CHARTER COLLEGE OF EDUCATION
California State University, Los Angeles
Application Procedures for Master’s Degree Programs

STEPS TO FOLLOW FOR PROGRAM ADMISSION:

Step 1. Secure **graduate admission** to California State University, Los Angeles.

Step 2. Complete the Charter College of Education Application for Admission to a Master’s Degree Program.

Step 3. Attach official transcripts.

Step 4. Attach two letters of recommendation from university faculty or professional references.

Step 5. Submit application with attachments to program adviser at initial meeting to plan your program of studies.

Step 6. Secure approved program from adviser.

Step 7. Adviser gives you a copy of program plan and submits original program plan to division chairperson for signature.

Step 8. Division chair approves of program plan and forwards the plan to the Associate Dean’s Office for Graduate Studies (KH D2070).

Step 9. Office of Graduate Studies will process change to **classified graduate status** (G2) which permits registration in restricted courses once all documentation is received.

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**IMPORTANT NOTE ABOUT WORK TAKEN BEFORE APPROVAL OF PROGRAM UNIVERSITY CATALOG**

No more than 13 quarter units of acceptable course work completed before approval by the principal graduate adviser, major department/division, and college graduate dean may be included on a master’s degree program. This includes acceptable transfer work. Credit for thesis (i.e., 599), research (i.e., 597), and comprehensive examinations (i.e., 596) is not transferable. All other course work included on the master’s degree program must be completed after approval by the principal graduate adviser, major department/division, and college graduate dean. This policy shall not apply to students admitted to a master’s degree offered jointly with other educational institution.

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**PLEASE NOTE:** If you expect to pursue a credential program at the same time that you are working on a master’s degree, you must complete a separate application for credential/certificate program. The application is available in the Office of Student Services (KH D2078).