TO: The Committee on Instruction and Curriculum and the Executive Committee

FROM: The Graduate Programs Subcommittee and the Committee on Instruction and Curriculum (CIC)

SUBJECT: 14-15 CIC 22: Graduate Continuous Enrollment Policy

PURPOSE: For Action by the Academic Senate

ACTION REQUESTED:
That the Academic Senate approve the Graduate Continuous Enrollment Policy below, effective Fall 2016.

BACKGROUND INFORMATION:
CSUEB is one of the few CSU’s that does not have a continuous enrollment policy that requires masters students to be enrolled each quarter, in either state-side enrollment or in a Continuing Education course, and to be matriculated students in order to graduate. The CIC Graduate Programs Subcommittee is proposing such a policy, with the main goal being to decrease students’ time to graduation. The Subcommittee also recommends that the fee for the CSUEB Extension be raised to a few comparable to that charged at other CSU’s, and that revenues generated by this fee be shared by Extension, the Office of Graduate Studies, and the departments in which students are pursuing their master’s degrees. A compilation of the Continuous Enrollment policies and fees at other CSU campuses is attached.
CONTINUOUS ENROLLMENT POLICY

Master’s degree students who have completed their coursework and who have begun to work on their culminating experience must maintain continuous enrollment, defined as attendance in regular session or in GS 6990 in all terms (excluding Summer term), until their degree requirements are completed. Master’s degree students who do not maintain continuous enrollment and who have not been granted a leave of absence are required to reapply for admission to the University and to the graduate program, and will be subject to any new admission or degree requirements that have been approved since their initial admission.

Students who have substantial work remaining to complete their culminating experience should register for regular units in their home department. The number of units registered for should be based on the amount of work expected to be completed in that term and the extent of faculty involvement required.

Students may receive a two-term grace period following the term they enroll in their final culminating experience units. (Any student employed as a teaching assistant must be enrolled in all terms, except Summer, in which they are employed.) In all subsequent terms, students who have completed all degree requirements and the majority of work required for their culminating experience must enroll in either regular university courses or in a one-unit Extension course (GS 6990). Requirements for enrollment in this course are advancement to candidacy and completion of all coursework required for the degree except for the culminating experience. Master’s students must be in matriculated status to file for graduation and be in status during the quarter in which they graduate. Students who desire to maintain eligibility for financial aid must maintain half-time enrollment and pay regular university fees.