FALL 2015
NEW GRADUATE STUDENT ORIENTATION
MISSING FINAL BACCALAUREATE DEGREE TRANSCRIPT

- Check for missing transcripts on TO DO LIST on your MYSACSTATE Student Service Center

- Financial Aid Hold
  - Student responsible for tuition fees & campus fees
  - Financial Aid Hold will not be removed until OFFICIAL final Baccalaureate degree transcript is received by OGS. Deadline was August 14, 2015

- Registration and Transcript Hold
  - Ineligible to register for Spring 2016 classes
MISSING TRANSCRIPT(S)

- Check for missing transcript(s) on your TO DO LIST on your MYSACSTATE Student Service Center
- Registration and Transcript Hold: if missing transcript(s) are not received by OGS. Deadline was August 14, 2015
- Ineligible to register for Spring 2016 classes
GRADUATE DEGREE SERVICES

REQUIREMENTS

FOR

ACTIVE AND ENROLLED STUDENTS
REQUIREMENTS FOR ACTIVE AND ENROLLED STUDENTS

- Graduation Writing Assessment Requirement (GWAR)
  - Writing Placement for Graduates (WPG)
- Application for Classification
- No “C” Grade Policy
- Academic Standing & Reinstatement
- Grade Correction, Deletion, and Appeal
- Graduate Repeat Policy
- Leaves of Absence
- Time Limit for Completion of Degree
- Petition for Currency
- Advancement to Candidacy
  - Doctorate
  - Master
- Petition for Exception
- Continuous Enrollment
- Thesis/Project/Dissertation Format Workshop
- Application for Graduation
- Graduation Date Change
GRADUATION WRITING ASSESSMENT REQUIREMENT (GWAR)

Graduate students will follow a two-step process to meet the GWAR requirements:

1. The graduate student will be assessed to determine the readiness of the student for graduate-level writing task
2. Completion of the culminating experience
OPTIONS TO SATISFY THE GWAR

There are three options by which graduate students will be assessed as to their writing proficiency.

All graduate students must complete one of these options before they can advance to candidacy. The Graduate GWAR requirement ultimately is met through the completion of graduate program requirements.
OPTIONS TO SATISFY THE GWAR (continue)…

Option A:

If you meet one of the equivalency standards below upon entry to the university, you do not need to take a GWI course or take the WPG:

- Have an M.A./M.S., PH.D., or J.D. from a US-Accredited University or equivalent degree with coursework in the English language as evaluated by the Office of the Graduate Dean (attach copy of school transcript with degree noted).
- Published a refereed first-or single-authored academic journal article in the English language (attach a copy of the journal/publication cover and first page of the article with your name).
- Graduated with a baccalaureate degree or equivalent from a US-accredited University with a cumulative GPA of 3.7 or above (attach copy of school transcript).
- Received 4.5 or higher on the analytical writing portion of the GRE/GMAT (attach verification).
- Have been Instructor of record of a college-level writing course taught in the English language at a US-accredited University approved by the Office of the Graduate Dean.

For more information visit:
www.csus.edu/gradstudies/forms/assorted_misc_forms/wpg_waiver.pdf
Office of Graduate Studies

Writing Placement for Graduates (WPG)
Waiver Form

Last Name: ____________  First: ____________  Middle: ____________  Student ID: ____________

Major: ____________  College/Telephone No.: ____________

Concentration (if applicable): ____________  British Indian: ____________

Student Signature: ____________  Date: ____________

Accepted/Rejected: Subjects are not eligible for waiver. Chief Adviser: ____________

Please check the box corresponding to the standard you are using to write a waiver and attach the required documentation:

- New PhD, MD, or D from a U.S.-accredited American University or an accredited degree with coursework in the English language as evidenced by the Office of Graduate Dean (attach copy of school transcript)
- Published in a selected first- or upper-division national/foreign journal in the English language (attach a copy of the journal cover and table of contents with your name)
- Published with the departmental degree in evidence from a U.S.-accredited University with a comprehensive GPA of 3.5 or above (attach copy of transcript)
- Passed a V or higher on the analytical writing portion of the GRE/GMAT (attach evidence)
- Equivalent of award of a college-level writing course in the English language at a U.S.-accredited University approved by the Office of Graduate Dean (attach evidence)

Submit the waiver form and attachments to the Office of Graduate Studies. A review of your request will be undertaken, and you will be notified of the decision via email. Correspondence will be sent to your official email address.

NOTES: Effective Fall 2019, students enrolled in the University must test WPG. Students may request the English requirement. Effective Fall 2019, students must write the Graduate Office.

Waiver: [ ] Granted  [ ] Declined Date: ____________

Graduate Dean: ____________ Date: ____________

Office of Graduate Studies: ____________

[Office of Graduate Studies address: 6000 J Street, Sacramento, CA 95819-6112]
OPTIONS TO SATISFY THE GWAR (continue)…

Option B:

- If you do not meet one of the equivalency standards, then you may complete the first step of the Graduate GWAR by earning a grade of “B” or higher in a Graduate Writing Intensive (GWI) course in your graduate program (discipline).

- Only a GWI course in your discipline will satisfy this requirement. For example:
  - An Electrical Engineering degree seeking student who’s program does not have a GWI course cannot take an GWI course in another discipline.
OPTIONS TO SATISFY THE GWAR (continue)…

Option C:

If you do not meet one of the equivalency standards and your graduate program does not offer a GWI course, then you will need to take the Graduate Writing Assessment Requirements (GWAR), a timed essay examination or retake the GRE/GMAT and obtain a score of 4.5 or better on the analytical writing section.

The WPG Exam is usually offered by the Writing Programs Office twice each year (January and August). Online registration for the GWAR will be available through the campus Testing Center website approximately 2 - 4 weeks before each test date. There is a $20 exam fee, payable (check or money order) on the day of the exam.
APPLICATION FOR CLASSIFICATION

If the student is deficient in one or more requirements, which in the judgment of the appropriate campus authority can be met by specific additional preparation, the student may be admitted to graduate standing in a conditionally classified status. A student must maintain satisfactory academic progress (cumulative and semester GPA of 3.0 or better) and satisfy any conditions set by the program and university at the time of admission in order to continue as a classified student. Once those conditions have been satisfied, the student must in conjunction with the Graduate Coordinator complete the Application for Classification and submit it to the Office of Graduate Studies on or before the deadline date.

Deadline date for submitting Application for Classification:

- October 1 (for Spring term)
- February 1 (for Fall term)

The Application for Classification can be found at: http://www.csus.edu/GRADSTUDIES/forms/candidacy_formspetitions/Classification%20Application.pdf.
NO “C” GRADE POLICY
FOR MASTER AND DOCTORAL STUDENTS

- For Master’s classified graduate, certificate or unclassified student, no courses with a grade below a “B” (3.0 grade points per unit) may be credited toward fulfillment of the requirements for a master’s degree or certificate unless expressly permitted by a campus-approved graduate programs’ written policies.

- For Doctoral students, no courses with a grade below a “B” (3.0 grade points per unit) may be credited toward fulfillment of the requirements for a doctorate degree.

- Any questions regarding the “B” grade policy, or for information regarding your department’s acceptable grade, please contact your department.
GRADUATE ACADEMIC ACTION CATEGORIES

- **Good Standing**
  - Graduate, credential, certificate and unclassified students whose semester and cumulative grade point average (GPA) is 3.0 or above are considered in good academic standing.

- **Academic Probation**
  - Students whose semester grade point average or cumulative grade point average falls below 3.00 will be placed on academic probation. Students on probation are eligible to enroll in the subsequent semester.
GRADUATE ACADEMIC ACTION CATEGORIES (continue)…

- **Continued Probation**
  - Students on probation will be placed on Continued Probation if they:
    - earn a 3.00 in the current semester, but have an overall GPA below 3.00.

  - 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.

- **Academic Disqualification**
  - If a graduate, credential, certificate, or unclassified student is on academic probation and the semester or cumulative grade point average is below 3.0 for the active term, the student will be academically disqualified.
GRADUATE ACADEMIC ACTION CATEGORIES (continue)…

- Students not on probation will be disqualified if the Semester or cumulative GPA is 2.00 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:
    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, when such failure is due to circumstances within the control of the student.
# Reinstatement Request / Admission Contract

**Office of Graduate Studies**

**6000 J Street, Sacramento, CA 95819-6112**

---

**Name:**

**Student ID:**

**Phone Number:**

**Graduate Status:**

- [ ] Classified
- [ ] Conditionally

**Semester on Probation:**

- Fall
- Spring

**Semester Disqualified:**

- Fall
- Spring

**Semester Applying:**

- Fall
- Spring

**Semester Returning:**

- Fall
- Spring

---

## STEP 1. ATTACH YOUR STATEMENT

- **Please provide a rationale for re-instatement**

**Student Signature:**

**Date:**

---

## STEP 2. OBTAIN DEPARTMENT RECOMMENDATIONS

**Department Name:**

Do you recommend admission or reinstatement of this student to your department?

- [ ] No
- [ ] Yes

If yes, conditions of admission or reinstatement must be specified.

**Signature of Department Chair:**

**Date:**

---

## STEP 3. SPECIAL PROGRAMS

- [ ] Services to Students with Disabilities, Lassen Hall 1001
- [ ] International Admissions, Lassen Hall Lobby

Do you recommend admission or reinstatement of this student to your department?

- [ ] No
- [ ] Yes

If yes, conditions of admission or reinstatement must be specified.

**Signature of Program Chair/Advisor:**

**Date:**

---

## STEP 4. REINSTATEMENT / ADMISSION DECISION

**Go to the Office of Graduate Studies, located in the Riverfront Center - 205**

**Conditions:**

- [ ] DENIED
- [ ] APPROVED
GRADE CORRECTION, DELETION AND APPEAL

Grade Correction Policy

- Grade correction is possible only in the case of a declared clerical error.
  - The definition of clerical error is an error made by the instructor or assistant in grade determination or posting.
- A correction in letter grade must be approved by the instructor of record and the department chairperson by the last day of the semester, either spring or fall, after the grade is posted to the student’s record.
- Under no circumstances, except for completion of work when an “I” (Incomplete) grade was issued, may a grade change be made as the result of work completed or presented following the close of a grade period.
- Grades cannot be changed to “W” nor can they be changed from a letter grade to Credit/No Credit.
Withdrawal Unauthorized

- Sacramento State requires that students process an official drop online or by petition within published deadlines.
- Failure to withdraw properly from a course may result in assignment of a “WU” grade in the course.
- The symbol “WU” indicates that the student did not withdraw from the course and also failed to complete course requirements.
- It is used when, in the opinion of the instructor, completed assignments or course activities, or both, were insufficient to make normal evaluation of academic performance possible.
- For purposes of grade point average, this symbol is equivalent to an “F”.
GRADE CORRECTION, DELETION AND APPEAL (continue)…

• “WU” Grade Deletion Policy

  □ This policy only applies to the first term in which the student receives one or more “WU” grades. This policy does not apply to “WU” grades earned in subsequent terms or “WU” grades received at institutions other than Sacramento State.

  □ In the first term that a student receives one or more “WU” grades, the student may petition to have these “WU” grades dropped from GPA calculation.

  □ To do so the student must obtain a “Petition to Discount First U/WU Grade” from the Office of the University Registrar and meet with an academic advisor prior to submitting the petition.

  □ The petition may be submitted anytime until a degree is conferred (i.e., posted to the transcript). While the petition will result in the “WU” grades being dropped from the GPA calculation, the grades will remain on the student’s transcript.

  □ A petition to delete grades other than the first “WU” may be submitted for consideration for the following reasons only:

  1. To remove penalty grades assigned due to failure to complete a course for causes related to illness. Medical verification is required;

  2. To correct errors by academic departments. Department verification is required; to correct errors made in registration (e.g., use of wrong class number). The Registrar’s Office must confirm this error.

Petitions must be submitted within one academic year from the end of the semester in which the grade was received. After a degree has been awarded, no petitions will be considered to delete grades posted prior to that award.
GRADE CORRECTION, DELETION
AND APPEAL (continue)…

Grade Appeal Process

- **Informal Process**
  - When: During the first two weeks of the semester following the semester in which the grade was assigned, the student must accomplish two things:
    1. The student should contact and meet with the faculty member who assigned the grade.
    2. The student should also contact and meet with the department chair of the academic unit (division or program) in which the grade was assigned.

- **What happens if there is not an informal resolution?**
  - The student must accomplish the following:
    - No later than the last business day of the third (3rd) week of instruction (of the semester following the semester in which the grade was assigned), the student must notify the department chair of the academic unit (division or program) in which the grade was assigned that an informal resolution of the dispute was not possible.
GRADE CORRECTION, DELETION AND APPEAL

Grade Appeal Process (continue)...

- **Formal Process**
  - When: No later than the last business day of the fifth (5th) week of classes (of the semester following the semester in which the grade was assigned), the student must do the following:
    1. The student must fill out the Student Grade Appeal Form.
    2. The student must submit four (4) copies of the Student Grade Appeal Form to the Office of Academic Affairs located in Sacramento Hall Room 234, no later than the last business day of the fifth (5th) week of classes.

For more information on the grade appeal process, please visit:
http://www.csus.edu/acaf/Policies&Procedures/GAP%2010%20_2_.pdf
GRADUATE REPEAT POLICY

- Effective Spring 2014, Graduate and Credential Post-Baccalaureate students may file, at the program level, a petition to repeat a course only if they earned grades lower than a B. Such grades include a B-, C+, C, C-, D+, D, D-, F, WU, and NC.

- If program requirements allow for a specific number of C grades, students should file a petition to repeat those courses if grades earned were lower than a C (C-, D+, D, D-, F, WU, and NC).

- The Repeat Petition must be submitted and approved prior to enrolling in the course.

- **Grade Forgiveness**
  - Grade Forgiveness is the circumstance in which the new grade replaces the former grade in terms of calculation of GPA, etc.
  - If a graduate or credential program allows a course to be taken a second time, the first grade shall be forgiven.
  - Grade forgiveness shall not be applicable to a course for which the original grade was the result of a finding of academic dishonesty.
GRADUATE REPEAT POLICY
(continue)…

- Grades Averaged
  - If a student is granted permission to repeat a course for the second time (i.e., 3rd total attempt), the first repeat (2nd attempt) and all additional attempts shall be averaged when calculating the student’s overall grade-point average.*

- (Note: This policy does not count attempted coursework forgiven under the academic renewal process.)

- *The default sequence for applying forgiven and averaged grades is to forgive grades for repeated courses that are eligible (that have not already been repeated once).

- Repetition of Courses
  - Repetition of a “B” or higher grade in graduate or undergraduate courses is not allowed for grade point average improvement.
GRADUATE REPEAT POLICY
(continue)…

- Financial Aid Recipients
  - New federal regulations may not allow reimbursement for repeating a course. Check with the Financial Aid Office to determine if you are eligible to receive financial aid for repeating this course.

- The Repeat Petition can be found at:
  [http://www.csus.edu/GRADSTUDIES/forms/academic_curriculum/CourseRepeat.pdf](http://www.csus.edu/GRADSTUDIES/forms/academic_curriculum/CourseRepeat.pdf)
LEAVES OF ABSENCE (LOA)

- **Medical**
  - Requests must be accompanied by a statement from a medical doctor explaining why the student must interrupt enrollment.
  - No limit exists on the number of semesters of absence allowed, except leaves for pregnancy, which is restricted to the semester of delivery and the one following.
  - An application and application fee are required at readmission following a leave of two or more semesters.

- **Military**
  - Requests must be accompanied by a copy of military orders indicating induction or transfer date.
  - Eight (8) semester absence is the maximum that can be approved.
  - An application and application fee are required at readmission following a leave of two or more semesters.
LEAVES OF ABSENCE (continue)…

- **Planned Educational Leave**
  - Students may petition for planned educational leaves to pursue educationally related activities that will enhance the prospect of the successful completion of their academic programs but which may not require enrollment at CSUS or any other institution of higher education.
  - Educational Leave may be granted for a period of two (2) years to students who apply while enrolled in a degree program at CSUS.
  - If leave is approved, student must notify the Office of Graduate Studies of his/her return and must register in the same semester indicated on the petition.

- **Personal**
  - 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 (2) semesters.
  - After reaching the two (2) semester limit, students who are requesting to extend their leave must file a request (prior to the expiration of the first approved leave) to extend the leave for no more than an additional two (2) semesters.
  - Four (4) semesters is the maximum that can be approved for personal leaves.
  - An application and application fee are required at readmission following a leave of two or more semesters.
LEAVES OF ABSENCE (continue)…

- Students requesting for Medical, Military, Educational or Personal Leaves must submit a Leave of Absence request form. After the request has been reviewed, a copy will be mailed to the address listed.
  - The form may be downloaded from the OGS website at: [http://www.csus.edu/GRADSTUDIES/forms/assorted_m misc_forms/leave_of_absence_request.pdf](http://www.csus.edu/GRADSTUDIES/forms/assorted_misc_forms/leave_of_absence_request.pdf).

One Semester Only

- Sacramento State Students are allowed one semester off without any penalty
- Must have been enrolled the previous term and;
- Must enroll in the term following the term of non-enrollment.
- The only exception to One Semester Leave is when a student has enrolled in his/her culminating experience (thesis, project, comprehensive exam, or dissertation). Students must be continuously enroll (see Continuous Enrollment CCE for more information)

Two (2) Semester

- Students who do not enroll for two (2) consecutive semesters are not considered as active students. Students will be discontinued from the university. Students must reapply for admission and pay the application fee. All application materials and deadlines must be followed for consideration for readmission.
TIME LIMIT FOR COMPLETION OF DEGREE

- Education Doctorate (Ed.D.), Doctor of Physical Therapy (DPT), and Joint Ph.D.
  - Five (5) years to complete the requirements for the degree

- Master’s Degree
  - Seven (7) years to complete the requirements for the degree

- Your 5 or 7 year clock begins with the first course taken towards the degree

- Your 5 or 7 year clock continues even if you stop out and/or are on an approved Leave.
PETITION FOR CURRENCY

- For Master’s degree seeking students, no more than six (6) units may be validated for currency.

- For Ed.D., DPT, Ph.D. degree seeking students, no more than nine (9) units may be validated for currency.

- Only courses with a fixed content are eligible for validation. Independent study, research field study, special topics courses, and workshops are ineligible.
PETITION FOR CURRENCY (continue)...

- Only those courses currently being taught by the department (offered in the last 4 years or 8 semesters) are eligible for validation

- Courses taken at another college/university are not eligible for validation

- To receive credit for currency, the student’s course grade shall be equivalent to at least a “B” (3.0).
PETITION FOR CURRENCY (continue)...

- Currency is extended for only one (1) term. If the degree is not completed in the one term, then the course must be repeated for validation.

- The only option for students for an unsuccessful validation is to repeat the course(s).
# Graduate Course Currency Certification Form

## SECTION ONE

**STUDENTS MUST COMPLETE THIS SECTION FIRST**

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student ID:</th>
</tr>
</thead>
</table>

Currency Certification requested for (list only course):

<table>
<thead>
<tr>
<th>Instructor Of Record:</th>
<th>Grade:</th>
</tr>
</thead>
</table>

Semester Course Completed:  
- Spring  
- Summer  
- Fall  
- Winter  
Year: __________

Plan to complete Culminating Experience work (list term):

- 

Note: One course PER form

## SECTION TWO

**CERTIFYING FACULTY TO COMPLETE THIS SECTION**

<table>
<thead>
<tr>
<th>Faculty Name:</th>
</tr>
</thead>
</table>

If you are NOT the Instructor of Record for this course, **PLEASE CHECK ONE** of the following boxes and complete as appropriate:

- I last taught this course in:  
  - Spring  
  - Summer  
  - Fall  
  - Winter  
  Year: __________

- I have never taught this course, but I am competent to certify the student's currency in this course for the following reasons:

  ____________________________________________________________________________
  ____________________________________________________________________________
  ____________________________________________________________________________
  ____________________________________________________________________________

## CERTIFICATION

**MUST ATTACH ORAL EXAM QUESTION/S/Written RESPONSES OR PROFESSIONAL DOCUMENTS**

I have tested this student for currency in the above course on ___________ by:

- Oral exam
- Review of professional documents and interviews
- Written exam and interview

On the basis of this testing, I certify that this student is current in the course content.

This currency will remain effective until ___________ (two year limit)

Facility Signature: ___________  Date: ___________

## SECTION THREE

**FOR DEPARTMENT/OFFICE OF GRADUATE STUDIES APPROVAL**

| Departmental Approval** | Petition:  
- Granted  
- Denied |
|-------------------------|-----------|

| Faculty Advisor:  
Date: | Mean Graduate Studies: |
|-----------------|------------------------|

| Graduate Committee:  
Date: | Comments: |
|-------------------|-----------|

| Department Chair:  
Date: |
|-------|

**Graduate Coordinator must be a faculty member/Designated faculty.

Must three signatures from at least two CSU Faculty.
DOCTORATE ADVANCEMENT TO CANDIDACY

- Each student who plans to become a candidate for the doctoral degree is required to do the following:
  - Be admitted to classified standing in the doctoral degree program in which candidacy is sought;
  - Have completed all coursework to qualify for the Qualifying Examination with a B or better in each course and a minimum cumulative grade point average of 3.0 in all courses taken;
  - Successfully passed the written and oral Qualifying Examination by unanimous agreement of the qualifying examination committee;
  - File an application for advancement to candidacy for the doctoral degree at the Office of Graduate Studies:
    - Application must be submitted to the Office of Graduate Studies by **February 1** for eligibility to enroll in dissertation units for the Summer term.
DOCTORATE ADVANCEMENT TO CANDIDACY (continue)...

- Eligibility for advancement to doctoral candidacy is based upon the following:
  
  - Scholarship in doctoral work taken prior to advancement as follows:
    
    1. Satisfactory completion of any preparation coursework required for admission to classified standing in the doctoral degree program.
    
    2. A minimum cumulative grade point average of 3.0. No grade of less than “B” can be counted toward the minimum number of units needed to advance to candidacy.
    
    3. A total of 48 units of 600-level seminar courses must be listed.
  
  - Evidence of a plan of graduate study acceptable to the institution and the faculty concerned.
  
  - Successfully fulfilled the Qualifying Examination requirement.
  
  - The Office of Graduate Studies will process within four to six weeks after notification from the department that the student has successfully fulfilled the Qualifying Examination.
MASTER’S ADVANCEMENT TO CANDIDACY

Each student who plans to become a candidate for a master’s degree is required to do the following:

- Be admitted to classified graduate standing in the graduate degree curriculum for which candidacy is sought;
- Complete at least 40% of the graduate degree coursework (some programs require more than 40%, please check with your program) and meet any special departmental requirements in the field in which they propose to take the degree (e.g. approved prospective, etc.); and
- File an application for advancement to candidacy for the master’s degree at the Office of Graduate Studies.
- Deadlines to submit Advancement to Master’s Candidacy to the Office of Graduate Studies in order to register for the Culminating Experience for the following semester:
  - October 1 for the spring semester; and
  - February 1 for the fall semester
MASTER’S ADVANCEMENT TO CANDIDACY (continue)…

- Eligibility for advancement to candidacy is based upon the following:
  - A satisfactory undergraduate preparation for admission to classified graduate standing in the graduate degree program.
  - A minimum cumulative grade point average of 3.0. No grade of less than “B” (unless expressly permitted by a campus-approved graduate programs written policies) can be counted toward the minimum number of units needed to advance to candidacy.
  - A total of 18 units of 200-level seminar courses (not including 295, 296 or 299) must be listed.
  - No more than a total of six units of 295, 296, or 299 may be counted toward the degree.
  - Evidence of a plan of graduate study acceptable to the institution and the faculty concerned.
  - Fulfilled writing proficiency for graduate (WPG) requirement.
  - The Office of Graduate Studies will review and process the petition within six to eight weeks after the deadline dates.
PETITION FOR EXCEPTION

After the Advancement to Candidacy has been approved, if a student needs to amend* the Advancement form, s/he must do so via the Petition for Exception.

*Student wishing to petition to carry excess units from the last semester of the baccalaureate career must submit the petition with the Advancement to Candidacy for review (please see the next slide for more information.)
PETITION FOR EXCEPTION (continue)…

- The Petition for Exception may also be used for the following:
  - Petition to carry no more than 6 excess units taken at Sacramento State (excess units must be units that were not used toward the baccalaureate degree) from the last term (the term student graduated) of the undergraduate career;

  **IMPORTANT:** Excess units from the baccalaureate career must be approved by the program and validated by OGS.

  - A change in the student’s Thesis/Project/Dissertation Chair and/or Committee Members
  - Changing from:
    - Thesis to Project
    - Project to Thesis
    - Thesis/Project to Comprehensive Exam
    - Comprehensive Exam to Thesis/Project

  **IMPORTANT:** Student cannot switch from Comprehensive Exam to Thesis/Project after s/he has taken and did not pass the first time. Student is allowed a 2nd attempt at the comprehensive exam after 4 calendar months have lapse. If student does not pass the exam on the 2nd attempt, student may be declassified from the program.
Office of Graduate Studies

Petition for Exception

Sac State ID: ____________________________

Legally PRINT name and address below:

_____________________________________

Phone: ________________________________

Expected graduation Date:

______________________________

Advisor: ________________________________

Print Name

Committee Members:

Print Name

Print Name

☐ Course Substitutions:

Previous Course/Units: ____________________________

New Course/Units: ____________________________

☐ Student and department must provide rationale for course substitution.

☐ Request graduate credit for excess undergraduate courses taken in semester of graduation. Courses must be in excess of Bachelor’s degree. No more than 8 units are allowed to be used towards a Master's degree. List course name, number, and unit value (i.e., CESD - Stability of Structures, 3 units)

Rationale (see back):

☐ Culminating experience (check one):

☐ Thesis to Project

☐ Thesis/Project to Comprehensive Exam

☐ Comprehensive Exam to Thesis/Project

☐ Change in Special Major Advisor or Committee.

Previous Committee Member(s):

New Committee Member(s):

☐ Change in Dissertation/Thesis Project Advisor. Previous and new member must print & sign in the approval section below.

☐ Previous Dissertation/Thesis Project Advisor: ____________________________ Date: ____________________________

☐ New Dissertation/Thesis Project Advisor: ____________________________ Date: ____________________________

Student's Signature: ____________________________ Date: ____________________________

DEPARTMENT APPROVAL

Faculty Advisor: ____________________________ Date: ____________________________

☐ Signature must be a tenure or tenured faculty member.

OFFICE OF GRADUATE STUDIES APPROVAL

☐ Petition: ____________________________ Date: ____________________________

☐ Granted: ____________________________ Comments: ____________________________

☐ Denied: ____________________________ Comments: ____________________________

Graduate Term: ____________________________ Date: ____________________________
CONTINUOUS ENROLLMENT CCE

Graduate students who have been advanced to candidacy and who have completed all coursework can maintain the required active degree program status without additional University registration by enrolling in “Continuous Enrollment” through Open University. There are no units associated with this enrollment, but a College of Continuing Education fee equal to one unit is required. Such enrollment is valid as long as the student is within the time period allowed for the completion of the culminating experience requirement. Students completing a thesis or project are allowed a maximum of three semesters past the semester of first registration to complete the thesis or project. If not otherwise actively registered, the student, including those involved in a master's degree comprehensive examination study, must enroll in “Continuous Enrollment” each of the three semesters beyond the initial University enrollment for thesis project or comprehensive examination units. Students completing a dissertation are allowed the term of enrollment to complete the work. If the doctoral student does not complete the work and wishes to maintain matriculation as a Sacramento State student, then the doctoral student must pay the continuous enrollment fee.
CONTINUOUS ENROLLMENT CCE

(continue)...

Students who do not finish the thesis or project within the semester of original enrollment will receive a grade of “RP” provided satisfactory progress has been made toward completion of the culminating experience. The “RP” grade will remain as long as progress is made toward completion and “continuous enrollment” is maintained the following three semesters.

If the student does not complete the culminating experience within a total of four semesters, s/he will receive a No Credit (“NC”) grade for the original units. The "NC" remains as part of the academic record. If the seven-year deadline for the Master's degree program has not expired, the student must re-enroll in culminating experience units within the next semester and pay University fees before continuing her/his program. Students taking the comprehensive exam for the culminating experience in a semester in which they are not registering for any other units will be required to sign up for “Continuous Enrollment.” Failure to maintain continuous enrollment will result in the need to file an admission application and all related fees during the next available open admission cycle.
CONTINUOUS ENROLLMENT CCE PROCESS

- Students are allowed 3 semesters of continuous enrollment after enrolling in their initial 500 (culminating experience)- this requirement varies from department to department. It is the student’s responsibility to check with the department to inquire about the number of semesters of continuous enrollment.

- There are no units attached to continuous enrollment it will be listed as (599) on your academic record.

- If a student breaks enrollment after enrolling in 500 (culminating experience), when the student returns s/he must reenroll in the 500 (culminating experience) course again.
CONTINUOUS ENROLLMENT CCE PROCESS (continue)...

Example 1:

- HIST 500 - Fall 2013
- HIST 599 - Spring 2014
- HIST 599 - Fall 2014
- HIST 599 - Spring 2015 (if not complete with degree requirement in last eligible 599, must re-enroll in 500 units and pay full fees)

Example 2:

- HIST 500 – Fall 2013
- HIST 599 – Spring 2014
- Stop attending – Fall 2014
- Must re-enroll in HIST 500 – Spring 2015
CONTINUOUS ENROLLMENT CCE
DEADLINES & FEE

Master’s Students:
- $281* if form received by:
  - September 10 (for Fall term)
  - February 10 (for Spring term)
  - $25 late fee if form received after the dates noted above for the respective term.

Doctorate & Education Specialist (Ed.S.) Students:
- $438* if form received by:
  - September 10 (for fall term)
  - February 10 (for Spring term)
  - $25 late fee if form is received after the dates noted above for the respective term.

- March 31 last day to submit Continuous Enrollment form for Spring term (late fee assessed)
- October 31 last day to submit Continuous Enrollment form for Fall term (late fee assessed)

*Fee subject to change
## Continuous Enrollment Registration Form

**Deadline:** September 10 (Fall) / February 10 (Spring)

### Indicate semester and year:
- [ ] Fall
- [ ] Spring

### Indicate level:
- [ ] MA / M.S.
- [ ] Ed.S.
- [ ] Ed.D.
- [ ] DPT

### Student ID #:

### Call Phone: ____________________ Telephone: ____________________

### Name:

### Address:

- [ ] Ms.
- [ ] Mr.
- [ ] Other

Office of Graduate Studies
6000 J Street, Sacramento, CA 95819-6112

- MA / MS degree seeking students please complete information in the space above and return to the Office of Graduate Studies with your $381.00 deposit.
- Ed.S. / Ed.D. / DPT degree seeking students, please complete the space above, return form to the Office of Graduate Studies along with a $400.00 payment.
- Make checks payable to: California State University, Sacramento
- All students add $25.00 Late Fee. Payment is sent after the deadline (September 9 for Fall, February 10 for Spring). Postmarks Not Accepted. Please note the following dates:
  - Last day to submit Continuous Enrollment for Fall: October 31
  - Last day to submit Continuous Enrollment for Spring: March 31

### Program:

**Student Signature (required):**

**Graduate Coordinator (required):**

**College of Continuing Education (CCE) - Call #:**

<table>
<thead>
<tr>
<th>Date</th>
<th>By</th>
<th>Total Paid</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tatoo</td>
<td>$</td>
<td>Accounts Roi</td>
<td>$</td>
</tr>
<tr>
<td>Parking</td>
<td>$</td>
<td>Grand Total</td>
<td>$</td>
</tr>
<tr>
<td>Late Fee</td>
<td>$</td>
<td>Sponsor</td>
<td></td>
</tr>
</tbody>
</table>

**Office of Graduate Studies**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Return completed form along with payment to:
California State University, Sacramento
Office of Graduate Studies (OFS)
6000 J Street, BFC 216
Sacramento, CA 95819-6112
Telephone: (916) 278-4470
THESIS/PROJECT/DISSERTATION FORMAT WORKSHOP

- Students must attend one workshop (either in person or online)
- Students must call or come to OGS and register for the workshop
- Workshop dates, times and location are posted on the OGS website www.csus.edu/gradstudies
APPLICATION FOR GRADUATION

- All Master and Doctoral students must apply to graduate.
- Students apply to graduate in the term they plan to complete the degree requirements.
- There is no online Application for Graduation. Students can download it from the OGS website.
- The Application for Graduation must be signed by the student’s Graduate Coordinator and the $63.50 graduation fee paid in Student Financial Services before submitting the form to OGS.
- The Application for Graduation is due on:
  - October 1 (for Fall Graduation)
  - February 1 (for Spring or Summer Graduation)

**IMPORTANT:** Not all programs have summer graduation, please check your program.
GRADUATION DATE CHANGE

- If a student does not graduate in the term s/he applied to graduate, student must:
  - Complete the Graduation Date Change form;
  - Pay the $28 Graduate Date Change fee in Student Financial Services; and
  - Submit the completed form to OGS ASAP.
# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

---

**California State University, Sacramento**

**Master’s / Doctoral Graduation Date Change Form**

Office of Graduate Studies

A **$28.00** fee per graduation date change must be paid at Student Financial Services (Lassen Hall) **before** submitting this form to the Office of Graduate Studies.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>MI</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Original Graduation Date</th>
<th>New Graduation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Major:**

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Current Address:**

<table>
<thead>
<tr>
<th>City / State / Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Diploma Mailing Address:**

<table>
<thead>
<tr>
<th>City / State / Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**E-Mail:**

---

**Office of Graduate Studies • River Front Center • Rm 308 • 6000 J Street, Sacramento, CA 95819-6112**

**OGS Use Only**

<table>
<thead>
<tr>
<th>Year</th>
<th>Updated on CMS</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Semester Codes:**

- Winter
- Spring
- Fall
- CMS Semester Code: 

---
GRADUATE DIVERSITY

The Graduate Diversity Program at Sacramento State offers many great programs and opportunities. We are committed to expanding the student diversity in graduate education by providing academic opportunities to disadvantaged and underrepresented students. We assist students in several ways including financial, academic and community support.
GRADUATE DIVERSITY (continue)...

- Graduate & Professional School Information Day
  - Tuesday, September 29, 2015
  - 10:00 am – 2:00 pm
  - University Union, Redwood Room

- California Forum for Graduate Diversity
  - Northern California Forum
  - Southern California Forum
GRADUATE DIVERSITY (continue)…

Grants & Fellowships

- The application period for all awards is early Spring

- **California Pre-Doctoral Program**
  - Available to seniors and graduate students
  - Awards up to $3,000
  - Opportunity to participate in a summer internship funded by the Chancellor’s Office

- **Graduate Equity Fellowship Program**
  - For classified or conditionally classified students enrolled full-time in a graduate program at Sac State; students may be enrolled part-time in 500 series courses
  - Grant awards up to $2,000 per year for students who have experienced economic and educational disadvantages.
  - Students must meet financial and academic requirements
GRADUATE DIVERSITY (continue)…

- **Chancellor’s Doctoral Incentive Program (CDIP)**
  - Available to doctoral students
  - Forgivable Loan of up to $10,000 per year up to a total of $30,000.
  - Is designed to increase the pool of individuals with the qualifications, motivation, and skills to teach the diverse student body in the California State University.
  - Is a competitive program directed by the California State University but open to doctoral students at accredited universities across the country.
  - Provides loan forgiveness: 20 percent of the loan is forgiven for each year of full-time postdoctoral teaching at a CSU campus.
  - Requires Faculty sponsorship from a CSU faculty member.
GRADUATE DIVERSITY (continue)…

Workshop Topics

- Why Attend Graduate School: Choosing a Graduate Program
- Financing Graduate Education
- How to Apply to Graduate School: Deadlines, Requirements, & Writing a Personal Statement
- GRE Basics
- Undergraduate Research = Money
- Research Basics: Writing a Literature Review
Office of Graduate Studies
River Front Center Room 215
(916) 278-6470

Walk-in Office Hours
- Monday – Thursday: 9:00am – 5:00pm
- Friday: 9:00am – 4:00pm

Telephone Hours:
- Monday – Friday: 9:00am – 3:00pm