



**Department of Computer Science**

**Master of Science  
in  
Software Engineering  
(MSE)**

**Handbook**

**Fall 2021**

**California State University, Fullerton**

**Fullerton, CA 92834-6870**

**<http://www.fullerton.edu/ecs/mse/>  
**mse@fullerton.edu****

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## 1. MSE Program Design and Description

The Master of Science in Software Engineering consists of 30 units of coursework (10 courses) to be completed over a 22-month-long, year-round program with students taking two courses per semester. Students will be grouped in cohorts that follow the same class schedule throughout the program. Because of the intensive nature of online learning, students will be expected to spend 6-10 hours on homework per week for each class. This is in addition to participation in the online lectures, discussions, chats and regular course readings. The courses are paired both theoretically and sequentially with learning goals and assessments integrated throughout the entire program. The culminating experience of the practicum and project will be linked together to provide a practical application setting with a supporting theoretical and research framework.

### 1.1 Curriculum

Attendance at the initial Orientation.

Attendance at the Midpoint Workshop.

#### **Core Courses (12 units total)**

CPSC 541 - Systems and Software Standards and Requirements (3)

CPSC 544 - Advanced Software Process (3)

CPSC 543 - Software Maintenance (3)

CPSC 545 - Software Design and Architecture (3)

#### **Advanced Software Process Evaluation Courses (6 units total)**

CPSC 542 - Software Verification and Validation (3)

CPSC 547 - Software Measurement (3)

#### **Advanced Software Engineering Management Courses (6 units total)**

CPSC 546 - Modern Software Management (3)

CPSC 548 – Professional, Ethical and Legal Issues for Software Engineers (3)

#### **Capstone Experience (6 units)**

CPSC 589 - Seminar in Computer Science (3)

CPSC 597 - Project (3)

## 1.2 Timeframe of Courses

Late August: Orientation

Fall semester (late August – December): CPSC 541; CPSC 544

Spring semester (late January – May): CPSC 545; CPSC 546

Summer session (June – early August): CPSC 548; CPSC 589

Late August: Midpoint Workshop

Fall semester (late August – December): CPSC 542; CPSC 547

Spring semester (late January – May): CPSC 543; CPSC 597

## 1.3 Class Completion Schedule

	Fall	Spring	Summer	Fall	Spring
CPSC 541	X				
CPSC 544	X				
CPSC 545		X			
CPSC 546		X			
CPSC 548			X		
CPSC 589			X		
CPSC 542				X	
CPSC 547				X	
CPSC 543					X
CPSC 597					X

## 1.4 Online Course Format, Structure and Interaction

The MSE program will be taught using the campus courseware, Canvas. Each course will be conducted in a primarily asynchronous mode, broken into discrete blocks of time (e.g., one week). Examples of the materials and interactions that students experience each week can include the following: required readings from an electronic text, electronic library reserve material, instructor's audio/video lecture and related lecture notes, a lecture written by an expert in the field, interactive exercises to further enhance understanding of the subject matter, assignments and response papers sent via e-mail or Canvas postings/links, electronic discussions with the professor and other students.

Each week's assignments will generally require students to synthesize and integrate the week's material both on their own and in cooperative learning situations. Throughout the course, students are expected to keep pace with assignments and deliver assignments on schedule to the instructor for review and evaluation. Students will also be told that it will be necessary for them to check their course e-mail and bulletin boards at least every other day for messages and updates from professors and fellow classmates.

Each student is required to participate meaningfully in primarily asynchronous online discussions, which occur in discussion forums. Cyber classrooms are places for students to discuss the readings, lectures and assignments and to engage the professor and fellow students in discussions of specific course-related issues.

In sum, students in this program will have ample opportunity to work regularly with the instructor one-on-one, as well as with fellow classmates individually and in groups in the cyber space.

### **1.5 Orientation and Midpoint Workshop**

In addition to the course requirements, students will be required to complete an orientation prior to the beginning of the program. Students will also participate in a midpoint workshop to authenticate and assess their progress in the program.

Both the orientation and the midpoint workshop will be conducted in a classroom setting. The students will either take part in the meeting, or review the video available at the MSE website.

### **1.6 Enrollment**

The MSE program will inform you of enrollment by email. Enrollment information is given before class starts (for new students, dependent on when the admission offer is accepted), or when enrollment opens (for continuing students).

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## 2. Program and University Policies

### 2.1 Continuous Enrollment and Leaves of Absence

Per UPS 330.124 (Leaves of Absence for Graduate and Credential Students), continuous enrollment in the program is required during each fall and spring semester:

[https://www.fullerton.edu/senate/publications\\_policies\\_resolutions/ups.php](https://www.fullerton.edu/senate/publications_policies_resolutions/ups.php)

Also check the Graduate Regulations in the University Catalog (for the academic year you first enroll and for the current academic year): <https://www.fullerton.edu/catalog/>

If circumstances force a student to fall out of the original cohort schedule, the student will normally be permitted to continue in the program, but will default to the next cohort cycle, provided the student remains in good academic standing.

There is a five-year completion time limit for the degree. Approved leaves of absence are available to students in good academic standing that have completed six or more units of coursework.

With approval from the program the Office of Graduate Studies, students that have enrolled in all necessary coursework but are ineligible for degree conferral or a leave of absence (e.g. incomplete project, need to boost GPA) can enroll in the placeholder class GRAD 700 to maintain continuous enrollment while they complete their requirements for graduation.

For more information on the continuous enrollment requirement, leaves of absence, and GRAD 700, consult the Office of Graduate Studies policies at:

<https://www.fullerton.edu/graduate/academics/policies.php>

### 2.2 Examinations, Evaluations and Academic Integrity

Students must complete all examinations by themselves and return them on time. Academic integrity of student work is supported by tracking student work via the electronic portfolio throughout the duration of the program.

## 2.3 Grading Policies

Letter grades are defined by UPS 300.020 (Grading Practices) as follows:

[https://www.fullerton.edu/senate/publications\\_policies\\_resolutions/ups.php](https://www.fullerton.edu/senate/publications_policies_resolutions/ups.php)

Additional administrative grading symbols include:

- I- Incomplete. The student has completed the majority of the course but is not able to complete all work by the end of the semester due to extenuating circumstances. The student has one year to submit all remaining requirements to the instructor. A grade of I does not affect the GPA. A student cannot re-enroll in a class with an outstanding I grade.
- IC- Incomplete Charged. A grade of I will convert to IC if requirements are not met within one year. An IC is equivalent to a failing grade and will impact the GPA similarly to an F.
- W- Withdrawal. Student completed necessary paperwork to drop a course within the allowable timeframe.
- WU- Withdrawal Unauthorized. Akin to a “no-show”. Student withdrew from a course without following university guidelines.
- RP- Report in Progress. Typically used for thesis, project, etc. type courses. It indicates that work is in progress and has been evaluated as satisfactory but that additional course work is required before a letter grade can be assigned.

## 2.3 Good Academic Standing, Probation, and Appeals

The passing grade for all MSE courses is C. A graduate student with a semester grade point average that falls below B (3.0) will be placed on academic probation. Students will be subject to disqualification after two semesters on probation and will be reviewed by the MSE Program Coordinator in consultation with the MSE Program Council for action by the Director of Graduate Studies. More information on graduate probation and disqualification can be found on the Graduate Studies website:

<https://www.fullerton.edu/graduate/academics/policies.php>

Students may retake courses in which a grade of B- or below was earned if needed in order to increase their grade point average.

The regular student appeals process applies to students in the MSE program. More information on the academic appeals process can be found in the student handbook at:

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

<http://www.fullerton.edu/deanofstudents/conduct/>

## **2.4 Transfer and Prior Learning Credits**

Per standing and general university policy, a maximum of nine (9) units of coursework may be transferred into the program from another university or Extended Education/Open University (if qualified), providing the courses have been completed with a grade of “B” or better, were taken within five years of transferring in, are appropriate for the student’s concentration, and comply with the stipulations of the CSUF transfer credit policy. Final determination of the appropriateness of any course for application to this program will rest with the MSE Program Coordinator in consultation with the MSE Program Council and the Office of Graduate Studies. More information can be found at:

<https://www.fullerton.edu/graduate/academics/policies.php>

Students with significant prior learning experiences should produce detailed documentation of their experiences for review and possible substitution by the MSE Program Coordinator in consultation with the MSE Program Council for final approval from the Office of Graduate Studies.

## **2.5 Disabled Students**

Special accommodations for disabled students will be made on an individual, as-needed basis in compliance with ADA and as specified in UPS 300.001 (Supporting Students with Disabilities):

[https://www.fullerton.edu/senate/publications\\_policies\\_resolutions/ups.php](https://www.fullerton.edu/senate/publications_policies_resolutions/ups.php)

Students must be registered with Disability Support Services (DSS) in order to avail of their full range of services:

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

Contact your instructor and the program coordinator if you need help with accommodations.



## **2.6 Information Provided to Students**

The MSE program will provide a variety of materials and information to students both prior to admissions and after enrollment. Much of the information for prospective students can be obtained by visiting the MSE website:

<http://www.fullerton.edu/ecs/mse/>

Once students enroll, the MSE Program Coordinator and/or Administrative Support Coordinator will send necessary information regularly (mostly by email). The program will also communicate with students by telephone as needed.

## **2.7 Academic Dishonesty**

Students are expected to do their course work individually and be sole authors of their papers. A grade of “F” will be assigned in the course if the academic dishonesty occurs. See the University Policy UPS 300.021: [https://www.fullerton.edu/senate/publications\\_policies\\_resolutions/ups.php](https://www.fullerton.edu/senate/publications_policies_resolutions/ups.php)  
See also: <http://www.fullerton.edu/deanofstudents/conduct/>

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### 3. Technology and Resources

#### 3.1 Canvas

Students will use a web-based Learning Management System (LMS) known as Canvas (<https://my.fullerton.edu>), which is designed to assist faculty and students in all programs at California State University Fullerton (CSUF). Canvas is a web-based environment in which students are able to access course materials. Canvas guides are available at the Canvas Resource Center: <https://canvashelp.fullerton.edu/>

#### 3.2 Contact Information

##### **MSE Program Coordinator**

James Choi, Ph.D.

E-mail: [jchoi@fullerton.edu](mailto:jchoi@fullerton.edu)

CS-427

657-278-7257

##### **MSE Office**

E-mail: [mse@fullerton.edu](mailto:mse@fullerton.edu)

657-278-5674

CS-108

Website: <http://fullerton.edu/ecs/mse>

Mon-Fri: 8:00 am-5:00 pm

##### **CSUF Student IT Help Desk/Student Genius Center**

For technology questions

Email: [StudentITHelpDesk@fullerton.edu](mailto:StudentITHelpDesk@fullerton.edu)

<http://www.fullerton.edu/it/students/helpdesk/>

[index.php](http://www.fullerton.edu/it/students/helpdesk/index.php) 657-278-8888

Mon-Thu: 6:30 am – 12:30 am

Fri: 6:30 am – 9:00 pm

Sat and Sun: 10:00 am – 12:00 am

**Pollak Library**

Chat Reference – Live Help

657-278-3284

Mon-Thu: 10:00 am – 7:00 pm

Fri: 10:00 am-5:00 pm

Sat: 10:00 am-6:00 pm

See Library Guide for Online Instruction Students on the Pollak Library Website:

<http://www.library.fullerton.edu/services/research-consultations.php>

**Titan Shops/Bookstore**

Online Ordering- Textbooks, Tech, etc.

657-278-3418

<https://www.titanshops.com/>

**3.3 Study Plan**

The MSE office will prepare Study Plans before 13 units have been completed. Students may request a copy of their study plan at any time. Unless otherwise agreed upon, the study plan will follow the course schedule as shown on the MSE website:

<http://www.fullerton.edu/ecs/mse/programs/courses.php>

Only courses on the study plan can be counted toward the degree.

All study plan courses must be completed with a C or higher. If a student earns a grade of C- or below, they may retake the course, but both the failing grade and the new grade will count toward the GPA.



**Study Plan**

**Master of Science in Software Engineering**

Name \_\_\_\_\_ CWID \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 \_\_\_\_\_ ZIP \_\_\_\_\_ Work Phone: \_\_\_\_\_

The following preclassification requirements have been met:

1.  BA  BS  Other from \_\_\_\_\_ Month/Year \_\_\_\_\_  
 Undergraduate major \_\_\_\_\_
2.  Minimum 2.5 GPA in last 60 semester units attempted.
3. Good standing at last college attended.
4. Satisfactory completion of CPSC 362 or equivalent work experience.
5. Submission of student questionnaire.
6. Technology requirements satisfied.
7. If International student, a TOEFL score of 550.

**Writing Requirement has been/will be met by CPSC 597.**

The following has been/will be met for continuation and completion of the program:

- Initial virtual orientation
- Virtual midpoint symposium
- Not required if student is in the Accelerated In-Class program

ALL STATE AND UNIVERSITY REQUIREMENTS ARE TO BE MET INCLUDING FIVE-YEAR LIMIT					
<i>Study Plan Requirements</i>	<i>Units</i>	<i>Grade</i>	<i>Sem/Yr</i>	<i>Ext.</i>	<i>Comments</i>
<b>REQUIRED COURSES (24 Units)</b>					
CPSC 541 Systems Software Standards & Requirements	3				
CPSC 542 Software Verification and Validation	3				
CPSC 543 Software Maintenance	3				
CPSC 544 Advanced Software Process	3				
CPSC 545 Software Design and Architecture	3				
CPSC 546 Modern Software Management	3				
CPSC 547 Software Measurement	3				
CPSC 548 Professional, Ethical & Legal Issues	3				
<b>CAPSTONE EXPERIENCE (6 units)</b>					
CPSC 589 Seminar in Computer Science	3				
CPSC 597 Project	3				
<b>Total Units Required</b>	<b>30</b>				

CLASSIFIED STANDING recommended by committee (prerequisites met and Study Plan approved):  
 Reviewed by dept. staff (if required) \_\_\_\_\_ Date \_\_\_\_\_  
 Department Adviser \_\_\_\_\_ Date \_\_\_\_\_  
 Reviewed in Graduate Office \_\_\_\_\_ Date \_\_\_\_\_  
 CLASSIFIED GRADUATE STANDING GRANTED \_\_\_\_\_ Date \_\_\_\_\_  
 Associate Vice President, Academic Programs

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## 4. Frequently Asked Questions (FAQ)

Q.

**Where can we find the Graduate Regulations (admission, degree requirements, probation, etc.)?**

A.

You can find the CSUF Policy regarding **Graduate Regulations**. (very important to read all) at:

<https://www.fullerton.edu/catalog/>

- Admission (Transcript, TOEFL, ...), Degree Requirements (Writing Requirement, Study Plan, Applying for Graduation, ...), Academic Standards (GPA Requirements, Repeated Courses, Probation, Disqualification, ...), Enrollment Policies (Residence Requirements, Continuous Requirements, Leave of Absence, UEE, Transfer Credit, ...), Theses/Projects, Graduate Student Checklist (Admission, Classified/Conditional Status, Completion of Requirements, Commencement).

Q.

**Where can we get information for application/admission requirements (How to apply)?**

A.

For online MSE:

MSE Requirements (How to Apply): <http://www.fullerton.edu/ecs/mse/requirements/>

ECS Graduate Admissions: <http://www.fullerton.edu/ecs/future/graduate-admission.php>

ECS Admissions Office: [ecsgrad@fullerton.edu](mailto:ecsgrad@fullerton.edu)

For on-campus AMSE: <https://extension.fullerton.edu/masters/amse/>

Q.

**How much does it cost for the MSE program (MSE Tuition)?**

A.

You may find tuition estimates at: <http://www.fullerton.edu/ecs/mse/programs/programcost.php>

Roughly,

Online MSE – \$15,000 (for residents), \$26,000 (for non-residents)

On-campus AMSE - \$26,000 (for all)

Q.

**When is the last day to apply for the graduate program?**

A.

For MSE:

Application for Fall in this year ends at July 1 in this year.

Q.

**Do I need TOEFL score to apply for the program?**

A.

All graduate and postbaccalaureate applicants, regardless of citizenship, residence, or time spent in the United States, whose native language is not English and whose preparatory education was principally in a language other than English, must demonstrate competence in English. CSUF will accept TOEFL, IELTS, or PTE results. The language test results submitted must not have been earned more than two years prior to the desired enrollment date.

Q.

**What is the minimum score for TOEFL / IELTS / PTE ?**

A.

TOEFL Paper Based Test (PBT) = 550 (no longer used)

TOEFL Internet Based Test (IBT) = 80

IELTS = 6.5

PTE = 58

Q.

**Where do I submit supporting documents for application (after online application)?**

A.

After submitting your application online, please submit all of your supporting documents (official transcripts from all institutions attended, degree certificates, and official TOEFL/ IETLS /PTE scores) to the following address:

ECS Admissions  
College of Engineering and Computer Science  
California State University, Fullerton  
P.O. Box 6870  
Fullerton, CA 92834-6870

Electronic copies (directly from the institution of origin) may be submitted to [ecsgrad@fullerton.edu](mailto:ecsgrad@fullerton.edu).

\*NOTE: Submitting your documents to the (university-level) Admissions & Records Office or other departments at the university may delay your application process. It is highly advisable to submit your supporting documents directly to the (college-level) ECS Graduate & International Admissions Office so that your application is properly processed in a timely manner.

<http://www.fullerton.edu/ecs/future/graduate-admission.php>

Q.

**Where can I get my admission status?**

A.

If you wish to check on the status of your application to our graduate program, please e-mail our admission office at [ecsgrad@fullerton.edu](mailto:ecsgrad@fullerton.edu) . Your email must include your first and last name, CWID (Campus Wide ID#), and the name of program that you have applied to.

<http://www.fullerton.edu/ecs/future/graduate-admission.php>

Q.

**Where can I get scholarship Information?**

A.

Check the following information:

Office of Financial Aid Scholarships: <https://www.fullerton.edu/financialaid/award/scholarships.php>

ECS's external scholarship information: <https://www.fullerton.edu/ecs/resources/scholarships.php>

Titan Dreamers Resource Center with off-campus scholarship information:

<http://www.fullerton.edu/tdrc/scholarships.php>

Office of Graduate Studies Funding Opportunities: <http://www.fullerton.edu/graduate/funding/>

Q.

**Is it possible to refund the application fee?**

A.

We cannot refund the application fee per the Cal State Apply refund policy. This is a system-wide policy for the CSUs.

[https://help.liaisonedu.com/Cal\\_State\\_Apply\\_Applicant\\_Help\\_Center/Starting\\_Your\\_Cal\\_State\\_Apply\\_Application/1\\_Getting\\_Started\\_with\\_Your\\_Cal\\_State\\_Application/Cal\\_State\\_Apply\\_Refund\\_Policy](https://help.liaisonedu.com/Cal_State_Apply_Applicant_Help_Center/Starting_Your_Cal_State_Apply_Application/1_Getting_Started_with_Your_Cal_State_Application/Cal_State_Apply_Refund_Policy)

Q.

**Who do I need to speak with to get my fees updated to those of an in-state resident? For some reason, I am registered as an out-of-state student.**

A.

Contact the Residency Unit of Admissions at 657-278-3100 or [residency@fullerton.edu](mailto:residency@fullerton.edu).

Q.

**How is GPA counted?**

A.

All courses (regardless if they are on the Study Plan or not) will appear on your transcript.

Two types of GPAs:

Overall GPA (both term GPA and accumulated GPA) – counts all courses (100-300,400-500 levels)

Graduate GPA – counts only for all 400-500 level courses (even though it is not shown on the Study Plan)

(Exception) EGGN 495 Internship will not be counted for Graduate GPA (so it cannot be used to raise your GPA.)

Q.

**What is GPA for prerequisites?**

A.

A prerequisite course must be 'C- 'or better. If not, you must repeat the course.

Even though you retake it, the old course will remain in the transcript.

For MSE, work experience can replace the prerequisite. It must be determined during the admission process.

Q.

**Can I (or do I need to) repeat courses?**

A.

Any course shown on your Study Plan must be 'C' or better. If not, you must repeat it.

If you get a grade of C- or lower for a 400-500 level course shown in your Study Plan, you must repeat the course.

You cannot change a course in the Study Plan to avoid repeating the course with a low grade. Even though you change the Study Plan, if you get a low grade for a course that was once shown in the Study Plan, you must repeat it. You cannot remove a course from the Study Plan once a letter grade has been earned. A maximum of 6 units of coursework may be repeated/added to the Study Plan to raise the GPA.

Q.

**What is the Study Plan?**

A.

The Study Plan an outline of the courses you must take toward the degree. For MSE, since all courses are fixed and predetermined, the MSE office will prepare it. You will have a chance to review it once done.



Q.

**What is probation?**

A.

You must maintain a 3.0 Grade Point Average (GPA) if you have Conditionally Classified or Classified Standing. If you have a GPA lower than this, you will be placed on **probation**. If you are on probation for more than two consecutive semesters, you are subject to **disqualification** from the program. The University requires a 3.0 GPA for all 400- and 500-level courses taken here. You must also maintain a 3.0 GPA in all courses on your Study Plan.

This GPA requirement applies only **after** you have been admitted to Conditionally Classified or Classified Standing. To be admitted to the Graduate Program, you must have a GPA of at least 2.5 in the most recent 60 semester units (or 90 quarter units).

Q.

**How 'W' will be counted in GPA? What about 'WU'?**

A.

An authorized withdrawal 'W' will not be counted in GPA. However, unauthorized withdrawal 'WU' will be counted as '0' like 'F'.

Q.

**How can I transfer courses to my Study Plan?**

A.

If you already took graduate courses from other graduate schools (that you attended, but NOT earned their MS/PhD degree with those courses (Why? You cannot count one course toward two degrees)), you can transfer a maximum of 3 (or up to 9 units), only if we can consider them proper to this program. For the MSE, transferring courses must be the same or equivalent to the MSE courses. Transferring courses must be discussed when you are admitted. Once you start this program, no more taking or transferring courses from other institutions is allowed.

Q.

**When transferring courses, what is the difference in credit hours between semester and quarter?**

A.

For prerequisite courses, there is no difference. (That means as long as you took the prerequisite courses, you are fine.)

For the courses on the Study Plan ('transferred' from other schools), there is a difference.

1 quarter CR = 2/3 semester CR

4 quarter CR = 2.67 semester CR

5 quarter CR = 3.3 semester CR

Q.

**When does class registration start? When can I register for courses online?**

A.

The MSE office will inform new and continuing students before a semester starts.

<http://www.fullerton.edu/ecs/mse/requirements/how-to-enroll.php>

Class registration for the next semester usually starts in Week 10.

**Registration calendars** can be found at:

<http://admissions.fullerton.edu/apps/calendars.aspx>

For Fall: usually starts mid-April

For Spring: usually starts at late October

For Summer: usually starts late March

Q.

**When is the last day to add or drop?**

A.

See the University Calendar:

<http://records.fullerton.edu/>

<https://apps.fullerton.edu/AcademicCalendar/>

The last day to add without a petition and to drop without a “W” is ‘usually (not always)’ Tuesday of the 3<sup>rd</sup> week.

Q.

**Is it possible to postpone coursework? (Leave of Absence & Continuous Enrollment Policies)**

A.

**[Continuous Enrollment Policies]**

See “Graduate Admissions” in the University Catalog: <https://catalog.fullerton.edu/>

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”).

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.

A master’s 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. A master’s student near the end of the degree program may be eligible to enroll in Graduate Studies 700 (called GRAD 700 or GS 700) via University Extended Education. Registration in this course is restricted to conditionally classified or classified graduate students.

(When a student needs to re-apply due to unapproved leave) If you are not a matriculating student by the semester you would like to enroll (if your re-admission is later than the semester you would like to enroll), you need to go through the Open University to register. Read its instruction is at: <https://ou.fullerton.edu/register>  
You must get the OU Registration Form signed and stamped some time before the registration date, so that you can be ready when OU registration opens.

(For CS courses) Almost all CS courses are very competitive to enroll, and OU registration has the lowest priority, so early preparation is needed.

(For MSE courses) MSE students can enroll in MSE courses in most cases.

### **[Leave of Absence]**

See “Graduate Admissions” in the University Catalog: <https://catalog.fullerton.edu/>

Graduate degree or credential students may request a leave of absence for up to one year, though a leave of absence is not normally granted for more than one semester. Conditionally classified or classified graduate students qualify for a leave if they are in good academic standing and have completed at least six units (if a master’s student) or eight units (if a doctoral student) of 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 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; or
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.

Q.

**When does the “5-year-limit” timer start?**

A.

Your degree must complete within 5 years, The 5-year-limit timer starts the semester of the earliest course shown on your study plan (including transfer courses).

Q.

**Link to Grad Studies Forms**

A.

Graduate Studies Office forms (e.g., Petition for Extending Time Limit):

Find “Forms and Documents” at <http://www.fullerton.edu/graduate/>

Q.

**Who do I contact for a program change in the middle of application (e.g. from the MS-CS to the MSE)**

A.

Ask the ECS Graduate Admissions Office: [ecsgrad@fullerton.edu](mailto:ecsgrad@fullerton.edu).

Q.

**Where do I contact for a program change in the middle of studying (from the MS in CS to the MSE)**

A.

File the “Graduate Change of Objective” form that you can get from the “Admissions and Records Office” at LH114.

After completing the change of objective form the student needs to take the form to the cashier’s office to pay the processing fee and get the pay stamp. Then they have to submit the form to the MSE program. Then the MSE office will generate a “Graduate Department Recommendation (GDR)” form for the change of objective and work with Admissions to complete the change.

Q.

**What do I need to do for graduation (Grad Check)?**

A.

Graduate students are required to file and pay for a “graduation check (Grad Check)” by the deadline listed at the Graduate Studies Office: <https://www.fullerton.edu/graduate/academics/graduation.php>

e.g., For graduation in Spring, the Grad Check deadline is early February in that year.

Q.

**When is the graduation date/ceremony?**

A.

The MSE degree is conferred by the Computer Science Department in the College of Engineering and Computer Science (ECS). The ECS college has only one commencement ceremony each year which is held in May.

Check the following website for the schedule: <http://www.fullerton.edu/commencement/>