

Procedural Steps for the Master's Degree and/or Services and Specialist Credential Programs



1. Contact the Office of Admissions and Records to apply for admissions to the University as a graduate student. Apply on-line at: <http://www.csumentor.edu/>
2. Visit the Office of Graduate Studies in Education (GS) (EDUC105), on-line at: http://www.csub.edu/soe/graduate_studies/ or the display case outside of EDUC 238 to pick up general information/ application materials.

Meet with your faculty advisor to learn more about your program and complete your proposed program of studies form. A list of graduate programs found at: http://www.csub.edu/soe/graduate_studies/documents/graduate_degree_advisors.pdf
3. Submit application and program requirements to the program and clear admission requirements to obtain Classified Graduate Standing.
4. Take courses as outlined on your proposed MA/MS degree or Service Credential Program of Study. Make sure to maintain a minimum 3.0 GPA. throughout your academic program.
5. Petition for Advancement to Candidacy Standing upon completion of 1) 15 units toward your program, 2) the Upper Division Writing Requirements being satisfied (GWAR -<http://www.csub.edu/testing/gwar.shtml>), 3) your graduate file materials are completely submitted, and 4) any prerequisite courses (see individual program materials for specifics). Petitions are available on-line at: http://www.csub.edu/soe/graduate_studies/documents/adv_to_cand2.pdf
6. Form your Culminating Activity (CA) Committee two quarters before you plan to enroll in a thesis, project, or examination (exception: Counseling) and submit your thesis or project proposal for committee approval (see the GS office staff for the deadlines sheet). Approval form available on-line at: http://www.csub.edu/soe/graduate_studies/reg_for_cul_act.pdf
7. Complete the "Culminating Activity Approval Form for Registration" at least three weeks prior to registering for the culminating activity. A CRN for the registration of your culminating activity will be created after the committee has signed and approved your registration and the form is turned in to EDUC 238.
8. Complete your culminating activity in consultation with members of the Culminating Activity Committee (see the GS for deadlines). The student initiates meetings with the committee as necessary or if the program requires defense of the culminating activity.
9. Apply for award of the MA/MS degree by the deadlines at Admissions and Records one quarter before you plan to complete all requirements. Fill out "grad check" application and pay \$40 fee required for final evaluation. Fees can be paid on-line or in the Cashier's Window – CSUB Accounting. Forms are found on-line at: <http://www.csub.edu/admissions/graduation/masters.shtml> Grad checks are submitted directly to the Admissions and Records Office.
10. Apply for certification of the credential upon completion of all requirements (see the GS office staff, EDUC 102 or call for an appointment 661-654-2484).
11. Participate in graduation ceremonies after the Fall quarter or after the Spring quarter. Best Wishes for your Success!



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