



# graduate regulations

# Graduate Admissions



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## **GRADUATE STUDIES WEBSITE**

<http://www.fullerton.edu/graduate>

## **GRADUATE ADMISSIONS**

Application Procedures

Admission Procedures

## **APPLICATION PROCEDURES**

All applicants for any type of postbaccalaureate or graduate standing (e.g., joint Ph.D. and Ed.D. applicants, master's degree applicants, those seeking credentials, and those interested in taking courses for personal or professional growth) must file a complete application within the appropriate filing period. Applicants considering admission to more than one CSU campus must submit a separate application (including fee) to each campus.

Second baccalaureate degree candidates should submit the undergraduate application for admission. Applicants who completed undergraduate degree requirements and wish to continue postbaccalaureate or graduate study are required to complete and submit a Graduate and Postbaccalaureate application and the nonrefundable application fee.

Applications may be accessed online at <http://www.csumentor.edu/AdmissionApp/>.

Instructions for completing the application forms are included online. Since some programs require the completion of an additional form as part of the application process, students should inquire concerning this possibility at the office of the academic unit offering the particular program.

For questions on application status, call (714) 278-7788.

## **Application Deadlines**

The application period for fall admission opens the previous October 1; applications for spring admission are accepted beginning the previous August 1. In most cases, applications need to be postmarked no later than March 1 for the fall semester and October 1 for the spring semester. However, deadlines may be changed for individual programs based upon enrollment projections. Check the university graduate studies website for current information <http://www.fullerton.edu/graduate/>.

## **Transcripts**

Two official transcripts in sealed envelopes are required from each college or university previously attended. Students should arrange to have official transcripts sent at the same time applications are submitted. Transcripts should be sent directly to the university Admissions and Records Office. One copy of each transcript will then be forwarded to the academic unit offering the degree or credential program, and the other official transcript will be retained in the student's permanent record file for use by both the Admissions and Records Office and the Graduate Studies Office.

Students who receive their baccalaureate degree at Cal State Fullerton and attend elsewhere subsequent to graduation, or continuing graduate students who change their declared objective subsequent to admission, must obtain whatever additional transcripts are needed to provide two complete sets of transcripts. Cal State Fullerton alumni do not need to request Cal State Fullerton transcripts.

All transcripts must be received directly from the issuing institutions and become official records of the university; such transcripts therefore cannot be returned or reissued. Transcripts that include course work from other than the issuing institution are not sufficient evidence of course work taken elsewhere. Foreign language transcripts must be accompanied by certified English translations.

## **Tests**

The Graduate Record Examination (GRE), or another test, may be required for conditionally classified admission, or subsequently for the granting of classified standing. Test

requirements vary from department to department. Students should refer to master's degree requirements outlined in the academic department section of this catalog. Applications and information on test dates for nationally administered tests (e.g., GRE, GMAT) are available in Testing Services, University Hall 229, e-mail [testingcenter@fullerton.edu](mailto:testingcenter@fullerton.edu).

#### **TOEFL Requirement**

All graduate and postbaccalaureate applicants, regardless of citizenship, whose native language is not English and whose preparatory education was principally in a language other than English, must demonstrate competence in English. Those who do not possess a bachelor's degree from a postsecondary institution where English is the principal language of instruction must receive a minimum score of 550 (paper) or 213 (computer) on the Test of English as a Foreign Language (TOEFL). Programs requiring a higher score than the minimum 550 include the MBA (570 paper, 230 computer), the MPA (570 paper, 230 computer), the M.S. in Education-TESOL (575 paper, 233 computer) and the M.M. and M.A. in Music (560 paper, 220 computer).

#### **International Students**

See procedures outlined in the international student portion of the "Admissions" section of this catalog.

#### **Second Master's Degree or Concentration**

Application for admission to graduate standing in a second degree program or concentration will be accepted only after the first degree has been awarded. Units used for the first degree or concentration may not be applied to the second. Students who have completed a master's degree at Cal State Fullerton in one concentration and wish to complete another will not be awarded a second degree.

#### **ADMISSION PROCEDURES**

Following completion of application procedures and subsequent review of the student's eligibility by the Admissions Office and appropriate academic unit, the student will be notified by the Admissions Office concerning admission. Written notice from the Admissions Office is the only valid proof of admission. Academic advisement prior to admission is tentative and should not be

construed as granting official admission to a program or establishing requirements for the degree.

Students may apply for a degree objective or a credential or certificate objective. General admission requirements are as follows:

The minimum requirements for admission to graduate and postbaccalaureate studies at a California State University campus are in accordance with university regulations, as well as Title 5, Chapter 1, Subchapter 3 of the California Code of Regulations. Specifically, a student shall at the time of enrollment: (1) have completed a four-year college course of study and hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association, or shall have completed equivalent academic preparation as determined by appropriate campus authorities; (2) be in good academic standing at the last college or university attended; (3) have attained a grade point average of at least 2.5 (A=4.0) in the last 60 semester units (90 quarter) units attempted; and (4) satisfactorily meet the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations, as appropriate campus authorities may prescribe. In unusual circumstances, a campus may make exceptions to these criteria.

Three admissions categories are defined in terms of these academic objectives:

#### **Postbaccalaureate Standing: Classified**

This category applies to students with a credential or certificate objective. To qualify for admission, applicants must (1) meet the general admissions requirements and (2) satisfy any additional professional, personal, scholastic, and other standards, including qualifying examinations. Refer to specific credential requirements under the "Teaching Credentials" section or individual departmental sections of this catalog.

#### **Graduate Standing: Conditionally Classified**

This category applies to students with a graduate degree objective. To qualify for admission in conditionally classified standing, applicants must (1) meet the general admission requirements and (2) meet any additional requirements of the particular program including a favorable recommendation from the academic unit.

An applicant who has deficiencies in departmental prerequisites or in departmental grade-point average requirements may be considered for admission in conditionally classified standing with the approval and recommendation of the academic unit. A student admitted in conditionally classified standing may subsequently be granted classified standing in a graduate degree program if professional, personal, scholastic, or other standards including qualifying examinations are met.

Determination of the student's prerequisites and assignment of courses, units, and grade points required to remove deficiencies is made by the academic unit. For specific information on prerequisites to classified standing, refer to the graduate degree requirements described in the appropriate academic departmental section of this catalog.

#### **Graduate Standing: Classified**

A student's status is changed to classified standing when the study plan has been approved by the associate vice president, Academic Programs (or designee). It is the student's responsibility to initiate the request for classified standing by making an appointment with the departmental graduate program adviser to develop a study plan. An eligible student may request classified standing prior to the first registration or during the first semester of registration. However, *no more than nine units of postgraduate work taken at this institution prior to classified standing will be applied to a master's degree study plan. Any acceptable transfer work is excluded from the nine units permitted.*

Classified standing is granted when (1) all prerequisites and/or deficiencies have been satisfactorily completed, (2) the official study plan has been developed and signed by the graduate program adviser and committee, and (3) the study plan is sent to the Graduate Studies Office and approved by the associate vice president, Academic Programs (or designee). The student will be sent a copy of the approved study plan by the Graduate Studies Office. Copies will be filed in the academic unit, university records, and the Graduate Studies Office. A student is not officially classified until an approved study plan is on file in the Graduate Studies Office.

To be granted the master's degree, a student must have been classified, applied for graduation (advanced to candidacy), and completed the approved graduate study plan.

Requirements that apply to all programs are described in the following section. For specific requirements of particular programs, see the graduate program descriptions in the departmental section of this catalog.

Each student's program for a master's degree (including eligibility, classified standing, candidacy, and award of the degree) must be approved by the departmental graduate program adviser, the student's graduate committee, and the Office of Graduate Studies.

# Master's Degree Requirements

## UNIVERSITY WRITING REQUIREMENT

Students working toward a master's degree are required to demonstrate writing ability commensurate with the baccalaureate degree. This requirement should be met within the first nine units of graduate work by successfully completing one of the following:

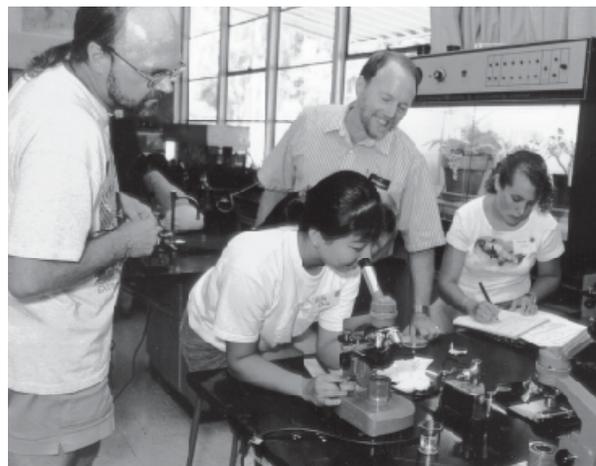
1. An upper-division writing requirement at any CSU campus.
2. An upper-division course at another university equivalent to a course that meets the Cal State Fullerton requirement. Such equivalence must be certified by the department or program responsible for the student's academic work.
3. Cal State Fullerton Examination in Writing Proficiency.
4. Upper-division or graduate-level course(s) certified as meeting the writing requirement and approved by the department or program responsible for the student's academic work. The grade received must be a "C" (2.0) or better.
5. A minimum score of 4 on the Graduate Record Exam (GRE) Writing Assessment Test.
6. A minimum score of 4 on the Graduate Management Admissions test (GMAT) Analytical Writing Assessment.

Any student who has not met the requirement within the first nine units of graduate work will be required to enroll in a university-approved writing course at the earliest opportunity. Departments and programs may, at their discretion and with approval of the Graduate Education Committee, establish additional writing requirements for their graduate students. For further information, students should consult their departmental graduate program adviser.

## STUDY PLAN

General requirements for all master's degree study plans include the following:

1. A minimum of 30 approved semester units. Some programs require more.
2. At least 21 semester units must be taken in residence. For programs requiring 42 or more units, at least half the units must be taken in residence. Transfer credits and Cal State Fullerton extension credits are not residence units.
3. 400- or 500-level courses only. A graduate student enrolled in a 400-level course will be required to complete additional assignments as determined by the instructor. University policy does not allow 300-level courses on graduate study plans.
4. Normally 70 percent of all study plan courses will be at the 500-level. However, with prior approval, upon the recommendation of the Graduate Education Committee, programs may permit students to include up to 50 percent of course work at the 400-level.
5. No more than nine units of postbaccalaureate work taken at Cal State Fullerton prior to admission to classified standing.
6. No more than six semester units for a thesis, if a thesis is required.
7. Maximum of six units of independent study.
8. No courses taken to satisfy prerequisite requirements.
9. None of the following: correspondence courses, credit by examination, or similar.
10. No courses with nontraditional grades (e.g., CR, S, P).
11. Each course on the study plan must be completed with a grade of "C" (2.0) or better.
12. A minimum grade-point average of 3.0 ("B") in all courses attempted to satisfy requirements for the degree.



## MASTER'S DEGREE REQUIREMENTS

University Writing Requirement  
Study Plan  
Advisers and Committees  
Advancement to Candidacy  
Completion of Requirements and  
Award of Degree  
Graduate Academic Standards

13. Completion of all study plan courses within five years or seven years with approved extension. The time limit starts with the earliest course on the study plan.
14. All courses taken after the baccalaureate (or postbaccalaureate credit granted).
15. No courses credited toward another degree.
16. A final evaluation, which may be a thesis, a project, a comprehensive examination, or any combination of these.

The approved study plan is valid as long as the student maintains continuous enrollment in regular semesters at the university; otherwise it is necessary to reapply and meet any changed or additional requirements approved in the interim.

#### **Culminating Experience Guidelines**

Each master's program includes a final evaluation (culminating experience) that marks the end of the graduate program. A thesis, a project, a comprehensive examination, or any combination of these is required of all students. An oral presentation is strongly encouraged.

Through culminating experiences, individual students demonstrate mastery of disciplinary materials. Because these demonstrations of mastery are specific to individual students, theses, projects, performances, exhibitions, and comprehensive examinations shall be composed of individual student work, unless more than one culminating experience is required in the program.

Individual student work shall include exhibitions in which individual work is clearly identified but displayed alongside the work of others. Individual student work shall also include accompanied artistic performances, or performances rendered in ensemble, in which individual student performances are clearly identifiable. In programs that require more than one culminating experience, at least one culminating experience must be based on individual student work.

Students whose programs require a culminating experience that is undertaken in groups (e.g., for the M.B.A.) shall receive an individual assessment based on a component of the work identifiable as authored or created by each individual student.

#### **Election of Curriculum**

A student remaining in continuous attendance in regular semesters and continuing in the same curriculum may elect to meet the degree requirements in effect either at the time of entering the curriculum or at the time of completion of degree requirements, except that substitution for discontinued courses may be approved by the graduate program adviser.

#### **Changes in Study Plan**

If a classified graduate student needs to make a change in the approved study plan, a request should be made to the student's departmental graduate program adviser. Requests must be made prior to registration for any course work to be substituted or added. No course may be removed from the study plan after a student has taken it. Forms which may be used to file a request for change in study plan are available from graduate program advisers, in the Graduate Studies Office, or on the Graduate Studies website.

Changes in study plan may also be required because of outdated course work or grade-point average deficiencies (see "Time Limit for Completion" and "Graduate Academic Standards").

#### **Time Limit for Completion**

All requirements for the master's degree, including all course work on the student's study plan, normally should be completed within five years. This time limit begins with the semester of the earliest course used on the student's study plan and consists of a total of ten (10) consecutive semesters. When individual circumstances warrant, this time limit may be extended for up to two years (four additional consecutive semesters).

A student may request an extension of the five-year time limit by filing a petition with the Graduate Studies Office. The petition must contain a full explanation of the circumstances that prevented completion of the degree requirements within the normal five-year limit and must be approved (signed) by the graduate program adviser, the chair of the appropriate graduate committee and the director of Graduate Studies. Approvals for extension must be obtained prior to the expiration of the five-year limit.

#### **Outdated Courses**

Outdated course work (course work older than the student's approved time limit; i.e., five or seven years) should be repeated.

However, a maximum of nine (9) units of course work may be exempt from this policy if course content can be validated. Copies of the "Petition for Validating Outdated Course Work" may be obtained from the Graduate Studies Office or website. Validation is allowed at the discretion of the graduate program adviser, the academic unit offering the subject course, and the director of Graduate Studies.

Validation must be accomplished by passing a written comprehensive test of the materials covered by the course being validated or by some equivalent method with prior approval of both the graduate program adviser and the director of Graduate Studies. Any outdated course work that cannot be validated either because of a denial of the petition or because it is in excess of the nine units allowed for validation, must be repeated or updated through enrollment in additional study plan course work. If course work is repeated or additional course work is required to update, the units and grades will be added to the study plan.

Outdated transfer course work cannot be validated.

#### **ADVISERS AND COMMITTEES**

University policy provides that each student's program for the master's degree shall be under the guidance of an adviser and for some programs, a committee as well. A graduate program adviser is designated in each department or program to give overall supervision for the graduate program. In some departments, the graduate program adviser also serves as the individual student's adviser. Policies and procedures related to graduate committees are available in the Graduate Studies Office.

It is the responsibility of the student to arrange appointments for advisement and other information in the office of the academic unit offering the degree program. As a minimum, the student should obtain advisement (1) either prior to or during the first semester of attendance, (2) when requesting classified standing, and (3) when applying for a graduation check prior to the final semester.

It is advisable for the student to maintain a personal file of transcripts and other evidences of grades and achievements, and to have these documents available whenever seeking advisement.

## ADVANCEMENT TO CANDIDACY

A student who has been granted classified standing is advanced to candidacy after a request is filed for graduation by the student and an affirmative recommendation is made by the graduate program adviser. An overall minimum grade-point average of 3.0 (B) and a minimum grade-point average of 3.0 for all study plan course work is required. Other scholastic, professional and personal standards, the passing of examinations, and other qualifications, may be required.

## COMPLETION OF REQUIREMENTS AND AWARD OF DEGREE

### Deadlines

All course work for the degree, except final course examinations, should be submitted by the last day of classes, in order to assure granting of the degree by the end of the semester or session. The degree is awarded upon the satisfactory completion of all state and university requirements, as well as the specific requirements approved on the student's graduate study plan. Award of the degree also requires the recommendation of the appropriate graduate program adviser and committee (advancement to candidacy), the approval of the faculty, and approval of the associate vice president, Academic Programs (or designee)

If a thesis is required, it must be deposited in the campus bookstore according to instructions shown under "Theses and Projects," no later than the last day of final examinations for the semester or session in which the degree is to be awarded.

### Applying for Graduation

Students must file an application for a graduation check and pay the \$115.00 graduation and diploma fee prior to the beginning of the final semester.

The last date to file the application is listed in the front inside cover of the Class Schedule for each regular semester and is posted on the Graduate Studies website. Candidates for summer (August) graduation must file their requests prior to registration for the spring semester. Students completing requirements during the summer must also obtain departmental approval prior to the summer term by filing a Petition for Summer Completion. The form is available in the Graduate Studies Office. The approved form must be returned to Graduate Studies during the spring semester.

Students who fail to complete requirements as planned must update the application for a graduation check and do so by the appropriate deadline. A fee of \$10.00 is required to change the graduation date.

Forms for applying for graduation and changing the graduation date are available at the Admissions and Records Service Center and the Graduate Studies Office.

### Graduation and Commencement

The effective date of graduation will be the last day of the specific term in which requirements are completed.

Commencement ceremonies are held only at the end of the spring semester. Students completing requirements at the end of the fall and spring semesters and during the following summer may participate in those ceremonies.

Information concerning commencement activities is sent to students by college dean's offices usually in April of each year. Arrangements for cap, gown and hood rental are made in the campus bookstore, Titan Shops.

## GRADUATE ACADEMIC STANDARDS

### Grade-Point Average Requirements

A grade-point average (grade points divided by units attempted) of at least 3.0 is required for graduation with a master's degree. This grade-point average applies to (1) all 400- and 500-level units attempted subsequent to admission to a degree program and (2) all units required on the student's graduate study plan including transfer courses. Each course on the study plan must be completed with a grade of "C" (2.0) or better.

A degree student may request a change in study plan in order to raise the study plan grade-point average by:

1. Adding no more than six units of approved course work, or
2. Repeating no more than six units of course work in which a "C" (2.0) or lower was earned, or
3. A combination of 1. and 2. not to exceed six units.

Requests to add courses to the study plan, repeat courses, or add courses to raise the overall grade-point average, must be approved by the graduate program adviser and the associate vice president, Academic

Programs (or designee) prior to registration. When a course is added or repeated, the original course remains on the study plan and on the student's transcript and both grades are used in calculating the student's grade-point average.

A grade-point average of at least 2.5 is required for continuing status as a postbaccalaureate student, i.e., credential or certificate objective.

### Repeated Courses

If a grade less than "C" (2.0) is received in a study plan course, the course must be repeated and passed with a grade of "C" (2.0) or better. A course may be repeated only once. If a course is repeated, both grades are included when computing the student's study plan and cumulative Cal State Fullerton grade-point average. Repetition of a course carries no additional unit credit toward the degree; however, the additional units are included in the cumulative units shown on the Cal State Fullerton transcript.

In extenuating circumstances, the student may petition the associate vice president, Academic Programs (or designee) to add another course to the approved program with the unit value equivalent to that of the course in which the unsatisfactory grade was received.

Successful repetition of a course originally passed carries no additional unit credit toward a degree.

### Probation

A graduate student enrolled in a graduate degree program will be placed on academic probation if either the cumulative or the study plan grade-point average falls below 3.0. A graduate student may also be placed on probation for reasons other than cumulative and/or study plan grade-point average. Reasons for this administrative-academic probation include repeated withdrawal, failure to progress toward an educational objective, non-compliance with an academic requirement, failure to demonstrate a level of professional competence or fitness commensurate with the standards of the student's discipline, or inappropriate behavior as defined in the Student Bill of Rights and Responsibilities, and in the Academic Dishonesty sections of this catalog (see "University Regulations").

Graduate degree students will be allowed two semesters on academic probation before being subject to disqualification. Students will remain on administrative-academic probation contingent upon conditions required for their continuing in the program. The Graduate Studies Office maintains a list of students on probation and subject to disqualification.

A postbaccalaureate student (credential, unclassified, or undeclared status) will be subject to academic probation if after completing 12 or more units, the cumulative grade-point average falls below a 2.5 average.

#### **Disqualification**

The associate vice president, Academic Programs (or designee), in consultation with the student's graduate program adviser, will disqualify a graduate student who is on probation if the student does not, or cannot, raise the study plan and cumulative grade-point average to 3.0 by the completion of the second regular semester following the semester in which the grade-point average fell below the minimum 3.0 standard.

If a student's grade-point average becomes so low that it cannot be raised to 3.0 within the prescribed limits of course work, the student will be disqualified from the master's degree program.

Students placed on probation for reasons other than grade-point average will be disqualified if:

1. The conditions for removal of administrative-academic probation are not met within the period specified.
2. The student becomes subject to academic probation while on administrative-academic probation.
3. The student is removed from administrative-academic probation and subsequently becomes subject to administrative-academic probation for the same or similar reasons as originally placed on probation.

Disqualification removes a student from graduate standing and prevents further enrollment in university courses (except through University Extension). A student who has been disqualified from a master's degree program may not apply for readmission to that program. However, a student who has been disqualified from one degree program may apply for readmission to a different degree program. A readmitted student must file a new study plan that meets current requirements and policies. Any disqualified student who wishes to use previous course work must have it approved by the associate vice president, Academic Programs (or designee).

A postbaccalaureate (i.e., credential or certificate objective) student on probation will be subject to disqualification if the cumulative grade-point average is not raised to 2.5 the semester after being placed on probation.

Appeals related to graduate degree probation or disqualification should first be directed to the departmental graduate program adviser. Please contact the Graduate Studies Office for further information and procedures. Appeals related to postbaccalaureate (credential or unclassified) probation or disqualification are submitted on a reinstatement form available in the Graduate Studies office.

# Graduate Enrollment Policies

## RESIDENCE REQUIREMENT

A student is considered to be in residence when registered during regular semesters at this university. For degrees requiring 30 units, 21 units must be completed in residence at this institution. For programs requiring 42 or more units, at least half the units must be taken in residence. Approved units earned in summer sessions may be used to meet regular semester unit requirements on a course by course basis. Extension credit may not be used to fulfill the minimum residence requirement.

## CONTINUOUS ENROLLMENT

A graduate degree student is required to maintain continuous enrollment in every fall and spring semester from the beginning of the program of study until award of the degree. This policy is designed to eliminate the need for readmission to the university, provide opportunity for continuous use of facilities, including the library, and assure the development of an integrated program, which is adequately supervised and effectively completed within the time limitations allowed by regulations.

Unless granted an approved leave of absence, a graduate student who fails to register each semester has discontinued enrollment in the graduate degree program. In order to resume study, the student needs to reapply for admission to the university and to the degree program and meet any changed or additional requirements approved in the interim.

Students who may have completed all course work, but who may not have satisfactorily completed a comprehensive examination or other requirement, are expected to maintain continuous enrollment until award of the degree.

A graduate student who finds it impossible to attend during a certain semester and is not eligible for a leave of absence, must register in Graduate Studies 700. Registration in this course is restricted to conditionally classified or classified graduate students. It carries no unit credit and does not require class attendance. Registration in this course in each semester when no other course work is taken will be necessary until award of the degree.

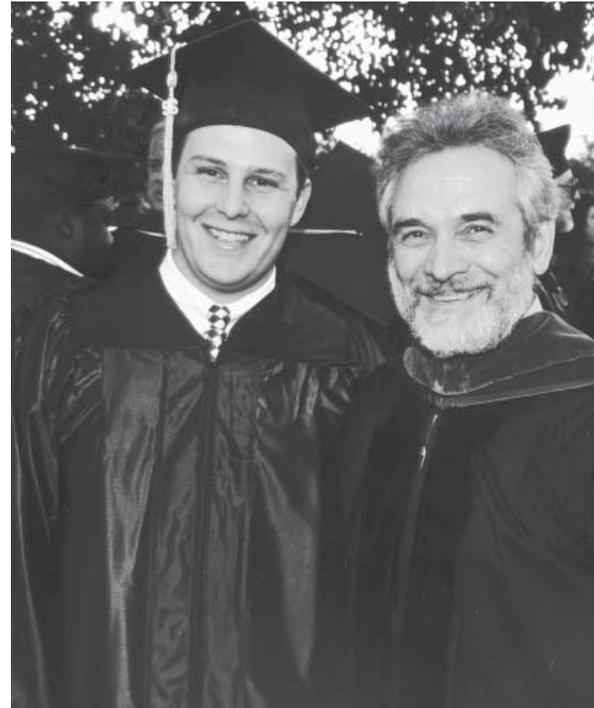
Similarly, Credential Studies 701 is available for students with a credential-only objective who find it impossible to enroll in course work and are not eligible for a leave of absence.

## LEAVE OF ABSENCE

Graduate degree or credential students may request a leave of absence for up to one year. Conditionally classified or classified graduate students qualify for a leave if they are in good academic standing and have completed at least six credit hours' work toward the degree in residence at Cal State Fullerton. Students with a credential-only objective qualify if they have completed at least one semester of course work in good academic standing. Forms to request a leave of absence are available at the Admissions and Records Service Center, in the Graduate Studies Office, and on the Graduate Studies website. Students are encouraged to submit requests for leave of absence prior to the start of the semester for which they are requesting a leave.

Any one of the following circumstances may be grounds for requesting a leave of absence:

1. Illness or disability (permanent or temporary) or similar personal exigencies including pregnancy which make it impossible or inadvisable for a student to register for classes.
2. Activities that enhance a student's professional career objectives.
3. Active duty in the armed forces of the United States.
4. Other reasons at the discretion of the director of Graduate Studies.



## GRADUATE ENROLLMENT POLICIES

- Residence Requirement
- Continuous Enrollment
- Leave of Absence
- Study Load
- Extended Education
- Enrollment in 500-Level Courses by Seniors
- Postgraduate Credit
- Transfer Credit Policy

After review by the Graduate Studies Office, the academic unit (where applicable), and the Registrar's Office, a response is mailed to the student.

A first-time leave of absence of one semester only will normally be granted upon request for students who qualify and will not require an application for readmission to the university. Registration materials for the semester following the leave will be sent to the student.

Students requesting a subsequent leave or a leave longer than one semester are required to provide appropriate documentation (e.g., doctor's recommendation, verification of employment). Such requests must also be endorsed by the graduate program adviser.

A leave granted to a degree objective student preserves the election of curriculum rights regarding catalog requirements. However, leaves of absence do not change the time limit for completion of the degree. For credential students, a leave granted by the university does not exempt them from new requirements imposed by the State regardless of the catalog year and also does not extend time limitations imposed by the State for completing specific teaching credential requirements.

#### **STUDY LOAD**

To qualify for full-time enrollment certification by the university, graduate students must carry a study load of 12 units of course work a semester or nine units of which six are in 500-level courses. A normal full-time load in summer session is one and one-third units per week of instruction.

As required by federal regulations for non-immigrant "F-1" and "J-1" visa students, the Graduate Studies office maintains a listing of programs that allow less than 12 units per semester to qualify for full-time status. These departmental unit requirements do not change the official definition (stated above) that is used to certify full-time enrollment for financial aid eligibility or loan deferment.

The maximum study load for students working toward a master's degree is 12 units per semester; in exceptional cases, however, a student may take more with the approval of the graduate program adviser. Forms to request excess units are available in the Graduate Studies Office, on the Graduate Studies website, or from the departmental graduate program adviser.

#### **EXTENDED EDUCATION**

In addition to its regular academic programs, the university offers courses through Extended Education. This includes summer session, intersession, extension-only courses, and open university enrollment. The applicability of credit earned in courses taken through Extended Education is subject to approval by the graduate program adviser and the associate vice president, Academic Programs (or designee). Consultation with a graduate adviser before taking any course through Extended Education is strongly recommended.

Any student desiring a master's degree must be admitted to the university and maintain continuous enrollment every fall and spring semester until award of the degree. Enrollment through University Extension does not maintain continuous enrollment.

#### **Summer Session/Intersession**

Appropriate courses taken during the summer session or intersession may be applied to a graduate degree program, provided the courses are approved in advance by the departmental graduate program adviser.

Enrollment in courses taken during summer session or intersession does not constitute admission to the university or enrollment as a continuing student in the university.

#### **Extension Credit**

No more than nine units of extension credit may be applied to a graduate degree. Extension credit is granted for two types of courses: (1) those with an "X" prefix in the Extended Education Bulletin and (2) those taken through open university enrollment.

#### **Open University Enrollment**

Open University enrollment through Extended Education permits students who are not formally admitted to the university to enroll in regular university courses, i.e., those courses listed in the university catalog, during fall or spring semesters. Courses taken through open university enrollment are included in the nine-unit extension credit limit.

#### **ENROLLMENT IN 500-LEVEL COURSES BY SENIORS**

Undergraduate students may enroll in graduate level courses (500-level) if they:

- a. have reached senior status (i.e., completed a minimum of 90 semester units)
- b. have the academic preparation and prerequisites required for entry into the course
- c. gain the consent of the instructor.

Students wishing to use 500-level course work taken during their undergraduate degree toward a master's degree should read the following section on Postgraduate Credit.

#### **POSTGRADUATE CREDIT**

A graduate student may petition for a maximum of nine units of postgraduate credit for course work (either 400- or 500-level) taken during the undergraduate degree at California State University, Fullerton, if:

- a. the course work was not used to meet any of the university's requirements for the baccalaureate degree (including major, minor or concentration)
- b. the course work was taken during the twelve months immediately prior to the student's graduation
- c. each course was completed with a grade of "B" (3.0) or better.

Petition forms are available at the Admissions and Records Service Center. If approved, appropriate notations will be entered on the student's transcript.

The use of postgraduate course work on a student's graduate study plan is governed by the general regulations for all graduate degrees and must be approved by the graduate program adviser, the appropriate graduate committee and the associate vice president, Academic Programs (or designee).

#### **TRANSFER CREDIT POLICY**

Graduate students may request to apply a limited amount of transfer course work towards unit requirements for a master's degree. The use of transfer course work on a student's study plan is subject to the following provisions:

1. Each course being transferred must:
  - a. have been taken at an accredited college or university.
  - b. be acceptable for credit toward a graduate degree at the institution where the course work was taken.
  - c. have been completed with a grade of "B" (3.0) or better.
  - d. not have been used in meeting the requirements for another earned degree (either graduate or undergraduate)
  - e. have been completed within the student's five-year time period which is required for completion of the requirements for the master's degree at CSUF.
2. An absolute minimum of 21 semester units toward any master's degree at CSUF must be in residence units. For master's degrees requiring more than 42 semester units, a minimum of half of the units used on the student's study plan must be in residence units. Residence units are granted for courses taken at the university during regular sessions of fall and spring and any special session.
3. Use of transfer work on a student's study plan is subject to all other policies concerning study plan course work; e.g., fifty percent must be graduate-level work, no correspondence course work, no credit by examination, no courses with nontraditional grades.
4. In all cases, the use of transfer course work on a student's study plan is subject to the acceptance and approval of the academic unit's graduate program adviser and the associate vice president, Academic Programs (or designee). Course work taken at another institution after admission to CSUF as a graduate student is rarely accepted for credit toward a master's degree and can only be accepted if the student has received prior approval of both the graduate program adviser and the associate vice president, Academic Programs (or designee).
5. All approved transfer units and grade points will be entered on the CSUF transcript at graduation.
6. A unit of course work taken at a college or university on the quarter system will be considered as equivalent to two-thirds of a unit when such course work is considered acceptable as transfer work.

# Theses and Projects



## THESES AND PROJECTS

- Definition
- Annual Thesis Award
- General Regulations
- Format Guidelines and Style Manuals
- Deadlines
- Final Procedures

### DEFINITION

A thesis is defined as 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. The finished product demonstrates originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the thesis is required.

A project is a significant undertaking appropriate to the fine and applied arts or to professional fields. It also evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology and a conclusion or recommendation. An oral defense of the project is strongly encouraged.

An oral defense of either a thesis or a project normally includes a presentation by the master's candidate to a group of faculty capable of assessing the quality of the student's work, and/or a period of questioning directed to the master's candidate by said group of faculty. Oral defenses should include not fewer than three such faculty members, two of whom should be the student's supervisory committee chair and one other committee member, though they may include more than three faculty members, even the entire program faculty. The defense will be held in an appropriate academic environment, normally on campus. Program faculty may approve oral defenses undertaken partly or wholly in mediated environments, including via conference call or online, provided that the defense takes place in "real time." The oral defense, normally a graded pass/fail event, is recorded either by audio or videotape, or through another medium. Such records must be complete enough to afford protection for both the student and the faculty members involved.

### ANNUAL THESIS AWARD

An award of \$1,000 along with an engraved plaque will be given each year to the student whose thesis represents the highest standard of scholarly accomplishment as determined by a panel of judges chosen from emeriti professors. Interested students should contact the Graduate Studies Office or their graduate program adviser for further information on eligibility and deadlines. Finalists from each college may also be recommended for Honorable Mention by the judges; these will receive a certificate of Honorable Mention and a \$100 cash award.

### GENERAL REGULATIONS

Of the minimum of 30 semester units of approved course work required for the master's degree, no more than six are allowed for a thesis.

When a thesis is required, the Pollak Library will be provided with an approved original in the approved binding and an acceptable microfilm of the thesis. An abstract accompanies the thesis and will normally be published in the *University Microfilms International Journal, Masters Abstracts*. Copies are thereby made available for order by interested scholars.

An approved copy of the thesis or project may also be required by the student's academic department. Students should check with their graduate program adviser as to whether a copy is needed by the department as part of the requirements for graduation.

When a project is required, some record of the project, or the project itself, is filed in the academic unit and, in some cases, in the library.

A student's thesis committee is composed of a minimum of three faculty members who supervise and approve the thesis. A qualified person who is not a regular Cal State University faculty member may serve as a visiting examiner and join in the approval of the thesis. This person serves as the fourth member of the committee.

Title to theses (and projects when filed in the library) passes to the university upon their acceptance by the evaluating faculty.

Variations from procedures and regulations should be referred to the Office of Graduate Studies for review.

## **FORMAT GUIDELINES AND STYLE MANUALS**

All-university format guidelines are included in a thesis manual that has been developed to assist the student in preparation of a thesis. Copies are available in the Office of Graduate Studies and on the Graduate Studies website. It is the student's responsibility to make certain that the requirements are met. The student is strongly advised to become familiar with the instructions in the manual. Theses from the library or departmental offices should not be used as examples of correct format.

The academic unit, through the student's adviser and/or committee, is responsible for the academic content and English usage in the thesis and for the student's correct use of forms of documentation and bibliography. In addition to the university format guidelines, each academic unit may select a supplementary style manual to be followed in matters of documentation and bibliography. Students should consult their graduate program adviser or thesis committee chair concerning the style manual used.

If the supplementary style manual presents regulations that conflict with the all-university format guidelines published in the university thesis manual, the university regulations take precedence.

Some graduate programs require style manuals or guides designed for journal articles. Although these are helpful for abbreviations, tables, figures and footnoting, as well as other purposes, students should be aware of the difference between a thesis and an article and make appropriate adaptations when formatting their thesis, approved by the graduate program adviser.

If the academic unit does not recommend a specific style manual, the student should refer to the most recent edition of "A Manual for Writers of Term Papers, Theses, and Dissertations" by Kate L. Turabian or "The Chicago Manual of Style," published by the University of Chicago.

The student makes all necessary arrangements for preparing the thesis for final approval. A list of independent word processing professionals is available in the Office of Graduate Studies. The university Career Center also maintains a listing of students and others who have indicated their availability for word processing assignments.

## **DEADLINES**

Adequate time should be allowed for typing, reading and approval by the adviser, the committee members, and the university thesis reader. Specific deadlines are listed each semester on the Graduate Studies website. Ample time should be allowed for any special arrangements, such as duplication of the thesis by the campus bookstore or elsewhere, prior to the deadline.

The final version of the thesis should be submitted to the student's committee for final review and approval at least six weeks prior to the last day of classes. The deadline for submission to the university thesis reader is two weeks prior to the last day of classes.

For summer completion, the student should check with the academic unit and the Graduate Studies Office for appropriate deadlines. Theses are reviewed by the university thesis reader in the order in which they are received by the Graduate Studies Office.

The Graduate Studies Office must receive notification from the campus bookstore (Titan Shops Copy Center) that the thesis has been received for binding and microfilming by the official graduation date for each semester.

## **FINAL PROCEDURES**

1. *Approval Signatures:* When the final draft is completed, the student obtains signatures on the approval page of all of the members of the committee. If there is a disagreement within the committee concerning the acceptability of the thesis, the approving signatures of a majority of the committee will be sufficient. Nonavailability of one member of the committee is not an adequate reason for acceptance of signatures by less than the full committee. No changes or additions will be allowed after the final signatures have been obtained.

The title/approval page may be photocopied onto the correct paper stock; however, the signatures must be original. Photocopied signatures are not acceptable for binding or microfilming. The signatures must be in black ink. The student should arrange for at least three original title pages to be signed by the committee members. One original is submitted to the bookstore with the thesis or project; the other originals may be used as the student's personal copy or for the departmental copy, if required.

2. *University Thesis Reader:* The thesis is ready for review by the university thesis reader after the faculty have signed off and the thesis has been produced in its

final form. One unbound copy of the thesis including the original approval page is taken to the Graduate Studies Office for review by the thesis reader for conformity to all-university format guidelines. The thesis submitted to the Graduate Studies Office for review may be photocopied or printed on plain, unlined, white paper; however, the title/approval page should be on the correct paper stock. The student will be notified of any revisions or corrections that need to be made. Final approval on format is given by the thesis reader on the "Thesis Approval Form" that is submitted with the thesis. The form is available in the Graduate Studies Office or on the website.

3. *Binding and Microfilming:* The student takes the approved copy of the thesis, the signed title and approval page, and the signed Thesis Approval Form to the campus bookstore and pays the appropriate fees (currently \$155 plus \$65 if copyright is desired). The bookstore arranges for the binding of the thesis by a local bindery and other services by University Microfilms International (UMI). Once submitted and received, the thesis may not be withdrawn by the student from the campus bookstore. The campus bookstore sends the approved original (including the original signed approval page) to University Microfilms International for filming and publication of the abstract, and upon its return sends it to the bindery.

An agreement is completed for UMI to publish the abstract in Masters Abstracts, prepare a microfilm negative, and sell microfilm, photocopies and papers in electronic format to interested scholars. Arrangements for copyrighting are also possible through UMI.

4. *Notification for Award of the Degree:* The grade for the thesis is reported in the usual manner to the registrar by the appropriate faculty. The bookstore notifies the Graduate Studies Office that the approved thesis has been deposited, the fees paid, and the agreement for microfilming and publication of the abstract completed by the student.

5. *Depositing of Thesis in Library:* When the thesis is returned by the bindery, the bound copy is sent by the university bookstore to the library for circulation. One set of the slides or separately mounted illustrative material is housed with the bound copy.

# Graduate Student Checklist

There may be additional steps for individual students in particular programs; for these, consult the program description and the academic unit (college, department or program) offering the degree program.

= Action initiated by student (as indicated below)

◆ = Action initiated by the university

## 1. ADMISSION TO GRADUATE STANDING: CONDITIONALLY CLASSIFIED

- Apply for admission and declare objective(s), using precise codes on the application form
- ◆ Receive application acknowledgement from the Admissions Office
- Request two sets of official transcripts of all previous college-level course work attempted be sent to Admissions Office
- Take tests, if required by program, and order test scores sent to Cal State Fullerton, designating appropriate academic unit on the test registration form
- Provide the departmental graduate program adviser with any other supporting statements or materials, as required
- ◆ Recommendation for admission made by departmental graduate program adviser to Admissions Office
- ◆ Receive notification of admission from Admissions Office
- Make an appointment with the graduate program adviser to discuss your academic program. Advisers for each department are listed on the Graduate Studies website.

## 2. GRADUATE STANDING: CLASSIFIED

- Complete any course prerequisites and/or remove deficiencies
- Apply for classified standing in the academic department offering the particular program prior to completion of nine units of study plan course work
- Consult departmental graduate program adviser for advisement, including development of official study plan
- Provide appropriate academic unit with any other supporting statements or materials, as shown in program descriptions in this catalog
- Take tests if required by program, and order test scores sent to Cal State Fullerton, designating appropriate academic unit on the test registration form
- ◆ Recommendation for classified standing made by graduate program adviser by sending the signed study plan to the Graduate Studies Office
- ◆ Notification of classified standing granted is sent from Graduate Studies along with a copy of the approved study plan
- If not received within a reasonable length of time, contact the departmental graduate program adviser or Graduate Studies Office.

## 3. COMPLETION OF REQUIREMENTS

- Apply for graduation prior to the beginning of the final semester. Specific deadlines are listed on the current Class Schedule and posted on them Graduate Studies website. The grad check form is available at the Admissions and Records Service Center and the Graduate Studies Office. A graduation processing and diploma fee of \$115 will be paid to the university cashier with the application for graduation.
- Consult the departmental graduate program adviser to confirm final requirements for the degree
- Complete written and/or oral examination, if required. Complete thesis or project, if applicable
- Obtain committee approval for thesis, project or results of comprehensive exam(s)
- If applicable, submit thesis to university thesis reader by deadlines listed in the Class Schedule and on the Graduate Studies website
- ◆ Thesis reader signs "Thesis Approval Form"
- Take approved copy of thesis with "Thesis Approval Form" to the bookstore (Titan Shops Copy Center) and make arrangements for binding, microfilming and publication of the abstract. The cost is currently \$155 plus \$65 if copyright is desired.
- ◆ Final, approved study plan, with recommendation, sent by the department graduate program adviser to the Graduate Studies Office
- ◆ A copy of the Grad Check Review Form is sent to the student showing the adviser's recommendation.
- ◆ Preliminary audit completed by Graduate Studies Office staff. The student's study plan is checked for pending grades, and completion of any other requirements.
- Deposit approved copy of thesis or project in academic department (if required)
- Complete all general and specific requirements, other than final course examinations, by the last day of classes, in order to assure granting of the degree by the end of the semester
- ◆ Final verification of completion of requirements sent by the Graduate Studies Office staff to the registrar
- ◆ Notification of award of degree received from registrar approximately ten weeks after the end of the semester

## 4. COMMENCEMENT

- Make appropriate arrangements for cap, gown and hood rental in the campus bookstore
- ◆ Commencement information sent by the College Dean's Office