

Important University and Department Policies

Date: July, 2023

Version 2.1

This document outlines important Fresno State University (“university”) and Computer Science Department (“department”) policies for graduate students. Students shall refer to the original documents and contact the people in charge if they have any doubt.

By signing your name at the end of this document, you agree that you have read the entire document and will follow the policies stated here as well as the policies listed on the university website. You will be fully responsible for the outcome of violating any of them.

1. Attendance of first week of semester

“During the **first week** of classes, it is the responsibility of students to attend each class meeting of courses in which they are enrolled. Students absent from any class meeting during this period are responsible for personally contacting their instructor by the next class meeting to request being retained in the class.

In addition, as a courtesy to other students attempting to add and as a courtesy to the faculty, students who decide to drop a class should do so immediately. Students must not assume that instructors will exercise their option to submit an Administrative Withdrawal. In short, it still is the responsibility of the student to withdraw properly from any class he/she does not intend to complete. Failure to withdraw will result in the assignment of the appropriate failing grade, **WU** or **NC**.

Further, in order to permit students on waiting lists to enroll in a class, instructors may administratively withdraw from their classes students who are absent from any class session during the first week of classes and do not personally notify the instructors by the next class meeting of their intent to remain in the course.”

From: <https://catalog.fresnostate.edu/content.php?catoid=3&navoid=85>

2. Administrative drop

“A faculty member may administratively drop a student who does not attend class at any time during the **first four weeks** of instruction. If a faculty member does this, no record of enrollment in the course will appear on the students’ transcript. For this reason, a student absent from any class meeting during this period is responsible for contacting the instructor before the next class meeting to request being retained in the course. A faculty member is not obligated to administratively drop students who do not attend class meetings during the first four weeks of instruction. Thus, a student cannot expect instructors to administratively withdraw him/her in the event he/she is no longer attending class.”

From APM 231: <http://fresnostate.edu/mapp/documents/apm/231.pdf>

3. Academic requirements

3.1 Prerequisite GPA

For students with conditional admission, prerequisite GPA counts all the prerequisites students take at Fresno State. Students shall maintain prerequisite GPA ≥ 3.0 at all time.

3.1.1 10-unit Policy

“Conditions for achieving classified graduate standing to a graduate program must be fulfilled by the semester in which a maximum of one-third of the units to be used toward the graduate degree (10 units on a 30-unit program) are completed.”

From: <https://catalog.fresnostate.edu/content.php?catoid=3&navoid=82>

3.2 Cumulative GPA

Cumulative GPA counts all the courses students take at Fresno State. Students shall maintain cumulative GPA ≥ 3.0 at all time. Students who do not maintain the required GPA will be placed on Administrative Academic Probation (AAP). Effective with the Fall 2007 semester, students who are placed on AAP for any two semesters will be disqualified from the university. To attain classified standing from conditionally classified standing, a student must have a minimum GPA 3.0 in all coursework taken toward the M.S. in Computer Science.

From: <https://catalog.fresnostate.edu/content.php?catoid=3&navoid=82>

3.3 Program GPA

Program GPA counts 30 units that students list on advancement to candidacy form. Students shall maintain program GPA ≥ 3.0 by graduation.

From: <http://www.fresnostate.edu/academics/gradstudies/forms/atc.html>
and <https://catalog.fresnostate.edu/content.php?catoid=3&navoid=82>

3.4 Grade Substitution Policy

Students pursuing graduate degrees may repeat undergraduate and graduate level courses with permission from their graduate coordinator and department chair, but grade substitution is not allowed.

From: <https://academics.fresnostate.edu/facultyaffairs/documents/apm/233.pdf>

4. Three Key Stages toward Completion of a Master Degree

4.1. From postbaccalaureate standing to classified graduate standing

Students who obtain conditional admission shall maintain *prerequisite GPA* ≥ 3.0 (the GPA of all the assigned prerequisites) as well as *postbaccalaureate cumulative GPA* ≥ 3.0 . After completing prerequisites with prerequisite GPA ≥ 3.0 , students shall apply for classification. Students who don't maintain prerequisite GPA requirements may have to

repeat prerequisites or assign additional prerequisites until prerequisite requirement is met before classification. Additionally, students shall not violate 10-unit policy at this stage.

From: <https://catalog.fresnostate.edu/content.php?catoid=3&navoid=82>

4.2. From classified standing to advancement to candidacy

Classified students who complete 9+ units toward proposed degree/program and *cumulative GPA* ≥ 3.0 are eligible to apply for advancement to candidacy. Please note that students shall apply advancement to candidacy a semester before taking culminating experience.

From: <http://www.fresnostate.edu/academics/gradstudies/forms/atc.html>
and <https://catalog.fresnostate.edu/content.php?catoid=3&navoid=82>

4.3. Culminating Experience

Candidate students choose between CSCI 297 (Graduate synthesis along with comprehensive exam), 298 (Master project), or 299 (Master thesis). In order to graduate, students shall first apply for graduation at the beginning of the semester they enroll in their culminating experience and earn a B or better grade. Student shall also maintain *program GPA* ≥ 3.0 .

4.3.1 Expectation of Culminating Experience

- a. Students opting for CSCI 297 Graduate Synthesis shall choose 2 elective graduate courses in different areas along with 3 required courses. To be eligible to take the comprehensive exam at the end of semester, students shall meet the minimum attendance requirements determined by the department. To pass CSCI 297 along with comprehensive exam, students shall obtain an average of B or higher in all courses and have at most one C. If students do not meet the above requirements, they will have to retake CSCI 297 via Graduation Continuation. Details can be found at:
<http://fresnostate.edu/csm/csci/degrees/grad/index.html>
- b. Students opting for CSCI 298 Master Project or CSCI 299 Master Thesis shall work closely with their supervisors. Proposals for CSCI 298/299 projects shall be prepared a semester before enrolling in CSCI 298/299. The Graduate Committee will review proposals and only accept highly competitive ones. After completing CSCI 298/299, students shall present and demo their results to faculty and students. CSCI 298/299 will be evaluated in three aspects: technical writing, oral presentation, and programming using department's rubrics. Students shall meet the minimum requirements determined by the department. Assessment

information can be found at:

<http://fresnostate.edu/academics/oie/assessment/soap/csmssoaps.html>

5. CPT and internship

To apply for CPT or an internship on/off campus, students shall maintain cumulative GPA \geq 3.25. In their CPT application, students shall provide the company's information, an offer letter that includes the job description, number of hours, duration of CPT, among other information. Please note that CPT work must be an integral part of an established curriculum. Students shall enroll a 2-unit of CSCI 194i *every* semester during CPT period. For more information, please contact ISSP.

6. Other Requirements

Students are responsible of frequent communication with faculty and graduate coordinator, especially with students who are not performing adequately. Neglecting to maintain this communication is the most common reason for failure in our program.

Student Name (Printed): _____ Student ID: _____

Student Name (Signed): _____

Date: _____