

## WELCOME TO OUR PROGRAM!

Here are some general advising tips to keep in mind as you go through our program. Please make sure to read these carefully and print out the list for your records.

1. We will keep you informed about important matters through the ENGMA listserv. You will be enrolled in ENGMA under your CSUSB email address. You should check this email regularly, since all official university business is conducted through CSUSB email accounts.
2. Before completing the M.A. program, you'll need to satisfy our foreign language requirement. The current Bulletin of Courses lists several ways to satisfy this requirement. Feel free to contact your Graduate Coordinator if you have any questions.
3. If you want to tutor in the CSUSB Writing Center, you'll need to complete ENG 530 (Issues in Tutoring Writing) with a "B" or better to be eligible.
4. You need your Graduate Coordinator's permission for any elective courses you wish to take.
5. You should avoid taking grades of "Incomplete" (I) in any course. Students often do not finish Incompletes, and the "I" grade turns into an "IC," the equivalent of an "F" in a student's GPA.
6. Once you have completed 16 units of graduate coursework in our program, make an appointment to see your Graduate Coordinator to complete a *Program Plan*. This plan will be your roadmap for classes during the remainder of the program. Filing this form also officially advances you to "Candidacy" for the degree. If you ever deviate from the program plan, notify your Graduate Coordinator so you can file a change with the Office of Records, Registration, and Evaluation.
7. The University requires that all graduate students remain continuously enrolled in their programs until they graduate. If you must be away from the program for one or more quarters, you must petition for a Leave of Absence. You may obtain a Leave of Absence petition from the Office of Graduate Studies in AD-127 or download the Leave of Absence form from their website: <<http://gradstudies.csusb.edu>>. If you're not enrolled at the University and don't have an approved Leave of Absence, you'll be automatically dropped from the University system and must reapply to continue in the program. If readmitted, you'll be subject to the most recent Catalog requirements.
8. The degree must be completed within seven years. Students who have taken any required or elective course that expires because it exceeds this seven-year limitation will have to retake the course or its equivalent, as designated by the Graduate Coordinator, regardless of the grade originally earned. Petitions to waive this requirement will not be approved.
9. You must maintain a minimum GPA of 3.0 in degree-applicable coursework throughout the program. If your cumulative GPA in the program falls below 3.0, you'll be placed on academic probation and given (typically) one quarter to raise your GPA to the minimum. Students who fail to raise their GPA within the specified time period are subject to dismissal from the program.

10. You will fulfill the "Culminating Experience" in the program by completing either a thesis or the comprehensive examination. To pursue the thesis option you must have a minimum GPA of 3.7 overall in degree-applicable coursework or the permission of the graduate coordinator. If you have completed at least 24 units in the program and are interested in the thesis option, you must meet with your graduate coordinator to have your GPA reviewed and obtain permission to pursue the thesis option.
11. You should read and print out *Finishing the M.A.* on the program website  [<english.csusb.edu/grad.>](http://english.csusb.edu/grad.). This document details the steps you must complete under either the thesis option or the comprehensive exam option.