Department of Public Policy and Administration Graduate Handbook

College Of Social Sciences and Interdisciplinary Studies
California State University, Sacramento

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Contents

Introduction

The Master of Public Policy and Administration (MPPA) program at California State University, Sacramento is designed to prepare students for leadership roles in public service. The program emphasizes the development of analytical skills, practical knowledge, and ethical standards necessary for effective policymaking and administration.

This manual is intended to be of benefit to current and prospective PPA students. It contains important "nuts and bolts" program information, organized alphabetically. Some of the manual sections in part reiterate general university policy, but much of the material in this document is unique to our program.

We urge you to consult the manual before asking faculty about departmental policies. We also welcome input on changes that should be made or suggestions for additions. Please direct your comments to the department chair.

If You Are Struggling, We Recommend...

We expect you will find participation in the Public Policy and Administration program both challenging and rewarding.

If you find yourself struggling with any aspect of the program we recommend:
- Contacting a faculty member and discussing the concern. There are many supports available.
- Contacting the department chair to discuss your concerns. While all our faculty are available to you, the department chair may be able to provide additional resources or elevate concerns appropriately.
- Contacting and consulting with members of your GASPPA board. As your elected representatives and as fellow students in the program, they may have overcome similar challenges and know of additional resources that are available to you.

Remember you are able to access all of the resources available to students on the main campus as well, including:

- Reading and Writing Center
- Counseling Center at the Well
- English Language Institute
- Services for Students with Disabilities
- Student Affairs' Financial Wellness

If you are experiencing challenges with food, housing, finances or other unique circumstances that are impacting your education, help is just a phone call or email away! The CARES office provides case management support for any enrolled student. Email the CARES office at cares@csus.edu to speak with a case manager about the resources available to you. Check out the CARES website.

Your success is the Program's success. There are options if you are having a hard time for any reason within the Program, including going part-time. Consult with a faculty member or the department chair for more information.

Admissions

To be considered for admission to the MPPA program, applicants must meet the following requirements:

- A bachelor's degree from an accredited institution.

- A minimum GPA of 2.75 or above. Overall GPA or GPA in the last 60 semester units or 90 quarter units of coursework may be considered. GPA is calculated on a 4.0 scale.

- Submission of official transcripts from all colleges and universities attended. (Unofficial transcripts are accepted at the time of application, but if admitted official transcripts will need to be submitted before starting classes.

- Completion of the MPPA application form.

- A statement of purpose outlining the applicant's goals and motivations for pursuing the MPPA degree.

- Three letters of recommendation from academic or professional references. At least one academic reference is strongly encouraged.

In addition, applicants need a grade of B or better in all *required* prerequisite courses prior to starting the program. The graduate program in Public Policy and Administration has two required prerequisites: an intro to government/political science course and microeconomics. We also recommend students take an introduction to statistics course but it is not a requirement.

Students are required to complete prerequisite courses prior to their first semester in the program. The courses must be completed with a grade of B or better. Applicants to the program may complete prerequisite courses while or after submitting their application. Please list in the supplemental application your plan to complete them.

Updating Classification Status

Students admitted to the program with conditions placed on their admissions must verify that they have met these qualifications before they can advance to candidacy or graduate. Conditionally classified students are required to complete the Classification Application form and attach an unofficial transcript in OnBase. This will then be routed to the graduate coordinator and the Office of Graduate Studies for approval.

Advising

In the PPA department, the chair also serves as the graduate coordinator. The graduate coordinator will guide students in selecting courses and addressing other curriculum related issues. Questions regarding official forms, application for graduation, or program logistics should be directed to the department coordinator. For other advising, such as seeking guidance on culminating project ideas, professional opportunities, and other matters, students are encouraged to consult the department chair or any of the other faculty members. Advising worksheet

Departmental Communication and ListServ

The primary method of communication in the department is email. Important updates and requirements will be sent regularly to your csus.edu email address. Please monitor this address regularly. While faculty members each have a designated office line and keep regular office hours, they also often work from other locations, hence email is generally the most efficient way of reaching them.

The PPA ListServs are an information service provided by the department through your personal e-mail address. We use your personal email address to ensure you will still have access after graduation. It is designed for PPA graduate students and alumni at California State University, Sacramento. The department provides information to you, via this listserv, about our graduate program, career opportunities, internships, and student jobs. This system also allows members to access old messages that have been archived. Additional information is provided upon subscription.

The official Learning Management System (LMS) for courses at Sacramento State is Canvas. Students should monitor Canvas for information about their courses, assignments, and grades. Faculty will provide details in their syllabi about how Canvas will be utilized throughout the course and their preferred methods for communication and assignment submission.

Students are also encouraged to follow the MPPA program on LinkedIn and Facebook. GASPPA also has a newsletter and Instagram page that students can sign up to follow.

GASPPA

[The Graduate Association for Students of Public Policy and Administration](#) is our departmental graduate student association. All students in the MPPA program are automatically members of GASPPA. The association serves students within the program by providing informal student support, organizing academic, networking, and social events, working collaboratively with the alumni association, and advocating for MPPA students. The GASPPA board is elected each spring and serves for a one-year term.

Scholarships

While graduate funding opportunities within the department are limited there are two scholarship opportunities open to MPPA students.

[The Diversity, Equity, and Inclusion (DEI) Scholarship](#) was created and is funded by GASPPA through donations. It is awarded each spring and is open to all students within the MPPA program.

[The Designing Our Future (DOF) Scholarship](#) is a merit-based scholarship designed to recognize and support students with an interest in urban design or development. Applications are typically open every other year.

Learning Objectives

Graduates of the MPPA program will be able to:

- Demonstrate a comprehensive understanding of public policy and administration theories and practices.
- Apply analytical and research skills to evaluate and develop public policies.
- Communicate effectively with diverse audiences in both written and oral formats.
- Exhibit ethical and professional behavior in public service roles.

To assess our program, we use the more specific learning objectives included below which are matched to each required course.

GENERAL LEARNING OBJECTIVES
(1) Critical and Integrative Thinking: Synthesize, analyze, and develop process and policy options
a) Diagnose, map, and analyze decision making processes, actors, and context.
b) Analyze systems and practices to surface systemic biases, including structural racism, that advance or impede a more just and equitable society.
c) Construct clear problem definitions with attention to client interests and varied stakeholder perspectives.
d) Identify reasonable alternatives to address problems.
e) Apply context-appropriate criteria to analyze and evaluate alternatives and offer solutions with attention to implementation strategies.
f) Identify, critically examine, and use relevant data to inform policy and administrative decisions.
g) Draw upon multiple disciplines to understand and address policy and administration problems.
h) Critically review literature to help understand and address a problem from various perspectives.
(2) Practical Applications: Apply knowledge and skills in a professional setting
a) Critically use different analytical skills, processes, and tools to address policy and administration problems.
b) Work effectively in groups.
c) Identify and apply effective and inclusive leadership techniques for public policy and administration.
d) Effectively communicate with different audiences to build understanding of public problems and policy and administration strategies.
e) Write clearly and succinctly as appropriate to various audiences.
f) Use effective modes of verbal presentation with an awareness of audience and purpose.
(3) Professional Role: Recognize role of profession in society
a) Recognize the role public servants play in advancing or impeding a more prosperous, just, equitable, and inclusive society.
b) Understand obligations to advance public value consistent with rule of law and an enduring search for reasonable and just action.
c) Consider ethical dimensions of choices in public policy and administration.
d) Understand differences between analysis and advocacy including insider and outsider roles.
e) Recognize professional role and responsibility/duty of care to your organization.

Curriculum

The MPPA program is designed to be completed in three years if students are enrolled part-time (two courses per semester). If students enroll full time (take three courses per semester), they will complete the program in two years. **Students who are working full-time are strongly encouraged to consider taking the program at the part-time pace.**

REQUIRED COURSES (30 UNITS)

PPA 200	Introduction to Public Policy and Administration (3 units)
PPA 205	Research in Public Policy and Administration (3 units)
PPA 207	Quantitative Methods in Public Policy and Administration (3 units)
PPA 210	Political Environment of Policy Making (3 units)
PPA 220A	Applied Economic Analysis I (3 units)
PPA 220B	Applied Economic Analysis II (3 units)
PPA 230	Public Budgeting and Finance (3 units)
PPA 240A	Public Management & Administration (3 units)
PPA 240B	Public Management and Administration II (3 units)
PPA 500	Culminating Experience (3 units)

Students will complete PPA 500 during their last semester. However, students are strongly encouraged to start considering their direction for their culminating project in their first semester and are expected to have supporting work completed prior to enrolling in the course. See the section on the Culminating Experience on page 14 for more information.

ELECTIVE COURSES (6 UNITS)

Students must take elective course work in an area of policy or administrative concentration that is designed to meet the individual student's career and professional needs. Course work in each area of concentration is selected in consultation with, and with the approval of the department chair. Elective course work is drawn from the existing curricula of the University's academic units and from electives that PPA Program offers nearly every semester. Students are encouraged to take at least one of their electives from those offered by PPA when possible.

All electives outside the department must be approved by the chair before they can be listed on your Advancement to Candidacy form. The courses must be graduate level courses and make sense within your academic and professional goals. Typically, this means adding a skillset or a knowledge base that you do not already have that is relevant to your professional goals. If a suitable graduate level course is not available, a student may take an upper-division undergraduate course if approved by the chair. Please also reach out to the professor of that course for written permission and be aware that some have prerequisites.

According to the Office of Graduate Studies: ALL community college offerings (regardless of number) are considered lower-division courses and are therefore ineligible for inclusion on your graduate transcript.

299 Special Problems (aka Independent Study)

Each PPA student is required to take two elective courses in addition to completing the core curriculum. Such elective courses are to focus on a particular substantive or skill area (e.g., education policy, conflict resolution) and are chosen in consultation with the student's advisor. Typically, at least one elective should be a PPA course when available.

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

Students wishing to [petition](#) for independent study credit in lieu of taking a regular course must justify the conclusion that their educational needs are better served by undertaking an independent study. As appropriate, students must provide supportive evidence (e.g., evidence that existing courses do not cover adequately the subject area in question). All petitions for independent study credit must be signed by both the proposed faculty advisor and the department chair. Independent studies are always at the discretion of the faculty member. Only the program coordinator is able to enroll students in special problems courses and will need to be contacted via email with the faculty advisor and the chair CC'd. This should only occur after the student has received permission from both to take the special problems course.

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

- Learning about an area of study relative to public policy and administration (e.g., public policy with respect to government regulation of industry) for which there currently are not courses offered at CSUS; and
- Prior to beginning an original research project, developing a familiarity with a broad area of literature (e.g., the literature on negotiation) to determine what controversies or questions might be addressed by a culminating thesis or project.

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

- Substituting independent study for a course that is regularly offered at CSUS but only by a faculty member with whom the student is unfamiliar;
- Substituting independent study for a course that is offered during the regular school year but not in the summer;
- Allowing credit for developing a literature review chapter for a thesis that's already well in progress, with a well-defined topic that has already been approved by the thesis committee; and
- Taking an independent study in place of a course the student previously had taken but earned a grade lower than a "B-."

Registration For Classes

My Sac State offers you access to your Student Center, where you can access features including registration, wait listing, fee payment, financial aid status, and holds.

The Registration Helpline is available Monday - Friday from 8:00am to 5:00pm at (916) 278-8088.

Step One: Log into the Student Center to find your registration appointment. Before your registration appointment, you need to clear any holds or outstanding fees due from a current or prior semester. Continuing students register first so make sure you are good to go before you register. Registration fees will not be due until after you enroll in classes.

Step Two: The next phase of registration is for new students. During this time, continuing students may resume adding, dropping or swapping classes. You may also be added to a class you have wait-listed. During this time, fee payment will most likely be due for continuing students who registered earlier so be sure and pay your fees.

Step Three: The final phase of registration is called Late Registration and Change of Schedule. It begins three weeks before the semester begins and continues through the second week of the semester.

Your registration day and time are scheduled in accordance with University priority policy. Registration fees should be paid during the Priority Registration period to avoid the late fee.

Before your registration day, you should:

If your My Sac State Student Center shows any holds, clear them immediately. Do not incur any new ones before your Registration Appointment!

Decide on the courses in which you want to enroll. Identify alternate courses in case the ones you prefer are already full. Remember, the class search shows real time class information. You will be immediately enrolled if there is a seat for you in the class, so you may not need your alternate selection. If the section you request is full or cancelled, you may choose to Wait list the class if that option is available.

Adding/Dropping A Course

Students are responsible for any course changes after the start of the semester. The deadlines for adding and dropping courses change each semester are published in the schedule of classes. *Add/Drop OnBase* forms are available in your Student Center and are approved by the PPA Chair provided the student has notified via email the involved faculty members of their actions. Please remember, not attending a class without filing out the form can result in an "F" or a "U" on your records, as well as academic disqualification.

Withdrawal from a Course Drops after the fourth week of the semester (census date) are called

withdrawals. The approved Add/Drop/Withdrawal must be submitted to the Bursar's Office after the fourth week. If students are seeking to drop or withdraw from an individual course or courses after the fourth week of the semester, and have reached the University maximum of 18 units of "W" grades allowable, they must submit an approved Petition to Add/Drop/Withdraw as a supplement to their Petition for Exception: Withdrawal in Excess of 18 units.

Withdrawals after the fourth week of the semester are granted only for "serious and compelling" reasons: Withdrawal during the 5th and 6th week of the semester requires the signature of the course instructor and the department chair. Reasons for dropping in during this period include medical circumstances, carrying an excessive course load, student's inadequate academic preparation for the course, or the student having significant job or career changes.

Withdrawal during the 7th through the 12th week requires the signature of the course instructor, the department chair, and the college dean. Reasons for withdrawal during this period include only medical or work-related circumstances clearly beyond the control of the student.

A student-initiated job change, carrying an excessive course load, or inadequate preparation do not qualify. Withdrawal is allowed after the 12th week of instruction only in exceptional cases, such as in cases of accident or serious illness, due to circumstances beyond the student's control. Signatures from the course instructor, the department chair, and the college dean are required, and the student must meet with a counselor in the Student Services Center. Withdrawals approved during the last three weeks of the semester will not count towards the 18 unit maximum; however, a grade of "W" is still recorded on the transcript.

The semester withdrawal form only withdraws students for the semester. If students stop attending for more than two semesters without submitting a Leave of Absence (see page 14), then OGS will eventually discontinue the student from the University. But if students only take one semester off or enrolls the following semester, they are considered to be a continuing student.

Academic Integrity

The MPPA program adheres to the university's broader Academic Honesty Policy. This policy emphasizes the principles of truth and honesty in all academic work and expects students to uphold these values, ensuring the integrity of academic work and grades.

As Artificial Intelligence (AI) resources (such as Grammarly, ChatGPT or Microsoft CoPilot) have become available, the academic community is working to adapt policy and procedures to ensure academic integrity. Within the department, faculty take a variety of approaches. The department policy is to allow faculty discretion in how they approach the use of AI in their courses. It is essential that students read the syllabus and talk to their faculty members in each course to understand their expectations for academic honesty.

Minimum Academic Requirements

Students enrolled in graduate degree programs as conditionally classified or classified shall be subject to academic probation if they fail to maintain a cumulative and semester grade point average of at least 3.0 in all units attempted subsequent to admission to the program (see MPPA grading policy on page 11 for additional requirements).

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

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

1. Withdrawal from all or a substantial portion of their courses in two successive terms or in any three terms.

2. Repeated failure to progress toward a degree or other program objective.

3. Failure to comply, after due notice, with an academic requirement or regulation.

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

Grading Policy

The University uses a plus/ minus grading system for letter grades. The "B-" equates to a Credit for graduate courses. Students are required to complete all core PPA courses with a minimum grade of B-.

A student's academic standing is determined by grade point average (GPA). Grade point average is computed by dividing quality points (the total number of grade points earned) by the number of quality hours (total attempted hours excluding courses graded "CR" or "NC"). A grade point average of 2.0 indicates a "C" average, a 3.0 indicates a "B" average, etc. The University does not award a grade of "A+".

"Students who are enrolled in graduate degree programs in conditionally classified or classified standing shall be subject to academic probation if they fail to maintain a cumulative and semester grade point average of at least 3.0 in all units attempted subsequent to admission to the program." (https://catalog.csus.edu/academic-policies/)

The PPA faculty has further specified the requirements for our program as follows:

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

Incomplete Grades

University policy states: "The symbol "I" (Incomplete Authorized) indicates that a portion of required coursework has not been completed and evaluated during the course due to unforeseen but fully justified reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the Incomplete.

A final grade is assigned when the work agreed upon has been completed and evaluated. An "I" (Incomplete Authorized) should not be assigned when it is necessary for the student to attend additional class meetings to complete the course requirements. When assigning an "I" grade faculty will complete an online contract visible to student indicating assignments needing to be completed to meet the terms of the contract.

An Incomplete must be made up within the time limit specified by the instructor when the completed "I" grade is assigned. The time limit may not extend beyond 12 months. If the instructor does not specify a time limit, then the student must meet the conditions specified by the instructor within 12 months from the day grades are due on the Academic Calendar (the last day of the term) the same term in which the "I" grade was assigned. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an Incomplete being converted to an "F" or "NC" on the academic transcript.

Grade Appeal Procedures

The campus has a single grade appeal procedure available to students in all academic disciplines. Copies of the procedure are available in each academic department office, in the Office of the Provost and Vice President for Academic Affairs and the Office of the Vice President for Student Affairs. Information in its entirety about the grade appeal process can be accessed on the Sacramento State Academic Affairs website.

Repeating a Course

Students are required to complete all core PPA courses with a minimum grade of B-. Students who do not meet this requirement may repeat a course ONCE in order to continue in the program. To do so, the student must obtain prior approval from either his/her advisor or the PPA Chairperson and file a Course Repeat Petition with the Registrar's Office and OGS. Enter the chair's email address in both the Graduate Coordinator and Department Chair field. Please note: **All petitions must be approved at all required levels before the end of the third week of the semester in which the student enrolls for the second attempt.** If the student misses the deadline, the grade from the first attempt is included in the student's GPA (rather than omitted from the GPA, as are approved repeats).

Leave of Absence

Sacramento State students who are not enrolled for one semester at Sacramento State are considered as on a leave of absence. Students who return after being absent for one semester do not have to file for readmission or pay the application fee, keep their catalog rights and maintain classified status for graduate students. (Exception: graduate students who have completed all coursework and have received an "RP" in their 500 culminating experience are required to enroll in 599 Continuous Enrollment.) Students who do not enroll for two consecutive semesters without filing for a Leave of Absence are not considered as continuing students. Students must reapply for admission and pay the application fee. All application deadlines must be followed for consideration for readmission.

Students who, for personal reasons, are temporarily unable to continue their program of studies may request a leave of absence for a specific period of time, not to exceed two semesters. After reaching the two semester limit, students who are requesting to extend their leave of absence status must file a request to extend on the Leave of Absence petition for no more than an additional two semesters. Four semesters of absence is the maximum that can be approved for personal reasons. If the leave is approved, the student retains degree catalog rights. The student may enroll as a continuing student provided the student notifies the Office of the University Registrar of her/his return and registers in the same semester as indicated on the petition. However, an application and fee are required for formal readmission for a leave of two or more semesters.

Culminating Project Options

All graduate students at California State University Sacramento must complete a culminating experience.

In the Department of Public Policy and Administration (PPA) students have three options, each with a principal (primary) and supplemental element. The purpose of having principal and supplemental elements is to weave in the learning objectives from across the program, attuned to students' individual interests.

Students must enroll in PPA 500 during their final semester of course work. **Students are, however, required to complete initial artifacts prior to enrolling in PPA 500 and are strongly encouraged to begin discussions and exploration of possible topics with faculty early in the program.**

The options are:

1. Drafting the equivalent of an academic journal article;
2. Completing a project or policy report;
3. Developing a career-oriented portfolio

If completing option one, students will work one-on-one with a faculty advisor. The student and faculty member must agree on a prepared **project proposal**. In most cases the paper is building on previous work completed with the faculty member (i.e. significant collaboration in one of the core courses, work together through an independent study, or research collaboration outside of class.) Together, the student and faculty member will agree upon expectations, deadlines, and regularly scheduled meetings. **Students must have the permission of the faculty advisor to choose this option.**

If completing options two or three, students will be enrolled in a course with a single instructor. This course will meet face-to-face for the first 8 weeks of the semester. Students will then work independently on their projects with continued guidance and feedback from the instructor. This approach allows for greater peer feedback and more scaffolding of student progress. Students are still required to build on an initial artifact which they have completed during their time in the program.

Regardless of the option you choose, your primary contribution to the research (data collection, research, analysis, or applied work) is largely to be done prior to enrolling in PPA 500.

In the semester prior to enrolling in PPA 500, students will submit a proposal which indicates the option they are choosing. The proposal should be 1-2 pages in length and must include the option selected, a brief description of the topic or problem to be addressed, a basic outline, and must have attached the prior artifact the student intends to build upon.

Past projects can be found in our [Thesis / Culminating Project bank](#).

Advancement To Candidacy

Initiation of advancement to candidacy is the responsibility of the student. Students should file their Advancement to Candidacy the semester *before they intend to enroll* in their culminating experience: October 1st for Spring enrollment and February 1st for Fall enrollment. Each student who plans to become a candidate for a Master's degree is required to:

1. Be admitted to classified graduate standing in the graduate degree curriculum for which candidacy is sought;
2. Complete at least 40 percent of the graduate degree course work and meet any special departmental requirements in the field in which they propose to take the degree; and
3. File an application in OnBase for advancement to candidacy for the master's degree at the Graduate Center not later than five weeks prior to the opening of the final semester of the program.

The following defines eligibility for advancement to candidacy.

1. Required scholarship in undergraduate and graduate work taken prior to advancement as follows:
   a. Satisfactory undergraduate preparations for admission to classified graduate standing in the graduate degree program.
   b. A minimum grade point average of 3.0 on at least 40 percent of the graduate work (subject to further restrictions imposed by the specific program).

2. Evidence of a plan of graduate study acceptable to the institution and the faculty concerned.

3. Demonstration of writing proficiency (through completion of writing intensive courses 200 & 220A).

4. After OGS approves your ATC, only the department can enroll students into the course PPA 500. You are restricted from enrolling in PPA 500 until you have advanced to candidacy. The school no longer provides access/permission codes. Only the department can enroll you in the course once registration opens.

Instructions are included as one of the tabs on the form, but to highlight some fields:

- Semester/Year – the semester and year the student wants to enroll in PPA 500

- If you have satisfied this requirement with a B- or better grade in 200 and 220A, fill in *YES* in the "Writing Requirement Met?" then select "GWI."

- To add, click "+" and list CORE courses in numerical order as they appear in the program catalog: 200, 205, 207, 210, 220A, 220B, 230, 240A, 240B. You must include your grade, though a 'required' asterisk does not appear next to it (that's so you may include current and future courses.)

- You should have two (2) electives listed for the next section. (example: 270 and 272), even ones planning to take in your final semester. Outside electives must have Chair pre-approval.

- Select Culminating Project, and not thesis.

Note: If you miss the deadline, the Chair -who also acts as the department's graduate coordinator- will have to email OGS requesting an exception and then complete the ATC on your behalf.

Complete a Petition for Exception if you have made changes to your initial, *approved*, Advancement to Candidacy submission.

If you have courses seven (7) years old or older on your Advancement to Candidacy, you will need to complete a Petition for Currency

Continuous Enrollment

Continuous Enrollment (PPA 599) is required for students who have taken a semester of PPA 500 but still need to complete the project or thesis. To register for Continuous Enrollment, students need to email the department coordinator and have approval of their project advisor and the graduate coordinator. Then, they must complete the OGS Continuous Enrollment form. Students can apply for continuous enrollment a total of three consecutive semesters before they will be required to retake their culminating experience course. The fee for PPA 599 will be added to their account by CCE.

1. Eligibility is based upon the following.

   a. The student has advanced to candidacy.
   b. The student has enrolled in the total required number of 500 units
   c. The student has not enrolled in 599 more than two times of the three allowed.
   d. The student has completed all course work and does not intend to enroll in any additional courses

Application for Graduation

The forms necessary to apply for graduation with a Master's degree and to file a project or thesis are available in OnBase from the Office of Graduate Studies Center. The forms require approval signatures and a diploma fee paid in the student's MySacState portal.

If students *need to change or move their graduation date* after their original application for graduation has been approved, students will need to submit a Graduation Date Change

Students are required to register for and complete a mandatory Culminating Experience Workshop hosted by OGS the semester they are taking 500.

Graduating MPPA students are also invited to participate in the SSIS Hooding Ceremony. Information about this event is sent to students via email from the college during their final semester.

Details about registering to participate in commencement can be found HERE. Regalia are available for purchased HERE, but can be checked out from the department for free depending on availability.