

Master's Program Policies and Procedures

Policy/Procedure	Regulations	Notes	Policy Source
Apply for Admission			
Admission to post-baccalaureate studies	<ul style="list-style-type: none"> ● Student must hold a baccalaureate degree from an accredited institution or have completed equivalent academic preparation ● Have an undergraduate GPA of at least 2.5 in the last 90 quarter units attempted ● Have been in good standing at the last college attended ● Minimum TOEFL score (550; can be set higher at program's discretion) for those who hold a bachelor's degree from an institution where the principal language of instruction is not English <p>Undeclared students must choose a program by the time 13 units at the 300 level or higher have been completed</p>	<p>Graduate Admissions reviews for these requirements</p> <p>Colleges need to set application deadlines with Student Affairs</p>	<p>Title 5, 41000</p> <p>Title 5, 41040 mandates minimum TOEFL score of 550</p>
Admission as unconditionally classified	Eligible to be admitted to a graduate degree or credential program if student meets above requirements and professional, personal, scholastic, or other standards for admission to program, including GRE and locally developed examinations, required by appropriate campus authority	Department Graduate Coordinator reviews for supplemental requirements	Title 5, 41002, 41011
Admission as conditionally classified	Student does not meet professional, personal, scholastic, or other standards for particular program but may be admitted to a graduate degree or credential program because deficiencies can be remedied by additional preparation in the opinion of appropriate campus authority	Department Graduate Coordinator determines whether deficiencies can be remedied. Students should petition to change status to unconditional once deficiencies have been removed.	Title 5, 41010
Admission as unclassified	Does not constitute admission to or assurance of consideration for admission to any graduate degree or credential program – may enroll in graduate courses for professional or personal growth.	Admission applications from unclassified graduate students are not currently being accepted.	Title 5, 41000

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Requirements for Master's Degree			
Competency in Writing	<p>Students must take GWT by the quarter following the completion of 8 units. Students who passed the GWT as an undergraduate at CPP do not need to retake the exam. Students who had the test waived as an undergraduate must pass the exam.</p> <p>Must be passed before Advancement to Candidacy.</p>		<p>Executive Order 514, 665.</p> <p>Waiver is campus policy.</p> <p>Catalog, p. 461</p>
Residency Requirement	32 units of upper division and/or graduate level courses must be completed at this university		Title 5, 40510
Minimum Grade Requirement	<p>A minimum of 3.0 GPA must be earned in all graduate work.</p> <p>Students may repeat a course if a grade of C- or less is assigned</p> <p>Students are subject to disqualification if their cumulative GPA falls below 3.0 in upper division and graduate courses after the second quarter of attendance</p> <p>Students will be disqualified if they are 9 or more grade points below a 3.0 GPA. They may petition for reinstatement</p> <p>Graduate students may not use the campus course repeat policy or the academic renewal policy</p>	<p>Reinstating a graduate student should be unusual and approved only in cases involving documented serious & compelling reasons.</p> <p>When a graduate student is reinstated, an advising contract should be executed with the understanding that the student will be disqualified and not reinstated if conditions are not met.</p> <p>Advising contract should specify courses to be taken and minimum grades to be earned.</p>	<p>Title 5, 40510</p> <p>Catalog, p. 461</p> <p>Catalog, p. 464</p> <p>Catalog, p. 464</p> <p>Catalog, p. 84, 85</p>
Other course restrictions	<p>Work unacceptable for graduate credit at the institution where it was taken is not acceptable for graduate credit at this university</p> <p>Course used toward a baccalaureate degree may not be used toward a master's degree</p> <p>Up to 13 units of extension coursework may be used to satisfy prerequisites, subject to department approval</p> <p>600-699 courses may only be taken by unconditional graduate students</p>		<p>Catalog, p. 461</p> <p>Catalog, p. 85 & 461</p> <p>Catalog, p. 461</p> <p>Catalog, p. 461</p>
Credit by Examination	This is not available to graduate students		Catalog, p. 85, 462
Maximum Unit Load	<p>Students must file a graduate academic petition to take more than 16 units in one quarter</p> <p>Full-time is 8 units</p>	Not currently enforced.	Catalog, p. 462

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Foreign Language	Some departments require reading knowledge of a foreign language		
Culminating Experience	A thesis, project, or comprehensive examination is required in all programs	Report of Culminating Experience form should require that questions and responses for comprehensive exam be attached. These will then be imaged and maintained by the Records Office. Departments should also keep a copy of questions for consistency. University guidelines for culminating experience should be developed.	Title 5, 40510 requires one of these culminating experiences; requires oral defense of thesis. Requires that comprehensive examination be archived.
Graduate Check	A graduate check request must be submitted to the Registrar's Office during the quarter before graduation.		Catalog, p. 461
Department/School/Center Approval	A favorable vote of the department/school/center faculty is required to confer degree		Catalog, p. 461
Application for graduation	A student must apply to graduate prior to the posted deadline in the quarter in which completion is expected Student must be enrolled the quarter in which they graduate		Catalog, p. 461
Participation in Graduation Ceremonies	Graduate students who have not completed all of the graduation requirements may not participate in the commencement ceremonies		Catalog, p. 463
Degree Requirements	Students in continuous attendance may elect to meet the degree requirements in effect at the time they take their first course as a student in that degree program or at the time they graduate		Catalog, p. 462
Time Limit	The graduate degree program must be completed within 7 years from the time the first course (including transfer courses) is started. Student must submit graduate academic petition to extend time. For courses taken more than 7 years ago there must be validation of student's currency in the subject matter. Validation must be placed in student's permanent file.		Title 5, 40510 requires that the campus establish a maximum time of no less than 7 years, no greater than 5 years. Also requires validation by examination of outdated work.
Administrative Academic Disqualification	Student may be placed on probation or disqualified for unsatisfactory scholastic progress regardless of cumulative grade point average or progress points. Such actions limited to those arising from repeated withdrawal, failure to progress toward educational objective, noncompliance with		Title 5, 41300.1

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Requirements Related to Master's Contract			
Total unit requirement	No fewer than 45 units in courses numbers 300 or above, with a minimum of 24 units of 500 and 600-level courses, consistent with departmental requirements. If total unit requirement is greater than 45, 500-600 level courses must constitute 50% or more of total units		Title 5, 40510, mandates 45 units and at least half in 500-600 level courses.
Transfer Unit Requirement	A maximum of 13 transfer or extension units, units petitioned for graduate credit, or units taken while undeclared, may be included on a contract.		Catalog, p. 461
Minimum Grade Requirement	No course with a grade lower than C may apply toward the fulfillment of degree requirements. Contract courses with grade of F must be repeated by a passing grade		Catalog, p. 461
Approval of Contract	Contract must be prepared and submitted for approval by the end of the second quarter of attendance. Contracts submitted later must include justification by the graduate coordinator. Hold will be placed if contract is not filed.	Fully executed contract provided to Records Hold regulation and justification requirement not currently in force.	Catalog, p. 461
Deviations from Contract	Students must complete a graduate academic petition that is approved by Academic Programs.		Catalog, p. 461
Course Restrictions	No course in teaching methods or directed teaching may be included No more than 9 quarter units of credit for thesis or project may be included		Catalog, p. 462 Title 5 40510 mandates maximum 9 units.
Requirements Related to Advancement to Candidacy – Student must advance to candidacy in order to begin the culminating experience.		Satisfaction of these requirements is not currently verified.	Title 5, 40510 requires Advancement to Candidacy for graduation.
Competency in Writing	GWT requirement must be passed before advancement to candidacy		Catalog, p. 462
Unconditional status	Student must have completed all preparatory courses, and filed a Change/Add Degree Petition to change status		Title 5, 41002, 41011 Catalog, p. 459
Academic Standing	Student must maintain GPA of 3.0 or higher		Catalog, p. 459

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Requirements Related to Culminating Experience			
Project or Thesis	Student shall select thesis advisor, committee, and tentative subject prior to registering for project or thesis.	University guidelines should be developed, and include guidelines on committee composition.	Catalog, p. 462
Use of University Services	Student must enroll each successive quarter until work is complete to receive university services		Catalog, p. 462
Maximum Registration	Total registration shall not exceed the number of units of thesis in the approved degree program. The candidate who has enrolled for the maximum number of units should register for 699 units to avoid break in residence		Catalog, p. 462
Residence Requirement	Student must be enrolled the quarter in which culminating experience is defended, if applicable	Students may petition to waive residency requirement.	Catalog, p. 462
Units Requirement	No fewer than 2 and no more than 9 units		Title 5, 40510
Submission of Thesis	Student must submit the original and one copy of thesis to be deposited in library. Arrangements for binding are made through Graduate Studies Analyst	Additional university guidelines should be developed; current guidelines cover only technical issues.	Catalog, p. 462
Comprehensive examination	<p>The exam shall be administered by a departmental committee</p> <p>Exam may be taken in parts</p> <p>Student may take the exam a maximum of two times. Failure to complete satisfactorily the second time will result in termination of the candidate's degree program and in no further enrollment permitted.</p>	Graduate coordinator	Catalog, p. 462-3

NOTE: CPP catalog, p. 461 indicates, "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 director of Academic Programs, and by the academic college dean.