

Graduate Programs

Research and Graduate Programs Office
Math and Science Bldg. (38), Room 154
805 756-1508 FAX 805 756-1725

Master's Degree Programs

Aerospace Engineering, MS *

Agribusiness, MS

Agriculture, MS

- Agricultural Engineering Technology Specialization
- Agricultural Education Specialization
- Animal Science Specialization
- Crop Science Specialization
- Dairy Products Technology Specialization
- Environmental Horticulture Specialization
- Food Science and Nutrition Specialization
- Irrigation Specialization
- Plant Protection Science Specialization
- Recreation, Parks, and Tourism Management Specialization
- Soil Science Specialization

Architecture, MS

Biological Sciences, MS

Business Administration, MBA

- Agribusiness Specialization
- General Management Specialization
- Graphic Communication Document Systems Management Specialization

City and Regional Planning, MCRP

Civil and Environmental Engineering, MS

Computer Science, MS

Education, MA

- Counseling and Guidance Specialization
- Curriculum and Instruction Specialization
- Educational Leadership and Administration Specialization
- Literacy and Reading Specialization
- Special Education Specialization

Electrical Engineering, MS *

Engineering, MS

- Biochemical Engineering Specialization *
- Bioengineering Specialization *
- Biomedical Engineering Specialization *
- Integrated Technology Management Specialization *
- Materials Engineering Specialization
- Water Engineering Specialization

Engineering Management, MBA/MS

English, MA

Forestry Sciences, MS

History, MA (pending final approval)

Industrial and Technical Studies, MS

Industrial Engineering, MS *

Kinesiology, MS

Mathematics, MS

Mechanical Engineering, MS*

Polymers and Coatings Science, MS

Psychology, MS

Public Policy, MPP

Transportation Planning, MCRP/MS

Cal Poly offers studies leading to advanced degrees through its instructional departments. Graduate and undergraduate instruction share laboratories and other academic resources.

University policy governing graduate study emphasizes the need for students to demonstrate maturity, responsibility and scholarly integrity. Graduate students should have a command of the basic knowledge, techniques, and skills essential for independent and self-directed study.

In graduate courses, students cope with more complex ideas, problems, techniques and materials than in undergraduate courses. Graduate study requires searching and exhaustive analysis, identification and investigation of theories and principles; application of theory to new ideas, problems, and materials; extensive use of bibliographic and other resource materials, with emphasis on primary sources for data; and demonstration of competence in scholarly presentation of the results of independent study.

Regulations governing fees, grading, and financial aid are located elsewhere in the catalog. This section of the catalog reviews university definitions of policy and minimum requirements governing graduate studies. It is not, however, all inclusive.

Within these general requirements there are specific departmental requirements for each degree. These will be found in the descriptions of master's degree programs within each school's description. It is important that graduate students, in consultation with their advisors, familiarize themselves with these requirements. Failure to do so may result in a substantial delay in progress towards the degree and graduation. It is the responsibility of the student to ascertain and comply with all university, college and departmental procedures and requirements.

Application for Admission

An application for graduate studies may be obtained from the Admissions Office of any CSU campus. The application form and official transcripts should be sent directly to the Admissions Office at Cal Poly. An electronic version of the CSU graduate application is available on the World Wide Web at www.csumentor.edu. The CSU Mentor system allows students to browse through general information about CSU's twenty-two campuses, view multimedia campus presentations, send and receive electronic responses to specific questions, and apply for admission and financial aid.

* Blended BS+MS programs available, see page 89.

All graduate and postbaccalaureate applicants (e.g., joint PhD and EdD applicants, master's degree applicants, those seeking credentials, and those interested in taking courses for personal or professional growth) must file a complete graduate application. Applicants who completed undergraduate degree requirements on a CSU campus 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 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.

The CSU advises prospective students that they must supply complete and accurate information on the application for admission, residence questionnaire, and financial aid forms. Further, applicants must submit authentic and certified transcripts of all previous academic work attempted. Transcripts must be official and sent directly from the issuing institution in a sealed envelope. Failure to file complete, accurate, and authentic application documents may result in denial of admission, cancellation of academic credit, suspension, or expulsion (Section 41301, Article 1.1, Title 5, *California Code of Regulations*).

All master's and credential applicants must submit the following documents to the Office of Admissions to establish their admission portfolio:

- Application for graduate admission
- \$55 application fee
- Certified transcripts from all schools attended

Master's and credential applicants may file an application for admission at any time. In order to be considered for admission in the "targeted" quarter, the portfolio must be completed by the dates listed below. Students may request to have incomplete portfolios roll forward to the next available quarter without submitting another \$55 application fee.

GENERAL FILE COMPLETION DATES

Graduate program coordinators may select earlier file completion dates. Applicants should check with the department of interest for appropriate filing periods.

Quarter	Master's	Credential
Summer	April 1 <i>No applications taken for Summer: MA Education</i>	April 1
Fall	July 1 May 1: Computer Science, Civil and Environmental Engineering May 15: Biological Sciences <i>Applications taken only for Fall:</i> MS Psychology - Feb. 1 MA Education – March 1	April 1
Winter	Nov. 1 September 15: Computer Science	Oct. 15
Spring	March 1	Dec. 15

All completed portfolios are forwarded to the graduate program coordinators for admission recommendations. The coordinators may request additional documentation to determine eligibility. The documentation may include letters of reference, GRE or GMAT scores, and/or writing samples.

Graduate and Postbaccalaureate Admission Requirements

Admission Requirements

Graduate and postbaccalaureate applicants may apply for a degree objective, a credential or certificate objective.

Depending on the objective, the CSU will consider an application for admission as follows:

- **General Requirements** -- The minimum requirements for admission to graduate and postbaccalaureate studies at a California State University campus are in accordance with university regulations as well as Title 5, chapter 1, subchapter 3 of the *California Code of Regulations*.

Specifically, a student shall:

- (1) have completed a four-year college course of study and hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association, or shall have completed equivalent academic preparation as determined by appropriate campus authorities;
- (2) be in good standing at the last college or university attended;
- (3) have attained a grade point average of at least 2.5 (A = 4.0) in the last 60 semester (90 quarter) units attempted; and
- (4) satisfactorily meet the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations, as appropriate campus authorities may prescribe. In unusual circumstances, a campus may make exceptions to these criteria.

- **Postbaccalaureate Classified** -- Candidates who wish to enroll in a credential or certificate program will be required to satisfy additional professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus.
- **Graduate Conditionally Classified** -- Candidates may be admitted to a graduate degree program in this category if, in the opinion of appropriate campus authority, deficiencies can be remedied by additional preparation.
- **Graduate Classified** -- To pursue a graduate degree, candidates will be required to fulfill all of the professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus.

Provisional Postbaccalaureate -- Applicants who are completing undergraduate degree requirements and plan to graduate the term preceding post-baccalaureate enrollment, and therefore cannot provide proof of a degree, may be admitted on a "provisional" basis. Provisional admission requires that you provide an official transcript verifying that your degree was awarded for a term that precedes your enrollment as a graduate student.

If your transcript is not received by the Admissions Office prior to the first day of what would be your second quarter, or if your degree was not awarded for a preceding term, you will be required to reapply for a subsequent quarter. You may only be accepted as a provisional postbaccalaureate student once. A second application and fee to a postbaccalaureate program will not be accepted or processed until an official transcript is provided showing that your undergraduate degree has been awarded.

Unless proof of an undergraduate degree is provided by the registration date for your second quarter, you will lose your registration priority.

Under special circumstances graduate coordinators may recommend admission of applicants who do not meet eligibility requirements. The Dean of Research and Graduate Programs will act on these recommendations.

Residency Status Determination

The campus Admissions Office determines the residency status of all new and returning students for nonresident tuition purposes. Responses to the Application for Admission and, if necessary, other evidence furnished by the student are used in making this determination. A student who fails to submit adequate information to establish a right to classification as a California resident will be classified as a nonresident. For detailed explanation please refer to Determination of Residence for Nonresident Tuition Purposes," page 526.

International (Foreign) Student Admission Requirements

International master's and credential applicants must file an application for admission with the Office of Admissions. For this purpose, "foreign students" include those who hold U.S. visas as students, exchange visitors, or in other non-immigrant classifications. The application may be filed at any time, but in order to be considered for admission in the targeted quarter the portfolio must be completed by the dates listed below. Students may request to have incomplete portfolios roll forward to the next available quarter without submitting another \$55 application fee.

International Student File Completion Dates

Fall Quarter.....April 1st
Winter Quarter.....August 1st
Spring Quarter.....December 1st
Summer Quarter.....February 1st

All master's and credential applicants must submit the following documents to establish their admission portfolio:

- Application form, Parts A and B
- \$55 application fee
- Certified transcripts from all schools attended, showing coursework. All official documents must be accompanied by a certified English translation from one of the following
 - Institute for International Education (IIE)
 - AMIDEAST
 - Saudi Arabian Education Mission
 - United States Embassy or Consulate
- Two letters of recommendation from instructors, professors or professional references
- Confidential financial statement
- Promissory note agreeing to purchase required health insurance
- International Educational Background form
- AACRAO credential analysis fee of \$75 in the form of a U.S. Postal Money Order or an International Money Order, made payable to "AACRAO" (American Association of Collegiate Registrars and Admissions Officers)
- TWE (Test of Written English) with a score of 4.5 or better
- All applicants, regardless of citizenship, whose native language is not English, who have not attended schools at the secondary level, or above, for at least three years, full-time, where English is the principal language of instruction (see list below), must present a score of 550 or above on a paper-based, or 213 or above on the computer-based Test of English as a Foreign Language (TOEFL). Applicants should take the TOEFL at least six months prior to the term for which they are applying, for scores to be received in time for full consideration in the selection process.

Both the TWE and TOEFL will be waived for the following countries:

Antigua	Gambia	Lesotho	Sierra Leone
Australia	Ghana	Liberia	Solomon Islands
Bahamas	Grenada	Malawi	South Africa
Barbados	Guyana	Mauritius	Swaziland
Barbuda	India	New Zealand	Trinidad & Tobago
Belize	Ireland	Nigeria	Uganda
Cameroon	Jamaica	Pakistan	United Kingdom
Canada	Kiribati	St. Lucia	Zambia
			Zimbabwe

The Office of Admissions will complete an initial portfolio review that will include verification of an equivalent B.A./B.S. degree, a determination of the appropriate level of study and a narrative evaluation of all work completed. Copies will be included in the applicant's file.

The Office of Admissions will notify all applicants of the documents needed to complete their portfolios. Graduate coordinators may require additional documentation to assist them in determining an applicant's eligibility.

International applicants for graduate study can receive either conditional or classified admission. The graduate coordinators will make all recommendations for conditional and classified admissions to the graduate program to the Director of Admissions.

HEALTH SCREENING

All new and readmitted students born after January 1, 1957, will be notified of the requirement to present proof of measles and rubella immunizations. All students 18 years of age or younger on the first day of their first quarter of enrollment shall be required to present proof of immunization against hepatitis B. These are *not* admission requirements, but shall be required of students as conditions of enrollment in CSU. Proof of measles and rubella immunizations shall also be required for certain groups of enrolled students who have increased exposure to these diseases. See page 77 for more information.

Academic Requirements and Responsibilities

The following conditions and requirements are common to all master's degrees:

- All students shall attempt to satisfy the graduation writing requirement during the first quarter of enrollment.
- A student shall file an approved formal study plan before the twelfth unit of graduate study is completed.
- A student shall maintain a grade point average of 3.0 (grade of B on a scale where A = 4.0), or better, in all courses in the formal program of study for the degree. A course in which no letter grade is assigned shall not be used in computing the grade point average.
- A student shall maintain satisfactory scholarship and professional standards. Only those graduate students who continue to demonstrate a satisfactory level of scholastic competence and fitness, as determined by the appropriate university authorities, shall be eligible to continue in such curricula. Students whose performance is judged to be unsatisfactory by the authorities of the University may be required to withdraw from all graduate degree curricula offered by the University.
- A student shall be formally advanced to candidacy before being allowed to enroll for thesis or project units or to take the comprehensive examination.
- A student shall successfully complete a culminating experience (thesis, project and/or comprehensive examination).
- A student shall complete all of the graduate work in the formal study plan within the seven-year period preceding the date when all the requirements for the degree have been met.
- A student may elect to meet the graduation requirements in effect in the catalog either at the time the student was admitted to graduate standing (conditional or classified) provided that continuous enrollment was maintained, or at the time of graduation. The student may be required to make substitutions for discontinued courses.

General Policies Governing Graduate Studies

Academic Probation

A student who is enrolled in a graduate degree program in conditionally classified or classified standing shall be placed on academic probation for failure to maintain a cumulative grade point average of at least 3.0 (grade of B on a scale where A =4.0) in all courses in the formal program of study for the degree.

A student who has been admitted as postbaccalaureate-classified in order to pursue a credential program shall be subject to academic probation for failure to maintain a cumulative grade point average of at least 3.0 in all units taken in the credential program.

A postbaccalaureate unclassified student (one who has not been admitted to either a credential or graduate degree program) shall be subject to academic probation for failure to maintain a cumulative grade point average of at least 2.5 in all units attempted subsequent to admission to postbaccalaureate standing.

Academic Disqualification

A graduate or postbaccalaureate student shall be subject to disqualification if while on probation the student fails to achieve a sufficient grade point average to be removed from probationary status. Disqualification may be either from further registration in the program or from further enrollment at the University as determined by the student's college dean. Notification of disqualification will be made by the school's dean.

Administrative Academic Disqualification

A graduate student may also be placed on probation or may be disqualified by appropriate campus authorities for unsatisfactory scholastic progress regardless of grade point average. Such actions shall be limited to those arising from repeated withdrawal, failure to progress toward an educational objective or noncompliance with an academic requirement, and shall be consistent with guidelines issued by the Chancellor's Office.

Advancement to Candidacy

Advancement to candidacy recognizes that the student has demonstrated the ability to operate at and sustain a level of scholarly competence that is satisfactory for successful

completion of the degree requirements. The student is then cleared for the final stages of the program, which, in addition to any remaining coursework, will include the thesis, project, and/or comprehensive examination.

The student may request advancement to candidacy only after a formal program of study has been submitted, the graduation writing requirement has been satisfied, and sufficient coursework has been completed to allow the department to make a judgment about the student's potential to complete the program.

Advisement

Soon after enrollment, students should contact the department for the assignment of an advisor in their area of study. Students should meet with their advisors prior to registration, for information concerning prerequisites, courses to be taken, and to develop an informal study plan. An informal study plan is a projection of initial coursework, including prerequisites, that the student will undertake prior to filing a formal study plan, or in lieu of the formal program of study, if the student is a postbaccalaureate student without credential or degree objective.

Departmental advisors and graduate coordinators share the responsibility for advising master's degree students throughout their work toward a degree. College or departmental graduate study committees certify completion of a master's degree program on the recommendation of the advisors. Students are urged to maintain a personal file of transcripts and other records of all undergraduate and graduate work undertaken, and to make this file available whenever they seek advising.

Blended BS+MS Programs

Academic Objectives

Blended programs provide an accelerated route to a graduate professional degree, with simultaneous conferring of both bachelor's and master's degrees. Most blended programs allow for the possibility of students' earning graduate credit for several of their senior electives, effectively decreasing the summed unit requirements for both degrees. Blended programs provide a seamless process whereby students can progress from undergraduate to graduate status without having to apply through the Admissions Office (thereby eliminating the need to pay a \$55 fee). In addition, blended BS+MS programs provide a meaningful capstone experience that in most cases integrates the senior project with the graduate thesis/project.

Process for Changing Status

Students who are interested in pursuing blended programs should submit a request to the department head or graduate coordinator for a change of degree objective. A draft graduate study plan is prepared, but not submitted to the Graduate Programs Office until after 12 graduate units have been completed.

The department head/graduate coordinator, with assistance of the Academic Records Office, determines whether students meet the eligibility criteria (see below). If criteria are met, the coordinator sends a change of degree objective form to Records. Students are notified of their acceptance upon receipt of the signed Change of Objective form.

Eligibility for Blended Programs

The following are minimum eligibility criteria; *individual departments may have more stringent requirements.*

1. Students must successfully complete a minimum of 186 units / maximum 198 units (for engineering programs the maximum number of units is 210). These units must count toward one or other of the two degrees (BS or MS) that will ultimately be awarded in the blended program; they need not be restricted to those counting toward the undergraduate degree alone.
2. Students cannot enter the blended BS+MS program if they have exceeded the maximum number of units as defined in #1.
3. Students must have a minimum 2.5 GPA in the last 90 quarter units attempted. (*Note that students, once admitted to graduate standing, must maintain a 3.0 GPA or better in courses counting toward the graduate degree.*)
4. Students are strongly encouraged to complete the Graduation Writing Requirement (GWR).

Process to Graduate with Both Degrees

1. Students must submit the Formal Study Plan to Graduate Programs Office (only for courses counting toward MS); request Advancement to Candidacy; and maintain a minimum 3.0 GPA for courses counting toward MS.
2. When all requirements are met for both the undergraduate and graduate programs, both degrees are awarded at the same time and graduation ceremony.
3. If a student fails to complete the MS program requirements, then the BS degree may be granted when all requirements for that degree are met.

Change of Postbaccalaureate Objective

If students wish to change their postbaccalaureate objective, they must formally file this intention by obtaining a Post-baccalaureate Change of Objective form, available in the Graduate Programs Office or at www.calpoly.edu/~rgp.

Comprehensive Examination

A comprehensive examination is one of the possible culminating experiences for the master's degree and assesses the student's ability to integrate knowledge, show critical and independent thinking, and demonstrate mastery of the subject matter. The results of the examination should provide evidence of these abilities and achievement. A record of the examination questions and responses is maintained.

Courses Counting Towards Graduation and Credit/No Credit Grading

Only those letter-graded courses in which an A, B, or C is earned count towards satisfying the total unit requirement for the degree. Courses which are offered only on a credit/no credit basis will also satisfy the unit requirement if a credit grade is earned. The equivalent of an A or a B is required to earn credit in such courses.

Graduate students may elect to take courses which are not part of their formal program of study on a credit/no credit basis.

Credit by Exam for Coursework

See page 65.

Culminating Experience

The culminating experience for the granting of a graduate degree is the successful completion of a thesis, project or comprehensive examination. The quality of work accomplished, including the quality of the writing, is the major consideration in judging the acceptability of the thesis, project, or comprehensive examination. The student must successfully complete the culminating experience required by the specific program to be granted a graduate degree.

Enrollment in Graduate Courses

To enroll in 500-level graduate courses a student must have postbaccalaureate standing, graduate standing, or permission of the instructor.

Formal Study Plan

The student should make an appointment with the advisor before the 12th unit of work is completed to develop a formal program of study for the master's degree. A formal study plan is an agreement between the student and the college on the specific coursework to be completed in order to fulfill the requirements for the master's degree. A copy of the study plan must be submitted to the Graduate Programs Office for review and final approval.

Certain 400-series courses may be completed by the graduate student as part of the degree program when this is consistent with university requirements, departmental master's degree specifications, and the candidate's formal program of study. No fewer than one-half of the units required for the degree shall be in courses organized primarily for graduate students (500 level). The student should always consult the advisor to make certain that only approved courses are selected, since departmental requirements vary, and some courses are excluded.

Only 400- and 500-level courses are allowed in an approved graduate plan of study. In those programs where specific courses below the 400-level may be essential for a student's success, the student may be conditionally accepted to the program contingent upon completing those courses. Courses below the 400-level may not constitute any part of the approved units in the plan of graduate study.

No fewer than 32 quarter units shall be completed in residence. A course taught "in residence" is normally a catalog offering or approved experimental course taught by a Cal Poly faculty member. Extension courses may not be used to fulfill the residency requirement. However, summer session courses, and up to 12 units taken through concurrent enrollment, can be counted as courses in residence. Petitioned graduate courses taken at Cal Poly as an undergraduate count as taken in residence. Courses for which students received credit by examination may be petitioned to count as taken in residence. These situations are explained further below.

No more than 13 quarter units of approved extension courses shall be accepted for the master's degree. Regular extension courses may not be used to satisfy the residency requirement, but grades earned in these courses count in calculation of the student's grade point average if they are part of the formal study plan.

No more than 12 quarter units of approved concurrent enrollment shall be approved in the submission of a formal study plan. Concurrent enrollment courses are counted for "in residence" credit.

No more than 12 quarter units of summer session shall be granted credit if taken prior to the submission of a formal program of study. Summer session courses are counted as "in-residence" credit.

In addition to the above rules governing "in-residence" courses, the following apply to courses included on the formal study plan:

No more than nine quarter units shall be in student teaching.

No more than nine quarter units shall be allowed for a thesis or project.

No more than 12 quarter units of approved postbaccalaureate (unclassified) course credit will be accepted for the master's degree.

Full-Time Graduate Student Status

A full-time graduate student is defined as one taking 8 or more units in a quarter. Students receiving financial aid may need to meet different requirements to be considered full-time and should consult with the Financial Aid Office. Normally students are not permitted to enroll in more than 16 units each quarter.

Grade Point Calculation for Graduate Degree

Satisfaction of the GPA requirement for the conferring of the master's degree requires a GPA of 3.0 or more in the courses taken in the formal study plan. Repeating a failed course does not remove a lower letter grade from the overall GPA calculation.

Graduate Courses Taken by Undergraduates for Graduate Credit

Cal Poly undergraduates who have achieved senior standing may take courses in the 400 or 500 series for graduate credit while still undergraduates. If they subsequently enter a Cal Poly master's or credential program, they may petition to have such course credit applied toward their master's degree or credential program, if the units were not used for the baccalaureate degree.

Graduation

A student planning to graduate must request a final graduation evaluation from the Evaluations Office approximately two quarters prior to the anticipated date of degree completion. A student cannot graduate without this evaluation.

Graduation with Distinction

Some, but not all, graduate programs choose to confer the honor, "graduation with distinction," on outstanding students. To be eligible for this recognition, students must have a GPA of 3.75 or better and meet specific program criteria.

Graduation Requirement in Writing Proficiency

All students must demonstrate competency in writing skills as a requirement for graduation. Graduate students must attempt to meet the Graduation Writing Requirement in the first quarter of residence. Each student should review his or her curricular requirements to determine which option is appropriate. If Option 3 is used, students must begin graduate coursework within seven years from the date the GWR was satisfied or the student will be required to fulfill the requirement using one of the other options. The requirement must be met before the student can be advanced to candidacy.

Students may meet the Graduation Writing Requirement (GWR) through one of the following options:

1. Pass the Writing Proficiency Examination.
2. Pass an approved upper-division course with a grade of C or better AND receive certification of proficiency in writing based on a 500-word in-class essay.
3. Document that the GWR was met as part of an undergraduate program of study at Cal Poly within seven years of matriculation as a graduate student.

The upper-division courses approved for GWR credit are listed in the *Class Schedule* and on the General Education website, www.ge.calpoly.edu.

The Graduation Writing Requirement may be waived, at the discretion of campus authorities, in the following circumstances:

1. The requirement was satisfied by the student as an undergraduate on one of the CSU campuses and no more than seven (7) years have elapsed before entering the graduate program at Cal Poly. **Documentation to**

support this waiver option must include date of satisfaction.

2. An equivalent upper-division, graduation writing requirement was satisfied at another 4-year college or university. **Official, dated documentation must be provided (i.e., transcripts, catalog description, etc.).** Again, no more than seven (7) years may elapse between meeting the requirement and beginning graduate study.
3. The student has earned an advanced degree at least equivalent to the Master's. **Supporting documentation must be presented.**

Graduate students who wish to waive the GWR should present documentation to the Writing Skills Office (Bldg. 10, Rm. 130, 756-2067) in their first quarter of residence.

Leaves of Absence

See undergraduate section, page 76.

Prerequisites

Each master's degree program has specific prerequisites, both in courses and in grade point average. Deficiencies in prerequisites must be removed prior to advancement to classified graduate status. Courses taken for this purpose normally will not count toward fulfillment of the unit requirement for the degree.

Registration

The schedule and instructions for POWER registration and payment of fees are published quarterly in the *Class Schedule*, which may be purchased from the El Corral Bookstore prior to each quarter. The *Class Schedule* includes registration instructions and lists classes offered for the quarter. Detailed descriptions of courses are found in the back of this catalog.

Repeating a Course

Students may enroll in a course for credit more than once only if the catalog course description states that the course may be repeated for credit. An exception to this policy allows the repeating of a course in cases where a grade of D or F was received. However, for graduate students both grades will be reflected in the calculation of the grade point average. Graduate students are not eligible to repeat courses and remove the lower grade points from calculation of the GPA.

Research Involving Special Conditions

Research that involves the use of human subjects, vertebrate animals, or hazardous materials requires special campus review before the study begins. If your research involves any of these special conditions, check with your graduate coordinator and the Graduate Programs Office for procedures.

Residence Courses

See "Formal Study Plan."

Returning Students

Matriculated students who have not registered for three consecutive quarters and have not been on an approved leave of absence must file an application for readmission before the deadline dates listed below. The application fee must accompany the application for readmission.

Matriculated students who have not registered for one quarter or two consecutive quarters will be entitled to their registration priority without applying for readmission. Summer Quarter is a regular quarter and is counted in determining the length of absence.

Application Deadlines for Returning Students

Summer Quarter.....	April 1
Fall Quarter.....	July 1
Winter Quarter.....	October 1
Spring Quarter	March 1

Second Master's Degree

A student can earn only one master's degree in any one of the graduate programs offered. A student who wishes to complete a second master's degree in another discipline, or two master's degrees simultaneously, must complete all the requirements for both degrees. Of the units required in common for each degree, no more than nine quarter units of coursework may be used to satisfy requirements in both master's degree programs.

Thesis or Project Report Requirements

A thesis 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. 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.

A project is a significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written report that includes the project's significance, objectives, methodology, and a conclusion or recommendation. An oral defense of the project may be required.

The following are minimum requirements for a thesis/project committee: 1) that the graduate student have a thesis/project advisor who is a permanent full-time faculty member from the student's program; 2) that the thesis advisor and the student recommend, for approval by the graduate coordinator and/or department head, a thesis/project committee comprising at least three faculty members; 3) that two of these members, one of which will be the committee chair, be from the student's program.

Thesis/project committee composition must be approved by the Graduate Programs Office.

If a thesis or project is required in a master's degree program, a committee-approved copy must be completed in accordance with university specifications. Guidelines to be followed in preparing final copy for filing with the University can be obtained from the Graduate Programs Office.

A copy of the thesis or project report must be received and reviewed by the Thesis Editor in the Graduate Programs Office. Upon completion of any required corrections, a copy ready for binding is filed with the Graduate Programs Office for submission to the University Library. These steps must be completed before the degree will be awarded.

Time Limit for Degree

The time allowed to complete all coursework in the formal study plan, including thesis and project courses, is seven years. The University, at its option, and in exceptional cases, may extend the time frame. Students who wish to extend the seven year limit must file a petition for special consideration explaining the reasons why the extension is necessary, what courses are requested for inclusion in the study plan that will be over 7 years old at the proposed time of graduation, and what evidence is offered to support claims of currency in that coursework.