

# Checklist of Degree Requirements for Graduation Clearance

Office of Graduate Studies  
California State University, Chico

This checklist can be used to confirm that you have taken the necessary steps to apply for graduation and are on track to finish as planned, and to verify that your program is in compliance with the general university requirements for the master's degree. Please understand that in addition to the requirements noted below, you must also fulfill the specific departmental requirements for your degree program as outlined in the applicable *University Catalog*.

## Applying for Graduation:

I have submitted the required forms to the Office of Graduate Studies to apply for graduation.

- ✓ 1. Application for Graduation
- ✓ 2. Graduation Clearance Form

## Master's Program Coursework:

- ✓ 1. My program includes only 400-, 500- or 600-level coursework that has not been counted toward any previous degree.
- ✓ 2. All of my coursework was completed after I was awarded the bachelor's degree except for courses petitioned and approved for graduate credit during my final senior semester at CSU, Chico.
- ✓ 3. My program includes the required number of semester units for the degree that I am seeking.
  - 30 units** – All programs except the following
  - 36 units** –
    - Leadership and Administration Option in Education
    - Professional Science Master Option in Environmental Science
    - Social Work (1-year program)
    - Teaching International Languages
  - 42 units** – Public Administration
  - 52-60 units** – Communication Sciences and Disorders
  - 60 units** – MFA in Art
  - 61 units** – Social Work (2- and 3-year programs)
- ✓ 4. At least 60% of the total units are stand-alone 600-level courses (not cross-listed with 400- or 500-level courses).
- ✓ 5. At least 18 units are from my major discipline.
- ✓ 6. My program includes a total of no more than 10 units of Comprehensive Examination 696, Independent Study 697, and Master's Thesis or Project 699 combined.
- ✓ 7. If completing a thesis or project – My program includes at least 1 unit, but no more than 6 units, of Master's Thesis or Project 699.
- ✓ 8. None of the courses are specifically prohibited from inclusion in a master's degree program by their course descriptions in the *University Catalog*.
- ✓ 9. My program does not include any repeated courses other than ones that may be taken more than once for credit, or as permitted under the Graduate Repeat Policy, and I have not exceeded the maximum credit allowed in any repeatable courses.

**Transfer Credit and Open University Coursework Included in the Program:**

- ✓ 1. The transfer courses were completed at a regionally accredited school and are within the program time limit.
- ✓ 2. The transfer courses are graduate level and acceptable towards an advanced degree at the school where they were taken.
- ✓ 3. My program includes a combined total of no more than 9 semester units of transfer credit and CSU, Chico Open University coursework.

**Note:** Transfer credit in quarter units is converted to semester equivalents by multiplying by 2/3 (e.g., 3 quarter units = 2 semester units, 4 quarter units = 2.67 semester units).

**Grading and Grade Point Average (GPA):**

- ✓ 1. All courses in my major discipline have been completed for a letter grade except Comprehensive Examination 696, Independent Study 697, Master's Thesis or Project 699, and courses offered CR/NC only.
- ✓ 2. My program includes no more than 10 units of CR-graded coursework unless allowed by my departmental program requirements.
- ✓ 3. I have a GPA of 3.0 or higher in my master's degree program coursework.
- ✓ 4. From the semester of my formal admission to the master's degree program, I have maintained a GPA of 3.0 or higher in the following:
  - all coursework taken at any regionally accredited school;
  - all coursework taken at CSU, Chico.

**Note:** In computing your GPA for the degree clearance, incomplete CSU, Chico courses taken for a letter grade will be calculated as potential units of "F" in both your overall cumulative, and in your CSU, Chico cumulative GPAs.

**Additional Degree Requirements:**

- ✓ 1. I have completed the graduate writing proficiency requirement for my program.
- ✓ 2. My graduate coordinator has advanced me to candidacy status.
- ✓ 3. All of my program coursework is within the master's degree program time limit specified by my departmental requirements in the *University Catalog*, or I have been approved for an extension of the time limit by the Office of Graduate Studies.
- ✓ 4. I have maintained continuous enrollment, through either regular or adjunct enrollment, for each semester during my graduate program.

**During the Semester of Graduation:**

- ✓ 1. All required coursework has been completed, and the final grades are posted on my record.
- ✓ 2. Official transcripts are on file from all other schools that I've attended since my admission to the master's degree program at CSU, Chico.
- ✓ 3. I've requested a Final Progress Sheet from the Office of Graduate Studies for my thesis/project defense or the scheduled completion of my alternative culminating activity.
- ✓ 4. I've completed my culminating activity and submitted my signed Final Progress Sheet to the Office of Graduate Studies by the semester graduation deadline.
- ✓ 5. If completing a thesis or project – I have successfully defended my thesis/project, and it has been signed by my graduate committee, formatted consistent with university specifications, and submitted to the Office of Graduate Studies by the semester graduation deadline.