FALL 2019
NEW GRADUATE STUDENT ORIENTATION
Agenda

• Welcome & Introductions
• Associated Students Inc.
• Admissions
  • Missing Transcripts
    • Financial Aid Hold
    • Registration & Transcript Holds
• Graduate Degree Services
  • Requirements for Active/Enrolled students
• Graduate Diversity
• Closing
Associated Students, Inc.

i work. i learn. i play. i am asi.
What is ASI?

Our Mission:
As the recognized voice of Sacramento State students, we enrich lives through experiential learning, student services, and leadership opportunities.

Our purpose:
1. To provide programs and services
2. To provide student representation
Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

Programs

- Aquatic Center
- Children’s Center
- Peak Adventures
- KSSU Radio
- Safe Rides
- Food Pantry
Business Office & Student Shop Services

- Club Accounting Services
- Discounted Movie Tickets
- Faxing Service
- Notary Service
- Legal Advice
- Graduation Supplies
- Money Orders
- Stamps
How You Can Get Involved?

- Join a Committee
- Employment
- Attend events
- Advocate for higher education (OGA)
- Run for office
Scholarships

Each academic year ASI awards various scholarships for the fall & spring semester. These scholarships are the easiest and most direct way for ASI to support students.
Tips for Graduate School Success

- Manage time effectively
- Stay organized and prioritize
- Learn how to read for graduate school
- Be prepared for class and pull your weight
- Find and use available resources
- Get involved (especially if you are thinking about Ph.D. program)
- Practice self-care
GRADUATE STUDENT ADVISORY COUNCIL (GSAC)

- Organization to support the ASI Graduate Director and the Dean of Graduate Studies
- Comprised of one representative from each graduate program
- Meets once per month to discuss graduate concerns and problems
- Ask your graduate coordinator who your GSAC representative is so you know who to contact
Office & Hours:
University Union, 3rd Floor
http://www.asi.csus.edu

www.facebook.com/ASIGRAD
MISSING FINAL BACCALAUREATE DEGREE TRANSCRIPT

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

• **Financial Aid Hold**
  – Ineligible to register for Fall 2018 classes
  – Submit Degree Conferral Transcript to OGS ASAP
  – Student is responsible for tuition fees & campus fees
  – Financial Aid Hold **will not be removed until OFFICIAL degree conferral transcript received:**
    • Baccalaureate Degree transcript (for new admits into credential, master’s or Physical Therapy programs )
    • Master Degree transcript (for new admits into Ed.D. or Joint Ph.D. programs)

• **Registration and Transcript Hold**
  – Ineligible to register for Fall 2018 classes
  – Submit missing transcript to OGS ASAP
GRADUATE DEGREE SERVICES

REQUIREMENTS FOR
ACTIVE AND ENROLLED STUDENTS
REQUIREMENTS FOR ACTIVE AND ENROLLED STUDENTS

- One Card
- 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
OneCard

- OneCard is located in the Bursar's Office in Lassen Hall, Room 1001.
- The OneCard is California State University, Sacramento's official photo identification card for students, faculty and staff.
- The OneCard serves as:
  1. A library card
  2. A way to make on-campus purchases with the Hornet Bucks Account
  3. Access card for campus sporting and social events
  4. Public transit card
  5. Computer lab print card
  6. Discount photocopy card
  7. An ATM/PIN-debit card through Wells Fargo
OneCard (continued)

- Once registered, stop in at Bursar’s Office in Lassen Hall Room 1001 to complete an application for your OneCard.

- You will need to:
  1. Know your Sac State Student ID number (not SSN)
  2. Present a valid photo ID
  3. Provide the $15 first card fee (cash, check, Visa, MasterCard, Discover Card)
OneCard (continued)

Contact Information
Phone: 916-278-1000, select option 3
Email: onecard@csus.edu

For more information about the OneCard visit:
https://www.csus.edu/administration-business-affairs/onecard/
GRADUATION WRITING ASSESSMENT REQUIREMENT (GWAR)

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

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 (continued)

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 to satisfy the GWAR requirement:

☐ 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

* Student is not exempt from the GWI course if that course is required for the degree
Office of Graduate Studies

Writing Placement for Graduates (WPG)
Waiver Form

Last Name:  First:  M.I.  Student ID No:

Major:

Concentration (if applicable):

Area Code/Telephone No:

Student Signature:  Date:

Second Bachelor's degree is not eligible for the waiver listed below:

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

- Have M.A./M.S., Ph.D., or JD from a US-accredited American University or an equivalent degree with coursework in the English language as evaluated by the Office of 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 cover and first page of 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 baccalaureate degree transcript).

- Received a 4.5 or higher on the analytical writing portion of the GRE/GMAT (attach verification).

- Instructor of record of a college-level writing course taught in the English language at a US-accredited University approved by the Office of Graduate Dean (attach verification).

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 school email).

Notes: Effective Fall 1991, students admitted to the University may not use CBT/GRE or the English Diagnostic Test as a waiver for the graduate writing proficiency requirements. Effective Fall 2016, Undergraduate GWAR does not waive the Graduate GWAR.

Waiver:  □ Granted  □ Denied  Date:

Graduate Dean:

Office of Graduate Studies Comments:
OPTIONS TO SATISFY THE GWAR (continued)

**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 a GWI course in another discipline.
OPTIONS TO SATISFY THE GWAR (continued)

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 Writing Placement for Graduate (WPG), a timed essay examination.

The WPG Exam is usually offered by the Writing Programs Office twice each year (January and August). Online registration for the WPG will be available through the campus Testing Center website approximately 2 - 4 weeks before each test date. There is a $20 exam fee, payable when student register for the exam.

WPG can only be taken ONCE. If a student does not pass the WPG, the student will have to satisfy the requirement by:
1. Enrolling in English 220W (offered through the College of Continuing Education) and earn a grade of “B” or better;
2. Take/retake the GRE/GMAT and obtain a score of 4.5 or higher on the Analytical Writing section and submit a waiver; or
3. If the student’s program offers a GWI course, take the GWI course and earn a grade of “B” or better.
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:
NO “C” GRADE POLICY
FOR MASTER AND DOCTORAL STUDENTS

- For Master’s classified graduate, certificate or unclassified 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 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 no “C” grade policy, or for information regarding your department’s acceptable grades, please contact your department.
Office of Graduate Studies
6000 J Street, Sacramento, CA 95819-6112

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 and cumulative grade point average falls below 3.0 will be placed on academic probation. Students on probation are eligible to enroll in the subsequent semester.
GRADUATE ACADEMIC ACTION CATEGORIES (continued)

- **Continued Probation**
  - Students on probation will be placed on Continued Probation if they:
    - earn a 3.00 in the current semester, but have a cumulative 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.
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.
**Office of Graduate Studies**

6000 J Street, Sacramento, CA 95819-6112

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**Reinstatement Request / Admission Contract**

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Major:</td>
<td></td>
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<tr>
<td>Graduation Status:</td>
<td></td>
</tr>
<tr>
<td>Class:</td>
<td></td>
</tr>
<tr>
<td>Conditionally:</td>
<td></td>
</tr>
</tbody>
</table>

**STEP 1. ATTACH YOUR STATEMENT** - Please provide a rationale for re-instatement.

- **Student Signature:**
- **Date:**

**STEP 2. OBTAIN DEPARTMENT RECOMMENDATIONS**

<table>
<thead>
<tr>
<th>Department Name:</th>
<th>Conditions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you recommend admission or reinstatement of this student to your department?</td>
<td></td>
</tr>
<tr>
<td>No  Yes</td>
<td></td>
</tr>
<tr>
<td>If yes, conditions of admission or reinstatement must be specified...</td>
<td></td>
</tr>
</tbody>
</table>

- **Signature of Department Chair:**
- **Date:**

**STEP 3. SPECIAL PROGRAMS**

- **Required only for students served by:**
  - Services to Students with Disabilities, Lassen Hall 1900
  - International Admissions, Lassen Hall Lobby

<table>
<thead>
<tr>
<th>Conditions of Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Visits w/ Advisor:</td>
</tr>
<tr>
<td>Max. Units:</td>
</tr>
<tr>
<td>Max. Work Hrs:</td>
</tr>
<tr>
<td>Repeats:</td>
</tr>
<tr>
<td>Conditions:</td>
</tr>
</tbody>
</table>

- **Signature of Program Counselor/Advisor:**
- **Date:**

**STEP 4. REINSTATEMENT / ADMISSION DECISION**

- **Go to the Office of Graduate Studies, located in the River Front Center - 206**

<table>
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<tr>
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</tr>
<tr>
<td>Conditions:</td>
</tr>
</tbody>
</table>

- **Counselor/Advisor Signature:**
- **Date:**

- **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 (continued)

“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 (continued)

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
(continued)

- **Formal Process**
  - 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:
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.
GRADUATE REPEAT POLICY (continued)

- 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.

- Grade Forgiveness Example
  - Spring 2019 received a “C-” grade in HIST 202
  - Fall 2019, submit Repeat Petition, re-enroll in HIST 202 received a “B” grade
  - Fall 2019 is the first repeat of HIST 202:
    - The “C-” grade remains on the student’s academic record with notation, “First repeat, exclude GPA”
    - The “B” grade is now used in the GPA calculations
GRADUATE REPEAT POLICY (continued)

- 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.*
  - 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).
GRADUATE REPEAT POLICY (continued)

- Grade Averaged Example
  - Spring 2019 received a “C-” grade in HIST 202
  - Fall 2019, submit Repeat Petition, re-enroll in HIST 202 received a “C” grade
  - Spring 2020, submit Repeat Petition, re-enroll in HIST 202, received a “B+” grade
  - Spring 2020 is the second repeat:
    - The “C-” grade earned in Spring 2019 remains on the student’s academic record with notation, “First repeat, exclude GPA”
    - First repeat: The “C” grade earned in Fall 2019 is now used in the GPA calculations
    - Second repeat: The “B+” grade earned in Spring 2020 is also used in the GPA calculations, and is averaged with the “C” grade earned in Fall 2018
      - For repeats of the same course beyond the first repeat, grades will be average.
GRADUATE REPEAT POLICY (continued)

- Repetition of Courses
  - Repetition of a “B” or higher grade in graduate or undergraduate courses is not allowed for grade point average improvement.

- 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 a course.

- The Repeat Petition can be found at: https://www.csus.edu/graduate-studies/current-students/_internal/_documents/courserepeat.pdf
NEW ADMITS MUST ENROLL IN THE SEMESTER ADMITTED.

- If not enrolled in the semester admitted, will be discontinued from the university and will have to reapply to the university and program, plus pay the non-refundable application fee during a future admission cycle.

LEAVES OF ABSENCE (LOA)

Medical Leave

- 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 Leave

- 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 (continued)

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 Leave
- 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 (continued)

- 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: https://www.csus.edu/graduate-studies/current-students/_internal/_documents/leave_of_absence_request.pdf
Out One Semester Only

- Sacramento State Students are allowed one semester off without any penalty if:
  - Student was enrolled* the previous term
  - Must be enrolled in the term following the term of non-enrollment

Example:

- Enrolled in courses in Fall 2019
- Not enrolled in courses Spring 2020 (one semester out)
- Must Enroll for courses in Fall 2020
- **The only exception** to One Semester Leave is when a student has enrolled in his/her culminating experience (thesis, project, comprehensive exam, or dissertation). Once enrolled in the culminating experience, students must be continuously enrolled (see Continuous Enrollment CCE for more information)
Out Two (2) Semesters

- Students who do not enroll for two (2) consecutive semesters are not considered active students
- Students will be discontinued from the university
- Students must reapply for admission to the university and program and pay the application fee. All application materials and deadlines must be followed to be considered for readmission
- Example:
  - Enrolled in courses in Fall 2019
  - Not enrolled in courses in Spring 2020
  - Not enrolled in courses in Fall 2020
  - Student has two consecutive semesters (Spring 2020 & Fall 2020) of non-enrollment
  - Will be discontinued from university and is no longer an active student and will have to reapply to university and program during a future admission cycle.

*Enrolled means enrolled in courses for the term (withdrawal from courses prior to start of the term is not considered enrolled)
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 fixed content are eligible for validation. Independent study, research field study, special topics courses, and workshops are ineligible
PETITION FOR CURRENCY (continued)

- 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).
- Currency is extended for only one (1) term.
  - If the requirements for the degree is not completed by the end of the term the currency was approved through, then the course(s) must be repeated.
- The only option for students for an unsuccessful validation is to repeat the course(s).
Office of Graduate Studies
Graduate Course Currency Certification Form

SECTION ONE
STUDENTS MUST COMPLETE THIS SECTION FIRST

Student Name: _____________________________ Student ID: _____________________________

Currency Certification requested for (list only one course):

Instructor Of Record: _____________________________ Grade: _____________________________

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

Faculty Name: _____________________________

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 QUESTIONS / 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 interview ☐ 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 (2) year limit)

Date:

Faculty Signature: _____________________________

SECTION THREE
FOR DEPARTMENT / OFFICE OF GRADUATE STUDIES APPROVAL

Departmental Approval**: _____________________________ Petition: ☐ Granted ☐ Denied

Faculty Advisor: _____________________________ Date: _____________________________

Dean, graduate studies: _____________________________ Comments: _____________________________

Graduate Coordinator (Faculty): _____________________________ Date: _____________________________

Department Chair: _____________________________ Date: _____________________________

** Graduate Coordinator must be a tenured / tenure-track faculty member

Must have signatures from at least two (2) faculty
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  (continued)

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

Office of Graduate Studies
Application for Advancement to Candidacy
Master's Degree

1. Name: ____________________________  2. SID: ____________________________

3. Address: __________________________

4. Phone: ____________________________
5. Email: ____________________________
6. Major: ____________________________
7. Catalog: ____________________________
8. Willing Requirement Met? [ ] Yes [ ] No
9. Advisor: ____________________________

Committee Members:

10. List COME courses needed for Master's program only

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Number</th>
<th>Time of Course</th>
<th>School</th>
<th>Instructor</th>
<th>Semester</th>
<th>Units</th>
<th>Grade</th>
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<tbody>
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</tbody>
</table>

11. List courses for Concentration and/or Electives (use page 2, if necessary):

<table>
<thead>
<tr>
<th>Course</th>
<th>Time of Course</th>
<th>School</th>
<th>Instructor</th>
<th>Semester</th>
<th>Units</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

12. List Culminating Experience (once selected, it may not be changed without a Petition for Exception)

[ ] Check Off. [ ] Thesis [ ] Project [ ] Exam

13. Applicant's Signature: ____________________________ Date: ____________________________

14. University Program Name

15. Units Completed: ____________ 200-level units completed: ____________

7-year Deadline: ____________________________
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.

*A 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 (continued)

- 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 comprehensive exam the first time
  - Student is allowed a 2nd attempt at the comprehensive exam after 4 calendar months have lapsed
  - If student does not pass the exam on the 2nd attempt, student may be declassified from the program
Petition for Exception

Office of Graduate Studies
Sac State ID: __________
Legally PRINT name and address below:

Advisor: __________
Print Name: __________
Committee Members: __________
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 values (i.e., CED 221: 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
☐ Project to Thesis

☐ Change in Special Major Advisor or Committee. New committee members must print & sign in the approval section below.
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: __________

Please be sure you have the required signatures from your Department before the form is submitted to the Office of Graduate Studies, BFC 214.

Student’s Signature: __________ Date: __________

DEPARTMENT APPROVAL

Faculty Advisor: __________ Date: __________
Second Advisor: __________ Date: __________
Faculty Sponsor: __________ Date: __________

OFFICE OF GRADUATE STUDIES APPROVAL

☐ Petition ☐ Granted ☐ Denied Comments: __________ Date: __________
599 Continuous Enrollment During the Culminating Experience through the College of Continuing Education (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 [no enrollment in course(s)] by enrolling in “599 Continuous Enrollment” through CCE.

There are no units associated with this enrollment, but a 599 Continuous Enrollment fee equal to one unit is required.

Students who do not finish the master’s thesis/project/comprehensive exam within the semester of original enrollment will receive a grade of “RP” provided that 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 “599 Continuous Enrollment” is maintained in the subsequent semester(s) as allowable by the graduate program.

Students may be allowed up to a maximum of three* semesters of 599 enrollment beyond the semester of original enrollment in the culminating course to complete the culminating requirement according to the requirements of the graduate program.

*Allowable semesters of 599 Continuous Enrollment differs from program to program, check with your program for your program’s requirement.
If the student does not complete the culminating experience within the total allowable semesters (varies by department), a No Credit ("NC") grade will be assigned 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 the culminating experience units within the next semester and pay University fees before continuing the program.

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.
599 CONTINUOUS ENROLLMENT FOR MASTER PROGRAM (continued)

- **EXAMPLE 1 (for programs that allow 3 semesters of 599 enrollment)**
  - Fall 2019 enrolled in HIST 500
    - If finished with culminating, graduate
    - If not finished with culminating and received a “RP” grade, enroll in HIST 500 the following semester (e.g. Spring 2020)
  - Spring 2020 enrolled in HIST 599
    - If finished with culminating, graduate
    - If not finished with culminating, enroll in HIST 599 the following semester (e.g. Fall 2020)
  - Fall 2020 enrolled in HIST 599
    - If finished with culminating, graduate
    - If not finished with culminating, enroll in HIST 599 the following semester (e.g. Spring 2021)
  - Spring 2021 enrolled in HIST 599
    - If finished with culminating, graduate
    - If degree requirement was not completed in last eligible 599 enrollment, must re-enroll in HIST 500** units and pay full fees the following semester
    - HIST 500 from Fall 2019 will become a “NC” grade
  - Fall 2021 enrolled in HIST 500

*For additional questions regarding your 599 enrollment please contact the Office of Graduate Studies

**Please check with your Graduate Coordinator regarding re-enrollment of 500 units after the initial enrollment
EXAMPLE 2 (for programs that allow 2 semesters of 599 enrollment)*

- Fall 2019 enrolled in ANTH 500
  - If finished with culminating, graduate
  - If not finished with culminating and received a “RP” grade, enroll in ANTH 500 the following semester (e.g. Spring 2020)

- Spring 2020 enrolled in ANTH 599
  - If finished with culminating, graduate
  - If not finished with culminating, enroll in ANTH 599 the following semester (e.g. Fall 2020)

- Fall 2020 enrolled in ANTH 599
  - If finished with culminating, graduate
  - If degree requirement was not completed in last eligible 599 enrollment, must re-enroll in ANTH 500** units and pay full fees the following semester
  
  ANTH 500 from Fall 2019 becomes “NC” grade

*For additional questions regarding your 599 enrollment please contact the Office of Graduate Studies

**Please check with your Graduate Coordinator regarding re-enrollment of 500 units after the initial enrollment
EXAMPLE 3 (for programs that students have to enroll in 500 units over two semesters)*

- Fall 2019 enrolled in KINS 500 (2 units)
  - Received a “RP” grade, enroll in KINS 500 the following semester (e.g. Spring 2020) enroll in KINS 500 (2 units)

- Spring 2020 enrolled in KINS 500 (2 units)
  - If finished with culminating, graduate
  - If not finished with culminating, enroll in KINS 599 the following semester (e.g. Fall 2020)

- Fall 2020 enrolled in KINS 599
  - If finished with culminating, graduate
  - If not finished with culminating, enroll in KINS 599 the following semester (e.g. Spring 2021)

- Spring 2021 enrolled in KINS 599
  - If finished with culminating, graduate
  - If degree requirement was not completed in last eligible 599 enrollment, must re-enroll in KINS 500** (2 units) and pay full fees the following semester (e.g. Fall 2021)
  - KINS 500 (2 units) from Fall 2018 becomes “NC” grade

- Fall 2020 re-enroll in KINS 500 (2 units).
  - If not complete by end of this term KINS 500 from Spring 2020 will become “NC” and in Spring 2022, must re-enroll in KINS 500** (2 units).

*For additional questions regarding your 599 enrollment please contact the Office of Graduate Studies

**Please check with your Graduate Coordinator regarding re-enrollment of 500 units after the initial enrollment
CONTINUOUS ENROLLMENT 599 PROCESS (continued)

- **EXAMPLE 2 (ONE SEMESTER OF NON-ENROLLMENT in 599)*
  - Fall 2019 enrolled in HIST 500 (not finished with culminating and received a “RP” grade)
  - Spring 2020 enrolled in HIST 599 (not finish with culminating)
  - Fall 2020 no enrollment in HIST 599 (or courses)
    - Must re-enroll in HIST 500** the following semester (Spring 2021)
    - HIST 500 from Fall 2019 will become a “NC”

- **EXAMPLE 3 (TWO SEMESTERS OF NON-ENROLLMENT in 599)*
  - Fall 2019 enrolled in HIST 500 (not finish with culminating and received a “RP” grade)
  - Spring 2020 no enrollment in HIST 599
  - Fall 2020 no enrollment in HIST 599
  - HIST 500 from Fall 2019 will become an “NC”
  - Student is Out Two Semesters (two consecutive semester of non-enrollment) and discontinued from university (no longer an active student) and must:
    - Reapply to university and program and pay application fee during a future admission cycle
    - All application materials and deadlines must be followed to be considered for readmission
    - **If readmitted, must satisfy any new university and/or program requirement at the time of readmission** and:
      - Re-advance to Candidacy
      - Retake course(s) that may have fallen out of currency (please see Time to Degree and Petition for Currency for more information)
      - Move Graduation Date
      - Re-enroll in culminating units

*For additional questions regarding your 599 enrollment please contact the Office of Graduate Studies
**Please check with your Graduate Coordinator regarding re-enrollment of 500 units after the initial enrollment
599 CONTINUOUS ENROLLMENT for ED.S. and DOCTORAL DEGREES

If not otherwise actively registered, students completing an Education Specialist in School Psychology (Ed.S.), Education Doctorate (Ed.D.), or Doctor of Physical Therapy (DPT) who do not complete the culminating work in the semester of original enrollment in their culminating requirement must enroll in “599 Continuous Enrollment” and pay the associated 599 enrollment fee.

Students are allowed up to a maximum of two semesters of 599 enrollment beyond the semester of first registration to complete the culminating work.

Students who do not finish the Ed.S., Ed.D. or DPT culminating work 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 “599 Continuous Enrollment” is maintained the subsequent semester(s).

If the student does not complete the culminating experience within the total allowable semesters (a maximum of two semesters), a No Credit (“NC”) grade will be assigned for the original units.

The "NC" remains as part of the academic record.

If the five-year deadline for the Ed.S. or Doctoral degree program has not expired, the student must re-enroll in the culminating experience units within the next semester and pay University fees before continuing the program.

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.
599 CONTINUOUS ENROLLMENT FOR ED.S. and DOCTORAL DEGREE PROGRAMS
(continued)

- **EXAMPLE 1**
  - Spring 2019 enrolled in EDD 617
    - If finished with culminating, graduate
    - If not finished with culminating and received a “RP” grade, enroll in EDLP 599* the following semester (e.g. Fall 2019)
  - Fall 2019 enrolled in EDLP 599
    - If finished with culminating, graduate
    - If not finished with culminating, enroll in EDLP 599 the following semester (e.g. Spring 2020)
  - Spring 2020 enrolled in EDLP 599
    - If finished with culminating, graduate
    - If not finished with culminating, re-enroll in EDD 617**
      - EDLP 617 from Spring 2019 will become a “NC”

*For additional questions regarding your 599 enrollment please contact the Office of Graduate Studies
**Please check with your Graduate Coordinator regarding re-enrollment of 617 units after the initial enrollment
EXAMPLE 2 (ONE SEMESTER OF NON-ENROLLMENT IN 599)*

- Spring 2019 enrolled in EDD 617 (not finished with culminating and received a “RP” grade)
- Fall 2019 enrolled in EDLP 599 (not finish with culminating)
- Spring 2020 no enrollment in EDLP 599
  - Must re-enroll in EDD 617**
  - EDD 617 from Spring 2019 will become a “NC”

*For additional questions regarding your 599 enrollment please contact the Office of Graduate Studies

**Please check with your Graduate Coordinator regarding re-enrollment of 617 units after the initial enrollment
EXAMPLE 3 (TWO SEMESTER OF NON-ENROLLMENT IN 599)*

- Spring 2019 enrolled in EDD 617 (not finish with culminating and received a “RP” grade)
- Fall 2019 no enrollment in EDLP 599
- Spring 2020 no enrollment in EDLP 599
  - EDD 617 from Spring 2019 will become an “NC” **
  - Student is Out Two Semesters (two consecutive semester of non-enrollment) and discontinued from university (no long active student) and must:
    - Reapply to university and program and pay application fee during a future admission cycle
    - All application materials and deadlines must be followed to be considered for readmission
    - If readmitted, must satisfy any new university and/or program requirement at the time of readmission and:
      - Re-advance to Candidacy
      - Retake course(s) that may have fallen out of currency (please see Time to Degree and Petition for Currency for more information)
      - Move Graduation Date
      - Re-enroll in culminating units

*For additional questions regarding your 599 enrollment please contact the Office of Graduate Studies
** Please contact the Office of Graduate Studies regarding re-enrolling in EDD 617
599 CONTINUOUS ENROLLMENT 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
599 CONTINUOUS ENROLLMENT
DEADLINES & FEE

Acceptable Forms of Payments for 599 Continuous Enrollment:

- Check or Money Order payable to CSUS (accepted by Office of Graduate Studies)
- Credit Card
  - If paying via Credit Card, must pay on MySacState Student Center;
  - Important for student to check enrollment in 599;
  - Once enrolled in 599, will have only 14 days to make the payment or will be dropped from the 599 course.
# Continuous Enrollment Registration Form

**Indicate semester and year:**
- Fall
- Spring

**Indicate level:**
- MA / M.S.
- Ed.S.
- Ed.D.
- DPT

**Student ID #:**

**Call Phone:**

**Telephone:**

**Email:**

**Name:**

**Address:**

**DOB:**

**Program:**

**Student Signature (required):**

**Graduate Coordinator (required):**

<table>
<thead>
<tr>
<th>College of Continuing Education (CCE) - Call #</th>
<th>Date</th>
<th>Amount Paid</th>
<th>Total Paid</th>
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</thead>
<tbody>
<tr>
<td>Date</td>
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<td>Tuition</td>
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<td>Parking</td>
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<td>Late Fee</td>
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</table>

**Office of Graduate Studies**

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

Return completed form along with payment to:
California State University, Sacramento
Office of Graduate Studies (OGS)
6000 J Street, RFC 215
Sacramento, CA 95819-6112
Telephone: (916) 278-6470
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/graduate-studies
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 the form from the OGS website.
- The Application for Graduation must be signed by the student’s Graduate Coordinator and the $76.50* 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.

*Fee subject to change
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.

*Fee subject to change
# Office of Graduate Studies

6000 J Street, Sacramento, CA 95819-6112

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<table>
<thead>
<tr>
<th>California State University, Sacramento</th>
<th>Student Financial Services Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's / Doctoral Graduation Date Change Form</td>
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<tr>
<td>Office of Graduate Studies</td>
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</tbody>
</table>

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.

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<tr>
<th>Last Name</th>
<th>Middle</th>
<th>First Name</th>
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<th>Student ID #</th>
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<tr>
<th>Original Graduation Date</th>
<th>New Graduation Date</th>
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| Major: | |
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<th>Telephone:</th>
<th>Cell Phone:</th>
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| Current Address: | |
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<th>City / State / Zip:</th>
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| Diploma Mailing Address: | |
|--------------------------||
|                          | |

| City / State / Zip: | |
|---------------------||
|                     | |

| E-Mail: | |
|---------||
|         | |

Office of Graduate Studies - River Front Center - Rm 206 - 6000 J Street, Sacramento, CA 95819-6112

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<th>OGS Use Only</th>
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<tr>
<th>Turned in</th>
<th>Updated on CMS</th>
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<th>Year</th>
<th>Completed</th>
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<th>Winter</th>
<th>Spring</th>
<th>CMS Semester Code:</th>
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<th>Summer</th>
<th>Fall</th>
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</table>
### Current Academic Objective

<table>
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<tr>
<th>Requirement (Catalog) Term</th>
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</thead>
<tbody>
<tr>
<td>Career: Postbaccalaureate</td>
</tr>
<tr>
<td>Program: Postbac Masters &amp; Certificates</td>
</tr>
<tr>
<td>Plan: History MA</td>
</tr>
</tbody>
</table>

**Graduation Status:** Not Applied

### Current Academic Summary

- **Last Term Registered:** Fall 2017
- **Academic Standing:** GOOD STANDING
- **Overall GPA:** 3.600
- **Sac State GPA:** 3.600
- **Total Units Earned:** 18.000

---

**General Information**

**UNDERGRADUATE STUDENTS ARE REQUIRED TO COMPLETE A MINIMUM OF 120 TOTAL EARNED UNITS FOR A BACHELOR'S DEGREE.**

---

### Degree Audit Icons

- Requirement is Satisfied
- Course currently In-Progress
- Planned for Future Term
- Action Required: Not Complete
- Exception/Substitution

### Course Icons

- Course(s) Taken and Graded
- Course currently In-Progress
- Planned for Future Term
- Transfer/Test Credit
- What-If Course Scenario
Office of Graduate Studies
6000 J Street, Sacramento, CA 95819-6112

Sacramento State | Postbaccalaureate
This report last generated on 08/24/2017 1:16PM

PREREQUISITE TO ADVANCEMENT TO CANDIDACY

Prerequisite to Advancement to Candidacy. (RG 1434)

PREREQUISITE TO ADVANCEMENT TO CANDIDACY

Prerequisite for Advancement to Candidacy. Complete one of the following options: 1. passing the WPG Exam 2. meeting an equivalency standard upon entry to the university 3. completing a Graduate Writing Intensive course 4. passing ENGL 229W (RG 2839)

COMPLETE GRADUATE WRITING INTENSIVE COURSE AS PART OF YOUR PROGRAM

Complete a Graduate Writing Intensive course as part of your program (minimum B grade required in the course) Contact your department regarding course selection (LN 30)

The following courses were used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 200</td>
<td>History + Theory</td>
<td>3.00</td>
<td>Fall 2016</td>
<td>B+</td>
<td></td>
</tr>
</tbody>
</table>

View All | First | 1 of 1 | Last

ADVANCEMENT TO CANDIDACY STATUS

Advancement to Candidacy Status (RG 1174)

Advancement to Candidacy

Advancement to Candidacy Status (LN 10)

- Not Satisfied: Dynamic Condition Advancement to Candidacy
MASTER OF ARTS IN HISTORY

Master of Arts in History. A minimum GPA of 3.00 is required. Please contact your advisor regarding specific requirements. (RG 1546)

Courses not Used

Courses not Used

Courses Not Used

The following courses were used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 201</td>
<td>Interpreting World History</td>
<td>3.00</td>
<td>Spring 2017</td>
<td>B+</td>
<td></td>
</tr>
<tr>
<td>HIST 280Z</td>
<td>Reading Sem: Topics World</td>
<td>3.00</td>
<td>Fall 2016</td>
<td>B+</td>
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<td>HIST 112</td>
<td>Ancient Rome</td>
<td>3.00</td>
<td>Spring 2017</td>
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<td>Interpreting U.S. History</td>
<td>3.00</td>
<td>Fall 2017</td>
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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 (continued)

- Northern California Forum for Diversity in Graduate Education
  (Sacramento State provides free transportation)
  - October 12, 2019
  - Sonoma State University

- Southern California Forum for Diversity in Graduate Education
  - April 18, 2020
  - University of California, Los Angeles

For more information, please contact the Graduate Diversity Office at x83834 or via email to graddiversity@csus.edu
GRADUATE DIVERSITY (continued)

Grants & Fellowships

California Pre-Doctoral Program

☐ Available to seniors and graduate students

☐ Awards up to $3,000

☐ Opportunity to participate in a summer research opportunity funded by the Chancellor’s Office; up to $5,000 stipend, monthly housing costs paid, food stipend, and travel to/from research institution

☐ Deadline: TBA
GRADUATE DIVERSITY (continued)

Chancellor’s Doctoral Incentive Program (CDIP)

- Available to students applying to doctoral programs and those students already enrolled in doctoral programs
- 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
- Deadline: TBA
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 for students who have experienced economic and educational disadvantages
- Students must meet financial and academic requirements
- Deadline: TBA
GRADUATE DIVERSITY (continue)...

Workshop Topics

- Why Attend Graduate School: Choosing a Graduate Program
- Everything You Need to Know About Graduate School
- Financing Graduate Education
- How to Apply to Graduate School: Deadlines, Requirements, & Writing a Personal Statement

- Dates/Location: TBD
Office of Graduate Studies
River Front Center Room 215
(916) 278-6470

Telephone & Walk-in Office Hours

Monday – Friday: 8:00am – 5:00pm*

*Hours subject to change
Office of Graduate Studies Staff
Contact Information

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THANK YOU!