

MA CHAD Program  
Eureka Hall 401  
6000 J Street  
Sacramento, CA 95819-6079  
(916) 278-5942  
<https://www.csus.edu/college/education/>



SACRAMENTO STATE

*Application Instructions for the  
Master of Arts in  
Child and Adolescent Development Program*

Dear Prospective Student:

Thank you for your interest in the MA in Child and Adolescent Development (CHAD) Program in the College of Education. **Please READ** all instructions carefully and thoroughly BEFORE completing the **FALL 2023** application. Applicants **MUST** complete the application by the deadline to be considered for admission.

*Overview of the Application Process:*

1. Complete the online application at <https://www.calstate.edu/apply>. Instructions and FAQs are available on the Office of Graduate Studies website at <https://www.csus.edu/graduate-studies/future-students/application-information.html>. As part of the application, you will need to upload your **personal statement** and arrange for **two letters of recommendation** to be submitted on your behalf.
2. Following your application submission, you will receive two confirmation emails. The second email will include your assigned SacLink Student ID number and instructions for how to set up your SacLink Account (if not already created): [www.saclink.csus.edu](http://www.saclink.csus.edu).
3. Provide Official Transcripts to the Office of Graduate Studies. Mail or hand deliver official copies to the Office of Graduate Studies. E-transcripts are also accepted if sent directly from your Institution's e-transcripts service to [gradtranscripts@csus.edu](mailto:gradtranscripts@csus.edu). All official transcripts must be received by the Office of Graduate Studies by the application deadline in order for your application to be considered.

Thank you again for your interest in pursuing graduate studies with our department. We hope to have the opportunity to work with you.

Sincerely,  
Sue Hobbs, PhD  
Department Chair

**Final Submission Deadline:**

**March 1, 2023**

# *Applying to the MA Child and Adolescent Development Program*

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## ***MA CHAD ADMISSION REQUIREMENTS***

Admission as a classified graduate student in the Master of Arts in Child and Adolescent Development Program requires:

- a BA in Child/Human Development or a closely related field. Some applicants may be admitted with the condition that certain prerequisite courses be completed before beginning the requirements for the MA CHAD Program;
- minimum 3.0 GPA in the last 60 units completed;
- completion of coursework in research methods (CHAD 123, CHAD 128, and/or CHAD 133, or equivalent) and upper-division child development survey (CHAD 137 and/or CHAD 138) (may be admitted conditionally without these prerequisites);
- experience in programs serving children from infancy through primary grades; and
- strong writing and communication skills.

Opportunity exists for conditional classification of applicants with an undergraduate major and experiences different from those listed above. This requires that students demonstrate convincingly that they are competent to pursue the degree.

## ***Documents Required for your Application***

1. Personal Statement (~500 words)
2. Two letters of recommendation
3. Official transcripts from all colleges/universities attended

# APPLICATION INTRUCTIONS

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- 1) **Online Application:** Submit the online application, fees, and documentation to <https://www.calstate.edu/apply>. The Cal State Apply deadline for Fall 2023 admission to MA CHAD is **4:00 P.M. WEDNESDAY, MARCH 1, 2023**. The non-refundable application fee **must** be paid online at the time the application is submitted. Refer to the Cal State Apply Applicant Help Center for additional information:  
[https://help.liasonedu.com/Cal\\_State\\_Apply\\_Applicant\\_Help\\_Center](https://help.liasonedu.com/Cal_State_Apply_Applicant_Help_Center).

When completing the Cal State Apply application:

- (a) Select your **“Major/Program Objective”** as “Child and Adolescent Development” and under **“Degree Objective”** select “MA”
- (b) Complete Quadrant I – Personal Information.
- (c) Complete Quadrant II – Academic History. In the “Colleges Attended” section, applicants must list all colleges/universities attended, even if you only took one class at the institution. In the “Transcript Entry” section, applicants do NOT need to list each course taken. Please click “I Am Not Adding Any College Transcripts.” Instead of manually entering all coursework, applicants are required to submit all copies of official transcripts to the Office of Graduate Studies (see instructions below).
- (d) Quadrant III – Supporting Information is optional. Click “I Am Not Adding Any Experiences.”
- (e) Complete Quadrant IV – Program Materials:

**Personal Statement:** As part of Quadrant IV – Program Materials, upload a personal statement that addresses the following prompt:

Please explain why you wish to be admitted to the CHAD graduate program (i.e., accomplishments, and academic and vocational goals). Discuss the strengths, skills, and experiences that you will bring to the program and any relevant awards and honors. Moreover, list up to three specific areas of child and adolescent development that you may be interested in exploring further in this program. Please review the faculty research and teaching interests in the [CHAD MA Student Handbook](#) and indicate potential faculty who you think can support your scholarly interests. This statement (approximately 500 words) will be carefully reviewed by the admissions committee.

**Letters of Recommendation:** As part of Quadrant IV – Program Materials, request **TWO** letters of recommendation to be submitted on your behalf. Please send the following instructions and prompts to your letter writers:

I am applying to the Sacramento State MA in Child and Adolescent Development Program, and I am requesting that you write a letter of recommendation for my application. The following is the prompt from the Program:

“We are particularly interested in the applicant's intellectual curiosity, and their motivation and ability to engage in advanced study and research and pursue a successful career in Child and Adolescent Development. In your letter, please address the personal and professional qualities of the applicant that may play a role in their success as a student and professional. Include such information as the nature of your relationship, how long you have been acquainted with the applicant, and their strengths and weaknesses relevant to pursuing graduate study. Further, please indicate your assessment of the applicant’s motivation and intellectual curiosity.”

**\*\*You will receive a confirmation email from the Office of Graduate Studies with your Sac State ID number and instructions regarding how to set up your Sac Link Account (if not already set up). Please make sure that your email provider is set up to accept CSUS.edu emails\*\***

## 2) Send Official Transcripts

### **Non-Sac State students\*:**

Send one (1) set of OFFICIAL transcripts from all community colleges, colleges, and universities attended. Arrange to have electronic copies sent to [gradtranscripts@csus.edu](mailto:gradtranscripts@csus.edu) OR sealed hardcopies mailed directly to the Office of Graduate Studies (OGS) no later than 4:00 p.m. on MARCH 1, 2023.

Office of Graduate Studies  
California State University, Sacramento  
Riverfront Center, Room 215, MS 6112  
6000 J St.  
Sacramento, CA 95819

### **Sac State students:**

If you graduated/are graduating from Sacramento State, you DO NOT need to submit any additional transcripts to OGS unless you attended another college after you graduated.

\* **International Admissions/Foreign Degrees:** Applicants with degrees from outside of the United States, please visit the following website for instructions, <https://www.csus.edu/international-programs-global-engagement/application-admissions-process/> or call OGS at (916) 278-6470. Foreign documents/transcripts must be sent directly from your University to the Office of Graduate Studies and received no later than January 15<sup>th</sup>, 2023.

## ***SCREENING PROCEDURES***

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1. The Office of Graduate Studies will complete the preliminary review and check for completion of minimum university requirements (GPA, residency, baccalaureate degree from an accredited institution).
2. After the preliminary review, all application materials are forwarded to the Child and Adolescent Development Program Graduate Coordinator. Applications are screened for undergraduate preparation and GPA. Applicant Files are provided to a Child and Adolescent Development Program faculty panel for screening.
3. Students will be advised by Saalink email as to whether or not they are admitted to the Program. This process is usually completed within 6-8 weeks **following the closing date for applications**. Be sure to check your saalink email for information about application decisions.

### **Non-Discrimination Policy**

*California State University, Sacramento, seeks participation in all academic and academically-related activities for all individuals without regard to race, color, creed, marital status, national origin, sex, handicap, or age. The University has established an affirmative action program in accordance with federal and state regulations, Presidential Executive Orders, Title VII and IX of the Civil Rights Act as amended, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1974, and the Vietnam Readjustment Assistance Act. The regulations prohibit discrimination in the admission of students and recruitment, retention, and promotion of employees. For further information, or should you feel that you have been discriminated against in one of the aforementioned areas, contact the Affirmative Action Officer, Title IX Coordinator, in Sacramento Hall 253, (916)278-6907.*