

GRADUATE AND POSTBACCALAUREATE ADMISSIONS

APPLICATION PROCEDURES

All graduate and postbaccalaureate applicants (e.g., master's degree applicants, those seeking credentials, and those interested in taking graduate level courses for personal or professional growth) must file a complete graduate application as described in the graduate and postbaccalaureate admission booklet. Applicants seeking a second bachelor's degree should submit the undergraduate application for admission. Applicants who complete undergraduate degree requirements and graduate the preceding term are also required to complete and submit an application and the \$55 nonrefundable application fee. Since applicants for postbaccalaureate programs may be limited to the choice of a single campus on each application, redirection to alternative campuses or later changes of campus choice will be minimal. To be assured of initial consideration by more than one campus, it will be necessary for an applicant to submit separate applications (including fees) to each. Applications may be obtained from the Graduate Studies Office of any California State University campus in addition to the sources noted for undergraduate applicants.

POSTBACCALAUREATE STANDING

For admission to postbaccalaureate standing, a student must:

- (a) hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association or have completed equivalent academic preparation as determined by an appropriate campus authority;
- (b) have attained a grade point average of at least 2.5 (4.0 A) in the last 90 quarter units (60 semester units) attempted; and
- (c) have been in good standing at the last college attended.

If an applicant meets the minimum requirements for graduate and postbaccalaureate studies, he/she will be considered for admission in one of the following categories:

SECOND BACHELOR'S DEGREE

Students who have earned a baccalaureate from an accredited institution may earn a second bachelor's degree. A grade point average of 2.50 on the last 60 semester/90 quarter units is required for admission. Students seeking a second bachelor's degree are exempt from the EPT/ELM.

GRADUATE UNCLASSIFIED

To enroll in graduate courses for professional or personal growth, an individual must be admitted as an unclassified graduate student. By meeting the minimum requirements, the applicant is eligible for admission as an unclassified graduate student. Some departments may restrict enrollment of unclassified students due to heavy enrollment pressure. Admission in this status does not constitute admission to or assurance of consideration for admission to any graduate degree or credential program.

GRADUATE CONDITIONALLY CLASSIFIED (MASTER'S OR CREDENTIAL)

A person may be admitted to a graduate degree or credential program in this category if, in the opinion of appropriate campus authority, he/she can remedy deficiencies by additional preparation.

GRADUATE CLASSIFIED (MASTER'S OR CREDENTIAL)

To pursue a graduate degree or credential program, a student will be required to fulfill all of the professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus.

MASTER'S DEGREE

Conditional Status Admission

Students eligible for admission to a California State University campus in the undeclared, non-certificate/credential graduate status above, but who have deficiencies in prerequisite preparation that, in the opinion of the appropriate campus authority, can be remedied by specified additional preparation, including qualifying examinations, may be admitted to an authorized graduate degree curriculum with conditional master's degree standing. A cumulative grade point average of at least 3.0 (B) must be maintained in upper-division and graduate courses. Students in this status must complete deficiencies and file a change of major form to obtain unconditional status. Graduation Writing Test requirements may/may not be satisfied.

Unconditional Status Admission

Students eligible for admission to a California State University campus in the undeclared or conditional master's degree standing may be admitted to an authorized master's degree curriculum of the campus as unconditional master's students if they satisfactorily meet the professional, personal, scholastic, or other standards for admission to the master's degree curriculum, including qualifying examinations required by appropriate campus authority. Only those applicants who show promise of success and fitness will be admitted to the master's degree curricula. Only those who continue to demonstrate a satisfactory level of scholastic competence with a 3.0 (B) grade point average or better shall be eligible to proceed in such curricula. Graduation Writing Test requirements may or may not be satisfied.

LIMITATIONS ON ADMISSIONS

The admission of postbaccalaureate students lacking degree or credential objectives may be limited or suspended because of limitations in facilities or staff. Master's degree or credential programs may be limited in enrollment whenever the lack of facilities and/or staff warrants.

RE-ENROLLMENT OF CONTINUING POSTBACCALAUREATE STUDENTS

Whenever graduate students complete a degree objective and wish to continue taking course work at this university, they must complete a graduate application and pay the admissions fee.

REAPPLICATION AFTER FAILURE TO ENROLL

Applicants who fail to register for the quarter for which they have been accepted will have their admission eligibility canceled. A new application must then be filed, and admission requirements existing for the term of the new application must be met.

All transcripts on file for students who apply but do not attend are kept for two years if the student so requests. These transcripts may be used for admission during that period. However, transcripts of any additional work completed since the original transcripts were filed must be requested by the applicant from the college(s) attended as part of the new application procedure.

FORMER STUDENTS

Former students returning to the university after an absence of more than two consecutive quarters in a calendar year must file a complete application for admission and pay the application fee. Former students absent for five or more years should request official transcripts from all institutions to be sent to the Admissions Office.

Required Admission Tests							
Program	GRE (General)	GRE (Subject)	GMAT	Program	GRE (General)	GRE (Subject)	GMAT
M.S. in Agriculture	X ¹			M.S. in Mechanical Engineering	X ³		
Master of Architecture				M.S. in Civil Engineering	X ³		
M.S. in Biological Science				M.A. in English			
Master of Business Administration			X	M.A. in History	X		
M.S. in Business Administration			X	Master in Landscape Architecture			
M.S. in Chemistry	X			M.S. in Mathematics			
M.S. in Computer Science				M.S. in Kinesiology			
M.S. in Economics				M.S. in Psychology			
M.A. in Education				Master of Public Administration	X ⁴		
M.S. in Electrical Engineering	X ³			M.S. in Regenerative Studies	X ⁵		
M.S. in Engineering	X ³			Master of Urban and Regional Planning	X ⁴		
M.S. in Engineering Management	X ³						

¹ GRE required only for Nutrition and Food Science Option.

² GRE general test score 1600 or higher.

³ Under 3.0 undergraduate GPA in upper division courses in math, science and engineering; or undergraduate degree from a non-ABET accredited curriculum

⁴ Under 3.0 undergraduate GPA.

⁵ Under 3.0 undergraduate GPA or degree awarded from a non-accredited university or college (includes foreign institutions) or if the applicant has not attended an accredited institution within the past seven years.

ADMISSION FROM NON-ACCREDITED SCHOOLS

Applicants who are graduates of nonaccredited schools but show evidence of unusual promise and superior background may petition the department concerned for conditional graduate student status and if the petition is granted may proceed in the graduate program.

FOREIGN APPLICANTS

Applicants from foreign countries should contact the Office of Admissions at least one year in advance of the quarter in which they seek admission so that they can supply all required materials.

TESTS AND EXAMINATIONS

TOEFL

All graduate and postbaccalaureate applications whose native language is not English and who hold a bachelor's degree from a college of university where the principal language of instruction was not English must demonstrate competence in English. Applicants must request official results of the Test of English as a Foreign language (TOEFL) to be mailed directly to the Admissions Office prior to admission. The TOEFL score requirement varies by department. A minimum TOEFL score of 550 (paper-based)/213 (computer-based) is required for all programs, except for MBA and Urban and Regional Planning that require a score of 580 (paper-based)/237 (computer-based), and English that requires a score of 585 (paper-based)/238 (computer-based). The essay portion is mandatory in certain programs.

Foreign nationals who are not graduates of Cal Poly Pomona will be accepted as graduate students only if they hold a baccalaureate degree from an accredited institution in the United States or Canada or have comparable academic credentials from a foreign country. The admission of international students to graduate status may be limited or suspended because of facility or staff limitations.

GRE and GMAT Test Requirements

Some departments require new graduate students enrolling at this university with a degree objective to take the General and/or Subject Test of the Graduate Record Examination (GRE) before admission.

The Graduate Management Admission Test (GMAT) is required for those who seek the Master of Business Administration degree or the degree of Master of Science in Business Administration. Some departments also require the Subject Test of the Graduate Record Examination in their subject matter areas. Other departments require a locally developed qualification examination. See the respective departmental sections of this catalog and the preceding chart that contains required admission tests.

Graduation Writing Test (GWT) Requirement

All students subject to degree requirements listed in the 1977-78 and subsequent general catalogs must demonstrate competency in writing skills as a requirement for graduation. Based on action taken by the Academic Senate in 1978, writing competence at Cal Poly Pomona is assessed by means of a written test. All persons who receive undergraduate, graduate, or external degrees from Cal Poly Pomona must pass the Graduation Writing Test (GWT). Credential candidates may waive the GWT, but will need to pass it to be admitted to the master's program. Contact the Test Center for further information.

Graduate students are eligible to take the GWT upon entrance to the university and are required to take the GWT by the quarter following the completion of 8 units. If the GWT is not taken by this time, a hold will be placed on a student's registration. While a student's records are on hold, registration may not be allowed nor will transcripts be released.

Important information about specific exemptions from the test is contained in the GWT Study Guide and Information Bulletin, which is available to all students.

Since the GWT requirements are subject to modifications subsequent to the publication of this catalog, students are advised to check for up-to-date information on these requirements at the Test Center (CLA Building, Room P2-4).

Students who have passed the GWT in undergraduate status at Cal Poly Pomona will not be required to take the test again when they change to graduate student status.

Students who did not pass the GWT in undergraduate status and had the test waived (either for continuous enrollment or by special consideration in order to receive their bachelor's degrees) will be required to take AND pass the GWT before Advancement to Candidacy and a graduate degree may be awarded. The GWT cannot be waived for a second time. The waiver in undergraduate status applies only for the baccalaureate degree.

GRADUATE AND POSTBACCALAUREATE SCHOLASTIC REQUIREMENTS

Standards of Graduate Study

Graduate study deals with more complex ideas and demands more sophisticated techniques, searching analysis, creative thinking, and time than undergraduate study. The research required is extensive in both primary and secondary sources and a high quality of writing is expected.

Careful and prompt attention to required procedures should be followed in pursuing a master's degree program to prevent unnecessary confusion and delay. Although advisory services are provided to assist students, students alone are responsible for following the procedures and completing the steps required in a program. Failure of an advisor to remind a student of a requirement or deadline date is not acceptable as a basis for waiver of the requirement. Requirements for advanced degrees, both procedural and substantive, may be waived only upon a written request of the student and/or committee concerned and approved by the Graduate Coordinator, and by the academic college dean, if required by college policy. Petition forms are available in department offices and in the office of the Graduate Studies analyst.

Students who wish to enroll in postgraduate courses before their transcripts or test scores have been transmitted to the department concerned may receive unofficial advisement by making an appointment with a graduate advisor at the appropriate department or school office. If the students bring their own copies of transcripts with them to the conference, the advisor can make specific suggestions, but the advisor can make no formal decisions on the basis of hand-carried transcripts.

REQUIREMENTS FOR MASTER'S DEGREES

Graduate programs are based upon adequate preparation at the undergraduate level. Students who plan to become candidates for a master's degree must hold a bachelor's degree substantially equivalent to that of California State Polytechnic University, Pomona in the discipline in which they intend to do their advanced work, or they must be prepared to undertake additional work to make up any deficiency.

Students seeking a master's degree at this university will submit an acceptable thesis, or project, or successfully pass a comprehensive examination after advancement to candidacy. See "Advancement To Candidacy" section in this catalog.

General Requirements

The requirements for graduation depend upon the master's degree program undertaken and upon the major field. The following requirements apply to all master's degrees offered by the university:

1. The program for the one-year master's degree must consist of not fewer than 45 units in courses numbered 300 (400 for Engineering and Business Administration) and above, with a minimum of 24 units of 500 and 600-level courses completed at the university consistent with departmental requirements. Master's programs requiring a total of more than 48 units will require more than 24 units of 500-600 level courses.
2. A total limit of 13 transfer and/or extension and/or units petitioned for graduate credit may be included on a master's contract.
3. For lower division course work (100-200 level at this university), no graduate credit will be given.
4. All 600-699 courses are open only to graduate students classified as unconditional.
5. At least 32 units of upper-division and graduate-level offerings must be completed in residence at this university.

6. Two-year master's degrees have higher unit requirements than specified above. See detailed information in the appropriate sections of this catalog.
7. A minimum of 3.0 (B) average must be earned in all graduate work taken at this university while in postbaccalaureate standing and in degree programs. No course with a grade lower than "C" (2.0) may apply toward the fulfillment of degree requirements. Once a graduate study contract has been established, courses may only be moved to or from the contract by means of a properly approved graduate petition. Contract courses with a grade of "F" must be repeated with a passing grade.
8. A course may not be used for credit toward both a baccalaureate and a master's degree.
9. A graduation check request must be submitted to the Registrar's Office during the quarter before graduation.
10. A thesis, a project, or a comprehensive examination is required in all programs.
11. A favorable vote of the department, school, or center faculty is required before the degree may be conferred.
12. A graduate student who expects to receive a degree at the end of any quarter must complete an application for graduation in the Registrar's Office prior to the deadline listed in the academic calendar. The student must be enrolled in the university the quarter he/she graduates. Degree requirements are outlined in departmental sections of this catalog. Students seeking a master's degree will be held responsible for meeting requirements applicable to the program of their choice and for fulfilling general master's degree requirements.
13. The Graduation Writing Test requirement must be fulfilled before Advancement to Candidacy.
14. A Report of Culminating Experience must be submitted to the Graduate Studies Office during the quarter of graduation. This report certifies that a graduate student has successfully completed all components of the Culminating Experience for the designated degree as specified in the Catalog.

DEGREE PROGRAM OF STUDY (CONTRACT)

At the time students are admitted to a master's degree curriculum, they should arrange with the advisor to prepare an official program. If they are admitted as unconditional graduate students, they should accomplish this step as soon as possible. A program must be prepared and submitted for approval no later than the end of the second quarter of attendance.

Students are reminded that completion of the graduate contract is required for advancement to candidacy which is a prerequisite for many 600-level courses related to the culminating experience, such as thesis/project research and writing. Additionally, it is not possible for the Evaluations Office to complete the graduation check or approve the graduation application if a graduate contract is not on file with the Registrar's Office.

When the program has been approved by the Graduate Studies analyst, a copy is sent to the graduate coordinator who has approved it. Students can obtain a copy of the approved contract from the graduate coordinator. A copy is retained by the Graduate Studies analyst. The original is sent to the Registrar's Office and is used as the official record of the student's progress toward the degree.

A graduate academic petition is to be filed in the Office of Graduate Studies for deviations from the contract. In order to be accepted, such a petition must be submitted by the student and reviewed and approved by the appropriate graduate coordinator, department Chair, and College Dean. The Associate Vice President for Research & Graduate Studies will consider each petition on an individual basis and will grant such approvals for deviation only after consultation with and approval by the appropriate graduate coordinator.

The program must meet the following specifications:

1. It must comply with the general requirements outlined above and with departmental requirements listed in this catalog.
2. The complete program may be chosen from within the offerings of the major department or it may include offerings drawn from other fields acceptable to the major advisor or committee. In developing the program, the student and advisor will seek to plan a meaningful pattern of courses focused upon the objectives of the major and the student. If the student has deficiencies or lacks prerequisites to enroll in certain courses necessary to a program, he/she will be expected to complete them in addition to the minimum requirements of the approved master's degree program. Advisors will permit the use of already completed courses in a master's degree program only if they clearly fit into the requirements of the student's curriculum.
3. No course in teaching methods or directed teaching may be included in a master's degree program.
4. No more than 9 quarter units of credit for thesis or project may be included.
5. The master's degree program must be approved by the student's departmental advisor and/or graduate coordinator, department chair, and college dean, and verified by the Graduate Studies analyst. The approved program is an official agreement between the institution and the student.
6. Graduate students may not file for "Credit by Examination."
7. Work experience is not acceptable as fulfillment of any requirement

ELECTION OF REQUIREMENTS

Graduate students remaining in continuous attendance may elect to meet the degree requirements in effect either (1) at the time they take their first course as a conditional or unconditional student in that degree program or (2) at the time they graduate. Substitutions for discontinued courses may be authorized or required by the department offering the degree.

GRADUATE ENROLLMENT PRIORITIES

Departments with high graduate enrollments may assign priorities to students wishing to enroll in graduate-level courses. Applicants for a master's degree who are in the last quarter of residence have first priority; other unconditional graduate degree or credential students have second priority; conditional and undeclared graduate have third priority. Undeclared postbaccalaureate students are admitted on a space-available basis.

MAXIMUM UNIT LOAD

The normal maximum load for graduate students is 16 units (Architecture allows 18 units). Exceptions may be made by the advisor. A student must petition for permission to carry over 16 units in one quarter. Maximum program limits will be waived only upon presentation of evidence of the student's ability to complete successfully such a group of courses. Graduate and postbaccalaureate students are considered as full-time for most purposes, such as veteran's benefits, when they are enrolled for 8 units.

ADVANCEMENT TO CANDIDACY

Some type of culminating experience is required for each master's degree. Acceptable culminating experiences include thesis, project or comprehensive examination. Individual departments permit the experience in one or more forms.

It is only upon the removal of all conditions, having an approved contract on file, being in good academic standing (at least 3.0 GPA), completing all preparatory courses, and receiving a pass/waive on the GWT that the graduate student will be advanced to candidacy for his/her culminating experience for the master's degree.

THESIS OR PROJECT

If a thesis or project is included in the degree program, the candidate may register for 695 (project) or 696 (thesis) only with approval of the major professor. Before registration for thesis, the candidate shall confer with the thesis advisor and have selected a thesis committee and a tentative subject. Each candidate registering for thesis or project is required to register each succeeding regular quarter until the work is complete in order to receive university services. However, total registration shall not exceed the number of units of thesis or project in the approved degree program. The candidate who has enrolled for the maximum number of units of thesis or project prior to completing the work should register for 699 (Master's Degree Continuation) to avoid break in residence. During any break in residence, either non-enrollment or leave of absence, a candidate may not use university facilities or receive faculty assistance. When a candidate has failed to maintain resident status through non-enrollment or leave of absence after commencing a thesis or project, readmission to the program will require departmental approval. Since passing the final oral exam is a part of the completion of thesis in several disciplines, the graduate candidate must be enrolled the quarter the oral exam is taken.

A thesis or project in the official master's degree program will carry not fewer than 2 nor more than 9 units of credit depending upon departmental policy. When the thesis has been completed, the committee has signed the approval page, and there has been library clearance of the thesis, the credit for course 696 will be submitted by the professor to be recorded on the official transcript. Deadline dates for submission of the thesis to the Graduate Office can be found in the academic calendar and verified with the Graduate Coordinator. Projects (695) must be completed on the same time schedule but may have separate departmental rules for approval and submission.

The candidate must submit the approved original copy and one additional copy of the thesis, or the approved original copy of the project, to be deposited in the library. Arrangements for binding are made through the Graduate Studies Analyst. Further information is contained in the thesis/project guidelines available from the Graduate Studies Office and website.

The Cal Poly Pomona Foundation, Inc., offers a loan fund for candidates who find it impossible to finance master's degree thesis and project costs. Up to \$100 may be borrowed on a short-term basis. The loan is limited to direct costs for this purpose including research or other materials and reproduction and binding. Applications may be made through the University Financial Aid Office.

PLAGIARISM

Students are hereby informed that the university considers plagiarism a serious academic offense which subjects those engaging in the practice to severe disciplinary measures. Moreover, some forms of plagiarism, the use of purchased term papers and pirated computer software, have been considered so serious that the state and federal governments have enacted laws providing for criminal penalties for use, sale or other distribution of such materials. Students are, therefore, cautioned against this and all other forms of plagiarism.

COMPREHENSIVE EXAMINATION

A comprehensive examination may be required in lieu of a thesis or project as a culminating experience for the master's degree. When a comprehensive examination is an element in a candidate's approved degree program, it must be completed satisfactorily before the candidate will be certified to receive a master's degree.

The comprehensive examination is administered by a departmental graduate faculty committee under the leadership of the graduate coordinator or major professor. A candidate for the master's degree at this university shall be permitted to take the comprehensive examination no more than two times. Failure to complete the examination satisfactorily the second time will result in termination of the candidate's master's degree program and of further registration in the department in which the candidate is enrolled.

In some departments credit is given for successful completion of parts of the comprehensive examination. There may then be different criteria than stated here for full compliance. Candidates will be fully informed of any departmental variations in requirements.

FOREIGN LANGUAGE

A reading knowledge of a foreign language may be required by some departments. A student should consult the advisor or the section of this catalog in which requirements for the degree field are given.

TIME LIMIT

The graduate degree program of not fewer than 45 units shall be completed within 7 years from the time the first course (including transfer courses) which applies to the degree requirements is started. This time limit, at the option of the university, may be extended for students who pass a comprehensive examination in the entire subject field or who validate the outdated coursework by examination. The plan for validation of outdated coursework must be negotiated in consultation with the graduate coordinator and approved by the College Dean and the Associate Vice President for Research and Graduate Studies. Documentation of the approved plan must be placed in the student's permanent file.

GRADUATION CHECK FOR THE MASTER'S DEGREE

Graduate students must request a graduation check the quarter prior to completing degree requirements once the contract (official program) has been approved by the Office of Graduate Studies and filed with the Registrar's Office. Processing of the graduation check takes 60-90 days and the graduation check is emailed to the student's Cal Poly Pomona email address.

GRADUATION

Candidates must be enrolled in the university during the quarter in which they graduate.

An application for graduation must be filed in the Registrar's Office prior to the deadline specified on the academic calendar. The graduation fee is paid at the Cashier's Office at that time. This fee includes the diploma cost. Participation in the annual commencement exercises is not mandatory but is strongly recommended. Commencement ceremonies are held once a year, in June. Diplomas may be obtained from the Registrar's Office. Verification that the master's degree has been awarded may be secured through an official transcript, ordered from the Registrar's Office.

PARTICIPATION IN GRADUATION CEREMONIES

Graduate students who have not completed all of the graduation requirements, including the GWT, may not participate in the commencement ceremonies.