

NEWSLETTER

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HOURS OF OPERATION
 Monday–Friday: 10am–3pm (Walk-in)
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WELCOME MESSAGE FROM THE DEAN

Dear Graduate Students,

Welcome to the start of the Fall 2024 semester! To our new students, I extend a warm welcome to the Sacramento State community. To our returning students, I hope you had a restful and productive summer and are ready to continue your academic journey with renewed energy.

This year's theme is "Renew, Refresh, and Reimagine Graduate Education at Sac State." As we embrace this theme, I encourage you to take full advantage of the available resources and opportunities. Whether you're just beginning your graduate studies or are in the midst of your research, this is a time to reflect on your goals, refresh your approaches, and reimagine the impact you can make in your field.

I'm excited to invite you to participate in several key events this fall. Our *Protected Writing Workshop* is an excellent opportunity to dedicate time to your writing projects, free from distractions. The *Student Research Center Graduate Research Workshop* will provide valuable insights and tools to enhance your research skills. I also strongly encourage you to get involved with the *Graduate Student Advisory Council (GSAC)*—your voice is crucial in shaping the graduate student experience at Sacramento State.

Please regularly visit our website and follow the Sac State Grad Studies Instagram account to stay updated on important deadlines, events, and information related to your graduate education. Additionally, take the time to read through this newsletter, which is packed with valuable information to help you navigate the semester successfully.

Let's make this year one of growth, innovation, and achievement. Together, we can renew, refresh, and reimagine what it means to be a graduate student at Sac State. Wishing you all the best for a productive and fulfilling semester ahead!

Warm regards,

Chevelle Newsome, Ph.D.

OCTOBER 1, 2024: OFFICE OF GRADUATE STUDIES FORMS DEADLINE

The following Office of Graduate Studies forms are due on October 1, 2024:

- ◆ **Fall 2024 Application for Graduation**
- ◆ **Advancement to Candidacy:** Advancements submitted on October 1 will be processed and effective for Spring 2025; please make sure you have satisfied the writing requirement by passing your program's Graduate Writing Intensive (GWI) course with a grade of "B" or better, because student cannot advance without satisfying this requirement.
- ◆ **Application for Classification:** Classifications submitted on October 1 will be processed and effective for Spring 2025; please make sure you have satisfied all of your conditions for classification before submitting the form to OGS.

The October 1 deadline is a hard deadline. If you miss the deadline to submit the three (3) aforementioned forms to OGS please see your Graduate Coordinator.

We appreciate your cooperation.

FALL 2024 CULMINATING EXPERIENCE WORKSHOP/REVIEW & SUBMISSION

Students who will be graduating Fall 2024 are required to register for and complete a mandatory Culminating Experience Workshop. The workshop is designed to help students:

- Understand the final steps to degree completion;
- Format their culminating experience for those who are completing a Thesis/Project/Dissertation/Doctoral Project (TPDDP);
- With strategies for studying for the Comprehensive Examination (for those completing a Comprehensive Examination).
- Registration for Culminating Experience Workshop: Open September 9, 2024 at 9:00am; closes November, 12024 at 4:30pm
- Deadline to complete the workshop: November 8, 2024 at 11:59pm

Students graduating Fall 2024 who will be submitting a TPDDP to the Office of Graduate Studies to be housed within the University Library's repository are required to make an appointment to have the format of the TPDDP reviewed for final submission.

- Appointment registration opens November 12, 2024 at 9:00am;
- Registration closes December 4, 2024 at 4:30pm
- When students make a format review appointment, appointments will be made the submission week of: December 2 - 6, 2024.
- From December 2 - 5, 2024, appointments will be available from 9:00am—6:00pm
- On December 6, 2024 appointments will be available from 9:00am—3:00pm
- December 6, 2024 at 3pm is the deadline to submit for Fall 2024).

Visit for more information: <https://www.csus.edu/graduate-studies/current-students/thesis-project-dissertation.html#spring-2025-culminating-experience-workshop>

VALIDATION OF EXPIRED COURSE CURRENCY

The university sets time limits on students to earn the degree, credential, and/or certificate to ensure that students have reasonably current knowledge in those courses that comprise the graduate program for which a graduate degree, credential, and/or certificate is awarded.

When coursework taken at California State University, Sacramento has expired currency for inclusion in a graduate, credential, or certificate program, the academic unit **may allow** the student to validate that coursework by examination, subject to the following:

- Student must be fully classified in a graduate program OR accepted as a credential or certificate student
- Student must be in good standing in order to be eligible.

The following restrictions apply to the extension of course currency validation:

- Not more than 6 of the total units in a master's program may be validated.
- Not more than 9 of the total units in a doctoral program may be validated.
- Only courses with a fixed content are eligible for validation (Independent study, research, field study, special topics courses, and workshops are ineligible.)

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COURSE CURRENCY *(continued from page 2)*

- Only those courses currently being taught by the department (offered in the course schedule in the last 4 years or 8 semesters) are eligible for validation. **Courses taken at another university are not eligible for validation.**
- To receive credit for currency, the student's course grade shall be equivalent to at least a **"B"** (3.0).
- **Currency is extended for only one term. If the degree is not completed in the one term, then the course must be repeated for validation.**

The only option available to students for an unsuccessful validation is to repeat the course.

Procedures

Once the time limit for currency has elapsed for a course, the student should immediately contact his/her graduate committee chair or the department graduate, credential, or certificate advisor.

Student Instructions:

1. Provide an explanation of how currency was maintained in the content area of each course that is now (or will be at time of graduation) beyond the time requirement.
 - Do not explain how you are using the knowledge learned in the courses, **but** how you have remained current in the subject area and built upon that knowledge (i.e., seminars, conferences, professional development courses, tutorials, subsequent coursework). Provide support documentation (i.e., CEU transcript, conference program(s), evidence of completion certification).
2. Please briefly describe why you were unable to complete your degree program within the time limit (e.g., 5 years for Ed.D./Ph.D./DPT, 7 years for master's degree).
3. Complete the course currency form and submit the form and all documentation to the department graduate coordinator or department chair.

Recognizing that departmental processes differ across campus, it is important that students contact the department advisor and/or graduate coordinator concerning currency validation. Please be advised that many departments only validate currency by repeat of a course.

FAQ

Q: Is there a time limit to complete my degree?

A: *All requirements for the doctoral degree must be completed within five (5) years*

All requirements for the master's degree must be completed within seven (7) years.

Q: Does my 5 or 7 year clock stop if I stop out or am on an approved leave of absence?

A: *The 5 or 7 year clock does not stop when a student stops out or are on an approved leave.*

Q: What is the minimum Grade Point Average (GPA) needed to remain in Good Academic Standing?

A: *Graduate, credential, certificate and unclassified students who maintain a 3.0 or higher semester and cumulative grade point average (GPA) are considered in good academic standing.*

Q: I have not satisfied the Writing Requirement for Graduates yet, can I still advance to candidacy?

A: *No, you must satisfy the writing requirement by passing your program's Graduate Writing Intensive (GWI) course with the required grade before you can advance to candidacy.*

“B” GRADE POLICY FOR MASTER AND DOCTORAL STUDENTS

Master’s classified graduate, certificate or unclassified student, no courses with a grade below a “B” (3.0 grade points per unit) may be credited toward fulfillment of the requirements for a master’s degree or certificate unless expressly permitted by a campus-approved graduate programs’ written policies.

For Doctoral students, no courses with a grade below a “B” (3.0 grade points per unit) may be credited toward fulfillment of the requirements for a doctorate degree.

Any questions regarding the “B” grade policy, or for information regarding your department’s acceptable grade, please contact your Graduate Coordinator

REMINDER:

October 1, 2024 OGS Forms Deadline
Advancement to Candidacy
Application for Classification
Application for Graduation

CONTINUOUS ENROLLMENT

Thesis/Project/Dissertation Students

Once a student enrolls in his/her Culminating Experience units and the student does not complete the degree requirement in the term of initial enrollment in the culminating experience and receives an RP grade, the student cannot break enrollment. Please note that the student must maintain continuous enrollment by enrolling in Continuous Enrollment (599). **Continuous Enrollment is allowed for up to a maximum of three (3)* semesters until graduation.**

Once the fourth semester has lapsed, and the student is still not completed with his/her culminating experience, the student must re-enroll in the culminating experience for units (including paying tuition) and repeat the continuous enrollment process, if not completed during the term of enrollment in the culminating units. The first culminating experience will become a No Credit (NC) grade.

Comprehensive Exam Students

A student whose culminating experience option is the comprehensive exam are allowed two (2) attempts only. Four (4) calendar months must lapse before the subsequent attempt. After the second fail attempt, the department may declassify the student. Request for a third attempt must be made from the Graduate Coordinator to the Dean of Graduate Studies.

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CONTINUOUS ENROLLMENT *(continued from page 3)*

Comprehensive Exam for Units

- If student does not pass the exam on the first attempt and receives an RP grade, the student must maintain continuous enrollment by enrolling in Continuous Enrollment (599) in the subsequent term.
- If the student does not pass the exam and/or receives an NC grade, the student must enroll in the culminating for units and pay tuition in the subsequent term.

No Unit Comprehensive Exam

- In the semester the student plans to take the Comprehensive Exam, if the student is not enrolled in courses for units, the student must enroll in Continuous Enrollment (if eligible).
- If the student does not pass the exam on the first attempt, the student must maintain continuous enrollment by enrolling in Continuous Enrollment (599) in the subsequent term.

**The allowable number of semester of Continuous Enrollment varies from department to department and for International Students. Students should check with their department and International Programs and Global Engagement regarding eligibility of Continuous Enrollment prior to submitting the Continuous Enrollment form to OGS. Ed.S. / Ed.D. / DPT / AuD degree students are allowed a maximum of two (2) semesters of Continuous Enrollment.*

Continuous Enrollment fees for Fall 2024:

- **\$281 for MA / MS degree seeking**
- **\$438 for Ed.S. / Ed.D. / DPT degree seeking students**
- **Deadline to submit Continuous Enrollment is September 10, 2024 (\$281)**
- **The last day to submit Continuous Enrollment for Fall 2024 is October 31, 2024 (\$306; a \$25 late fee will be assessed a after September 11, 2024).**

FALL 2024 IMPORTANT DATES

August 26 - September 6: Fall 2024 Late Registration and Schedule Adjustment

September 7 - 23: Late Registration and Change of Schedule done by electronic form via OnBase

September 9: Registration opens at 9:00am for Culminating Experience Workshop

September 10: Deadline for Fall 2024 Continuous Enrollment (no late fee assessed)

September 23: Census Date

October 1: Deadline for: Advancement to Candidacy, Fall 2024 Application for Graduation, and Application for Classification

October 31: Last day to submit Continuous Enrollment for Fall 2024 (\$25 late fee assessed)

November 1: Registration closes at 4:30pm for Culminating Experience Workshop

November 8: deadline (at 11:59pm) to complete Culminating Experience Workshop

November 11: Veteran's Day (OGS CLOSED)

November 12: Registration opens at 9:00am for TPDDP Appointment & Submission

November 18 - December 23: Spring 2025 Registration for continuing students in class level priority order

December 4: Registration closes at 4:30pm for TPDDP Appointment & Submission

December 6: Deadline to submit TPDDP for Fall 2024

December 6: Last Day of Instruction

December 9 - 13: Finals Week

December 24 - January 1: Spring 2025 Registration Unavailable

January 2: Fall 2024 Grades due

CONTACT US:

Graduate Admissions: grad_admissions@csus.edu

Graduate Degree Services: grad_degreeservices@csus.edu (include Student ID# with inquiry)