

**Relevance**

1. No course used to meet the requirements of the degree was taken more than seven years prior to the award of the degree. Some programs require that the program be completed in less than seven years. Check with the program for specific details. (For more information see Limitations to the Validation of Expired Courses or Units).

**Responsibility**

It is the student's responsibility to satisfy requirements and complete the specific courses included in the program. Drafting a program completion plan, setting personal academic goals, and maintaining regular communication with a major adviser are recommended. Once a degree program has been approved by the student's graduate committee, it may be changed only on the written request of the student and the written approval of the major adviser and the College Dean. Substitution for discontinued courses will be authorized by the major adviser and approved by the College Dean. Forms for requesting a change to program are available in the Graduate School office and on the Web site at [www.csustan.edu](http://www.csustan.edu).

**Graduate Writing Proficiency Requirement**

All graduate students must demonstrate competency in writing skills in English to meet the requirement for a master's degree. A candidate for an advanced degree can satisfy the CSU writing requirement by (a) satisfactory completion of the course designated by the department as assessing writing proficiency in standard English or (b) satisfactory completion of an alternative plan adopted by the department and approved by the Graduate Council. Candidates should consult the appropriate department for specific details.

**Foreign Language Requirement**

While skill in a foreign language is not a general University requirement for admission to, or completion of, the master's degree program, certain programs require that students demonstrate reading mastery of one foreign language, usually equivalent to two years of collegiate study. Candidates should consult the appropriate department for specific details.

**Scholarship & Expectations of Students**

Students admitted to postbaccalaureate and graduate programs are expected to make systematic and successful progress towards the completion of their programs. The following policies are designed to assist the student in that endeavor.

**Graduate Probation and Disqualification**

Advanced credential and master's candidates should check carefully with the department about probation, disqualification, and appeals of disqualification; each department has the authority to develop policy and procedures in addition to the University standards.

The following policies govern postbaccalaureate and graduate students:

**Probation**

1. A student who is enrolled in a graduate degree program in conditionally classified or classified standing will be placed on academic probation if the student fails to maintain a cumulative grade point average of at least 3.0 (grade of B) in all units applicable to the degree program.
2. A student who is enrolled in a credential program in postbaccalaureate classified or postbaccalaureate unclassified standing will be placed on academic probation if the student fails to maintain a cumulative grade point average of at least 2.75 in all units applicable to the credential.
3. A student who is in postbaccalaureate unclassified standing and is taking courses for personal or professional development will be placed on academic probation if the student fails to maintain a cumulative grade point average of at least 2.5 in all postbaccalaureate units at the University.
4. A student who withdraws from all or a substantial portion of a program in two successive terms or in any three terms may be placed on probation by the department.
5. The department may place a student on probation for repeated failure to progress toward the degree objective.
6. Failure to comply, after due notice, with an academic requirement may result in the department placing the student on probation.
7. A student placed on probation will be notified in writing and will be provided with the conditions to be met for removal from probation, as well as the circumstances which will lead to disqualification.

**Disqualification**

A graduate or postbaccalaureate classified student will be subject to disqualification if, while on probation, the student fails to raise his/her grade point average to 3.0 within the time specified by the department.