

CSU BAKERSFIELD

School of Education



Graduate Studies Handbook

for students in the School of Education
Master's Degree Programs

CSUB – SCHOOL OF EDUCATION

Office of Graduate Studies

Room EDUC 105

Phone 661/654-3160 • Fax 661/654-6740

http://www.csub.edu/soe/graduate_studies/

Mailing Address:

CSU Bakersfield

School of Education – Graduate Studies

EDUC 22

9001 Stockdale Highway

Bakersfield, CA 93311-1022

Coordinator of Graduate Studies: Dr. Louis Wildman

lwildman@csub.edu

Graduate Evaluator: Maria E. Delgado

mdelgado@csub.edu

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Chapter 1

Conceptual Framework of the School of Education

Caring and Reflective Professionals

Mission

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he Mission of the School of Education at California State University, Bakersfield is:
Preparing caring and reflective practitioners for a democratic society.

Philosophy

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he Philosophy of the School of Education has as its basis confluent education which perceives learning as the merging of cognitive, affective, social and psychomotor domains. This belief underscores the premise that education nurtures and promotes intellectual growth and the emotional, social and physical well being of all students with a special focus on diversity and equity.

Chapter 2

An Overview of Graduate Programs

There are many options within the Master's Degree.

General Requirements for the Master's Degree

A master's degree program consists of a program of an intensive program of study followed by the completion of a culminating activity (thesis, project, or comprehensive examination). A faculty advisor assists the student at all times, providing guidance throughout the degree program. All programs require a minimum of 45-quarter units. At least one-half of the units required for the degree must be in courses designed primarily for graduate students (500 and 600 level courses). For each graduate degree program, a minimum of thirty-two quarter units (sixty-four quarter units for 90 unit programs) must be completed in resident study at CSU Bakersfield. Many of the degree programs have several areas of specialty and are associated with an advanced credential.

Concentrations	Specialty Areas	Associated Credentials
MA - Bilingual/Multicultural Education (BIMU)		
MS - Counseling	School Counseling (SCHC) Student Affairs (SACN)	Pupil Personnel Services (not assoc. with Stu. Aff.)
MA - Curriculum and Instruction (CINS)	Specialty Options - Disciplines Field Based Specialty Educational Technology	
MA - Early Childhood Education (ECE)		
MA - Educational Administration (EADM)		Administrative Services
MA - Reading (READ)		Reading & Language Arts Certificate Reading Credential
MA - Special Education (SEG)	Mild/Moderate Disabilities Moderate/Severe Disabilities	Education Specialist

Offered jointly with the Department of Psychology:

Concentrations	Specialty Areas	Associated License
MS - Counseling Psychology (CPSY)		MFT - Marriage & Family Therapy

Bilingual/Multicultural Education

This program offers course work leading to an MA in Education degree and a CLAD certificate. The degree program consists of a 45 quarter unit sequence of courses and is open primarily to those candidates who seek professional growth beyond the baccalaureate level in the areas of Bilingual/Cross-Cultural instructional methodologies, curriculum development, supervision, research and evaluation.

Counseling School Counseling, Student Affairs

- School Counseling
- Student Affairs

There are two options for students who desire a school counseling career, a focus on School Counseling and a focus on Student Affairs in higher education. The Master of Arts in Education with a concentration in Counseling and Personnel Services is designed to prepare persons to function in a broad range of counseling and related activities at elementary, secondary, or higher education levels. Students may also complete courses for the Pupil Personnel Services Credential (PPS) within this MA degree. Students are expected to participate from the counselee perspective in group and individual sessions.

Counseling Psychology

Master of Science in Counseling Psychology, staffed and administered jointly by the School of Education and the School of Humanities and Social Sciences. This program is designed to meet the academic requirements established by the Board of Behavioral Sciences for the California license in Marriage and Family Therapy (MFT). The PPS credential also may be earned concurrently with the MS degree.

Curriculum and Instruction

- BTSA/Field Based
- Discipline Based (Elementary, Secondary, Math, Science, etc.)
- Educational Technology

This program has three areas available for those individuals who have undergraduate or post-baccalaureate preparation and intend to focus professional work either at the elementary level or in subject fields acceptable for instruction in grades seven through twelve. Special emphasis programs focus on one area of study and are developed in consultation with an advisor.

Early Childhood Education

This program offers course work leading to an MA in Education Degree. The program consists of a 45-quarter unit sequence of courses and is available for those individuals who have undergraduate or post baccalaureate preparation and intend to give service to preschool or

kindergarten through grade three. The primary orientations of this concentration are toward improvement of teaching, design and development of curricula, and the utilization of research in teaching.

Educational Administration

This program offers course work leading to an MA in Education degree, and a two tier (Preliminary and Professional) Administrative Services Credential. All courses are offered each year. It is possible to complete either tier in as little time as 9 months, however, most students attend part-time and complete their program in approximately 2 years.

Reading & Language Arts

This program offers course work leading to an MA in Education degree and a Reading Specialist Credential. The program consists of a 45-quarter unit sequence of courses offered in close alliance with the specific requirements of the Reading Specialist Credential. Primary focuses of the concentration in Reading/Language Arts are upon curriculum and instruction at both elementary and secondary levels, research literature, diagnosis and correction, and field experience.

Special Education

Special Education offers the Preliminary Level I and the Professional Level II Education Specialist credential for Mild/Moderate Disabilities and Moderate/Severe Disabilities. Course work leads to both the MA in Education degree with a concentration in Special Education and the preliminary and professional credentials noted above.

Chapter 3

Pathway to the Degree

There are four basic steps to earning a Master's Degree.

STEPS TO A MASTER'S DEGREE
Step One: Admission & Classification
Step Two: Advancement to Candidacy
Step Three: Culminating Activity
Step Four: Preparing to Graduate

Step One: Admission & Classification

Admission

In order to be admitted into a Master's Degree program in the School of Education a student must complete the following:

- **Apply to CSUB for Graduate Standing**

The student must apply to the University and pay admission fees. It is important to be sure to clearly state the area of study (i.e. MA in Education: Education Administration or MS: Counseling Psychology) in order to be classified properly in the correct program. This application will require two official (sealed) transcripts from each school the student has attended.

Bakersfield and Antelope Valley: apply online at <http://www.csummentor.edu/>

Santa Clarita: apply through Extended Education

- **Apply to the School of Education – Graduate Studies**

Each program has a specific packet that states the requirements and includes forms which must be returned to the Office of Graduate Studies. These requirements include a specified minimum Grade Point Average (G. P. A.) and paperwork such as recommendations, and copies of CBEST scores or credentials. One very important part of each program packet is the **Program of Study** form. This form outlines the requirements that a student must complete. It is developed jointly with the student and the program advisor.

NOTE: Any changes made to the Program of Study, or a change in courses taken after the Program of Study is submitted, must be noted on a Petition form that is signed and submitted to the Graduate Studies Office. A student will not be able to graduate if the courses taken do not exactly match the Program of Study and the Petition forms.

- **Satisfy the GVAR (Graduate Writing Assessment Requirement)**

All graduate students who apply for a master's degree must demonstrate upper-division writing competency. If the student has completed this requirement during the baccalaureate program at CSUB or another CSU then the upper-division writing competency has been met.

Waivers for Post-Baccalaureate and Graduate Students

You will be exempt from the GVAR if you meet any of the four criteria below:

(1) You graduated from a CSU or UC since 1980.

(2) As of Fall 2006, post-baccalaureate and graduate students with the following test scores (provided the test(s) were taken since 1980):

GMAT	4.5 or higher on the writing portion of the GMAT
CBEST	41 or higher on the writing portion of the CBEST
GRE	4.5 or higher on the analytic writing portion of the GRE General Test

(3) Post-baccalaureate and graduate students who have one or more articles published as first author in a refereed professional journal may submit their work for review to the chair of the university-wide GVAR committee with a formal request to waive the GVAR.

(4) Post-Baccalaureate and graduate students who already have an MA or MS in any discipline that included a master's thesis or project and are working on another degree or credential may submit their thesis or project for review to the chair of the university-wide GVAR committee* with a formal request to waive the GVAR.

In the last two situations, waiver requests and supporting documents will be reviewed, and you will receive a decision in approximately two weeks. Students who have not yet completed this requirement may register for and pass the Graduation Writing Assessment Requirement (GVAR) with a score of 8 or above. Contact the Testing Center at (661)654-6673 for more information. Another option is that students may satisfactorily complete one of the following approved courses: Communications 304, 306, or 311; English 304, 305, 310 or 311; History 300; or Admin 510. For further information, please contact the English Department at (661) 654-2144.

(Policy from CSUB web, <http://www.csub.edu/testing/gwar.shtml>).

Classification

Once requirements for admission have been started, student will be assigned to one of three standings:

- **Unclassified Standing**

A student who is unsure of which concentration area to choose may take up to 15 units as an unclassified graduate, but it is recommended to submit a program plan quickly after admissions to the University. However, the student must consult with a faculty advisor or the Coordinator of Graduate Studies during the first quarter of enrollment. Courses taken under unclassified standing will be accepted in fulfillment of degree requirements only if the department and graduate advisor accepts them in advance. There is no guarantee that these courses will be accepted.

- **Classified Standing – Conditional Admission**

Upon approval, a student may be conditionally admitted to a graduate degree program if the student has deficiencies in requirements or prerequisite preparation and can remedy those deficiencies by completing appropriate course work or meeting all admission requirements.

- **Classified Standing – Full Admission**

Upon approval and completion of all admission requirements, a student may be formally admitted to a post-baccalaureate credential program.

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Step One: Admission & Classification

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**Step Two:
Advancement to Candidacy**

A graduate student Classified with Full Admission may be Advanced to Candidacy upon completion of a significant portion of the Program of

Study which was approved by a program advisor. This is usually completed in the quarter prior to beginning the Culminating Activities. An Advancement to Candidacy form must be submitted to the Office of Graduate Studies. In order to advance to candidacy the student has:

1. completed 15 units in their master's program
2. maintained a 3.0 ("B") average
3. obtained Classified Standing – Full Admission

After the Advancement to Candidacy form has been processed, the students will receive a CRN (course number) in which to sign up for culminating activities.

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**Step Three:
The Culminating Activity**

Preparing for the Culminating Activity

The Culminating Activity consists of three options for most programs: a thesis, a project, or an examination. The Educational Administration program uses only the examination option. The student and advisor should meet at least two quarters in advance to begin planning.

Proposal for the Culminating Activity – Thesis or Project

The process of approving study proposals for projects or thesis culminating activities is subject to Culminating Activity committee consensus. The student may discuss and receive advice from each committee member regarding the proposed study. It is the responsibility of the Culminating Activity Committee chair to inform the student of the decision as to the acceptance of a study proposal.

Graduate students who submit formal proposals for studies to meet partial requirements of the MA degree in Education should use this general outline as a format for the writing of such proposals. The following five parts are minimum requirements for a study proposal:

- **Part I - Need for the Study**

This section should include a brief introduction and statement of the need for the proposed study. It should also include a review of the related literature. Citations and sources should be ample and should observe style of the American Psychological Association guidelines.

- **Part II The Proposed Problem**

This section should include a concise statement of the central problem with supporting hypotheses or relevant questions and concerns to be researched or addressed. Definitions of major terms should be included where useful or necessary. The limitations of the proposed study should also be included in this section.

- **Part III - Proposed Methods of Study**

The methods section of a study proposal should be a thorough and complete statement of the procedures to be employed in the study including a careful explication of the sample selection, instruments to be used, and methods of data gathering. This section should also provide some indication of the statistics (if any) to be used in conjunction with the study and/or a description of how the project is to be conducted.

- **Part IV - Proposed Purpose of the Study**

This section should state clearly how the proposed study might reasonably add or contribute to scholarship in a particular discipline. Project proposals should describe how the materials developed for the project will be of value to the larger community.

- **Part V - References**

Proper references should support each citation within the proposal using the guidelines of the Publication Manual of the American Psychological Association.

The Culminating Activity Committee

The student and advisor need to discuss the three members that will make up the Culminating Activity Committee for the Culminating Activity. The advisor is usually the head of this committee, but it is not required. The membership of the Culminating Activity Committee must be approved by the advisor. All committees, except for Educational Administration, must consist of three members holding full-time faculty or equivalent status at CSU Bakersfield, two of whom are in the student's concentration. For students in Educational Administration seeking the Preliminary Administrative Services Credential, one member of the committee must be a credentialed, practicing school administrator. Any exceptions to the committee must be approved in advance by the advisor.

Once all members of the committee are determined, the **Culminating Activity Approval** form must be filed with the Office of Graduate Studies. All members of the Culminating Activity Committee must sign this form.

Institutional Review Board (IRB) and Other Approvals

If any human subjects are involved in research for projects/theses, students must see the Research Office for legal clearance forms, approval of research, and deadline dates. **IRB approval must be obtained before any human research is conducted.**

In many cases, research involved in school or community settings must have the approval from that district, office, or school board. The student should seek approval well in advance of starting the Culminating Activity in order to prevent delays.

Registering for the Culminating Activity

The Culminating Activity is designed to be completed in one or two quarters at the end of each program. The School of Education policy states: Once a Culminating Activity has begun, the graduate student must enroll each quarter until the activity is complete. These units guarantee the student access to the advisor, library, computer labs and research services. Students should review their Program of Study and ask their advisor for the appropriate number of units for registration (usually 3 or 5 units). If the Culminating Activity is not completed within one term, the student must enroll in it repeatedly for 2 units the following terms, through Stateside or Extended University, until they complete the Culminating Activity or until their total of Culminating Activity units sums to 9. If the Culminating Activity has still not been completed, the student should enroll in a special low-cost "700" course, at zero (0) credit units, through the Extended University to maintain continuous enrollment.

In the event that the student does not complete the culminating activity within the first quarter, but has shown evidence of satisfactory progress, a grade of "RP" will be shown. Students may only count 5 of these quarter units toward the minimum unit requirement for the degree or advanced credential. Additional units count only as excess units and are graded on a credit, no credit basis. Students who do not maintain continuous enrollment must re-enroll in the Culminating Activity through the Stateside portion of the University if they decide to complete their programs.

Guidelines for Production of the Culminating Activity

All Culminating Activities must adhere to the standards of the Publication Manual of the American Psychological Association. The latest edition is available to purchase from the bookstore. Internet versions of Culminating Activities, **such as web page development must also adhere to guidelines of the American's With Disabilities Act (ADA).**

All Culminating Activities (theses, projects and examinations) are to be the original work of the graduate student developed through direct and periodic consultation with the three members of the Culminating Activity committee. A typical graduate student submits three or more drafts prior to full acceptance by the committee. It is expected that all drafts will include the use of appropriate grammar skills and follow all guidelines for referencing others' work prior to

presentation to the committee so that members can focus on content revision. (rewording)

- **Thesis**

A thesis is the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendations. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the thesis is required.

A general outline for the thesis is below. A final outline should be approved by the Culminating Activity Committee.

Title page
Approval page (see Appendix for example)
Acknowledgement page
Table of Contents
List of Tables
List of Figures
Chapters:
 1. Introduction, Statement of Problem, etc.
 2. Review of the Literature
 3. Methods of the Study
 4. Results of the Study
 5. Conclusions and Recommendations
References
Appendices (if appropriate)
 Study Instrument(s)
 Raw data tables
 Additional addenda

Binding - The student must submit a minimum of 3 copies of the completed thesis to the Library for binding accompanied by the Master's Thesis Application. Please call (661) 654-3249 to make an appointment with Monica Ibarra in the Library. The unbound original will be forwarded to the Library archives. One copy is bound and made available to the public through Library circulation. The third copy is sent back to the department. There is a fee for binding. See the CSUB Graduate Office web site for Master's Thesis guidelines at <http://www.csub.edu/GradStudies/>. (from CSUB web)

- **Project**

A project is a significant under-taking that enhances the professional field. It demonstrates originality and independent thinking, appropriate form and organization, and a rationale. An oral

defense of the project may be required.

A general outline for the project is below. A final outline should be approved by the Culminating Activity Committee.

Title page

Approval page (see Appendix for example)

Acknowledgment page (if desired)

Table of Contents

List of Tables

List of Figures

Chapters:

1. Introduction and Statement of Purpose
2. Review of the Related Literature and/or Statement of Need
3. Design of the Project
4. Report of the Project
5. Summary, Conclusions, Recommendations
6. References

Appendices (if appropriate)

Project Instrument(s)

Raw data

Bibliographies

Other materials

- **Examination**

The graduate examination option is designed to demonstrate mastery of relevant facts, processes, and theories. It is usually highly cognitive in nature, but may require dimensions other than sheer memory or systematic recall. To permit some degree of consistency and comparative quality control, the following agreements should guide the development and administration of examinations for master's degree candidates:

An oral examination may be used to augment or clarify the written responses. Whether or not an oral examination is administered is at the discretion of the Culminating Activity committee.

The examination is developed and approved by all committee members. All written MA/MS examinations involve a minimum of six hours of writing time. The examination involves a minimum of three areas of study that are academically related to the candidate's courses in the degree concentration. The committee chair is responsible for final preparation of the exam, and turning in the finished examination after grading.

While taking the written examination including word processing of the examination, examinees shall be honor-bound not to use external resources as aids. Use of such external resources by the candidate will automatically disqualify the candidate. Violation of this honor code will automatically come under the review of University policies and sanctions. The student may not

make any copy of the exam questions or responses for his or her own personal use.

Examination Culminating Activity for Educational Administration - The Educational Administration Culminating Examination is a take home examination for which candidates have one quarter to complete. In addition to the take-home exam, candidates will be required to pass an oral examination, and submit an administrative portfolio due on the date of the oral exam. If candidates find they cannot complete the examination in the assigned quarter they must

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immediately inform the committee chair. In many ways the final culminating examination is similar in format to projects and theses. It must contain a title page, an approval page, a table of contents, and a bibliography, all in prescribed format. In the examination students are assigned five questions selected by the committee. When the examination is submitted each question must be single spaced followed

by the answer double spaced. End notes must appear at the end of each question. The questions must be numbered I through 5. At the end of the examination a complete bibliography for all questions must be included. Three copies of the examination must be turned into the committee chair on or before the date specified by the committee. In all other respects the educational administration culminating examination will meet the style requirements of the Publication Manual of the American Psychological Association.

Grading and Completion of Culminating Activities

The final grade assignment for the Culminating Activity is made according to the consensus of the committee; however, the final recorded grade is the decision and responsibility of the Culminating Committee chair. The Committee must also sign a **Certificate of Completion of Culminating Activity** form which is turned into the Office of Graduate Studies in Education Office, as well as a copy of the student's Culminating Activity, preferably in electronic format on a CD for ease of storage. A copy of the Certificate of Completion form is submitted to the Evaluations Office at Admissions and Records in order to finalize the awarding of the student's degree. Deadline dates are crucial in the handling of these forms.

Step Four: Preparing to Graduate

Applying for Graduation

The **Application for Graduation** should be filed at least two quarters before the expected date of graduation. Applications are available online at (<http://www.csub.edu/Admissions/Graduation/>) or may be picked up inside the Admissions and Records office. The student must reapply for graduation each quarter if all work is not completed as expected.

An evaluator at the Admission and Records office will request the Certificate of Completion of the Culminating Activity and other paperwork as necessary from the School of Education – Office of Graduate Studies. The Evaluator will review the Program of Study to assure that all courses listed have been completed. A report from the evaluator will be sent directly to the student address. If there are questions, the student should contact the Admissions and Records Office directly. The student should remember to file a petition for any course/program changes or the Application to Graduate will be rejected.

Students who apply for graduation will be invited to participate in the graduate ceremony of the School of Education. Information materials will be sent to the student, however, it is the student's responsibility to meet all deadlines, such as turning in paperwork, ordering robes, and attending the graduation rehearsal. All students applying for graduation awarding with the Office of Admissions and Records are invited to the Commencement Ceremony by the School of Education Dean's Office. Official transcripts are available and degrees are mailed through the Office of Admissions and Records after the end of the quarter after grades are due for the term.

Chapter 4

Additional Information

Selected Policies and Procedures for Graduate Students

Non-Active Status

A graduate student or post-baccalaureate student who has been absent from the degree program for more than two consecutive quarters without an approved Planned Educational Leave or without Continuous Enrollment status will be reclassified in a non-active student status. All students who have been reclassified in a non-active student status must submit a new application for admission to the university and pay the non-refundable application fee. Graduate Students wishing to return must also resubmit an application for admission to the respective graduate program.

Leave of Absence

Planned Educational Leave for Graduate Students: Graduate students who have been officially admitted to, and who are actively pursuing a master's degree and/or credential programs may qualify to absent themselves from enrollment in the institution for periods up to two academic years and still maintain the option of continuing student status. For further information contact the Graduate Studies and Research office.

Time Limit to Complete Requirements for Graduate Degrees

The California Administrative Code, Title 5, Education, requires that all the requirements for a master's degree be completed within a seven-year period to include the filing and awarding of the degree. This means that no more than seven years may elapse between the start term of the earliest dated course and the date that the last course on the program is actually completed, and the application for graduation is filed. With outdated requirements (generally courses) the candidate may complete a Petition form through the Graduate Studies Office in Education for an extension of the time limit or substitution of other appropriate courses, but is not guaranteed that the courses will be accepted.

Change of Address or Name

A graduate student who changes his/her address or name must report the change to the Registrar's Office at Admissions and Records. Graduate students with former names should make sure that all transcripts and papers submitted contain the current name.

Transfer Credits

If accepted by the faculty of the discipline involved, graduate credit from another accredited institution may be applied toward the master's degree or graduate program. Courses used to obtain degrees from other institutions will not be used for unit credit toward the MA degree programs in Education at CSUB.

Transfer or extension course work may be used to satisfy prerequisites or degree requirements when such work is acceptable to the program offering the master's degree. Prerequisites are not required to be within the seven-year MA/MS degree statute.

For a minimum 45-quarter unit program, a maximum of 13 quarter units of transfer credits and/or units earned through Extended University may be accepted toward graduate degrees. All such units must satisfy time limit requirements for the degree program.

Waivers or Substitutions of Course Requirements

Petition forms (for extensions of time or course/prerequisite waivers, substitutions, and transfer credits) are available from advisors and the Graduate Studies Office. Students must provide appropriate supporting materials (e.g. transcripts and catalog descriptions, etc.) with petitions to verify dates, satisfactory completions and course equivalencies. Students are responsible to make certain that the necessary petition forms are properly completed, signed and filed in the Graduate Studies Office in the Education building.

Waiver of the Basic Teaching Credential Prerequisite

Students who wish to petition for waiver of the teaching credential prerequisite from certain programs, should pick up the necessary "**Memorandum of Understanding**" and Petition forms from the Graduate Studies Office in Education.

Scholastic Expectations

A candidate for a master's degree must earn at least a 3.0 ("B") average in all course work taken

while in graduate standing and in courses in the degree program. Students performing below this standard will be placed on academic probation. Students who fail to correct deficiencies within a reasonable time period will be suspended. Classified Post-Baccalaureate or Graduate students must maintain a minimum 3.0 cumulative GPA. No course with a grade lower than "C" may apply toward the fulfillment of degree requirements.

Honesty Policy

There are certain forms of conduct that violate the university's policy of academic integrity. **ACADEMIC DISHONESTY (CHEATING)** is a broad category of actions that use fraud and deception to improve a grade or obtain course credit. Academic dishonesty (cheating) is not limited to examination situations alone, but arises whenever students attempt to gain an unearned academic advantage. **PLAGIARISM** is a specific form of academic dishonesty (cheating) which consists of the misuse of published or unpublished works of another by claiming them as one's own. Plagiarism may consist of handing in someone else's work as one's own, copying or purchasing a pre-written composition and claiming it as one's own, using paragraphs, sentences, phrases, words or ideas written by another without giving appropriate citation, or using data and/or statistics compiled by another without giving appropriate citation. Another example of academic dishonesty (cheating) is the **SUBMISSION OF THE SAME, OR ESSENTIALLY THE SAME, PAPER** or other assignment for credit in two different courses without receiving prior approval from the instructors of the affected courses.

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Second MA/MS Degree or Second Concentration

Students seeking a second master's degree or concentration should consult with the Director of Graduate Studies in Education and pickup an advising sheet on "Dual Concentrations" in the Credentials and Graduate Studies office. No course units may be double counted; however, a student may use the completion of a course to substitute for a content requirement (such as taking Statistics only once). The student will need to file a Petition form and have additional substitute courses approved by the advisor. Additionally, field hours used for one program can not also be used for a second program.

Maximum Units Allowed from Alternative Courses

For the MA in Education degree, students may count a maximum of ten-quarter units from each of the following areas: Individual Studies, Academic Supporting Studies, Non-optional "CR" grades.

Independent Study Policy

There are at least two types of independent study courses: (1) uniquely designed study plans prepared with the approval of a full-time faculty member, the Department Chair, and the Dean of the School of Education; and (2) a special arrangement for taking an approved course not offered as part of the regular schedule within a reasonable period of time.

Occasionally there may be extenuating circumstances whereby a student may need a course which will not be offered as part of the regular schedule within a reasonable period of time (all programs have a two-year rotation of courses). In such cases, an Independent Study course may be petitioned if the following conditions have been met:

1. The instructor of record has previously taught the course being petitioned. (Part-time faculty are not allowed to offer Independent Study courses.)
2. The petitioned course must not be available within the two year cycle of courses in the students Program of Study.
3. The petition for the Independent Study course carries the same number of units as the regular course (unless the course is listed in the university catalog as being available for a variable number of units).
4. The petition shows the number of meetings that will be held with the student and the instructor, and lists the requirements which the student will meet in order to successfully complete the course. Students in Independent Study courses should have at least the same requirements as during the regular course.
5. The petition is signed by the instructor of record and approved by the Department Chair and **Coordinator of School of Education – Graduate Studies**. (instead of the Dean of the School of Education)
6. The instructor of record will:
 - be supervising no more than four Independent Study projects during the pertinent quarter (or Summer Quarter)
 - be teaching no more than four different preparations during the pertinent quarter (or Summer Quarter).

Repeat of Course with Forgiveness

Classified graduate students may be permitted to repeat one course that was taken at CSUB for graduate credit (i.e., applied towards a master's degree) one time only. Petition must be made to and approved by both the Graduate Coordinator and the Coordinator of the School of Education – Office of Graduate Studies. Upon approval, the petition will be sent to the Office of Admissions and Records. Although both grades will remain on the transcript, only the new grade will be used in computing the student's graduate grade point average.

Classified post-baccalaureate students (e.g., students officially admitted to credential programs) may be permitted one time only to repeat one course directly related to their program. Petition must be made to and approved by both the Graduate Coordinator and the Coordinator of the School of Education – Office of Graduate Studies. Upon approval, the petition will be sent to the Office of Admissions and Records. Although both grades will remain on the transcript, only the new grade will be used in computing the student's graduate grade point average.

Unclassified post-baccalaureate students who take courses which are not part of a graduate program and who are not pursuing a degree may repeat one or more courses more than once. However, all grades will be considered in computing the grade point average.

Appendix A: Sample Approval Page

APPROVED BY:

(Professor Signs Here)
Professor's Name Typed, Degree, Chair

Professor's Name Typed, Degree

Professor's Name Typed, Degree