

ADMISSION PROCEDURES

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Admission to graduate studies is open to applicants who hold the bachelor's degree from a college or university that is accredited by a regional accrediting association and who meet the admissions requirements. Applicants are evaluated on their individual scholarly potential to complete graduate-level course work and curriculum requirements. It is expected that each student will have adequate undergraduate preparation for the intended major area. At the discretion of the school or academic department, a student may be required to have as prerequisite for graduate study any undergraduate course normally required of undergraduate majors in the field. Each student must satisfy all entrance requirements for the specific program of interest and file an approved program of study with the appropriate director.

PROVISIONAL STUDENT STATUS

Promising applicants may be allowed to begin classes on a provisional status pending final receipt of all admission items.

The provisional status must be removed in the first semester of study. After the first semester, registration in subsequent classes will be suspended until the admission materials have been received.

ADMISSION UNDER EXCEPTIONS

Applicants who do not meet the standards, but can demonstrate that they have an exceptionally rich experiential background and/or have demonstrated dramatic change in academic performance, may petition the school or department and Graduate Studies Committee to review their status. In order to apply under this exceptions policy, the following information must be submitted by the applicant:

1. A statement outlining the applicant's reasons for requesting an exception to admissions policies; and
2. Two additional written recommendations from supervisors as identified by the director of the program.

Note: If the exceptions request is due to unacceptable test scores, a minimum of two test scores must be submitted.

After the applicant submits the above documentation, the file is reviewed by the school or department. After this review, a recommendation is made by the director and faculty and this is forwarded to the Graduate Studies Committee. The file is then reviewed by at least

two faculty members from the Graduate Studies Committee. The Chair of the Committee then reports the outcome to the appropriate program director.

GRADUATE SPECIAL STANDING

This status is assigned to students who are qualified for admission to graduate studies but have indicated no intention to pursue a degree or credential program. Only six units of appropriate course work taken as a special student may be used in a graduate program.

GRADUATE REGULAR STANDING

This status is granted to a student who has met all admission requirements. Applicants are notified of their status in their first semester of enrollment.

APPEALS

Any appeals shall be made by the candidate through the program director to the Vice Provost for Graduate Program Support.

Credential Admission Procedures

TEACHING CREDENTIAL (PRELIMINARY AND PROFESSIONAL CLEAR)

- Application
- Matriculation Fee
- Two recommendation letters or forms
- All official transcripts (including one showing B.A.)
- Evidence that CBEST has been taken

PROFESSIONAL CREDENTIAL

For students taking graduate level classes, but not seeking a master's degree: Tier I and II Administrative Services Credential, Pupil Personnel Services Credential, CLAD Certificate.

- Application
- Matriculation Fee (\$25)
- Two recommendation letters or forms
- All official transcripts (including one showing B.A.)
- Passing score on CBEST

Post-Baccalaureate Credentials in Teacher Education

MULTIPLE SUBJECT TEACHING CREDENTIAL

A Multiple Subject Teaching Credential enables a person to teach in a self-contained (K-12) classroom in California. Students receive coursework in educational philosophy and psychology as well as methodology in reading, language arts, science, social studies, and mathematics.