PART FOUR

Requirements for Master’s Degrees
Requirements for Doctoral 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 Five 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 at the point of submission of the official program of study. For the 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 3.0 (B); for 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 3.25.

In addition to having classified graduate standing and the grade point averages specified above, the student must have maintained the required grade point averages (see section on next page) with no grade of less than 2.0 (C) in a program course, 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, take a Plan B comprehensive examination, or enroll in certain courses within the degree program until advanced to candidacy.

**Unit Requirements**

Credit earned by correspondence or by examination is not acceptable on advanced degree programs. Courses applied toward another 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 to 33 units (36-48 units for the Master of Public Administration, 38 units for the Master of Science degree in psychology, 36 or 44 units for the Master of Arts in speech, language, and hearing sciences) 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. No 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**

A minimum of 30 units and up to a maximum of 48 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 for programs of study consisting of 33 or more units. Up to nine units of coursework may be accepted for transfer credit for programs of study consisting of 30 units. No more than a total of six units in courses numbered 780, 797, 798 will be accepted for credit toward the degree.
Master of City Planning Degree

Forty-eight units of approved 500-, 600-, and 700-numbered courses earned in graduate standing, at least 30 of which must be completed in residence. Courses required to remove undergraduate deficiencies are in addition to the minimum 48 units for the degree. No more than a total of nine units in courses numbered 797 and 798 will be accepted for credit toward the degree.

Master of Engineering Degree

Thirty-six units consisting of 500-, 600-, and 700-numbered courses specified by the degree requirements and program director while earned in graduate standing and six units of ENGR 798 (project) which may be taken as two three-unit modules. At least half of the units required must be in 600- and 700-numbered courses. No more than a total of 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.

Master of Fine Arts in Art Degree

Sixty units of 500-, 600-, and 700-numbered courses specified by the School of Art and Design, 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. No 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. No 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. No more than a total of six units in courses numbered 797 and 798 will be accepted for credit toward the degree.

Master of Public Health Degree

A minimum of 51 units of approved 500-, 600-, and 700-numbered courses earned in graduate standing. Up to nine units of coursework may be accepted for transfer credit. Courses required to remove undergraduate deficiencies are in addition to the minimum 54 units required for the degree. No 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 Bioinformatics and Medical Informatics Degree

Thirty-three units of 500-, 600-, and 700-numbered courses for the standard bioinformatics and medical informatics degree or 38 units of 500-, 600-, and 700-numbered courses for the concentration in professional science master as specified by the degree requirements and program director while earned in graduate standing. At least half of the units required must be in 600- and 700-numbered courses. Courses required to remove undergraduate deficiencies are in addition to the minimum number of units required for the degree. No 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 Computational Science Degree

Thirty units of 500-, 600-, and 700-numbered courses for the standard computational science degree or 40 units of 500-, 600-, and 700-numbered courses for the concentration in professional applications as specified by the degree requirements while earned in graduate standing. At least half of the units required must be in 600- and 700-numbered courses. Courses required to remove undergraduate deficiencies are in addition to the minimum number of units required for the degree. No 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 36 units of 500-, 600-, and 700-numbered courses specified by the School of Nursing. Some concentrations or specializations require up to 24 additional units. Courses required to remove undergraduate deficiencies are in addition to the minimum number of units required in each concentration or specialization. Up to 12 units of coursework may be accepted for transfer credit. No 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 Regulatory Affairs Degree

Thirty-nine units of 600- and 700-numbered courses as specified by the director of the regulatory affairs program while earned in graduate standing. No more than 12 units in approved special session courses prior to matriculation 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. No 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. No more than a total of 12 units in ARP 744 will be accepted; and no more than a total of nine units in ARP 745 will be accepted toward the degree.

Master of Social Work Degree

Thirty-eight units of 500-, 600-, 700-numbered courses for the advanced standing degree or 60-63 units of 500-, 600-, 700-numbered courses for the standard degree as specified by the School of Social Work at least 30 of which must be completed in residence. Courses required to remove undergraduate deficiencies are in addition to the minimum units for the degree. No more than a total of six units in courses numbered 797 and 798 will be accepted for credit toward 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.

A grade point average of at least 2.85 must be maintained in all courses on the graduate record. 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.

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 online at http://gra.sdsu.edu/research/irb.

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 a 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 may be obtained online at http://gra.sdsu.edu/iacuc or through the Division of Research Affairs located in Gateway Center, Room 3519.

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


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. In most cases, 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, organization, and 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 and 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 includes 799A, Thesis, on the official program of study. Course 799A represents three units of academic credit and can only be taken Credit/No Credit. A grade of “CR” is granted by the Division of Graduate Affairs upon thesis approval by the thesis committee, the department or school, and the Graduate Council. Students will not be permitted to register in 799A until they have been officially advanced to candidacy, and have an officially approved Thesis or Project Committee Form on file in the Division of Graduate Affairs. Unauthorized registration in this course may result in cancellation of enrollment.

One microfiche copy and one electronic copy of all master’s theses or projects are submitted to the library at San Diego State University and are subject to the policies of the library with respect to the circulation or duplication of its cataloged materials. An additional electronic copy is submitted to the ProQuest ETC (Electronic Thesis & Dissertations) system. Students should obtain a current edition of the SDSU Dissertation and Thesis Manual. The manual is available at http://www.rohan.sdsu.edu/~gra/grad/thesesview/dtmmain.html.

Plan B, requiring a comprehensive written examination in lieu of a thesis, may be followed in certain graduate degree curricula as indicated in Part Five 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 preceding 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 thesis chair. The student, graduate adviser, and committee chair will select the remaining faculty committee members. The student must obtain The Appointment of Thesis Committee Form from the Division of Graduate Affairs. This form must be signed by all committee members and the graduate adviser. The Division of Graduate Affairs will then review the composition of the student’s committee, verifying that it meets university requirements.

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

Determination of whether the thesis research will involve human or animal subjects must be made at this point (see Thesis/Dissertation Research Involving Human Subjects or Animal Subjects in this section of the bulletin). 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. The thesis committee will not be approved without appropriate research clearance.

Upon official approval of the thesis committee by the Division of Graduate Affairs, the student is eligible to enroll in 799A, Thesis. Enrollment must occur during the normal registration period each semester and the schedule numbers for registration are provided by the Division of Graduate Affairs. Registration dates and deadlines are listed in the academic calendar each year.

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, for a foreign language degree, 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.

To obtain approval by the graduate dean: (1) the “thesis in a foreign language” box must be checked on the appointment of thesis committee form, and (2) written verification by the departmental graduate adviser that provisions 2 and 3 above have been met must be attached to the appointment of thesis committee form when it is submitted to the Division of Graduate Affairs.

Submission of Theses

Final submittal of a thesis requires formal approval of the faculty thesis committee. Thesis manuscripts will only be accepted that conform to the format and presentation requirements specified by the Graduate Council and sponsoring department. These requirements are fully outlined in the SDSU Dissertation and Thesis Manual. The manual is available at http://www.montezumapublishing.com/HOME/THESIS/DISSERTATIONS/THESISHANDBOOK/Procedures/tabid/212/Default.aspx

Students must be enrolled in 799A, Thesis, or 799B, Thesis Extension, in the term in which the thesis is granted approval by the faculty committee and submitted to Monteza Publishing for review. Students will not be required to register for thesis in any subsequent term, provided the thesis is accepted by Monteza Publishing by the end of the last working day of the semester in which the student is enrolled in 799A or 799B. Consult the academic calendar preceding Part One of this bulletin for specific deadline dates.

Manuscripts deemed unreadable for submission will be rejected and returned to the student. Manuscripts will be rejected in cases where the document contains gross deficiencies in format or presentation. Students who cannot meet the final deadline for submission because of such rejection will be required to enroll or reenroll in 799B and reapply for graduation for the following term.

A “CR” grade in 799A will only be granted upon approval of the thesis and payment of thesis filing fee. The Division of Graduate Affairs is solely responsible for the submission of grades for 799A and 799B. If the entire submission process is not completed by the publication deadline listed in the academic calendar, the student will be required to reapply for graduation for the term they expect to graduate.

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 upon the completion of requirements. Students who intend to graduate must take the initiative. When they believe they are eligible, they should file an application via their web portal. Deadlines by which applications must be received in the Division of Graduate Affairs are published each year in the academic calendar and on the GRA Web site:

http://www-rohan.sdsu.edu/~gra/grad/gramain.html

A nonrefundable application fee of $55.00 is required. All requirements must be completed by the graduation date. Candidates for graduation are not eligible to register for terms subsequent to the graduation date unless an application for readmission has been filed with Graduate Admissions. For all other graduation or cancellation information please visit:

http://www-rohan.sdsu.edu/~gra/grad/appgradadvtgr.html

Award of Degree

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. The process of posting degrees to transcripts will take approximately six to eight weeks.

Diploma

The Division of Graduate Affairs will mail the appropriate diploma to the student approximately eight to ten weeks after the date of graduation. It is the student's responsibility to provide the correct mailing address through their WebPortal.

Commencement

Commencement exercises are held each year at the conclusion of the spring semester for students completing degrees in the spring and summer terms, or the fall term in the previous calendar year. Details regarding commencement are mailed to prospective participants in March, and are available on the commencement Web site at:

http://go.sdsu.edu/commencement.
Requirements for Doctoral Degrees

Doctoral programs at San Diego State University are offered jointly with other doctoral-granting institutions in California. In developing each program, there has been a consistent effort to provide students with a unique educational experience that is not duplicated on either campus alone. The university currently offers the degree Doctor of Philosophy (Ph.D.) in 22 disciplinary areas, the degree Doctor of Education (Ed.D.) in three, professional doctorate degrees (Au.D.) in audiology, (DNP) in nursing, and (DPT) in physical therapy, and an educational specialist degree (Ed.S.) in school psychology.

The following Ph.D. and Au.D. programs are offered jointly by San Diego State University and the University of California, San Diego:

- Audiology
  [http://chlhs.sdsu.edu/shhs/audmain.php](http://chlhs.sdsu.edu/shhs/audmain.php)
- Biology (Cellular and Molecular)
- Chemistry
  [http://www.chemistry.sdsu.edu/chemistry/degrees.php#dpd](http://www.chemistry.sdsu.edu/chemistry/degrees.php#dpd)
- Clinical Psychology
  [http://www.psychology.sdsu.edu/doctoral](http://www.psychology.sdsu.edu/doctoral)
- Engineering Sciences (Bioengineering)
- Engineering Sciences (Electrical and Computer Engineering)
- Engineering Sciences (Mechanical and Aerospace Engineering)
- Engineering Sciences (Structural Engineering)
  [http://www.engineering.sdsu.edu/engineering/joint_doctoral_program.aspx](http://www.engineering.sdsu.edu/engineering/joint_doctoral_program.aspx)
- Geophysics
  [http://geology.sdsu.edu](http://geology.sdsu.edu)
- Language and Communicative Disorders
- Mathematics and Science Education
  [http://public.sdsu.edu/CARMSE/](http://public.sdsu.edu/CARMSE/)
- Public Health Epidemiology/Health Behavior/Global Health
  [http://publichealth.sdsu.edu/phdmain.php](http://publichealth.sdsu.edu/phdmain.php)

Joint Ph.D. programs are offered in:

- Ecology (San Diego State University and the University of California, Davis),
- Evolutionary Biology (San Diego State University and the University of California, Riverside),
  [http://www.bio.sdsu.edu/eb/jdeb.html](http://www.bio.sdsu.edu/eb/jdeb.html)
- Computational Science (San Diego State University and Claremont Graduate University),
- Education (San Diego State University and Claremont Graduate University),
  [http://edweb.sdsu.edu/doc](http://edweb.sdsu.edu/doc)
- Geography (San Diego State University and the University of California, Santa Barbara),
  [http://geography.sdsu.edu](http://geography.sdsu.edu).

The general requirements in these programs are identical; however, each program has some specific requirements that will be found in Part Five of this bulletin under the departmental headings. A doctorate in Education (Ed.D.) offered by San Diego State University and the University of California, Santa Barbara, is Educational Leadership is offered by San Diego State University, [http://eddleaders.sdsu.edu](http://eddleaders.sdsu.edu). The specific requirements for this program will be found in Part Five of this bulletin under Education. A doctorate in Education (Ed.D.) offered by San Diego State University and the University of California, Santa Barbara, is Educational Leadership is offered by San Diego State University, [http://eddleaders.sdsu.edu](http://eddleaders.sdsu.edu). The specific requirements for this program will be found in Part Five of this bulletin under Education. This program is not accepting new students.

A Doctor of Physical Therapy (DPT) degree is offered by San Diego State University, [http://edweb.sdsu.edu/ESPD](http://edweb.sdsu.edu/ESPD). The specific requirements for this program will be found in Part Five of this bulletin under Exercise and Nutritional Sciences.

An educational specialist degree in school psychology (Ed.S.) is offered by San Diego State University, [http://edweb.sdsu.edu/SP](http://edweb.sdsu.edu/SP). The specific requirements for this program will be found in Part Five of this bulletin under Education.

The materials presented in the above referenced Web sites are for information only. The Graduate Bulletin embodies the official policies and curriculum pertaining to each of the doctoral programs.

Admission to Graduate Study

An applicant for admission to a doctoral program must be admitted to regular graduate standing in the appropriate campus of the University of California or the Claremont Graduate University, and to San Diego State University. Fees and regulations governing the doctoral programs are found in the SDSU Graduate Bulletin and in the graduate bulletin of each of the cooperating campuses. Formal admission to the universities with appropriate graduate standing occurs when the student is formally accepted by each of the universities. Applicants are advised to consult the appropriate program director at San Diego State University for specific details on application procedures.

Residence Requirements

After formal admission to a doctoral program, the student must spend at least one year in full-time residence on each of the two campuses. The definition of residence must be in accord with the regulations of the university cooperating with SDSU. At San Diego State University, the minimum of one year of full-time residence consists of registration in and completion of at least six semester units each semester of the required year’s residence. Except for the Ph.D. program in education, students must be enrolled or pay a continuation fee at one campus or the other each semester or quarter in order to maintain good standing.

Financial Support

Ph.D. students are eligible to apply for financial aid through the Office of Financial Aid and Scholarships at San Diego State University. Students pursuing the Ed.D. should apply for aid through the Financial Aid Office at the University of San Diego. The SDSU Research Foundation provides some scholarship funds to cover all or part of the fees and tuition required by each institution for students in many of the doctoral programs. These funds are partially derived from the Richard G. Ahrens Memorial Scholarship and Reuben C. Marks Endowment Funds. In addition, most programs offer doctoral students financial support by providing appointments as research assistants, graduate assistants, or graduate teaching associates.

Procedures

Doctoral students are expected to make steady progress toward completion of requirements for the degree. The time required depends less on units of credit or semesters of attendance than it does on the mastery of the subject matter field and completion of a satisfactory dissertation. In doctoral programs with time limits to the degree, students must meet those time limits. Doctoral students must maintain a 3.0 grade point average in all coursework attempted to remain in good standing. Some programs may have additional GPA requirements.

Information on records, transcripts, fees, details of registration, petitions, and rules and regulations governing graduate students enrolled in the doctoral program is available from each of the two cooperating institutions for each degree program.
Qualifying Examinations, Advancement to Candidacy, and the Dissertation

Although the procedural details of each doctoral program vary somewhat within the different programs, the general requirements are:

1. The student is examined by a committee representing the faculty of the cooperating institutions for knowledge of the field of study. This qualifying examination ordinarily consists of both written and oral parts. The purpose of this examination is to satisfy the faculty of the cooperating departments that the student is adequately prepared in the discipline to warrant continuation in the program.

2. After passing the qualifying examination the student applies to the graduate dean at the cooperating campus with which the student is associated for advancement to candidacy. After approval by both graduate deans, the student will be notified of advancement to candidacy by the graduate dean of the University of California campus or the Claremont Graduate University.

3. A dissertation on a subject chosen by the candidate and approved by a committee appointed by the graduate deans of the cooperating institutions is required of every candidate. Approval of the dissertation by this committee affirms that the candidate has conducted an organized, independent investigation that has added significantly to the body of knowledge in the particular field and that has been reported in a satisfactory manner. Upon completion of the dissertation, the candidate must pass an oral examination conducted by a joint committee in which the student is required to show the relationship of the dissertation to the general field in which the subject lies and to answer specific questions concerning the investigations. In addition to meeting the requirements of the cooperating campus for filing the dissertation, Ph.D. students are required to provide one bound copy of the dissertation for deposit in the San Diego State University library. Binding must meet the ALA library standard. Ed.D. students will deposit their dissertation with the thesis and dissertation review service at San Diego State University.

4. San Diego State University requires that the student be enrolled in 899 (Dissertation) in the term in which the dissertation is turned in. Students are also required to fill out the Survey of Earned Doctorates at both SDSU and the cooperating campus at the time the dissertation is submitted.

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 are enrolled. For general information, application procedures, guidance on ethical practices, and submission deadlines, visit http://gra.sdsu.edu/research/irb. You may also e-mail irb@mail.sdsu.edu or call 619-594-6622.

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 a 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/research/iacuc.

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

Award of Degree

The degree Doctor of Philosophy in Biology, Chemistry, Clinical Psychology, Computational Science, Ecology, Education, Engineering Sciences (Mechanical & Aerospace/Bioengineering/Electrical & Computer/Structural), Evolutionary Biology, Geography, Geophysics, Language and Communicative Disorders, Mathematics and Science Education, Public Health, or the professional doctorate in Audiology will be awarded jointly by the regents or trustees of the cooperating institution and the trustees of The California State University in the names of San Diego State University and the appropriate cooperating university. The degree of Doctor of Education in educational leadership will be awarded by the trustees of The California State University. Students are encouraged to participate in the commencement ceremonies of both institutions providing they have completed all degree requirements, including the submission of copies of the approved dissertation by the deadlines of the respective institutions. The deadline dates of the cooperating institutions will vary. Students who intend to participate in the commencement ceremonies at San Diego State University should consult the academic calendar for the last date to submit an approved copy of the dissertation to the Division of Graduate Affairs. San Diego State University also requires that students apply for graduation in any term they intend to graduate. Consult the academic calendar for the deadline date.