



GRADUATE STUDIES

Policies

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Classified Status

To be granted classified status, students must have a 3.0 GPA for all work taken as a [conditionally classified](#) student and in any courses required by the program for admission to its program.

To meet the minimum requirements for classified status, the student must fulfill the following (individual programs may have more stringent standards):

1. A 3.0 GPA or higher in all work taken after completion of a bachelor's degree.
2. Hold a bachelor's degree from a regionally accredited institution.
3. Pass the Upper Division Writing Proficiency Exam (UDWPE) or [equivalent](#). Students who have fulfilled the Upper Division Writing Exam at another CSU campus may submit official notification of a passing score.

Note: Individual departments or programs may have additional requirements. Refer to their websites for information.

Culminating Experiences

Thesis/Graduate Project/Dissertation OR Comprehensive Exam

Switching Culminating Experiences

- Some departments or programs, if they choose, may allow students to switch from one culminating experience to another. Please check with the graduate program regarding the department policy.
- Students who earned a grade of NC or F in their first 697 enrollment may be eligible to switch. Students who earned an NC or F in their second enrollment are not eligible to switch to another culminating experience and will be disqualified from the University.
- Students who earned a grade of RP in their first 698 enrollment may be eligible to switch.
- Students are only able to switch from one culminating experience to another one time, and only if the department policy allows.

GPA Requirements for Graduate Programs Policy

Students pursuing a graduate degree must maintain a minimum 3.0 (“B”) GPA in the formal program and in the cumulative grade point average once admitted to the program. No grade below a “C” can be counted in the formal program. Any grade of “C-” or below in the formal program must be repeated after an approved course repeat form has been filed. If the student does not receive a “C” or better on the second attempt, the student will be disqualified from the program. A maximum of 6 units in the formal program may be repeated at the graduate level. The repeat grade will appear on the transcript. Departments may have higher standards that take precedence over the University policy.

Probation and Disqualification

Academic Probation

Students enrolled in a graduate program (certificate, master's, or doctoral) will be placed on academic probation at the end of the semester when their cumulative GPA falls below 3.0. Failure to raise their cumulative GPA to 3.0 in the following semester of enrollment will result in disqualification.

Disqualification

Students on probation are placed in disqualified status if, at the end of their next semester of enrollment, their cumulative GPA remains below 3.0.

- First and second disqualification

Theses, Dissertation and Graduate Projects Rules and Procedures Policy

- A student must be classified before s/he can enroll in a Thesis/Project (698) course.
- The Thesis must be an individual effort. However, the University recognizes that there are circumstances that warrant group graduate projects. In such instances, a signed addendum by each student and by the culminating experience committee chair must be submitted to the Office of Graduate Studies. The addendum must identify the names of other authors and describe the project and responsibilities of each author. The division of responsibilities specified must be reviewed, endorsed and evaluated by the students' committee chair, signed by each student and subsequently approved by the Associate Vice President of Graduate Studies.
- Students must contact their graduate coordinator to determine the maximum number of required culminating units.
- Students must be registered during the semester in which they expect to graduate.
- If a student fails to successfully complete/defend the Thesis/Dissertation or Graduate Project, or any part of it, the student will be disqualified from the master's program in the department and normally not allowed to take the Comprehensive Examination option, if that option exists.
- Guidelines: The Thesis, Dissertation and Graduate Project must be prepared according to the guidelines set forth by the [Office of Graduate Studies](#) and available online. All Thesis, Dissertations, Graduate Projects or Abstracts must be uploaded through the [Electronic Thesis and Dissertation](#) website.
- Time Limit: Theses and Projects must be completed, filed and approved within 2 years of the first enrollment in culminating experience. In some situations, a student is given an "RP" (Report in Progress) grade for work in progress (see [Grading System](#)). The "RP" will be converted to a "credit" or "letter" grade once the culminating experience has been approved.

Time Limit for Completion

Students must complete requirements for the degree within 7 calendar years from the date they were admitted to a program, unless a lesser time is specified by the department or program committee.

Courses that were completed more than 7 years prior to the date on which all requirements for the degree are completed cannot be counted to meet unit requirements unless the student can show current knowledge in the content of the outdated courses by written examination for each course in question. A maximum of 9 units taken in residency at CSUN may be validated in this manner. The graduate coordinator in the student's program must certify this competency by way of a memorandum to the Associate Vice President for Graduate Studies. Outdated courses taken at another institution may not be validated.