

# Graduate Regulations



# Graduate Admissions



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## GRADUATE ADMISSIONS

Student Responsibility

Application Procedures

Admission Procedures

## STUDENT RESPONSIBILITY

Each student has a responsibility to understand and apply the information contained within the University Catalog. This includes following all processes and policies contained in this chapter on “Graduate Regulations.” For example, key policies include (but are not limited to) making certain that you are properly admitted to the degree program, meet or complete all academic prerequisites and grading standards, file an official Study Plan in a timely manner, meet the program requirements of the specific degree you are seeking, and apply for graduation according to the dates published in each semester’s Class Schedule. Failure to submit forms on time may result in the delay of your graduation. In order to be eligible to register and eventually to graduate with a degree, a student must maintain continuous enrollment status until the award of the degree (see “Continuous Enrollment”).

All master’s or doctoral students must apply for graduation by completing a Master’s or Doctoral Graduation Check form and submitting that to the university cashier with a graduation processing and diploma fee of \$115. If you need to change your projected date of graduation, you must inform the Graduate Studies Office as soon as possible by filing a Change of Graduation Date form and paying a \$10 fee to Student Financial Services.

## APPLICATION PROCEDURES

All applicants for any type of postbaccalaureate or graduate standing (e.g., 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>. 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 657-278-7788.

## 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 vary for individual programs based upon program cycles and capacities. Check the website of the specific program of interest for current information.

## 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 coursework from other than the issuing institution are not sufficient evidence of coursework 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 or doctoral 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), 213 (computer), or 80 (Internet-based test, iBT) on the Test of English as a Foreign Language (TOEFL). Certain master's degree programs require higher TOEFL scores than the university's minimum; contact the degree program of interest for their requirements.

## 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 within the same degree program 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 in an acceptable earned baccalaureate degree or attained a grade point average of at least 2.5 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 an official Study Plan has been approved by the associate vice president, Graduate Programs and Research (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 or doctoral 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, Graduate Programs and Research (or designee). The Graduate Studies Office will send a copy of the approved Study Plan to the student, the academic unit and university records. The original Study Plan will remain with 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 or doctoral 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 or doctoral 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

A Study Plan must be filed with the Graduate Studies Office once nine units have been completed at Cal State Fullerton toward a master's degree.

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. Only 400- and 500-level courses may be used on graduate Study Plans. 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 coursework at the 400-level.
5. No more than nine units of postbaccalaureate work taken at Cal State Fullerton prior to admission to an approved graduate program.
6. No more than six semester units shall be allowed for a thesis or project.



## 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

7. Maximum of six semester units of independent study.
8. No courses taken to satisfy prerequisite requirements.
9. No correspondence courses and/or credit by examination.
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.
13. Completion of all Study Plan courses within ten consecutive semesters (5 years) or fourteen consecutive semesters (7 years) with approved extension. The time limit starts with the earliest course on the Study Plan.
14. All courses must be taken after completion of the baccalaureate (or postgraduate 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 MBA) 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 coursework 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 Plans may also be required because of outdated coursework 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 coursework 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 associate vice president, Graduate Programs and Research. Approvals for extension must be obtained prior to the expiration of the five-year limit.

### **Outdated Courses**

Outdated coursework (coursework 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 coursework may be exempt from repetition if course content can be validated. Validation is allowed at the discretion of the graduate program adviser, the academic unit offering the subject course, and the associate vice president, Graduate Programs and Research. Copies of the “Petition for Validating Outdated Coursework” may be obtained from the Graduate Studies Office or website.

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 associate vice president, Graduate Programs and Research. Courses completed more than ten years prior to the completion of requirements for the degree are not eligible for validation. Any outdated coursework 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 coursework. If course-

work is repeated or additional coursework is required to update, those units and grades will be added to the Study Plan.

Outdated transfer coursework 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 thesis or project 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 evidence 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 and the fee is paid for graduation by the student and an affirmative recommendation is made by the graduate program adviser. An overall minimum graduate grade-point average of 3.0 (B) for all 400- and 500-level coursework attempted subsequent to admission to a degree program, including all transfer work and previous coursework approved for use in the graduate career, and an overall minimum grade-point average of 3.0 for all Study Plan coursework 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 coursework 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, Graduate Programs and Research (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 apply 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 Registration Guide 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 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. Once you have completed the graduation check process, i.e., filed for graduation check and paid the \$115.00 fee, you are eligible to participate in the commencement ceremonies appropriate to your graduate date. 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. Check the university's website ([www.fullerton.edu/commencement](http://www.fullerton.edu/commencement)) for further details about commencement events and procedures. 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) the student's graduate grade point average (all 400- and 500-level units attempted subsequent to admission to a degree program, including all transfer work and previous coursework approved for use in the graduate career) and (2) the student's Study Plan grade point average (all units required on the 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 the Study Plan in order to raise the Study Plan grade point average by:

1. Adding no more than six units of approved coursework, or

2. Repeating no more than six units of coursework 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, Graduate Programs and Research (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 credential, certificate or undeclared postbaccalaureate student.

### 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, Graduate Programs and Research (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 graduate or the Study Plan grade-point average falls below 3.0. A graduate student may also be placed on probation for reasons other than graduate and/or Study Plan grade-point average. This is known as administrative-academic probation. The reasons for this may 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, following the semester in which the grade point average fell below the minimum 3.0 standard, 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.

### Disqualification

The associate vice president, Graduate Programs and Research (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 graduate 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 coursework, 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 Extended Education). 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 coursework must have it approved by the associate vice president, Graduate Programs and Research (or designee).

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.

### Probation and Disqualification for Credential, Unclassified or Undeclared Postbaccalaureate Students

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.

A postbaccalaureate student (i.e., credential or certificate objective) 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 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. At least 21 semester units or half the units required by the program, whichever is larger, must be taken in residence at this university. 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 coursework, 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 coursework 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 coursework 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 coursework 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.



## 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

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 associate vice president, Graduate Programs and Research.

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 coursework 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 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, Graduate Programs and Research (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.

### Intersession/Special Sessions

Appropriate courses taken during special sessions 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 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 Class Schedule 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 university courses, on a space available basis. However, Open University participation does not constitute admission to a CSUF degree program. Open University is not available to (1) students currently admitted to CSUF, (2) foreign students with scores of less than 500 on the TOEFL examination, or (3) foreign students without an I-20 from another educational institution.

## ENROLLMENT IN 500-LEVEL COURSES BY SENIORS

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

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

Students wishing to use 500-level coursework 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 coursework (either 400 or 500 level) taken during the undergraduate degree at California State University, Fullerton, if:

1. the coursework was not used to meet any of the university's requirements for the baccalaureate degree (including major, minor or concentration),
2. the coursework was taken during the twelve months immediately prior to the student's graduation,
3. 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 coursework 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, Graduate Programs and Research (or designee).

## TRANSFER CREDIT POLICY

Graduate students may request to apply a limited amount of transfer coursework towards unit requirements for a master's degree. The use of transfer coursework 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 coursework 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 or half the units required by the program, whichever is larger, must be taken in residence at this university. 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 coursework; e.g., 50 percent must be graduate-level work, no correspondence coursework, no credit by examination, no courses with nontraditional grades.

4. In all cases, the use of transfer coursework 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, Graduate Programs and Research (or designee). Coursework 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, Graduate Programs and Research (or designee).
5. All approved transfer units and grade points will be entered on the CSUF transcript at classification or graduation.
6. A unit of coursework taken at a college or university on the quarter system will be considered as equivalent to two-thirds of a unit when such coursework is considered acceptable as transfer work.

# Theses and Projects



## THESES AND PROJECTS

- Definition
- Annual Thesis Award
- Thesis and Project 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, one 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. Any member of the university community may attend the defense. 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 documented by a signed statement attesting to the outcome of the defense. 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.

### THESIS AND PROJECT REGULATIONS

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

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.

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. An electric version of the manual, as well as templates, are available 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. Deadlines for submission are available on the Graduate Studies website or in the Graduate Studies Office.

For summer completion, the student should check with the academic unit and the Graduate Studies website 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 (approximately \$200 plus \$80 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 receipted, 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 of Thesis Completion:** 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 coursework 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 coursework.
- 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 to the student from Graduate Studies along with a copy of the approved Study Plan.

## 3. COMPLETION OF REQUIREMENTS

- Apply for graduation prior to the beginning of the final semester. Specific deadlines are listed in the class schedule and posted on the Graduate Studies website. You may apply for your graduation check online via your Titan Online Student Center. A graduation and diploma fee is required. You are not required to pay the graduation fee at the time of application for graduation. However, you will be required to pay the graduation fee to Student Financial Services (UH-180) before you can become a candidate for graduation. Watch your campus e-mail and Student Center To-Do List for information on paying for the graduation check once you have applied.
- Maintain Continuous Enrollment. The Study Plan is valid only as long as a graduate student maintains continuous enrollment in both the fall and spring semesters until all requirements are completed. Otherwise, it will be necessary to reapply to the university and meet any additional requirements approved in the interim. If you have completed all coursework on the Study Plan but have not satisfactorily completed a project, thesis, comprehensive examination or other requirements, you MUST register and pay fees for Graduate Studies 700, which carries no credit and does not require attendance.
- 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. The cost is approximately \$200 plus \$80 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

- Check procedures online for participating in commencement at [www.fullerton.edu/commencement](http://www.fullerton.edu/commencement).
- Make appropriate arrangements for cap, gown and hood rental in the campus bookstore.
- ◇ Commencement information sent by the College Dean's office.