

GRADUATE STUDIES

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California State University, Sacramento is authorized to offer graduate programs culminating in the Master of Arts, Master of Science, Master of Business Administration, Master of Music, Master of Public Policy and Administration and Master of Social Work degrees. A list of graduate degrees offered is on page 16.

MASTER OF ARTS

Master of Arts programs are designed to provide improvement in professional competence in educational service; competence for self-directed study (research) in areas of specialization; and broadening of cultural backgrounds, development of personal and social responsibility and preparation for community leadership.

MASTER OF SCIENCE

Objectives of the Master of Science programs are to increase competence in particular professional areas and to develop ability for independent self-directed study in selected fields. In keeping with the objectives of the degrees offered, the University has developed a broad framework of requirements for the Master of Arts and Master of Science programs. Provisions have been made in the various curricula for individual planning in light of each student's objectives, previous education and experience.

MASTER OF BUSINESS ADMINISTRATION

The Master of Business Administration curriculum is designed to broaden the participants' knowledge and understanding of business administration, to improve their capacity for effective decision-making and to facilitate their professional growth and development for positions of greater responsibility. The curriculum is intended for individuals who seek careers as professional managers in business and business-oriented government organizations and as junior college instructors of business administration. In addition, the curriculum prepares superior students for entry into doctoral programs in business administration.

MASTER OF MUSIC

The graduate program leading to the Master of Music degree is designed to provide opportunity for a variety of advanced studies in music. The MM may be earned either with an academic or a performance emphasis. The program will effectively prepare students for continuation into doctoral study. Students may focus their studies in one of six areas: choral conducting, instrumental conducting, composition, music education, music history and literature or performance.

MASTER OF PUBLIC POLICY AND ADMINISTRATION

The Master of Public Policy and Administration curriculum is designed to prepare individuals committed to public service as effective and ethical leaders and advisors, managers and administrators, analysts and advocates. Students develop competence in three areas: management of the organization context of policy implementation and administration; understanding of the political environment and process of policy making; and the analytic and research tools to plan, design, and evaluate public policy. The program requires two years of full-time academic study or three to four years of part time study. It consists of 36 semester units of graduate study, including 24 units of core coursework and 9 units of electives in the various professional programs of the University, and the completion of a thesis or project.

MASTER OF SOCIAL WORK

The curriculum leading to the Master of Social Work degree is designed to enable the student to develop professional competence in working with individuals and groups, participate knowledgeably in the implementation of social welfare policy and administration,



understand human growth and development as they affect social and personal functioning, and develop a social philosophy, ethics and values relating to the practice of professional social work. The program, which requires two academic years of study, consists of 31 - 60 semester units of graduate study. In the first semester of the program two full days of each week are devoted to field instruction in related agencies, and in the second year three days of each week are in field work. Here the student assumes responsibility for agency process, policies and procedures and learns how to use supervision responsibility.

SPECIAL MAJOR GRADUATE PROGRAM

The special major for either a Master of Arts or a Master of Science degree provides an alternative for those individuals whose special needs and interests cannot adequately be met by any single existing or planned master's degree program. A suitable interdisciplinary program may be planned for the superior graduate student who meets requirements established for admission to the special major graduate degree program. A student who wishes to undertake such a program should obtain an application to the program from the Office of Research and Graduate Studies.

ADMISSION REQUIREMENTS

Graduate and postbaccalaureate applicants may apply for a degree objective, a credential or certificate objective, or may have no program objective. Depending on the objective, the CSU will consider an application for admission* as follows:

Specifically, a student must:

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 have

completed equivalent academic preparation as determined by an appropriate campus authority;

2. be in good academic standing at the last college or university attended;
3. have attained a grade point average of at least 2.5 (A = 4.0) in the last 60 semester (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.

If you meet the minimum requirements for graduate and postbaccalaureate studies, you will be considered for admission in one of the four following categories:

Postbaccalaureate Unclassified

To enroll in graduate courses for professional or personal growth, you must be admitted as a postbaccalaureate unclassified student. By meeting the general requirements, you are eligible for admission as a postbaccalaureate unclassified student. Some departments may restrict enrollment of unclassified students because of 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.

Not more than six units earned by an unclassified student may be counted toward meeting requirements for a graduate degree. In unusual circumstances, a campus may make exceptions to these criteria.

Postbaccalaureate Classified

If you wish to enroll in a credential or certificate program, you will be required to satisfy additional professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus.

Graduate Conditionally Classified

You may be admitted to a graduate degree program in this category if, in the opinion of appropriate campus authority, you can remedy deficiencies by additional preparation, including qualifying examinations.

Graduate Classified

To pursue a graduate degree, you will be required to fulfill all of the professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus. Only those applicants who show promise of success and fitness will be admitted to graduate degree curricula, and only those who continue to demonstrate a satisfactory level of scholastic competence and fitness will be eligible to proceed in such curricula.

SECOND BACHELOR'S DEGREE

Students who have earned a bachelor's degree in a regionally accredited institution may earn a Second Bachelor's degree at CSUS. You are admitted in postbaccalaureate standing (unclassified) and must meet residence and other specified requirements (see page 88). Applicants applying for admission to an impacted program will be considered in the upper division quota category for admission purposes. Coursework completed in this status forms part of the postbaccalaureate grade point average and will affect the student's eligibility for classified standing.

Normally, a graduate student may be a candidate for one degree only. Any exception to this policy will require the special permission of the Associate Vice President for Research and Graduate Studies.

* 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.

INTERNATIONAL FOREIGN VISA AND INTERNATIONAL NON-VISA STUDENTS

Graduation from a recognized college or university with a degree requiring at least 16 years of prior education is required for graduate standing.

TOEFL Requirement

All graduate and postbaccalaureate applicants, regardless of citizenship, 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 post-secondary institution where English is the principal language of instruction must receive a minimum score of 550 on the Test of English as a Foreign Language (TOEFL). Students seeking admission to graduate programs in Communication Studies and Speech Pathology and Audiology should have proficiency equivalent to a TOEFL score of 560; those seeking admission to the graduate program in English should have a proficiency equivalent to a TOEFL score of 600; and those seeking admission to the International Affairs program should have a proficiency equivalent to a TOEFL score of 570. Some CSU campuses may require higher scores.

APPLICATION PROCEDURES

Who Must Apply

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 admissions booklet.

Applicants who completed undergraduate degree requirements and graduated the

preceding term also are 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 alternate 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 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 applications. The application and fee are not required for students desiring to enroll only in extension, intersession or summer school work.

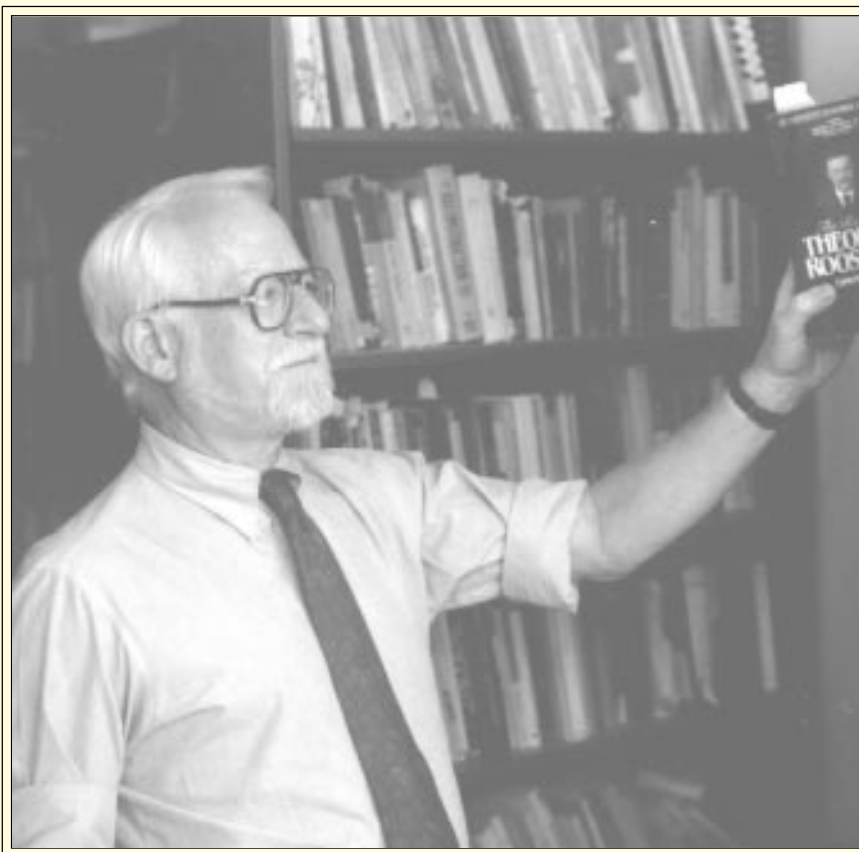
Classification

Students wishing to pursue master's degrees must be admitted to the specific program under which the student intends to study. At the time

of application for admission to the University, the student indicates his or her proposed major and is evaluated against the admission requirements for that program.

If the student meets all the program's admission requirements, he/she is admitted as a classified graduate student in the designated program and to the University. If the student is deficient in one or more requirements, which in the judgement of the appropriate campus authority can be met by specific additional preparation, the student may be admitted to conditionally classified status.

A student not wishing to pursue a master's degree can be admitted as unclassified postbaccalaureate, but no more than six units earned in unclassified status can be applied toward a subsequent master's program. Therefore, unclassified students are urged to seek classification during their first semester's enrollment if they wish to pursue a graduate degree.



Writing Proficiency Requirement

All graduate students are expected to have demonstrated writing proficiency at the undergraduate level as prescribed by California State University. Students applying for admission to graduate programs who have not fulfilled this requirement (because they were graduated from a non-CSU institution, or completed undergraduate degree requirements prior to the imposition of the writing standard) shall be required to demonstrate writing proficiency as an admission requirement or before becoming fully classified in a graduate degree program. The University's writing proficiency requirement may be demonstrated by passing the CSU Writing Proficiency Examination with a score of eight or better, or meeting an equivalent standard approved by the Associate Vice President for Research and Graduate Studies.

Any graduate student, ESL or otherwise, who has not previously demonstrated writing proficiency and who appears to have an insufficient background in the English language to succeed in graduate study may be required by the Associate Vice President for Research and Graduate Studies, after consultation with the Department Chair and Graduate Coordinator, to take the CSUS English Diagnostic Test. If the test result is below the acceptable minimum standard, the student may be declassified and required to gain additional English language skills before reapplying for admission to classified graduate standing. In any case, writing proficiency must be demonstrated before the student can be advanced to candidacy.

Advising

Classified graduate students should confer with their academic departments for requirements, course selection and appointment of advisors. For assistance with University requirements and

procedures, students should contact the Graduate Center, River Front Center 203 (278-6470). Postbaccalaureate students seeking a teaching credential should contact the School of Education Student Service Center, Education 216 (278-6174) if they have not already done so.

Advising is a mutual responsibility of the School of Education (professional education programs) and the appropriate major department (major/minor program).

GENERAL PROGRAM REQUIREMENTS

Required Graduate Units

The number of units required for a graduate degree vary, depending on the field and the degree sought. Master of Arts and Master of Science degrees require a minimum of 30 semester units of approved graduate credit.

The Master of Arts degree in International Affairs, however, requires a minimum of 39 units plus specific language preparation. The Master of Science degree in Counseling requires a minimum of 60 semester units of approved graduate credit. The Master of Business Administration degree requires from 31 to 52 semester units of approved graduate credit depending upon the student's background in business administration at the time of admission. The Master of Social Work degree requires 31-60 semester units of approved graduate credit.

Graduate transfer credit (with a grade of B or better) toward a master's degree at CSUS may be considered only if the coursework has not been used previously to complete another postbaccalaureate degree.

Major

Each master's degree program must include a minimum of 20 approved units in the major subject area. These include a minimum of 15 units of 200-series courses and

all other specific program requirements. Units earned for thesis or project may contribute toward establishing the major, but they are not permitted in the required units in 200-series courses.

Foreign Language

A reading knowledge of a foreign language may be required in some liberal arts areas. Students should consult their advisors to determine if foreign language requirements apply in the particular field in which they plan to take the master's degree.

Academic Residence

A minimum of 21 approved semester units in 100-, 200- and 500- series offerings must be earned in residence at California State University, Sacramento. Three-hundred-level (methods) courses, student teaching, extension courses offered by California State University, Sacramento, or work completed at other accredited institutions do not meet residence requirements.

ADVANCEMENT TO CANDIDACY

Initiation of advancement to candidacy procedures is the responsibility of the student. Each student who plans to become a candidate for a master's degree is required to:

1. be admitted to classified graduate standing in the graduate degree curriculum for which candidacy is sought;
2. complete at least 40 percent of the graduate degree coursework and meet any special departmental requirements in the field in which they propose to take the degree; and
3. file an application for advancement to candidacy for the master's degree at the Graduate Center, River Front Center 203, not later than four weeks prior to the opening of the final semester of the program.

Eligibility for advancement to candidacy is based upon the following:

1. Scholarship in undergraduate and graduate work taken prior to advancement as follows:
 - a. A satisfactory undergraduate preparation for admission to classified graduate standing in the graduate degree program.
 - b. A minimum grade point average of 3.0 on at least 40 percent of the graduate degree coursework. No grade of less than C can be counted toward the minimum number of units needed to advance to candidacy.
2. Evidence of a plan of graduate study acceptable to the institution and the faculty concerned.
3. Demonstration of writing proficiency.

Thesis, Project or Comprehensive Examination

A thesis is required under Plan A, a Project is required under Plan B, and a Comprehensive Examination is required under Plan C. Students are eligible to enroll for full or partial credit for their theses or projects at any time after being advanced to candidacy, subject to approval by their faculty advisors. Credit to the maximum allowed upon the students' approved plans of study is recorded upon completion of degree requirements. No credit is given for the comprehensive examination.

Each department offers one or more or a combination of the following plans:

Plan A: Thesis

A thesis is the written product of the systematic study of a significant problem. It clearly 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

must evidence originality, critical and independent thinking, appropriate organization and format, clarity of purpose, and accurate and thorough documentation. Normally an oral defense of the thesis will be required.

Plan B: Project

A project is a significant undertaking of a pursuit appropriate to the fine and applied arts or to professional fields. It must evidence originality and independent thinking, appropriate form and organization, and a rationale. It must be 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 may be required. Some samples of types of projects are outlined below:

1. A Creative Project in the Arts: an original contribution to the verbal, visual, or performing arts. Examples include a music recital; a musical composition; a completed novel or play; a completed collection of short stories or poems; direction of a theatrical production; a gallery showing of works of art.
2. A Curriculum Project: a project which contributes to a field of teaching by enhancing communication of a subject matter. Examples include a course of study; a teacher's guide; an instructional manual; a design for a new teaching method; the development of new teaching materials.
3. A Research Project: a project which contributes to the physical sciences, natural sciences, social sciences, humanities, or the professions, by adding to technical/professional knowledge in the professional field. Examples include building a device; designing an experiment; a field study; a case study; a documentary report; a professional article of publishable quality.

The fulfillment of any of the above culminating requirements must conform to the appropriate requirements of the *Guide to Graduate Studies: Policies, Procedures and Format*.

Plan C: Comprehensive Examination

A comprehensive examination should test the range of subject matter covered in the student's graduate program. The department may opt for an examination that is written, oral, or a combination of written and oral. Ordinarily the examination will be given in the student's last semester before the student plans to receive the degree, and in no instance can a student who has not been advanced to candidacy take the examination.

At least three examiners must certify to the success or failure of the student in the examination, and the results of the examination must be submitted promptly to the Associate Vice President for Research and Graduate Studies on the Report of Comprehensive Examination form. A simple majority determines whether the student has passed or failed. A student may repeat the examination once after a failure, provided that at least four calendar months shall have lapsed since the previous examination. A third trial is not allowed unless extreme extenuating circumstances are demonstrated by the department to the Associate Vice President for Research and Graduate Studies. No credit is given for the comprehensive examination.

Scholarship

Students who are enrolled in graduate degree programs in conditionally classified or classified standing shall be subject to academic probation if they fail to maintain a cumulative and semester grade point average of at least 3.0 in all units attempted subsequent to admission to the program. (See page 77 for an explanation of grading symbols and policies.)

Graduate or postbaccalaureate students shall be subject to disqualification if, while on probation, they fail to earn sufficient grade points to be removed from probationary status. Disqualification may be either from further registration in a particular program or from further enrollment at the campus.

A minimum grade point average of 3.0 for all graded work presented for the degree is required. No units with a grade lower than a C may be credited toward fulfillment of the requirements for a master's degree. CR grades are excluded in calculating grade points. It is the responsibility of the student to remedy performance or program deficiencies (indicated by D, F, U, I, W and SP grades) in the approved program prior to graduation.

Unclassified students will be disqualified if their grade point average falls below 2.5.

Postbaccalaureate students who meet grade point average requirements will be placed on Academic Warning if they earn one or two NC grades in a semester. Grades of NC earned in subsequent consecutive semesters will result in Probation, Continued Probation, or Disqualification, depending upon the number of NC grades earned and the semester grade point average.

Administrative-Academic Probation and Disqualification

Graduate and postbaccalaureate students may be subject to administrative-academic probation for the following reasons:

1. Withdrawal from all or a substantial portion of their courses in two successive terms or in any three terms.
2. Repeated failure to progress toward a degree or other program objective.
3. Failure to comply, after due notice, with an academic requirement or regulation.

Students who do not meet the conditions for removal of administrative-academic probation may be subject to administrative-academic disqualification. Students will receive written notification of administrative-academic actions with an explanation of the basis for the action and the appeal processes available to them.

Continuous Enrollment

Classified graduate students normally retain rights to the catalog under which they were classified providing they retain continuous enrollment as defined by the University. (See Leaves of Absence, page 74.) Students not maintaining continuous enrollment lose classified graduate standing and will therefore be required to apply for readmission. Such students may be held for additional program or degree requirements which are current at the time of re-admission.

Concurrent enrollment for credit is not an option available to matriculated students; classified graduate students may not work for credit towards a degree through concurrent registration.

However, students who have been advanced to candidacy and who have completed all coursework can maintain the required active degree program status without additional university registration by enrolling in the course "Graduate Continuing Enrollment" offered through Concurrent Enrollment (Open University). There are no units associated with this enrollment, but a fee will be required. Such enrollment will only be valid for so long as the student is within the time period allowed for the completion of the culminating experience requirement; i.e. students completing a thesis or project are allowed a maximum of three academic year semesters past the semester of first registration for the thesis or project units to be completed. If not otherwise

actively registered, the student must enroll in "Graduate Continuing Enrollment" each of the three semesters beyond the initial university enrollment for thesis or project units.

Students who do not finish the thesis or project within the semester of original enrollment will receive a grade of "SP" in their thesis course each semester (up to a total of three semesters) provided adequate progress has been made and continuous enrollment is maintained until the thesis or project is completed. If the student does not complete the culminating experience within the 4 semester time limit, he or she will receive a No Credit (N/C) grade for these units. Such students are then required to re-enroll for the thesis or project units before continuing their programs.

The "SP" Grading Symbol

The "SP" symbol is used in connection with courses that extend beyond one academic year (culminating experience). It indicates that work is in progress and has been evaluated and found to be satisfactory to date, but that assignment of a precise grade must await completion of additional work.

Any extension of time limit must receive prior authorization by the Associate Vice President for Research and Graduate Studies.

Time Limit

All requirements for the master's degree must be completed within seven years immediately prior to graduation.

Assistance

For assistance with University requirements and procedures, graduate students should contact the Graduate Center, River Front Center 203, or the Office of the Associate Vice President for Research and Graduate Studies, River Front Center 215 (278-6470).

CRITERIA FOR ADMISSION TO CLASSIFIED GRADUATE STATUS

For a complete listing of all graduate degrees and options, see page 16.

Degree Program	Minimum GPA in last 60 Semester Units*	Test Requirement*	Letters of Recommendation	Baccalaureate major in same field or equivalent
M.S. Accountancy	3.0 in Business	GMAT		
M.A. Anthropology	3.0	None	x	x
M.A. Art	2.5	None		x
M.S. Biological Sciences	2.75 in Bio. Sci. + 3.0 in upper division	None		x
M.S. Biomedical Engineering	3.0 overall or in Science, Math & Engineering	None	x	x
M.B.A. Business Administration	3.0 in Business	GMAT		
M.S. Business Administration - MIS	3.0 in Business	GMAT		
M.S. Chemistry	2.5 overall +2.5 in Math, Chem. & Physics	None	x	x
M.S. Civil Engineering	2.8	None		x
M.A. Communication Studies	3.25 or 3.0 overall	GRE	x	
M.S. Computer Science	3.0	None		
M.S. Counseling	2.5	None	x	
M.S. Counseling - Career Counseling Option	2.5	None	x	
M.S. Counseling - School Counseling Option	2.5	None	x	
M.S. Counseling - School Psychology Option	3.0	None	x	
M.S. Counseling - Vocational Rehabilitation Option	3.0	None	x	
M.S. Criminal Justice	2.8 + 3.0 in major	None	x	x
M.A. Drama	2.5	GRE		
M.A. Economics	3.0	GRE	x	
M.A. Education - Bilingual/Crosscultural Leadership	3.0	None	x	
M.A. Education - Bilingual/Crosscultural Teaching	2.5	None	x	
M.A. Education - Crosscultural Lang. Dev. Leadership	2.5	None	x	
M.A. Education - Crosscultural Lang. Dev. Teaching	2.5	None	x	
M.A. Education - Curriculum and Instruction	3.0	None		
M.A. Education - Early Childhood	2.75	CBEST or WPE		x
M.A. Education - Educational Administration	2.5	None	x	
M.A. Education - Language & Literacy	3.0 overall	None		
M.A. Education - Multicultural Education	2.5	None		
M.A. Education - Special Education	3.0	None	x	
M.S. Electrical & Electronic Engineering	3.0	None		x
M.A. English	2.75 + 3.0 in English	None		
M.A. French	3.0 in French coursework	None		x
M.A. German	2.5	None		
M.A. Government	3.0 + 3.0 in major	GRE	x	
M.A. History	3.0 + 3.25 in History	None	x	
M.A. International Affairs	3.0	GRE	x	
M.A. Liberal Arts	2.5	None	x	
M.A. Mathematics	2.5 + 3.0 in Math	None		
M.S. Mechanical Engineering	3.0	None		x
M.M. Music	3.0	GRE Revised Music Exam		x
M.S. Nursing	3.0 overall + 3.0 in upper division nursing	GRE	x	x
M.S. Physical Education	3.0 or 2.8 overall	None		
M.A. Psychology	2.5	GRE	x	
M.A. Public Policy Administration	3.0	GRE	x	
M.S. Recreation Administration	2.75 overall + 3.0 in major		x	
M.S.W. Social Work	2.5	None	x	
M.A. Sociology	3.0 overall + 3.0 in Sociology	None	x	
M.A. Spanish	2.5	Spanish test ("G" exam)		
M.S. Speech Pathology and Audiology	2.75 overall + 3.0 in major	GRE	x	x

* The TOEFL is required for all foreign students.