

Office of Graduate Studies

# NEWSLETTER

[www.csus.edu/graduate-studies](http://www.csus.edu/graduate-studies)

November/December 2024

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## FALL 2024 CULMINATING EXPERIENCE FORMAT REVIEW & SUBMISSION

Students graduating Fall 2024 who will be submitting a Thesis/Project/Dissertation/Doctoral Project (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 for the submission week of: December 2 - 6, 2024.
- 2 to 3 business days after the appointment is made, student will receive an email to CSUS email with specific information with action items the student will need to submit 3 to 5 business days before the format review appointment
- 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

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



## FALL 2024 COMMENCEMENT

Ticket registration opened: October 21 – November 19, 2024 11:59pm

Ticket (Late) registration opens: November 22 – December 14, 2024

Number of guest tickets per graduate: 9

Commencement Ceremony: December 14, 2024 Golden 1 Center

Link to Commencement Information: <https://www.csus.edu/president/commencement/>

For more information/questions, please contact the Commencement Office at: [commencement@csus.edu](mailto:commencement@csus.edu)

Office of Graduate Studies  
California State University, Sacramento  
Riverfront Center, Room 215, MS 6112  
6000 J St.  
Sacramento, CA 95819

**HOURS OF OPERATION**  
Monday–Friday: 10am—3pm (Walk-in)  
Monday–Friday: 10am—3pm (Phone)  
(916) 278-6470 Phone

## POSTBACCALAUREATE/GRADUATE ACADEMIC STANDING

Sacramento State's Postbaccalaureate/Graduate Academic Standing Action Categories for students pursuing a master, doctoral, credential, or certificate:

### *Good Standing*

Graduate, credential, certificate and unclassified students whose Sacramento State and cumulative grade point average (GPA) is 3.0 or above are considered in good academic standing.

### *Academic Probation*

Students whose cumulative Sacramento State grade point average or overall grade point average falls below 3.00 will be placed on academic probation. Students on probation are eligible to enroll in the subsequent semester.

### *Continued Probation*

Students on probation will be placed on Continued Probation if they:

1. Earn a 3.000 in the current semester, but have a Sacramento State GPA and/or overall GPA below 3.000.
2. Students placed on Continued Probation will be limited to a maximum course load of 9 units per semester until they return to academic good standing.

### *Academic Disqualification*

1. If a graduate, credential, certificate, or unclassified student is on academic probation and the Sacramento State or cumulative grade point average is below 3.0 for the active term, the student will be academically disqualified.
2. Students not on probation will be disqualified if the Sacramento State or cumulative GPA is 2.000 or less.
3. Disqualified students will not be allowed to register unless they are formally reinstated and/or readmitted to the University.

### *Administrative Probation and Administrative Disqualification*

Graduate, credential, certificate, and unclassified students are subject to Administrative Probation or Administrative Disqualification by the program 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, when such failure is due to circumstances within the control of the student.

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## “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

## LEAVES OF ABSENCE AND OUT TWO SEMESTERS

Leave policy allows enrolled students to maintain matriculated status in their programs during an absence. Students studying abroad should contact the Office of International Programs and Global Engagement for information.

Newly admitted students are not eligible to take a leave the semester of admission.

Students dismissed due to academic deficiencies or disciplinary action are not eligible for Leaves of Absence.

Students enrolled only in Extension courses or as Auditors are not eligible for Leaves of Absence.

Approved leave for graduate students does not extend the time limit for completion of graduate degree requirements.

Enrolled students requesting leaves during a semester must follow withdrawal procedures. All contractual agreements (housing, financial aid, etc.) must be satisfactorily terminated.

### Types of Leaves

#### Medical\*

Requests must be accompanied by a statement from a medical doctor explaining why the student must interrupt enrollment. No limit exists on the number of semesters of absence allowed, except leaves for pregnancy, which are restricted to the semester of delivery and the one following.

#### Military\*

Requests must be accompanied by a copy of military orders indicating induction or transfer date. Eight semesters absence is the maximum that can be approved.

#### Planned Educational Leave\*

Students may petition for planned educational leaves to pursue educationally related activities that will enhance the prospect of successful completion of their academic programs but which may not require enrollment at Sacramento State or any other institution of higher education. A planned educational leave may be granted for a period of up to two years to students who apply while enrolled in a degree program at Sacramento State. If the leave is approved, the student retains degree catalog rights and may enroll as a continuing student provided the student notifies the Office of the University Registrar of her/his return and registers in the same semester indicated on the petition.

#### Personal\*

Due to personal reasons, which will temporarily prevent students to continue their program of study. Students may petition a leave of absence for a specific period of time not to exceed two semesters. After reaching the two semester limit, if an extension of the leave is needed, student must file a request to extend on the Leave of Absence petition for no more than an additional two semesters. Four semesters of absence is the maximum that can be approved for personal reasons.

#### One Semester Only

Sacramento State students who are not enrolled for one semester at Sacramento State are considered as on a leave of absence. Students who return after being absent for one semester do not have to file for readmission or pay the application fee, keep their catalog rights for undergraduate students and maintain classified status for graduate students. **Exception:** *graduate students who have completed all coursework and have received an "RP" in their culminating experience unit(s) are required to be continuously enrolled by enrolling in Continuous Enrollment (599) or in course(s).*

#### Out Two Semesters

Students who do not enroll for two consecutive semesters without filing for a Leave of Absence are not considered as continuing students (i.e. no long active as a degree seeking student). Students must reapply for admission and pay the application fee. All application materials and deadlines must be followed for consideration for readmission.

For more information on Leaves, please visit: <https://catalog.csus.edu/financial-registration-information/registration/#text>

***\*Medical, Military, and Personal leaves of two (2) or more semesters requires that the student reapply for admission and pay the application fee.***

## **FEBRUARY 1, 2025: OFFICE OF GRADUATE STUDIES FORMS DEADLINE**

The following Office of Graduate Studies forms\* are due on February 1, 2025:

- ◆ **Spring/Summer 2025 Application for Graduation**
- ◆ **Advancement to Candidacy:** Advancements submitted on February 1 will be processed and effective for Fall 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 February 1 will be processed and effective for Fall 2025; please make sure you have satisfied all of your conditions for classification before submitting the form to OGS.

The February 1 deadline is a hard deadline. Your program may have an earlier internal deadline, please see your Graduate Coordinator for program's deadline. Please note, 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 / SPRING 2025 IMPORTANT DATES**

**November 8:** Deadline to complete Fall 2024 Culminating Experience Format Workshop by 11:59pm

**November 11:** Veteran's Day (CAMPUS 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 1—February 1:** The following OGS forms are available on OnBase:  
Spring/Summer 2025 Application for Graduation  
Advancement to Candidacy (effective for Fall 2025)  
Application for Classification (effective for Fall 2025)

**December 4:** Registration closes at 4:30pm for Fall 2024 TPDDP Appointment & Submission

**December 6:** Deadline to submit TPDDP for Fall 2024 by 3pm

**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

**January 20:** Martin Luther King, Jr. Day (CAMPUS CLOSED)

**January 21:** Instruction Begins for Spring 2025

**February 1:** Deadline for:  
Spring/Summer 2025 Application for Graduation  
Advancement to Candidacy (effective for Fall 2025)  
Application for Classification (effective for Fall 2025)

**February 3 - 17:** Spring 2025 Late Registration and Change of Schedule completed by petition at the departments

**February 10:** Continuous Enrollment Due (no late fee)

**February 17:** Census Date

### **CONTACT US:**

Graduate Admissions: [grad\\_admissions@csus.edu](mailto:grad_admissions@csus.edu)

Graduate Degree Services: [grad\\_degreeservices@csus.edu](mailto:grad_degreeservices@csus.edu) (include Student ID Number with inquiry)