

RULES AND REGULATIONS

To qualify for the Master of Arts in Applied Behavior Analysis, students must complete the following requirements established by the Division of Graduate Studies and the Department of Psychology.

- All degree requirements (coursework, practicum, and thesis) must be completed within a period of five years.
- University policy requires graduate students to be continuously enrolled in the university every fall and spring semester until the awarding of the degree. If students are given permission to graduate during the summer, they must maintain continuous enrollment in that term as well.
- Under specific circumstances (e.g., an educationally relevant or career-oriented opportunity, or extenuating personal circumstances), students may be exempt from registering for any units in the program for one semester only. This must be done with prior approval from the student's primary advisor and the program coordinator. Any more than one semester without enrollment (fall and spring only) will result in disqualification of the student and removal from the Master's Degree Program.
- Credit by examination may not apply toward the Master's Degree Program.
- Units taken as part of an undergraduate program may not apply toward the Master's Degree Program.
- No course used to obtain another Master's degree in this or any other department may be included in the program.
- Advancement to Candidacy must be obtained prior to the semester in which the student registers for thesis units.
- The student must attain a grade of B or higher in PSYCH 244.
- The student must have completed all of the coursework for credit (except practicum – this is a credit/no-credit class).
- The student must have passed the Psychology department Graduate Writing Examination
- The thesis must be completed and approved by the thesis chair and committee.

- The student must maintain a GPA of 3.0 or higher.
- Once a student has advanced to candidacy, they must achieve a grade of B or better in all graduate coursework.
- When one or more courses in the 200 series are included, the maximum allowable load is 16 units. Requests for exceptions to this policy must be addressed to the Division of Research and Graduate Studies.

PROBATION, DISQUALIFICATION, AND GRIEVANCES

ADMINISTRATIVE ACADEMIC PROBATION (AAP)

Students enrolled in Master's degree programs may be placed on AAP for the following reasons:

- Failure to maintain the minimum GPA of 3.0 required by Title 5, California State Education Code;
- Withdrawal from a substantial portion of a program for two successive terms or for any three terms;
- Repeated failure to make progress toward the Master's degree; or
- Failure to comply with an academic requirement or regulation that is routine for all students or for a defined group of students.
- Upon the report of any of the above, a Graduate Evaluator will notify the program coordinator that a permanent note of probation will be placed on the student's transcript unless the Advisor asks in writing, by the specified due date, that the student instead be granted "informal probation." The department will be asked to monitor the student's progress in meeting the requisite goals for continuing toward achievement of the degree.

ACADEMIC DISQUALIFICATION

A student will be disqualified from the program if at any time he/she has earned two grades of D or below in required coursework. A student may retake one course in which he/she has obtained a grade of D or F, although there is no grade replacement in graduate coursework. If the student earns another D in any required coursework, he/she automatically will be disqualified from the program.

- Students are automatically disqualified if their cumulative grade point average falls below 2.0.
- Two semesters of AAP will lead to dismissal from the program.
- Students who are not enrolled (i.e., registered for units) for more than one fall or spring semester will be administratively dropped from the Master's Degree program.
- Students who have exceeded the 5-year limit set by the Division of Graduate Studies and who fail to make sufficient progress toward graduation may, upon agreement of the program coordinator and the department's graduate committee, be disqualified from the program.

ETHICS AND STANDARDS

Violations of university policy (e.g., cheating, plagiarism, sexual harassment) or the code of ethics for psychologists (e.g., conduct of research without proper approval or consent, breach of confidentiality) will be reported to the appropriate university administrators (i.e., Department Chair, Department Graduate Committee, Vice President of Student Affairs, Dean of Students). These violations may result in disciplinary action, including probation or disqualification from the program. Students should review university policy/legal statements ([Code of Conduct](#)), as well as APA and BACB Ethics.

GRIEVANCE PROCEDURES AND DISPUTE RESOLUTION

A student-related dispute could arise from a decision or action in the course of official duty by a member of the faculty, staff, or administration of the California State University, Fresno. The decision or action could be alleged as discriminatory, contrary to accepted academic relationships and procedures, or restrictive of the rights of any student of the university to fair treatment. The purpose of the dispute resolution process is to provide a mechanism for students to have a third party review the situation.

The student must first make a good faith effort to resolve the matter informally by talking with the individual concerned. If these resolutions are unsatisfactory, the student should pursue further informal resolution by talking with the individual's direct supervisor or department chair, and if necessary, the director of the unit or college/school dean. If resolution is not achieved through informal procedures, the student should contact the Office of the Vice President for Student Affairs and Dean of Students for assistance.

A detailed description of the dispute resolution process can be found at:

<http://www.fresnostate.edu/academics/senate/documents/APM%20415%20recvd%2002.16.18.pdf>