

CHECKLIST OF STUDENT REQUIREMENTS

Master of Science in Health Services Administration

Department of Health Science and Human Ecology

California State University, San Bernardino

Instructions: This form may be used by students and advisors for keeping a record of accomplishment toward requirements for the MSHSA program. It does not represent an official record. Students are required to be aware of and to meet all university and department requirements. Refer to reverse side for differences between university and program policies.

To be Admitted to the University for Post-baccalaureate Studies (Unclassified)

Date Completed

- Submit application for post-baccalaureate studies at CSUSB
- Pay nonrefundable application fee
- Request official copies of all transcripts be sent to University Admissions
- Submit official Graduate Record Examination scores

To be admitted to MSHSA Program (Conditionally) Date Completed

- GPA of 3.0 in major or last two years (15 units) of BS/BA/Graduate studies

To Achieve Classified Status Date Completed

- Application to program for Master in Health Services Administration completed.
- Three (3) letters of recommendation received.
- Biographical sketch received.
- Graduate advisor selected.
- Approved Planned Program of Study filed.
- GPA of 3.0, last 90 quarter units of bachelor's degree or 12 units of graduate work.
- completed university writing requirement.
-

To be Advanced to Candidacy Date Completed

- Have completed requirements for classified status (above)
- At least 20 units of graduate level study completed with GPA of 3.0 or better
- Graduate thesis/residency chair selected
- Graduate thesis/residency committee selected

Thesis topic/residency project approved
 Request for advancement to Candidacy made to Graduate Coordinator

Any changes to Planned Program of Study filed

To Complete degree Requirements Date Completed

Advancement to candidacy (above)

68 units of graduate level study (32 resident) completed with GPA of 3.0 or better.

Thesis/Residency defended

Thesis/Residency submitted and approved by Dean of Graduate Studies

Graduation Check completed and cleared

Recommendation for MSHSA by Graduate Education Committee

Special Instructions

Instruction In planning and reviewing progress toward your degree, please be aware of the following differences between graduate school and program requirements.

Requirement Graduate School MSHSA Program

Limitation on Credits Earned in Unclassified Standing

No more than 20 units in unclassified standing may be used to demonstrate fitness and complete the program or may be counted toward meeting requirements for a graduate degree.

No more than 12 units earned in unclassified standing may be used to demonstrate fitness and complete the program or may be counted toward meeting requirements for a graduate degree.

Course Level

requirements for

Master's Degree

Program

The program must include at least 45 quarter units of upper division and graduate course work (300-699)

The program must include at least 45

quarter units or upper division and graduate course work (300-699), at least half of the units required take from 600 label courses in Health Science and Human Ecology

Courses taken in

Residency

The program must include 32 or more quarter units of course work taken in residence on this campus. Credit by examination and credit for extension are not considered as residence study.

Same

Extension and

Transfer Credits

from other

Schools

The program may not include more than 13 quarter units in extension and transfer credits from other colleges

The program may include no more than 13-quarter units in extension and transfer credits from other colleges. All extension and transfer credit must have been completed within five years of request for credit and be accepted by the university program.

Minimum Grade

Point Average

(GPA)

The program course work must be completed with a minimum grade point average of 3.0 (B).

Candidates must also maintain a minimum grade-point average of 3.0 (B) in all postbaccalaureate work undertaken at CSUSB and/or transfer work following admission to classified graduate standing.

The graduate level program coursework

must be completed with a minimum grade point average of 3.0 (B) and no grades below "B-" in prerequisite and other courses in the program.

Limitation on

Time to

Completion

The program must be completed within a seven year period. No more than seven years may elapse between the times of registration from the earliest course listed on the program and the completion of all requirements for the degree.

The program must be completed within a five-year period. No more than five years may elapse between the time of registration for the earliest course listed on the program and the completion of all requirements for the degree

Limit on Time for

Completion of

Thesis or

Residency

The time limitation for graduate degree thesis may be up to two years but may not exceed the overall time limit for completion of all master's degree requirements. Extension of any time period requires prior authorization by the dean of graduate studies.

Same.

Academic Load The normal academic load for post-baccalaureate or graduate students is a 8-10 quarter unit. To enroll in more than 16 units in any one quarter, a student must have written approval of the advisor and the dean of graduate studies.

The normal academic load for postbaccalaureate or graduate students is 8-10 quarter units. To enroll in more than 16

units in any one quarter, a student must have written approval of the advisor, the graduate coordinator, and the dean of graduate studies.

Undergraduate

Credit Toward

Post-baccalaureate

Degree

All course work (numbered 300 and above) complete in the final quarter before graduation that is not required for the bachelor's degree will automatically be considered post-baccalaureate credit unless the student petitions otherwise.

All course work (numbered 300 and above) complete in the final quarter before graduation that is not required for the bachelor's degree will be considered by the program, but not automatically accepted, for post-baccalaureate credit unless the student petitions otherwise.

Wavier of

Prerequisite or

Required Course

Work

None Students petitioning for wavier of prerequisite or required core course work must submit copy of course syllabus or catalog description from college where taken. Course work recognized for wavier must have been completed within five (5) years of the date of the request. Waivers and transfers must be approved in advance by the graduate coordinator.

Advancement to

Candidacy

Students pursuing an advanced degree through

the university should, before completing 20 quarters units toward the degree, prepare and file an official document titled "an approved graduate program" with the department from which they plan to receive the degree.

Same

Graduation

Requirement

Check

Candidates for degrees to be awarded at the end of a regular quarter or summer session must request a graduation check prior to completing their academic work at the university

Advancement to Candidacy is needed before the graduation check can be completed.

Candidates for degrees to be awarded at the end of a regular quarter or summer session must request a graduation check prior to completing their academic work at the university. The program must be notified of your intent to graduate one month before filing a graduation check. Advancement to Candidacy is needed before the graduation check can be completed.