

# For Current Students

**Q : The program requirements have changed since I started in the MSCS program. Which requirements do I need to follow in order to graduate?**

A: You may choose to follow the requirements that were in place when you started, or those that are in place when you file for candidacy.

**Q: How can I learn about the various policies and procedures that graduate students need to follow?**

A: The Graduate Admissions and Program Evaluations office has several important resources on the [Graduate Admissions and Program Evaluations web site](#) for prospective and current graduate students

**Q: I was admitted as a conditionally classified student and fulfilled my conditions a long time ago. Why am I still listed as "conditionally classified"?**

A: There isn't anyone who is monitoring your admission conditions and completed courses on your behalf. YOU need to apply for "fully classified status". You will be "fully classified" after you have completed your conditions AND have applied for change of status. Pick up a form from the department office.

**Q: I am currently conditionally classified. How quickly should I obtain "fully classified status"?**

A: You should obtain that status as quickly as possible, since at least 18 units (6 courses) must have been completed AFTER you are fully classified. Here's a handy graph to summarize the unit rules: You need 30 units (10 courses) to graduate, subject to these constraints:

|

| <= 6 units

|

x <-- admitted

|

|

|

x <- fully classified

|

| >= 18 units

|

**Q: I have been accepted to the program but I won't be able to attend for another semester. Can I defer my acceptance?**

A: Unfortunately, you will need to reapply. However, if you inform us that you were accepted in the prior semester, then you need not supply transcripts and letters of recommendations again. You will need to pay the application fee. If more than one semester has passed since your acceptance, you will need to reapply and resubmit all materials.

**Q: I have already been admitted to the MSCS program and would like help in planning my program of study.**

A: Please see a graduate advisor. Please visit the Computer Science [Faculty Advisors](#) page for more information about contacting an advisor.

**Q: I already wrote (a master's thesis | a best-selling novel | a letter to my mom). Do I still have to take Technical Writing at SJSU?**

A: There are five ways to satisfy the Competency in Written English requirement; these are listed in [the requirements document from the GAPE site](#). If you need to take CS 100W you will also need to take the WST (Writing Skills Test).

**Q: What happens if my GPA drops to 3.0 or less?**

A: If your cumulative GPA is less than 3.0, then you are on probation. If you are on probation, you

cannot graduate

will be disqualified from the MSCS program if your semester GPA is not above 3.0

Go to [Policies and Procedures](#), then follow the links Graduate and Post baccalaureate Information -> Graduate Academic Standards. Then read the articles Probation and Disqualification.

Once your cumulative GPA is again at least 3.0, you are no longer on probation. You should try very hard not to get onto probation in the first place. You should plan on getting a B+ or better in all your courses. If you do end up getting less than a B, make sure that you have another course to make up for it.

**Q: How do I register when I am on probation?**

- 1.Prepare a calculation of your current cumulative GPA to show to your advisor.
- 2.Select a set of (easy) courses for the coming semester and estimate the grade that you will get in each of them. (You are shooting for an A, of course.) Calculate the cumulative GPA that you will have at the end of the semester under your assumptions, so you can show that calculation to your advisor.
- 3.Read up on the probation and disqualification rules in the university calendar so that you know what will happen if you don't meet your goals. Be prepared to explain the rules to your advisor.
- 4.Get a form for lifting the probation hold from the department office.
- 5.Meet with [your advisor](#). Explain to him how you got on probation and how you intend to get off probation.
- 6.Have your advisor sign the probation hold form and return it to the department office.

**Q: What happens if I get a D or F in a class?**

A: (1) You cannot use that class for graduation. You can repeat it or select another course. (2) Your GPA will suffer, and you'll probably go on probation.

**Q : I was put on probation, and now I can't register for classes. What should I do?**

A: Go to the department office and get a form for removing your registration hold, then go to your advisor to discuss your situation. Your advisor needs to sign the hold form.

**Q: I got disqualified from the program. What should I do?**

A: You can file a petition for reinstatement. Usually, such a petition involves your committing to take a selection of undergraduate (!) courses, to be approved by the graduate coordinator, that (a) more adequately prepares you for graduate study and (b) lifts your cumulative GPA. These courses do not count towards your graduate degree.

**Q: I would like to take a course from another department. What should I do?**

A:Before you register, fill out an evaluation form (available in the department office), and attach a syllabus for the course. The graduate coordinator will evaluate the syllabus, or ask a faculty member who is familiar with the subject matter to carry out the evaluation. Courses may be approved as option courses or elective courses, at the discretion of the graduate advisor.

**Q: When are your office hours?**

A: Please see my web page at <http://www.sjsu.edu/people/cay.horstmann/>. You don't need an appointment--just show up during office hours.