Filing of Transcripts

The applicant must arrange to have one set of official transcripts from each college or university attended sent to Graduate Admissions. Transcripts should be requested to be sent after the California State University Bulletin was printed. Transcripts requested include all extension, correspondence, summer session, or evening courses. A transcript will be considered official and accepted to meet the regulations of the graduate school if it is forwarded directly by the institution attended or sent to the student in a sealed and signed envelope. All records or transcripts received by the university become the property of the university and will not be released nor will copies be made.

Timely filing of official transcripts is essential. Failure to furnish such records will delay or preclude consideration for admission to post-baccalaureate and graduate study at the university.

Students pending graduation must submit an official transcript verifying completion of an undergraduate degree within the first semester of attendance. Students who fail to submit their final degree transcript will not be eligible to register the following semester. Students who are restricted from registering will be required to reapply for admission.

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Page revised 11/29/10 after the bulletin was printed. See RED text for changes.

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(b) Satisfy the special departmental or college requirements as stated in Part Five of the Graduate Bulletin under “Courses and Curricula by Department.”

(c) Meet the professional, personal, and scholastic standards for graduate study established by the department and the Graduate Council.

Students admitted with graduate standing (classified) are admitted to authorized advanced degree curricula and may enroll in 600-, 700-, and 900-numbered courses. Such admission does not imply that a student will be advanced to candidacy for the advanced degree.

Graduate Standing (Conditional Classified)

A student wishing to be admitted to a program of study leading to an advanced degree who meets the criteria specified under General Admission Requirements but who has deficiencies in the criteria for graduate standing (classified) may be granted conditional graduate standing (conditional classified), if the deficiencies can be met by specific additional preparation, including qualifying examinations. Students who have not completed the GRE/GMAT requirement and/or the TOEFL/IELTS requirement will not be eligible for conditional admission. Not more than 15 semester units may be assigned to satisfy undergraduate deficiencies in the major and normally all core courses must be met within two semesters from the time of initial enrollment. Students admitted with conditional graduate standing (conditional classified) are admitted to authorized advanced degree curricula and may enroll in 600- and 700-numbered courses. Once the conditions established by the department, school, or college have been met, the student should request that the program graduate adviser file a change of status form with the Division of Graduate Affairs.

Post-Baccalaureate Standing (Conditional Classified, Credential, and Certificate)

A student wishing to be admitted to a program of study leading to a credential in professional education or a certificate program who meets the criteria specified under General Admission Requirements but who has deficiencies for unconditional classified admission to the department's credential or certificate program may be granted conditional classified post-baccalaureate standing, if the deficiencies can be met by specific additional preparation, including qualifying examinations. No more than 18 semester units may be assigned to satisfy deficiencies in prerequisite education and subject matter competency coursework and all coursework must be met within one year (three academic terms: fall, spring, summer) from the time of initial enrollment unless written documentation of specific subject matter deficiency can be provided by the designated campus adviser. Once the conditions established by the department, school, or college have been met, the student should confirm that a change of status has been updated through the sponsoring departmental office for cross-campus records.

Continuing Students

Students enrolled in the university with post-baccalaureate standing may request acceptance into an advanced degree curriculum with graduate standing (classified or conditionally classified). Applications for such continuing students are available in the Division of Graduate Affairs. Except in special circumstances, reports of the scores of the GRE General Test or the GMAT where appropriate must be on file at the university before continuing students may apply for graduate standing (classified).

Second Bachelor's Degree

San Diego State University is not accepting applications for second bachelor's degrees.

Second Master's or Doctoral Degree

A student desiring to work for a second master's or doctoral degree must petition the Graduate Council for permission to enter a curriculum leading to the second degree. Students must reapply to the university if they have completed a master's or doctoral degree if they choose to pursue a second degree program.

Determination of Residence for Nonresident Tuition Purposes

University requirements for establishing residency are independent from those of other types of residency, such as for tax purposes, or for California or institutional residency. These regulations were promulgated not to determine whether a student is a resident or nonresident of California, but rather to determine whether a student should pay university fees on an in-state or out-of-state basis. A resident for tuition purposes is someone who meets the requirements set forth in the Uniform Student Residence Requirements. These laws governing residence for tuition purposes at the California State University are California Education Code sections 68000-68090, 68120-68134, and 89705-89707.5, and California Code of Regulations, Title 5, Chapter 5, Article 4, sections 41900-41916. This material can be viewed on the Internet by accessing the California State University's Web site at http://www.calstate.edu/GC/resources.shtml.

The Office of Admissions is responsible for determining the residence status of all new and returning students based on the Application for Admission and the Residency Questionnaire. The Office of the Registrar determines residence status for currently enrolled students using the Reclassification Request Form, and, as necessary, other evidence furnished by the student. A student who fails to submit adequate information to establish eligibility for resident classification will be classified as a nonresident.

Generally, establishing California residence for tuition purposes requires a combination of physical presence and intent to remain indefinitely. An adult who, at least one full year prior to the residence determination date for the term in which enrollment is contemplated, can demonstrate both physical presence in the state combined with evidence of intent to remain in California indefinitely may establish California residence for tuition purposes. A minor normally derives residence from the parent(s) they reside with or most recently resided with.

Evidence demonstrating intent may vary from case to case but will include, and is not limited to, the presence and residential ties to any other state, California voter registration and voting in California elections, maintaining California vehicle registration and driver’s license, maintaining active California bank accounts, filing California income tax returns and listing a California address on federal tax returns, owning residential property or occupying or renting an apartment where permanent belongings are kept, maintaining active memberships in California professional or social organizations, and maintaining a permanent military address and home of record in California.

If you are a student being claimed on taxes and largely supported by out-of-state persons during any of the past three years, you most likely will not be classified as a California resident for tuition purposes. SDSU is a tax-supported institution and expects you, or someone supporting you, to be filing California income taxes. You are expected to establish California residency separate from both of your
parents and your enrollment in school. If it appears that you could not be self-supporting, it will be determined that you are most likely in California for educational purposes.

California Education Code Section 68044 states that a student shall be considered financially independent for purposes of this section if the applicant meets all of the following requirements: (a) has not and will not be claimed as an exemption for state and federal tax purposes by his or her parent in the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application, (b) has not and will not receive more than seven hundred fifty dollars ($750) per year in financial assistance from his or her parent in the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application, and (c) has not lived and will not live for more than six weeks in the home of his or her parent during the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application.

Nonresident students seeking reclassification are required to complete a supplemental questionnaire that includes questions concerning their financial dependence on parents or others who do not meet university requirements for classification as residents for tuition purposes. Financial independence is required, along with physical presence and intent, to be eligible for reclassification.

Non-citizens establish residence in the same manner as citizens, unless precluded by the Immigration and Nationality Act from establishing domicile in the United States.

Exceptions to the general residence requirements are contained in California Education Code sections 68070-68084 and California Code of Regulations, Title 5, Subchapter 5, Article 4, sections 41906-41906.5, and include, but are not limited to, members of the military and their dependents, certain credentialed employees of school districts and most students who have attended three years of high school in California and graduated or attained the equivalent. Whether an exception applies to a particular student cannot be determined before the submission of an application for admission and, as necessary, additional supporting documentation. Because neither campus nor Chancellor’s Office staff may give advice on the application of these laws, applicants are strongly urged to review the material for themselves and consult with a legal adviser.

Residence determination dates are set each term.

Semester Term Campuses

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>September 20</td>
</tr>
<tr>
<td>Spring</td>
<td>January 25</td>
</tr>
<tr>
<td>Summer</td>
<td>June 1</td>
</tr>
</tbody>
</table>

The residence determination dates for the four stages of CalStateTEACH are as follows:

<table>
<thead>
<tr>
<th>Stage</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Stage 1</td>
<td>September 20</td>
</tr>
<tr>
<td>Stage 2</td>
<td>January 5</td>
</tr>
<tr>
<td>Stage 3</td>
<td>June 1</td>
</tr>
<tr>
<td>Stage 4</td>
<td>September 20</td>
</tr>
</tbody>
</table>

Students classified as non-residents may appeal a final campus decision within 120 days of notification by the campus. A campus residence classification appeal must be in writing and submitted to:

The California State University
Office of General Counsel
401 Golden Shore, 4th Floor
Long Beach, CA 90802-4210

The Office of General Counsel can either decide the appeal or send the matter back to the campus for further review. Students incorrectly classified as residents or incorrectly granted an exception from nonresident tuition are subject to reclassification as nonresidents and payment of nonresident tuition in arrears. If incorrect classification results from false or concealed facts, the student is also subject to discipline pursuant to Section 41301 of Title 5 of the California Code of Regulations.

Resident students who become nonresidents or who no longer meet the criteria for an exception must immediately notify the Office of the Registrar. Changes may have been made in the rate of nonresident tuition and in the statutes and regulations governing residence for tuition purposes in California between the time this information is published and the relevant residence determination date. Students are urged to review the statutes and regulations stated above.

International (Foreign) Student Admission Requirements

San Diego State University offers opportunities for advanced study to international students whose academic preparation meets the standards for admission. “Foreign students” include those who hold US temporary visas as students, exchange visitors, or are in other non-immigrant classifications. SDSU uses separate requirements in the admission of foreign students.

Applicants for any type of graduate or post-baccalaureate study at San Diego State University must: (a) hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association or have completed equivalent academic preparation as determined by the graduate dean; (b) have attained a cumulative grade point average of at least 3.0; (c) have been in good standing at all universities attended; and (d) have satisfactory scores on the GRE or GMAT and the TOEFL/IELTS if required. Applicants who do not qualify for admission under provisions (a) and (b) may be admitted by special action if the graduate dean determines that there is other academic or professional evidence sufficient to warrant such action.

Applicants for admission whose education has been in a foreign country must file an application for admission, official certificates and detailed transcripts of record from each college or university attended. All documents, transcripts, and test scores must be received by the department no later than May 1 for the fall semester or November 1 for the spring semester of each year. If certificates and transcripts are not in English they should be accompanied by certified English translations. Credentials will be evaluated in accordance with the general regulations governing admission to San Diego State University.

Applicants with three-year degrees from a foreign university can be admitted to graduate programs with department approval if they meet the following conditions:

1. The degree is from an accredited institution or one approved by the Ministry of Education in the host country.
2. The degree is verifiable from the student’s official transcript.
3. The San Diego State University graduate adviser or department chair makes a strong written recommendation for admission supporting why this student is important to their program and verifying the student has fulfilled preparation for the degree coursework.

All students in this category will be admitted as conditionally classified students with appropriate conditions for being granted classified standing and a deadline by which the conditions must be met that is no later than two semesters after entry to the program.

Applicants whose major education has been in a language other than English must score 550 or higher (using the paper version) or 213 or higher (using the computer version) on the Test of English as a Foreign Language (TOEFL), or 6.5 or better on the International English Language Testing System (IELTS). Consult Part Five of this bulletin for specific program requirements. These tests are administered in most foreign countries. The university must receive official test scores before admission can be granted. Information as to the time and place at which these tests are given may be obtained by going to Web sites at http://www.toefl.org and http://www.ielts.org.

Upon arrival at San Diego State University, further tests of English may be given for the purpose of placing students in an English language program commensurate with their linguistic ability in English and to assist advisers in planning an appropriate course of study. Depending upon their performance on the placement test and their academic background, students may be required to enroll in one or more English language course(s) during their first year. Foreign students admitted to the university will be subject to the same competence and placement examinations and standards that govern the rest of the student population.

Insurance Requirement: As a condition of receiving an I-20 or IAP-66 form, all F-1 and J-1 visa, applicants must agree to obtain and maintain health insurance as a condition of registration and continued enrollment. Such insurance must be in amounts as specified by the United States Information Agency (USIA) and NAIFA; Association of International Educators. The campus president or designee shall determine which insurance policies meet these criteria. Further information may be obtained from the International Student Center.
American Language Institute: If English instruction is needed prior to admission to San Diego State University, students may enroll in the American Language Institute. The American Language Institute (ALI) offers preparation in the English language reading, writing, and listening skills necessary for university success. For those students enrolling in the American Language Institute, a conditional admission may be available. Conditional admission is for those students who require acceptance to a university in order to obtain a passport, a U.S. Visa, or government sponsorship. The program is offered to students who do not have an adequate command of English or the required TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) score to qualify for admission to the university. After transcripts of their academic work have been evaluated, students may receive an official letter of conditional admission which states that the student has met all university requirements except English language proficiency and may enter the university after achieving appropriate TOEFL or IELTS scores and training at the American Language Institute.

Housing and Scholarship: Arrangements for housing should be completed well in advance of the student’s arrival on the campus. Detailed information regarding housing may be obtained from the Office of Housing Administration, San Diego State University. Scholarship aid for entering students is limited; no scholarships are awarded. San Diego State University limits graduate enrollment on the basis of field and aptitude of the applicant. Members of the faculty of San Diego State University holding appointments at or above rank of instructor or lecturer may not be candidates for degrees on this campus. Faculty may register for courses in accordance with Division of Graduate Affairs policies.

Limitation of Enrollment

Admission to the university is limited to the number of students for whom an adequate education can be provided by the staff and facilities available. San Diego State University may limit graduate enrollment on the basis of field and aptitude of the applicant. Members of the faculty of San Diego State University holding appointments at or above rank of instructor or lecturer may not be candidates for degrees on this campus. Faculty may register for courses in accordance with Division of Graduate Affairs policies.

Registration

San Diego State University students register online at http://www.sdsu.edu/portal. On campus registration is not conducted. The Class Schedule available at http://www.sdsu.edu/schedule contains specific information on registration, the courses offered for the term, and a listing of the fees required for enrollment. Students will not be permitted to register until fees are paid. Payment of fees by itself does not constitute registration. A student is considered registered when: 1) fees have been paid, and 2) at least one course has been added prior to the first day of classes.

Late Registration. Late registration is allowed during the schedule adjustment period each semester. Students wishing to register late must pay registration fees plus a $25.00 late fee before 4 p.m. on the 12th class day of the semester. After receiving an add code from the instructor of the course the student wants to add, the student must access the SDSU WebPortal to officially register. The last day to add classes is 6 p.m. on the 12th day of the semester.

Improper Registration in Graduate Courses. Only undergraduate students who are completing their bachelor's degree and who have filed a formal request for permission to enroll for concurrent master's degree credit or for concurrent post baccalaureate credit may be authorized to enroll in 600 and higher numbered courses. Undergraduate students who have not received permission for concurrent enrollment may not enroll in 600 or higher numbered courses for any purpose without the prior permission of the graduate dean. Undergraduates who enroll in advanced courses without permission are subject to administrative disenrollment. The registration for graduate students who have not met the stated prerequisites for Course 799A, Thesis, at the time of registration may be canceled.

Concurrent Advanced Degree Credit

The bachelor’s degree must be completed at the end of the semester or term in which the concurrent credit is earned. A senior who has met all of the required competencies in writing and mathematics and who is within 12 units of completing requirements for the bachelor’s degree and whose grade point average in the last 60 semester units attempted is 3.0 or above may petition the Graduate Council to take for concurrent advanced degree credit 500-numbered courses and certain 600- and 700-numbered courses approved by the department with the remaining requirements for the bachelor’s degree. Petitions may be obtained from the Division of Graduate Affairs and must be submitted to the Office of Advising and Evaluations by the end of the third week of classes of the semester or term in which the concurrent credit is earned. The student must have on file a current application for graduation with the bachelor’s degree. The maximum number of units that may be earned as concurrent master’s degree credit is determined by the difference between the number of units remaining for the bachelor’s degree and 15. Concurrent post-baccalaureate credit will not be granted retroactively.

Concurrent Post-Baccalaureate Credit

Applicable to the “Fifth Year” Credential Requirement only

Concurrent post-baccalaureate credit may be earned during the final semester or summer term by seniors admitted to the College of Education who meet all of the following qualifications:

1. Have a minimum grade point average of 2.85 on the last 60 units attempted;
2. Complete coursework in excess of graduation requirements during the semester (or summer term) when graduation occurs;
3. Attempt no more than 21 units during the final undergraduate semester;
4. Request no more than a maximum of 12 units of 300-, 400-, 500, or 900-numbered courses for post-baccalaureate credit;
5. Submit a petition before the end of the first week of classes of the final undergraduate semester (or term) when graduation occurs;
6. Petition the assistant dean of the College of Education;
7. Graduate at the end of the semester (or summer term) the petition is made.

Extension courses are not acceptable for concurrent post-baccalaureate credit. Concurrent post-baccalaureate credit will not be granted retroactively.

Petition forms are available in the Office of the Registrar, SS-1641.