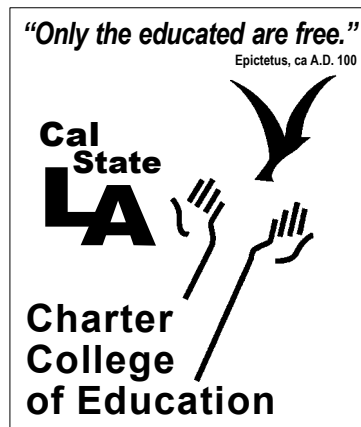


**STUDENT ADVISEMENT HANDBOOK
FOR
MASTER'S DEGREE PROGRAMS**



CHARTER COLLEGE OF EDUCATION
California State University, Los Angeles

Revised January 2007

A Master's Degree
in
Professional Education

Consider the Possibilities....

The Charter College of Education at California State University, Los Angeles offers many advanced professional degrees with specialized options.

If you wish to enhance your skills and competence, develop your ability for continuing self-directed study, secure specialized education for career advancement, and achieve professional recognition from colleagues, consider pursuing an advanced degree.

See a faculty adviser now in one of the divisions of the College to secure all the information you need to begin your program.

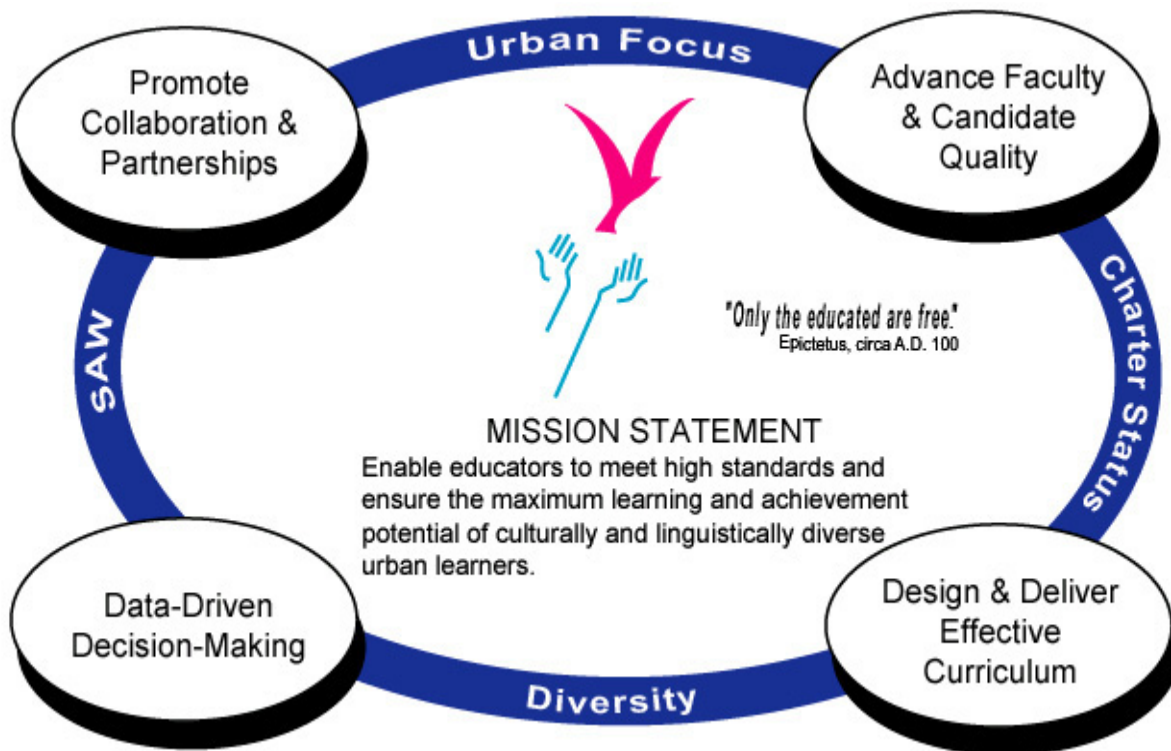
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Charter College of Education Conceptual Framework

VISION

Promoting an inclusive environment to support caring professional educators for the future, so that all learners achieve their fullest potential.



MISSION STATEMENT

Enable educators to meet high standards and ensure the maximum learning and achievement potential of culturally and linguistically diverse urban learners.

Core Values/Dispositions

- Equity
- Cultural, ability and linguistic diversity
- Inclusiveness
- Inquiry and reflection
- Lifelong learning
- Technology integration
- Collaboration and community participation
- Democratic participation
- Accountability for learner outcomes

MASTER'S DEGREES IN THE CHARTER COLLEGE OF EDUCATION

This handbook is designed to assist candidates for graduate degrees in the Charter College of Education. The guide includes:

- Master's degree majors and options available
- Admission standards and procedures
- Step by step course of action to determine a student's status and to complete the program in a timely way
- General rules that govern progress toward a master's degree

Candidates for master's degrees are encouraged to consult regularly with the faculty and the college division in which the degree program is offered. It is important that you keep abreast of current information about your program. **The university General Catalog contains a special section devoted to the rules and policy governing Graduate and Postbaccalaureate study at Cal State LA.** It also provides a description of the requirements for each master's degree program .

The Schedule of Classes for each quarter lists course and program changes and required due dates for specific actions. In addition, each division has program descriptions to guide candidates initially. Faculty advisers and staff members will provide information to assist you whenever possible. **However, to ensure successful completion of the degree, you must assume overall responsibility for the requirements of your program.**

You are expected to complete your admission application to the college and degree program and meet with a faculty adviser to plan your program during your first quarter of enrollment. To assist in your advisement, you should maintain your own folder containing your approved program plan, your Cal State LA grade reports, and any critical documents needed for verification of requirements.

The Charter College of Education Office of Student Services (KH D2078) and Office of Curriculum and Assessment (KH D2070) can also offer assistance as you proceed through your program to graduation.

You may contact advisors for the CCOE graduate degrees through the three Division offices. For information regarding specific degrees & options, please refer to the following chart.

Graduate Degrees, Options, and Concentrations in the CCOE

Degree	Option	Division	Location	Phone
MA: Education	Computer Education & Technology Leadership	AASE	KH C2098	323-343-4330
MA: Education	Educational Foundations	AASE	KH C2098	323-343-4330
MA: Education	New Media Design and Production	AASE	KH C2098	323-343-4330
MA: Education	Teaching English to Speakers of Other Languages (TESOL)	AASE	KH C2098	323-343-4330
MA: Education	Research and Evaluation	AASE	KH C2098	323-343-4330
MA: Educational Administration	Educational Leadership	AASE	KH C2098	323-343-4330
MA: Education	Bilingual/Multicultural Education in the Elementary Classroom	C&I	KH C2097	323-343-4350
MA: Education	Curriculum and Instruction in the Urban School	C&I	KH C2097	323-343-4350
MA: Education	Early Childhood/Primary Education	C&I	KH C2097	323-343-4350
MA: Education	Mathematics Education	C&I	KH C2097	323-343-4350
MA: Education	Creative Literacies and Literature	C&I	KH C2097	323-343-4350
MA: Education	Science Education	C&I	KH C2097	323-343-4350
MA: Education	Reading	C&I	KH C2097	323-343-4350
MA: Education	Middle and Secondary Curriculum	C&I	KH C2097	323-343-4400
MA: Education	Autism	EDSC	KH C1064	323-343-4400
MA: Special Education	Early Childhood Special Education	EDSC	KH C1064	323-343-4400
MA: Special Education	Facilitating Behavior Change	EDSC	KH C1064	323-343-4400
MA: Special Education	Inclusion Facilitator	EDSC	KH C1064	323-343-4400
MA: Special Education	Mild/Moderate Disabilities	EDSC	KH C1064	323-343-4400
MA: Special Education	Moderate/Severe Disabilities	EDSC	KH C1064	323-343-4400
MA: Special Education	Multicultural/Multilingual Special Education	EDSC	KH C1064	323-343-4400
MA: Special Education	Physical and Health Impairments	EDSC	KH C1064	323-343-4400
MA: Special Education	Transition Studies	EDSC	KH C1064	323-343-4400
MA: Special Education	Visual Impairment and Blindness: Orientation and Mobility	EDSC	KH C1064	323-343-4400
MA: Special Education	Visual Impairment and Blindness: Teacher Education	EDSC	KH C1064	323-343-4400
Ph.D. Special Education <i>(offered jointly with UCLA)</i>		EDSC	KH C1064	323-343-4400
MS: Counseling	Applied Behavior Analysis	EDSC	KH C1064	323-343-4400
MS: Counseling	Marriage, Family, and Child Counseling	EDSC	KH C1064	323-343-4400
MS: Counseling	Rehabilitation Counseling	EDSC	KH C1064	323-343-4400
MS: Counseling	School Counseling Leadership	EDSC	KH C1064	323-343-4400
MS: Counseling	School Psychology	EDSC	KH C1064	323-343-4400

AASE: Applied & Advanced Studies in Education

C&I: Curriculum & Instruction

EDSC: Special Education and Counseling

Answers to Frequently Asked Questions

How do I know when I have been admitted to a degree program?

When the Office of Curriculum and Assessment approves your program plan, and a copy of your approved program plan is mailed to you.

How do I secure an adviser?

Contact the office of the division that offers the program you wish to enter. Offices post advisement schedules each quarter.

What is a program plan?

A program plan is a form your adviser completes and you sign which lists all of the required courses needed to complete your degree program. It must also be approved by the division chairperson and the Charter College of Education Associate Dean for Curriculum and Assessment.

What if I want to pursue a credential at the same time I am enrolled in a master's degree program?

Many students do this. You must apply separately for a master's degree program and a credential program even though in some programs the coursework for both overlaps. A degree program is governed by the university, but a credential program is governed by the Commission on Teacher credentialing. Different requirements apply. Be sure your program adviser understands you wish to pursue both at the time your program is planned.

How do I secure credit for courses I want to transfer into my program?

If your courses were taken on another campus, your adviser will file a Request for Transfer Course Level Evaluation with the Office of Admissions and Records. When this form is approved, the courses can be transferred into your program. Your adviser will determine which courses will be acceptable for transfer within the 13-unit restriction at the time your program is planned.

How do I make a change in my degree program plan?

You meet with your adviser to secure approval for a Course Substitution. The adviser assists with completion and submits the required form to the division chairperson.

When and how do I file for advancement to candidacy?

You file for candidacy in the Office of Curriculum and Assessment as soon you have completed 16 units of course work on your program plan with a GPA of 3.0 or above and have passed the WPE or filed a petition for an acceptable alternative and have no grades below a C, no I's, or NC's.

How do I apply to take comprehensive examinations?

Each division and program has guidelines and an application procedure for taking comprehensive examinations. You must be advanced to candidacy and meet GPA requirements before you can apply.

What if I want to write a thesis or do a project rather than take a comprehensive examination?

Most programs in the Charter College of Education offer the thesis/project option. You select which option you intend to pursue when your program plan is designed by your adviser.

How do I secure a thesis or project faculty chairperson and committee?

Your adviser will assist you with this process. Be sure to obtain and read carefully the Charter College of Education Guidelines for Students Preparing Theses or Projects and the university and program guidelines so that you understand clearly what is required at the beginning of your program.

Other Questions

For questions about your approved degree program plan, advancement to candidacy, course substitutions, transfer courses, WPE petitions for acceptable alternative, application for graduation, or questions about master's degree programs contact the Charter College of Education Office of Curriculum and Assessment in KH D2070 or visit our website at www.calstatela.edu:

Dr. Judith Washburn
Charter College of Education
Acting Associate Dean for Curriculum and Assessment
KH D 2070 (323) 343-4303
Rachel Garcia-Encinas: Administrative Analyst/Specialist
Jill Setsuda: Administrative Support Coordinator
Jean Lazo-Uy: Administrative Support Assistant

For questions about application to the Charter College of Education, credential program admission and advisement, application to credential programs, CBEST/MSAT/SSAT or other testing required, your official student file, applications for directed teaching, internship credentials, or any questions concerning application and fees for California CTC -approved credentials, contact the Charter College of Education Office of Student Services or the Advisement Center in KH D2066 (323) 343-4342.

Charter College of Education
Student Services
KH D2078 (323) 343-4320
Sandy Sugiura: Administrative Analyst/Specialist

STEP 1

ADMISSION TO THE MASTER'S DEGREE PROGRAM

ADMISSION STANDARDS

BACHELOR'S DEGREE

Applicants must possess a bachelor's degree from a regionally accredited college or university (verified by an official transcript).

MINIMUM GPA

Applicants must have maintained a minimum 2.75 grade point average (3.0 Reading) (A=4.0) on the last 90 quarter (or 60 semester) units of college or university work attempted to be admitted to a master's degree program. Candidates whose GPA is between 2.5 and 2.74 remain conditionally classified until they complete 14-16 quarter units of qualifying courses with an A or B in all courses. The qualifying courses are assigned by the adviser at the time the program plan is developed and specified on a List of Probationary Courses. Students must successfully complete the qualifying courses before they can be classified.

SPECIAL ACTION ADMISSION

Students whose GPA in the last 90 quarter units (or 60 semester units) of university course work is lower than 2.5 are admitted only in very exceptional circumstances. You must apply by filing a Special Action Petition. Forms and instructions to initiate this process are available in the Office of Curriculum and Assessment. Students accepted through the Special Action Admission procedure remain conditionally classified until they complete 14-16 units of designated probationary courses with an A or B in all courses. These courses are specified on the List of Probationary Courses filed with the conditional program plan.

WRITING PROFICIENCY

Candidates must take and pass UNIV 400, the Writing Proficiency Examination (WPE) or submit a petition for an acceptable alternative, within three quarters of enrollment or completion of 16 units of course work. Holds may be placed on registration if this requirement is not satisfied in a timely manner.

Students who fail the WPE are encouraged to seek assistance at the University Writing Center, LIB So. (Palmer Wing) 2097.

A score of 41 or higher on the Writing Examination of CBEST may be used to satisfy this requirement. **Take the original score report to the Charter College of Education Office of Student Services (KH D2078) to petition for WPE equivalency.**

LETTERS OF RECOMMENDATION AND QUALIFYING INTERVIEW

Letters of recommendation and acceptance by the appropriate division adviser or division committee are required for admission to master's degree programs. A qualifying interview and standardized test scores are required in some programs. Consult with a faculty adviser for specific requirements of the master's degree program you wish to pursue.

ADMISSION PROCEDURES

1. Apply for graduate admission to Cal State LA with a master's degree objective in a program in the Charter College of Education (refer to instructions in the CSU Graduate and Postbaccalaureate Admission application booklet for the correct code number). If you also have a credential objective, please indicate and code it too.
2. You must also be admitted to the Charter College of Education to pursue a master's degree program. Complete the Charter College of Education application form for Admission to a Graduate Degree Program. Attach to it the required documentation: letters of recommendation and all transcripts of previous university-level course work (copies may be attached). Some divisions also have a program application process. Consult with the division office about additional requirements and deadlines.
3. See a faculty adviser for the program you wish to pursue. Division offices develop and post advisement schedules every quarter. Take your completed Charter College of Education application and required documentation with you to your first meeting with an adviser.

If you have met the requirements for acceptance into the master's degree program, your adviser will complete a program plan for you, which also must be approved by the Division Chairperson and the Charter College of Education Curriculum and Assessment Associate Dean.

4. If your GPA in the last 90 units of university course work taken falls between 2.5 and 2.74, your adviser will specify 14- 16 units of qualifying courses which you will need to complete with an A or B in each course. 3.0 for Reading options.
5. If your adviser cannot determine from transcripts or the computer system your last 90 quarter unit (or 60 semester unit) GPA, see the Administrative Support Coordinator in the Office of Curriculum and Assessment (KH D2070). The Administrative Support Coordinator will request an official calculation from Admissions.
6. After you have met with your adviser and planned your program, your adviser will send your signed program plan to the Division Chairperson who will review/approve it and send it to the Office of Curriculum and Assessment (KH D2070) for approval of the Associate Dean. Your Charter College of Education application with attached documents will be filed in your official file in the Office of Student Services.
7. When the Office of Curriculum and Assessment verifies that your program plan has been approved by the Associate Dean for Curriculum and Assessment and that you have completed the requirements for admission to a master's degree program, you will be notified by mail.
8. You may pursue a credential at the same time you are working on a master's degree. The credential program may have additional admission requirements. See the Office of Student Services (KH D2078) or the appropriate faculty adviser about these requirements.
9. Your records are maintained in your file in the Office of Student Services. The approved master's degree program plan is maintained in the College Office of Curriculum and Assessment.
1. If you have already been admitted to a credential program and filed a Charter College of Education application with letters of recommendation, your adviser may accept these as meeting the requirements for admission to the master's degree program. You will still need to satisfy the GPA requirement and complete all other steps listed above .

If you want to pursue a credential program concurrently with a master's degree program, you must complete the Charter College of Education application for the credential program in the Office of Student Services (KH D2078).

STEP 2

ADVANCEMENT TO CANDIDACY IN THE MASTER'S DEGREE PROGRAM

STANDARDS FOR ADVANCEMENT TO CANDIDACY IN MASTER'S DEGREE PROGRAMS

1. Successfully complete all requirements listed in Step 1.
2. Successfully complete qualifying courses, if any. Remove any incompletes.
3. Complete 16 units of course work listed on your approved master's degree program with a minimum "B" (3.0) GPA and with no grade below a "C", and with no incompletes or NC's.
4. Satisfy the Writing Proficiency Examination (WPE) requirement or have approved petition or waiver for equivalency.

PROCEDURES FOR ADVANCEMENT TO CANDIDACY

1. Obtain a Charter College of Education Application for Advancement to Candidacy form (GS-10) from the Office of Curriculum and Assessment. Submit the form to the same office after you have successfully completed the required units and satisfied the WPE requirement.
2. The Administrative Support Coordinator in the Office of Curriculum and Assessment will verify your eligibility for advancement to candidacy and submit the request for change in classification to G-3, Advanced to Candidacy.

FOR CURRICULUM AND INSTRUCTION OPTIONS ONLY

1. After you have successfully completed the required units and satisfied the WPE requirement, obtain a Charter College of Education Application for Advancement to Candidacy form (GS-10) from the Office of Curriculum & Assessment (KH D2070).
2. Complete the form and respond to the question attached to it.
3. Submit the completed form along with two (2) copies of your response to the question to the same office.

STEP 3

COMPREHENSIVE EXAMINATION REQUIREMENTS THESIS/PROJECT GUIDELINES

COMPREHENSIVE EXAMINATION STANDARDS

1. Candidates whose master's degree programs require a comprehensive examination must take the comprehensive examination at the administration offered nearest to the final quarter of their program.
2. Candidates must have maintained a minimum B (3.0) GPA in all course work on the program, with no grade below a C, to be approved to take the comprehensive examination.
3. Candidates must have been approved for Advancement to Candidacy (Form GS-10 is available in the college Office of Curriculum and Assessment, KH D2070).

COMPREHENSIVE EXAMINATION PROCEDURES

1. Secure division guidelines for comprehensive examinations early in your program. This information will help you prepare for the examinations as you complete your program course work.
2. Complete the division application, if required, before registering for the comprehensive examination. See the division office to verify completion of courses, 3.0 or higher GPA, and Advancement to Candidacy. No student will be permitted to register or secure credit for the examination until this verification is done.
3. Register for the appropriate comprehensive examination (e.g., EDEL 596, EDSP 596) at the regular registration time during the last quarter of your program enrollment.
4. Complete the examination successfully.
5. Once a grade has been issued for your culminating experience (i.e., thesis or project), you may not switch to the comprehensive examination option if offered for your program.

STANDARDS AND PROCEDURES FOR THESIS OR PROJECT

Students are expected to follow the university Guide to Preparation of Master's Theses and Project Reports (July 1, 1993), available for purchase in the Cal State LA Bookstore and the Charter College of Education Guidelines for Students Preparing Theses or Projects. Some programs also have separate guidelines. The following procedures are required for candidates completing theses or projects in the Charter College of Education.

1. Consult with your graduate adviser to determine when you should begin planning your thesis or project.
2. Select a full-time faculty member from your division in the Charter College of Education who is willing to serve as the Thesis/Project Committee Chair. With the Chair's guidance, select two other persons to complete the Committee. At least one of the remaining members must be from outside your program option. This member could be either from another Division in the Charter College of Education, from another Department in the University, from another University, or represent a specialty important to the study or project undertaken. If member is not a CSULA faculty, a resume must be submitted. The Committee membership requires the approval of the Committee members, the Division Chair, and the Charter College of Education Associate Dean for Curriculum and Assessment.

Submit Request for Approval of Thesis/Project Topic and Committee (Form GS-12) to the college Office of Curriculum and Assessment. If a Committee member is ever changed, this form must be re-submitted. Attach a resume to GS-12 when the outside committee member is not a Cal State LA faculty member.

3. Complete a sequence of two courses in statistics and research design specified by your program adviser.
4. Register for a -599A, -599B, -599C sequence in your division under the supervision of your Thesis/Project Committee Chair. You are expected to register for this thesis/project sequence and complete the thesis or project normally within one year. **You may not register for -599ABC if you have not been advanced to candidacy.**

Students who have exceeded the one calendar year time limitation associated with the SP grading symbol for research/project units (599), must petition to register for UNIV 900. Petitions/forms are available in the division offices.

5. Attend a workshop about thesis and project writing offered by the Library.
6. Present your thesis/project proposal and an abstract (not to exceed 150 words) to your Committee Chair and other Committee members for their approvals. Submit Form GS-14, Approval of Thesis/Project Proposal, to the college Office of Curriculum and Assessment after you have secured the required signatures from your Committee.
7. If your study involves human subjects, your proposal must go through the university Institutional Review Board for the Protection of Human Subjects in Research. Consult carefully with your thesis committee chair about the required procedures. Documents and information related to this procedure may be obtained from the Office of Research and Sponsored Programs, ADM 301 or telephone (323) 343-5366.
8. Complete the thesis or project, following both the University Guide to Preparation of Master's Theses and Project Reports, which can be purchased from the Bookstore, the Charter College of

Education Guidelines for Students Preparing Theses and Projects, and the Charter College of Education requirements listed here (see appendix for further info).

9. If required, present an oral defense of your completed thesis or project in an open meeting to your Thesis/Project Committee. You may also be invited to make a presentation of your completed thesis or project at the Charter College of Education Annual Research Colloquium.
10. Follow the Library requirements for signatures on final approval page and for filing of theses and projects. Check with the University Thesis Coordinator for each quarter's deadline for filing. This deadline is usually published in the Schedule of Classes each quarter. **No exceptions to the deadline date are allowed.**
11. Once a grade has been issued for your culminating experience (i.e., comprehensive examination) you may not switch to the thesis or project option if offered for your program.

Approved GS-12 (step 2) and GS-14 (step 4) forms must be on file in the college Office of Curriculum and Assessment before a graduation application will be processed.

STEP 4

APPLICATION FOR GRADUATION* STANDARDS

1. Candidates must have been advanced to candidacy in the master's degree program.
2. Candidates must complete all degree requirements by the anticipated quarter of graduation. You must be registered for the quarter in which you expect to graduate.
3. Graduation applications will not be forwarded to the University Graduation Office if there are any grades below a "C," I's, or NC's.
4. GPA within program at least 3.0

PROCEDURES FOR APPLYING FOR GRADUATION

1. Obtain and complete an Application for Graduation in Admin. 146 or KH D2070.
2. Pay the graduation application and diploma fees at the Cashier's Office, Admin. 128.
3. Complete the MA/MS graduate survey.
4. By the deadline (last day of application filing period) listed in the Schedule of Classes, submit the paid graduation application, and the "Thank You" page from the completed MA/MS graduate survey to the Curriculum and Assessment Office Administrative Support Coordinator in KH D2070. The coordinator will review your program plan and submit it to the University Graduation Office for the graduation audit. You will be contacted directly if there are any problems that would prevent the submission of the graduation application to the Graduation Office.

Please note that your approved program plan must accurately reflect the course work you have completed, including all approved course substitutions. Discrepancies will result in notification from the Office of the Registrar - Graduation Office that you are ineligible for graduation.

NOTE: You must apply for your master's degree one quarter before your expected quarter of graduation. Deadlines are listed in the Schedule of Classes each quarter and are strictly adhered to.

**Be sure to maintain a personal file of grade reports, transcripts, copies of forms and correspondence. Charter College of Education records are kept in the Office of Student Services, KH D2078. Your official program plan is kept on file in the Office of Curriculum and Assessment, KH D2070.*

SEQUENCE OF STEPS REQUIRED FOR MASTER'S DEGREES

___ Apply for admission to Cal State LA as a graduate student.

___ Secure and complete an application for admission to a graduate degree program in the Charter College of Education, including letter(s) of recommendation, copies of transcripts, and the letter from the university acknowledging graduate admission.

___ Meet with a faculty adviser in the degree program you wish to enter, taking with you the completed Charter College of Education application and required documents for the adviser to review.

___ Verify with the faculty adviser your eligibility for the degree program and complete any other division applications or admission requirements such as an interview or test scores, if necessary, for the program you wish to enter.

___ Complete with a faculty adviser a program plan for the degree.

Your advisor will submit your program plan to the division office to secure the signature approval of the Division Chairperson.

The division office will send the program plan, the completed Charter College of Education application and required documents to the Office of Curriculum and Assessment for approval by the Associate Dean. Once the program plan has been reviewed and approved, all the documents submitted will be forwarded to the Office of Student Services where your official file is established.

___ Begin your course work.

___ Take the Writing Proficiency Examination (WPE), UNIV 400, or submit a petition for an acceptable alternative during your first quarter of enrollment. Petition is available in Office of Curriculum and Assessment.

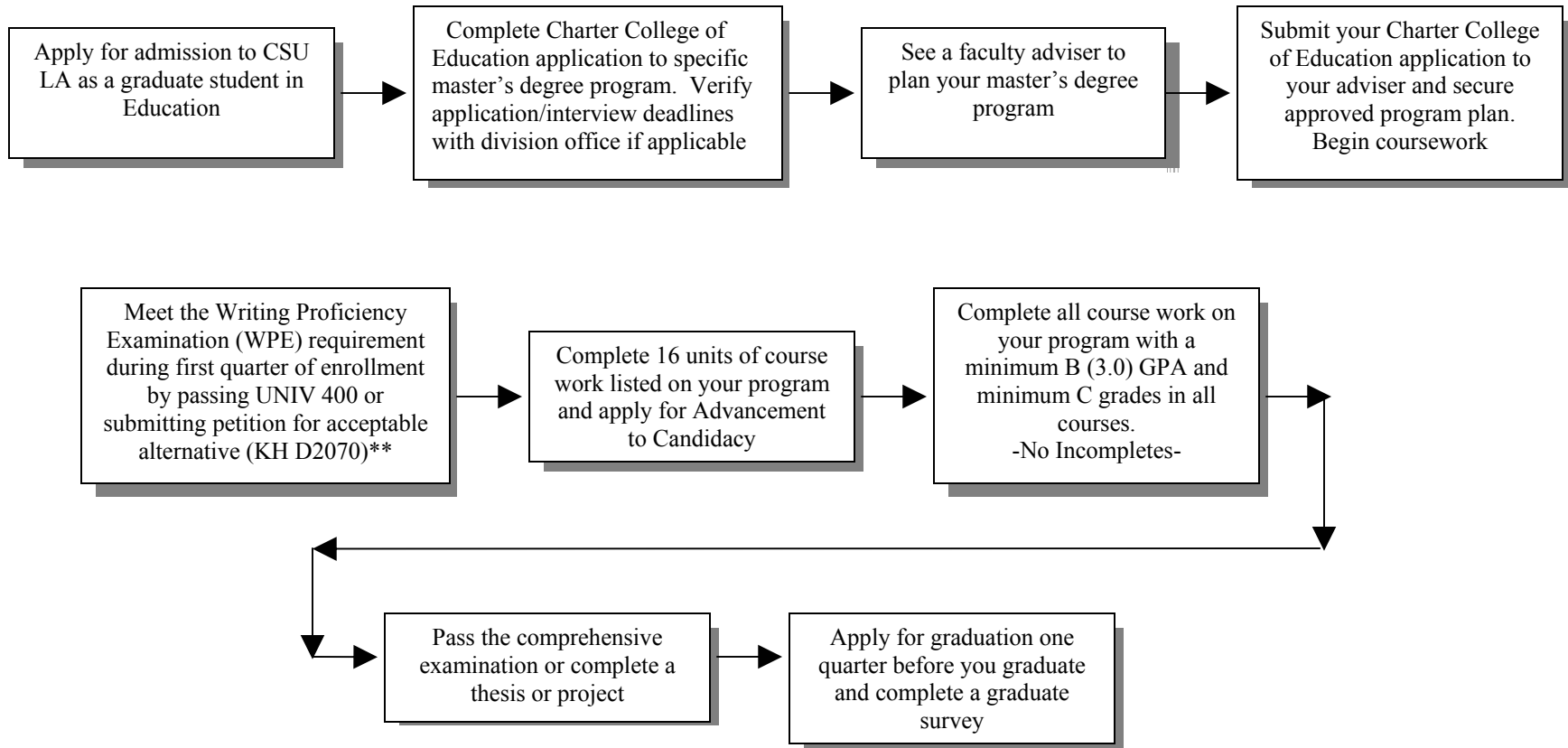
___ Complete 16 units of course work listed on your program and apply for advancement to candidacy (requires 3.0 GPA and meeting WPE requirement). Form is available in Office of Curriculum and Assessment (KH D2070).

___ Complete all course work on your program plan with a minimum B (3.0) GPA and no grade lower than a "C" in any course, with no incompletes.

___ Pass the comprehensive examination or complete a thesis or project.

___ Apply for graduation one quarter before you plan to graduate and complete graduate survey. Degree will be posted for quarter in which you complete all requirements for the degree.

Sequence of Steps Required for Master's Degrees



Where to Find . . .

Applications

University Graduate and Postbaccalaureate Admission Application:

Student Affairs 101 or online @ www.csumentor.com/AdmissionApp

Charter College of Education Application:

Curriculum and Assessment KH D2070, Student Services KH D2078, or division offices

Petitions

Leave of Absence:

Admissions ADM 146, Curriculum and Assessment KH D2070, or division offices

WPE Petition for acceptable alternative:

Curriculum and Assessment KH D2070

CBEST Writing Examination Score for WPE Exemption:

Student Services KH D2078

Graduate Credit for Undergraduate Work:

Curriculum and Assessment KH D2070

Extension of Incomplete Grade:

Curriculum and Assessment KH D2070

Overload Petition:

Curriculum and Assessment KH D2070

Forms

Program Plan:

Program Adviser

Request for Review of a Project Involving Human Subjects:

Office of Research and Sponsored Programs ADM 301

EGS-1 Evaluation of Transfer Courses:

Program Adviser or Curriculum and Assessment KH D2070

EGS-5 Course Substitution:

Curriculum and Assessment KH D2070 or division office

EGS-10 Advancement to Candidacy:

Curriculum and Assessment KH D2070

EGS-12 Request for Approval of Thesis/Project Committee:

Curriculum and Assessment KH D2070

EGS-12A Application for Comprehensive Examination:

division offices

EGS-13 Request for Enrollment in Comprehensive Examination:

division offices

EGS-14 Approval of Thesis/Project Proposal:

Curriculum and Assessment KH D2070

EGS-16 Course Validation by Examination:

Curriculum and Assessment KH D2070

3408* Graduation Application Procedures for Graduate Degrees:

ADM 146 or KH D2070

AG4* Graduation Application and Certificate Application:

ADM 146

General Petition Form:

Curriculum and Assessment KH D2070

RULES TO REMEMBER

CATALOG

Graduate students are governed by University policies and regulations as stated in the General Catalog in effect at the time they achieve classified standing, provided that they maintain continuous attendance for registration purposes.

CONDITIONALLY CLASSIFIED GRADUATE STANDING

All applicants for a master's degree program in the Charter College of Education are admitted as conditionally classified graduate students (G1). When they have satisfied all requirements for admission to the degree program and have attempted, passed or have been exempted from the WPE and filed an approved program plan, their classification is changed to classified graduate standing (G2).

Students who are between a 2.5 and a 2.74 (Reading Option students between 2.5 and 2.9) GPA on the last 90 units (or 60 semester units) of all university course work taken must complete a minimum of 14 units of probationary course work specified by a faculty adviser and complete all other requirements for admission before they can obtain classified graduate standing.

CLASSIFIED GRADUATE STANDING

Master's degree candidates are admitted to classified graduate standing (G2) if they have attained at least a 2.75 GPA in the last 90 quarter units of university coursework from a regionally accredited institution and when they have satisfied all other requirements for admission to a graduate degree program, have an approved Master's Program Plan, an acceptable GPA within program, and have passed or been exempted from the WPE.

See ADMISSION PROCEDURES under Step 1 for steps to follow.

UNDECLARED OR UNCLASSIFIED STANDING

Graduate students who have not declared on the Cal State LA application that they wish to pursue a specific degree or credential program have **UNDECLARED** or **UNCLASSIFIED** standing. Students in this standing may not be advanced to candidacy in any degree program and may lose transferability of credit to a program beyond 13 quarter units.

Students with UND or UNC standing are not eligible for division recommendations for honors or enrollment in restricted courses.

CHANGES IN CLASSIFICATION

Changes in classification are processed by the Office of Curriculum and Assessment (KH D2070) through the form "Request for Change in Student Status" (GS-8).

CONTINUING STATUS

Students maintain their continuing student status for registration by attending at least two of any four quarters consecutively. Those who are absent three successive quarters or longer without an approved Leave of Absence on file must apply for readmission to the University and pay an application fee. Students reapplying to the university may be subject to the catalog requirements in effect at the time of readmission.

LEAVE OF ABSENCE

Students can avoid losing classified standing by submitting a Leave of Absence request, approved by the Associate Dean of Curriculum & Assessment and the University Registrar prior to the beginning of the effective quarter. Request forms are available at King Hall D2070 and Administration 146.

REQUIRED GPA

Students must maintain at minimum a B (3.0) grade point average in all course work included in the master's degree program and must earn no grade lower than a C in any course.

Rules governing Scholastic and Academic Probation and Disqualification are included in the General Catalog.

WRITING PROFICIENCY EXAMINATION (WPE)

Every graduate student who enters a degree or credential program must satisfy the Graduation Writing Assessment Requirement by passing UNIV 400, the Writing Proficiency Examination (WPE), within the first three quarters of their enrollment or prior to the completion of 16 units, whichever comes later.

A score of 41 on the Writing Examination of CBEST is accepted as an alternative to passing the WPE. Take the original score report to the Office of Student Services (KH D2078) to petition for exemption.

A student who has completed an upper division exit writing examination for graduation on another campus or possesses a previously earned master's degree, should file a petition with evidence for exemption from this requirement in the Office of Curriculum and Assessment (KH D2070). To avoid a delay in being advanced to candidacy in a degree program, plan to satisfy this requirement during the first quarter of enrollment.

OVERLOAD

A full load for graduate students is 12 units per quarter. The maximum load for graduate students is 16 units per quarter unless a student has been granted special permission for excess study load by the Charter College of Education Curriculum and Assessment Dean. This is granted only in very exceptional cases and is limited to no more than 20 units.

SEVEN-YEAR RULE FOR PROGRAM COURSES

All master's degree course work must be completed within seven calendar years from the quarter the oldest course work on the approved program was completed. You cannot include courses that are more than seven years old at the time you complete all degree requirements on your program.

Students must re-take or validate any courses that will be more than seven years old at the time the degree is awarded and that have been taken at Cal State L.A.. Permission to validate is granted only in very exceptional circumstances; it is not given automatically and for not more than 12 units. It requires division recommendation and approval by the college Curriculum and Assessment Dean. Permission is granted by approved "Petition for Course Validation by Examination" (GS-16). This form is available in the Office of Curriculum and Assessment (KH D2070).

COURSES TAKEN TO SATISFY UNDERGRADUATE DEGREE REQUIREMENTS

Courses taken to attain an undergraduate degree may not be used for graduate credit in an advanced degree program. Except for master's degree counseling programs accredited by CACREP, a program adviser may

grant subject credit for these courses if the course is a prerequisite in a degree program or the content is equivalent to a required course in the degree program.

ACCEPTANCE OF BACCALAUREATE COURSES

Courses completed prior to the award of a bachelor's degree may not be included on a master's degree program for unit credit except when granted by petition. Students enrolled in any counseling degree program nationally accredited by CACREP may not use courses taken in an undergraduate career, even for subject credit.

To count for graduate credit, undergraduate courses must be taken during the last quarter of enrollment, must not be required for the attainment of the BA degree, and must be graded at 3.0 level or higher. Other restrictions apply. See Graduate Credit for Undergraduate Work in the General Catalog.

TRANSFER COURSES

Students may apply toward a 45-unit master's degree program, with adviser approval, no more than 13 units of continuing education courses, transfer courses, courses completed before the filing date for the program, or a combination thereof. For counseling programs, a maximum of thirty percent of the course work may be transferred with approval of an adviser. Transfer courses must be equivalent to 400- or 500-level course work at Cal State LA and must be acceptable for graduate credit in an advanced degree program at the institution where taken. Advisers verify the validity of transfer work by submitting a "Request for Transfer Course Level Evaluation (GS-1) to the Office of University Admissions.

Courses are not automatically transferred into a program. The GS-1 form must be forwarded by your adviser to Admissions. The request will not be reviewed if you do not have official transcripts on file in Admissions.

COURSES TAKEN DURING SUMMER SESSION OR SPECIAL SESSION

Matriculated students can take courses offered during summer session or special sessions and have them apply to their degree programs **with the approval of their adviser**. These units are not considered to be transfer units. Matriculated students may not take courses through Open University.

Non-matriculated students may take courses through Extended Education during Summer Session or Special Session; however, these units are considered to be transfer units and are subject to the 13-transfer unit rule prior to approval of the degree program plan.

COURSE SUBSTITUTIONS

Occasionally it becomes necessary to change a program plan based upon special circumstances. The substitution of a course on your program is done with the approval of your adviser, your division chairperson, and the College Curriculum and Assessment Dean. This transaction is done with a "Course Substitution" form (GS-5) before you enroll in the course to be substituted. It must be approved and on file at the time of your graduation audit check. Grades B- or below cannot be substituted in or out.

MINIMUM UNITS FOR DEGREE

All Master of Arts (MA) degree programs require a minimum of 45 units of 400- and 500-level course work. Master of Science (MS) degree programs require from 55-112 units, depending upon individual program requirements.

500-LEVEL COURSE REQUIREMENT

At least one-half of the units in an approved program must be in 500-level courses. Conditionally classified students may be restricted from enrolling in designated 500-level courses until they have attained classified graduate standing.

ENROLLMENT IN TWO MASTER'S DEGREE PROGRAMS SIMULTANEOUSLY

Students may be enrolled in two master's degree programs simultaneously. See General Catalog for university rules.

ENROLLMENT IN TWO OPTIONS OR CONCENTRATIONS

Students may be enrolled in two options or concentrations simultaneously. See General Catalog for university rules.

ADVANCEMENT TO CANDIDACY

Graduate students in degree programs file for advancement to candidacy when they have completed 16 units on their approved degree program plan with a GPA of at least 3.0 and met the WPE requirement. A student will not be advanced to candidacy if any courses taken are graded Incomplete, or are graded below a "C", or are graded NC. The Advancement to Candidacy form (GS-10) is available in the Office of Curriculum and Assessment (KH D2070).

Students may not take comprehensive examinations, thesis or project units, some restricted courses, or apply for graduation if they have not been advanced to candidacy.

COMPREHENSIVE EXAMINATIONS

Students must be advanced to candidacy and must obtain the approval of the division before registering for comprehensive examinations. Be sure to register for the appropriate comprehensive examination (e.g., EDEL 596, EDSE 596). Students may take coursework during the quarter they take the comprehensive examinations. There are coursework unit restrictions which vary from program to program. Verify unit restrictions with the division office. Each division has its own guidelines for the offering of comprehensive examinations. Ask the division office for these when first completing the program. Those who repeat any portion of the comprehensive examination must meet division requirements and re-register for the quarter in which they repeat the examination. Students may not change to a thesis or project option once they have taken the comprehensive examination. Students may not change to a comprehensive examination once they have taken 599A.

THESIS/PROJECT REQUIREMENTS

Most master's degree programs in the Charter College of Education have the thesis or project option. To pursue this option, secure the Charter College of Education Guidelines for Students Preparing Theses or Projects from the division office or the Office of Curriculum and Assessment early in the program. The University Guide to Preparation of Master's Theses and Project Reports is available in the bookstore. Because there are many critical steps in the completion of a thesis/project, review both guidelines carefully. Some degree programs also have specific requirements for students pursuing a thesis/project option.

MAINTAINING ENROLLMENT FOR THESIS/PROJECT

Students must be advanced to candidacy and must obtain the approval of the division before registering for thesis or project units. Be sure to register for the appropriate thesis or project courses in the division: 599A (3 units), 599B (2 units), 599C (2 units). **When all 7 units have been completed, a student must maintain continuous enrollment by registering for UNIV 900 each quarter until completion of the thesis or project. A student must be officially enrolled during the quarter you expect to graduate.**

ENROLLMENT IN 600-699 COURSES

Students matriculated into advanced degree programs in the Charter College of Education may enroll in 600-699 courses only with the approval of the instructor of the course, the division, and the program adviser.

Appendix

REQUIRED FORMAT FOR THESES AND PROJECTS

Students submitting theses or projects to fulfill master's degree requirements in the Charter College of Education must use the publication format specified in the most recent edition of the Publication Manual of the American Psychological Association. In those cases in which the preponderance of journals in the field follows a different style manual, the thesis adviser in consultation with the college Associate Dean for Curriculum and Assessment may grant an exception to the required format. Whenever an exception is granted, the thesis submitted must follow consistently only one style manual. Approval of a different style manual must occur at the time the thesis or project topic is approved (Form GS-14).

THESES

Consistent with the Publication Manual of the American Psychological Association, the following format will be used for theses:

Preliminary pages [thesis approval (signature) page, title page, copyright page, acknowledgement page (if any), abstract, table of contents, list of tables (if any) and list of figures (if any), list of plates (if any)]

Chapter 1 Introduction

- Statement of Problem
- Review of Pertinent Literature
- Purpose and Rationale of Study
- Hypotheses or Questions
- Assumptions, Limitations, and Delimitations
- Significance of Study

Chapter 2 Methods and Procedure

- Subjects
- Apparatus or Instrumentation (if necessary)
- Procedure

Chapter 3 Results

- Narration
- Tables and Figures
- Statistics

Chapter 4 Discussion

- Restatement of Hypotheses
- Practical-theoretical Implications
- Recommendations/conclusions

References (directly quoted in study)

Appendix (if appropriate)

In some divisions the use of style manual other than the APA Manual may be recommended. The student is advised to consult the Thesis or Project Committee Chair for any alternative requirements.

PROJECTS

Students undertaking projects will prepare their reports using the same format as that for a thesis with all appropriate preliminary pages. The following modification of the APA format will be used for the written project:

Preliminary pages (same as above for thesis)

Chapter 1 Introduction

- The Project (major goal with rationale)
- Review of Pertinent Literature (same as thesis)
- Objectives, Criteria, Subgoals, if appropriate
- Definition of Terms
- Assumptions, Limitations, and Delimitations
- Significance of Project

Chapter 2 Methods and Procedure

Chapter 3 The Project Outcomes

Chapter 4 Summary or Conclusions Evaluation Recommendations

References

Appendix