

Office of Graduate Studies

NEWSLETTER

www.csus.edu/graduate-studies

Spring 2025

Inside This Issue:

Protective Writing Time 2

Graduate Student Research Support 2

Culminating Experience Workshop / Review & Submission 3

FAQ s 3

“B” Grade Policy 4

Continuous Enrollment 4

Continuous Enrollment 5

Important Dates 5



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

GRADE CORRECTIONS, DELETIONS, AND APPEALS

Grade Correction Policy - A grade correction is possible only in the case of a declared administrative error. Administrative error is defined as an error made by the instructor or assistant in grad determination or posting). A correction in letter grade must be approved by the instructor of record and the department chair by the last day of the semester, either spring or fall, after the grade is posted to the student’s record.

Under no circumstances, except for completion of work when an “I” was issued, may a grade change be made as the result of work completed or presented following the close of a grade period. Grades cannot be changed to “W” nor can they be changed from a letter grade to Credit/No Credit.

A grade correction after the semester following grade award will be allowed only if the course instructor and chair of the department where the course was offered submit the grade change and an explanation for the late grade correction to the Registrar.

Deletion Policy - A petition to delete grades may be submitted for consideration by the Academic Standards Committee for the following reasons only:

1. to remove penalty grades assigned due to failure to complete a course for causes related to illness. Medical verification is required;
2. to correct errors by academic departments. Department verification is required;
3. to correct errors made in registration (e.g., use of wrong class code). The Registrar’s Office must confirm this error.

Petitions to delete grades must be submitted within one academic year from the end of the semester in which the grade was received. **After a degree has been awarded, no petitions will be considered to delete grades posted prior to that award.**

Grade Appeal Procedures - The campus has a single grade appeal procedure available to students in all academic disciplines. Copies of the procedure are available in each academic department office, in the Office of the Provost and Vice President for Academic Affairs and the Office of the Vice President for Student Affairs. **Information in its entirety about the grade appeal process can be accessed on the Sacramento State Web site at <https://www.csus.edu/academic-affairs/internal/internal/documents/grade-appeal-policy-jun-2017-revised.pdf>**

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. If you miss the deadline to submit the three (3) aforementioned forms to OGS please see your Graduate Coordinator.

We appreciate your cooperation.

PROTECTED WRITING TIME - SPRING 2025

Do you want to become a more productive writer to meet your goals and deadlines for completing your conference/research paper, fellowship application, proposal, project, capstone, prospectus, thesis, or dissertation? If so, we encourage you to apply for the Sacramento State Graduate Studies' Protected Writing Time. *There is no cost, units, or grading for this series.* This series includes group meetings, individual accountability measures, and at least three hours of writing each session. Here's how it works:

1. Start by completing [an application](#).
2. Selected students will be notified as soon as possible.
3. Attend all sessions. (Have to miss? Let the facilitator know.)
4. The facilitator will provide motivation, team-building strategies, and support to reach your goals.
5. Participants will form a community, set goals, and dedicate time to writing.

Location

Protected Writing Time will be online via Zoom. Participants will be entered into a Canvas course for communication and information. Those selected to participate will be sent information.

Application Information

Protected Writing Time is open and *free* to all graduate students who are working to complete a thesis, project, or dissertation. Space is limited. Please apply by clicking the [link](#).

Direct link to the application:

https://surveys.csus.edu/jfe/form/SV_cOSywTIRW8qjUPQ

We meet on Zoom – those dates and links are listed in your Canvas calendar. Here are the dates we meet:

Required dates: February 1, February 22, March 8, March 22, April 12, April 26

Optional dates: February 8, March 1, March 15, April 19

If you have friends interested in joining this group, it's not too late! Have them sign up here: https://surveys.csus.edu/jfe/form/SV_cOSywTIRW8qjUPQ

GRADUATE STUDENT RESEARCH SUPPORT

Below is a listing of the activities and workshops to support graduate students' information searches, library skill development and research tools and services. We hope you will take advantage of these opportunities that have been developed with graduate students in mind.

Graduate Researcher Series: Introduction to research tools and services

Join us for a hands-on workshop for graduate students that will cover searching for research articles in library databases, navigating the library website, and how your assigned subject librarian (did you know you have one?) can help you with all of your information needs. These resources will help you with your graduate level coursework, capstone project, dissertation, or thesis, and provide you with the tools you need to succeed as a researcher. This workshop is specifically tailored for graduate-level research and is open to graduate students from all disciplines.

Audience: This workshop is part of the Graduate Researcher Series designed for a graduate student audience. Others are welcome to attend this workshop but please note content will be geared toward graduate students.

Date: Tuesday, February 4, 2025

Time: 4:30pm - 5:30pm

Online: This is an online event. Event URL will be sent via registration email.

<https://csus.libcal.com/event/13960840>

SPRING 2025 CULMINATING EXPERIENCE WORKSHOP/REVIEW & SUBMISSION

Students who will be graduating Spring 2025 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 February 3, 2025 at 9:00am; closes March 21, 2025 at 4:30pm
- Deadline to complete the workshop: March 28, 2025 at 11:59pm

Students graduating Spring 2025 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 April 1, 2025 at 9:00am;
- Registration closes April 30, 2025 at 4:30pm
- When students make a format review appointment, appointments will be made the submission weeks of: April 21 - May 2, 2025.
- From April 21—24 & April 28—May 1, appointments will be available from 9:00am—6:00pm
- On April 25 and May 2, appointments will be available from 9:00am - 3:00pm
- May 2, 2025 at 3pm is the deadline to submit for Spring 2025.

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

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:

February 1, 2025 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.

...CONTINUE ON PAGE 5.

CONTINUOUS ENROLLMENT *(continued from page 4)**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 Spring 2025:

- **\$281 for MA / MS degree seeking**
- **\$438 for Ed.S. / Ed.D. / DPT degree seeking students**
- **Deadline to submit Continuous Enrollment is February 10, 2025 (\$281)**
- **The last day to submit Continuous Enrollment for Spring 2025 is March 31, 2025 (\$306; a \$25 late fee will be assessed a after September 11, 2024).**

SPRING 2025 IMPORTANT DATES

January 21—31: Spring 2025 Late Registration and Schedule Adjustment

February 1: Deadline for: Advancement to Candidacy, Spring/Summer 2025 Application for Graduation, and Application for Classification

February 1—17: Late Registration and Change of Schedule done by electronic form via OnBase

February 3: Registration opens at 9:00am for Culminating Experience Workshop

February 10: Deadline for Spring 2025 Continuous Enrollment (no late fee assessed)

February 17: Census Date

March 21: Registration closes for Culminating Experience Workshop at 4:30pm

March 28: deadline (at 11:59pm) to complete Culminating Experience Workshop

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

March 31—April 5: Spring Recess

April 1: Registration opens at 9:00am for Thesis/Project/Dissertation/Doctoral Project (TPDDP) Appointment & Submission

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

May 2: Deadline to submit TPDDP for Spring 2025

May 9: Last Day of Instruction

May 12—16: Finals Week

May 16—18: Commencement

May 21: Spring 2025 Grades due

CONTACT US:

Graduate Admissions: grad_admissions@csus.edu

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