**California State University, Long Beach Policy Statement**

Policy Number: **XX-XX**

Date: **XXX**

**POLICY ON GRADUATE STUDIES 700 (GS 700)**

(This policy supersedes Policy Statement 05-08.)

This policy statement was recommended by the Academic Senate on **XXXXX**

and approved by the President on **XXXXX**.

Every semester, graduate students must be registered in a course or in GS 700 or have an approved educational leave. Registration in GS 700 is restricted to graduate students who have completed all course work and have been advanced to candidacy. Registration in a course or in GS 700 also is required in winter or summer session if that is when a student plans to submit their thesis and graduate. Registration in winter or summer session is not required if the thesis was submitted to the Thesis and Dissertation Office by the fall or spring deadline and if the student is required to complete only the thesis formatting edits after submission. Although no unit credit is added to the student’s program or transcript, GS 700 is considered as one unit of concurrent enrollment credit for fee payment purposes, payable online or in person by the published fee payment deadline. Registration for GS 700 constitutes enrollment in the university, including for scholarship eligibility purposes.

**VERSION A** [as proposed by CEPC]

Graduate student enrollment in GS 700 must be approved by department graduate advisors, chairs, or the Associate Dean for the College.

**VERSION B** [only grad advisors and chairs can issue permits for the first four semesters of GS 700]

Graduate student enrollment in GS 700 must be approved by department graduate advisors or chairs.

**VERSION C** [grad advisors, chairs, associate deans, or graduate directors can issue permits for the first four semesters of GS 700]

Graduate student enrollment in GS 700 must be approved by department graduate advisors, chairs, the Associate Dean for the College, or the college Graduate Director .

**VERSION D** [grad advisors and chairs issue permits, but associate deans or graduate directors can as well when grad advisors and chairs are not available for the first four semesters of GS 700]

Graduate student enrollment in GS 700 must be approved by department graduate advisors or chairs, or, when they are not available, the Associate Dean or Graduate Director for the College.

After registering for four semesters of GS 700, students will be subject to a registration hold. Prior to registering for any subsequent semester of GS 700, the department graduate must confer with the student and with the Associate Dean of the College (Graduate Programs) about an appropriate course of action for the graduate student. Colleges/departments may hold students to an earlier timeline for the required submission of an action plan to the department advisor or to the Associate Dean than outlined here with clear delineation in its communications and publications. Students whose coursework is still valid under University Regulations governing the Master’s Degree shall not be prohibited from registering for GS 700 in a given semester.

Decisions on registration, the action plan, or other directly related matters may be appealed to the Associate Dean of the College (Graduate Studies), and, if still unresolved, to the Vice Provost for Academic Affairs and Dean of Graduate Studies.

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EFFECTIVE: XXXXX