

Completing a Master's Degree

- Meet with your faculty advisor and/or graduate coordinator often.
- Graduate students must meet the Graduate Writing Assessment Requirement (GWAR) before advancing to candidacy. Visit www.csus.edu/gradstudies/currentstudents/gwar.html for more information.
- View the online University catalog: catalog.csus.edu.
- View the schedule of classes online to verify important dates and deadlines: csus.edu/class-schedule.
- File Advancement to Candidacy application with the Office of Graduate Studies after clearing WPG, department requirements, and completing at least 40 percent of the graduate-level coursework with a 3.0 or better grade point average. The advancement should be filed prior to the semester that you would begin the culminating experience. Advancement to candidacy deadlines: October 1 for Spring/Summer; February 1 for Fall.
- File Petition for Exception if substitutions are made for course(s) listed on the approved Advancement to Candidacy application.
- Check with your department regarding any additional policies and procedures.
- Enroll in culminating experience units (thesis, project or exam) with approval of department and approval of Advancement to Candidacy. **All** coursework must be completed within the seven-year deadline (i.e. beginning Spring 2010, the 7-year deadline would be Fall 2016) to avoid repeating courses.
- Sacramento State Guide for Thesis/Project Format is available at www.csus.edu/gradstudies/thesis.
- "Continuous Enrollment" is required in semesters after enrolling in culminating experience units if your culminating experience is not completed. You may only enroll in continuous enrollment for three semesters before you must re-enroll in culminating experience units. Please confirm eligibility for continuous enrollment with the graduate coordinator in your department.
- Submit Application for Graduation in the semester you plan to graduate. Deadlines: October 1 for Fall, February 1 for Spring/-Summer.

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- When signed off by your department, take Thesis/Project to the Office of Graduate Studies with a Thesis/Project Receipt form and paid Microfilming and Binding Receipt. **Thesis turn-in is by appointment only.** See our website for details: www.csus.edu/gradstudies/thesis.
- If you change your address, please update your MySacState student service center.
- Receive degree! Degrees are posted to a student's transcript **10-12 weeks** after the official last day of the semester. The diploma is mailed approximately **4-6 months** after the official last day of the semester.
- If you do not complete the requirements to graduate as planned, please submit a **Move Graduation Date Change** form to the Office of Graduate Studies.

FORMS ARE AVAILABLE AT
www.csus.edu/gradstudies/forms



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