1 and scroll down to Section 2.
 - The various supporting documents that are part of Section 1, do NOT need to be filled in by any MSA Student who is applying for Full Classification. Please DISREGARD these attached portions down to Section 2.

Attach Statement of Purpose (optional)

Attach letters of recommendation for departmental review (optional)

Attach Grad Supporting Documents (optional)

If applicable, indicate test name, date and score for the following tests:

<input type="checkbox"/> GRE:			
Test Name		Score	
Date			

<input type="checkbox"/> GMAT:			
Test Name		Score	
Date			

- Section 2 is mandatory for any student who is filling out this form. Simply input your Graduate Program in the first box. Then, click the signature certification check box, input your electronic signature and a date in the last line.

SECTION 2: Complete this section ONLY if you are requesting Full Classification

Graduate Program

My signature certifies the accuracy and completeness of the information provided.
 I understand that any misrepresentation may be cause for denial or cancellations of admission or enrollment.

Signature

Date Signed

- When you have double checked that everything is correct and in order on your application, click the "Submit" button on the bottom of the form. Your form will be submitted and await university processing.

GRAD Classification Application (Student) 1.04022020

Submit

Warning: 60 minutes of complete Inactivity in this window will cause the session to expire. The form will remain open as long as the student is continuously inputting information within those 60 minutes.

STEP 3: 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 4 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.

***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. There is nothing more that you need to do to satisfy this requirement.

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).**

The Advancement to Candidacy form has transitioned to online electronic submission via your MySacState student center in "OnBase Forms". **DO NOT** email EPP a "paper" pdf copy of the form. Please follow this user guide to ensure that all sections of the form is 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 GWAR 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)

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

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 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):

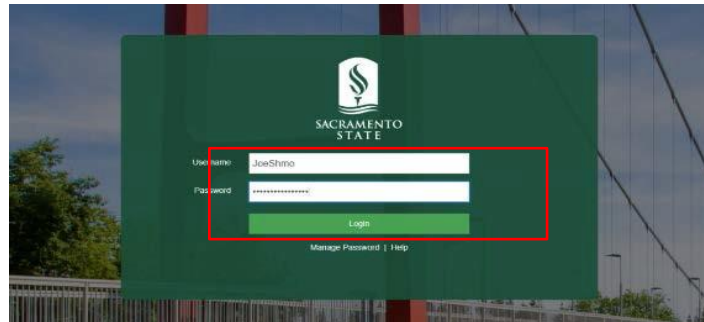
- A. Completion of any Foundation course work with a minimum overall grade point average of 3.0.
- B. A minimum overall grade point average of 3.0 in your Program Requirements.
- C. No grade of less than “C” can be counted toward the units needed to advance to candidacy.
- D. No more than two (2) courses 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).
- E. Fulfillment of the University GVAR (See Step 3) – 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:

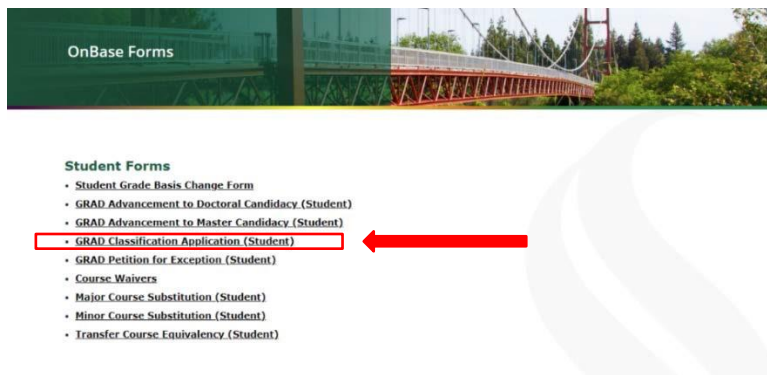
1. Log into your MySacState with your proper CSUS credentials using your correct Saalink username and password.



2. When your MySacState Page opens, scroll down and navigate to the OnBase Forms button.
 - The OnBase Forms tab is located between the Outlook 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).



4. A separate window will open with the form. In the first fillable section titled “Student Information”, the form will automatically fill with the corresponding info from your Student Center.

- 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
 - The semester and year boxes correspond to the catalog year. Specifically, the semester and year you took your first CORE MSA course(s).
 - 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).

Student Information

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? *

Yes No

- 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 (GWAR) 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:** You have taken and passed the ACCY 261 Graduate Writing Intensive course. If you were admitted Spring 2022 or later, this would be the ONLY option to have met the writing requirement (GWAR).

Catalog Year

Writing Requirement Met? *

Yes No

Check One *

Waiver WPG GWI

5. Once you have completed the top portion of the Personal Information section, **SKIP** the Advisor and Committee Members questions.
6. 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 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.**

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		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"/>		



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		Remove
MBA	210	Management Accounting	CSUS		Fall	2020	3	A		



- 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		Fall	2020	3	A		Remove
										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)

- 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)

Subject HIST *	Course Number 500 *	Course Title Culminating Experience *	School CSUS *	Instructor Last Name (optional)	Semester Fall *	Year 2019 *	Units 3 *	Grade A		
										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*

12. 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 EPP 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, EPP 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

Submit

13. 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-May 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-November.
- 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 5: 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 our office and submitted to the University Office of Graduate Studies (OGS), the graduation fee will then be charged onto your Student Account. Please continue to check your MySacState Student Center on a regular basis so that you will be able to pay the \$76.50 graduation fee before the due date indicated in your Student Center.

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.

If you are submitting an Advancement to Candidacy form you should also be submitting an Application for Graduation form at the same time or 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 Fall graduation
- September 15th** for Upcoming Spring/Summer graduation

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 between the Outlook 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 you 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 * Phone *
The value must be an Alphanumeric value. This field is required. The value cannot be longer than 70 characters.

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.

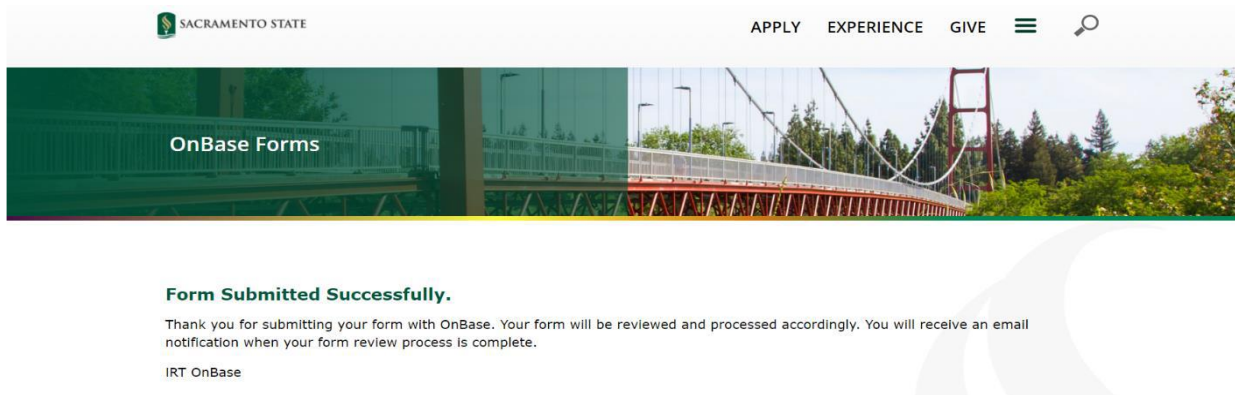
Address 1 * 6000 J Street
 Address 2
 City * Sacramento State * CA Zip * 95819
 Country USA
 Graduation Term * SUMMER Year * 2023
 Select appropriate degree classification * MASTERS OF SCIENCE (MS)
 Program * MS in Accountancy Concentration
 Culminating Requirement * Thesis Project MA/S Comprehensive 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: 224; 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:



YOU WILL ALSO RECEIVE THE FOLLOWING MESSAGE IN YOUR INBOX:

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

Please continue to check your MySacState Student Center so that you will be able to pay the \$76.50 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 \$76.50 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 failed 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 the Office of Graduate Studies website at: <https://www.csus.edu/graduate-studies/current-students/forms.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 via postal mail (address above) for processing.

Step 6. 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. You will then be added to the course in Canvas and there will be a deadline to complete the course as well. The workshop should take approximately 1 hour to complete.

The MSA program has a culminating experience class instead of a formal project or thesis. Therefore, you will be completing an “unbound” project in your final course (See step 7 below). Many of the topics of the Culminating Experience Workshop will not apply to you. Regardless, this is a requirement set by the university for all students.

STEP 7: Culminating Experience: (ACCY 501)

Students are eligible to enroll for their Culminating Experience **after** being Advanced to Candidacy. 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 8: 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:
<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 #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) 278-1000 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 2021 semester, and did not enroll in anything for Fall 2021, you must be enrolled in one of the 6 week sessions for Spring 2022 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 2021, did not enroll for any courses for Fall 2021, and did not enroll in any courses for Spring 2022, you will need to reapply to the university (you have been inactive for two consecutive semesters--Fall 2021 and Spring 2022). 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 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 Sacramento State, and program requirements courses required 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, Executive and Professional 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.**