

# DIVISION OF GRADUATE STUDIES

## Division of Graduate Programs

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California State University, Bakersfield (CSUB), as part of the 23-campus California State University system, is committed to the development of quality graduate programs to meet important student and regional needs. These graduate programs may culminate in a master's degree, an advanced teaching credential, a special post-baccalaureate certificate, a post-master's certificate, or a doctoral degree. Through its program review process, CSUB systematically assesses all graduate programs to ensure high quality standards. The Associate Dean of Graduate Studies works closely with the academic Deans and the Council of Graduate Program Directors in reviewing, developing, and monitoring the policies and procedures pertaining to graduate courses and programs, and the progress of graduate students from application to graduation.

The mission of the Division of Graduate Programs at CSUB is to prepare students with discipline-specific intellectual skills for employment or continuing education. Through its post baccalaureate programs, the graduate division provides all students numerous opportunities to achieve academic excellence; explore diverse ideas; develop a passion for higher learning; and engage with graduate faculty and the community. Our goals are to provide campus-wide leadership in graduate student affairs and academic policies; develop and sustain a graduate culture with a sense of purpose, direction, and cohesiveness; ensure that all graduate programs are current and meet high quality standards and demonstrate student learning; and build an inclusive community of scholars dedicated to the quest for new knowledge and higher learning both within and outside the classroom.

California State University, Bakersfield is accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC), 1001 Marina Village Parkway., Suite 402, Alameda, CA. 94501, (510) 748-9001, www.wscuc.org. In addition, many of the individual graduate programs are accredited by their respective accrediting associations:

- The Master of Business Administration (MBA) is accredited by the Association to Advance Collegiate Schools of Business (AACSB).
- The Master of Public Administration (MPA) is accredited by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA).
- The Master of Social Work is accredited by the Council on Social Work Education (CSWE).
- The Master of Arts (MA) in Special Education and MA in Educational Administration are in the process of seeking accreditation from the Association for Advancing Quality in Educator Preparation (AAQEP). All education credential programs are certified by the California Commission on Teacher Credentialing (CCTC).
- The Master of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE) and is approved by the California Board of Registered Nursing.

- The Board of Behavioral Sciences (BBS) in California has approved the MS in Counseling Psychology as a licensure preparation program for marriage and family therapy (LMFT) and professional clinical counselor (LPCC). The Master of Social Work also has BBS approval as a licensure preparation program for clinical work (LCSW).

CSUB is also a member of the Council of Graduate Schools (CGS) and the Western Association of Graduate Schools (WAGS).

## Graduate Programs

The University offers the following graduate programs.

- Master of Arts Degree in:
  - Education, Curriculum and Instruction
  - Educational Administration
  - Special Education
  - English
  - History
  - Interdisciplinary Studies
  - Spanish
- Master of Business Administration
- Master of Public Administration
- Master of Science Degree
  - Biology
  - Counseling Psychology
  - Computer Science
  - Educational Counseling
  - Geology
  - Health Care Administration
  - Kinesiology
  - Nursing
- Master of Social Work
- Doctor of Education in Educational Leadership

Students wishing to receive information about any of the graduate programs should contact the respective graduate program director or the Graduate Student Center.

## Second Master's Degree

A student who already holds a master's degree from CSUB or any other accredited institution but desires to become a candidate for a second master's degree in a different field is subject to the following regulations.

1. All admission requirements of the University and the degree program must be met. All general regulations listed in this Catalog apply to the second master's degree.
2. Enrollment and approval of the application for the second degree will be granted only after the first degree has been completed and awarded.
3. All requirements for the new degree must be completed as outlined in the current Catalog.
4. No more than six semester units earned on the first degree may be applied to meet specific requirements of the second master's degree. The student will still be required to complete "new course work" to make up the units applied from the first master's degree.
5. The program in which the second degree is earned shall be designated on the transcript and a second diploma awarded.

Concentrations or tracks within a given master's degree can be considered a second degree under special circumstances approved by the graduate program director of the second degree and the Office of Academic Programs.

## Post-Baccalaureate Certificate Programs

CSUB offers the following post-baccalaureate certificate programs, all of which involve a specific set of courses at the advanced level:

- Reading/Literacy Added Authorization (Education)
- Bilingual Added Authorization (Education)
- Certificate in Writing (English)
- Certificate in Hydrogeology (Geology)
- Certificate in Chicano Studies (Modern Languages and Literatures)

Students wishing information about any of these post-baccalaureate certificate programs should contact the respective programs directly.

## University Learning Outcomes for Graduate Programs

CSU Bakersfield has articulated minimum learning requirements for recipients of graduate degrees, called University Learning Outcomes for Graduate Programs. In addition, each graduate program sets discipline-specific Program Learning Outcomes that are mapped onto the curriculum and assessed. These learning outcomes may focus on civic learning, professional standards, integrity, and ethical behavior that are not specifically identified below.

- Outcome I. Students will demonstrate broad, integrative knowledge. Examples include:
  - Articulates how the field has developed in relation to other major domains of inquiry or practice.
  - Designs and executes an applied, investigative or creative work that draws on the perspectives and methods of other fields and assesses the resulting gains and difficulties.
  - Articulates and defends the significance and implications of his or her specialized work in terms of challenges, trends and developments in a social or global context.
- Outcome II. Students will develop specialized knowledge. Examples include:
  - Elucidates the major theories, research methods and approaches to inquiry, and/or schools of practice in the field; articulates relevant sources; and illustrates their relationship to allied fields.
  - Assesses the contributions of major figures and organizations in the field; describes its major methodologies and practices; and implements at least two such methodologies and practices through projects, papers, exhibits or performances.
  - Articulates major challenges involved in practicing the field, elucidates its leading edges, and delineates its current limits with respect to theory, knowledge, ethics, and practice.
  - Initiates, assembles, arranges and reformulates ideas, concepts, designs and techniques in carrying out a project directed at a challenge in the field beyond conventional boundaries.
- Outcome III. Students will practice intellectual skills such as analytic inquiry, use of information resources, engaging diverse perspectives, quantitative fluency, and communication fluency. Examples include:
  - Disaggregates, adapts, reformulates and employs in an essay or project principal ideas, techniques or methods at the forefront of the field. (Analytic inquiry)
  - Provides adequate evidence through papers, projects, notebooks, computer files or catalogues of expanding, assessing or refining either a recognized information resource or an information base within the field. (Use of information resources)
  - Addresses in a project, paper or performance a core issue in the field from the perspective of a different point in time or a different culture, political order or technological context, and elucidates how the perspective contributes to results that depart from current norms, dominant cultural assumptions or technologies. (Engaging diverse perspectives)
  - Not seeking a degree in a quantitative field employs and applies mathematical, logical or statistical tools to problems within the field in a project, paper or performance, while the student seeking a degree in a quantitative field articulates and undertakes multiple appropriate applications of quantitative methods, concepts and theories. (Quantitative fluency)
  - Creates sustained, coherent explanations and reflections on the student's own work in two or more media or languages to both general and specialized audiences. (Communication fluency)
- Outcome IV. Students will conduct applied learning. Examples include:
  - Creates a discrete project, paper, exhibit, performance or other appropriate task reflecting integration of knowledge acquired in practicum, work, community or research activities with knowledge and skills from at least two disciplines representing different segments of the curriculum (e.g., computer science and anthropology); documents the sources of the knowledge and skills reflected in the integration; articulates in writing how these elements influenced the resulting product; and assesses the significance of the work in light of major debates or developments in the primary field(s).
  - Creates, designs and implements a performance or project in an out-of-class setting requiring application of advanced knowledge to a practical challenge; articulates insights gained from the field experience; assesses, with appropriate citations, selected approaches or scholarly debates applicable to the problem; articulates a reasoned judgment on selected issues in the field; and assesses standards for professional performance and continuing development with specific reference to the experience.
  - Assesses and develops a position on a significant public policy question in the student's field, taking into account scholarly and community perspectives.

## Admission Requirements

Students must formally apply for admission and must be formally admitted to the graduate program prior to beginning a Plan of Study to complete the requirements for a graduate degree. Admission as a post-baccalaureate student to CSUB does not constitute admission to a graduate program. Each graduate program establishes its own specific requirements and standards for admission. Students must contact the appropriate graduate program director for these program-specific requirements and standards.

As a general guide, students applying for admission to a graduate program must meet the following minimum requirements:

1. Baccalaureate degree from a four-year college or university accredited by a regional accrediting association or completion of equivalent academic preparation as determined by the graduate program director in consultation with the AVP for Academic Affairs.
2. Overall 2.50 GPA (A=4.00) in the last 60 semester units or last two (2) years of college or university course work. Each graduate program may require a higher GPA and/or specific prerequisite courses.
3. Be in good academic standing at the last college or university attended.
4. Official transcripts from all colleges and universities previously attended (with the exception of CSU Bakersfield transcripts) must be submitted to the Office of Admissions. No admissions review will be made until all official transcripts are received.

Many graduate programs also require the Graduate Record Examination (GRE) general test and/or the discipline-specific subject matter test and/or the Miller's Analogy Test (MAT). Students must consult with the appropriate graduate program director for specific test requirements.

In addition to meeting the above minimum requirements for admission to a graduate degree program, applicants whose preparatory education is principally in a language other than English must have a minimum score of 550 on the paper-based TOEFL exam, 80 on the internet-based TOEFL exam, a score of 6.5 on the IELTS, or a minimum score of 105 in the Duolingo English Test. Documentation must be provided in original form by the testing institution; copies submitted by the applicant are not acceptable.

## Admission by Special Action

An applicant who does not qualify for admission to the University as specified above may be admitted as a post-baccalaureate student by special action. Such action will be based on the review of acceptable evidence provided by the applicant to the AVP for Academic Affairs or other appropriate campus authorities. Admission by special action will be based upon evidence that clearly supports the applicant's knowledge, skills, and abilities to perform at a level to achieve their educational objectives.

## Admission and Applications

### General Application Procedures

Students wishing to pursue graduate studies culminating in a graduate degree must formally file an application for admission to the specific graduate degree program as well as filing an application for admission to the University as a post-baccalaureate student. Students are encouraged to contact the Office of Academic Programs or the appropriate graduate program director to discuss admission requirements prior to sending in any materials. Admission to the University as a post-baccalaureate student does not constitute admission to a graduate program. In addition, admission to one graduate program does not automatically qualify the student for admission to another graduate program. The student must apply for formal admission to each specific graduate program.

Students wishing to pursue an advanced credential or post-baccalaureate certificate should contact the Credentials Office or Office of the Dean, School of Social Sciences and Education, concerning any of the advanced credential programs. Similarly, students interested in a post-baccalaureate certificate program should contact the appropriate office responsible for each certificate program to obtain specific information

on any prerequisite requirements and/or supplementary materials, which may be required for admission.

### Currently Enrolled CSUB Undergraduate Students

Students who are completing their undergraduate major at CSUB and wish to apply for a graduate degree program at CSUB are required to submit applications for admission as specified above. Specifically, students must (i) submit an application for admission to the graduate degree program, (ii) submit an application for admission to the University, and (iii) pay the nonrefundable application fee.

Graduate-level courses which are taken by undergraduate students during the semester in which their baccalaureate degree is earned and which are not needed to fulfill any requirements for their baccalaureate degree may be recorded as provisional post-baccalaureate credit. In addition, undergraduate students working on a teaching credential may record selected credential courses that are completed during the last two consecutive semesters prior to the award of their baccalaureate degree and are not needed to fulfill any baccalaureate requirements may be recorded as provisional post-baccalaureate credit. However, request for this provisional post-baccalaureate credit must be made at the time the student files the Application for the Baccalaureate Degree; the request for provisional post-baccalaureate credit cannot be made retroactively. Students should consult with the appropriate graduate program director or credential program director if they plan to use provisional post-baccalaureate credit to meet any of the requirements for a graduate degree or teaching credential, respectively.

### Visiting Graduate Students

Students who are enrolled as a graduate student at another campus may be allowed to take CSUB courses. Prior approval must be obtained from the appropriate graduate program director at the student's "home campus" and at CSUB, in consultation with the AVP for Academic Affairs. The student must be formally admitted to an authorized graduate program at the student's "home campus;" have completed at least one academic term at the student's "home campus" as a matriculated student and will be enrolled concurrently in such status; and, be in good standing at the "home campus" and at any subsequent college or university attended.

Graduate programs at CSUB may require the visiting student to submit additional information for consideration of admission. Admission may be for a specified period of time or purpose to be determined by the graduate program director at CSUB, in consultation with the AVP for Academic Affairs.

### International (Foreign) Students

All graduate program applicants, regardless of citizenship, whose preparatory education was principally in a language other than English must demonstrate competence in English, both in spoken and written forms. The minimum score required for admission is 550 on the paper-based TOEFL exam, 80 on the internet-based TOEFL exam, 6.5 on the IELTS, or a minimum score of 105 in the Duolingo English Test. Documentation must be provided in original form by the testing institution; copies submitted by the applicant are not acceptable. Exceptions may be granted by the AVP for Academic Affairs or other appropriate campus authorities when there is convincing evidence that the applicant's competence in English is at a level which will allow satisfactory participation in and benefit from graduate study at CSUB.

The American Language Institute (ALI) offers a language immersion program into American English. The noncredit program offers instruction in reading/vocabulary, writing/grammar, and listening/speaking.

All international applicants must submit two (2) official copies of transcripts from all colleges/universities attended with proof of award of the baccalaureate degree when sending their applications for admission to the University and the graduate program. If students have completed previous graduate course work in the United States or a foreign country, the evaluation for the transfer of any course credit will be done by the respective graduate program director.

All international students must, upon their arrival at CSUB, present themselves to the Associate Director of Admissions and Records with their passport and visa. Each student should then contact the appropriate graduate program director to review and verify the records in their applicant file and to discuss the development of a Plan of Study for the completion of requirements for the relevant graduate degree.

Each international student must enroll in 6 or more semester units of courses applicable to their graduate program to comply with immigration laws. Students who wish to enroll through the Extended University must have formal permission from the AVP for Enrollment Management.

## Students with Degrees from Non-Accredited Colleges or Universities

Applicants who have received their baccalaureate degree from a non-accredited college or university should contact the appropriate graduate program director to discuss the equivalency of their degree and course work required for admission to the graduate degree program. Additional supporting documentation, including qualifying examinations, may be required as part of the application for admission to the graduate program.

## Programs Leading to Licensure and Credentialing

Admission into programs leading to licensure and credentialing does not guarantee that students will obtain a license or credential. Licensure and credentialing requirements are set by agencies that are not controlled by or affiliated with the CSU and requirements can change at any time. For example, licensure or credentialing requirements can include evidence of the right to work in the United States (e.g., social security number or taxpayer identification number) or successfully passing a criminal background check. Students are responsible for determining whether they can meet licensure or credentialing requirements. The CSU will not refund tuition, fees or any associated costs to students who determine subsequent to admission that they cannot meet licensure or credentialing requirements. Information concerning licensure and credentialing requirements is available from the credential analyst at [credentialanalyst@csub.edu](mailto:credentialanalyst@csub.edu).

The California State University has not determined whether its programs meet other states' educational or professional requirements for licensure and certification. Students enrolled in a California State University program who are planning to pursue licensure or certification in other states are responsible for determining whether they will meet their state's requirements for licensure or certification. This disclosure is made pursuant to 34 CFR §668.43(a)(5)(v)(C).

## Graduate Student Standings

### Conditionally Classified

A student who is deficient in one or more of the program requirements may be admitted to a graduate program as a Conditionally Classified graduate student. The graduate program director will specify, in the

original admission letter, what deficiencies need to be addressed through the completion of appropriate course work and/or qualifying examinations and at what level and within specified time limits. If a student does not satisfy all the deficiencies within the stipulated time period, they will be dismissed from the program in which they were admitted as a Conditionally Classified student. Conditionally Classified graduate students are generally not allowed to enroll in 6000-level course work.

### Classified

A student may be formally admitted to a graduate program in this category (or advanced to this category from Graduate Conditionally Classified) if the student fulfills all of the professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the graduate program. Graduate classified standing is generally required for enrollment in 6000-level course work.

### Advancement to Graduate Candidacy

Classified graduate students may be advanced to candidacy upon completion of a significant portion of the Plan of Study approved by the graduate program, normally when the student is qualified to begin their culminating experience. The student's advancement to candidacy is an important milestone in the student's graduate education and is based upon a formal review and recommendation by the graduate program director and the approval of the Office of Academic Programs.

### Non-Active Student Standing

A graduate student or post-baccalaureate student who has been absent from their respective program for two (2) consecutive semesters without an approved Planned Educational Leave or without Continuous Enrollment status will be reclassified as a non-active student. All students who have been reclassified to a non-active student status must reapply to the University and to the respective graduate program and pay all relevant fees.

### Post Baccalaureate Student Standings

Admission to the University as a post-baccalaureate student does not constitute admission to any graduate degree program.

### Classified

A student may be admitted to the University in this category so that he/she/they may enroll in an advanced credential program or a post-baccalaureate certificate program. The student may be required to satisfy additional professional, personal, scholastic, and other standards, including qualifying examinations, as a condition for admission as a post-baccalaureate classified student.

## Academic Policies for Graduate and Post-Baccalaureate Students

All graduate and post-baccalaureate students should be aware of the following policies. Students enrolled in a second baccalaureate degree program are governed by the academic standards for undergraduate students.

### Academic Advising

All formally admitted graduate students will work closely with their graduate program director and/or an assigned faculty advisor in the development of a Plan of Study. The Plan of Study will specify the courses that each student will complete to fulfill the requirements of the graduate degree program. If necessary, the Plan of Study will also

specify appropriate course work and/or qualifying examinations needed to remedy any deficiencies in prerequisite preparation. All advancements in graduate standing will be based upon satisfactory progress through the Plan of Study.

A post-baccalaureate classified student enrolled in an advanced credential program or a post-baccalaureate certificate program will work closely with the credential program director or with the appropriate faculty advisor, respectively, in selecting courses required for the completion of the requirements of the respective program.

## Academic Course Load

Six (6) semester units of graduate course work per academic term is considered the minimum unit load for full-time graduate or post baccalaureate status. Normally, the maximum unit load for graduate and post-baccalaureate students is 12 semester units. It is strongly recommended that all graduate and post-baccalaureate students check with the appropriate graduate program director to discuss the specific recommended maximum unit load for their program.

## Planned Educational Leave

Students who have been formally admitted to a graduate degree program and who are making satisfactory progress in the completion of their Plan of Study may request a planned educational leave of absence for periods of up to two (2) years and still maintain continuing student status. Post-baccalaureate classified students satisfactorily progressing in the completion of the requirements for an advanced credential or a post-baccalaureate certificate may also qualify for a planned educational leave for the same duration. Students must complete the Academic Petition for Graduate and Post-Baccalaureate Students form and submit it to their appropriate graduate program director or credential program director along with any necessary supporting documents. All educational leaves of absence for graduate or post-baccalaureate classified students must be approved by the Office of Academic Programs.

## Unauthorized Leave of Absence

A former student returning to the University after an absence of more than two (2) consecutive semesters must submit an application for admission to the graduate degree program, submit an application for admission to the University, and pay the nonrefundable application fee. Graduate-level courses that the student completed prior to "stopping-out" will be reassessed by the graduate program director as to their application to the new plan of study being proposed to meet the requirements in the graduate degree program. Previous course work will not automatically be accepted for credit. In some cases, additional supporting documentation, including qualifying examinations, may be required.

## Change of Address or Name

All graduate and post-baccalaureate students who have a change in address or name must report the change to Office of the Registrar by submitting the appropriate form with the new name or address. All changes should also be reported to the appropriate graduate program director, faculty advisor, and/or credential program director.

## Change of Educational Objective (Change of Graduate Program)

The acceptance of a student to graduate studies at the University is based upon the educational objective indicated on the application for admission. Students desiring a change in graduate objective to a program different from that indicated on the original application must

apply to the new program via [calstate.edu/apply](http://calstate.edu/apply) during the application filing period and submit all relevant application materials for the new program. The proposed new graduate program will review the application and notify the student and the Office of Admissions of its decision. Students who are admitted to a new graduate program must then seek approval of their proposed program using the procedures of that program. Students seeking to change a concentration or track within the original master's degree program do not need to go through this process since such change is not a change of educational objective.

## Repeat of Course with Forgiveness

Classified graduate or classified post-baccalaureate students may be permitted to repeat up to 3 semester units of coursework that was taken at CSUB for graduate credit and in the student's Plan of Study for a graduate degree or a post-baccalaureate credential, provided that (i) the grade replacement(s) are needed to bring the GPA up to 3.00, (ii) the student has advanced to candidacy, and (iii) the only course outstanding is the culminating experience course. The student must submit a completed Academic Petition for Graduate and Post-Baccalaureate Students form, with signed approval of the graduate program director, to the AVP for Academic Affairs. Approved petitions will be forwarded to the Office of the Registrar for formal notation on the student's transcript. Although both grades will remain on the transcript, only the new grade will be used in computing the student's graduate GPA. However, all grades will be considered in computing the post-baccalaureate GPA.

## Academic Probation for Graduate and Post-Baccalaureate Students

In general, a graduate student shall be subject to academic probation at the end of any academic term where the student's grade point average for all course work that is in the Plan of Study falls below a "B" (3.0) average. However, students admitted to a graduate program may be subject to academic probation when their performance is judged to be unsatisfactory with respect to the scholastic and/or professional standards established by the individual graduate program. The appropriate program director will initiate the Academic Probation process using the Academic Probation form. Judgment of performance will be based upon a review by the graduate program director and the Office of Academic Programs. All graduate students are encouraged to consult with their respective graduate program directors regarding acceptable scholastic and/or professional standards established by the graduate program. A separate policy applies to graduate students with conditionally classified standing. Please see above section titled Graduate Student Standings for that policy.

A post-baccalaureate classified student shall be subject to academic probation at the end of any academic term where the student's grade point average for all course work attempted at CSUB, subsequent to admission as a post-baccalaureate student, falls below 2.50 GPA. The appropriate credential program director or faculty advisor will initiate the Academic Probation process using the Academic Probation form.

## Academic Disqualification for Graduate and Post-Baccalaureate Students

A graduate student shall be subject to academic disqualification if, while on academic probation, the student fails to satisfy the conditions of probation and attain a 3.00 GPA or when their performance does not improve with respect to the scholastic and/or professional standards established by the individual graduate program. Academic disqualification shall be initiated by the program director using the

Academic Disqualification form, reviewed by the appropriate academic dean, and approved by the Office of Academic Programs.

A post-baccalaureate classified student shall be subject to academic disqualification if, while on academic probation, the student fails to earn sufficient grade points necessary to be removed from academic probation status and attain a 2.50 GPA. Academic disqualification for post-baccalaureate classified students shall be initiated by the appropriate credential program director or faculty advisor, reviewed by the appropriate academic dean, and approved by the Office of Academic Programs.

### **Petition for Readmission by Graduate and Post-Baccalaureate Students on Academic Disqualification**

Graduate students who have been placed on academic disqualification status may request readmission by submitting a completed Multi-Purpose Academic Petition for Graduate and Post-Baccalaureate Students form to the graduate program director, academic dean, and AVP for Academic Affairs.

Post-baccalaureate classified students who have been placed on academic disqualification status may request readmission by submitting a completed Multi-Purpose Academic Petition for Graduate and Post-Baccalaureate Students form to the credential program director or department chair and academic dean responsible for the advanced credential program or post-baccalaureate certificate program.

### **Grievances and Appeals**

A graduate or post-baccalaureate student who experiences difficulties arising from course evaluation, judgment of performance, graduate degree requirements, advancement to candidacy, general regulations, and/or other grievance situations should discuss the issues first with the appropriate graduate or credential program director. If the issue(s) of complaint cannot be resolved through this informal process, then a formal grievance can be filed. Before submitting a Grievance Form for Graduate Students, the student must read the Grievance-Procedures-University-Handbook-Appendix-D-12-1-20.pdf (see Academic Forms at [www.csub.edu/graduatestudentcenter](http://www.csub.edu/graduatestudentcenter)).

If the student wishes to challenge the grievance outcome decision, the student must deliver a written appeal to the AVP of Academic Affairs within fourteen (14) working days of the grievance outcome letter. Grievances must be initiated within two (2) weeks after complaint procedures were concluded, or exhausting informal approaches to solving the grievance (excluding summer term). A separate policy applies to appeals of a denial of admission. Please see section titled Denial of Admission for information regarding that policy.

## **General Requirements for a Graduate Degree**

Each graduate program establishes its own specific requirements and standards. Students must contact the appropriate graduate program director for these program-specific requirements and standards.

### **Specified Plan of Study**

Each graduate student, in consultation with the graduate program director will complete a Plan of Study appropriate for the master's or doctoral degree and the student's academic and/or professional goals. This Plan of Study should be completed at the time the student achieves Graduate Classified Standing (normally, at the time of admission to the program). The graduate program director will certify officially the

completion of the student's Plan of Study at the time of application for graduation.

### **Credit Unit Requirements**

All of the graduate degree programs at CSUB require a minimum of 30 semester units, with some having more unit requirements. Ideally, at least three-quarters of the units required for the graduate degree shall be in courses organized specifically for graduate students (5000- and 6000-level courses). Regardless of the total unit requirements, only 9 semester units may be "nonresident" units. No more than 6 semester units shall be awarded for a thesis or project. Each graduate student should discuss with the graduate program director of their respective graduate degree program regarding the details of the credit unit requirements.

### **Review of Research for Master's Theses and Projects**

Graduate students and post-baccalaureate credential students conducting research involving information from human subjects either through direct measurement of behavior or from secondary sources (existing databases) must have their research protocol reviewed and approved by the CSUB Institutional Review Board for Human Subjects Research (IRB/HSR). Graduate students and post-baccalaureate credential students conducting research with non-human animals or using non-human animals in laboratory demonstrations or classroom activities must have their research protocol or educational protocol reviewed and approved by the CSUB Institutional Animal Care and Use Committee (IACUC). Submission deadlines are available at [www.csub.edu/grasp/research%20compliance/irb/](http://www.csub.edu/grasp/research%20compliance/irb/).

### **Academic Performance Requirement**

All graduate students must maintain a grade point average of 3.0, or grade of "B," or better in all courses taken to satisfy the requirements for the degree as specified in each student's Plan of Study. A course in which no letter grade is assigned shall not be used in computing the grade point average. Graduate programs will not allow any course with a grade lower than "C" (2.0) to count in the Plan of Study and some graduate programs do not allow any course with a grade lower than "B" (3.0). For graduation purposes, the GPA in the Graduate Plan of Study must be 3.0 or better.

### **Graduation Writing Assessment Requirement**

All graduate and post-baccalaureate students must satisfy the Graduation Writing Assessment Requirement (GWAR) as soon as possible in their graduate study, unless they have already done so. Individual graduate programs have the option of stating when this requirement must be met. Graduate students who have not met this requirement may do so by passing the regularly scheduled examination (offered once a semester, see [www.csub.edu/testing](http://www.csub.edu/testing)) or by earning a "C" or better in one of the approved GWAR courses. These courses include COMM 3008, ENGL 3109, ENGL 3119, HIST 3008, PPA 4038, and ADM 5100. Note that GWAR courses generally have additional course prerequisites (see course descriptions for details).

Graduate and post-baccalaureate students are exempt from the GWAR if they graduated from a CSU or UC since 1980 or if they earned the following test scores—provided the test(s) were taken since 1980:

- **GMAT** 4.5 or higher on the writing portion of the GMAT
- **CBEST** 41 or higher on the writing portion of the CBEST
- **GRE** 4.5 or higher on the analytic writing portion of the GRE General Test

## GWAR Waivers for Post-Baccalaureate and Graduate Students

Post-baccalaureate and graduate students who have one or more articles published as first author in a refereed professional journal may submit their work for review to the Writing Program Coordinator (DDH B104, [csub.edu/english/M.A.Programs/writingprogram/index.html](http://csub.edu/english/M.A.Programs/writingprogram/index.html)) with a formal request to waive the GWAR. Post-Baccalaureate and graduate students who already have an M.A. or M.S. in any discipline that included a master's thesis or project and are working on another degree or credential may submit their thesis or project for review to the Writing Program Coordinator (DDH B104) with a formal request to waive the GWAR. Waiver requests and supporting documents will be reviewed within two weeks.

## Time Limits for Completing Graduate Program Requirements

The California Code of Regulations, Title 5, Education, specifies that all the requirements for a graduate degree shall be completed within a seven (7) year period. This time limit requirement means that no more than seven (7) years may elapse between the start of the term for the earliest dated course approved for the Plan of Study and the date the application for graduation is formally approved. Graduate students should check with the appropriate graduate program director to discuss the specific time limit requirements of the respective graduate degree program, since some programs may have more stringent requirements.

If the student is unable to complete all graduate program requirements (generally course work) within the time limits specified by the graduate degree program, the student may formally petition the graduate program director for an extension of the time limit or for the substitution of other appropriate course work using the Multi-Purpose Academic Petition for Graduate and Post-Baccalaureate Students form. The graduate program director must then send the petition with their recommendation to the Office of Academic Programs for approval.

## Transfer Credits

Graduate credit from another accredited college or university may be applied toward the fulfillment of requirements in the student's graduate program at CSUB, if accepted by the faculty of the respective graduate degree program. In addition, graduate-level course work taken through the Extended University may be used to satisfy prerequisite requirements or specific degree requirements when such work is approved in advance by the appropriate graduate program director. A maximum of 9 semester units from another college or university or from the Extended University may be accepted toward a graduate degree program, and all such units must satisfy the time limit requirements specified by the graduate program.

## Credit, No Credit Grading for Graduate Courses

A graduate student admitted to a graduate degree program with a 30-semester unit requirement may complete a maximum of 6 semester units of course work on a non-optional credit, no-credit-grading basis. A graduate student in a graduate degree program with a 60-semester unit requirement may complete a maximum of 12 semester units of course work on a non-optional credit, no-credit-grading basis. For all graduate level courses graded on a non-optional credit, no-credit basis, the grade "CR" shall be awarded for the grade "B" (3.0) or higher, and the grade "NC" shall be awarded for the grade "B-" (2.7) or lower. Graduate students are not allowed to complete any course work for a graduate degree program with an optional credit, no-credit-grading basis.

## Continuous Enrollment for Graduate Students

Graduate students must enroll each Fall and Spring semester until degree completion. This continuous enrollment requirement can be met through enrollment in courses identified in the specified plan of study or by enrollment in a special low-cost, 7000-level, 0-unit course through Extended Education, with the program director as the instructor of record. Unless granted an approved leave of absence, a graduate student who fails to enroll each semester will need to resubmit a plan of study for the graduate degree program. Summer and winter enrollment in the 7000-level continuous enrollment course may be required by individual programs.

## Application for Graduation

Candidates for the master's or doctoral degree must file an application for graduation prior to the term they intend to have requirements met. Date deadlines are listed at [www.csub.edu/registrar/graduation](http://www.csub.edu/registrar/graduation). Candidates can apply for graduation via their "myCSUB" account once the application opens. By applying earlier, students will be more likely to be notified prior to the registration period for their last term of any deficiencies in graduation requirements and, thereby, be able to enroll in appropriate classes so that their graduation plans will not be disrupted. Graduate students are eligible to participate in the Commencement Ceremonies only if all degree requirements including the culminating experience (thesis, project, or comprehensive examination) have been completed prior to the date of commencement.

## Culminating Experience Requirement

All graduate students must satisfactorily complete a culminating experience (thesis, dissertation, project, or comprehensive examination) to qualify for the graduate degree (hereafter referred to as the "culminating experience"). The specific type of culminating experience will depend upon the requirements of each graduate degree program. Satisfactory completion of a culminating experience will be in compliance with California Code of Regulations, Title 5, Division 5, Chapter 1, Subchapter 2, Article 7, (b), (3). Satisfactory completion of a culminating experience is defined as follows:

- A **thesis or dissertation** is the written product of a systematic study of a significant problem. It 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(s). The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the thesis is required. All theses or dissertations must be formally filed electronically with the CSUB Library. The format of all theses or dissertations must meet the technical requirements established by the university. Students should consult the Office of the AVP for Academic Affairs for these technical requirements <http://www.csub.edu/GradStudies/>.
- A **project** is a significant undertaking appropriate to the professional fields as well as to fine and applied arts. It demonstrates originality and independent thinking, appropriate form and organization, and an academic rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology, and conclusion or recommendation(s). An oral defense of the project may be required. Projects may or may not be submitted to the CSUB Library, depending upon program requirements. Students should consult with their program's graduate program director for project requirements.

- A **comprehensive examination** is an assessment of the student's ability to integrate the knowledge of the area, show critical and independent thinking, and demonstrate mastery of the subject matter. The results of the examination evidence independent thinking, appropriate organization, critical analysis, and accuracy of documentation. A record of the examination questions and responses shall be maintained by the respective graduate program.

Graduate students must be at Graduate Classified status prior to enrolling in the required culminating experience course for the respective graduate program. Some graduate programs may require Graduate Candidacy status prior to enrollment in the required culminating experience. Certification for the completion of the culminating experience must be provided to the Evaluations Office and the Office of Academic Programs, prior to graduation and the award of the graduate degree.

## Graduate Committee

A graduate culminating experience committee (hereafter "Graduate Committee") oversees the development, progress, and completion of the student culminating experience. The role of regular committee members typically includes supporting students with insight, information, and counsel, suggesting ideas for revisions and strengthening of student theses, dissertations, or projects, assisting students in preparation for comprehensive examinations, and coordinating with the Graduate Committee Chair and Program Director to ensure that culminating experiences meet program and university standards.

## Graduate Committee Membership Selection

In programs requiring a culminating thesis or dissertation, students with Classified status must select the members of their Graduate Committee prior to attaining Candidate status. Students, in consultation with their advisor, may invite individuals with relevant experience and expertise to serve on their Graduate Committee provided that the committee membership composition meets the requirements included below. Invited individuals have the option to decline an invitation to become a member of a Graduate Committee.

In some programs, Graduate Committee membership may be decided by the program. This typically occurs in programs with culminating experiences that are projects or examinations. In these cases, a student may not have input into the membership of the Graduate Committee. A Graduate Committee that is formed by a program shall include membership that meets the composition requirements included below.

## Graduate Committee Composition

A Graduate Committee must be comprised of a minimum of three members. All members should be qualified in the topic of the culminating experience and should have, at minimum, the equivalent of the degree offered or higher as set by the program.

A majority of the Graduate Committee must be composed of tenured or tenure-track faculty from the department in which the degree is to be earned. Programs may develop qualification criteria for designation of graduate faculty that are more rigorous than standard departmental criteria for tenured or tenure-track faculty. In general, these criteria set higher minimum expectations for scholarly activity and productivity. These criteria must be met in order for a faculty member to be considered qualified to serve within the graduate program on Graduate Committees. In these programs, Graduate Committee membership must include a majority of tenured or tenure-track graduate faculty from the department in which the degree is to be earned.

Additional members of the Graduate Committee may be tenured or tenure-track faculty from the program department, tenured or tenure-track faculty from other CSUB departments, emeritus faculty, non-tenured or non-tenure-track faculty, or other qualified community members (see qualifications included below).

One member of the Graduate Committee will serve as the Graduate Committee Chair. The Graduate Committee Chair must be a tenured or tenure-track faculty member from the department in which the degree is to be earned. The Graduate Committee membership must be approved by both the graduate program director and the department chair.

## Community Member Participation

Community members not currently CSUB employees may serve as participants on Graduate Committee of students when the following conditions have been met:

1. The student and Program Director have invited the individual to participate;
2. The individual scholar, researcher or practitioner should have, at a minimum, the equivalent of the degree offered or higher as set by the department, and also have an interest in the student project;
3. The Program Director has on file a current resume or vitae;
4. When necessary, the individual has successfully completed the Human Subjects Protection training at CSU; and
5. The role and responsibilities have been explained by the Program Director.

Graduate program directors are responsible for keeping an electronic file containing all the above information on each community participant and reporting yearly to the chair of the department. Acknowledgement of their participation is also sent by the student as well as the graduate program director on each occasion. The aggregate information on outside participation from each program may also be requested for assessment activities.

## Vacancies and Replacements

In case any member of the Graduate Committee expects an extended, yet temporary, absence during the development of a student's culminating experience they should arrange for communicating with the student during their absence or have a substitute on the Graduate Committee. All changes to the Graduate Committee's composition should be filed with the graduate program director and/or department chair on the approved graduate committee form. The graduate program director may act on behalf of the Committee Chair, after approval from the other Graduate Committee members, in case of an unexpected absence of the Committee Chair if the student has completed the culminating experience.

## Disputes

Under normal circumstances, all disputes between a student and their Graduate Committee shall be resolved in a manner that does not impede a student's progress toward degree completion. The Committee Chair will be responsible for attempting to resolve disputes through a collegial process that engages the student and all members of the Graduate Committee. The graduate program director, department chair, and school Dean should resolve those disputes that cannot be settled at the Graduate Committee, program, or department level.



## Termination of Committee

A Graduate Committee shall have discharged its obligations once the culminating experience has been approved as indicated by all committee members' signatures on the final approval form.

## Responsibilities of Graduate Committee Members

The Graduate Committee meets early in a student's graduate studies to review and comment on the student's thesis/dissertation proposal or culminating project/activity plan. They are responsible for determining the feasibility and merit of the proposal/plan and to permit the student to proceed only after a favorable determination has been made. The Graduate Committee shall also review the proposal/plan and determine whether the student's project is subject to the university policy on research on human or animal subjects and advise the student accordingly. The Graduate Committee is responsible for familiarizing the student with university policies concerning the handling of dangerous materials, laboratory and fieldwork safety, and maintenance of standards of quality, ethics, and professional performance. The Graduate Committee shall review and approve the methodology and any instrument or questionnaire used in data collection and/or refer the student to the appropriate review and approval committee. The Graduate Committee shall formally sign off on the student's plan or proposal only when all of these criteria have been reviewed and met. The signing of this document signifies that the student has permission to proceed with the study as outlined in the proposal or plan. A copy of the student's approved proposal/plan should be retained by the program.

Graduate Committee members are responsible for reviewing thesis/dissertation drafts, requesting and receiving updates on project/activity progress, and providing feedback in a timely manner. The Graduate Committee should serve as an advisory committee to assist students with appropriate guidance on benchmarks and activity timelines to ensure timely degree completion. Students are responsible for observing deadlines, communicating regularly with their Graduate Committee, and incorporating feedback from the Graduate Committee into their project activities. Depending on circumstances, there should be no more than a two-week turnaround review time for each of the Graduate Committee members to review distributed materials and return feedback to students during the academic year.

For theses and dissertations, it is the responsibility of the Graduate Committee to examine the student's work and to meet and make a final determination of the acceptability of the thesis or dissertation. The committee should also attend any oral defense of the thesis or dissertation in accordance with department and program policies. The Graduate Committee shall determine the adequacy of the bibliography/literature cited to ensure that theses and dissertations adequately represent the state of knowledge on a topic, represent student expertise in their chosen area of specialty, and fairly present the research of others.

It is the responsibility of the Graduate Committee to evaluate the culminating experiences to determine if they meet university standards. Successful completion of the culminating experience and the conferral of a program degree are dependent on majority approval from the Graduate Committee and may only be conferred with their documented approval.

## Committee Chair Responsibilities

The Graduate Committee Chair is a member of and chair of the Graduate Committee and is responsible for the primary supervision of a graduate student's work. In addition to all of the responsibilities of being a Graduate Committee member, the Graduate Committee Chair is the major contact point with the student when questions may arise about

the program or culminating experience. The Graduate Committee Chair may set deadlines or otherwise guide the student's progress. They are responsible for assisting the student in following university, department, and program policies and procedures, assisting with the submission of university forms and applications when applicable, and mentoring the student through the necessary steps to complete their degree. They also are the primary source of student support, should be an expert within the discipline and on the chosen topic of the student's culminating experience, and serve as the primary liaison between the student and the other members of the Graduate Committee should conflicts arise.

The role of the Graduate Committee Chair is key in assisting a student with their thesis/dissertation proposal or culminating project/activity plan. The Graduate Committee Chair will assist the student in generating research questions, determining the target literature, helping create the project structure, and selecting appropriate methodology, while maintaining enough distance to ensure that the culminating experience reflects the student's individual intellectual effort. When applicable, the Graduate Committee Chair recommends other Graduate Committee members and works with the student to develop their Graduate Committee membership. The Graduate Committee Chair communicates the expectations and processes the student will follow. When the student's proposed research or project involves human or animal subjects the Graduate Committee Chair shall ensure that university policies in this area are carefully observed.

Once a proposal or plan is approved, the Graduate Committee Chair shall have primary responsibility for the supervision of the student's work. The Graduate Committee Chair shall inform the student of the style and format required by the department, program, and university for formatting the final thesis, dissertation, or report. The student and the Graduate Committee Chair, insofar as it is possible, should arrive at agreement on an approximate time schedule for degree completion and should work jointly to schedule meetings of the Graduate Committee and determine the content of progress updates that are distributed to the Graduate Committee. In consultation with the other members of the Graduate Committee, the chair shall determine the final grade and/or assigning of complete credit for the culminating experience. The Graduate Committee Chair is responsible for accurately reporting the grade/completion status agreed upon by the Graduate Committee.

## Financial Aid Programs for Graduate Students

A variety of financial aid programs are available for graduate students at CSU Bakersfield. Graduate students wishing information on financial aid programs should contact the Office of Financial Aid for specific programs and their eligibility requirements. A partial listing of financial aid programs available for graduate students is as follows:

### California Pre-Doctoral Program

The California Pre-Doctoral Scholars Program is designed to increase the pool of university faculty by supporting the doctoral aspirations of individuals who are: current upper division undergraduate or master's-level students in the CSU, economically and educationally disadvantaged, and interested in a university faculty career. Students who are chosen for this prestigious award are designated as Sally Casanova Scholars as a tribute to Dr. Sally Casanova, for whom the Pre-Doctoral scholarship is named. These scholars are exposed to unique opportunities to explore and prepare to succeed in doctoral programs. CSU and UC faculty

members are an integral component of this program as they work closely with scholars to prepare them for graduate studies.

Working one-on-one with faculty members from both CSU and doctoral-granting institutions, students receive funding for activities such as:

- participation in a summer research internship program at a doctoral-granting institution to receive exposure to the world of research in their chosen field;
- visits to doctoral-granting institutions to explore opportunities for doctoral study;
- travel to a national symposium or professional meeting in their chosen field; and
- graduate school application and test fees.

Information regarding the California Pre-Doctoral Program is available by contacting the Graduate Student Center.

### **Chancellor's Doctoral Incentive Program (CDIP)**

The Chancellor's Doctoral Incentive Program provides financial assistance to graduate students. It is a competitive program directed by the California State University, but open to doctoral students at accredited universities across the country. Through the Chancellor's Doctoral Incentive Program, CSU offers forgivable loans and faculty mentorship to full-time students pursuing doctoral degrees who are interested in a teaching career at a CSU campus. Specifically, the program provides loans of up to \$10,000 per year for a total of \$30,000 within five years; 20 percent of the load is forgiven for each year of full-time postdoctoral teaching at a CSU campus (10% each year for faculty teaching half time). Information regarding the Chancellor's Doctoral Incentive Program is available by contacting the Graduate Student Center.

### **Graduate Equity Fellowships**

The Graduate Equity Fellowship (GEF) Program awards grants to students pursuing a master's or doctoral degree. This program seeks to increase the diversity of students completing graduate degree programs in the CSU, encourages continuation toward doctoral programs, and promotes consideration of university faculty careers. To qualify, a student must be able to demonstrate economic need either through FAFSA, CADA, or other documentation. Individual awards may be as much as \$2,000 for an academic year. Students must be formally admitted to a specific graduate program at CSUB and be a full-time graduate student for the duration of the award. Qualification for a grant is based upon academic excellence and promise, while the amount of the grant is based on financial need, as determined by the Office of Financial Aid, and may be renewed one time, by reapplying by the next deadline.

### **Federal Work-Study**

This program provides a variety of positions on campus through which students can earn money to pay for their educational expenses. The student can adjust the work schedule to conform to their class load. A student must qualify for financial aid to be placed in a work-study position.

### **Graduate Fellowships**

The California Student Aid Commission awards state-funded fellowships to resident students who are admitted to a graduate degree program and who intend to become faculty members in a public college or university in the State of California.

### **Graduate Teaching and Research Assistantships**

Depending upon the graduate program, graduate teaching assistantships and graduate research assistantships may be available to eligible graduate students. Some of the assistantships are on a stipend basis, while others are for course credit, which may be applicable to the student's plan of study. Graduate students should contact the appropriate graduate program director for details regarding graduate assistantships.

### **Scholarships**

Scholarships are awarded based on merit and/or financial need, in addition to other criteria specified by the donor(s) of each scholarship. Graduate students should contact the Office of Financial Aid for details regarding scholarships.

### **State University Grants**

The California State University awards grants that cover a portion of the state university fees for eligible graduate students who are residents of the State of California. Graduate students should contact the Office of Financial Aid for details regarding State University Grants.

### **Student Assistantships**

Student Assistant employment is available on campus and eligibility is not based on financial need. Graduate students should contact the Center for Career Education and Community Engagement (CECE) for information about campus employment opportunities.

### **Off-campus Employment**

Off-campus employment opportunities are advertised in the Center for Career Development and Community Engagement (CECE).

### **Student Loans**

Various long-term, low-interest student loans are available to eligible applicants. Graduate students should contact the Office of Financial Aid for details regarding student loans.

### **Other Available Assistance Programs**

Other assistance programs such as Aid to Families and Dependent Children (AFDC), Food Stamps, Social Security, and Veterans Benefits may be available to eligible graduate students. Graduate students should contact local agency offices for information and assistance about these programs.