GRADUATE ADMISSION

Admission Requirements
If you already hold a baccalaureate, you must apply to attend CSU, Chico through the Office of Graduate Programs rather than through the Office of Admissions, whether or not your objective is a master's degree, credential, or further undergraduate study.

To qualify for admission to postbaccalaureate study, you must meet the following general requirements, which you must be in good academic standing at the last institution 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 Programs). 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 to a second baccalaureate program are held to the same requirements as undergraduate applicants (i.e., a 2.0 cumulative GPA for resident applicants and a 2.4 cumulative GPA for non-residents).

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, or personal 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 Programs.

- **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, earn a second baccalaureate or second major, 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 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 Programs 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.

  Admission to any of the above categories is limited to the specific semester for which you have applied and have been accepted. If you do not enroll during the semester for which you are admitted, you will not be automatically re-admitted for a subsequent semester but must re-submit the 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 transcripts 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.

  At CSU, Chico the Office of Graduate Programs can supply the appropriate application materials for applicants to master's degree programs, unclassified status, or basic credential programs. Credential applicants should also consult the "Information" chapter of this catalog for additional information. To request an application electronically go to www.csuchico.edu/admissions and click on "Request Information."

  The application and accompanying information will specify exactly what you must submit. The application must be submitted to the Office of Graduate Programs 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 Programs. (NOTE: If you have attended 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 sent to the institution. Neither will you need to provide transcripts of your Chico work.) These transcripts must arrive by the application deadline listed in the Academic Calendar. Test scores, when required, must also be submitted by the application deadline (see "Admission to Master's Degree Programs" and individual academic program descriptions for more information on tests).

  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 been admitted to 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 Graduate Programs since your status is postbaccalaureate. However, 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). 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 for information on specific departmental requirements. When tests are required, a record of the test scores must be filed in the Office of Graduate Programs 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**
  A conditionally classified master's degree student is one who has not been formally approved for master's degree study. The purpose of an admission to conditionally classified status is to provide an opportunity for you to meet requirements to become a classified master's degree student.

  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 200/300-level work with at least a 3.0 GPA. In addition, you must satisfy any departmentally specified criteria for admission to classified standing. You must also maintain at least a 3.0 GPA in all course work taken subsequent to admission to conditionally classified status. 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 Programs 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 Programs.

You are required to maintain at least a 3.0 GPA in all course work taken subsequent to admission to the master’s program, as well as a 3.0 GPA in all course work to be applied toward requirements for the master’s degree.

**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 grade point average of at least 3.0 in all course work taken subsequent to admission to the master’s program, and in all course work to be applied toward requirements for the master’s degree.
4. Approval by the department and the Office of Graduate Programs.

**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 Programs 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 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 Programs for the most current information.

**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 an application in the Office of Graduate Programs three official copies of transcripts from all postsecondary institutions previously attended so that complete eligibility can be determined. You must pay the required fee with your original application to request the one-time deferment. The period of deferment shall not exceed two years (four semesters), and you must submit an application for deferment to the Office of Graduate Programs.

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 coursework to complete baccalaureate requirements during the period of deferment.

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 Programs for complete information.

**Transcript Retention**

If you submit transcripts to the Office of Graduate Programs 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.