

## FINAL STEPS TO GRADUATION

As you approach the completion of your master's degree program requirements and look toward graduation, you may want to know what steps to take to receive the degree. You must apply for graduation by the end of the fourth week of classes in the semester in which you plan to graduate, or by the end of the second week in June if you plan a summer graduation. The application materials are available in the Office of Graduate Studies and include an application card, Graduation Clearance Form, and exit questionnaire. To be considered as a candidate for graduation in a given term, the application fee must be paid and the receipted card returned to the Office of Graduate Studies by the appropriate deadline. Though the Graduation Clearance Form may be submitted after the application deadline, it should be returned as quickly as possible. Your clearance for the master's degree cannot proceed without it. We also request that you complete and return the exit questionnaire. This is an opportunity for you to comment on certain aspects of your educational experience at CSU, Chico, and it is helpful for us to receive your feedback.

Your return of the graduation application materials will initiate a "graduation check" of your file to confirm that all degree requirements either have been met, or can be completed by the end of the term. Once the check has been done, you will be sent your copy of the Graduation Clearance Form with an indication of any problems needing resolution. Due to the number of graduation checks to be completed in any graduation cycle, it is not possible to process these as quickly as we would like. However, you can consider the following checklist of general university master's degree requirements to confirm that you have done what you need to do and that you are in compliance with certain graduate policies.

An attempt has been made to be as thorough as possible in providing this checklist. However, it is not intended to be all-inclusive or serve as a substitute for knowing the degree requirements outlined in the *University Catalog* or *A Guide to Graduate Studies*. In addition, it addresses only the general university requirements for the master's degree. Please refer to the appropriate departmental section of the *University Catalog* for the specific program requirements of your major discipline.

### CHECKLIST FOR UNIVERSITY MASTER'S GRADUATION REQUIREMENTS

#### Check your compliance with the following university requirements:

\_\_\_\_\_ All of your master's degree program course work is within the program time limit. The time limit is either five or seven years from the end of the term of enrollment in the earliest course included in the program. Please check the departmental requirements in the *University Catalog* to determine which time limit applies to your program.

\_\_\_\_\_ You have completed the graduate literacy requirement for your program.

\_\_\_\_\_ You have been advanced to candidacy. If not, your graduate coordinator can make this change in your status.

\_\_\_\_\_ You have maintained continuous enrollment as either a regular or adjunct student during the period of your master's degree program (i.e., enrolled as either a regular or adjunct student for each semester). If not, you must complete late registration as an adjunct student for any missed semesters unless you are in a nontraditional program that is exempt from this requirement.

**If you are including any transfer or CSU, Chico Open University or Extension course work in your program:**

\_\_\_\_\_ The transfer course work was completed at a regionally accredited institution and is within the program time limit.

\_\_\_\_\_ The transfer course work is graduate level and acceptable in a graduate degree program at the school where it was taken.

\_\_\_\_\_ Your program includes no more than a combined total of 9 units of transfer and/or CSU, Chico Open University or Extension course work.

Please note: Transfer credit in quarter units is converted to semester equivalents by multiplying by 2/3 (e.g., 3 quarter units will convert to 2 semester units, and 4 quarter units to 2.7 semester units).

**Program course work:**

\_\_\_\_\_ Your program complies with both the university and departmental requirements outlined in the *University Catalog* under which you entered, or in the catalog in effect at the time of your completion.

\_\_\_\_\_ You have completed all required course work. Any incomplete courses or work in progress must be completed by the end of the term in which you plan to graduate. If you have incomplete course work from previous semesters, please remind the instructor(s) to submit the required grade change(s) when all course requirements have been fulfilled.

\_\_\_\_\_ Your program includes the total units of 400/500/600-level course work required for the degree that you are seeking (i.e., 30, 36, 42, 48, 60, or 61).

\_\_\_\_\_ At least 60% of the total units required for the degree are in stand-alone 600-level courses (not cross-listed with 400/500-level courses).

\_\_\_\_\_ Your program includes at least 18 units in the major discipline.

\_\_\_\_\_ Your program includes no more than a combined total of 10 units of Independent Study (697), Comprehensive Examination (696) and Master's Study (699).

\_\_\_\_\_ If completing a master's thesis or project, your program includes at least 1, but no more than 6 units of Master's Study (699). Units of Master's Study must be taken through regular semester or resident summer enrollment. Enrollment in Master's Study is not allowed through Open University, Special Session or Extension. (An exception is allowed for self-support master's programs offered through the Center for Regional and Continuing Education.)

\_\_\_\_\_ Your program includes no more than 10 units of CR-graded course work. All courses within your major discipline must be taken for a letter grade except Independent Study (697), Comprehensive Examination (696), Master's Study (699), and those courses that are offered CR/NC only.

\_\_\_\_\_ None of the courses are specifically prohibited from inclusion in a master's degree program by their course descriptions in the *University Catalog*.

\_\_\_\_\_ All of the courses included in your program were completed after receipt of the baccalaureate, or an approved petition is on file to allow graduate credit for excess units completed in your final CSU, Chico undergraduate semester.

\_\_\_\_\_ You have not included any courses that were counted toward the requirements of another degree program.

\_\_\_\_\_ You have not included any repeated courses except those that may be taken more than once for credit or as allowed under the Graduate Repeat Policy.

### **Grade Point Average:**

You have maintained a grade point average of 3.0 or higher in each of the following three categories:

\_\_\_\_\_ all course work taken at any regionally accredited institution subsequent to admission to the master's degree program;

\_\_\_\_\_ all course work taken at CSU, Chico subsequent to admission to the program;

\_\_\_\_\_ and all courses on the approved master's degree program.

In completing the graduation check, incomplete units taken for a letter grade will be calculated as potential units of "F" in both the cumulative and CSU, Chico grade point averages.

### **Also Remember:**

You may be asked to complete an application for matriculation purposes if you have been enrolled as an adjunct student for one or more semesters prior to your graduation with the master's degree. If you have attended any other schools subsequent to your admission to the master's degree program at CSU, Chico, you will be asked to have official transcripts of the work sent to the Office of Graduate Studies as part of the clearance process. All official transcripts must be on file before you can be cleared for the master's degree.

If you are completing a thesis or project as the culminating activity for your degree program, it is advisable to contact the thesis editor at the beginning of your final semester to obtain information concerning the format requirements for your document. The thesis editor can also provide preliminary edits of your thesis or project early in the semester or as time permits later in the term.

For each graduation cycle there is a deadline for completion of the culminating activity and submission of master's theses and projects to the Office of Graduate Studies. This date is indicated on the list of deadlines included in the packet of graduation materials. Please notify the Office of Graduate Studies when you have scheduled your thesis defense, project presentation, comprehensive examination or other culminating activity with your graduate advisory committee. This will allow us to send a Final Progress Sheet to your committee chair, and the return of this form signed by the members of your graduate advisory committee will signify your successful completion of the culminating requirement.