

Memorandum from Policy Facilitation Team

To: VP Katherine Kantardjieff

Subject: Policy for final Presidential approval

From: AVP Dale Grubb, Chair Policy Facilitation Team

Date: May 19, 2022

Policy: Graduation Requirements and Catalog Rights Policy

The Graduation Requirement and Catalog Rights Policy has been updated to allow for the use of more than one catalog in determining students' graduation requirements (see section 4.00). These changes have been vetted through the campus policy review process, and are recommended for your approval.

Katherine Kantardjieff

Katherine Kantardjieff, Provost

05/23/2022

Date



California State University Monterey Bay

100 Campus Center • Seaside, CA 93955-8001

Graduation Requirements and Catalog Rights Policy

1.00 Purpose

The purpose of this policy is to provide students with the information they need to identify their requirements for graduation.

This policy is deemed to be consistent with the University's commitment to the principles, goals, and ideals described in the CSU Monterey Bay Founding Vision Statement and its core values.

2.00 Definitions

For the purposes of this policy, the following definitions apply. Students should be aware that other University policies may define one or more of these terms differently.

Baccalaureate Students: are students who are pursuing a Bachelor's degree and are also known as undergraduate students.

Graduate Students: are students who are pursuing a Master's degree.

Credential-seeking Students: are students who are pursuing a post-baccalaureate credential or certificate.

Catalog rights: a specific set of requirements, as established in the University Catalog for a specific year, which the student must satisfy in order to qualify for a degree, certificate, or other terminal academic pursuit. A student must remain in continuous attendance in order to maintain catalog rights.

Continuous attendance:

For Baccalaureate and/or Credential-seeking Students: at a minimum, enrollment in at least one course for at least one regular semester in any one calendar year. "Attendance" in a regular semester, regardless of the length of time, grade(s) earned, or the number of courses completed, is established if it results in a record of enrollment on the student's official transcript¹.

For Graduate Students: graduate students must enroll every fall and spring term (and summer, if required by the program) until the degree is awarded.

Culminating Experience: is a graduation requirement for graduate students and may be a thesis, project, or comprehensive exam. See section 3.5.4 for more detail.

Leave of Absence: refers to a period of time during which students neither enroll in nor attend classes, yet still maintain the rights and privileges ordinarily associated with continuing student status. Being on

¹ 5 CCR § 40401

an approved leave of absence may not defer student loans, nor will it extend the maximum allowed time to degree for graduate students.

3.00 Graduation Requirements

Academic graduation requirements shall be identified in the student's catalog of entry into CSUMB. These requirements meet the standards of CSUMB and the California State University System, as mandated by Title 5 of the California Code of Regulations (CCR).

Students may be eligible to use an alternative catalog in determining graduation requirements and should refer to sections 4.00 and 5.00 of this policy for more information.

All degree requirements must be completed by the end of the term in the semester in which the student has applied to graduate for degree conferral. Graduate students must complete all degree requirements, inclusive of transferred coursework, within a maximum timeframe of seven years². This time limit applies to all graduate students, including those on an approved leave of absence. Some programs may use a maximum time frame of five years. Students in these programs shall adhere to the more stringent rule.

3.10 Prohibited Coursework

Course units used to fulfill program requirements for one degree (at either Baccalaureate or Graduate levels) may not be used in fulfillment of program requirements for an additional degree.

3.20 Baccalaureate Students

Undergraduate students shall earn a cumulative GPA, a campus GPA, and a major GPA of 2.0 or higher³. Letter grades of D- or better shall fulfill degree requirements, except where higher standards have been established⁴.

A grade of C- or better is required in each CSU or transfer General Education course in oral communication in the English language (A1), written communication in the English language (A2), critical thinking (A3), and mathematics/quantitative reasoning (B4)⁵.

Some undergraduate degree programs may have more rigorous standards. Students shall adhere to the standards as identified on the degree program page in the University Catalog.

To be eligible for graduation, undergraduate students must complete a minimum of 30 semester units in residence at CSUMB, 24 of which must be upper division, 12 of which must be in the major⁶.

3.30 Second Baccalaureate Students⁷

Students who hold a bachelor's degree from a regionally accredited institution of higher education may be admitted to CSUMB as post-baccalaureate students to pursue a second baccalaureate degree.

² 5 CCR § 40510

³ 5 CCR § 40402

⁴ See the [*Policy on Academic Progress Milestones for Undergraduate Programs*](#)

⁵ EO 1100 and 5 CCR § 40405.1

⁶ 5 CCR § 40403

⁷ 5 CCR § 40509

Students pursuing a second baccalaureate degree are only required to complete major requirements, not any University requirements nor additional CSU requirements.

In order to complete a second bachelor's degree at CSUMB, students are required to:

1. Earn a minimum cumulative 2.0 GPA for all major coursework comprising the second bachelor's degree and a 2.0 GPA in all units attempted at CSUMB since the awarding of the prior bachelor's degree.⁸
2. Complete a minimum of 30 units in residence at CSUMB beyond the first bachelor's degree. Of the 30 units, 24 must be upper division in the major⁹.
3. Complete all Major Requirements associated with the CSUMB baccalaureate degree. For students working toward a Bachelor of Arts degree, no fewer than 24 units, all of which are upper division and not used in fulfillment of requirements for another degree, shall be completed successfully. For students working toward a Bachelor of Science degree, no fewer than 36 units, of which at least 24 are upper division, and not used in fulfillment of requirements for another degree, shall be completed successfully¹⁰.

Students pursuing a second baccalaureate degree are exempted from all other University requirements not specified in this section.

3.40 Credential-seeking Students

Credential-seeking students shall obtain a letter grade of C- or better in any course taken to satisfy program requirements, and earn a cumulative GPA of 3.0 or higher. Students earning the designations of D+, D, or D- in any course taken to satisfy program requirements shall be determined to have earned course credit but not to have satisfied the requirement.

3.50 Graduate Students

Graduate students shall obtain a letter grade of B- or better¹¹ in any course taken to satisfy program requirements, and earn a cumulative GPA of 3.0 or higher. Students earning the designations of C+, C, C-, D+, D, or D- in any course taken to satisfy program requirements shall be determined to have earned course credit but not to have satisfied the requirement.

3.5.1 Classification and Advancement to Candidacy of Graduate Students

Graduate students are admitted to CSUMB with one of two classification statuses:

1. Conditionally Classified¹² graduate students are determined to require additional preparation before beginning the major program of study and shall meet with the program coordinator/advisor to determine their obligations.
2. Classified¹³ graduate students are formally admitted to the program, and are prepared to begin the major program of study.

Once a student has received classified standing in a master's degree program, they must be "advanced to candidacy" prior to the graduation term. Students may petition for candidacy

⁸ 5 CCR § 40402

⁹ 5 CCR § 40403

¹⁰ 5 CCR § 40500

¹¹ Credit/No-Credit grade modes may be available in some graduate coursework; see section 3.4.3 of this policy for more information.

¹² 5 CCR § 41010

¹³ 5 CCR § 41011

status after successfully completing a minimum of 15 units of graded work as a graduate student in courses that are acceptable to the respective graduate degree program.

3.5.2 Independent Study Courses in Graduate Programs¹⁴

A maximum of six graduate level independent study units may be approved for use toward a graduate degree.

3.5.3 Credit/No-Credit Coursework

The decision on how many units of courses taken Credit/No-Credit (CR/NC) and which courses can be taken CR/NC is left up to each individual graduate program.

3.5.4 Culminating Experience for Graduate Students¹⁵

Satisfactory completion of a thesis, project, or comprehensive examination is required of all graduate students. These terms are defined as follows:

1. 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 methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product evinces originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the thesis is required.
2. A project is a significant undertaking appropriate to the fine and applied arts or to the professional fields. It evinces originality, critical and independent thinking, appropriate form and organization, and a 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.
3. 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 evince independent thinking, appropriate organization, 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.

Students engaged in research shall adhere to the [*Human Subjects in Research Policy*](#) and the [*Humane Care and Use of Animals in Research and Instruction Policy*](#) of CSU Monterey Bay.

4.00 Catalog Rights for Baccalaureate Students¹⁶

An undergraduate student remaining in continuous attendance in regular sessions at any California State University campus, at any California community college, or any combination of California community colleges and campuses of The California State University may, for purposes of meeting graduation requirements, elect to meet the requirements in effect at the campus from which the student will graduate either

¹⁴ 5 CCR § 40510

¹⁵ 5 CCR § 40510

¹⁶ 5 CCR § 40401

1. at the time the student began such attendance; or,
2. at the time of entrance to the campus; or,
3. at the time of graduation.

If while enrolled the student declares or changes the major, a major option, or a minor, the student may be required to follow the requirements in effect at the time of the declaration or change. Students do not lose catalog rights for GE and University Requirements by declaring or changing their major or minor, if they maintain continuous attendance, but rather are able to utilize two catalogs: one for GE/URs and another for Major and Minor requirements. Campus authorities may authorize or require substitutions for discontinued courses, or when there are incompatibilities between the GE/UR catalog and major catalog, where appropriate.¹⁷

Once catalog rights are established, absence related to an approved medical, military, or academic leave shall not be considered an interruption of attendance, provided that the absence does not exceed two years and is consistent with the CSUMB Leave of Absence policy¹⁸.

Undergraduate students who are not in continuous attendance or on an approved leave of absence may be required to reapply to the University, may be subject to any new admissions requirements, and may be held to the degree requirements in effect at the time of their readmission to the University. Students who have been academically disqualified may lose catalog rights previously established.

5.00 Catalog Rights for Graduate Students

Students admitted to a graduate program establish catalog rights by enrolling in and successfully completing at least one graduate-level course in their program. Students maintain their catalog rights through continuous attendance.

This means, if continuous attendance is maintained, students may elect to qualify for graduation from CSUMB under the catalog requirements in effect either:

1. At the time they enrolled in the CSUMB graduate program; or,
2. At the time they graduated from the CSUMB graduate program.

Once catalog rights are established, absence related to an approved medical, military, or academic leave shall not be considered an interruption of attendance, provided that the absence is consistent with the CSUMB Leave of Absence policy¹⁹.

Graduate and post-baccalaureate students who are not in continuous attendance or on an approved leave of absence shall be required to reapply to the University, shall be subject to any new admissions requirements and fees, and shall be held to the degree or program requirements in effect at the time of their readmission to the University.

Students who have been academically disqualified may lose catalog rights previously established.

¹⁷ 5 CCR § 40401

¹⁸ See section 6.00 of the [Enrollment and Registration Policy](#).

¹⁹ See section 6.00 of the [Enrollment and Registration Policy](#).

Substitutions for discontinued courses may be authorized or required by the designated campus authority, usually the Graduate Program Coordinator.

5.10 Maintaining Continuous Attendance

A graduate student who has completed all coursework except thesis is expected to maintain continuous attendance through completion of the thesis by registering for the research/thesis course required by the graduate program. If the program does not require continuing enrollment in its research course, the student will enroll through Extended Education for Grad 699 and pay an administrative fee (equal to one credit hour and other appropriate registration fees – amount subject to change). Registration in Grad 699 must be completed no later than by the end of the fourth week of classes each term (the University census date). No credit is earned for this enrollment, but it maintains the student's continuous attendance in the master's degree program. Students enrolled in fewer than four semester units shall consult with CSUMB financial aid counselors and campus housing (if applicable) to determine the implications of their enrollment status.

6.00 Continuous Renewal

This policy shall be reviewed ten (10) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time as necessary.



President Eduardo M. Ochoa

Effective Date: 05/25/2022

Certification of Process Reviewed by: Matriculation Committee, Policy Facilitation Team, Academic Affairs Council, Senior Staff of Student Affairs, Associated Students, Academic Senate, Educational Planning and Policy Committee, Senate Curriculum Committee Council, Post Graduate Studies and Research Committee, University Personnel, and Provost.