
Basic Requirements for Master's Degrees

To receive the master's degree at San Diego State University, the candidate must complete the following general requirements as well as the more specific requirements listed in the appropriate sections of Part Three of this bulletin.

Official Programs of Study

Official programs of study are to be submitted to the Division of Graduate Affairs for approval after the student has been granted classified graduate standing. The program must be submitted prior to or concurrent with the time the student wishes to be considered for advancement to candidacy. The requirements governing the official program will be those specified in the bulletin in effect at the time the program is approved in the Division of Graduate Affairs.

Official master's degree programs of study, as recommended by the graduate adviser and approved by the graduate dean, are binding unless the student withdraws from the university. Withdrawal is defined as having taken no courses during a calendar year.

A student who withdraws from the university and is later readmitted with classified graduate standing may, with the recommendation of the graduate adviser and the consent of the graduate dean, continue with the original official program of study or may be required to submit a new program that complies with the requirements of the current *Graduate Bulletin* in effect at the time of readmission.

When course requirements listed on an official master's degree program deviate from those prescribed in the *Graduate Bulletin*, the student must submit to the graduate dean a petition for adjustment of academic requirements.

It is the student's responsibility to complete the specific courses listed on the official program of study with a grade of C or better. No changes will be permitted unless recommended by the graduate adviser and approved by the graduate dean. No course can be deleted from an official program of study after the course has been completed. This includes a course for which a student has registered and received an "Incomplete" or "Report in Progress" grade.

Foreign Language Requirement

Some departments require students to pass a foreign language examination prior to advancement to candidacy, or in some cases, prior to graduation. See Part III of this Bulletin for details.

Advancement to Candidacy

A student who holds classified graduate standing and who meets the scholastic, professional, and personal standards of the university may be considered for advancement to candidacy for the master's degree at the point of submission of the official program of study. For the Master of Arts, the Master of Science, the Master of Business Administration, the Master of Music, the Master of Public Administration, and the Master of Public Health degrees, a student may be advanced to candidacy after completing at least 12 units of coursework listed on the official program of study with a minimum grade point average of 3.0 (B); for the Master of City Planning, the Master of Science in counseling, the Master of Science in rehabilitation counseling, and the Master of Social Work degrees, the student must have earned at least 24 units of coursework listed on the official program of study

with a minimum grade point average of 3.0 (B); for the degree of Master of Fine Arts in art, or the degree of Master of Fine Arts in theatre arts, the student must have earned at least 30 units of coursework listed on the official program of study with a minimum grade point average of 3.0 (B); for the degree of Master of Fine Arts in creative writing, the student must have earned at least 30 units of coursework listed on the official program of study with a minimum grade point average of 3.25.

In addition to having classified graduate standing and the grade point averages specified above, the student must have maintained the required grade point averages with no grade of less than 2.0 (C) in a program course and completed all the undergraduate deficiencies and the special requirements of the department or school concerned. The Division of Graduate Affairs will send the students written notification of advancement to candidacy.

A program of study must be on file at least one semester prior to graduation. A student may not enroll in 799A or take a Plan B comprehensive examination until advanced to candidacy.

Unit Requirements

Credit earned by correspondence or by examination is not acceptable on advanced degree programs. Courses applied toward one advanced degree may not be used to fulfill the requirements of another advanced degree.

At least one-half of the units required for a master's degree must be courses at the 600- and 700-level. Many programs are more restrictive than this regarding courses at the 500 level. Check the specific program for any further restrictions.

When directed by the Office of Financial Aid and Scholarships, some students may be required to obtain approval when additional coursework, not on the official master's degree program, is required to prepare for a thesis or a project. The additional courses must be recommended by the graduate adviser and approved by the Division of Graduate Affairs in order for the student to receive financial aid.

Master of Arts, Master of Music, Master of Science, and Master of Public Administration Degrees

Thirty units (36 units for the Master of Public Administration and the Master of Science degree in psychology) of approved 500-, 600- and 700-numbered courses earned in graduate standing. At least half of the units required must be in 600- and 700-numbered courses. Not more than nine units in approved extension and transfer courses may be used to satisfy the minimum unit requirement for the degree. Courses required to remove undergraduate deficiencies are in addition to the minimum number of units required for the degree. **Not more than a total of six units in courses numbered 797 and 798 will be accepted for credit toward the degree.**

Master of Business Administration Degree

Forty-nine units of 500-, 600-, and 700-level courses specified by the College of Business Administration. A maximum of six units of 500-level courses are acceptable. Up to 12 units of coursework may be accepted for transfer credit. **Not more than a total of six units in courses numbered 797 and 798 will be accepted for credit toward the degree.**

Basic Requirements for Master's Degrees

Master of City Planning Degree

Forty-eight units of approved 500-, 600- and 700-numbered courses earned in graduate standing, at least 39 of which must be completed in residence. Courses required to remove undergraduate deficiencies are in addition to the minimum 48 units for the degree. **Not more than a total of nine units in courses numbered 797 and 798 will be accepted for credit toward the degree.**

Master of Fine Arts in Art Degree

Sixty units of 500-, 600- and 700-numbered courses specified by the School of Art, Design, and Art History, at least 30 of which must be completed in residence. Courses required to remove undergraduate deficiencies are in addition to the minimum 60 units for the degree. **Not more than a total of nine units in course 798 will be accepted for credit toward the degree.**

Master of Fine Arts in Creative Writing Degree

Fifty-four units of 500-, 600- and 700-numbered courses specified by the Department of English and Comparative Literature, at least 36 of which must be completed in residence. Courses required to remove undergraduate deficiencies are in addition to the minimum 54 units for the degree. **Not more than a total of six units in course 798 will be accepted for credit toward the degree.**

Master of Fine Arts in Theatre Arts Degree

Sixty units of 500-, 600- and 700-numbered courses specified by the School of Theatre, Television and Film, at least 30 of which must be completed in residence. Courses required to remove undergraduate deficiencies are in addition to the minimum 60 units for the degree. **Not more than a total of six units in course 798 will be accepted for credit toward the degree.**

Master of Public Health Degree

Forty-eight units (55 units for the health services administration concentration with a specialization in health services management; 34 units in the specialization in public health management) of approved 500- 600- and 700-numbered courses earned in graduate standing. Up to six units of coursework may be accepted for transfer credit. Courses required to remove undergraduate deficiencies are in addition to the minimum units required for the degree. Twelve additional units of field experience are required unless the student has previous equivalent experience as determined by the graduate adviser. **Not more than a total of six units in courses numbered 797 and 798 will be accepted for credit toward the degree.**

Master of Science in Counseling Degree

Sixty to sixty-two units of 600- and 700- numbered courses specified by the Department of Counseling and School Psychology. Up to 24 units of coursework may be accepted for transfer credit. Courses required to remove undergraduate deficiencies are in addition to the minimum 60 units for the degree. **Not more than a total of six units in courses numbered 797 and 798 will be accepted for credit toward the degree.**

Master of Science in Nursing Degree

A minimum of 39 units of 500-, 600-, and 700- numbered courses specified by the School of Nursing. Some specializations require up to 11 additional units. Courses required to remove undergraduate deficiencies are in addition to the minimum number of units required in each specialization. Up to 12 units of coursework may be accepted for transfer credit. **Not more than a total of six units in courses numbered 797 and 798 will be accepted for credit toward the degree.**

Master of Science in Rehabilitation Counseling Degree

Sixty units of 600- and 700-numbered courses specified by the rehabilitation counseling program, at least 30 of which must be completed in residence. Courses required to remove undergraduate

deficiencies are in addition to the minimum 60 units for the degree. **Not more than a total of nine units in course 744 will be accepted; not more than a total of nine units in courses numbered 743 and 745 will be accepted.**

Master of Social Work Degree

Fifty-eight units of 500-, 600- and 700-numbered courses specified by the School of Social Work at least 28 of which must be completed in residence. Courses required to remove undergraduate deficiencies are in addition to the minimum 58 units for the degree.

Grade Point Averages

Grade point averages of at least 3.0 (B) must be maintained in:

1. All courses listed on the official degree program.
2. All courses, 300-level and above, taken at San Diego State University concurrently with or subsequently to the earliest course listed on the official degree program, including courses accepted for transfer credit.

No transfer or extension credit may be used to improve the grade point average of units completed at San Diego State University whether computed to determine the average on the official degree program or the overall average.

Grade Restrictions for Master's Degree Programs

No course in which a final grade below "C" (2.0) was earned may be used to satisfy the requirements for an advanced degree. No 500-numbered courses graded Credit/No Credit except those offered for Credit/No Credit only are acceptable on a master's degree program. No undergraduate courses graded Credit/No Credit may be assigned to the deficiencies listed on a master's degree program. At least 70 percent of the units used to fulfill the minimum requirements on a master's degree program shall be letter graded.

Units graded Credit/No Credit earned in practica, field experiences, and internships explicitly stated as specific requirements for a graduate degree will not be included in the determination of the number of non-lettergraded units allowable on the program of study.

Degree Time Limitations

In all masters' degree and advanced certificate curricula offered at San Diego State University, any course completed more than seven years prior to the date on which all requirements for the degree are completed cannot be used to satisfy unit requirements of the official program of study. This includes a course for which a student has registered and received an "Incomplete" or "RP" grade. On the recommendation of the department or school concerned, the Graduate Council may extend the time for students who pass an examination covering the content of each outdated course. With the approval of the graduate adviser and the graduate dean, an outdated course may be repeated, a more recently completed course substituted, or additional coursework of equal unit value assigned. Specifically required courses must either be repeated or validated by examination. In some instances, the graduate adviser and the Graduate Council may authorize students in Plan A to validate outdated courses by passing a comprehensive examination in the subject field of the degree.

Students validating by examination either individual courses or an entire program will be required to specify a date certain by which all requirements for the degree will be completed. Only in exceptional circumstances will this time limit exceed one calendar year from the date of validation. A course or program may be validated by examination only once.

A course completed prior to seven years of the date that the official master's degree program is approved cannot be listed on the program.

Subject (Thesis/Dissertation) Research Involving Human Subjects or Animal Subjects

Committee authorization must be obtained in advance of conducting research involving humans or animals. Failure to observe this requirement could result in the refusal of the university to accept the completed thesis/dissertation.

Research in which information is obtained about an individual through the use of a survey, interview, observation or experimentation or which involves analysis of previously collected human tissues, records, samples or other existing or secondary data is subject to review and approval of the Institutional Review Board (IRB). For students enrolled in a joint doctoral program, IRB review may be required at each campus. Students are responsible for knowing and complying with IRB review requirements at the institution(s) in which they enrolled. IRB review application materials and guidance on the SDSU campus may be obtained via the Internet at <http://gra.sdsu.edu/research/irb> or through the Division of Research Administration of Graduate and Research Affairs in Administration, Room 222.

Students planning to conduct research that involves the use of live, vertebrate animals must be listed on a protocol approved by the Institutional Animal Care and Use Committee (IACUC) where the research will take place. If the research will occur under an SDSU approved protocol, the student must be listed on the responsible faculty's animal protocol form and receive required training. Application materials used to request a review by the IACUC can be obtained via the Internet at <http://gra.sdsu.edu/iacuc> or through the Division of Research Administration of Graduate and Research Affairs in Administration, Room 222.

Upon receipt of written authorization from the relevant committee, IRB or IACUC, students may initiate their research and register for required coursework.

Thesis, Plan A and Non-Thesis, Plan B

Satisfactory completion of a thesis, project, or comprehensive examination, is defined as follows:

(a) A thesis is the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and the methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product evidences originality, critical and independent thinking, appropriate organization, language, and format, high level of writing competency, and thorough documentation. Normally, an oral defense of the thesis is required.

(b) A project is a significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form, language use, and organization, and a rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology, and a conclusion or recommendation. An oral defense of the project may be required.

(c) A comprehensive examination is an assessment of the student's ability to integrate the knowledge of the area, show critical and independent thinking and demonstrate mastery of the subject matter. The results of the examination evidence independent thinking, appropriate organization, high level of writing competency, critical analysis, and accuracy of documentation. A record of the examination questions and responses shall be maintained in accordance with the records retention policy of the California State University.

Plan A, requiring a thesis or project, may be selected by a student seeking the master's degree provided the department or school concerned approves the listing of Course 799A, Thesis, on the official program of study. Three units of "Cr" are granted for the satisfactory completion of the thesis or project following its acceptance by the student's faculty thesis committee, the department or school concerned, and the Graduate Council. Assigning of "Cr" grade for the thesis or

project is the responsibility of the Division of Graduate Affairs. Registration in Course 799A, Thesis, is required; however, students will not be permitted to register for this course until they have received official notification of advancement to candidacy from the Division of Graduate Affairs and have an officially approved thesis or project committee form on file in the Division of Graduate Affairs. The student must obtain clearance for registration in Thesis from the Division of Graduate Affairs. Failure to obtain this clearance may result in cancellation of enrollment in 799A.

Two microfiche copies and one bound copy of all master's theses or projects are accessioned by the library of San Diego State University and are subject to the regulations of the library with respect to the circulation or duplication of its cataloged materials. Students should obtain a current edition of the *Master's Thesis and Project Manual*. The manual is available at the SDSU Bookstore.

Plan B, requiring a comprehensive written examination in lieu of a thesis, may be followed in certain graduate degree curricula as indicated in Part Three of this bulletin. Dates on which comprehensive examinations are given are determined by the department or school concerned. Results of comprehensive examinations must be reported to the Division of Graduate Affairs by the department or school. Refer to the academic calendar in Part One of this bulletin for deadline dates. To be eligible to take the Plan B comprehensive examination, the student must have been advanced to candidacy.

Thesis Committee

In consultation with the graduate adviser, a student will select a chair for the thesis committee. The student, the graduate adviser, and the thesis committee chair select the other faculty members who will be asked to serve on the thesis committee. The student must obtain the signature of the thesis chair, the other committee members, and the graduate adviser on the appointment of thesis committee form and submit that form to the Division of Graduate Affairs. Determination of whether the research will involve human or animal subjects must be made at this point (see next section). If human or animal subjects will be used, appropriate authorization for such use must accompany the thesis committee form when it is submitted to the Division of Graduate Affairs. After the committee is approved, the student may enroll in Course 799A, Thesis, through the Division of Graduate Affairs. Enrollment must occur during the normal registration period each semester. Dates are listed in the academic calendar each year.

Normally, the thesis committee is composed of three full-time faculty members. At least two of the members of the thesis committee, including the chair of the committee, must hold permanent faculty appointments, or be an approved emeritus faculty including faculty in the FERP program. Two of the committee members should be members of the department or of the interdisciplinary faculty group in which the thesis is written. The third committee member should be from a department other than the department in which the thesis is written. For complete information on composition of a thesis committee, students should see Appendix C of the *Master's Thesis and Project Manual*.

Theses in Foreign Languages

As presentations of original research to the academic community, theses are ordinarily prepared for the university in the English language. In certain cases, however, a student's thesis in the history and literary analysis of non-English languages and literatures may be presented in the subject language. When the departmental graduate adviser and the prospective thesis committee deem this academically appropriate for the specific research topic, the appointment of the student's thesis committee and authorization of the thesis research by the graduate dean shall be based on the provisions that (1) an abstract of the thesis shall be presented in English; (2) all members of the thesis committee shall be fluent in the subject language; and (3) student competency in standard written English shall be demonstrated through satisfactory completion of a departmental procedure that has been approved by the graduate dean.

Submission of Theses

Final submittal of a thesis requires the formal approval of the officially appointed faculty thesis committee and acceptance of the thesis by the graduate dean for deposit in the university library. The dean will only accept thesis manuscripts that conform to the format and presentation requirements specified by the Graduate Council and the sponsoring department. The council requirements are fully presented in the San Diego State University *Master's Thesis and Project Manual*.

The university requires that the student be enrolled in 799A, Thesis, or 799B, Thesis Extension, in the term in which the thesis is granted final approval by the faculty committee and submitted to the Division of Graduate Affairs for format review. Unless the thesis manuscript is deemed unready for submission (see below), students will not be required to reregister for thesis in any subsequent term if the thesis is submitted to the thesis review service by the end of the last working day of the semester or summer term in which the student is enrolled in 799A or 799B. Consult the academic calendar in Part One of this bulletin for specific deadline dates. A "credit" grade will not be recorded or the degree awarded, however, unless the thesis has been approved by the thesis review service and arrangements made to deposit the required copies in the university library (this can be done most conveniently through Montezuma Publishing of the Aztec Shops. If this final process is not completed by the noon deadline date listed in the academic calendar, the student will be required to reapply for graduation in any subsequent term in which he or she expects to graduate.

Manuscripts deemed unready for submission, as determined by the graduate dean, will be rejected and returned to the student. Manuscripts will be rejected if there are gross deficiencies of format or presentation or if they are incomplete. Students who cannot meet the final deadline for submission because of such rejection will be required to reenroll in thesis as well as to reapply for graduation. Students are expected to make all required changes and submit the final revised manuscript within 30 days following the date of the initial review by the thesis review service. Students who fail to complete the submission process within this period may be required to repeat the process in the term in which the thesis is completed.

Final Approval

The student's official program of study, as approved by the graduate adviser and the graduate dean, and all required examinations must be completed satisfactorily in order for the Graduate Council to recommend a student for an advanced degree.

Writing Competency

The university requires that all candidates for an advanced degree demonstrate writing competency in the English language. This requirement may be met by successful completion of the written comprehensive examination in Plan B or final approval of a thesis or project in Plan A.

In accordance with the Americans with Disabilities Act, individuals with a disability who are in need of an accommodation in order to fulfill this requirement should so notify their graduate adviser and appropriate accommodation(s) shall be made.

Application for Graduation

Graduation is not automatic on the completion of degree requirements. An application must be filed in the Division of Graduate Affairs during the semester or term in which the student expects to be graduated. Refer to the academic calendar preceding Part One of this bulletin for deadline dates.

There is a \$35 graduation services fee. Students who do not graduate in the semester or term for which they have applied must reapply and pay the \$35 graduation services fee in the subsequent semester or term in which they expect to be graduated.

Award of Degrees

Upon the recommendation of the faculty of San Diego State University, the board of trustees of the California State University awards the appropriate degree to a student who has completed the prescribed course of study.

Diploma

The Division of Graduate Affairs will mail the appropriate diploma to the student approximately eight to ten weeks after the date of graduation.