**Steps to Graduate with a M.A. in Chicana and Chicano Studies**

California State University, Northridge - Fall 2020

**Step 1:** **Classification**

You were either admitted into the program as a *conditionally classified graduate student* or as a *classified graduate student*. If you were admitted as a classified student you have completed step 1.

If you are a conditionally classified graduate student, you must pass the CSU Upper-Division Writing Proficiency Exam (UDWPE). The university requires you complete this requirement by the end of your first semester but given the pandemic and the campus closure they have waived this deadline. However, students that have been conditionally classified should keep track of UDWPE updates by checking their website every few weeks to determine next steps. Their website is <https://www.csun.edu/undergraduate-studies/UDWPE>.

Please set an appointment with the Master program coordinator in our department when you have fulfilled the requirement(s) to fill out the *Request for Classification* form.

**Step 2: Course Requirements**

A total of 33 units are necessary to graduate from the Master’s program in Chicana and Chicano Studies. Students are required to take 30 units of course work and three units for the thesis or comprehensive exam.

A 3.0 grade point average or higher is required for all coursework in the program. The university provides students seven years from the date students are admitted to complete the requirements for this degree.

**Year 1**

All students are required to take the following courses in their first year of the program:

(1) CH S 500: Seminar in Chicana/o Studies (3 units),

(2) CH S 501: Seminar in the Social Sciences and the Chicana/o (3 units),

(3) CH S 502: Seminar in the Humanities and the Chicana/o (3 units), and

(4) CH S 507: Research Methods (3 units).

Enrollment in CH S 500 and 501 is required in the Fall semester and CH S 502 and CH S 507 is required in the Spring semester.

**Year 1, 2, & 3**

Students are required to take seven elective courses (21 units) throughout the course of the program. Five of the seven elective courses (15 units) must be 500 level courses in Chicano Studies. There is some flexibility with the six remaining units. For example, graduate students can take up to 6 units (2 courses) of 400 level courses with prior approval from the program coordinator. In addition, 6 of these flexible units can be taken outside of the department with prior approval. It is critical that you meet with the program coordinator to determine the best course of action for coursework given your time constraints, and future academic and career goals.

**Year 2 or 3**

Lastly, enrollment in CH S 697 (comprehensive exam) or 698 (thesis course) (3 units) occurs during the spring semester of year two or year three depending on your progress in the program. Please note that both courses are ONLY offered in the Spring. This is a new change to our program due to financial constraints created by the pandemic.

**Step 3: University Requirements**

Completion of several university forms/applications occur in the final year of the program.

**Year 2 or 3**

*Thesis Planning Form*

Students completing a thesis must complete the *Planning Form* in the Electronic Thesis/Dissertation (ETD) system (<https://academics.csun.edu/etd/landing>). This form is completed spring semester when you enroll in ChS 698. **Please check the Graduate Studies’ website to determine the form’s deadline date.** It will vary from semester to semester.

*Application for Graduation*

Students eligible to apply for graduation will receive an email from the Office of Graduate Studies with information regarding how to complete the online application. To be eligible students must be classified and completed 18 units OR be classified and be in progress of completing 18 units. This application will initiate a graduation evaluation which advises students of existing requirements for their degree. Graduate students are required to be enrolled the semester in which the degree is to be awarded.

The Application for Graduation is now available online (can be found on Graduate Studies website). Students should apply a year in advance of their intended graduation date. Students **eligible to apply will receive an email.** A $47 fee is required.

**Step 4: Culminating Enrollment**

The final requirement to complete your master’s is known as a **culminating experience.** In our department this is either a thesis **or** a comprehensive exam.

*Thesis*

A **thesis** is an original scholarly contribution to the field of Chicana and Chicano studies. It is critical that you work with Graduate Student Services during the semester that you are enrolled in CH S 698. They will provide you with deadlines for thesis format review and the final date the university will accept your final product. **It is your responsibility to be aware of these dates and to meet all university deadlines regarding your thesis.** If the thesis is not completed as anticipated and an additional semester is needed graduate students can enroll in the *A/R 601:* *Culminating Experience* with department approval. This option allows students to remain enrolled in the university and provides library privileges, but not health center services and has no unit value. The fee is $250 and is paid to the College of Extended Learning. In order to enroll, a student must have: (1) applied for graduation (or, if previously applied for graduation, file a date change form with Admission and Records, $8 fee); (2) classified standing, and (3) filed a formal program with the Graduate Studies Office. Enrollment is required in the semester the degree is awarded.

*Comprehensive Exam*

**A comprehensive examination (Comp)** will test the range of subject matter covered in the student’s graduate program. The purpose of the examination is to allow students to demonstrate their ability to integrate content, knowledge, independent thinking and critical analysis. The ChS program coordinator along with a student’s comp chair will assist in guiding work on the comp exam and in meeting deadlines. The comprehensive exam has hard deadlines. If the deadlines are not met students could fail the exam and would have to retake exam the following academic year. The Comp consists of an annotated bibliography, a research proposal, and a core courses exam.

|  |  |
| --- | --- |
| **Checklist to Complete Degree in Two Years**  **Chicana and Chicano Studies/ 2020-21** | |
| **YEAR 1** | **YEAR 2** |
| **Fall**  *Forms*  □ Classification  *Coursework*  □ CH S 500  □ CH S 501  □ Elective #1  *Thesis:*  □ Think about topic and potential chair and committee members  *Comp Exam:*  □ Think about topic and potential chair and committee members | **Fall**  *Forms*  □ Apply for Graduation (if 18 units completed)  □ Human Subjects Application[[1]](#footnote-1)  □ Comp Committee Form  *Coursework*  □ Elective #3  □ Elective #4  □ Elective #5  *Thesis:*  □ Continue work on literature review  □ Meet with full committee for approval before submitting Human Subjects Application (if applicable)  □ Human subjects’ approval (IRB#)  □ Collect data (if applicable)  *Comp Exam:*  □ Submit annotated bibliography to committee  □ Work on research proposal |
| **Spring**  *Forms*  □ Apply for Graduation (if 18 units completed)  *Coursework*  □ CH S 502  □ CH S 507  □ Elective #2  *Thesis:*  □ Identify chair and committee members  □ Complete and submit thesis proposal  □ Work on literature review during summer  *Comp Exam:*  □ Identify chair and committee member  □ Work on annotated bibliography during summer | **Spring**  *Forms*  □ Thesis graduate planning form (only for thesis)  *Coursework*  □ CH S 697 or 698C  □ Elective #6  □ Elective #7  *Thesis:*  □ Data analysis  □ Write discussion  □ Committee reviews complete document and provides feedback  □ Final thesis committee meeting  *Comp Exam:*  □ Submit research proposal  □ Complete core courses exam |

|  |  |  |
| --- | --- | --- |
| **Checklist to Complete Degree in Three Years**  **Chicana and Chicano Studies/ 2010-2011** | | |
| **YEAR 1** | **YEAR 2** | **YEAR 3** |
| **Fall**  *Forms*  □ Classification  *Coursework*  □ CH S 500  □ CH S 501  *Thesis*  □ Think about topic and potential chair and committee members  *Comp*  □ Think about topic and potential chair and committee members | **Fall**  *Forms*  □ Thesis graduate planning form  *Coursework*  □ Elective #1  □ Elective #2  *Thesis*  □ Finalize thesis committee  □ Work on thesis proposal with Chair  *Comp*  □ Finalize comp committee  □ Work on annotated bibliography with Chair | **Fall**  *Forms*  □ Comp Exam form in August to MA Coordinator  *Coursework*  □ Elective #5  □ Elective #6  *Thesis:*  □ Check university deadlines for thesis  □ Human subjects’ approval (IRB#)  □ Collect data (if applicable)  □ Data analysis  *Comp:*  □ Submit annotated bibliography to full committee for approval  □ Work on Research Proposal |
| **Spring**  *Forms*  □ Thesis/Graduate Project Planning Form  *Coursework*  □ CH S 502  □ CH S 507  *Thesis*  □ Visit faculty members to determine chair and committee members  *Comp*  □ Visit faculty members to determine chair and committee members | **Spring**  *Forms*  □ Apply for graduation  □ Human Subjects Application[[2]](#footnote-2)  *Coursework*  □ Elective #3  □ Elective #4  *Thesis*  □ Complete thesis proposal  □ Meet with full committee for approval BEFORE submitting Human Subjects Application  *Comp*  □ Complete annotated bibliography with Chair | **Spring**  *Forms*  □ None  *Coursework*  □ Elective #6  □ CH S 697 or 698C  *Thesis:*  □ Write discussion  □ Committee reviews complete document and provides feedback  □ Final thesis committee meeting  □ Submit to Graduate Studies  *Comp Exam:*  □ Submit Research Proposal to full committee for approval.  □ Take Comp Exam based on Core Courses. |

1. This only applies if original data is collected for thesis. [↑](#footnote-ref-1)
2. This only applies if original data is collected for thesis. [↑](#footnote-ref-2)