



## General Information

CSU Channel Islands (CI) offers seven masters degrees. Except for the two MA in Education degrees, all graduate degrees are offered through Extended University. For these degrees, Extended University employs a Special Sessions schedule and charges per-unit tuition separate from the normal CSU system-wide tuition for graduate studies.

This section presents CSU and CI policies and common practices related to graduate students and graduate programs. Further details for each degree program are contained in the general program information for each academic area.

### Location

Sage Hall, office 2011  
(805)437-8860  
Fax: (805) 437-8951

### Graduate Programs

- Master of Science in Biotechnology and Bioinformatics
- Master of Science in Biotechnology and Master of Business Administration (Dual Degree)
- Master of Business Administration
- Master of Science in Computer Science
- Master of Arts in Education: Educational Leadership Specialization
- Master of Arts in Education: Special Education Specialization
- Master of Science in Mathematics

## Program Descriptions

### Master of Science Degree in Biotechnology and Bioinformatics

The Master of Science in Biotechnology and Bioinformatics is a professional degree program designed to meet the needs of biotechnology industry and related public and private agencies and organizations. The program combines rigorous scientific training in interdisciplinary areas in biotechnology and bioinformatics with course work and experience in business management and regulatory affairs. The program includes a set of core courses with three emphases to choose from: biotechnology, biomedical engineering and stem cell technology and laboratory management, and several elective courses.

Biotechnology is centered in the laboratory and employs sophisticated molecular biology techniques for applications in human and animal health, agriculture, environment, and specialty biochemical manufacturing. In this century, the major driving force for biotechnology will be the strategic use of the data derived from large-scale genome sequencing projects. Bioinformatics turns raw data from genome sequencing and new experimental methodologies such as microarrays and proteomics into useful and accessible information about gene function, protein structure, molecular evolution, drug targets and disease mechanisms using computational analyses, statistics, and pattern recognition. Our approach also includes team projects drawn from biotechnology industries to focus on real-world problems and applications of biological and

computational sciences and to inculcate interpersonal as well as problem-solving skills using multiple perspectives.

Graduates from this program will develop analytical, managerial and interpersonal skills along with sophisticated expertise in biotechnology and bioinformatics. They will be ready to make immediate contributions to scientific research and development, management in biotechnological, biomedical and pharmaceutical industries, biotechnology law and regulations, governmental or environmental agencies, research institutes, consulting firms, research and clinical laboratories, private and public health organizations, or education.  
[http://biology.csuci.edu/bio\\_mos.htm](http://biology.csuci.edu/bio_mos.htm)

### Master of Science Degree in Biotechnology and Master of Business Administration

The Master of Science in Biotechnology and Master of Business Administration is a dual professional degree program designed to meet the needs of biotechnology industry and related public and private agencies and organizations. The program combines rigorous scientific training in biotechnology with graduate course work and experience in business management and regulatory affairs. The program includes the foundation courses for the dual degree program, a set of graduate level core courses in both biotechnology and business, and several elective courses.

Our approach includes team projects drawn from biotechnology industries to focus on real-world problems and applications of biological sciences and business. We approach interpersonal skills and problem-solving skills from multiple perspectives.  
[http://biology.csuci.edu/bio\\_mos.htm](http://biology.csuci.edu/bio_mos.htm)

### Master of Business Administration

Our program in Business Administration is designed for working professionals in Southern California. The Martin V. Smith School of Business & Economics MBA program is the result of benchmarking against the best business programs in the country and meets new assurances of learning standards required for AACSB accreditation. Our program features integrated modules that cross functional disciplines, a common cohort experience, team teaching and learning. Consistent with the University's mission, there is an emphasis on graduating business leaders with a global and multicultural perspective. Our MBA is an example of our focus on making a difference not only in the lives and careers of our students, but also in the vitality of the Ventura County region.  
<http://business.csuci.edu/mba/index.htm>

### Master of Science in Computer Science

The MS in Computer Science prepares students for advanced careers in high-tech, computer-driven industries, including applications to business, aerospace, education, military, and government where interdisciplinary, dynamic and innovative professionals trained in latest technologies are increasingly sought. Students develop a strong background in computer theory, software and hardware, as well as skills to conduct applied research. The program stresses interdisciplinary applications while preparing students for a wide range of industry, academic, and research positions.  
<http://www.cs.csuci.edu/MSCS/>

## Master of Arts in Education

The Master of Arts in Education provides advance preparation for educational professionals. Two specializations are offered at CI: Educational Leadership and Special Education.

### Educational Leadership Specialization

The Educational Leadership Specialization prepares candidates to complete the California Commission on Teacher Credentialing (CCTC) Preliminary Administrative Services Credential. Completion of this Level I administrative program prepares students to serve in positions of educational leadership in the California Public Schools. Through integration of course work and field experiences students are provided multiple opportunities to learn and practice the California Professional Standards for School Leaders. The program offers students understanding and application of leadership skills related to relationship building, communication, and the ability to apply, model, and analyze curriculum, instructional strategies, assessment, standards-based accountability systems, and data-based school improvement. The program also develops each student's understanding of basic school administrative responsibilities including resource management, personnel supervision, and daily operational issues related to safety, law, and public policy.

Prior to recommendation for certification, University faculty determine eligibility, based on fully documented evidence, that each student has demonstrated satisfactory performance on the full range of standards set forth by the CCTC. A master's degree is required for CI to recommend a candidate to the Preliminary Administrative Services Credential. Candidates already possessing a master's degree who successfully complete the required 30 units will be recommended for the Level I credential without completing a research project.

<http://education.csuci.edu/credentials/mastersdegrees/index.htm>

### Special Education Specialization

The Special Education Specialization prepares teachers and professionals for leadership roles in the field of special education and disabilities. Completion of this degree prepares graduates to further expand their knowledge of individuals with disabilities of diverse linguistic and cultural backgrounds. It equips practitioners with the knowledge of best practice and policies for working with students with disabilities and their families.

<http://education.csuci.edu/credentials/mastersdegrees/index.htm>

## Master of Science in Mathematics

Our MS in Mathematics is interdisciplinary and innovative in nature, and offers a flexible schedule with highly qualified faculty. It is designed to address the global need for people with advanced mathematical, computational, and computer skills throughout the industry, high-tech, and educational systems. Students will be given a strong background in mathematics, and computer software, as well as the skills to conduct independent applied research or develop independent projects. The program will stress interdisciplinary applications, for example in Actuarial Sciences, Cryptography, Security, Image Recognition, Artificial Intelligence, and Mathematics Education. Students' specializations depend on the final project/thesis and the electives chosen under the supervision of Mathematics

advisor. An individual study plan can be designed to meet entry requirements for Ph.D. programs in Mathematical Sciences.

<http://math.csuci.edu/masters/>

## Fees and Tuition

### Fees

CI Graduate Application Fee: . . . . . \$55

### Tuition

#### Course Tuition Per One Graduate Credit Unit:

\$795 for Biology Courses (BIOL, BINF)\*

\$550 for Business Courses (MGT, BUS)\*

\$475 for Computer Science Courses\*

\$475 for Mathematics Courses\*

*\*Tuition subject to change on an annual basis*

## Financial Aid

The Financial Aid office assists students as they pursue their educational goals. Programs of grants, loans and scholarships are available to help make college an affordable experience. If you are interested in applying please contact the Financial Aid office (805) 437-8530.

## Graduate and Post-Baccalaureate Application Procedures

All graduate and post-baccalaureate applicants (masters degree applicants, those seeking educational credentials, and holders of baccalaureate degrees interested in taking courses for personal or professional growth) must file a complete graduate application as described in the graduate and post-baccalaureate admission materials at [www.csumentor.edu](http://www.csumentor.edu). Applicants who completed undergraduate degree requirements and graduated the preceding term are also required to complete and submit an application and the \$55 nonrefundable application fee. Since applicants for post-baccalaureate programs may be limited to the choice of a single campus on each application, re-routing to alternate campuses or later changes of campus choice are not guaranteed. To be assured of initial consideration by more than one campus, it is necessary to submit separate applications (including fees) to each. Applications submitted by way of [www.csumentor.edu](http://www.csumentor.edu) are expected unless submission of an electronic application is impossible. An electronic version of the CSU graduate application is available on the World Wide Web at <http://www.csumentor.edu>. Application forms may also be obtained from the Graduate Studies office or the Admissions office of any California State University campus.

## Graduate and Post-Baccalaureate Admission Requirements

### Admission Requirements

Graduate and post-baccalaureate applicants may apply for a degree objective, a credential or certificate objective, or where approved, may have no program objective. Depending on the objective, the CSU will consider an application for admission as follows:

- **General Requirements** — The minimum requirements for admission to graduate and post-baccalaureate studies at a California State University campus are in accordance with university regulations as well as Title 5, Chapter 1, Subchapter 3 of the California Code of Regulations.

- Specifically, a student shall at the time of enrollment: (1) have completed a four-year college course of study and hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association, or shall have completed equivalent academic preparation as determined by appropriate campus authorities; (2) be in good academic standing at the last college or university attended; (3) have earned a grade point average of at least 2.5 on the last degree completed by the candidate or have attained a grade point average of at least 2.5 (A=4.0) in the last 60 semester (90 quarter) units attempted; and (4) satisfactorily meet the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations, as appropriate campus authorities may prescribe. In unusual circumstances, a campus may make exceptions to these criteria.
- Students who meet the minimum requirements for graduate and post-baccalaureate studies may be considered for admission in one of the four following categories:
- **Graduate Classified** — To pursue a graduate degree, applicants are required to fulfill all of the professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus; or
- **Graduate Conditionally Classified** — Applicants may be admitted to a graduate degree program in this category if, in the opinion of appropriate campus authority, deficiencies may be remedied by additional preparation; or
- **Post-Baccalaureate Classified, e.g. admission to an education credential program** — Persons wishing to enroll in a credential or certificate program, will be required to satisfy additional professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus; or
- **Post-Baccalaureate Unclassified** — To enroll in undergraduate courses as preparation for advanced degree programs or to enroll in graduate courses for professional or personal growth, applicants must be admitted as post-baccalaureate unclassified students. By meeting the general requirements, applicants are eligible for admission as post-baccalaureate unclassified students. Admission in this status does not constitute admission to, or assurance of consideration for admission to, any graduate degree or credential program (Most CSU campuses do not offer admission to unclassified post-baccalaureate students).

## Admission Information by Discipline

### Biology

#### Master of Science Degree in Biotechnology & Bioinformatics

1. Applicants must have a BS/BA degree in Biology, Computer Science, Chemistry, Biochemistry, or Mathematics. Alternatively, applicants with a BA/BS degree in any field and equivalent work experiences in one of the above fields may be granted conditional admission, and they must fulfill all conditional requirements before they can be fully classified.
2. Applicants seeking admission to the professional MS in Biotechnology and Bioinformatics program must be officially

accepted into the CI academic program.

3. Applicants must declare themselves as graduate students in the professional MS degree program in Biotechnology and Bioinformatics.
4. Applicants for the Stem Cell Technology and Laboratory Management Emphasis must commit to the stem cell technology internship requirement.
5. Applicants will be evaluated by the Program Admissions Committee which will consider the applicants in the context of the total applicant pool using our general admission standards, including all academic work, GPA, test scores, relevant work experience and other factors that may have a bearing on the individual's potential for success. The following materials are required for our evaluation and admission process:
  - Applicants must submit their transcript(s) from their undergraduate institution(s), Graduate Record Examinations (GRE) General Test scores or the Medical College Admission Test (MCAT) scores.
  - Applicants who have received their undergraduate degrees from a university where English is not the language of instruction, or have studied fewer than two years at a university where instruction is in English, must submit their Test of English as a Foreign Language (TOEFL) scores for evaluation.
  - Applicants must submit a one page "Statement of Purpose" and two letters of recommendations from people able to judge the applicant's academic capacity.

#### Master of Science Degree in Biotechnology and Business Administration (Dual Degree)

\*Assumes that at least one set of the Foundation Courses listed below has been completed in a business or science undergraduate degree program.

1. Applicants must have a BS/BA degree in Biology, Chemistry, Biochemistry, or Business/Economics related discipline. Alternatively, applicants with a BA/BS degree in any field and equivalent work experiences in one of the above fields may be admitted and must fulfill the foundation course requirements before taking the core courses and electives in the degree program.
2. Applicants seeking admission to the dual degree program must be officially accepted into CI as graduate students.
3. Applicants must declare themselves as graduate students in the dual degree program.
4. Applicants will be evaluated by the program admissions committee which will consider the applicants in the context of the total applicant pool using our general admission standards, including all academic work, GPA, test scores, relevant work experience and other factors that may have a bearing on the individual's potential for success. The following materials are required for our evaluation and admission process:
  - Applicants must submit their transcript(s) from their undergraduate institution(s) and Graduate Record Examinations (GRE) General Test scores.
  - Applicants who have received their undergraduate degrees from a university where English is not the language of instruction, or have studied fewer than two

years at a university where instruction is in English, must submit their Test of English as a Foreign Language (TOEFL) scores.

- Applicants must submit a one page "Statement of Purpose" and two letters of recommendations from people able to judge the applicant's capacity for both academic and professional success.

## Martin V. Smith School of Business & Economics

### Master of Business Administration

To be considered for admission to CI MBA program, applicants must:

1. Have a baccalaureate degree from an accredited institution
2. Submit completed University and program applications, including two letters of recommendation
3. Have a grade point average (GPA) of at least 2.5 (4=A) in their latest 60 semester units attempted and must be in good standing at the last college attended
4. Have a minimum of two years professional work experience (in any field)
5. Submit GMAT scores

## Computer Science

### Master of Science in Computer Science

Students seeking admission are expected to have:

1. An undergraduate degree in Computer Science, Mathematics, Engineering, or Science.
2. The applicant is expected to have a 2.7 or higher cumulative undergraduate grade point average (GPA)
3. A GRE report is required for applicant whose GPA is less than 3.0.

## School of Education

### Master of Arts in Education

Master of Arts in Education and Preliminary Administrative Services Credential

1. **Application.** Apply to both the University Admissions office and the Education Credential office. (See below)
2. **One set of Official Transcripts.** One official set of transcripts from each of the colleges or universities attended must be mailed directly to the CI Admissions office. Cumulative grade point average of 3.0 is required to be accepted into the Preliminary Administrative Services Credential Program.
3. **CBEST Examination.** Copy of card indicating passage of the California Basic Education Skills Test (CBEST) or verification that you have taken the test prior to admission to the program. Passage of CBEST is required for certification.
4. **California Teaching Credential.** Copy of a valid California teaching credential requiring a baccalaureate degree and a program of professional preparation, including student teaching; or a valid California Designated Subjects teaching credential provided the applicant also possesses

a baccalaureate degree; or a valid California services credential in Pupil Personnel Services, Health Services, Library Media Teacher Services, or Clinical or Rehabilitative Services requiring a baccalaureate degree and a profession preparation program including field practice or the equivalent submitted to the Education Credential Office.

5. **Experience.** Documentation of at least three years of full-time successful teaching experience (substitute or parttime service does not apply).
6. **Two Letters of Recommendation.** Two letters of recommendation from professionals who are knowledgeable of the candidate's professional work at least one of whom is the candidate's current school administrator.
7. **Interview.** Interview with Education Program Admissions Committee.
8. **Writing Sample.** A written statement of purpose (500-600 word essay) describing why the candidate desires to be a school administrator serving the children and families of the diverse communities of California. This essay will include reflection on personal professional goals and ways in which the knowledge and skills will be developed to achieve these goals.

### Special Education Specialization

1. Application to the university Admissions Office.
2. One Set of Official Transcripts: One official set of transcripts from each of the colleges or universities attended must be mailed directly to the CSU Channel Islands Admissions Office. Cumulative grade point average of 3.0 is required to be accepted into the Masters of Arts in Education Special Education Program.
3. Application to the Education Credential office.
4. Two letters of recommendation from professionals who are knowledgeable of the candidate's professional work.
5. Interview with Education Program Admissions Committee.
6. A written statement of purpose (500-600 word essay) describing why the candidate desires to obtain a Master of Education in Special Education. This essay will include reflection on personal professional goals and ways in which the knowledge and skills will be developed to achieve these goals.

## Mathematics

### Master of Science in Mathematics

1. **Application.** Apply to both the University and the Mathematics Program. Forms are available at the Extended University office and on-line at <http://math.csuci.edu/>.
2. **Recommendation.** At least two letters of recommendations from academic or professional supervisors.
3. **Subject Matter Preparation.** Applicants are expected to hold the BS degree in Mathematics. However students with other degrees (or equivalent coursework) maybe considered and admitted conditionally (subject to completing relevant undergraduate mathematics courses).
4. **GPA of 3.0 in Mathematical Sciences.** If applicant does not have the required GPA, conditional admission maybe available on a limited basis.
5. **GRE** (general and mathematics) scores are recommended, but not required.

## Graduate Policies

### Auditing a Class

A student who wishes to audit a course must obtain approval of the instructor. The approval may not be obtained prior to the first day of instruction. A student registered as an auditor may be required to participate in any or all classroom activities at the discretion of the instructor. A student who is enrolled for credit may not change to auditor after the third week of instruction. Credit for courses audited will not subsequently be granted on the basis of the audit.

Auditors must pay the same tuition as would be charged if the courses were taken for credit. A student not admitted to, nor reenrolled in the university, must have residence determination so that the appropriate tuition may be charged.

### Catalog Rights

Graduate students who have maintained continuous attendance at a CSU or California Community College may elect to qualify for graduation from CI under general education, United States history, Constitution and American ideals, and other non-major based upon catalog requirements in effect either (1) at the time they began attending any California Community College or CSU campus, or (2) at the time they entered the CSU campus from which they will graduate, or (3) at the time they graduate from the CSU. (Title 5, Section 40401)

Absence related to an approved educational leave or for attendance at another accredited institution of higher learning is not considered an interruption, providing such absence does not exceed two years. The absence must be consistent with the CSU definition of educational leave and with CSU policy.

Students who have been academically disqualified lose previously established catalog rights.

## Classification Status

### Conditionally Classified

To qualify for admission in conditionally classified graduate standing, a student must:

1. Hold an acceptable baccalaureate degree from an accredited institution.
2. Have attained a grade-point average (GPA) of at least 2.5 (4.0=A) in the last 60 semester units attempted
3. Have been in good standing at the last institution attended
4. Be accepted into a graduate degree curriculum on a conditional basis, subject to the requirement that any deficiencies must be remedied by additional preparation.
5. For students entering the Master of Arts in Education: Educational Leadership Program, if the student is missing one or more of the following requirements, CBEST, advanced technology or special education course.

### Classified

A student who meets the minimum requirements for admission as a graduate student, as specified in the preceding paragraph, may be admitted as a fully classified graduate student pursuing an authorized degree curriculum if the appropriate program authorities determine the he or she satisfactorily meets the professional, personal, scholastic, or other standards for admission to the graduate degree curriculum, including qualifying examinations that the appropriate program authorities may prescribe. Only those applicants who show promise of

success will be admitted to the graduate curricula, and only those who continue to demonstrate a satisfactory level of scholastic competence shall be eligible to proceed in such curricula.

### Advancement to Candidacy

Advancement to candidacy recognizes that the student has demonstrated the ability to operate at and sustain a level of scholarly competence that is satisfactory for successful completion of the degree requirements. In programs that require a thesis, it permits the student to enroll in courses that provide thesis supervision. The student must be enrolled during the semester in which they apply for advancement to candidacy. Advancement to candidacy must occur at least one semester prior to the anticipated completion of the program. Approval is granted by the program director or designee(s). (SP 09-08) For the Master of Arts in Education, the candidate may register for culminating experience in their final semester and when candidate has met all of the requirements for eligibility for the master's degree, including a 3.0 GPA and with no incomplete grades in required coursework.

### Continuous Enrollment and Education Leave for Master's Degree Students

A graduate student must maintain continuous enrollment during their course of study at CI. Any graduate student in good academic standing who cannot maintain continuous enrollment may apply to take a leave of absence from the University for at most four consecutive semesters. No more than six cumulative semesters of leave may be taken. (SP 09-09)

### Course Repeat

A graduate/post baccalaureate student may take a course a total of 3 times with no grade forgiveness. All grades will be calculated into the GPA. Unit credit for the courses will be granted only once unless courses are repeatable as specified in the catalogue.

### Course Substitutions

Substitutions will be reviewed and granted by the individual program on a case-by-case basis.

### Culminating Experience

The culminating experience for the granting of a graduate degree is the successful completion of one of the following: a designated (final or "capstone") course, thesis, project, or comprehensive examination. The quality of work accomplished, including the quality of the writing, is the major consideration in judging the acceptability of the thesis, project, or comprehensive examination. The student must successfully complete the culminating experience required by the specific program to be granted a graduate degree.

### Grading Policy

1. "ABCD" is the default grading system.
2. Although it is not required, individual faculty members may add a "+" or "-" to any grade except "F." By adding a "+" to a grade, the grade points earned increase by 0.3 (except an A+ shall still be 4.0 grade points). By adding a "-" to a grade, the grade points earned shall decrease by 0.3. Course syllabi are required to state clearly whether "+/-" grading is used.
3. A student may take a course "CR/NC" if the course is designated as allowing "CR/NC" grading in the course approval process.

- The decision on how many units of courses may be taken "CR/NC" and which courses can be taken "CR/NC" is left up to each individual program.
- Course syllabi shall include a discussion of the instructor's grading policy.

### Grading Symbols Assigned

**RP (Report in Progress)** The "RP" symbol is used in connection with courses that extend beyond one academic term. It indicates that work is in progress, but that the assignment of a final grade must await completion of additional work. Work is to be completed within one year except for graduate degree theses.

**W (Withdrawal)** The "W" symbol indicates that the student was permitted to withdraw from the course after the third week of the semester with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in calculating grade point average. See withdrawal procedures in the catalog.

**WU (Withdrawal Unauthorized)** The "WU" symbol indicates that an enrolled student did not formally withdraw from the course according to University policy and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average, this symbol is equivalent to an "F."

### Incomplete Grade Policy

An "Incomplete Authorized" (I) signifies that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified reasons and that there is still a possibility of earning credit. After the request of the student for the "I" grade, the faculty member makes the decision as to whether or not an "I" grade is issued. If an "I" grade is issued, the faculty member determines what conditions must be met for the "I" to be removed. However, to protect both students and faculty, it is necessary that there be a written record of the conditions. Thus, if there is a later disagreement, or if the instructor is no longer available, the "I" can still be handled by the program. The request for an incomplete form which is to be used for writing the conditions mentioned above is available in the program administrative support offices. This form shall include a statement of:

- The work not completed and the percentage that each uncompleted assignment will count toward the final grade; and
- The final grade the instructor will assign if the course requirements are not completed within one calendar year, or a shorter period as specified on the form, immediately following the term in which the "I" was assigned, without respect to continuous enrollment of the student during this period.

A copy of the agreement is to be given to the student and a copy is to be retained in the program office. The completed forms are filed in the program office. The awarding of an "I" requires prior consultation with the student. The student has the responsibility to confer with the faculty member to learn the requirements for removal of the "I". At that time the student is given a copy of the form detailing the conditions to be met. An "I" must be made up within the time period set forth by the instructor with a maximum allowable time span of one

calendar year immediately following the end of the term in which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an "I" being converted to an "IC" symbol, unless the faculty member assigns a specific letter grade at the time the Incomplete is assigned, which would replace the "I" in the student's record at the end of the calendar year deadline. The "IC" is counted as a failing grade (equivalent to an "F") for grade point average and progress point computation. Although the one-year maximum for incomplete grades will be the general university policy, Executive Order 171 specifies that exceptions can be made in special cases, such as military service and serious health problems. An extension of an "I" grade in any one course shall be allowed only one time, for a maximum total extension of one year. An "I" may not be changed to a passing grade as the result of re-enrolling in the course. In cases where repetition of the course is appropriate, the student will be assigned a withdrawal or failing grade rather than an "I" grade. A failing grade is not an acceptable reason to request or grant an incomplete grade. If a student subsequently completes a course that is recorded as incomplete on a transcript from another institution, it is the student's responsibility to submit a corrected official transcript and advise Records & Registration that he/she wishes to receive credit.

### International (Foreign)

#### Student Admission Requirements

The CSU must assess the academic preparation of foreign students. For this purpose, "foreign students" include those who hold U.S. temporary visas as students, exchange visitors, or in other nonimmigrant classifications.

The CSU uses separate requirements and application filing dates in the admission of "foreign students." Verification of English proficiency (see the section on English Language Requirement for undergraduate applicants), financial resources, and academic performance are each important considerations for admission. Academic records from foreign institutions must be on file at least six months in advance of enrollment for the first term and, if not in English, must be accompanied by certified English translations. Further information can be found at <http://www.csuci.edu/exed/international.htm>.

#### Graduate-Post-Baccalaureate English Language Requirement

All graduate and post-baccalaureate applicants, regardless of citizenship, whose native language is not English and whose preparatory education was principally in a language other than English must demonstrate competence in English. Those who do not possess a bachelor's degree from a postsecondary institution where English is the principal language of instruction must receive a minimum score of 550 on the Test of English as a Foreign Language (TOEFL). Some programs require a higher score. Applicants taking the Computer-Based Test of English as a Foreign Language must present a score of 213 or above. Some programs may require a higher score. Several CSU campuses may use alternative methods for assessing fluency in English including Pearson Test of English Academic (PTE Academic), the International English Language Testing System (IELTS), and the International Test of English Proficiency (ITEP).

**CSU Minimum TOEFL/IELTS Standards are:**

|          | Internet | Computer | Paper |
|----------|----------|----------|-------|
| Graduate | 80       | 213      | 550   |

**IELTS Requirements:**

|          |     |
|----------|-----|
| Graduate | 6.0 |
|----------|-----|

**Minimum Graduate GPA**

A minimum grade point average of 3.0 (B) is required across all letter-graded courses taken to satisfy requirements for the graduate degree. Programs may implement stricter grade requirements.

(SPO5-22)

**Number of Units Granted for a Thesis or Project**

No more than 6 units of course credit may be offered for a thesis or project to fulfill the requirements of a graduate degree.

(SPO5-25)

**Prerequisite Courses to Meet Graduate Degree Requirements, Use of**

No undergraduate courses taken to satisfy prerequisite requirements for admission to a graduate program may be included in the minimum number of units required for that program.

(SPO5-20)

**Probation, Disqualification, Reinstatement**

Academic Probation

A graduate student in either conditionally classified or classified standing will be subject to academic probation if, after attempting 12 or more graded units, the cumulative graduate GPA at CI falls below 3.0 Probationary students will be advised of their status via letter or e-mail. The communication will include conditions for removal from probation and the circumstances

that would lead to disqualification. All probationary students are required to seek academic advising no later than the second week of the following semester. Students shall be removed from academic probation once they have received such advising and cumulative graduate GPA at CI is at least 3.0 or higher.

**Academic Disqualification**

A graduate student on academic probation will be academically disqualified when the student's GPA in all units attempted or in all units attempted at CI falls below 2.50. Students cannot be placed on probation for the first time at CI and be disqualified in the same semester. However, students who have previously been on probation at CI and fall below the 2.5 GPA listed above will be academically disqualified, even if the probation and disqualification semesters are non-consecutive. A student may appeal disqualification no later than three weeks before the start of the semester following the disqualification. Appeals should be made to the office of the Provost or designee. Appeals will be decided by the Academic Appeals Board. Typical grounds for a successful appeal include significant improvement towards meeting the GPA requirements and/or extraordinary circumstances beyond the student's control, as determined by the Academic Appeals Board. A successful petition of appeal for disqualification will result in the student remaining on academic probation. Students who appeal unsuccessfully will need to apply for reinstatement as specified in the Policy on Reinstatement if they wish to continue at CI.

**Reinstatement**

In order to be considered for reinstatement to CI, a disqualified student must demonstrate academic ability by completing additional coursework. All classes taken must be applicable for degree credit at CI. After eliminating the grade-point deficiency, the student may petition the Academic Appeals Board for reinstatement. The student must submit the petition for reinstatement no later than three weeks before the beginning of the semester that the student intends to return. The Academic Appeals Board will only consider the petition for reinstatement



of students who have remained outside of the university for at least one regular (Fall or Spring) semester after their dismissal. Students who are disqualified, reinstated, and become disqualified a second time will not be granted a second reinstatement.

### **Residence Required for the Master's Degree**

A minimum of **21** semester units must be taken in residence after admission to the graduate program offering the degree. The program may authorize the substitution of credit earned by alternate means for a part of this residence requirement.

### **Withdrawal from Courses**

1. Students may drop courses during the first three weeks of classes without instructor permission.
2. After the third week of classes and before the end of the tenth week of classes, withdrawal from courses is permissible only for serious and compelling reasons. Approval signatures from the instructor and program chairs must be obtained to withdraw during this period. The withdrawal will be noted as a "W" on the student's permanent record.
3. After the tenth week of instruction, withdrawal is not permitted except in cases beyond the student's control such as accident or serious illness where the assignment of an Incomplete is not practical. Approval signatures from the instructor, program chair and Vice President for Academic Affairs (or designee) must be obtained. Withdrawal in this category will typically involve total withdrawal from the University and will be noted as a "W" on the student's permanent record.
4. Instructor Initiated Withdrawal: Instructors may drop students within the first three weeks of classes and as early as the first day of classes for any of the following reasons:
  - a. Student failure to attend class without having made prior arrangements with the instructor.
  - b. Student failure to complete the prerequisites for a course before enrolling.
  - c. Student failure to secure properly the permission of the instructor before enrolling when such permission is required.

### **Graduate Writing Assessment Requirement (GWAR)**

#### *Master of Science Degree in Biotechnology & Bioinformatics*

Writing proficiency prior to the awarding of the degree is demonstrated by successful completion of BIOL 504, Molecular Cell Biology with a grade of B or higher.

#### *Master of Science Degree in Biotechnology and Master of Business Administration*

Writing proficiency prior to the awarding of the degree is demonstrated by successful completion of BIOL 504, Molecular Cell Biology or BUS 520, Strategy and Leadership with a grade of B or higher.

#### *Master of Business Administration*

Writing proficiency prior to the awarding of the degree is demonstrated by successful completion of BUS 520 Strategy and Leadership with a grade of B or higher.

#### *Master of Science in Computer Science*

Writing proficiency prior to the awarding of the degree is demonstrated by successful completion of COMP 597 Master's Thesis with a grade of B or higher.

#### *Master of Arts in Education: Educational Leadership Specialization*

Writing proficiency to the awarding of the degree is demonstrated by successful completion of EDUC 605, Education in a Diverse Society, with a grade of B or higher.

#### *Master of Arts in Education: Special Education Specialization*

Writing proficiency to the awarding of the degree is demonstrated by successful completion of EDUC 605, Education in a Diverse Society, with a grade of B or higher.

#### *Master of Science in Mathematics*

Writing proficiency prior to the awarding of the degree is demonstrated by successful completion of at least two credits of MATH 597 (Master's Thesis) or MATH 598 (Master's Project) with a grade of B or higher.

## **Graduation Requirements**

### **Graduation Information and Application Process for the Master's Degree**

To qualify for graduation students must complete all requirements for the master's degree by the official graduation date listed in the schedule of classes. Graduation is not automatic upon the completion of requirements. Students who intend to graduate must take the initiative and should follow the key steps listed below. While students are ultimately responsible for completing all degree requirements, assistance is available through faculty advisement, the Advising Center and Graduation Evaluations. It is important that students meet regularly with an advisor to avoid graduation problems and delays.

### **Eligibility for a Master's Degree in Education**

To be eligible for the Master's Degree, the candidate shall have completed the following minimum requirements:

1. *Requirements for the Degree*
  - a. The completion of a specified course of study approved by the Curriculum Committee at CI and/or CCTC
  - b. A minimum of thirty semester units of approved graduate work. (SP05-28)
  - c. Completion of graduate work in no more than 7 years. (SP05-23)
  - d. At least **21** semester units must be completed in residence as indicated in the University Catalog.
  - e. Seventy percent of the degree must be at 500 and 600 level. When undergraduate 400-level courses are taken, extra work must be completed. (SP05-24)
  - f. No more than six semester units shall be allowed for a thesis, project, or comprehensive exam preparation. (SP05-25)
2. *Advancement to candidacy.* A candidate who has been granted classified standing will be advanced to candidacy after a request is filed for graduation by the student and an affirmative recommendation is made by the graduate advisor. An overall minimum grade point average is 3.0 (B) and a minimum grade point average of 3.0 for all study plan course work is required. A course in which no letter grade is assigned, shall not be used in computing

the grade point average. Other scholastic requirements, professional standards, passing of examinations, and other qualifications may be required.

3. Satisfactory completion of a thesis, project, or comprehensive examination.

### Application for Graduation

The *Application for Degree and Diploma* and filing fee entitles students to an official graduation evaluation of progress toward meeting graduate degree requirements. Students qualifying for graduation by the designated graduation date may participate in the annual commencement ceremony. Commencement participation does not constitute proof of the successful completion of degree requirements. The application for degree is available on the Records & Registration webpage, and at the Enrollment Center in Sage Hall. Application deadlines are published in the Schedule of Classes and on the CI Web site. Failure to meet the deadline for the term in which you wish to graduate will delay your graduation.

### Key Steps to Graduation

1. Submit the completed *Application for Degree and Diploma*, and any approved course substitutions, and program work up sheet to the Enrollment Center Cashier (Sage Hall) and pay the appropriate fees for graduation application by the published deadline for the term in which you wish to graduate. The graduation fee covers the cost of the graduation check, the diploma, and participation in the annual commencement ceremony. *(The fee does not include cap and gown purchase, which is handled separately by The Cove Bookstore).* The Cashier's Office sends the *Application for Degree and Diploma* and certification of payment to Graduation Evaluations in the Records and Registration office.
2. If the *Application for Degree and Diploma* and program work up sheet is filed by the published deadline (see current semester schedule for filing dates and deadlines), a completed degree evaluation will be emailed before the end of the add/drop period in a student's last semester. The graduation evaluation confirms remaining requirements for graduation. *The actual date of graduation will be the end of the semester in which all requirements have been met.*
3. Participate in the commencement ceremony held at the end of the spring semester if eligible (see policy on Commencement Participation.) Participation is optional.
4. Students not completing the requirements by expected date of graduation must submit a *change of graduation term* form to the Enrollment Center, Sage Hall, and will be charged a \$15 graduation re-file fee.
5. After all degree requirements have been completed and Graduation Evaluators can verify their completion, a diploma is normally available within four months of final clearance. Proof of graduation is available by requesting official transcripts from Records & Registration.
6. Students may visit the Records & Registration website for more information regarding graduation at: <http://www.csuci.edu/records-registration/GradFAQ.htm>
7. For some programs, the program academic advisor will coordinate the graduation evaluation process.

### Key Steps and Timeline for Completion for Master of Arts in Education

Candidates must check approval dates outlined by the Graduate office and Records & Registration to ensure a reasonable timeline for completion of the culminating experience, and submission of the completion of a degree.

1. Fill out and file the *Application for Degree and Diploma* form with Records and Registration the semester before completing the culminating experience. Deadlines are published in the Schedule of Classes and online at <http://www.csuci.edu/records-registration/index.htm> under the heading "Graduation."
2. During final semester, make an appointment for graduation check with the credential analyst.
3. For the semester when completing the culminating experience, register for the Thesis/Project preparation EDUC 616 or Comprehensive Exam preparation EDU 618.
4. Students who do not complete their degree programs at the end of Spring semester, may participate in Commencement if they have no more than 10 units pending toward their degree. (SP02-05). This means that their degrees will be conferred at the next available graduation term, which is summer. Summer has a degree date of August 31.

### Participating in Commencement Ceremonies

Students who have completed degree or credential requirements the previous summer or fall terms are eligible to participate in the ceremony along with those who plan to complete their work in the spring or subsequent summer term (that ends by August 30th) and have filed an *Application for Degree and Diploma*. Names of graduates and degree candidates who have applied for graduation by the published deadline will be published in the Commencement Program unless a student has requested otherwise by filing a *Withhold Directory Information (FERPA)* form with Records & Registration.