

7 **Policy Recommendation**
8 **Required Enrollment for Culminating Graduate Students**
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10 Legislative history: Replaces F11-2
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12 **Whereas** Graduate students usually receive a Report-in-Progress (RP) grade on
13 thesis, project, or comprehensive exam courses while they are in the
14 process of completing their research, scholarly or creative activity,
15 report, and/or comprehensive exams; and

16 **Whereas** Graduate culminating experiences can involve considerable university
17 resources, including faculty and staff time and library resources; and

18 **Whereas** Payment of fees for these services sets a standard to the student,
19 faculty, and university that the professional nature of the relationship
20 must be respected and that all parties involved must provide their
21 needed and timely input in the process; and

22 **Whereas** At SJSU, there is a two-tiered payment structure (0-6 units or greater
23 than 6 units) in regular session courses. Fees solely for 1 unit can be
24 charged only through special sessions; and

25 **Whereas** Most universities require enrollment (with fees) of graduate students as
26 they work on their culminating experiences, including at least nine
27 other CSU campuses; and

28 **Whereas** This policy recommendation has the unanimous support of the
29 University Graduate Studies & Research Committee;

30 **Whereas** The current system of ensuring continuous enrollment for SJSU
31 graduate students who have completed all of their requirements
32 for a master's degree except for the culminating experience is to
33 allow them to take a 1-unit UNVS or Departmental 1290R course,
34 which limits the fees collected from students to a small amount;
35 therefore be it
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37 **Resolved** That F11-2 be rescinded and replaced with the following policy.
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41 Approved: March 6, 2017
42 Vote: 13-0-0
43 Present: Bruck (non-voting), Campsey, Kaufman, Khan, Nash, Ng (non-
44 voting), Saran, Sen, Simpson, Spica, Torres, Trousdale, Walters,
45 Wilson, Yao
46 Financial Impact: Addition of funds to the university through added fee collection,
47 financial cost to students
48 Workload Impact: Additional workload to Graduate Admissions & Program Evaluations
49 to review registration of students in RP status prior to processing
50 "Verification of Culminating Experience;" additional registrar workload
51 to transfer students to special session status; additional Graduate
52 Studies workload to administer the program, review appeals, handle
53 retroactive adds, and alleviate problems with the system.

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Required Enrollment for Culminating Graduate Students

1. All master's candidates on a thesis (Plan A) or creative project (Plan C) track must receive credit for at least one unit of a Departmental 299 course as a degree requirement to receive a master's degree. The total number of units for which master's degree credit may be received is governed by the limitation that not more than six semester units shall be allowed for a thesis or project, as stipulated in the California Code of Regulations, Title 5, Article 7, Section 40510. This limitation extends to all project or thesis-preparation (but not thesis writing) courses (often 298s although other course numbers are also used) but not to research classes. There is no limitation on the number of 298, 299, or other project or thesis course units that can be taken so long as credit (CR grade) is not received in project or thesis courses until all degree requirements are met and the units in excess of six do not appear on the degree candidacy form. The 299 and 599 numbers may be used for no purpose other than a thesis or dissertation, respectively. Despite the parlance used in some departments in calling non-299 reports "theses," a thesis is defined as a document written and submitted according to the SJSU Master's Thesis and Doctoral Dissertation Guidelines and formally reviewed by Graduate Studies within the Office of Graduate & Undergraduate Programs (GUP). Unless a thesis or dissertation is approved by Graduate Studies, thesis (299) and dissertation (599) units may not be awarded credit (CR grade). Credit in Plan B project (usually 298s) and comprehensive exam-preparation courses must also be delayed until the completion of the project or passage of the exam, respectively. Students switching from Plan A thesis to Plan B project or comprehensive exam must retroactively drop any 299 thesis units on their record or have the grades changed to NC. Project units must then be taken or added, but the latter only if all requirements of the project class, including submission of a final project report, have been fulfilled while pursuing the thesis. No more than 12 units of dissertation writing credit (599) can be applied to the doctoral degree.
2. Effective Fall 2012, once a culminating experience supervisory course (thesis, dissertation, project, or comprehensive exam-preparation course required in the degree program) has been taken with any non-letter grade (RP, I, CR), graduate students will be required to enroll in regular session (state-supported) classes to finish the requirements of their degree program or a special session (self-supported) class, UNVS or Departmental 1290R every fall and spring semester until the culminating experience is completed. Thus continuous enrollment is required of graduate students once they have begun their culminating experience work and have completed all other course requirements for their degrees. For programs that split the culminating experience coursework into two or more semesters, the requirement of continuous enrollment applies to that period following the second of those semesters unless other degree-required coursework is still to be taken. Instructors must not give grades of CR until the students have completed the course requirements; however, if they mistakenly are given CR grades, this policy still

119 requires the students to maintain continuous enrollment, thus allowing the students to
120 take 1290R. The instructor of the class will be asked to change the grade to an
121 RP. If any work for a class is handed in after the last day of the semester, the
122 student must enroll the following semester even if the work simply completes an
123 incomplete or RP. Students receiving C- or lower letter grades or NC grades in their
124 culminating courses must repeat those courses and are therefore not eligible for the
125 1290R course. Summers are excluded from this continuous enrollment
126 requirement. As previously, departments can require retaking 298, 299, 599, or other
127 project or exam-preparation courses if it is deemed that the student needs repetition
128 of the instruction given in those courses. The exception to this requirement for
129 course enrollment each semester until graduation is for students with an official leave
130 of absence from the university. However, as per University Policy S15-3, VIII, 2,
131 graduate students at this point in their program will not be eligible for a leave of
132 absence other than a medical or military leave, except under rare circumstances.
133 Continuous enrollment will be substantiated by GAPE prior to processing of the
134 "Verification of Culminating Experience" memo indicating degree completion.

135 3. The 1290R-courses are to be made available as an accommodation to graduate
136 students to maintain continuous enrollment in fall and spring semesters at a reduced
137 cost in comparison with regular session enrollment. Students may elect to retake the
138 regular session thesis, dissertation, project, or exam-preparation course in which the
139 original RP or I grade was obtained instead of taking the special session 1290R
140 course; therefore, the 1290R course is not an absolute degree requirement.

141 4. The Provost, in consultation with the the Academic Planning & Budget unit, will set
142 the special session fees for the UNVS and Departmental 1290R courses. The UNVS
143 1290R course has been created by GUP and is available in the semester
144 immediately following approval of this policy. If a program does not already have a
145 1290R course, the program must propose it. For those departments/schools that fail
146 to create the classes, their students will take the UNVS 1290R course. For the UNVS
147 1290R course, the Provost will determine the distribution of the fees collected but will
148 not include distribution to the colleges and departments/schools with which the
149 students are affiliated. Retroactive course add fees will apply for students who enroll
150 in the 1290R course after the end of the semester.

151 5. Students who register in courses in which RP is a grading option will be notified, by
152 the Registrar in collaboration with GUP, of this policy and the fee ramifications if an
153 RP grade is earned. All reading committees and project, thesis, dissertation, and
154 comprehensive exam-preparation advisors in classes in which RP is a grading option
155 will be notified by GUP of the fee ramifications and timeline applicable if an RP grade
156 is awarded. Students who earn an RP grade will be notified by the Registrar on how
157 to enroll in the special sessions course.

158 6. The university requires continuous enrollment of graduate students once all degree
159 requirements are satisfied other than the culminating experience; thus "stopping out"
160 for even a single semester is not permitted at this point in the graduate career. This
161 latter requirement applies to all graduate students, even if the culminating experience
162 is a set of comprehensive exams for which there is no departmental preparation

163 class. Therefore, all graduate students, no matter the culminating experience and
164 courses associated with it, must be enrolled each semester once all degree
165 requirements other than the culminating experience are fulfilled. Those who fail to
166 register for the designated course will be notified by GAPE that they must
167 retroactively add the course in each semester missed. If such students have not at
168 that point finished their culminating experience, they must enroll each semester
169 thereafter until it is completed. If they have completed all degree requirements, they
170 can graduate. In either of these cases, the students need not apply for re-admission.

171 7. Appeals of the 1290R course fee on the basis that the delay in completing the
172 culminating experience was substantially beyond the student's control can be made
173 to the Associate Dean of Graduate Studies. Results of the appeal will be
174 communicated to the student within four weeks of the student filing the appeal.

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