TO: 
CIC and the Executive Committee

FROM: 
The CIC Graduate Programs subcommittee

SUBJECT: 
14-15 CIC 16: Minimum Course Grade Requirement for Master’s Programs

PURPOSE: 
For Action by the Academic Senate

BACKGROUND INFORMATION:
Currently there is no minimum grade for courses to count towards a student’s master’s degree program. The CIC Graduate Subcommittee strongly feels that grades of C- or lower should not count. This policy is consistent with those at other CSU campus, e.g. SFSU, Cal Poly Pomona, CSU Northridge, Cal Poly SLO, and Humboldt (which has a minimum grade of B-).

ACTION REQUESTED:
That the Academic Senate approve the language below regarding the residency requirement for graduate students for inclusion in the Graduate Information Chapter of the University Catalog. In addition to the general language in the Master’s Degree Requirements section in the catalog, a line will be added to each program’s section of the catalog stating how many resident units are required in that program based on that program’s total units requirement.

The new language that will be added to the Master’s Degree Requirements section is in bold red text:

Master's Degree Requirements

You must complete the five requirements listed below

1. Fulfill the University Writing Skills Requirement;
2. Be Advanced to Candidacy;
3. Complete at least 45 quarter units applicable to your degree (45-52 in the Interdisciplinary Studies Major, 48 in Public Administration, 52-54 in Multimedia, 52-64 in the MBA, 72 in Counseling).
   o All units must be earned within the five calendar years immediately preceding the receipt of your degree. (Outdated units may be accepted for one additional year with the approval of your department and the Associate Vice President, Academic Programs and Graduate Studies. If not completed in the sixth year, currency in the subject matter of the
outdated courses must be demonstrated. Courses older than seven years are only applied to the degree in exceptional circumstances.)

o No more than 13 units, out of the total units required for the degree, can be completed when not in residence in the program (e.g., while at other schools, while an undergraduate with permission to take graduate courses, while pursuing an additional baccalaureate degree in "Unclassified Post-Baccalaureate" status, while enrolled in another graduate degree program, or while enrolled in Continuing Education courses-including Open University courses).

o At least 1/2 of the units in your program must be 6000-level

o No lower division units can be counted

o No more than 9 units of university thesis or 5 units of departmental thesis or project work can be counted

o No more than 15 units may be in CR/NC courses (16 in Public Administration, 24 in Counseling)

4. Complete a program of study approved by your department, which must include a thesis, project, or comprehensive examination; and

5. Earn a 3.0 grade point average in all units counted towards your degree, with a minimum course grade of “C” in every course. Any course that counts toward your degree requirements with a grade of “C-” or below will have to be repeated. Please note that individual graduate programs may require a higher minimum grade, so check your program’s section of this catalog for these requirements.