



**Date:** April 23, 2025

**To:** Andre Avramchuk, Chair Academic Senate

**From:** Shikha Upadhyaya, Educational Policy Committee Chair

**Copies:** M. Hawley; M. Garcia; K. Brown; M. Wallace; C. Harris; K. Fisher; S. Baker; R. Roquemore; C. Pugh

**Subject:** **EPC Memo 24-12: Requirements for Additional Master’s Degrees or for an Additional Option within a Master’s Degree policy – Chapter IV of the Faculty Handbook (Ch.4.650)**

On April 8, 2025, the Educational Policy Committee (EPC) received a memo from the Graduate Studies Subcommittee (GSS) regarding ***Requirements for Additional Master’s Degrees or an Additional Option within a Master’s Degree policy.***

In October 2021, GSS redrafted and disaggregated the policy pertaining to the Requirement for Additional Master’s Degrees or an Additional Option within a Master’s Degree [EPC16-14]. The redrafting and disaggregation were based upon the disagreement existing between the CSU Executive Order 1071 which stipulates that “an option, concentration, or special emphasis (or similar subprogram) must constitute less than one-half of the units required in the major program” and the existing Cal State LA policy [EPC16-14] that stipulates that “the additional option must include a minimum of 15 semester units of course work”. GSS at the time (2021) concluded that two separate solutions were required: one for additional degrees (and their core requirements) and one for additional options.

On April 16, 2025, the EPC discussed and approved the following changes.

**Overall:** Disaggregate existing policy into two distinct policies: ***Requirements for Additional Master’s Degree*** and ***Requirements for an Additional Option within a Master’s Degree.***

### **Requirements for Additional Master’s Degrees**

Lines 6-7: Removed language referring to an additional option within a Master’s degree  
Lines 8-11: Changed language to clarify policy for an additional Master’s degree without options  
Line 15-23: Removed language referring to an additional option within a Master’s degree  
Line 25-29: Specified that the second Master’s degree with options must include major courses that



constitute the majority (greater than 50%) of the required units in the degree; language is consistent with usage by the Chancellor's office

Line 31-34: Clarified that a different culminating experience and study plan are needed for the additional degree

Line 42-47: Inserted language to clarify how and when the different Master's degrees appear on the diplomas

### **Requirements for Additional Option within a Master's Degree**

Lines 53-86: New policy language for the additional options within the same Master's degree.

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2 **Requirements for Additional Master's Degree or Option**  
 3 **within a Master's Degree**

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5 Students who have earned a master's degree at Cal State LA and wish to  
 6 obtain a subsequent master's degree or to add an additional option to a  
 7 previously-completed master's degree from this University must  
 8 complete an approved study plan of at least 30 semester units. FOR AN  
 9 ADDITIONAL MASTER'S DEGREE WITHOUT OPTIONS, A at least  
 10 half of the units must be new work not included on IN the previous  
 11 degree or option. The remainder can be from the previous degree  
 12 provided that the courses have been completed within seven years of the  
 13 award date of the degree and are otherwise eligible for inclusion.

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15 Students who are currently enrolled in a master's degree program at Cal  
 16 State LA may concurrently complete an additional option under the  
 17 same degree if the department/division/school and college concerned  
 18 verify that the additional option requires significantly different  
 19 knowledge, skill, and course work. The additional option must include a  
 20 minimum of 15 semester units of course work that is specific to the  
 21 option (not included in the previous option) and an appropriate  
 22 culminating experience (thesis/project or comprehensive examination).  
 23 An approved study plan for each option is required.

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25 FOR AN ADDITIONAL MASTER'S DEGREE WITH OPTIONS, THE  
 26 STUDENT MUST COMPLETE A CORE THAT REPRESENTS THE  
 27 MAJORITY (MORE THAN 50%) OF REQUIRED UNITS IN THE  
 28 ADDITIONAL DEGREE AND THAT IS SPECIFIC TO THE DEGREE  
 29 (NOT INCLUDED IN THE PREVIOUS DEGREE).

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31 A DIFFERENT CULMINATING EXPERIENCE (THESIS, PROJECT,  
 32 OR COMPREHENSIVE EXAMINATION) MUST BE COMPLETED  
 33 FOR THE ADDITIONAL DEGREE. AN APPROVED STUDY PLAN  
 34 FOR EACH DEGREE IS REQUIRED.

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36 Students who have earned a master's degree at an institution other than  
 37 Cal State LA may petition to apply for an identical degree at Cal State  
 38 LA. Students must provide extraordinary justification and receive  
 39 approval of the department/division/school and college concerned before  
 40 they may enter the program.

42 STUDENTS MAY WORK SIMULTANEOUSLY ON TWO  
43 MASTER'S DEGREES. BOTH DEGREES MAY BE LISTED ON  
44 THE SAME DIPLOMA IF THE REQUIREMENTS FOR BOTH  
45 DEGREES ARE COMPLETED IN THE SAME SEMESTER.  
46 DEGREES COMPLETED IN DIFFERENT SEMESTERS WILL BE  
47 LISTED ON SEPARATE DIPLOMAS.  
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## 50 **REQUIREMENTS FOR ADDITIONAL OPTION** 51 **WITHIN A MASTER'S DEGREE**

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53 STUDENTS WHO HAVE EARNED A MASTER'S DEGREE AT CAL  
54 STATE LA AND WISH TO ADD AN ADDITIONAL OPTION TO  
55 THAT PREVIOUSLY COMPLETED MASTER'S DEGREE FROM  
56 THIS UNIVERSITY MUST COMPLETE AN APPROVED STUDY  
57 PLAN OF AT LEAST 30 SEMESTER UNITS.  
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59 STUDENTS WHO ARE CURRENTLY ENROLLED IN A MASTER'S  
60 DEGREE PROGRAM AT CAL STATE LA MAY CONCURRENTLY  
61 COMPLETE AN ADDITIONAL OPTION UNDER THE SAME  
62 DEGREE IF THE DEPARTMENT/DIVISION/SCHOOL AND  
63 COLLEGE CONCERNED VERIFY THAT THE ADDITIONAL  
64 OPTION REQUIRES SIGNIFICANTLY DIFFERENT KNOWLEDGE,  
65 SKILL, AND COURSE WORK.  
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67 THE ADDITIONAL OPTION MUST INCLUDE A MINIMUM OF 12  
68 SEMESTER UNITS OF COURSE WORK THAT IS SPECIFIC TO  
69 THE OPTION (NOT INCLUDED IN THE PREVIOUS OPTION) AND  
70 AN APPROPRIATE AND SEPARATE CULMINATING  
71 EXPERIENCE (THESIS/PROJECT OR COMPREHENSIVE  
72 EXAMINATION). THE ADDITIONAL OPTION MUST  
73 CONSTITUTE LESS THAN ONE HALF OF THE UNITS REQUIRED  
74 IN THE MAJOR PROGRAM. THE REMAINDER CAN BE FROM  
75 THE PREVIOUS STUDY PLAN, PROVIDED THAT THE COURSES  
76 HAVE BEEN COMPLETED WITHIN SEVEN YEARS OF THE  
77 AWARD DATE OF THE DEGREE AND ARE OTHERWISE  
78 ELIGIBLE FOR INCLUSION. AN APPROVED STUDY PLAN FOR  
79 EACH OPTION IS REQUIRED.  
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81 STUDENTS MAY WORK SIMULTANEOUSLY ON TWO  
82 OPTIONS WITHIN ONE MASTER'S DEGREE. BOTH OPTIONS

83 MAY BE LISTED ON THE SAME DIPLOMA, IF THE  
 84 REQUIREMENTS FOR BOTH OPTIONS ARE COMPLETED IN  
 85 THE SAME SEMESTER. OPTIONS COMPLETED IN DIFFERENT  
 86 SEMESTERS WILL BE LISTED ON SEPARATE DIPLOMAS.

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\*\*\*\*\*current policy – for reference ONLY\*\*\*\*\*

## 99 **Requirements for Additional Master's Degree or Option** 100 **within a Master's Degree**

101 (Senate: 8/27/91, 2/8/94; President: 9/19/91, 3/11/94'; Editorial Amendment: 9/00, 8/01, 1/21/15)

102 Students who have earned a master's degree at Cal State L.A. and wish to obtain a subsequent  
 103 master's degree or to add an additional option to a previously completed master's degree from this  
 104 University must complete an approved program of at least 30 semester units. At least half of the units  
 105 must be new work not included on the previous degree or option. The remainder can be from the  
 106 previous degree provided that the courses have been completed within seven years of the award date  
 107 of the degree and are otherwise eligible for inclusion.

108 Students who are currently enrolled in a master's degree program at Cal State L.A. may concurrently  
 109 complete an additional option under the same degree if the department/division/school and college  
 110 concerned verify that the additional option requires significantly different knowledge, skill and  
 111 coursework. The additional option must include a minimum of 15 semester units of coursework that is  
 112 specific to that option (not included in the previous option) and an appropriate culminating experience  
 113 (thesis/project or comprehensive examination). An approved program plan for each option is required.

114 Students who have earned a master's degree at an institution other than Cal State L.A. may petition in  
 115 order to apply for an identical degree at Cal State L.A. Students must provide extraordinary justification  
 116 and receive approval of the department/division/school and college concerned before entering the  
 117 program.