

## DIVISION OF GRADUATE PROGRAMS

### Division of Graduate Programs

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California State University, Bakersfield (CSUB), as part of the 23-campus California State University system, is committed to the development of quality graduate programs to meet important student and regional needs. These graduate programs may culminate in a master's degree, an advanced teaching credential, a special post-baccalaureate certificate, or a post-master's certificate. Through its program review process, CSUB systematically assesses all graduate programs to ensure high quality standards. The mission of the Division of Graduate Programs at CSUB is to prepare students with discipline-specific intellectual skills for employment or continuing education. Through its post baccalaureate programs, the graduate division provides all students numerous opportunities to achieve academic excellence; explore diverse ideas; develop a passion for higher learning; and engage with graduate faculty and the community. Our goals are: provide campus-wide leadership in graduate student affairs and academic policies; develop and sustain a graduate culture with a sense of purpose, direction, and cohesiveness; ensure that all graduate programs are current and meet high quality standards and demonstrate student learning; build an inclusive community of scholars dedicated to the quest for new knowledge and higher learning both within and outside the classroom.

California State University, Bakersfield is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), 985 Atlantic Ave., Suite 100, Alameda, CA. 94501, (510) 748-9001. In addition, many of the individual graduate programs have been accredited by their respective accrediting associations:

- The Master of Business Administration (MBA) is accredited by the American Assembly of Collegiate Schools of Business (AACSB).
- The Master of Public Administration (MPA) is accredited by the National Association of Schools of Public Affairs and Administration (NASPAA).
- The Master of Social Work is accredited by the Council on Social Work Education (CSWE).
- The Master of Arts in Education is accredited by the National Council for Accreditation of Teacher Education (NCATE), and all education credential programs are certified by the California Commission on Teacher Credentialing (CCTC).
- The Master of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE).

CSUB is also a member of the Council of Graduate Schools (CGS) and the Western Association of Graduate Schools (WAGS).

Students must formally apply for admission to a graduate program and must be formally admitted to the graduate program prior to beginning a plan of study to complete the requirements for the master's degree. Admission as a post-baccalaureate student to CSUB DOES NOT constitute admission to a graduate program. Students wishing to receive information about any of the graduate programs should contact the respective graduate program coordinator, or the Graduate Student Center.

### USING EMAIL AS OFFICIAL STUDENT COMMUNICATION

#### Policy Statement

California State University, Bakersfield (CSUB) will send communications to *students* by email. CSUB provides students with an email account upon the student's *enrollment* to the institution. This account is free of charge and remains active one calendar year following the last enrolled term.

A university-assigned student email account is the official means of *university communication* with all students. Students are responsible for reading all information sent to them via their university email account. If a student chooses to forward his or her university email account, he or she is responsible for all information, including attachments, sent to any other email account.

#### Reason for Policy

Email is the primary method of communication between the university and students. Upon enrollment, students are informed about their university email account, and that students are responsible for the emailed information. It is imperative that students understand that information will be communicated to them via their university email account while they are enrolled.

#### Definitions (As related to this policy)

##### University Communication

Any communication from the university related to a student's enrollment, financial responsibilities, participation in athletics or student activities, and compliance with University policies and procedures, including the Student Standards of Conduct.

##### Student

Any student currently *enrolled* or *eligible to enroll* as an undergraduate and/or graduate student (Student status starts upon enrollment and is defined by unit load).

##### Enrolled

Any student that carries a unit load for an academic term.

# DIVISION OF GRADUATE PROGRAMS

## Eligible to Enroll

Any student that meets the requirements to enroll in current and subsequent terms.

## Student Responsibility

CSUB recommends that students check their email accounts daily. If a student chooses to forward his or her university email account, he or she is responsible for all information, including attachments, sent to any other email account. Students are responsible for reading, in a timely fashion, university communications sent to their university email account.

Failure to read university communications may result in missing payment deadlines, scholarship opportunities and deadlines, registration deadlines, course related information, immunization requirements, opportunities for financial aid, requirements and deadlines for graduation, etc.

Email shall not be the sole method for notification where another method of communication is required by law.

## Effective Date

December 2014

## Last Update

December 18, 2014

## Responsible University Officer

Registrar

## Policy Owner

Registrar, Office of Admissions and Records

## ADMISSION REQUIREMENTS

*Each graduate program establishes its own specific requirements and standards for admission. Students must contact the appropriate graduate program coordinator for these program-specific requirements and standards.*

As a general guide, students applying for admission to a graduate program must meet the following **minimum requirements**:

1. Baccalaureate degree from a four-year college or university accredited by a regional accrediting association or completion of equivalent academic preparation as determined by the graduate program coordinator in consultation with the AVP for Academic Programs.
2. Overall 2.50 GPA (A=4.00) in the last 60 semester units (90 quarter units) or last two (2) years of college or university course work. Each graduate program may require a higher GPA and/or specific prerequisite courses.
3. Be in good academic standing at the last college or university attended.

Many graduate programs also require the Graduate Record Examination (GRE)-general test and/or the discipline-specific subject matter test-and/or the Miller's Analogy Test (MAT). Students must consult with the appropriate graduate program coordinator for specific test requirements.

In addition to meeting the above minimum requirements for admission to a master's degree program, applicants whose preparatory education is principally in a language other than English must have a TOEFL score of 550 or higher (or 213 on the new conversation scale for the computer-based TOEFL exam). Documentation must be provided in original form by the testing institution; copies submitted by the applicant are not acceptable.

## Admission by Special Action

An applicant who does not qualify for admission to the University as specified above may be admitted as a post-baccalaureate student by special action. Such action will be based on the review of acceptable evidence provided by the applicant to the AVP for Academic Programs or other appropriate campus authorities. Admission by special action will be based upon evidence that clearly supports the applicant's knowledge, skills, and abilities to perform at a level to achieve his/her educational objectives.

## ADMISSION AND APPLICATIONS

### General Application Procedures

Students wishing to pursue graduate studies culminating in a master's degree must formally file an application for admission to the specific master's degree program **as well as** filing an application for admission to the University as a post-baccalaureate student. Students are encouraged to contact the Office of the AVP for Academic Programs or the appropriate graduate program coordinator to discuss admission requirements prior to sending in any materials. Admission to the University as a post-baccalaureate student does not constitute admission to a graduate program. In addition, admission to one graduate program does not automatically qualify the student for admission to another graduate program. The student must apply for formal admission to each specific graduate program.

Students wishing to pursue an advanced credential or a post-baccalaureate certificate should contact the Credentials Office or Office of the Dean, School of Social Sciences and Education, concerning any of the advanced credential programs. Similarly, students interested in a post-baccalaureate certificate program should contact the appropriate office responsible for each certificate program to obtain specific information on any prerequisite requirements and/or supplementary materials, which may be required for admission.

### **Currently Enrolled CSUB Undergraduate Students**

Students who are completing their undergraduate major at CSUB and wish to apply for a master's degree program at CSUB are required to submit applications for admission as specified above. Specifically, students must (i) submit an application for admission to the masters' degree program, (ii) submit an application for admission to the University, and (iii) pay the nonrefundable application fee.

Graduate-level courses which are taken by undergraduate students during the quarter in which their baccalaureate degree is earned and which are not needed to fulfill any requirements for their baccalaureate degree may be recorded as *provisional post-baccalaureate credit*. In addition, undergraduate students working on a teaching credential may record selected credential courses that are completed during the last three consecutive quarters prior to the award of their baccalaureate degree and are not needed to fulfill any baccalaureate requirements may be recorded as provisional post-baccalaureate credit. However, request for this provisional post-baccalaureate credit must be made at the time the student files the Application for the Baccalaureate Degree; the request for provisional post-baccalaureate credit cannot be made retroactively. Students should consult with the appropriate graduate program coordinator or credential program coordinator if they plan to use provisional post-baccalaureate credit to meet any of the requirements for the master's degree or for a teaching credential, respectively.

### **Visiting Graduate Students**

Students who are enrolled as a graduate student at another campus may be allowed to take CSUB courses. Prior approval must be obtained from the appropriate graduate program coordinators at the student's "home campus" and at CSUB, in consultation with the AVP for Academic Programs. The student must be formally admitted to an authorized graduate program at the student's "home campus;" have completed at least one academic term at the student's "home campus" as a matriculated student and will be enrolled concurrently in such status; and, be in good standing at the "home campus" and at any subsequent college or university attended.

Graduate programs at CSUB may require the visiting student to submit additional information for consideration of admission. Admission may be for a specified period of time or purpose to be determined by the graduate program coordinator at CSUB, in consultation with the AVP Academic Programs.

### **International (Foreign) Students**

All graduate program applicants, regardless of citizenship, whose preparatory education was principally in a language other than English must demonstrate competence in English, both in spoken and written forms. The minimum score on the Test of English as a Foreign Language (TOEFL) required for admission is 550. Documentation must be provided in original form by the testing institution; copies submitted by the

applicant are not acceptable. Exceptions to the 550 minimum score may be granted by the AVP Academic Programs or other appropriate campus authorities when there is convincing evidence that the applicant's competence in English is at a level which will allow satisfactory participation in and benefit from graduate study at CSUB.

The Intensive English Language Center (IELC) offers a language immersion program into American English. The noncredit program offers daily instruction in reading/vocabulary, writing/grammar, and listening/speaking. TOEFL preparation is available (see IELC, page 93).

All international applicants must submit two (2) official copies of transcripts from all colleges/universities attended with proof of award of the baccalaureate degree when sending their applications for admission to the University and the graduate program. If students have completed previous graduate course work in the United States or a foreign country, the evaluation for the transfer of any course credit will be done by the respective graduate program coordinator. For additional details, consult the section "Application Procedures."

All international students must, upon their arrival at CSUB, present themselves to the Associate Director to Admissions and Records with their passport and visa. Each student should then contact the AVP Academic Programs and the appropriate graduate program coordinator to review and verify the records in his/her applicant file and to discuss the development of a Plan of Study for the completion of requirements for the master's degree.

Each international student must enroll in 6 or more semester units of courses applicable to his/her graduate program to comply with immigration laws. Students who wish to enroll through the Extended University must have formal permission from the Associate Vice President for Admissions and Records.

### **Students with Degrees from Non-Accredited Colleges or Universities**

Applicants who have received their baccalaureate degree from a non-accredited college or university should contact the appropriate graduate program coordinator to discuss the equivalency of their degree and course work required for admission to the master's degree program. Additional supporting documentation, including qualifying examinations, may be required as part of the application for admission to the graduate program.

### **Programs Leading to Licensure and Credentialing**

Admission into programs leading to licensure and credentialing does not guarantee that students will obtain a license or credential. Licensure and credentialing requirements are set by agencies that are not controlled by or affiliated with the CSU and requirements can change at any time. For example, licensure or credentialing requirements can include evidence of the right to work in the United States (e.g., social

## DIVISION OF GRADUATE PROGRAMS

security number or tax payer identification number) or successfully passing a criminal background check. Students are responsible for determining whether they can meet licensure or credentialing requirements. The CSU will not refund tuition, fees, or any associated costs, to students who determine subsequent to admission that they cannot meet licensure or credentialing requirements.

### GRADUATE AND POST-BACCALAUREATE STUDENT STANDINGS

#### Graduate Student Standing Conditionally Classified

A student who is deficient in one or more of the program requirements may be admitted to a graduate program as a Conditionally Classified graduate student. The graduate program coordinator will specify, in the original admission letter, what deficiencies need to be addressed through the completion of appropriate course work and/or qualifying examinations and at what level and within specified time limits. If a student does not satisfy all the deficiencies within the stipulated time period, they will be dismissed from the program in which they were admitted as a Conditionally Classified student. Conditionally Classified graduate students are generally not allowed to enroll in 600-level course work.

#### Classified

A student may be formally admitted to a graduate program in this category (or advanced to this category from Graduate Conditionally Classified) if the student fulfills all of the professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the graduate program. Graduate classified standing is generally required for enrollment in 6000-level course work.

#### Advancement to Graduate Candidacy

Classified graduate students may be advanced to candidacy upon completion of a significant portion of the Plan of Study approved by the graduate program, normally when the student is qualified to begin his/her culminating experience. The student's advancement to candidacy is an important milestone in the student's graduate education and is based upon a formal review and recommendation by the graduate program coordinator and the approval of the Office of Academic Programs.

### POST BACCALAUREATE STUDENT STANDINGS

Admission to the University as a post-baccalaureate student does not constitute admission to any graduate degree program.

#### Classified

A student may be admitted to the University in this category so that he/she may enroll in an advanced credential program or a post-baccalaureate certificate program. The student may be required to satisfy additional professional, personal,

scholastic, and other standards, including qualifying examinations, as a condition for admission as a post-baccalaureate classified student.

### GENERAL

#### Non-Active Student Standing

A graduate student or post-baccalaureate student who has been absent from his/her respective program for more than two (2) consecutive quarters without an approved Planned Educational Leave, or without Continuous Enrollment status (see Applicable Catalog for Graduation Requirements page) will be reclassified as a non-active student status. All students who have been reclassified to a non-active student status must reapply to the University and to the respective graduate program and pay all relevant fees.

### ACADEMIC ISSUES FOR GRADUATE AND POST-BACCALAUREATE STUDENTS

#### Academic Advising

All formally admitted graduate students in Master's programs will work closely with the graduate program coordinator, an assigned faculty advisor in the development of a Plan of Study. The Plan of Study will specify the courses that each student will complete to fulfill the requirements of the master's degree program. If necessary, the Plan of Study will also specify appropriate course work and/or qualifying examinations needed to remedy any deficiencies in prerequisite preparation. All advancements in graduate standing will be based upon satisfactory progress through the Plan of Study.

A post-baccalaureate classified student enrolled in an advanced credential program or a post-baccalaureate certificate program will work closely with the credential program coordinator or with the appropriate faculty advisor, respectively, in selecting courses required for the completion of the requirements of the respective program.

#### Academic Course Load

The normal academic course load for graduate and post-baccalaureate students is 6-12 units per academic term. Six (6) semester (eight quarter) units of graduate course work per academic term is considered the minimum unit load for full-time graduate or post baccalaureate status. Normally, the maximum unit load for graduate and post-baccalaureate students is 12 semester units. It is strongly recommended that all graduate and post-baccalaureate students check with the appropriate graduate program coordinator to discuss the specific recommended maximum unit load for their program.

#### Planned Educational Leave

Students who have been formally admitted to a master's degree program and who are making satisfactory progress in the completion of their Plan of Study may request a planned educational leave of absence for periods of up to two (2) years

and still maintain continuing student status. Post-baccalaureate classified students satisfactorily progressing in the completion of the requirements for an advanced credential or a post-baccalaureate certificate may also qualify for a planned educational leave for the same duration. Students must complete the Planned Educational Leave form and submit it to their appropriate graduate program coordinator or credential program coordinator along with any necessary supporting documents. All educational leaves of absence for graduate or post-baccalaureate classified students must be approved by the Office of Academic Programs.

### **Unauthorized Leave of Absence**

A former student returning to the University after an absence of more than two (2) consecutive semesters must submit an application for admission to the master's degree program, submit an application for admission to the University, and pay the nonrefundable application fee. Graduate-level courses that the student completed prior to "stopping-out" will be reassessed by the graduate program coordinator as to their application to the new plan of study being proposed to meet the requirements in the master's degree program. Previous course work will not automatically be accepted for credit in the graduate program. In some cases, additional supporting documentation, including qualifying examinations, may be required.

### **Change of Address or Name**

All graduate and post-baccalaureate students who have a change in address or name must report the change to Admission and Records by submitting the appropriate form with the new name or address. All changes should also be reported to the appropriate graduate program coordinator, faculty advisor, and/or credential program coordinator.

### **Change of Educational Objective (Change of Graduate Program)**

The acceptance of a student to graduate studies at the University is based upon the educational objective indicated on the application for admission. Students desiring a change in graduate objective to a program different from that indicated on the original application must reapply to the new program by completing a new Form B and all relevant application materials for the new program. The proposed new graduate program will review the application and notify the student and the Admissions and Records office of its decision. Students who are admitted to a new graduate program must then seek approval of their proposed program using the procedures of that program. Students seeking to change a concentration or track within the original master's degree program do not need to go through this process since such change is not a change of educational objective.

## **ACADEMIC PROBATION AND ACADEMIC DISQUALIFICATION**

All graduate and post-baccalaureate students should be aware of the following regulations concerning academic probation and academic disqualification.

### **Academic Probation for Graduate Students**

In general, a graduate student shall be subject to academic probation at the end of any academic term where the student's grade point average for all course work that is in the Plan of Study falls below a "B" (3.0) average. However, students admitted to a graduate program may be subject to academic probation when their performance is judged to be unsatisfactory with respect to the scholastic and/or professional standards established by the individual graduate program. The appropriate program coordinator will initiate the Academic Probation process using the Academic Probation form. Judgment of performance will be based upon a review by the graduate program coordinator and the Office of Academic Programs. All graduate students are encouraged to consult with their respective graduate program coordinators regarding acceptable scholastic and/or professional standards established by the graduate program.

### **Academic Disqualification for Graduate Students**

A graduate student shall be subject to academic disqualification if, while on academic probation, the student fails to satisfy the conditions of probation and attain a 3.00 GPA. Academic disqualification will be initiated by the program coordinator using the Academic Disqualification form and must be approved by the appropriate academic dean, and the Office of Academic Programs.

### **Academic Probation for Post-Baccalaureate Students**

A post-baccalaureate classified student shall be subject to academic probation at the end of any academic term where the student's grade point average for all course work attempted at CSUB, subsequent to admission as a post-baccalaureate student, falls below 2.50 GPA. (Students enrolled in a second baccalaureate degree program are governed by the academic standards for undergraduate students).

### **Academic Disqualification for Post-Baccalaureate Students**

A post-baccalaureate classified student shall be subject to academic disqualification if, while on academic probation, the student fails to earn sufficient grade points necessary to be removed from scholastic probation status and attain a 2.50 GPA. Academic disqualification for post-baccalaureate classified students will be based upon review by the appropriate credential program coordinator or faculty advisor, the approval of the academic dean, and the Office of Academic Programs.

## DIVISION OF GRADUATE PROGRAMS

### **Petition for Readmission by Graduate and Post-Baccalaureate Students on Academic Disqualification**

Graduate students who have been placed on academic disqualification status may be readmitted through formal written petition addressed to the graduate program coordinator, academic dean, and AVP Academic Programs. Post-baccalaureate classified students who have been placed on academic disqualification status may be readmitted through formal written petition addressed to the appropriate credential program coordinator or department chair and academic dean responsible for the advanced credential program or post-baccalaureate certificate program.

### **Repeat of Course with Forgiveness**

Classified graduate or classified post-baccalaureate students may be permitted to repeat up to 3 units of coursework that was taken at CSUB for graduate credit and in the student's Plan of Study for a master's degree or a post-baccalaureate credential, provided that (i) the grade replacement(s) are needed to bring the GPA up to 3.00, (ii) the student has advanced to candidacy, and (iii) the only course outstanding is the culminating experience course. The student must submit a petition, with signed approval of the graduate program coordinator, to the AVP for Academic Programs. Approved petitions will be forwarded to Admissions and Records for formal notation on the student's transcript. Although both grades will remain on the transcript, only the new grade will be used in computing the student's graduate GPA. However, all grades will be considered in computing the post-baccalaureate GPA.

### **Appeals and Grievances**

A graduate student who experiences difficulties arising from course evaluation, judgment of performance, master's degree requirements, advancement to candidacy, general regulations, and/or other grievance situations should discuss the issues first with the graduate program coordinator. If the student wishes to challenge any decision, the student must appeal to, in sequential order, the appropriate program coordinator, the academic dean, and, finally, the AVP for Academic Programs.

## **GENERAL REQUIREMENTS FOR THE MASTER'S DEGREE**

Each graduate program establishes its own specific requirements and standards. Students must contact the appropriate graduate program coordinator for these program-specific requirements and standards.

### **Specified Plan of Study**

Each graduate student, in consultation with the graduate program coordinator will complete a Plan of Study appropriate for the master's degree and the student's academic and/or professional goals. This Plan of Study should be completed at the time the student achieves Graduate Classified Standing

(normally, at the time of admission to the program). The graduate program coordinator will certify officially the completion of the student's Plan of Study at the time of application for graduation.

### **Credit Unit Requirements**

All of the master's degree programs at CSUB require a minimum of 30 semester units, with some having more unit requirements. Ideally, at least three-quarters of the units required for the master's degree shall be in courses organized specifically for graduate students (500- and 600-level courses). Regardless of the total unit requirements, only 9 semester units may be "nonresident" units. No more than semester units shall be awarded for a thesis or project. Each graduate student should discuss with the graduate program coordinator of his/her respective master's degree program regarding the details of the credit unit requirements.

### **Review of Research for Master's Theses and Projects**

Graduate students and post-baccalaureate credential students conducting research involving information from human subjects either through direct measurement of behavior or from secondary sources (existing databases) must have their research protocol reviewed and approved by the CSUB Institutional Review Board for Human Subjects Research (IRB/HSR). Graduate students (including post-baccalaureate credential students, when applicable) conducting research with non-human animals or using non-human animals in laboratory demonstrations or classroom activities must have their research protocol or educational protocol reviewed and approved by the CSUB Institutional Animal Care and Use Committee (IACUC). Submission deadlines are available at <http://www.csub.edu/grasp/irbhsr>.

### **Culminating Experience Requirement**

All graduate students must satisfactorily complete a culminating experience (thesis, project, or comprehensive examination) to qualify for the master's degree. The specific type of experience will depend upon the requirements of each master's degree program. Satisfactory completion of a culminating experience will be in compliance with California Code of Regulations, Title 5, Division 5, Chapter 1, Subchapter 2, Article 7, (b), (3). Satisfactory completion of a culminating experience (thesis, project, or comprehensive examination) is defined as follows:

- A. 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 recommendation(s). 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. All master's theses must be formally filed

electronically with the CSUB Library. The format of all master's theses must meet the technical requirements established by the university. Students should consult the Office of the Associate Vice President for Academic Programs for these technical requirements <http://www.csub.edu/GradStudies/>.

- B. A project is a significant undertaking appropriate to the professional fields as well as to fine and applied arts. It demonstrates originality and independent thinking, appropriate form and organization, and an academic rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology, and conclusion or recommendation(s). An oral defense of the project may be required. Projects may or may not be submitted to the CSUB Library, depending upon program requirements. Students should consult with their program coordinator for any binding requirements, which may not involve professional binding.
- C. A comprehensive examination is an assessment of the student's ability to integrate the knowledge of the area, show critical and independent thinking, and demonstrate mastery of the subject matter. The results of the examination evidences independent thinking, appropriate organization, critical analysis, and accuracy of documentation. A record of the examination questions and responses shall be maintained by the respective graduate program.

Graduate students must be at Graduate Classified level prior to enrolling in the required culminating experience course for the respective graduate program. Some graduate programs may require Graduate Candidacy status prior to enrollment in the required culminating experience. Certification for the completion of the culminating experience must be provided to the Evaluations Office and the Office of the AVP for Academic Programs, prior to graduation and the award of the master's degree.

### Academic Performance Requirement

All graduate students must maintain a grade point average of 3.0, or grade of "B," or better in all courses taken to satisfy the requirements for the degree as specified in each student's Plan of Study. A course in which no letter grade is assigned shall not be used in computing the grade point average. Graduate programs will not allow any course with a grade lower than "C" (2.0) to count in the Plan of Study and some graduate programs do not allow any course with a grade lower than "B" (3.0). However, for graduation, the GPA in the Graduate Plan of Study must be 3.0 or better.

### Graduation Writing Assessment Requirement

All graduate and post-baccalaureate students must satisfy the Graduation Writing Assessment Requirement (GWAR) as soon as possible in their graduate study, unless they have already done so. Individual graduate programs have the option of

stating when this requirement must be met. Graduate students who have not met this requirement may do so by passing the regularly scheduled examination (offered once a quarter) or by earning a "C" or better in one of the approved GWAR courses. Note that GWAR courses generally have additional course prerequisites (see course descriptions for details).

### Waivers for Post-Baccalaureate and Graduate Students

You will be exempt from the GWAR 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 GWAR committee with a formal request to waive the GWAR.

- (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 GWAR committee (Faculty Towers 102-D) with a formal request to waive the GWAR. In the last two situations, waiver requests and supporting documents will be reviewed, and you will receive a decision usually within two weeks.

### Time Limits for Completing Graduate Program Requirements

The California Code of Regulations, Title 5, Education, specifies that all the requirements for a master's degree shall be completed within a seven (7) year period. This time limit requirement means that no more than seven (7) years may elapse between the start of the term for the earliest dated course approved for the Plan of Study and the date the application for graduation is formally approved. Graduate students should check with the appropriate graduate program coordinator to discuss the specific time limit requirements of the respective master's degree program, since some programs may have more stringent requirements.

If the student is unable to complete all graduate program requirements (generally course work) within the time limits specified by the master's degree program, the student may formally petition the graduate program coordinator for an extension of the time limit or for the substitution of other appropriate course work. The graduate coordinator must then send the petition with her/his recommendation to the Office of Academic Programs for approval.

## DIVISION OF GRADUATE PROGRAMS

### Transfer Credits

Graduate credit from another accredited college or university may be applied toward the fulfillment of requirements in the student's graduate program at CSUB, if accepted by the faculty of the respective master's degree program. In addition, graduate-level course work taken through the Extended University may be used to satisfy prerequisite requirements or specific degree requirements when such work is approved in advance by the appropriate graduate program coordinator.

A maximum of 9 semester units from another college or university or from the Extended University may be accepted toward a master's degree program, and all such units must satisfy the time limit requirements specified by the graduate program.

### Credit, No Credit Grading for Graduate Courses

A graduate student admitted to a master's degree program with a 30 semester unit requirement may complete a maximum of 6 semester units of course work on a **non-optional** credit, no-credit-grading basis. A graduate student in a master's degree program with a 60 semester unit requirement may complete a maximum of 12 semester units of course work on a **non-optional** credit, no-credit-grading basis.

Graduate students are **not** allowed to complete any course work for a master's degree program with an **optional** credit, no-credit-grading basis.

For all graduate level courses graded on a **non-optional** credit, no-credit basis, the grade "CR" shall be awarded for the grades "B" (3.0) or higher, and the grade "NC" shall be awarded for the grades "B-" (2.7) or lower.

### Continuous Enrollment for Graduate Candidacy Standing

Graduate students who have been advanced to candidacy but have not completed the culminating experience (thesis, project, or comprehensive examination), may enroll in a special low-cost, 7000-level, 0-unit course for the purpose of maintaining continuous enrollment at CSUB. The student will continue to register for this course each academic term until the culminating experience requirement for the master's degree is completed. Such students will then be allowed to use all university facilities, in particular the library.

### Application for Graduation

Candidates for the master's degree must file an application for graduation with the Evaluations Office (SA 104, (661) 654-3036) no later than the end of the third week of instruction of the semester before the semester in which they expect to complete all degree requirements. By applying earlier, students will be more likely to be notified prior to the registration period for their last quarter of any deficiencies in graduation requirements and, thereby, be able to enroll in appropriate classes so that their graduation plans will not be disrupted.

Graduate students are eligible to participate in the Commencement Ceremonies only if all degree requirements including the culminating experience (thesis, project, or comprehensive examination) have been completed prior to the date of commencement.

## SECOND MASTER'S DEGREE

A student who already holds a master's degree from CSUB or any other accredited institution but desires to become a candidate for a second master's degree in a different field is subject to the following regulations. Concentrations or tracks within a given Master's degree can be considered a second degree under special circumstances approved by the graduate program coordinator of the second degree and the Office of Academic Programs.

- A. All admission requirements of the University and the degree program must be met. All general regulations listed in this Catalog apply to the second master's degree.
- B. Enrollment and approval of the application for the second degree will be granted only after the first degree has been completed and awarded.
- C. All requirements for the new degree must be completed as outlined in the current Catalog.
- D. No more than six semester units (nine quarter units) earned on the first degree may be applied to meet specific requirements of the second master's degree. The student will still be required to complete "new course work" to make up the units applied from the first master's degree.
- E. The program in which the second degree is earned shall be designated on the transcript and a second diploma awarded.

## FINANCIAL AID PROGRAMS FOR GRADUATE STUDENTS

A variety of financial aid programs are available for graduate students at CSUB. Graduate students wishing information on financial aid programs should contact the CSUB Financial Aid Office for specific programs and their eligibility requirements. A partial listing of financial aid programs available for graduate students is as follows:

### CSU Graduate Equity Fellowships

The Graduate Equity Fellowship (GEF) Program can award grants to specific groups of graduate students. To qualify, a student must be able to demonstrate economic need either through FAFSA, CADA, or other documentation. Individual awards may be as much as \$2,000 for an academic year. Students must be formally admitted to a specific graduate program at CSUB, and be a full-time graduate student for the duration of the award. Qualification for a grant is based upon academic excellence and promise, while the amount of the grant is based on financial need, as determined by the Office of Financial Aid, and may be renewed one time, by reapplying by the next deadline.

### **Federal Work-Study**

This program provides a variety of positions on campus through which a student can earn money to pay for his/her educational expenses. The student can adjust the work schedule to conform to their class load. A student must qualify for financial aid to be placed in a work-study position.

### **Graduate Fellowships**

The California Student Aid Commission awards state-funded fellowships to resident students who are admitted to a graduate degree program and who intend to become faculty members in a public college or university in the State of California.

### **Graduate Teaching and Research Assistantships**

Depending upon the graduate program, graduate teaching assistantships and graduate research assistantships may be available to eligible graduate students. Some of the assistantships are on a stipend basis, while others are for course credit, which may be applicable to the student's plan of study. Graduate students should contact the appropriate graduate program coordinator for details regarding graduate assistantships.

### **Scholarships**

Scholarships are awarded on the basis of merit and/or financial need, in addition to other criteria specified by the donor(s) of each scholarship. Graduate students should contact Financial Aid for details regarding graduate fellowships.

### **State University Grants**

The California State University awards grants that cover a portion of the state university fees for eligible graduate students who are residents of the State of California. Graduate students should contact Financial Aid for details regarding State University Grants.

### **Student Assistantships**

Student Assistant employment is available on campus and eligibility is not based on financial need.

### **Off-campus Employment**

Off-campus employment opportunities are advertised in the Career Development Center located in the Runner Cafeteria/Offices, phone (661) 664-3033.

### **Student Loans**

Various long-term, low-interest student loans are available to eligible applicants. Graduate students should contact Financial Aid for details regarding Student Loans.

### **Other Available Assistance Programs**

Other assistance programs such as Aid to Families and Dependent Children (AFDC), Food Stamps, Social Security and Veterans Benefits may also be available to eligible graduate students. Graduate students should contact local agency offices for information and assistance about these programs.

### **California Pre-Doctoral Scholars – Sally Casanova Awards**

The California State University makes competitively based awards to resident students who are admitted to a graduate degree program and who are qualified to continue their graduate studies at the doctoral level and to become eligible for a faculty position in a college or university. Eligible students are from various disadvantaged groups and those with disabilities. Pre-Doctoral Scholars will work closely with a faculty sponsor in developing an overall plan, which will lead ultimately to enrollment in a doctoral program. The award provides funds for travel to doctoral-granting institutions and professional meetings appropriate to the student's development, funds to cover costs of journal subscriptions and/or membership in appropriate professional associations, and an opportunity to participate in a summer research internship under the advisement of the faculty sponsor. More information is available from the Graduate Student Center.

### **CSU Forgivable Loan/Doctoral Incentive Program**

The CSU Forgivable Loan/Doctoral Incentive Program provides financial assistance to graduate students. It is a competitive program directed by the California State University, but open to doctoral students at accredited universities across the country. Through the Forgivable Loan/Doctoral Incentive Program, CSU offers loans and faculty sponsorship to full-time students pursuing doctoral degrees who are interested in a teaching career at a CSU campus. Specifically, the program provides loans of up to \$10,000 per year for a total of \$30,000 within five years; 20 percent of which is forgiven for each year of full-time postdoctoral teaching at a CSU campus (10% each year for faculty teaching half time).

## **POST-BACCALAUREATE CERTIFICATE PROGRAMS**

CSUB offers the following post-baccalaureate certificate programs, all of which involve a specific set of courses at the advanced level:

- Language Development Specialist Certificate (Education)
- Resource Specialist Certificate of Competence (Education)
- Certificate in Children's Literature (English)
- Certificate in TESOL, Teaching English to Speakers of Other Languages, (English)
- Certificate in Writing (English)
- Certificate in Hydrogeology (Geology)
- Certificate in Chicano Studies (Modern Languages and Literatures)
- Post Master's Nursing Certificate (Nursing)
- Petroleum Engineering (Engineering)

Students wishing information about any of these post-baccalaureate certificate programs should contact the respective programs directly.

## **DIVISION OF GRADUATE PROGRAMS**

### **GRADUATE PROGRAMS**

The AVP Academic Programs works closely with the academic Deans and the Graduate Council (comprised of graduate program coordinators) in reviewing, developing and monitoring the policies and procedures pertaining to graduate courses, programs and the progress of graduate students from application to graduation. The University offers the following graduate programs.