

GRADUATE ADMISSION

Admission Requirements

If you already hold a baccalaureate, you must apply to attend CSU, Chico through the Office of Graduate Studies if your objective is a master's degree, credential, or other postbaccalaureate study. Students with an objective of further undergraduate study apply directly to the Office of Admissions (see "Admission to Second Bachelor's Degree Programs").

To qualify for admission to postbaccalaureate study, you must meet the following general requirements. You must be in good academic standing at the last institution attended and at any institution of the California State University attended, and have completed a four-year college course of study and hold an acceptable baccalaureate from an institution accredited by a regional accrediting association (or have completed equivalent academic preparation as determined by the Office of Graduate Studies). In addition, you must have attained the grade point average required for your objective. Generally, postbaccalaureate students must have a 2.5 (on a scale where A=4.0) in the last 60 semester units attempted. However, applicants to a master's degree program must have a 3.0 in the last 30 semester units attempted and a 2.75 in the last 60 semester units attempted. Applicants must also satisfactorily meet the professional, personal, scholastic, and other standards, including qualifying examinations, as prescribed for their program.

Applicants who do not qualify for admission under these provisions may be admitted by special action if, on the basis of acceptable evidence, they are judged by the designated campus authority to possess sufficient academic, professional, and other potential pertinent to their educational objectives.

Admission Classifications of Postbaccalaureate Students

If you meet the minimum requirements for postbaccalaureate study as indicated above, you may be considered for admission to one of the following:

Master's Degree Student

You are a master's degree student if you are admitted to at least conditionally classified status in a specific degree program. See "Admission to Master's Degree Programs" below as well as individual academic program descriptions for complete information.

It is possible to pursue both a master's degree program and a credential program concurrently. If you are interested in pursuing these dual objectives, you should file the appropriate applications in the Office of Graduate, International, and Interdisciplinary Studies.

Teaching Credential Candidate

You are a credential candidate if you are admitted to obtain a basic teaching credential or a specialized credential. See the "Education" chapter for specific information on the various teaching credential programs and any additional admission requirements.

Unclassified Student

By meeting the general requirements, you are eligible for admission as an unclassified student to qualify for a master's degree or credential program, complete a postbaccalaureate certificate program, or take course work for personal or professional development. Some departments

may restrict enrollment of unclassified students because of heavy enrollment pressure, and admission in this status does not constitute admission to, or assurance of consideration for admission to, any graduate degree or credential program. If your goal is to qualify for a master's degree program, you should talk with the appropriate graduate coordinator as early as possible to plan your course of study.

Admission Notification

The Office of Graduate Studies officially notifies both master's degree and unclassified applicants of the admission decision. For credential applicants, the specific department responsible for the credential for which a student has applied will notify applicants regarding their admission to their credential objective.

Admission to any of the above categories is limited to the specific semester for which you have applied and been accepted. If you do not enroll during the semester for which you are admitted, you will not be automatically readmitted for a subsequent semester but must resubmit the appropriate application and fee during the designated application period. The fee may be waived if you have requested and been approved for a deferred admission (see "Deferred Admission").

If you do not hold a baccalaureate at the start of the semester for which you have been admitted, your postbaccalaureate admission will be canceled and your class level will be changed back to senior. You must then reapply for postbaccalaureate admission as indicated above if you wish to enroll after you receive the bachelor's degree.

Application Procedures

All graduate and postbaccalaureate applicants (e.g., master's degree applicants, those seeking credentials, and those interested in taking graduate-level courses for personal or professional growth) must file a complete graduate application as described in the graduate and postbaccalaureate admission booklet. Applicants who completed undergraduate degree requirements and graduated the preceding term are also required to complete and submit an application and the \$55 nonrefundable application fee. Since applicants for postbaccalaureate programs may be limited to the choice of a single California State University campus on each application, redirection to alternate campuses or later changes of campus choice will be minimal. To be assured of initial consideration by more than one campus, it will be necessary to submit separate applications (including fees) to each.

Applicants to master's degree programs, unclassified status, or basic credential programs at CSU, Chico are encouraged to apply online through CSUMentor at www.csumentor.edu. Credential applicants should also consult the "Education" chapter of this catalog or visit www.csuchico.edu/edsc/credential.html for additional information. If you are unable to apply online, you may request an application from the Office of Graduate Studies.

The application must be received by the deadline given in the Academic Calendar. You must also request that each postsecondary institution you have previously attended send three official copies of your transcripts directly to the Office of Graduate Studies to arrive by the application deadline. (NOTE: If you have attended CSU, Chico in the past, either as a graduate or an undergraduate student, you will not need to obtain additional copies of transcripts you have already had sent to the institution. Neither will you need to provide transcripts of your Chico record.)

Students seeking admission to a master's degree program should visit www.csuchico.edu/gisp/gis/listing/index.htm to learn of any qualifying examinations or other supplemental application materials required for their program objective. Test scores and all supplemental materials must also be submitted by the application deadline.

The \$55 non-refundable application fee in the form of a check, money order, or credit card payment to the California State University is required of all applicants, with the following exceptions: 1) postbaccalaureate students currently enrolled at Chico who are changing their objectives; 2) those who were previously enrolled as postbaccalaureate students, have broken enrollment at Chico only one semester, and have not attended any other schools in the interim; 3) students who have been granted a deferred admission; 4) students filing as auditors; and, 5) students who have applied for, and been granted, an application fee waiver.

Admission to Second Bachelor's Degree Programs

If you already possess a baccalaureate, you may apply for admission to a program leading to a second bachelor's degree. In doing so, you should apply directly to the Office of Admissions. You will be held to the same admission requirements as undergraduates applying to baccalaureate programs (i.e., a 2.0 cumulative GPA if you are a resident of California or a 2.4 cumulative GPA if you are a non-resident). If you are applying for admission to an impacted area of study, you must follow supplementary admission procedures and meet special criteria (see "Undergraduate Admissions").

Admission to Master's Degree Programs

In addition to the requirements described previously for all postbaccalaureate students, as an applicant to a master's degree program you may be required to successfully complete a nationally standardized qualifying examination (e.g., Graduate Record Examination, Graduate Management Admission Test, Miller Analogies Test) and fulfill other admission criteria specified by the department. Refer to individual academic program chapters or visit www.csuchico.edu/gisp/gis/listing/index.htm for information on specific departmental requirements. When tests are required, a record of the test scores must be filed in the Office of Graduate Studies prior to the application deadline listed in the Academic Calendar.

After the application deadline, completed files are forwarded to the department for review. The department may recommend that you be admitted to one of the following categories:

Conditionally Classified

You may be admitted to a graduate degree program in conditionally classified status if your graduate department determines that you can remedy deficiencies by additional preparation.

To be admitted as a conditionally classified master's degree student, you must meet the general requirements for all postbaccalaureate students specified in "Admission Requirements" above as well as any specific requirements outlined by your major department for this category.

While enrolled as a conditionally classified student, you will be required to complete 12 qualifying, letter-graded units of 400/500/600-level work with at least a 3.0 GPA and satisfy any departmentally specified criteria for admission to classified standing. You must also maintain at least a 3.0 GPA in each of the

Graduate Education

following three categories: all course work taken at any accredited institution subsequent to admission to conditionally classified status; all course work taken at CSU, Chico subsequent to admission to conditionally classified status; and all courses applied toward the degree requirements. Failure to meet these requirements may result in the termination of your enrollment in the master's degree program.

Classified

You are a classified master's degree student if you have been formally accepted by the department and the Office of Graduate Studies to pursue master's degree study.

In addition to meeting the general requirements for all postbaccalaureate students specified in "Admission Requirements" above and specific requirements prescribed by the department, you must meet the following minimum requirements:

1. Satisfactory grade point average as follows:
 - a) An undergraduate grade point average of at least 3.0 in the last 30 semester units and a 2.75 in the last 60 semester units, or
 - b) A postbaccalaureate grade point average of at least 3.0 in a minimum of 12 departmentally specified units of letter-graded graduate-level course work, and
 - c) In addition to "a" or "b" above, a grade point average of at least 3.0 in all postbaccalaureate, graduate-level course work taken within the five years prior to admission to classified status. This course work includes all graduate-level transfer work and all graduate-level courses completed in excess of baccalaureate requirements which have been approved for postbaccalaureate credit, whether or not they are applied to the master's degree.
2. Approval by the department and the Office of Graduate Studies.

You are required to maintain a minimum 3.0 GPA in each of the following three categories: all course work taken at any accredited institution subsequent to admission to the master's program; all course work taken at CSU, Chico subsequent to admission to the program; and all courses applied toward the degree requirements.

Candidate

While exceptional students may be granted candidacy immediately upon admission, master's degree students are normally advanced to candidacy after demonstrating ability and aptitude for the discipline as a classified master's degree student and meeting specific departmental requirements to become a candidate. Minimally, these will include:

1. Classified graduate standing and completion at CSU, Chico of at least 9 units of the proposed program.
2. Completion of departmental examinations, such as diagnostic examinations.
3. A GPA of at least 3.0 in each of the following three categories: all course work taken at any accredited institution subsequent to admission to the master's program; all course work taken at CSU, Chico subsequent to admission to the program; and all courses applied toward the degree requirements.
4. Approval by the department and the Office of Graduate Studies.

Use of Social Security Number

Your social security number is used to identify you in your association with the university, first as an applicant and later as a student. Therefore, you are required to include your social security number in designated places on your admission application forms pursuant to the authority contained in Title 5, *California Code of Regulations*, Section 41201.

Enrollment in Distance & Online Education Courses

Chico Distance & Online Education offers a variety of courses via the Internet using various Web-based applications. For information on current course offerings, call the Center for Regional and Continuing Education, 530-898-6105. Students who are regularly enrolled in Chico Distance & Online Education courses receive resident credit and are held to the same application, transcript, and fee requirements as on-campus students.

International Student Admission

If you have attended a recognized foreign institution and have received a degree deemed equivalent to the U.S. baccalaureate, you may apply for admission as a graduate student. Prior university-level preparation should be appropriate to your graduate degree objective, and superior undergraduate grades are essential. Application must be made to the Office of Graduate Studies at least six months in advance of the desired admission date. In addition to the academic requirements, all international students whose native language is not English must take the Test of English as a Foreign Language (TOEFL). Other examinations, such as the Graduate Management Admission Test, the Miller Analogies Test, and the Graduate Record Examination, may also be required by a department as a condition of admission.

Postbaccalaureate TOEFL Requirement

All postbaccalaureate applicants, regardless of citizenship, whose native language is not English and whose preparatory education was principally in a language other than English must demonstrate competence in English. Those who have not completed at least three years in a degree program at a postsecondary educational institution in Australia, Great Britain, anglophone Canada, Ireland, New Zealand or the United States, must submit results of the Test of English as a Foreign Language (TOEFL). Scores more than two years old are not acceptable. Applicants without the specified educational preparation in English must complete the TOEFL with a minimum score of 213 on the computer-based test, or a minimum total score of 550, with at least 50 in each section, on the paper-based test. Individual programs may require higher scores, and the TOEFL score requirement is subject to change. You are, therefore, encouraged to contact the Office of Graduate Studies for the most current information.

Admission as an Auditor

An auditor is a student who enrolls in a course for informational purposes only. An auditor attends class sessions regularly but does not participate in the class, take examinations, or receive credit for the course. To qualify as an auditor, you must submit an application for admission (without paying the application processing fee required of credit students) and such transcripts as are necessary to show that you possess a baccalaureate. In addition, you must obtain permission of the instructor to register as an auditor in any course. Auditors pay the same registration fees as credit students.

Deferred Admission

Chico has a deferred admission program through which students who have been fully accepted for postbaccalaureate study may postpone enrollment. To qualify for deferred admission, you must have on file in the Office of Graduate Studies three official copies of transcripts from all postsecondary institutions previously attended so that complete eligibility can be determined. You must have paid the required fee with your original application to request the one-time deferral. The period of deferral shall not exceed two years (four semesters), and you must submit an application for deferral to the Office of Graduate Studies.

Deferred admission may not be used by students wishing to attend another college or university while "holding a space" for a later semester at Chico. If you attend another school or enroll in CSU, Chico Extension or Open University classes during the deferred period, you will have to reapply for admission during the appropriate application filing period, pay the application fee, and submit three official transcripts of any work completed subsequent to filing the original application. However, Chico seniors who do not graduate as anticipated may request to defer their postbaccalaureate admission even though they take additional Chico course work to complete baccalaureate requirements during the period of deferral.

If your application for deferred admission is approved, you will not be required to pay the application fee to reactivate your admission. However, you must resubmit the appropriate application forms by the deadline. Postbaccalaureate students should call the Office of Graduate Studies for complete information.

Transcript Retention

If you submit transcripts to the Office of Graduate Studies at Chico and then fail to submit an application, the transcripts will be retained for two years and will then be discarded. If you complete an application file, but do not enroll for the semester for which you have been accepted, your transcripts will also be retained for two years and then discarded.