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Message from the Dean's Office

We look forward with excitement to the start of a new school year and are delighted that you will be joining us at San Diego State University. The Fowler College of Business is committed to student success and preparing you for a dynamic career.

Our College is proud of the recognition it has earned in rankings by U.S. News & World Report, SportsBusiness, and U.S. Veterans Magazine. We continuously look for new ways to develop relevant and innovative curricula that prepares graduates for rewarding professional careers.

In 2016, the college was named in honor of San Diego philanthropists Ron and Alexis Fowler, whose $25 million gift is the largest in the history of the university and is helping us achieve our goal to become one of the world’s premier business schools, dedicated to educating the next generation of business leaders. Our long-standing best-in-class entrepreneurial programs benefit from a generous gift from Leonard Lavin which paved the way for the Lavin Entrepreneurship Center. This center provides our entrepreneurial-minded students from across the campus with valuable resources to launch and maintain successful businesses that contribute to the global economy. A generous gift from the Lamden Family to honor Dr. Charles W. Lamden supports our goal to provide excellence in accounting education.

The Artificial Intelligence Lab enables faculty and students to engage in theoretical and experimental research and teaching in an environment that fosters interdisciplinary collaborations. With generous financial support and gifts provided by Stephen & Marjorie Cushman and Wells Fargo Bank, the SDSU Financial Markets Lab was established to create a unique learning environment for students. Along with real-time data and analysis for class projects, student users of the Lab gain essential skills for careers in finance and related fields. Additionally, contributions from several of our board members and supporters have made possible renovations to our facilities. The Page Pavilion and 3M Sales Lab provide state-of-the-art collaborative space to enrich the classroom experience of business students. The College’s Career Management Center and the Center for Advancing Global Business, along with other centers, enhance our programs and create numerous opportunities for transformational educational and career-development experiences for students.

SDSU’s outstanding faculty serve as thought leaders in the theory and practice of business, translating their research and knowledge of business into discussions of value creation and effective leadership that positively impact business and society.

Our faculty focus on bringing knowledge in their disciplines together in an integrated fashion that offers our students a holistic approach to business. SDSU’s Fowler College of Business is where current faculty thought leaders and future business leaders come together. Welcome to the SDSU Fowler College of Business community.

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Interim Thomas and Evelyn Page Dean
Fowler College of Business
San Diego State University

David Ely, Ph.D.
Associate Dean
Fowler College of Business
San Diego State University
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Higher Education & Acronyms

We ♥ Acronyms!

Important Ones to Know:
- SDSU
- FCB
- GBP
- GPA (POS, +300, etc)
- ACCTG, BA, FIN, MGT, MIS, MKTG
- POS
- PAAR
- REDID
Web Portal

- Make sure your contact information is up-to-date
- File for a Leave of Absence if you can’t attend during Fall or Spring semester (see advisor for more details)
- Check your final grades here
- Clear registration holds & plan classes ahead of time
- Find your required books here

Program of Study (POS)

What is a POS?

- A POS lists all courses required in order for you to graduate with a Master’s Degree from SDSU
- Your POS is typically submitted to the University by a Graduate Advisor one semester prior to graduation
- It is a good idea to review your unofficial (paper) POS with your advisor at least once a year
- MBA Students will make their POS with Diane; all other programs will work with their Faculty Advisor
- You need an approved POS to enroll in the Capstone course
Important POS Requirements

- A grade point average of at least 3.0 (B) must be maintained on all POS courses. A grade of C- or below is not passing and cannot be used on the POS.

- Unit limitations for CR/NC courses, courses taken outside of the College of Business, and 500 level coursework vary by program. Please speak with an academic advisor if you have any questions.

- Conditional, Classified, Candidacy
Course Load

How many classes should I take?

- Students who work full time or who have equivalent life commitments, should plan on taking no more than two classes per semester (6 units)

- Full time students, who do not work or work just a few hours per week, should plan on taking between three and four classes per semester (9-12 units)

- Talk to your advisor for more information

Blackboard

https://blackboard.sdsu.edu/

- Login with your SDSUid
- Access course syllabi, professor’s contact information, class assignments, course readings, and more
- We recommend logging into your account a few days before school starts
Class Schedule

https://sunspot.sdsu.edu/schedule/search

- Easy to search by course subject
- Can change term on left-hand side of the page to see past course offerings
- Typical Date of Schedule Release:
  
  **Spring 2019**
  
  for Fall 2019, Spring 2020, Summer 2020

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Graduate Bulletin

Has important, detailed information on:
- Academic Calendar
- POS filing and requirements
- Conditional (Admit) Status vs. Classified Status
- Leave Of Absence
- Transfer units
- Graduation Requirements (GPA, etc.)
- All the requirements and policies you need to know now, not wished you knew later!

https://curriculum.sdsu.edu/curriculum-services/graduate-bulletin
Graduate Business Website

https://business.sdsu.edu/grad

Important Resources:
- Program of Study (POS) planning forms
- Faculty and Staff Advisor’s contact information
- MBA Electives and Specialization Advising sheets
- Graduate Professional Fee Waiver form
- Link to Course Syllabi
- Study Abroad information
- Student resources and more!

Graduate Business Website: Current Student Resources

- Graduate Business Student Handbook, Fall 2018
  - Advisors
  - Program of Study (POS) Forms
  - Curricular Practical Training (CPT)
  - Graduate Professional Business Fee Waiver Request
  - GADA Application
  - Graduation Application
  - Petition for Adjustment of Academic Requirements
  - Request to Change Programs within the College (Change to a College of Business Program from an Outside Department)
  - Request Unofficial Withdrawal of Graded Courses
  - Thesis Information
  - Additional Resources
  - Syllabus Repository
Get Involved

Student Organizations
- National Association of Women MBAs
- Graduate Business Student Association
- ZAHN Innovation
- AMP (AMP Center Program)
- Toastmasters International
- Study Abroad

High Impact Programs
- Become Global
- Leader

Contact the GBP Office

Graduate Business Programs Website: https://business.sdsu.edu/grad

Phone: (619) 594-8073
Email: gradbusiness@sdsu.edu
### SDSU COLLEGE OF BUSINESS ADMINISTRATION

**PROGRAM OF STUDY FOR THE MASTER OF BUSINESS ADMINISTRATION (MBA)**  
*Fall 2014 Admits and After*

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 623</td>
<td>Statistical Analysis</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BA 624</td>
<td>Organizational Behavior &amp; Leadership</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BA 625</td>
<td>Financial &amp; Management Accounting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BA 626</td>
<td>Business Economics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BA 627</td>
<td>Marketing</td>
<td>3</td>
<td></td>
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<tr>
<td>BA 628</td>
<td>Operations &amp; Supply Chain Management</td>
<td>3</td>
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<tr>
<td>BA 629</td>
<td>Financial Management</td>
<td>3</td>
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</tbody>
</table>

### CORE COURSES (21 Units)

*Students may waive up to 6 units of the core requirements with prior approval. Please see an advisor for more information.*

<table>
<thead>
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<th>Units</th>
<th>Grade</th>
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<tbody>
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<td>Statistical Analysis</td>
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<tr>
<td>BA 624</td>
<td>Organizational Behavior &amp; Leadership</td>
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<td>BA 625</td>
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<td>BA 626</td>
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<td>BA 627</td>
<td>Marketing</td>
<td>3</td>
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<tr>
<td>BA 628</td>
<td>Operations &amp; Supply Chain Management</td>
<td>3</td>
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<tr>
<td>BA 629</td>
<td>Financial Management</td>
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</table>

### BUSINESS STRATEGY (3 Units)

*Students must complete all core courses (BA 623-BA 629) prior to taking BA 630.*

<table>
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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>BA 630</td>
<td>Business Strategy</td>
<td>3</td>
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</table>

### OPTIONAL SPECIALIZATION

Specialization:  

### ELECTIVES (18 Units)

Transfer Courses  
(Student with a Program of Study that is 39 units long, may transfer in 9 units. Students with a Program of Study that is 42-45 units long, may transfer in 12 units.)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
<th>Grade</th>
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</table>

### CULMINATING EXPERIENCE (3 Units)

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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 795</td>
<td>Business Consulting</td>
<td>3</td>
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</table>

OR

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 799</td>
<td>Thesis</td>
<td>3</td>
<td></td>
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</tbody>
</table>

**TOTAL UNITS:** (39-45)
Overview

The MSA-AIS specialization provides students with an academic curriculum that integrates accounting and information systems. MSA-IS students developed the knowledge and skills to become accountants with expertise in information systems and business process management. The MSA-AIS specialization is designed primarily for students interested in pursuing careers in AIS related positions in internal audit, assurance services, information technology auditing, and consulting. The MSA-AIS specialization prepares students to take the Certified Information Systems Auditor (CISA) exam, the Certified Internal Auditor (CIA) exam, and the Certified Public Accountant (CPA) exam.

Core Business Prerequisite Courses

Core business prerequisites that have not been met prior to enrolling in the MSA program are expected to be satisfied by completing graduate courses at SDSU.

BA 623: Statistical Analysis (undergraduate equivalent: statistical analysis for business)
BA 624: Organizational Behavior and Leadership (undergraduate equivalent: management and organizational Behavior)
BA 625: Financial and Management Accounting (undergraduate equivalent: financial and managerial accounting)
BA 626: Business Economics (undergraduate equivalent: microeconomics and macroeconomics)
BA 629: Financial Management (undergraduate equivalent: fundamentals of finance)

Note: Students with an undergraduate degree in business will have likely satisfied this entire set of prerequisites.
Completion of these courses will not count toward the MSA degree. See the Graduate Bulletin for course descriptions.

Accountancy Core Courses

Accountancy core courses that have not been completed prior to enrolling in the MSA program must be completed as part of the MSA degree.

ACCTG 620: Financial Measurement and Reporting (equivalent non-MSA course: intermediate accounting)
ACCTG 621: Accounting Information Systems
ACCTG 624: Tax for Managers (equivalent non-MSA course: taxation for business entities)
ACCTG 625: Managerial and Financial Reporting and Analysis (equivalent non-MSA course: cost accounting)
ACCTG 626: Assurance and Auditing Services (equivalent non-MSA course: auditing)

Note: Students with an undergraduate degree in accounting will have likely completed equivalent courses. Equivalent courses completed prior to enrolling in the MSA program will be waived or replaced with appropriate elective courses as needed. See the Graduate Bulletin for course descriptions. Only three core accountancy courses (9 units) may be included as part of the MSA program of study.
The MSA program requires students to complete at least ten courses (i.e., a minimum of 30 semester units) beyond the core business prerequisites. The following are example Programs of Study (POS) for MSA-AIS students. The sets of courses are not exhaustive and other courses may be taken depending on students’ individual needs and with Adviser approval. Official Programs of Study (POS) are determined by an MSA Adviser based on students’ goals. Students must meet with an MSA Adviser prior to enrolling in any courses. See the Graduate Bulletin for course prerequisites and additional course information.

**Sample POS: Non-Accounting Undergraduate Major**

**Practice Area: Accounting Information Systems**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Units</th>
<th>Semester Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 620*</td>
<td>Financial Measurement and Reporting</td>
<td>3</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>ACCTG 621*</td>
<td>Accounting Information Systems</td>
<td>3</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>ACCTG 624*</td>
<td>Tax for Managers</td>
<td>3</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>ACCTG 625*</td>
<td>Managerial and Financial Reporting and Analysis</td>
<td>3</td>
<td>Spring</td>
</tr>
<tr>
<td>ACCTG 626*</td>
<td>Assurance and Auditing Services</td>
<td>3</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>MIS 687**</td>
<td>Business Data Communications</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>ACCTG 673</td>
<td>Accounting Information Systems Development</td>
<td>3</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>ACCTG 675</td>
<td>Seminar in AIS Audit and Control</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>ACCTG 790</td>
<td>Analytics in Accounting (required capstone)</td>
<td>3</td>
<td>Fall/Spring/Summer</td>
</tr>
<tr>
<td>MIS 750</td>
<td>Strategic Project Management</td>
<td>3</td>
<td>Spring</td>
</tr>
<tr>
<td>MIS 755</td>
<td>Information Systems Security Management</td>
<td>3</td>
<td>Spring/Summer</td>
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<tr>
<td></td>
<td><strong>AIS Electives Choose One (1):</strong></td>
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<tr>
<td>ACCTG 505</td>
<td>Fraud Examination</td>
<td>3</td>
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<tr>
<td>ACCTG 522</td>
<td>International Financial Reporting</td>
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<tr>
<td>ACCTG 630</td>
<td>Ethics in Accounting</td>
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<tr>
<td>ACCTG 660</td>
<td>Seminar in Accounting Theory</td>
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<tr>
<td>ACCTG 661</td>
<td>Seminar in International Accounting</td>
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<tr>
<td>ACCTG 663</td>
<td>Financial Statement Analysis</td>
<td></td>
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<tr>
<td>ACCTG 670</td>
<td>Seminar in Assurance Services</td>
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<tr>
<td>ACCTG 681</td>
<td>Seminar in Regulatory and Management Controls</td>
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<tr>
<td>ACCTG 729</td>
<td>Seminar in Forensic Accounting</td>
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<tr>
<td>MIS 686</td>
<td>Database Management</td>
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<tr>
<td>MIS 691</td>
<td>Decision Support Systems</td>
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<tr>
<td>MIS 695</td>
<td>Business Systems Analysis and Design</td>
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<tr>
<td>MIS 697</td>
<td>Project Planning and Development</td>
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<tr>
<td>MIS 749</td>
<td>Business Analytics</td>
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<tr>
<td>MIS 752</td>
<td>Seminar in Supply Chain and Enterprise Resource Planning</td>
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<tr>
<td>MIS 753</td>
<td>Global Supply Chain Management</td>
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</tbody>
</table>

**Total units**: 36
### Sample POS: Accounting Undergraduate Major

**Practice Area: Accounting Information Systems**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Units</th>
<th>Semester Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS 687**</td>
<td>Business Data Communications</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>ACCTG 673</td>
<td>Accounting Information Systems Development Seminar in AIS</td>
<td>3</td>
<td>Fall/Summer</td>
</tr>
<tr>
<td>ACCTG 675</td>
<td>AIS Audit and Control</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>ACCTG 790</td>
<td>Analytics in Accounting (required capstone)</td>
<td>3</td>
<td>Fall/Summer</td>
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<tr>
<td>MIS 750</td>
<td>Project Management</td>
<td>3</td>
<td>Spring</td>
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<tr>
<td>MIS 755</td>
<td>Information Systems Security Management</td>
<td>3</td>
<td>Spring/Summer</td>
</tr>
<tr>
<td></td>
<td><strong>AIS Electives Choose Four(4):</strong></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>ACCTG 505                      Fraud Examination</td>
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<tr>
<td></td>
<td>ACCTG 522                      International Financial Reporting</td>
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<td>ACCTG 630                      Ethics in Accounting</td>
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<td>ACCTG 660                      Seminar in Accounting Theory</td>
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<td></td>
<td>ACCTG 661                      Seminar in International Accounting</td>
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<tr>
<td></td>
<td>ACCTG 663                      Financial Statement Analysis</td>
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<td>ACCTG 670                      Seminar in Assurance Services</td>
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<td></td>
<td>ACCTG 681                      Seminar in Regulatory and Management Controls Seminar</td>
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<td></td>
<td>ACCTG 729                      in Forensic Accounting</td>
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<td></td>
<td>MIS 686                        Database Management</td>
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<td>MIS 691                        Decision Support Systems</td>
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<tr>
<td></td>
<td>MIS 753                        Global Supply Chain Management</td>
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</table>

Total units 30

1 A minimum of 12 units of accountancy courses must be numbered 650 or higher, including the ACCTG 790.
2 A maximum of 9 units of 500 level courses may be included in a POS.

* Equivalent courses completed prior to enrolling in the MSA program will be waived and/or replaced with appropriate elective courses as needed.
** Students with an undergraduate course in equivalent information systems may waive this course. Although the course may be waived, students still need to meet the required 30 units.

For questions contact Janie Chang, ([JCHANG@sdsu.edu](mailto:JCHANG@sdsu.edu))
Overview

The MSA-Financial Reporting Specialization (FRS) provides students with an academic curriculum that focuses on enhancing the quality of information for business decision-making, with an emphasis on developing the communication and problem-solving skills to responsibly contribute to financial reporting processes. MSA-FRS students develop a framework for financial reporting grounded in the principles of measurement, disclosure, control, and assurance. Students also have the flexibility to explore topics such as financial statement analysis, accounting theory and research, accounting information systems, corporate finance, and assurance services that transcend traditional financial statement audits. The MSA-FRS is designed primarily for students interested in pursuing financial reporting careers in assurance services and corporate industry, but is flexible enough to allow students to customize their graduate accounting coursework to meet specific career objectives. The MSA Program curriculum meets the accounting education requirements for the Certified Public Accountant (CPA) exam in California, and can also be customized to prepare students for the Certified Management Accountant (CMA) and Chartered Financial Analyst (CFA) exams.

Core Business Prerequisite Courses

Core business prerequisites that have not been met prior to enrolling in the MSA program are expected to be satisfied by completing graduate courses at SDSU.

BA 623: Statistical Analysis (undergraduate equivalent: statistical analysis for business)
BA 624: Organizational Behavior and Leadership (undergraduate equivalent: management and organizational Behavior)
BA 625: Financial and Management Accounting (undergraduate equivalent: financial and managerial accounting)
BA 626: Business Economics (undergraduate equivalent: microeconomics and macroeconomics)
BA 629: Financial Management (undergraduate equivalent: fundamentals of finance)

Note: Students with an undergraduate degree in business will have likely satisfied this entire set of prerequisites. Completion of these courses will not count toward the MSA degree. See the Graduate Bulletin for course descriptions.

Accountancy Core Courses

Accountancy core courses that have not been completed prior to enrolling in the MSA program must be completed as part of the MSA degree.

ACCTG 620: Financial Measurement and Reporting (equivalent non-MSA course: intermediate accounting)
ACCTG 621: Accounting Information Systems
ACCTG 624: Tax for Managers (equivalent non-MSA course: taxation for business entities)
ACCTG 625: Managerial and Financial Reporting and Analysis (equivalent non-MSA course: cost accounting)
ACCTG 626: Assurance and Auditing Services (equivalent non-MSA course: auditing)

Note: Students with an undergraduate degree in accounting will have likely completed equivalent courses. Equivalent courses completed prior to enrolling in the MSA program will be waived or replaced with appropriate elective courses as needed. See the Graduate Bulletin for course descriptions. Only three core accountancy courses (9 units) may be included as part of the MSA program of study.
Example Programs of Study\(^1, 2\)

The MSA program requires students complete at least ten courses (i.e., a minimum of 30 semester units) beyond the core business prerequisites. The following are example Programs of Study (POS) for MSA-FRS students. The sets of courses are not exhaustive and other course may be taken depending on students' individual needs with MSA Adviser approval. Official Programs of Study (POS) are determined by an MSA Adviser based on students' goals. Students must meet with an MSA Adviser prior to enrolling in any courses. See the Graduate Bulletin for course prerequisites and additional course information.

**Sample POS: Non-Accounting Undergraduate Major**

**Practice Area: Public Accounting Audit**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Units</th>
<th>Semester Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 620*</td>
<td>Financial Measurement and Reporting</td>
<td>3</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>ACCTG 621*</td>
<td>Accounting Information Systems</td>
<td>3</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>ACCTG 624*</td>
<td>Tax for Managers</td>
<td>3</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>ACCTG 625*</td>
<td>Managerial and Financial Reporting and Analysis</td>
<td>3</td>
<td>Spring</td>
</tr>
<tr>
<td>ACCTG 626*</td>
<td>Assurance and Auditing Services</td>
<td>3</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>ACCTG 501</td>
<td>Advanced Financial Accounting</td>
<td>3</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>ACCTG 630</td>
<td>Ethics in Accounting</td>
<td>3</td>
<td>Fall/Spring/Summer</td>
</tr>
<tr>
<td>ACCTG 660</td>
<td>Seminar in Accounting Theory</td>
<td>3</td>
<td>Spring</td>
</tr>
<tr>
<td>ACCTG 663</td>
<td>Financial Statement Analysis</td>
<td>3</td>
<td>Fall/Spring/Summer</td>
</tr>
<tr>
<td>ACCTG 670</td>
<td>Seminar in Assurance Services</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>ACCTG 673</td>
<td>Accounting Information Systems Development</td>
<td>3</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>ACCTG 790</td>
<td>Analytics in Accounting (required capstone)</td>
<td>3</td>
<td>Fall/Spring</td>
</tr>
</tbody>
</table>

Total units 36

**Sample POS: Accounting Undergraduate Major**

**Practice Area: Public Accounting Audit**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Units</th>
<th>Semester Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 505</td>
<td>Fraud Examination</td>
<td>3</td>
<td>Spring</td>
</tr>
<tr>
<td>ACCTG 522</td>
<td>International Financial Reporting Standards</td>
<td>3</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>ACCTG 630</td>
<td>Ethics in Accounting</td>
<td>3</td>
<td>Fall/Spring/Summer</td>
</tr>
<tr>
<td>ACCTG 657</td>
<td>Seminar in Accounting for Income Taxes</td>
<td>3</td>
<td>Spring</td>
</tr>
<tr>
<td>ACCTG 660</td>
<td>Seminar in Accounting Theory</td>
<td>3</td>
<td>Spring</td>
</tr>
<tr>
<td>ACCTG 663</td>
<td>Financial Statement Analysis</td>
<td>3</td>
<td>Fall/Spring/Summer</td>
</tr>
<tr>
<td>ACCTG 670</td>
<td>Seminar in Assurance Services</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>ACCTG 673</td>
<td>Accounting Information Systems Development</td>
<td>3</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>FIN 652</td>
<td>Seminar in Security Analysis and Portfolio Management</td>
<td>3</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>ACCTG 790</td>
<td>Analytics in Accounting(required capstone)</td>
<td>3</td>
<td>Fall/Spring</td>
</tr>
</tbody>
</table>

Total units 30

---

\(^1\) A minimum of 12 units of accountancy courses must be numbered 650 or higher, including the ACCTG 790.

\(^2\) A maximum of 9 units of 500 level courses may be included in a POS.

* Equivalent courses completed prior to enrolling in the MSA program will be waived and/or replaced with appropriate elective courses as needed.

For questions contact:

(Last Names A-M) Professor Damon Fleming, dfleming@sdsu.edu

(Last Names N-Z) Professor Yan Luo, yluo@sdsu.edu
Master of Science in Accountancy: Taxation Specialization

Overview

The objective of the Master of Science degree program in Accountancy (MSA) is to provide students with advanced technical competencies in a specialized area within the field of accounting. The MSA-Taxation Specialization (TAX) program provides in-depth specialization in taxation to prepare students for a successful career as a tax professional with a public accounting firm, a corporate tax department, or governmental agency. The program develops the skills and expertise tax professionals need to assist clients with a variety of tax federal, state, local and international issues. The MSA-TAX also emphasizes developing student research, communication and problem-solving skills so they can dependably assist clients with business transactions. The MSA-TAX prepares students to take the Certified Public Accountant (CPA) exam and the Enrolled Agents Exam (EA).

Core Business Prerequisite Courses

Core business prerequisites that have not been met prior to enrolling in the MSA-TAX program are expected to be satisfied by completing graduate courses at SDSU.

BA 623: Statistical Analysis (undergraduate equivalent: statistical analysis for business)
BA 624: Organizational Behavior and Leadership (undergraduate equivalent: management and organizational Behavior)
BA 625: Financial and Management Accounting (undergraduate equivalent: financial and managerial accounting)
BA 626: Business Economics (undergraduate equivalent: microeconomics and macroeconomics)
BA 629: Financial Management (undergraduate equivalent: fundamentals of finance)

Note: Students with an undergraduate degree in business will have likely satisfied this entire set of prerequisites. Completion of these courses will not count toward the MSA degree. See the Graduate Bulletin for course descriptions.

Accountancy Core Courses

Accountancy core courses that have not been completed prior to enrolling in the MSA-TAX program must be completed as part of the MSA degree.

ACCTG 620: Financial Measurement and Reporting (equivalent non-MSA course: intermediate accounting)
ACCTG 621: Accounting Information Systems
ACCTG 624: Tax for Managers (equivalent non-MSA course: taxation for business entities)
ACCTG 625: Managerial and Financial Reporting and Analysis (equivalent non-MSA course: cost accounting)
ACCTG 626: Assurance and Auditing Services (equivalent non-MSA course: auditing)

Note: Students with an undergraduate degree in accounting will have likely completed equivalent courses. Equivalent courses completed prior to enrolling in the MSA program will be waived or replaced with appropriate elective courses as needed. See the Graduate Bulletin for course descriptions. Only three core accountancy courses (9 units) may be included as part of the MSA program of study.
Example Programs of Study¹,²

The MSA-TAX program requires students complete at least ten courses (i.e., a minimum of 30 semester units) beyond the core business prerequisites. The following are example Programs of Study (POS) for MSA-TAX students. The sets of courses are not exhaustive and other course may be taken depending on students’ individual needs with adviser approval. Official Programs of Study (POS) are determined by an MSA Adviser based on students’ goals. Students must meet with an MSA-TAX adviser prior to enrolling in any courses. See the Graduate Bulletin for course prerequisites and additional course information.

Sample POS: Non-Accounting Undergraduate Major Practice Area: Taxation

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Units</th>
<th>Semester Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 620*</td>
<td>Financial Measurement and Reporting</td>
<td>3</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>ACCTG 621*</td>
<td>Accounting Information Systems</td>
<td>3</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>ACCTG 624*</td>
<td>Tax for Managers</td>
<td>3</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>ACCTG 625*</td>
<td>Managerial and Financial Reporting and Analysis</td>
<td>3</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>ACCTG 626*</td>
<td>Assurance and Auditing Services</td>
<td>3</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>ACCTG 650</td>
<td>Tax Research</td>
<td>3</td>
<td>Fall/Spring/Summer</td>
</tr>
<tr>
<td>ACCTG 651</td>
<td>Corporate Tax</td>
<td>3</td>
<td>Spring</td>
</tr>
<tr>
<td>ACCTG 654</td>
<td>Partnership Tax</td>
<td>3</td>
<td>Fall/Spring/Summer</td>
</tr>
<tr>
<td>ACCTG 656</td>
<td>California and Multi-State Tax</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td></td>
<td><strong>Tax Electives Choose One:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 503</td>
<td>Individual Income Tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 655</td>
<td>Tax Planning for Individuals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 657</td>
<td>Accounting for Income Tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 659</td>
<td>International Tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIN 585</td>
<td>Estate Planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 630</td>
<td>Ethics in Accounting</td>
<td>3</td>
<td>Fall/Spring/Summer</td>
</tr>
<tr>
<td>ACCTG 790</td>
<td>Analytics in Accounting (required capstone)</td>
<td>3</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td></td>
<td><strong>Total units</strong></td>
<td>36</td>
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Sample POS: Accounting Undergraduate Major Practice Area: Taxation

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Units</th>
<th>Semester Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 650</td>
<td>Tax Research</td>
<td>3</td>
<td>Fall/Spring/Summer</td>
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<tr>
<td>ACCTG 651</td>
<td>Corporate Tax</td>
<td>3</td>
<td>Spring</td>
</tr>
<tr>
<td>ACCTG 654</td>
<td>Partnership Tax</td>
<td>3</td>
<td>Fall/Spring/Summer</td>
</tr>
<tr>
<td>ACCTG 656</td>
<td>California and Multi-State Tax</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td></td>
<td><strong>Tax Electives Choose Four:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 503</td>
<td>Individual Income Tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 655</td>
<td>Tax Planning for Individuals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 657</td>
<td>Accounting for Income Tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 659</td>
<td>International Tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIN 585</td>
<td>Estate Planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Free Elective</td>
<td>Any other appropriate course approved by the tax advisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 630</td>
<td>Ethics in Accounting</td>
<td>3</td>
<td>Fall/Spring/Summer</td>
</tr>
<tr>
<td>ACCTG 790</td>
<td>Analytics in Accounting (required capstone)</td>
<td>3</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td></td>
<td><strong>Total units</strong></td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

¹ A minimum of 12 units of accountancy courses must be numbered 650 or higher, including the ACCTG 790.
² A maximum of 9 units of 500 level courses may be included in a POS.
* Equivalent courses completed prior to enrolling in the MSA program will be waived or replaced with appropriate elective courses as needed.

For questions contact Professor Steven Gill (sgill@sdsu.edu)
Rev. July 2018
PROGRAM OF STUDY FOR THE MASTER OF SCIENCE IN INFORMATION SYSTEMS
FALL 2019 & AFTER

LAST NAME  FIRST NAME   RED ID

0. Completion of Prerequisites (enter “W” if waived; enter semester completed if otherwise)
   ______  BA 625;  ______  BA 627;  ______  BA 628

1. CORE COURSES (18 units)
   With the approval of the faculty advisor, a substitute course may be allowed in place of a required course after reviewing student credentials.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
<th>Enter “X” if substitute course is authorized by advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS 686</td>
<td>Enterprise Data Management</td>
<td>3</td>
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<tr>
<td>MIS 687</td>
<td>Business Data Communications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MIS 691</td>
<td>Decision Support Systems</td>
<td>3</td>
<td></td>
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<tr>
<td>MIS 695</td>
<td>Business Systems Analysis and Design</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MIS 697</td>
<td>Project Planning and Development</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MIS 752</td>
<td>Seminar in Supply Chain &amp; Enterprise Resource Planning</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MIS 688</td>
<td>Information Systems and Strategies in Organizations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MIS 748</td>
<td>Seminar in Applied Multivariate Analytics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MIS 749</td>
<td>Business Analytics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MIS 750</td>
<td>Strategic Project Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MIS 755</td>
<td>Information Systems Security Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BA 623</td>
<td>Statistical Analysis</td>
<td>3</td>
<td></td>
</tr>
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</table>

2. CAREER TRACK (9 units)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
<th>Grade</th>
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</table>

3. CULMINATING EXPERIENCE (3 units)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS 790</td>
<td>Directed Readings in MIS</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MIS 799</td>
<td>Thesis</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

A grade point average of at least 3.0 (B) must be maintained on all program of study courses. Please note that a grade of C– or below is not passing and cannot be used on the program of study.

Office Use Only CONF #______________

GBP Advisor Signature  Date

Faculty Advisor Signature  Date

Student Signature  Date

TOTAL UNITS: (30)
Name _________________________________   Red ID Number # _______-_______-
Phone ______-_______-________       Address ____________________________
Email: __________________________________  ____________________________

**Prerequisites:**

<table>
<thead>
<tr>
<th>Met</th>
<th>Not Met</th>
<th></th>
<th>Met</th>
<th>Not Met</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Financial Acct¹</td>
<td></td>
<td></td>
<td>Finance¹ BA 629 (323)</td>
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<tr>
<td></td>
<td></td>
<td>(ACCT 201 or equiv.)</td>
<td></td>
<td></td>
<td>Bus Cycles², Inter Macro</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Econ(6 units)¹</td>
<td></td>
<td></td>
<td>or Fin 659³</td>
</tr>
<tr>
<td></td>
<td></td>
<td>( 101,102 or equiv.)</td>
<td></td>
<td></td>
<td>Legal Environment¹</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Statistics¹</td>
<td></td>
<td></td>
<td>or FIN 240,604¹</td>
</tr>
<tr>
<td></td>
<td></td>
<td>( STAT 119 or equiv.)</td>
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**Required Courses:**

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<thead>
<tr>
<th>3</th>
<th>FIN 589¹</th>
<th>Personal Financial Planning</th>
<th>F,S</th>
<th>____________ ____________</th>
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<tbody>
<tr>
<td>3</td>
<td>FIN 522¹</td>
<td>Individual Insurance Management</td>
<td>F,S</td>
<td>________________</td>
</tr>
<tr>
<td>3</td>
<td>FIN 585¹</td>
<td>Seminar in Estate Planning</td>
<td>S</td>
<td>________________________</td>
</tr>
<tr>
<td>3</td>
<td>FIN 651¹</td>
<td>Seminar in Investments</td>
<td>F,S</td>
<td>________________________</td>
</tr>
<tr>
<td>3</td>
<td>ACCT 503¹</td>
<td>Federal Taxation of Individuals</td>
<td>F,S,Sm</td>
<td>________________</td>
</tr>
<tr>
<td>3</td>
<td>FIN 590¹</td>
<td>Financial Planning Practicum¹</td>
<td>S</td>
<td>________________________</td>
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</table>

**Elective Courses** (Select 4 courses):

<table>
<thead>
<tr>
<th>3</th>
<th>FIN 652²/³</th>
<th>Seminar in Secur. Analysis &amp; Port Mgt.</th>
<th>F,S</th>
<th>____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>ACCT 655³</td>
<td>Tax Planning for Individuals</td>
<td>F</td>
<td>____________</td>
</tr>
<tr>
<td>3</td>
<td>FIN 659²</td>
<td>Decision Making in a World Economy</td>
<td>F</td>
<td>____________</td>
</tr>
<tr>
<td>3</td>
<td>ACCT 620²</td>
<td>or Financial Reporting and Analysis II</td>
<td>F,S</td>
<td>____________</td>
</tr>
<tr>
<td>3</td>
<td>ACCT 663³</td>
<td>or Financial Statement Analysis</td>
<td>F,S</td>
<td>____________</td>
</tr>
<tr>
<td>3</td>
<td>FIN 783</td>
<td>Seminar in RE Investment and Development</td>
<td>S</td>
<td>____________</td>
</tr>
<tr>
<td>3</td>
<td>FIN 784</td>
<td>or Seminar in RE Finance and Valuation</td>
<td>F</td>
<td>____________</td>
</tr>
<tr>
<td>3</td>
<td>FIN 642²</td>
<td>Financial Risk Management</td>
<td>?</td>
<td>____________</td>
</tr>
<tr>
<td>3</td>
<td>FIN 656</td>
<td>Seminar in Financial Institutions</td>
<td>S</td>
<td>____________</td>
</tr>
<tr>
<td>3</td>
<td>ACCT 650</td>
<td>or Tax Research and Planning</td>
<td>F,S</td>
<td>____________</td>
</tr>
<tr>
<td>3</td>
<td>ACCT 656</td>
<td>or California &amp; Multistate Taxation</td>
<td>F</td>
<td>____________</td>
</tr>
<tr>
<td>3</td>
<td>CSP 600,L</td>
<td>Cross-Cultural Counseling Communication Skills</td>
<td>F,S</td>
<td>____________</td>
</tr>
<tr>
<td>3</td>
<td>other</td>
<td>________________________________</td>
<td></td>
<td>____________</td>
</tr>
<tr>
<td>3</td>
<td>other</td>
<td>________________________________</td>
<td></td>
<td>____________</td>
</tr>
<tr>
<td>3</td>
<td>other</td>
<td>________________________________</td>
<td></td>
<td>____________</td>
</tr>
</tbody>
</table>
About Surveys

Surveys have been used throughout the years in a variety of forms. The tool can be used for thousands of needs.

Although surveys are rapidly changing, the main parts of a traditional survey still remain:

- Surveys take a comprehensive view of something through a formal or official examination of the particulars.
- Visualize all of the relevant information items you need.
- Surveys are a sampling, partial collection of facts, figures or opinions gathered.
- Survey responses are used to approximate or indicate what a complete collection and analysis might reveal.
- In summary, a survey is a systematic snapshot used to infer for a larger whole.  

San Diego State University provides a unique, professional survey tool for your use in conducting class surveys:

- Start by going to [https://sdsu.qualtrics.com](https://sdsu.qualtrics.com)
- For new SDSU students, click ‘No, I don’t have a preexisting account here’
- Use your SDSUid (ilname@sdsu.edu) as your user name and password
- Enter your First and Last name as they appear in university records

Since 2011 the College of Business Administration has dedicated resources towards improving the standing of our Graduate Programs. Most reporting agencies require an 85% response rate. EVERY response matters. Completing surveys helps the college maintain quality courses & programs and also has the ability to increase the value of your degree. We now regularly submit survey data to major ranking agencies. We work to keep surveys under 10 minutes by only asking the questions that relate to you. Completing surveys allows you to voice your opinion; all comments are reviewed and taken into consideration. Data is only reported when there are three or more data points. Individual data is never reported and is securely stored.

For any survey questions (creating your own or one received from the college) please contact:

Debra Bertram,
Database and Survey Analyst
debra.bertram@sdsu.edu
(619) 594-3184

---

3 Scott Smith PhD is the founder of Qualtrics.com
### Academic and Annual Calendars

**SUMMER TERM 2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 27</td>
<td>Holiday – Memorial Day.</td>
</tr>
<tr>
<td></td>
<td>Faculty/staff holiday. Campus closed.</td>
</tr>
<tr>
<td>May 28</td>
<td>First day of summer term.</td>
</tr>
<tr>
<td>May 28-July 15</td>
<td>Session S1 term.</td>
</tr>
<tr>
<td>May 28-Aug. 21</td>
<td>Session T1 term.</td>
</tr>
<tr>
<td>May 28</td>
<td>First day of S1 and T1 classes.</td>
</tr>
<tr>
<td>June 5</td>
<td>Last day to add/drop S1 classes.</td>
</tr>
<tr>
<td>June 7</td>
<td>Last day to add/drop T1 classes.</td>
</tr>
<tr>
<td>June 28</td>
<td><strong>Thesis submission deadline:</strong> Final day, by 3:45 p.m., to submit thesis with the processing fee to Montezuma Publishing for thesis review to have the best likelihood for graduation in summer 2019.</td>
</tr>
<tr>
<td>July 1</td>
<td>Applications for advanced degree for May and Aug. 2020 graduation accepted.</td>
</tr>
<tr>
<td>July 4</td>
<td>Holiday – Independence Day.</td>
</tr>
<tr>
<td></td>
<td>Faculty/staff holiday. Campus closed.</td>
</tr>
<tr>
<td>July 8</td>
<td>Last day of S1 classes.</td>
</tr>
<tr>
<td>July 9-Aug. 21</td>
<td>Session S2 term.</td>
</tr>
<tr>
<td>July 9</td>
<td>First day of S2 classes.</td>
</tr>
<tr>
<td>July 17</td>
<td>Last day to add/drop S2 classes.</td>
</tr>
<tr>
<td>July 19</td>
<td>Census.</td>
</tr>
<tr>
<td>Aug. 2</td>
<td>Last day for reporting results on comprehensive examinations to the Division of Graduate Affairs by department or college.</td>
</tr>
<tr>
<td>Aug. 16</td>
<td>Last day of T1 and S2 classes. (Final examinations are the last day of classes for each summer session.)</td>
</tr>
<tr>
<td>Aug. 16</td>
<td><strong>Thesis publication deadline:</strong> Thesis review process, including publishing, must be completed by 3:45 p.m. at Montezuma Publishing. Students missing the final deadline will be required to reapply for graduation for the term in which they expect to graduate.</td>
</tr>
<tr>
<td>Aug. 21</td>
<td>Last day for submission of Incomplete and RP grade removals (excluding thesis) for August 2019 graduation with advanced degree.</td>
</tr>
<tr>
<td>Aug. 21</td>
<td><strong>Last day to submit:</strong> Final day, by 3:45 p.m., to submit thesis with the processing fee to Montezuma Publishing for thesis review without having to enroll in Thesis 799B the following semester.</td>
</tr>
<tr>
<td>Aug. 21</td>
<td>Grades due from instructors. (11 p.m. deadline.)</td>
</tr>
<tr>
<td>Aug. 21</td>
<td>Last day of summer term.</td>
</tr>
</tbody>
</table>

**FALL SEMESTER 2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 1</td>
<td>Applications for admission or readmission to San Diego State University for the spring semester 2020 accepted from domestic and international (foreign) students.</td>
</tr>
<tr>
<td>Aug. 22</td>
<td>First day of fall semester.</td>
</tr>
<tr>
<td>Aug. 22</td>
<td><strong>All-University Convocation.</strong></td>
</tr>
<tr>
<td>Aug. 23</td>
<td>Last day to officially withdraw for fall semester 2019 and receive a full refund.</td>
</tr>
<tr>
<td>Aug. 24</td>
<td>New Student and Family Convocation.</td>
</tr>
<tr>
<td>Aug. 26</td>
<td>First day of classes.</td>
</tr>
<tr>
<td>Sept. 2</td>
<td>Holiday – Labor Day.</td>
</tr>
<tr>
<td></td>
<td>Faculty/staff holiday. Campus closed.</td>
</tr>
<tr>
<td>Sept. 5</td>
<td>Last day for faculty to drop students from classes.</td>
</tr>
<tr>
<td>Sept. 9</td>
<td>Last day to add/drop classes or change grading basis.</td>
</tr>
<tr>
<td>Sept. 9</td>
<td>Last day for payment of tuition and fees.</td>
</tr>
<tr>
<td>Sept. 9</td>
<td>Last day to officially withdraw from the university without penalty fee for fall semester 2019.</td>
</tr>
<tr>
<td>Sept. 9</td>
<td>Last day to file application for advanced degree for Dec. 2019 graduation.</td>
</tr>
<tr>
<td>Sept. 9</td>
<td>Last day to file petition for concurrent master’s degree credit for fall semester 2019.</td>
</tr>
<tr>
<td>Sept. 23</td>
<td>Census.</td>
</tr>
<tr>
<td>Oct. 1</td>
<td>Applications for admission or readmission to San Diego State University for the fall semester 2020 accepted. Graduate applicants should consult the Graduate Admissions website for closing dates.</td>
</tr>
<tr>
<td>Oct. 30</td>
<td><strong>Thesis submission deadline:</strong> Final day, by 3:45 p.m., to submit thesis with the processing fee to Montezuma Publishing for thesis review to have the best likelihood for graduation in fall 2019.</td>
</tr>
<tr>
<td>Nov. 2</td>
<td>Last day to officially withdraw from all classes for fall 2019 and receive a prorated refund (withdrawal after Sept. 9 requires special approval and penalty fee is assessed).</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>Holiday – Veteran’s Day.</td>
</tr>
<tr>
<td></td>
<td>Faculty/staff holiday. Campus closed.</td>
</tr>
<tr>
<td>Nov. 27</td>
<td>No classes. Campus open.</td>
</tr>
<tr>
<td>Nov. 28-29</td>
<td>Holiday – Thanksgiving break.</td>
</tr>
<tr>
<td></td>
<td>Faculty/staff holiday. Campus closed.</td>
</tr>
<tr>
<td>Dec. 11</td>
<td>Last day of classes.</td>
</tr>
<tr>
<td>Dec. 11</td>
<td>Last day for reporting results on comprehensive examinations to the Division of Graduate Affairs by department or college.</td>
</tr>
<tr>
<td>Dec. 12-18</td>
<td>Final examinations.</td>
</tr>
<tr>
<td>Dec. 18</td>
<td><strong>Thesis publication deadline:</strong> Thesis review process, including publishing, must be completed by 3:45 p.m. at Montezuma Publishing. Students missing the final deadline will be required to reapply for graduation for the term in which they expect to graduate.</td>
</tr>
<tr>
<td>Dec. 20</td>
<td><strong>Last day to submit:</strong> Final day, by 3:45 p.m., to submit thesis with the processing fee to Montezuma Publishing for thesis review without having to enroll in Thesis 799B the following semester.</td>
</tr>
<tr>
<td>Dec. 23-26</td>
<td>Holiday – Winter break.</td>
</tr>
<tr>
<td></td>
<td>Faculty/staff holiday. Campus closed.</td>
</tr>
<tr>
<td>Dec. 27</td>
<td>No classes. Campus open.</td>
</tr>
<tr>
<td>Dec. 31</td>
<td>Last day for submission of incomplete and RP grade removals (excluding thesis) for December 2019 graduation with advanced degree.</td>
</tr>
<tr>
<td>Dec. 31</td>
<td>Grades due from instructors. (11 p.m. deadline.)</td>
</tr>
<tr>
<td>Dec. 31</td>
<td>Last day of fall semester.</td>
</tr>
</tbody>
</table>
## SPRING SEMESTER 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 1</td>
<td>Holiday – New Year’s Day. Faculty/staff holiday. Campus closed.</td>
</tr>
<tr>
<td>Jan. 20</td>
<td>Holiday – Martin Luther King, Jr. Day. Faculty/staff holiday. Campus closed.</td>
</tr>
<tr>
<td>Jan. 21</td>
<td>First day of spring semester.</td>
</tr>
<tr>
<td>Jan. 21</td>
<td>Last day to officially withdraw for spring semester 2020 and receive a full refund.</td>
</tr>
<tr>
<td>Jan. 22</td>
<td>First day of classes.</td>
</tr>
<tr>
<td>Jan. 31</td>
<td>Last day for faculty to drop students from classes.</td>
</tr>
<tr>
<td>Feb. 1</td>
<td>Applications for advanced degree for Dec. 2020 graduation accepted.</td>
</tr>
<tr>
<td>Feb. 4</td>
<td>Last day to add/drop classes or change grading basis.</td>
</tr>
<tr>
<td>Feb. 4</td>
<td>Last day for payment of tuition and fees.</td>
</tr>
<tr>
<td>Feb. 4</td>
<td>Last day to officially withdraw from the university without penalty fee for spring semester 2020.</td>
</tr>
<tr>
<td>Feb. 4</td>
<td>Last day to file application for advanced degree for May and Aug. 2020 graduation.</td>
</tr>
<tr>
<td>Feb. 4</td>
<td>Last day to file petition for concurrent master’s degree credit for spring semester 2020.</td>
</tr>
<tr>
<td>Feb. 18</td>
<td>Census.</td>
</tr>
<tr>
<td>Mar. 24</td>
<td>Last day to officially withdraw from all classes for spring 2020 and receive a prorated refund (withdrawal after Feb. 4 requires special approval and penalty fee is assessed).</td>
</tr>
<tr>
<td>Mar. 27</td>
<td>Thesis submission deadline: Final day, by 3:45 p.m., to submit thesis with the processing fee to Montezuma Publishing for thesis review to have the best likelihood for graduation in spring 2020.</td>
</tr>
<tr>
<td>Mar. 30-April 3</td>
<td>Spring break.</td>
</tr>
<tr>
<td>Mar. 31</td>
<td>Holiday – Cesar Chavez Day. Faculty/staff holiday. Campus closed.</td>
</tr>
<tr>
<td>May 7</td>
<td>Last day for reporting results on comprehensive examinations to the Division of Graduate Affairs by department or college.</td>
</tr>
<tr>
<td>May 7</td>
<td>Last day of classes.</td>
</tr>
<tr>
<td>May 8-14</td>
<td>Final examinations.</td>
</tr>
<tr>
<td>May 14</td>
<td>Commencement, SDSU Imperial Valley.</td>
</tr>
<tr>
<td>May 14</td>
<td>Thesis publication deadline: Thesis review process, including publishing, must be completed by 3:45 p.m. at Montezuma Publishing. Students missing the final deadline will be required to reapply for graduation for the term in which they expect to graduate.</td>
</tr>
<tr>
<td>May 15-17</td>
<td>Commencement, San Diego campus.</td>
</tr>
<tr>
<td>May 22</td>
<td>Last day to submit: Final day, by 3:45 p.m., to submit thesis with the processing fee to Montezuma Publishing for thesis review without having to enroll in Thesis 799B the following semester.</td>
</tr>
<tr>
<td>May 22</td>
<td>Last day for submission of Incomplete and RP grade removals (excluding thesis) for May 2020 graduation with advanced degree.</td>
</tr>
<tr>
<td>May 22</td>
<td>Grades due from instructors. (11 p.m. deadline.)</td>
</tr>
<tr>
<td>May 22</td>
<td>Last day of spring semester.</td>
</tr>
</tbody>
</table>

## SUMMER TERM 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 25</td>
<td>Holiday – Memorial Day. Faculty/staff holiday. Campus closed.</td>
</tr>
<tr>
<td>May 26</td>
<td>First day of summer term and first day of summer classes.</td>
</tr>
<tr>
<td>July 1</td>
<td>Applications for bachelor’s degrees for May and Aug. 2021 graduation accepted.</td>
</tr>
<tr>
<td>July 1</td>
<td>Applications for advanced degree for May and Aug. 2021 graduation accepted.</td>
</tr>
<tr>
<td>July 3</td>
<td>Holiday – Independence Day observed.</td>
</tr>
<tr>
<td>Aug. 14</td>
<td>Last day of summer classes. (Final examinations are the last day of classes for each summer session.)</td>
</tr>
<tr>
<td>Aug. 19</td>
<td>Grades due from instructors. (11 p.m. deadline.)</td>
</tr>
<tr>
<td>Aug. 19</td>
<td>Last day of summer term.</td>
</tr>
</tbody>
</table>

Please note: This is not an employee work calendar and is subject to change. Refer to the SDSU website for changes to this calendar.
Academic and Annual Calendars

<table>
<thead>
<tr>
<th>Year</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td></td>
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<tr>
<td></td>
<td>S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20</td>
<td>S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15</td>
<td>S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15</td>
<td>S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15</td>
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<tr>
<td>2020</td>
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<tr>
<td></td>
<td>S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20</td>
<td>S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15</td>
<td>S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15</td>
<td>S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15</td>
</tr>
</tbody>
</table>
University Policies

Student Responsibility for Bulletin Information

Students are held individually responsible for the information contained in this bulletin. Although the Division of Graduate Affairs attempts to preserve requirements for students subject to this bulletin, information contained herein is subject to change from year to year as university rules, policies, and curricula change. Failure to keep informed of such changes will not exempt students from whatever penalties they may incur. All students beginning graduate study at San Diego State University after August 2017 will be required to follow the procedures and regulations stated in the 2017-18 edition of the Graduate Bulletin.

If a student was admitted to a graduate degree curriculum at SDSU prior to that date and has been enrolled in one or more courses during each consecutive semester since first enrolling as a graduate student, or if the student’s attendance has not been interrupted by more than two consecutive semesters, students will be held responsible for the regulations in effect at the time the official master’s degree program of study is approved.

Changes of Rules and Policies

Although every effort has been made to assure the accuracy of the information in this bulletin, students and others who use this bulletin should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Changes may come in the form of statutes enacted by the legislature, rules and policies adopted by the Board of Trustees of the California State University, by the chancellor or designee of the California State University, or by the president or designee of San Diego State University. It is not possible in a publication of this size to include all of the rules, policies, and other information that pertain to students, San Diego State University, and the California State University. More current or complete information may be obtained from the appropriate department, school, or administrative office. Each semester, the Class Schedule outlines changes in academic policy and procedure and current deadlines which are of importance to students.

Nothing in this publication shall be construed as, operate as, or have the effect of an abridgment or a limitation of any rights, powers, or privileges of the Board of Trustees of the California State University, the chancellor of the California State University, or the president of San Diego State University. The trustees, the chancellor, and the president are authorized by law to adopt, amend, or repeal rules and policies that apply to students. This bulletin does not constitute a contract or the terms and conditions of a contract between the student and San Diego State University or the California State University. The relationship of students to San Diego State University and the California State University is one governed by statute, rules, and policy adopted by the legislature, the trustees, the chancellor, the presidents and their duly authorized designees.

Privacy Rights of Students in Education Records

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) (FERPA) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect students’ privacy in their educational records maintained by the campus. The statute and regulations govern access to certain student records maintained by the campus and the release of such records. FERPA provides that the campus must give students access to most records directly related to the student, and must also provide opportunity for a hearing to challenge the records if the student claims they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under this law does not include any right to challenge the appropriateness of a grade determined by the instructor. FERPA generally requires the campus to obtain a student’s written consent before releasing personally identifiable data to the student. The campus has adopted a set of policies and procedures governing implementation of FERPA and the regulations. Copies of these policies and procedures may be obtained through the SDSU Office of the Registrar website at http://arweb.sdsu.edu/es/registrar/privacy.html.

Among the information included in the campus statement of policies and procedures are: (1) the student records maintained and the information they contain; (2) the campus official responsible for maintaining each record; (3) the location of access lists indicating persons requesting or receiving information from the record; (4) policies for reviewing and expunging records; (5) student access rights to their records; (6) procedure for challenging the content of student records; and (7) the student’s right to file a complaint with the Department of Education. The Department of Education has established an office and review board to investigate complaints and adjudicate violations. The designated office is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

FERPA authorizes the campus to release “directory information” pertaining to students. “Directory information” may include the student’s name, address, telephone listing, electronic mail address, photographs, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors, and awards received, and the most recent previous educational agency or institution the student attended. The campus may release this “directory information” at any time unless the campus has received prior written objection from the student specifying the information the student requests not be released. Students are given an opportunity to restrict the release of “directory information” about themselves by accessing http://www.sdsu.edu/portal.

The campus is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons have responsibilities in the campus’ academic, administrative or service functions and have reason for accessing student records associated with their campus or other related academic responsibilities. Student records will be disclosed to the CSU Chancellor’s Office in order to conduct research, to analyze trends, or to provide other administrative services. Student records may also be disclosed to other persons or organizations under such conditions (e.g., as part of the accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; or to other institutions to which the student is transferring).

Nondiscrimination Policy and Complaint Procedures

The Center for Student Rights and Responsibilities, 619-594-3069, and the Office of Employee Relations and Compliance, 619-594-6464, have been designated to coordinate the efforts of SDSU to comply with all applicable federal and state laws prohibiting discrimination on these bases. CSU Executive Order 1097, revised October 5, 2016, (http://www.calstate.edu/OE/EO-1097-rev-10-5-16.pdf) (or any successor executive order) is the systemwide procedure for all complaints of discrimination, harassment or retaliation made by students against the CSU, a CSU employee, other CSU students or a third party.

Protected Status: Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color or ancestry), Religion or Religious Creed, and Veteran or Military Status

The California State University does not discriminate on the basis of age, genetic information, marital status, medical condition, nationality, race or ethnicity (including color and ancestry), religion or religious creed, and veteran or military status – as these terms are defined in CSU Executive Order 1097 – in its
programs and activities, including admission and access. Federal and state laws, including Title VI of the Civil Rights Act of 1964 and the California Equity in Higher Education Act, prohibit such discrimination.

Protected Status: Disability
The California State University does not discriminate on the basis of disability (physical and mental) – as this term is defined in CSU Executive Order 1097 – in its programs and activities, including admission and access. Federal and state laws, including sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, prohibit such discrimination. Students should address inquiries concerning San Diego State University’s compliance with all relevant disability laws to the director of the Student Ability Success Center, Calpulli Center, Room 3101, San Diego State University, CA 92182, or call 619-594-6473 (TDD: 619-594-2929).

Genetic Information
The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. “Genetic information” as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Protected Status: Gender (or sex), Gender Identity (including transgender), Gender Expression and Sexual Orientation
The California State University does not discriminate on the basis of gender (or sex), gender identity (including transgender), gender expression, or sexual orientation – as these terms are defined in CSU policy – in its programs and activities, including admission and access. Federal and state laws, including Title IX of the Education Amendments of 1972, prohibit such discrimination. The California State University is committed to providing equal opportunities to all CSU students in all campus programs, including intercollegiate athletics.

Title IX of the Education Amendments of 1972 protects all people regardless of their gender, gender identity, gender expression or sexual orientation from gender discrimination, which includes sexual harassment and violence:

1. **Sex Discrimination or Gender Discrimination** means an adverse action taken against a student by the CSU, a CSU employee, or another student because of gender or sex (including sexual harassment, sexual misconduct, domestic violence, dating violence, and stalking) that is perpetrated against an individual on a basis prohibited by Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 (Title IX); California Education Code §66250 et seq., and/or California Government Code §11535.

2. **Sexual Harassment**, a form of sex discrimination, is unwelcome verbal, nonverbal, or physical conduct of a sexual nature that includes, but is not limited to, sexual advances, requests for sexual favors, and any other conduct of a sexual nature where:

   a. Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a complainant’s academic status or progress, or access to benefits and services, honors, programs, or activities available at or through the university; or

   b. The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the complainant, and is in fact considered by the complainant, as limiting his or her ability to participate in or benefit from the services, activities or opportunities offered by the university; or

3. The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the complainant, and is in fact considered by the complainant, as creating an intimidating, hostile or offensive environment.

Sexual harassment could include being forced to engage in unwanted sexual contact as a condition of membership in a student organization; being subjected to video exploitation or a campaign of sexually explicit graffiti; or frequently being exposed to unwanted images of a sexual nature in a classroom that are unrelated to the coursework.

Sexual harassment also includes acts of verbal, non-verbal or physical aggression, intimidation or hostility based on gender or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

CSU Executive Order 1097 covers unwelcome conduct of a sexual nature. While romantic, sexual, intimate, personal or social relationships between members of the university community may begin as consensual, they may evolve into situations that lead to sexual harassment or sexual misconduct, including dating or domestic violence, or stalking, subject to this policy. Claiming that the conduct was not motivated by sexual desire is not a defense to a complaint of harassment based on gender.

- **Sex Misconduct**: All sexual activity between members of the university community must be based on affirmative consent. Engaging in any sexual activity without first obtaining affirmative consent to the specific activity is sexual misconduct, whether or not the conduct violates any civil or criminal law. Sexual activity includes, but is not limited to, kissing, touching intimate body parts, fondling, intercourse, penetration of any body part, and oral sex. It also includes any unwelcome physical acts, such as unwelcome sexual touching, sexual assault, sexual battery, rape, and dating violence. When based on gender, domestic violence or stalking also constitute sexual misconduct. Sexual misconduct may include using physical force, violence, threat or intimidation, ignoring the objections of the other person, causing the other person’s intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person’s incapacitation (including voluntary intoxication) to engage in sexual activity. Men as well as women can be victims of these forms of sexual misconduct. Sexual activity with a minor is never consensual when the complainant is under 18 years old, because the minor is considered incapable of giving legal consent due to age.

- **Sexual Assault** is a form of sexual misconduct and is an attempt, coupled with the ability, to commit a violent injury on the person of another because of that person’s gender or sex.

- **Sexual Battery** is a form of sexual misconduct and is any willful and unlawful use of force or violence upon the person of another because of that person’s gender or sex as well as touching an intimate part of another person against that person’s will and for the purpose of sexual arousal, gratification, or abuse.

- **Rape** is a form of sexual misconduct and is non-consensual sexual intercourse that may also involve the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Any sexual penetration, however slight, is sufficient to constitute rape. Sexual acts including intercourse are considered non-consensual when a person is incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, is under 18 years old, or if a mental disorder or developmental or physical disability renders the person incapable of giving consent. The respondent’s relationship to the person (such as family member, spouse, friend, acquaintance, or stranger) is irrelevant. (See complete definition of consent below.)

- **Acquaintance Rape** is a form of sexual misconduct committed by an individual known to the victim. This includes a person the victim may have just met; i.e., at a party, introduced through a friend, or on a social networking website. (See above for definition of rape.)
Affirmative Consent means an informed, affirmative, conscious, voluntary, and mutual agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that s/he has the affirmative consent of the other participant(s) to engage in the sexual activity. Lack of protest or resistance does not mean consent nor does silence mean consent. Affirmative consent must be voluntary, and given without coercion, force, threats, or intimidation.

» The existence of a dating or social relationship between those involved, or the fact of past sexual activities between them, should never by itself be assumed to be an indicator of affirmative consent. A request for someone to use a condom or birth control does not, in and of itself, constitute affirmative consent.

» Affirmative consent can be withdrawn or revoked. Consent to one form of sexual activity (or sexual act) does not constitute consent to other forms of sexual activity. Consent given to sexual activity on one occasion does not constitute consent on another occasion. There must always be mutual and affirmative consent to engage in sexual activity. Consent must be ongoing throughout a sexual activity and can be revoked at any time, including after penetration. Once consent is withdrawn or revoked, the sexual activity must stop immediately.

» A person who is incapacitated cannot give affirmative consent. A person is unable to consent when s/he is asleep, unconscious, or is incapacitated due to the influence of drugs, alcohol, or medication so that s/he could not understand the fact, nature, or extent of the sexual activity. A person is incapacitated if s/he lacks the physical and/or mental ability to make informed, rational decisions.

» Whether an intoxicated person (as a result of using alcohol or other drugs) is incapacitated depends on the extent to which the alcohol or other drugs impact the person’s decision-making capacity, awareness of consequences, and ability to make fully informed judgments. A person’s own intoxication or incapacitation from drugs or alcohol does not diminish that person’s responsibility to obtain affirmative consent before engaging in sexual activity.

» A person with a medical or mental disability may also lack the capacity to give consent.

» Sexual activity with a minor (a person under 18 years old) is not consensual, because a minor is considered incapable of giving legal consent due to age.

» It shall not be a valid excuse that a person affirmatively consented to the sexual activity if the respondent knew or reasonably should have known that the person was unable to consent to the sexual activity under any of the following circumstances:

» The person was asleep or unconscious;

» The person was incapacitated due to the influence of drugs, alcohol, or medication, so that the person could not understand the fact, nature, or extent of the sexual activity;

» The person was unable to communicate due to a mental or physical condition.

» It shall not be a valid excuse that the respondent believed that the person consented to the sexual activity under either of the following circumstances:

» The respondent’s belief in affirmative consent arose from the intoxication or recklessness of the respondent;

» The respondent did not take reasonable steps, in the circumstances known to the respondent at the time, to ascertain whether the person affirmatively consented.

Consensual Relationship means a sexual or romantic relationship between two persons who voluntarily enter into such a relationship. While sexual and/or romantic relationships between members of the university community may begin as consensual, they may evolve into situations that lead to discrimination, harassment, retaliation, sexual misconduct, dating, or domestic violence, or stalking.

» A university employee shall not enter into a consensual relationship with a student or employee over whom s/he exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority. In the event such a relationship already exists, each campus shall develop a procedure to reassign such authority to avoid violations of this policy.

» This prohibition does not limit the right of an employee to make a recommendation on the personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or MPP/confidential personnel plan.

Domestic Violence is abuse committed against someone who is a current or former spouse, current or former cohabitant, someone with whom the respondent has a child, someone with whom the respondent has or had a dating or engagement relationship, or a person similarly situated under California domestic or family violence law. Co-habitan means two unrelated persons living together for a substantial period of time, resulting in some permanency of relationship. It does not include roommates who do not have a romantic, intimate, or sexual relationship. Factors that may determine whether persons are cohabiting include, but are not limited to (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as spouses, (5) the continuity of the relationship, and (6) the length of the relationship. For purposes of this definition, “abuse” means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another. Abuse does not include non-physical, emotional distress, or injury.

Dating Violence is abuse committed by a person who is or has been in a social or dating relationship of a romantic or intimate nature with the victim. This may include someone the victim just met; i.e., at a party, introduced through a friend, or on a social networking website. For purposes of this definition, “abuse” means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another. Abuse does not include non-physical, emotional distress or injury.

Stalking means engaging in a repeated course of conduct directed at a specific person that would cause a reasonable person to fear for his/her or others’ safety, or to suffer substantial emotional distress. For purposes of this definition:

» Course of conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property;

» Reasonable person means a reasonable person under similar circumstances and with the same protected status(es) as the complainant;

» Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

See further information in San Diego State University’s sexual violence prevention and education statement, Title IX Notice of Nondiscrimination (which includes facts and myths about sexual violence), and Victim’s Rights and Options Notice, at http://oerc.sdsu.edu/Title IX_Notice.html.
Whom to Contact If You Have Complaints, Questions, or Concerns

Title IX requires the university to designate a Title IX coordinator to monitor and oversee Title IX compliance. The campus Title IX coordinator is available to explain and discuss the right to file a criminal complaint (for example, in cases of sexual misconduct); the university’s complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters. If you are in the midst of an emergency, call the police immediately by dialing 9-1-1.

SDSU Title IX Coordinator
Jessica Rentto, jrentto@sdsu.edu
Administration, Room 320
619-594-6017

SDSU Deputy Title IX Coordinator
Dr. Lee Mintz, lmintz@sdsu.edu
Student Services West, Room 1604
619-594-3069

SDSU Police Department
police@sdsu.edu
5350 55th Street
619-594-1991

U.S. Department of Education, Office for Civil Rights (OCR)
800-421-3481 (main office), or 415-486-5555 (California office), or 800-877-8339 (TDD) or http://ocr.ed.gov (main office), or http://ocr.sanfrancisco.ed.gov (California office)

If you wish to fill out a complaint form online with the OCR, go to: http://www2.ed.gov/about/offices/list/ocr/complaintintro.html.

Title IX requires the university to adopt and publish complaint procedures that provide for prompt and equitable resolution of gender discrimination complaints, including sexual harassment, and misconduct, as well as provide training, education, and preventative measures related to sex discrimination. CSU Executive Order 1097 (http://www.calstate.edu/OE/OE-1097-rev-10-5-16.pdf) or any successor executive order is the systemwide procedure for all complaints of discrimination, harassment, or retaliation made by students against the CSU, a CSU employee, other CSU students, or a third party.

Duty to Report. Except as provided below under confidentiality and sexual misconduct, dating violence, domestic violence, and stalking, any university employee who knows or has reason to know of allegations or acts that violate university policy shall promptly inform the Title IX Coordinator. These employees are required to disclose all information including the names of the parties, even where the person has requested that his/her name remain confidential. The Title IX Coordinator will determine whether confidentiality is appropriate given the circumstances of each such incident (see confidential reporting options outlined below).

Regardless of whether an alleged victim of gender discrimination ultimately files a complaint, if the campus knows or has reason to know about possible sexual discrimination, harassment, or misconduct, it must review the matter to determine if an investigation is warranted. The campus must then take appropriate steps to eliminate any gender discrimination/harassment/misconduct, prevent its recurrence, and remedy its effects.

Safety of the Campus Community is Primary

The university’s primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for gender discrimination, harassment, or misconduct; therefore, victims should not be deterred from reporting incidents of sexual misconduct out of a concern that they might be disciplined for related violations of drug, alcohol, or other university policies. Except in extreme circumstances, victims of sexual misconduct shall not be subject to discipline for related violations of the Student Conduct Code.

Information Regarding Campus, Criminal, and Civil Consequences of Committing Acts of Sexual Violence

Individuals alleged to have committed sexual misconduct may face criminal prosecution by law enforcement and may incur penalties as a result of civil litigation. In addition, employees and students may face discipline at the university, up to and including suspension or expulsion. Employees may face sanctions up to and including dismissal from employment, pursuant to established CSU policies and provisions of applicable collective bargaining unit agreements.

Students who are charged by the university with gender discrimination, harassment, or misconduct will be subject to discipline, pursuant to the California State University Student Conduct Procedures (CSU Executive Order 1098 at http://www.calstate.edu/OE/OE-1098-rev-6-23-15.pdf or any successor executive order) and will be subject to appropriate sanctions. In addition, during any investigation, the university may implement interim measures in order to maintain a safe and non-discriminatory educational environment. Such measures may include, but not be limited to: immediate interim suspension from the university; a required move from university-owned or affiliated housing; adjustments to course schedule; and/or prohibition from contact with parties involved in the alleged incident.

Confidentiality and Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking

The university encourages victims of sexual misconduct, dating violence, domestic violence, or stalking to talk to someone about what happened so they can get the support they need, and so the university can respond appropriately.

Privileged and Confidential Communications

Physicians, psychotherapists, professional, licensed counselors, licensed clinical social workers, and clergy who work or volunteer on or off campus, acting solely in that role, may report medical or mental health treatment or counseling (and those who act under their supervision, including all individuals who work or volunteer in their centers and offices) may not report any information about an incident of sexual misconduct to anyone else at the university, including the Title IX coordinator, without the victim’s consent. A victim can seek assistance and support from physicians, psychotherapists, professional, licensed counselors, licensed clinical social workers, and clergy without triggering a university investigation that could reveal the victim’s identity or the fact of the victim’s disclosure. However, see limited exceptions below regarding when health care practitioners must report to local law enforcement agencies. Health care practitioners should explain these limited exceptions to victims, if applicable.

Sexual assault and domestic violence counselors and advocates who work or volunteer on or off campus in sexual assault centers, victim advocacy offices, women’s centers, and health centers and who are acting solely in that role (including those who act in that role under their supervision, along with non-professional counselors or advocates who work or volunteer in such centers and offices) may not report any information about an incident of sexual misconduct to anyone else at the university, including the Title IX coordinator, without the victim’s consent. A victim can seek assistance and support from these counselors and advocates without triggering a university investigation that could reveal the victim’s identity or that a victim disclosed an incident to them. However, see limited exceptions below regarding when sexual assault and domestic violence counselors and advocates must report to local law enforcement agencies. Counselors and advocates should explain these limited exceptions to victims, if applicable.

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The university will be unable to conduct an investigation into a particular incident or pursue disciplinary action against a perpetrator if a victim chooses to (1) speak only to a physician, professional licensed counselor, licensed clinical social worker, clergy member, sexual assault counselor, domestic violence counselor, or advocate; and (2) maintain complete confidentiality. Even so, these individuals will assist victims in receiving other necessary protection and support, such as victim advocacy, disability, medical/health or mental health services, or legal services, and will advise victims regarding their right to file a Title IX complaint with the university and a separate complaint with local or university police. If a victim insists on confidentiality, such professionals, counselors and advocates will likely not be able to assist the victim with: university academic support or accommodations; changes to university-based living or working schedules; or adjustments to course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the university or report the incident to the police, and thus have the incident fully investigated. These counselors and advocates can provide victims with that assistance if requested by the victim. These counselors and advocates will also explain that Title IX includes protections against retaliation, and that the university will not only take steps to prevent retaliation when it knows or reasonably should know of possible retaliation, but will also take strong responsive action if retaliation occurs.

EXCEPTIONS: Under California law, any health practitioner employed in a health facility, clinic, physician’s office, or local or state public health department or clinic is required to make a report to local law enforcement if he or she provides medical services to a physical condition to a patient/victim who he or she knows or reasonably suspects is suffering from (1) a wound or physical injury inflicted by a firearm; or (2) any wound or other physical injury inflicted upon a victim where the injury is the result of assaultive or abusive conduct (including sexual misconduct, domestic violence, and dating violence). This exception does not apply to sexual assault and domestic violence counselors and advocates. Health care practitioners should explain this limited exception to victims, if applicable.

Additionally, under California law, all professionals described above (physicians, psychotherapists, professional counselors, licensed clinical social workers, clergy, and sexual assault and domestic violence counselors and advocates) are mandatory child abuse and neglect reporters, and are required to report incidents involving victims under 18 years of age to local law enforcement. These professionals will explain this limited exception to victims, if applicable.

Finally, some or all of these professionals may also have reporting obligations under California law to (1) local law enforcement in cases involving threats of immediate or imminent harm to self or others where disclosure of the information is necessary to prevent the threatened danger; or (2) to the court if compelled by court order or subpoena in a criminal proceeding related to the sexual misconduct, dating or domestic violence or stalking incident. If applicable, these professionals will explain this limited exception to victims.

Reporting to University or Local Police

If a victim reports to local or university police about sexual misconduct, crimes, the police are required to notify victims that their names will become a matter of public record unless confidentiality is requested. If a victim requests that his/her identity be kept confidential, his/her name will not become a matter of public record and the police will not report the victim’s identity to anyone else at the university, including the Title IX coordinator. University police will, however, report the facts of the incident itself to the Title IX coordinator being sure not to reveal to the Title IX coordinator victim names/identities or compromise their own criminal investigation. The university is required by the federal Clery Act to report certain types of crimes (including certain sex offenses) in statistical reports. However, while the university will report the type of incident in the annual crime statistics report known as the Annual Security Report, victim names/identities will not be revealed.

Reporting to the Title IX Coordinator and Other University Employees

Most university employees have a duty to report incidents of sexual misconduct when they are on notice of it. When a victim tells the Title IX coordinator or another university employee about an incident of sexual misconduct, the victim has the right to expect the university to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. In all cases, the university strongly encourages victims to report incidents of sexual misconduct directly to the campus Title IX coordinator. As detailed above, in the “Privileged and Confidential Communications” section of this policy, all university employees except physicians, licensed professional counselors, licensed clinical social workers, sexual assault counselors and advocates, must report to the Title IX coordinator all relevant details about any incidents of sexual misconduct of which they become aware. The university will need to determine what happened – and will need to know the names of the victim(s) and the perpetrator(s), any witnesses, and any other relevant facts, including the date, time, and specific location of the incident.

To the extent possible, information reported to the Title IX coordinator or other university employees will be shared only with individuals responsible for handling the university’s response to the incident. The university will protect the privacy of individuals involved in a sexual misconduct violence incident except as otherwise required by law or university policy. A report of sexual misconduct may result in the gathering of extremely sensitive information about individuals in the campus community. While such information is considered confidential, university policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual misconduct. In such cases, efforts will be made to redact the records, as appropriate, in order to protect the victim’s identity and privacy and the privacy of other involved individuals. Except as detailed in the section on “Privileged and Confidential Communications” above, no university employee, including the Title IX coordinator, should disclose the victim’s identity to the police without the victim’s consent or unless the victim has also reported the incident to the police.

If a victim requests of the Title IX coordinator or another university employee that his/her identity remain completely confidential, the Title IX coordinator will explain that the university cannot always honor that request or guarantee complete confidentiality. If a victim wishes to remain confidential or request that no investigation be conducted or disciplinary action taken, the university must weigh that request against the university’s obligation to provide a safe, non-discriminatory environment for all students, employees, and third parties, including the victim. Under those circumstances, the Title IX coordinator will determine whether the victim’s request for complete confidentiality and/or no investigation can be honored under the facts and circumstances of the particular case, including whether the university has a legal obligation to report the incident, conduct an investigation or take other appropriate steps. Without information about a victim’s identity, the university’s ability to meaningfully investigate the incident and pursue disciplinary action against the perpetrator may be severely limited. See CSU Executive Order 1095 (or any successor executive order) for further details around confidential reporting, and other related matters (http://www.calstate.edu/eo/EO-1095-rev-6-23-15.pdf).
Courses numbered at the 900 level, except 997, are reserved for graduate courses in certain professional curricula as part of credential and licensure programs and are specifically intended for students admitted to the university with post-baccalaureate classified standing. Undergraduate students may enroll in these courses only if they are officially admitted to a blended or integrated program where undergraduate and credential coursework is included in the same program. Courses numbered at the 900 level are not applicable to advanced certificates or other graduate programs, except for the Master of Arts in Teaching degree program.

Courses numbered 397 offered in regular sessions are professional advancement training or tutorial/discussion classes that accompany other credit courses and are not acceptable towards an undergraduate or graduate degree.

Courses numbered X-01 through X-79 and X-397 are Extension professional development units offered only through Extension to meet specific academic needs of community groups and are not acceptable toward an undergraduate or graduate degree.

**Grading System**

**Definition of Grades for Undergraduate Students**

Grades and grade points per unit used in reporting are as follows:

- **Grade of A** (outstanding achievement; available for the highest accomplishment), 4 points; **B** (praiseworthy performance; definitely above average), 3 points; **C** (average; awarded for satisfactory performance; the most common undergraduate grade), 2 points; **D** (minimally passing; less than the typical undergraduate achievement), 1 point; **F** (failing), 0 points; **RP** (report in progress), not counted in the grade point average; **W** (withdrawal), not counted in the grade point average; **AU** (audit), no credit earned and not counted in the grade point average; **Cr** (credit), signifying units earned, but not counted in the grade point average; **NC** (no credit), no credit earned and not counted in the grade point average; **I** (incomplete authorized), no credit earned and not counted in the grade point average until one calendar year has expired at which time it will be changed to an **IC** (incomplete charged) and will count as an **F** for grade point average computation; **WU** (withdrawal unauthorized), will count as an **F** for grade point average computation.

**Definition of Grades for Graduate Students**

Grades and grade points per unit used in reporting are as follows:

- **Grade of A** (outstanding achievement; available for the highest accomplishment), 4 points; **B** (average; awarded for satisfactory performance), 3 points; **C** (minimally passing), 2 points; **D** (unsatisfactory for graduate credit; course must be repeated), 1 point; **F** (failing), 0 points; **RP** (report in progress), not counted in the grade point average; **W** (withdrawal), not counted in the grade point average; **AU** (audit), no credit earned and not counted in the grade point average; **Cr** (credit), signifying units earned, but not counted in the grade point average; **NC** (no credit), no credit earned and not counted in the grade point average; **I** (incomplete authorized), no credit earned and not counted in the grade point average until one calendar year has expired at which time it will be changed to an **IC** (incomplete charged) and will count as an **F** for grade point average computation; **WU** (withdrawal unauthorized), will count as an **F** for grade point average computation.

**Plus/Minus Grading**

A plus/minus grading system is utilized at San Diego State University. Plus/minus grading is not mandatory but is utilized at the discretion of the individual instructor. The grades of **A+**, **F+** and **F–** are not issued. The decimal values of plus and/or minus grades are utilized in the calculation of grade point averages as follows:

\[
\begin{array}{cccc}
A &=& 4.0 & C+ &=& 2.3 \quad D– &=& 0.7 \\
A– &=& 3.7 & C &=& 2.0 & F &=& 0 \\
B+ &=& 3.3 & C– &=& 1.7 & WU &=& 0 \\
B &=& 3.0 & D+ &=& 1.3 & I &=& 0 \\
B– &=& 2.7 & D &=& 1.0 & IC &=& 0
\end{array}
\]

Faculty members use all grades from **A** through **F** to distinguish among levels of academic accomplishment. The grade for average undergraduate achievement is **C**.
University Policies

Computation of Grade Point Average

To compute the grade point average, the total number of grade points earned is divided by the number of units attempted. Units earned with a Cr (Credit) are not included in the computation. A grade of I (incomplete authorized) is not counted in the grade point computation until one calendar year has expired, at which time it will be charged as an IC (incomplete charged) grade and will count as an F. The minimum grade point average for a bachelor’s degree is 2.0 (C); in other words, you must have earned at least twice as many grade points as units attempted.

Report in Progress Grade – RP

The RP symbol is used in connection with courses that extend beyond one academic term. It indicates that work is in progress and has been evaluated and found to be satisfactory to date, but that assignment of a precise grade must await completion of additional work. Work is to be completed within a stipulated time period not to exceed one year except for graduate theses (799A) or dissertation (899). An additional exception shall be made for Research (797) in which time period is not to exceed two years. Graduate courses for which the RP symbol is appropriate are specifically designated in the departmental listings of the Graduate Bulletin.

Candidates for graduation whose record carries a grade of RP will be graduated provided they are otherwise eligible for graduation. However, the RP cannot be made up after the degree has been granted. If students do not wish to be graduated with the grade of RP on their record, they must officially cancel their application for graduation.

Withdrawal Grade – W

The symbol “W” indicates that you were permitted to drop a course after the 10th day from the first day of classes because of a verified serious and compelling reason, and you have obtained the signatures of the instructor and the approval of the dean or designee of the college in which the class is located. Dropping a class is not permitted after 7:59 p.m. on the 10th day from the first day of classes, except in cases such as accident or serious illness where the cause of dropping the class is due to circumstances clearly beyond your control, and the assignment of an incomplete is not practicable. All such requests must be accompanied by appropriate verification. Ordinarily, withdrawals in this category will involve total withdrawal from the university, except that credit, or an Incomplete, may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Requests to withdraw under such circumstances must be signed by each instructor, who indicates your grade status in the class, and approved by the dean or designee of the college of your major.

After the last day of instruction for the semester, if you wish to change assigned grades to W grades you must request to withdraw from the full semester’s work; no requests for individual classes will be accepted. Total withdrawal requests may be granted only in verified cases such as accident or serious illness where the cause for substandard performance was due to circumstances clearly beyond your control. Only those retroactive changes from an assigned grade to W which are approved by the instructor who assigned the original grade will be made, except that the dean or designee of the college of your major may authorize the change of WU to W, and department chairs shall act on behalf of instructors no longer affiliated with the university.

Auditing – AU

Enrollment as an auditor is subject to permission of the instructor, provided that enrollment in a course as an auditor shall be permitted only after students otherwise eligible to enroll on a credit basis have had an opportunity to do so. Auditors are subject to the same fee structure as credit students and regular class attendance is expected. Failure to meet required class attendance may result in an administrative drop of the course. Units taken for audit are not used in the calculation of enrollment status. To enroll as an auditor, you may not change to credit status unless such a change is requested by 4 p.m. on the 10th day from the first day of classes. Graduate students cannot use audited courses to fulfill a degree requirement.

Credit/No Credit – Cr/NC (Graduate Student Degree Coursework)

No courses graded credit/no credit (Cr/NC) are acceptable on an advanced degree program, except those offered only for credit/no credit. The symbol “Cr” is used to report the satisfactory completion of courses 797, 798, 799A, and certain 500-, 600-, 700-, and 800-numbered courses specifically designated in the graduate curriculum and the Class Schedule. Such courses will result in the assignment of “NC.” For graduate students, a grade of “Credit” in graduate level courses is awarded for work equivalent to a course letter grade of B (3.0) or better. “No Credit” is awarded for work equivalent to a course letter grade of B- (2.7) or less. See Thesis Extension (799B) section of this bulletin for additional information about 799B credit.

Incomplete Authorized Grade – I

The symbol I (incomplete authorized) indicates that a portion of required coursework has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. It is your responsibility to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. The conditions for removal of the Incomplete shall be stated on the Incomplete agreement form that is processed by the instructor when grades are submitted. A copy of the Incomplete agreement will be available to the student, the instructor, and department via SDSU WebPortal at http://www.sdsu.edu/portal. A final grade is assigned when the work agreed upon has been completed and evaluated. An Incomplete cannot be assigned when the only work the student could make up the work would be to attend a major portion of the class when it is next offered.

An Incomplete must be made up within one calendar year immediately following the end of the term in which it was assigned; however, faculty have the option to assign a deadline that is less than one year. This limitation prevails whether or not the student maintains continuous enrollment. The I (incomplete authorized) grade must be resolved prior to the student’s graduation date, even if it is less than a year. Failure to do so will result in a cancelation of the student’s graduation application. Failure to complete the assigned work within one calendar year will result in an Incomplete being converted to an IC symbol, which would become the final grade on the student’s record at the end of the calendar year deadline. In any case, because a student’s record must provide an accurate and complete accounting of the student’s academic history, the notation of Incomplete will remain on the record.

An Incomplete may not be made up after you have graduated.

Incomplete Charged Grade – IC

The symbol IC (incomplete charged) may be used when a student who received an I (incomplete authorized) has not completed the required coursework within the allowed time limit. The IC is posted to the record at the end of the one year time limit and is counted as a failing grade for grade point average and progress point computation. Re-registering for a course in which a grade of I was initially assigned does not remove the outstanding grade.

Withdrawal Unauthorized Grade – WU

The symbol WU indicates that a student enrolled in a course, did not withdraw from the course, but failed to complete course requirements. It is used when, in the opinion of the instructor, the number of completed assignments or course activities or both were insufficient to make possible a normal evaluation of academic performance. For purposes of grade point average computation, this symbol is equivalent to an F. If the student attended a portion of a course and then, after receiving failing grades, stopped attending without officially withdrawing, a final grade of F not WU should be assigned. Graduate students who have successfully repeated a WU graded course may petition the Division of Graduate Affairs for a possible grade point average adjustment.
Assignment of Grades and Grade Appeals

Faculty have the right and responsibility to provide evaluation and timely assignment of appropriate grades. There is a presumption that grades assigned are correct. It is the responsibility of anyone appealing an assigned grade to demonstrate otherwise.

If you believe that an appropriate grade has not been assigned you should first seek to resolve the matter with the instructor of record. If the matter cannot be resolved informally, you may present the case to the appropriate campus entity, have it reviewed and, where justified, receive a grade correction. Requests to improve an earned grade assigned at the end of a semester by completing additional coursework are not considered. It is your responsibility to attempt to resolve grade disputes in a timely manner, typically during the semester following the semester the questioned grade was received. If twelve or more months have elapsed since the grade was issued, or you have graduated, no grade change will be considered.

Repeated Courses
(Graduate Student Degree Coursework)

Students must earn a minimum grade of C (2.0) or better in all courses on their program of study; however, some programs require a grade of B (3.0) or better in selected courses. Ordinarily, a graduate student may not repeat courses taken as part of an official master’s degree program; however, with prior permission of the graduate adviser, a student may repeat one course on the official program of study in which a grade of C (2.0) has been earned. A program of study course must be repeated if the minimum departmental or minimum course grade requirement is not satisfied. Should a student need to repeat more than one program of study course, the student must submit to the graduate dean a petition for adjustment of academic requirement. Repeated courses may not be taken for credit/no credit (Cr/NC). When a graduate student in any category of admission repeats a course, both grades will remain on the student’s permanent record and both grades will be calculated in all grade point averages. Both grades will also be included in the student’s program of study. Upon appeal to the Division of Graduate Affairs, the first grade for a repeated course may be omitted from all grade point averages if the first grade was withdrawal unauthorized grade (WU). Omitting the original grade from grade point average calculations may only be done once and only if the original grade was WU and after the repeat grade is posted.

Final Examinations

No final examination shall be given to individual students before the regular time. If you find it impossible to take a final examination on the date scheduled you must make arrangements with the instructor to have an incomplete grade reported and must take the deferred final examination within the time allowed for making up incomplete grades.

Withdrawals

A graduate student who has been admitted to a graduate degree curriculum but has completed no courses at this university for two consecutive semesters is considered to have withdrawn from the curriculum if a request for an approved leave of absence has not been granted. The student will be required to file an application for readmission to the university upon resumption of graduate study. A student who withdraws from a graduate curriculum will be required to comply with regulations and requirements in effect at the time of readmission to the Division of Graduate Affairs.

Official Withdrawal

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term are required to initiate action formally through the Office of the Registrar and follow the university’s official withdrawal procedures. Failure to follow formal university procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on canceling registration and withdrawal procedures is available from the Office of the Registrar.

A student who has not paid fees and is not enrolled in at least one class (other than for audit) by 7:59 p.m. on the 10th day from the first day of classes is no longer considered a continuing student and may be required to apply for readmission.

A course will not appear on the permanent record if withdrawal occurs by 11:59 p.m. on the 10th day from the first day of classes. After the 10th day from the first day of classes, withdrawals are not permitted except in cases where the cause of withdrawal is due to circumstances clearly beyond your control, such as accident or serious illness. All such requests must be accompanied by appropriate verification. Credit or an incomplete may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Refer to the Class Schedule for appropriate dates for the deadlines indicated above.

Withdraw Retroactively

After the last day of instruction for a term, if you wish to change assigned grades to W grades, you must request to withdraw from the full semester’s work. Total withdrawal requests may be granted only in verified cases such as accident or serious illness where the cause for substandard performance was due to circumstances clearly beyond your control. No requests for individual classes will be accepted.

Students who receive financial aid funds must consult with the Office of Financial Aid and Scholarships prior to withdrawing from the university regarding any required return or repayment of grant or loan assistance received for that academic term or payment period. If the recipient of student financial aid funds withdraws from the institution during an academic term or a payment period, the amount of grant or loan assistance received may be subject to return and/or repayment provisions.

Unofficial Withdrawal

If you withdraw unofficially from classes or from the university, you will receive failing grades in all courses that you stop attending. An unofficial withdrawal is one in which you stop attending classes without filing official withdrawal forms within the established deadlines.

Veterans unofficially withdrawing will have veteran’s allowances immediately suspended and will be subject to full repayment of allowances received after date of unofficial withdrawal.

Leaves of Absence

Educational Leave of Absence
(Graduate Student Degree Coursework)

A one semester leave of absence may be granted when necessary due to personal, educational, military, or employment reasons. Students are permitted to take up to four semesters of approved leave of absence and must apply at the beginning of the particular semester they wish to be absent from school. If they wish to take leave for additional semesters, they must do so on a semester-by-semester basis. Students may access the leave of absence request application within the SDSU WebPortal at http://www.sdsu.edu/portal. Approval from the student’s graduate adviser and the Dean of Graduate Affairs is required. Educational leaves of absence will be granted only to students who have completed a minimum of one semester at San Diego State University. Leaves will not be granted to students who have been disqualified or students who have specific registration holds. For more information, visit http://arweb.sdsu.edu/es/registrar/leave.html.

Military Called to Compulsory Service

For information about the policy for Military Called to Compulsory Service, contact the Joan and Art Baron Veterans Center at 619-594-5813.

Readmission

A student who withdraws from the university for more than one semester must file an application for readmission before the stated closing deadline with a $55 application fee. If the student was enrolled at another institution subsequent to the last attendance at San Diego State University, an official transcript showing work completed must be sent by the institution directly to Graduate Admissions before readmission can be completed. SDSU
students in good academic standing, with programs of study on file, will retain their original bulletin status as long as the student remains matriculated.

Probation and Disqualification

Academic Probation
(Grade Point Average Deficiency)

A post-baccalaureate graduate student in any admission category shall be placed on academic probation if the student fails to maintain a cumulative grade point average of at least 2.85 in all units attempted subsequent to admission to the university.

Students in a graduate degree program in conditional or classified standing should consult the section of this bulletin entitled “General Requirements for Doctoral Programs” and “Basic Requirements for the Master’s Degree” for additional grade point average requirements for degree seeking students.

Academic Disqualification
(Grade Point Average Deficiency)

A graduate student whose cumulative grade point average falls below 2.85 for work attempted at San Diego State University will be placed on academic probation at the end of the semester. If during the first semester on probation the student does not achieve a term GPA of 2.85 or better, the student will be disqualified from San Diego State University. If during the first semester on probation the student earns a term GPA of 2.85 or better in San Diego State University coursework, but still has an overall cumulative GPA less than 2.85, the student will continue on academic probation for a second semester. If at the end of the second semester a student fails to achieve a cumulative GPA of 2.85, the student will be subject to academic disqualification from further attendance at the university. If at the end of the second semester the student has attained a 2.85 cumulative GPA or better on all work attempted at San Diego State University, academic probation will be lifted.

Reinstatement of Academically Disqualified Students

Graduate students who are academically disqualified from further attendance at the university may not attend SDSU, to include the College of Extended Studies, for a minimum of one full semester. They must file an application for readmission with a $55 application fee. They will be sent a Petition for Reinstatement that they need to return as soon as possible. Readmission to the university is NOT automatic. Each applicant will be considered on an individual basis by the graduate adviser with recommendations to the graduate dean.

Administrative Disqualification

Departments or schools of the university may recommend that the graduate dean dismiss the program any graduate student whose performance in a degree, certificate, or credential program is judged unsatisfactory with respect to the scholastic or professional standards of the program other than GPA. In addition, an appropriate campus administrator may disqualify a student who at any time during enrollment has demonstrated behavior so contrary to the standards of the profession for which the student is preparing as to render him/her unfit for the profession. In such cases, disqualification will occur immediately upon notice to the student, which shall include an explanation of the basis for the action, and the campus may require the student to discontinue enrollment as of the date of the notification. Students will be notified when they are subject to dismissal from the major and given a chance to respond in writing. If the department or school decides to proceed with the administrative disqualification, they will notify the graduate dean of the decision and the student will be disqualified and officially removed from the major at the end of the semester. Examples of unsatisfactory performance include but are not limited to withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms, failure to adhere to professional standards (see section on Standards for Professional Graduate Student Conduct), failure to make normal progress toward the degree, failure to fulfill conditions for fully classified admission within the time specified, denial of advancement to candidacy for a degree, and failure in presentation of a thesis or comprehensive examination.

Upon the dean’s issuance of disqualification, the student’s status will become undeclared and the student will become ineligible to enroll in coursework from his or her program. If the student wishes to apply to another San Diego State University graduate program, the information regarding his or her dismissal will be included with the application materials forwarded to the new program prior to an admission decision. Unless a student has been accepted to a new graduate program by the end of the semester following dismissal, the student will be ineligible for registration and will need to reapply to the university if she or he wishes to return to the university.

Student Conduct

Inappropriate conduct by students or applicants for admission is subject to discipline on the San Diego State University campus. The Center for Student Rights and Responsibilities establishes standards and procedures in accordance with regulations contained in Sections 41301, 41302 of Title 5, California Code of Regulations. Procedures are set forth in CSU Executive Order 1098 (revised June 23, 2015) at http://calstate.edu/EO/EO-1098-rev-6-23-15.html. These sections are as follows:

41301. Standards for Student Conduct.

A. Campus Community Values

The university is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

B. Grounds for Student Discipline

Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

The following are the grounds upon which student discipline can be based:

1. Dishonesty, including:
   a. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
   b. Furnishing false information to a university official, faculty member, or campus office.
   c. Forgery, alteration, or misuse of a university document, key, or identification instrument.
   d. Misrepresenting one’s self to be an authorized agent of the university or one of its auxiliaries.

2. Unauthorized entry into, presence in, use of, or misuse of university property.

3. Willful, material and substantial disruption or obstruction of a university-related activity, or any on-campus activity.

4. Participating in an activity that substantially and materially disrupts the normal operations of the university, or infringes on the rights of members of the university community.

5. Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus university related activity.

6. Disorderly, lewd, indecent, or obscene behavior at a university related activity, or directed toward a member of the university community.

7. Conduct that threatens or endangers the health or safety of any person within or related to the university community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
8. Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term “hazing” does not include customary athletic events or school sanctioned events.

Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

9. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and university regulations) or the misuse of legal pharmaceutical drugs. SDSU does not permit the possession or use of marijuana even with a medical recommendation.

10. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and university regulations), or public intoxication while on campus or at a university related activity.

11. Theft of property or services from the university community, or misappropriation of university resources.

12. Unauthorized destruction or damage to university property or other property in the university community.

13. Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the university president) on campus or at a university related activity.

14. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.

15. Misuse of computer facilities or resources, including:
   a. Unauthorized entry into a file, for any purpose.
   b. Unauthorized transfer of a file.
   c. Use of another’s identification or password.
   d. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the university community.
   e. Use of computing facilities and resources to send obscene or intimidating and abusive messages.
   f. Use of computing facilities and resources to interfere with normal university operations.
   g. Use of computing facilities and resources in violation of copyright laws.
   h. Violation of a campus computer use policy.

16. Violation of any published university policy, rule, regulation or presidential order.

17. Failure to comply with directions, or interference, with any university official or any public safety officer while acting in the performance of his/her duties.

18. Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the university community, to property within the university community or poses a significant threat of disruption or interference with university operations.

19. Violation of the Student Conduct Procedures, including:
   a. Falsification, distortion, or misrepresentation of information related to a student discipline matter.
   b. Disruption or interference with the orderly progress of a student discipline proceeding.
   c. Initiation of a student discipline proceeding in bad faith.
   d. Attempting to discourage another from participating in the student discipline matter.
   e. Attempting to influence the impartiality of any participant in a student discipline matter.
   f. Verbal or physical harassment or intimidation of any participant in a student discipline matter.
   g. Failure to comply with the sanction(s) imposed under a student discipline proceeding.

20. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

C. Procedures for Enforcing This Code

The chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the university imposes any sanction for a violation of the Student Conduct Code. CSU Executive Order 1098 (revised June 23, 2015), at http://calstate.edu/eo/EO-1098-rev-6-23-15.html.

D. Application of This Code

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the university is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with California Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

41302. Disposition of Fees: Campus Emergency; Interim Suspension

The president of the campus may place on probation, suspend, or expel a student for one or more of the causes enumerated in Section 41301. No fees or tuition paid by or for such student for the semester, quarter, or summer session in which he or she is suspended or expelled shall be refunded. If the student is readmitted before the close of the semester, quarter, or summer session in which he or she is suspended, no additional tuition or fees shall be required of the student on account of the suspension.

During periods of campus emergency, as determined by the president of the individual campus, the president may, after consultation with the chancellor, place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities.

The president may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required to protect lives or property and to insure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within 10 days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the president or designated representative, enter any campus of the California State University other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

Student Grievances

If a student believes that a professor’s treatment is grossly unfair or that a professor’s behavior is clearly unprofessional, the student may bring the complaint to the proper university authorities and official reviewing bodies by following the Procedures for Handling Student Grievances Against Members of the Faculty, adopted by the Faculty Senate. A copy of the procedures may be obtained from the Office of the Student Ombudsman, Student Services East, Room 1105.

Cheating and Plagiarism

Institutions of higher education are founded to impart knowledge, seek truth, and encourage one’s development for the good of society. University students shall thus be intellectually and morally obliged to pursue studies with honesty and integrity. In
preparing and submitting materials for academic courses and in taking examinations, a student shall not yield to cheating or plagiarism, which not only violate academic standards but also make the offender liable to penalties explicit in Section 41301 of Title 5, California Code of Regulations as follows:

**Expulsion, Suspension, and Probation of Students.** Following procedures consonant with due process established pursuant to Section 41304, any student of a campus may be expelled, suspended, placed on probation, or given a lesser sanction for one or more of the following causes that must be campus related.

**Cheating**

Cheating is defined as the act of obtaining, or attempting to obtain, credit for academic work by the use of dishonest, deceptive, or fraudulent means. Examples of cheating include, but are not limited to:

- a. copying, in part or in whole, from another’s test or other examination;
- b. discussing answers or ideas relating to the answers on a test or other examination without the permission of the instructor;
- c. obtaining copies of a test, an examination, or other course material without the permission of the instructor;
- d. using notes, cheat sheets, or other devices considered inappropriate under the prescribed testing condition;
- e. collaborating with another or others in work to be presented without the permission of the instructor;
- f. falsifying records, laboratory work, or other course data;
- g. submitting work previously presented in another course, if contrary to the rules of the course;
- h. altering or interfering with the grading procedures;
- i. plagiarizing, as defined; and
- j. knowingly and intentionally assisting another student in any of the above.

**Plagiarism**

Plagiarism is defined as the act of incorporating ideas, words, or specific substance of another, whether purchased, borrowed, or otherwise obtained, and submitting same to the university as one’s own work to fulfill academic requirements without giving credit to the appropriate source. Plagiarism shall include but not be limited to:

- a. submitting work, either in part or in whole, completed by another;
- b. omitting citations for ideas, statements, facts, or conclusions that belong to another;
- c. omitting quotation marks when quoting directly from another, whether it be a paragraph, sentence, or part thereof;
- d. close and lengthy paraphrasing of the writings of another;
- e. submitting another person’s artistic works, such as drawings, musical compositions, paintings, photographs, or sculptures; and
- f. submitting as one’s own work papers purchased from research companies.

**Disciplinary Action**

Cheating and plagiarism in connection with an academic program at the university may warrant two separate and distinct courses of action that may be applied concurrently in response to a violation of this policy: (a) academic sanctions, such as grade modifications; and (b) disciplinary sanctions, such as probation, suspension, or expulsion.

Academic sanctions are concerned with the student’s grades and are the responsibility of the instructor involved. Disciplinary sanctions are concerned with the student’s records and status on campus and shall be the responsibility of the university president or designated representative. The Director of the Center for Student Rights and Responsibilities shall be the president’s representative in matters of student discipline.

**Civil and Criminal Penalties for Violation of Federal Copyrights Law**

Anyone who is found to be liable for copyright infringement may be liable for either the owner’s actual damages, along with any profits of the infringer, or statutory damages of up to $30,000 per work infringed. In the case of a willful infringement, a court may award up to $150,000 per work infringed (see 17 U.S.C. §504). Courts also have discretion to award costs and attorneys’ fees to the prevailing party (see 17 U.S.C. §505). Willful copyright infringement can also result in criminal penalties, including imprisonment and fines (see 17 U.S.C. §506 and 18 U.S.C. §2319).

**SDSU Alcohol and Substance Abuse Policies**

In accordance with the California Information Practices Act, the Vice President for Student Affairs or designee of San Diego State University may notify a student’s parent(s) or legal guardian(s) in the event compelling circumstances exist affecting the student’s health or safety, including circumstances involving alcohol or controlled substances.

This statement is presented to students to provide information about (1) health risks associated with alcohol and other drugs, (2) prevention and treatment programs available on campus, and (3) applicable State laws and campus policies.

**Risks**

- Use and abuse of alcohol and other drugs can lead to accidents, injury, and other medical emergencies. Alcohol, especially in high doses, or when combined with medications or illegal drugs continues to claim the lives of college students across the nation. If you see someone unconscious, call 9-1-1; doing so may save his or her life.

**Driving**

Driving after consumption of even relatively small quantities of alcohol can substantially increase your risk of crash involvement. Even after just a drink or two, drinkers may experience some loss of their ability to think about complex problems or accomplish complex tasks. Drinkers may also lose some control over impulsive behavior.

- To become dependent upon chemicals such as alcohol and/or illicit drugs is to put your health and life at risk. Chemical dependency is a condition in which the use of mood altering substances, such as drugs or alcohol, affect any area of life on a continuing basis. Medical research has established very strong evidence that alcohol abuse contributes significantly to cancer and heart disease. Many illicit drugs have also been demonstrated to lead to serious short and long-term health problems. There is clear evidence of serious negative effects on babies due to use of illicit drugs and alcohol by the mother during pregnancy.

**Campus Resources**

- Keeping yourself informed is an important step in developing a healthy lifestyle and in knowing how to cope with problems as they arise. SDSU provides useful and informative prevention education programs throughout the year. A variety of departments sponsor workshops and lectures on alcohol and drug related issues to support and encourage healthy, productive lifestyles. These programs are available through: Counseling and Psychological Services, 619-594-5220; Residential Education Office, 619-594-5742; Well-being and Health Promotion, 619-594-4133; Athletic Department, 619-594-3019; Student Health Services, 619-594-5281; University Police Department, 619-594-1991.

- For students with substance abuse problems or concerns, assistance is available at SDSU’s Counseling and Psychological Services (CPS) located at Calpulli Center, Room 4401. Students who prefer an appointment with a health care provider (e.g. nurse or physician), may contact Student Health Services. If you are aware of problems with friends, roommates, or family members, we encourage you to act responsibly by consulting with Counseling and Psychological Services. Remaining silent or waiting until
a situation has escalated is not responsible behavior. SDSU supports the notion of students helping one another to cooperatively solve alcohol and substance abuse problems as they occur.

Laws and Campus Policy

With few exceptions, it is illegal for anyone under the age of 21 to purchase or possess alcohol. If you violate these laws, you may face a minimum fine of $250 and suspension of your driving license. For more information about California laws, visit the California State Bar website at http://www.calbar.ca.gov/Public/Free-Legal-Information/Legal-Guides/Kids-the-Law or the California Alcohol Beverage Control website at http://www.abc.ca.gov/teencorner.html.

Federal and state laws define a number of substances as “drugs” with sanctions related to their manufacture, sale, possession, and use varying by type of substance and quantity. See California State Bar website at http://www.calbar.ca.gov/Public/Free-Legal-Information/Legal-Guides/Kids-the-Law.

In addition to the Standards for Student Conduct in the California Code of Regulations, Title V, Article 2, Section 41301, SDSU’s expectations of responsible student behavior prohibits the unlawful possession, use, or distribution of drugs and alcohol by students on university property or in surrounding neighborhoods, or as any part of the university’s activities. Violators may face suspension or expulsion from the university. In addition, the university will cooperate with governmental authorities in criminal and civil actions. The university does not accept alcohol or substance abuse as an excuse, reason, or rationale for any act of abuse, harassment, intimidation, violence, or vandalism.

Possession or consumption of distilled liquor on university property is prohibited at all times. Possession, consumption, or sale of beer or wine by those 21 years of age or older is permitted at designated campus locations and events only with prior approval of the vice president for student affairs.

On campus property, and in surrounding neighborhoods, the sale, distribution, knowing possession, and use of dangerous drugs or narcotics are prohibited. Students are also forbidden by state and federal laws to sell, distribute, possess, or use those drugs. SDSU does not permit the possession or use of marijuana even with a medical recommendation.

Student organizations, residence halls, athletics, and Greek Life have instituted additional policies regarding alcohol and drugs. Please contact relevant administration offices for more information. More information can also be found at http://go.sdsu.edu/student_affairs/healthpromotion/refixalcoholandotherdrugs.aspx.

As a student at SDSU, you are responsible for your behavior and are fully accountable for your actions. Violation of this policy statement will not go unchallenged within the SDSU community. Any university student may be expelled, suspended, or placed on probation for violating university regulations regarding alcohol or drugs. Additionally, using alcohol or drugs negatively affects your academic performance.

Students who possess, use, or distribute substances such as, but not limited to, marijuana, cocaine, methamphetamines, or other hallucinogens and narcotics, or who violate statutes regarding alcoholic beverages, are subject to arrest, imprisonment, or a fine according to state law. The University Police Department is empowered to enforce all local and state laws, including public drunkenness, driving under the influence, and possession of alcohol by a minor.

The university’s commitment to exercising disciplinary powers in cases of illegal alcohol and drug use complements its full measure of support for students who seek help for themselves or their acquaintances. These two approaches, combined with an active prevention education program, provide a strong basis for maintaining university expectations for a safe, healthy, and productive campus community. We hope that you will take advantage of the programs and services available to you, and that you will join with us in creating a viable learning community.

Drug Law Violations and Consequences

A federal or state drug conviction for possession, sale, or conspiring to sell illegal drugs can affect a student’s eligibility to receive federal student financial aid, including loans, grants, and work study. If the offense occurs while the student is receiving federal student financial aid, the student will lose aid eligibility for a certain period of time. Additional information is available from the Office of Financial Aid and Scholarships, Student Services West, Room 3615, 619-594-6323, or at http://www.sdsu.edu/financialaid.

SDSU Smoke-Free Policy

SDSU is a completely smoke-free campus. Smoking is not permitted in or outside any buildings, including Viejas Arena and auxiliary buildings, or in parking areas. Use of any tobacco product can result in an administrative citation.

This policy implements Section 42356 of Title 5, California Code of Regulations and CSU Memorandum, 2002-26 and 2003-19, in accordance with California Education Code Sections 89030 and 89031, California Government Code Sections 7596-7599, and CSU Executive Order 599.

Visit http://smokefree.sdsu.edu/smoke_free/ for more information on the SDSU smoking policy and smoking cessation programs.

SDSU Active Transportation Policy (Bicycles and Skateboards on Campus)

SDSU encourages our community to use alternative modes of transportation to and from campus. Bicycles may only be operated on streets and designated paths. In other locations, bicyclists shall walk their bicycles and shall park them in designated parking stands and areas. Skateboards, roller skates, and similar personal wheeled conveyances may only be operated on designated bike paths and campus curbed roadways. Use of bicycles or personal wheeled conveyances in areas other than designated areas is a violation of university policy, or the law, and can result in an administrative or criminal citation.

Service and Guide Dog Policy

San Diego State University complies with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and Section 504 of the Rehabilitation Act of 1973. The ADAAA and Section 504 require SDSU to make reasonable modifications to its policies, practices, or procedures to permit the use of a service or guide animal (further known as “dog”) by a faculty, staff, student, or visitor (further known as handler) with a disability.

Definition of a Service or Guide Dog

The ADAAA defines a service or guide animal as “any dog (or miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, psychiatric, sensory, or other mental disability.”

It is important to note that other species of animal, whether wild or domestic, trained or untrained, are not service animals for the purposes of the ADAAA. It should further be noted that the ADAAA provides an exception for miniature horses that are trained as guide animals for the blind or visually impaired. Note that the crime deterrent effects of a dog’s presence and the provision of comfort, companionship, emotional support, or well-being do not constitute work or tasks for the purposes of determining whether a dog is a service or guide animal under the ADAAA or this policy.

Verification of a Service or Guide Dog

Handlers will not be asked about the nature or extent of his or her disability. However, when it is not readily apparent that the dog identified by the handler is trained to do work or perform tasks for him or her, university designees may only ask the handler the following two questions:

- Is the dog required because of a disability?
- What work or task has the dog been trained to perform?

Documentation, such as proof that the dog has been certified, trained, or licensed as a service or guide dog is not required.

For complete service and guide dog policy, visit go.sdsu.edu/student_affairs/sds/serviceanimals.aspx.
University Policies

Safety and Security Report
In accordance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the San Diego State University Safety, Security and Fire Report and current annual crime statistics are available online at http://www.police.sdsu.edu. Call the University Police Crime Prevention Unit at 619-594-1985 for more information.

Integrity in Research and Scholarship
San Diego State University expects the highest standards of ethical behavior of all members of the academic community involved in the conduct of research, including graduate students. Although instances of misconduct in research are rare, reports of possible scientific fraud concerning faculty, staff, and graduate students employed in research contracts and grants are dealt with in accordance with the university’s assurance of compliance with the United States Public Health Service scientific misconduct regulations. The administrative process for handling allegations of scientific misconduct and for protecting the rights and reputations of all persons involved is detailed in the Policy on Integrity in Research and Scholarship and published in the SDSU Policy File. Reports and/or charges of misconduct in research at SDSU should be directed to the chair of the department or dean of the college in which the alleged misconduct has occurred. Such reports may also be directed to the Vice President for Research in Graduate and Research Affairs for referral to the appropriate college dean.

Transcripts of Record

Official Transcripts
Official transcripts can be ordered online in your SDSU Web-Portal at http://www.sdsu.edu/portal under the Official Transcript section. If all your coursework was completed prior to 1987 or if your transcript requires special handling (e.g. via United States Postal Service Priority or Express Mail only), you will need to order official transcripts by completing an Official Transcript Request form and submitting it to the University Cashiers Office. A fee is charged for all transcripts and must be paid in advance. An official transcript is usually mailed within five to seven business days after the request is processed by the Cashiers Office, unless a hold has been indicated. Transcripts from other schools or colleges become the property of this university and will not be released or copied.

Unofficial Transcripts
You may print an unofficial SDSU transcript by accessing the SDSU WebPortal at http://www.sdsu.edu/portal. If all of your SDSU coursework has been taken since fall 1987, your entire record will be available on the Web. If you completed coursework at SDSU prior to fall 1987, you must contact the Office of the Registrar to obtain an unofficial transcript reflecting that portion of your record. Unofficial transcripts do not bear the seal of the university and are not suitable for transfer purposes.

Graduate Program Unit Limits and Guidelines
Full time enrollment for graduate students is nine units of coursework numbered 500 through 999. Enrollment in Thesis (799A) is considered full time for master’s degree candidates. Enrollment in Thesis Extension (799B) or Comprehensive Examination Extension (799C) is considered half time for master’s degree candidates. Enrollment in Doctoral Research (897), Doctoral Dissertation (899), or Clinical Internship (Psychology 894) is considered full time for students admitted to a doctoral program.

Transfer and Foreign University Credit
For most master’s degree programs, the maximum transferable course credit is nine units including courses taken through San Diego State University College of Extended Studies. Exceptions are the Master of Business Administration degree, Master in Regulatory Affairs degree, Master of Science in Nursing degree which permits 12 units; the Master of Fine Arts in Creative Writing degree which permits 18 units; the Master of Science degree in Counseling which permits 24 units; and the Master of Fine Arts degree in Art, the Master of Fine Arts degree in Theatre Arts, the Master of Science degree in Rehabilitation Counseling, and the Master of Social Work degree which permit 30 units. All transfer credit earned in other colleges and universities including foreign universities and those earned through the San Diego State University College of Extended Studies must be approved by the graduate adviser and graduate dean. Credit earned by correspondence or by examination is not acceptable as satisfying advanced degree requirements. Transfer limits for most advanced certificate programs are limited to a maximum of three units including courses taken through San Diego State University College of Extended Studies. For advanced certificates requiring more than 12 units, maximum transfer limits are 30% of degree units and must have the recommendation of the program adviser and the Dean of Graduate Affairs.

Open University
Students who have been admitted to the university may NOT enroll in on-campus courses through Open University.

Students who have not been admitted to the university may enroll in on-campus courses through Open University during the regular semester on a space available basis with approval of the course instructor and the department chair. Courses taken through Open University prior to admission to the university may be transferred to meet graduate degree requirements with the approval of the graduate adviser and the graduate dean and are normally limited to nine units depending on the degree objective (see Transfer and Foreign University Credit).

Special Sessions Program Credit
Special session degree programs are offered through the College of Extended Studies for external degree students. A matriculated graduate student who is not in a special session degree program may only take courses through the special session program if the course is not being offered through the regular session, if the student must take the course as part of their program of study, and if the course will not be offered again prior to the student’s planned graduation date. In these cases if students are taking regular session courses, they will have to pay special session fees and regular session fees.

Non-Credit Courses
Non-credit courses offered through the College of Extended Studies will appear on the San Diego State University transcript but are not transferable for graduate credit. Graduate students who enroll in these courses normally do so for personal enrichment only.

Availability of Institutional and Financial Assistance Information
The following information concerning student financial assistance may be obtained from the Office of Financial Aid and Scholarships, Student Services West, Room 3615, 619-594-6323, or at http://www.sdsu.edu/financialaid:

1. A description of the federal, state, institutional, local, and private student financial assistance programs available to students who enroll at San Diego State University and for San Diego State University students participating in study abroad programs;

2. For each aid program, a description of procedures and forms by which students apply for assistance, student eligibility requirements, criteria for selecting recipients from the group of eligible applicants, and criteria for determining the amount of a student’s award;

3. A description of the rights and responsibilities of students receiving financial assistance, including federal Title IV student assistance programs, criteria for continued student eligibility under each program, and how a drug law violation may affect your eligibility to receive financial aid;
4. The satisfactory academic progress standards that students must maintain for the purpose of receiving financial assistance and criteria by which a student who has failed to maintain satisfactory progress may reestablish eligibility for financial assistance;
5. The method by which financial assistance disbursements will be made to students and the frequency of those disbursements;
6. The way the university provides for Pell-eligible students to obtain or purchase required books and supplies by the seventh day of a payment period and how the student may opt out;
7. The terms of any loan received as part of the student’s financial aid package, a sample loan repayment schedule, and the necessity for repaying loans;
8. The general conditions and terms applicable to any employment provided as part of the student’s financial aid package;
9. The terms and conditions of the loans students receive under the Direct Loan and Perkins Loan Programs;
10. The exit counseling information the university provides and collects for student borrowers; and
11. Contact information for the Office of the Student Ombudsman office available for disputes concerning federal, institutional and private loans.

Information concerning the cost of attending San Diego State University is available from the Office of Financial Aid and Scholarships, Student Services West, Room 3615, 619-594-6323, or at http://www.sdsu.edu/financialaid, and includes tuition and fees; the estimated costs of books and supplies; estimates of typical student room, board, and transportation costs; and, if requested, additional costs for specific programs.

Information concerning the refund policies of San Diego State University for the return of unearned tuition and fees or other refundable portions of institutional charges is available from Student Account Services, Student Services West, Room 2536, 619-594-5253, or at http://www.sdsu.edu/sas.

Information concerning policies regarding the return of federal Title IV student assistance funds as required by regulation is available from Student Account Services, Student Services West, Room 2536, 619-594-5253, or at http://www.sdsu.edu/sas.

Information concerning loan exit counseling for all student borrowers under the federal student loan programs is available from Student Account Services, Student Services, West Room 2536, 619-594-5253, or at http://www.sdsu.edu/sas.

Information regarding special facilities and services available to students with disabilities may be obtained from the Student Ability Success Center, Calpulli Center, Room 3101, 619-594-6473 (TDD: 619-594-2929), or at http://www.sa.sdsu.edu/sds.

Information concerning San Diego State University policies, procedures, and facilities for students and others to report criminal actions or other emergencies occurring on campus may be obtained from the University Police Department, 619-594-1991, or at http://www.police.sdsu.edu.

Information concerning San Diego State University annual campus security report and annual fire safety report may be obtained from the University Police Department, 619-594-1991, or at http://www.police.sdsu.edu.

Information concerning the prevention of drug and alcohol abuse and rehabilitation programs may be obtained from Counseling and Psychological Services, Calpulli Center, Room 4401, 619-594-5220, or at http://www.sa.sdsu.edu/cps.

Information regarding student retention and graduation rates of students enrolled at San Diego State University and, if available, the number and percentage of students completing the program in which the student is enrolled has expressed interest may be obtained from Analytic Studies and Institutional Research, Manchester Hall, Room 3310, 619-594-6846, or at http://asir.sdsu.edu.

Information concerning athletic opportunities available to male and female students and the financial resources and personnel that San Diego State University dedicates to its men’s and women’s teams may be obtained from the director of Intercollegiate Athletics, Aztec Athletics Center, Room 3015, 619-594-6357, or at http://www.goaztecs.com.

Information concerning teacher preparation programs at San Diego State University, including pass rate on teacher certification examinations, may be obtained from the Office of Advising and Recruitment, Education and Business Administration, Room 259, 619-594-6320.

Information concerning grievance procedures for students who feel aggrieved in their relationships with the university, its policies, practices and procedures, or its faculty and staff may be obtained from the Office of the Student Ombudsman, Student Services East, Room 1105, 619-594-6578, or at http://www.sas.sdsu.edu/ombuds.

Information concerning student activities that San Diego State University provides, must be easily accessible on http://www.sdsu.edu.

Information concerning student body diversity at San Diego State University, including the percentage of enrolled, full-time students who are (1) male, (2) female, (3) Pell Grant recipients, and (4) self-identified members of a specific racial or ethnic group, may be obtained from Analytic Studies and Institutional Research, Manchester Hall, Room 3310, 619-594-6846, or at http://asir.sdsu.edu.

The federal Military Selective Service Act (the “Act”) requires most males residing in the United States to present themselves for registration with the Selective Service System within 30 days of their 18th birthday. Most males between the ages of 18 and 25 must be registered. Males born after December 31, 1959, may be required to submit a statement of compliance with the Act and regulations in order to receive any grant, loan, or work assistance under specified provisions of existing federal law. In California, students subject to the Act who fail to register are also ineligible to receive any need-based student grants funded by the state or a public postsecondary institution.

Selective Service registration forms are available at any U.S. Post Office, and many high schools have a staff member or teacher appointed as a Selective Service Registrar. Applicants for financial aid can also request that information provided on the Free Application for Federal Student Aid (FAFSA) be used to register them with the Selective Service. Information on the Selective Service System is available and the registration process may be initiated online at http://www.sss.gov.

Student Complaint Procedure (Complaints Regarding the CSU)
Office of the Student Ombudsman
Student Services East, Room 1105
619-594-6578
http://www.studentaffairs.sdsu.edu/ombuds.

The California State University takes very seriously complaints and concerns regarding the institution. If you have a complaint regarding the CSU, you may present your complaint as follows:

1. If your complaint concerns CSU’s compliance with academic program quality and accrediting standards, you may present your complaint to the Western Association of Schools and Colleges (WASC) at http://www.wascsenior.org/comments. WASC is the agency that accredits the CSU’s academic program.

2. If your complaint concerns an alleged violation by CSU of any law that prohibits discrimination, harassment or retaliation based on a protected status (such as age, disability, gender (or sex), gender identity, gender expression, nationality, race or ethnicity (including color or ancestry), religion or veteran or military status), you may present your complaint as described in Section XVI (Nondiscrimination Policy).
University Policies

3. If your complaint concerns an alleged violation by the CSU of other state law, including laws prohibiting fraud and false advertising, you may present your claim complaint to the campus president or Office of the Student Ombudsman, Student Services East, Room 1105, 619-594-6578, http://www.studentaffairs.sdsu.edu/ombuds. The president or student ombudsman will provide guidance on the appropriate campus process for addressing your particular issue. See Procedure for Student Complaints—CSU Executive Order 1063 for details regarding the complaint requirements and complaint process at http://www.calstate.edu/eo/eo-1063.html.

4. Other complaints regarding the CSU may be presented to the campus dean of students, who will provide guidance on the appropriate campus process for addressing your particular issue. If you believe that your complaint warrants further attention after you have exhausted all the steps outlined by the president or student ombudsman, or by WASC, you may file an appeal with the Assistant Vice Chancellor, Academic and Student Affairs at the CSU Chancellor’s Office. This procedure should not be construed to limit any right that you may have to take action to resolve your complaint.
Requirements for Master’s Degrees

To receive the master’s degree at San Diego State University, the candidate must complete the following general requirements as well as the more specific requirements listed in the appropriate sections of Part Five of this bulletin.

Official Programs of Study

Official programs of study are to be submitted to the Division of Graduate Affairs for approval after the student has been granted classified graduate standing. The program must be submitted prior to or concurrent with the time the student wishes to be considered for advancement to candidacy and the student must be in good academic standing at the time of submission. The requirements governing the official program will be those specified in the bulletin in effect at the time the program is approved in the Division of Graduate Affairs.

Official master’s degree programs of study, as recommended by the graduate adviser and approved by the graduate dean, are binding unless the student withdraws from the university. Withdrawal is defined as having taken no courses during two consecutive semesters without an approved leave of absence.

A student who withdraws from the university and is later readmitted with classified graduate standing may, with the recommendation of the graduate adviser and the consent of the graduate dean, continue with the original official program of study or may be required to submit a new program that complies with the requirements of the current Graduate Bulletin in effect at the time of readmission.

When course requirements listed on an official master’s degree program deviate from those prescribed in the Graduate Bulletin, the student must submit to the graduate dean a petition for adjustment of academic requirements.

It is the student’s responsibility to complete the specific courses listed on the official program of study with a grade of C or better. No changes will be permitted unless recommended by the graduate adviser and approved by the graduate dean. No course can be deleted from an official program of study after the course has been completed. This includes a course for which a student has registered and received an “Incomplete” or “Report in Progress” grade.

Foreign Language Requirement

Some departments require students to pass a foreign language requirement prior to advancement to candidacy, or in some cases, prior to graduation. See Part Five of this Bulletin for details.

Advancement to Candidacy

A student who holds classified graduate standing and who meets the scholastic, professional, and personal standards of the university may be considered for advancement to candidacy for the master’s degree at the point of submission of the official program of study. For the Master of Arts, the Master of Science, the Master of Business Administration, the Master of Music, the Master of Public Administration, and the Master of Public Health degrees, a student may be advanced to candidacy after completing at least 12 units of coursework listed on the official program of study with a minimum grade point average of 3.0 (B); for the Master of City Planning, the Master of Science in counseling, the Master of Science in rehabilitation counseling, and the Master of Social Work degrees, the student must have earned at least 24 units of coursework listed on the official program of study with a minimum grade point average of 3.0 (B); for the degree of Master of Fine Arts in art, or the degree of Master of Fine Arts in theatre arts, the student must have earned at least 30 units of coursework listed on the official program of study with a minimum grade point average of 3.0 (B); for the degree of Master of Fine Arts in creative writing, the student must have earned at least 30 units of coursework listed on the official program of study with a minimum grade point average of 3.25.

In addition to having classified graduate standing and the grade point averages specified above, the student must have maintained the required grade point averages (see section on next page) with no grade of less than 2.0 (C) in a program course, completed all the undergraduate deficiencies, and the special requirements of the department or school concerned. The Division of Graduate Affairs will send the students written notification of advancement to candidacy.

A program of study must be on file at least one semester prior to graduation. A student may not enroll in 799A, take a Plan B comprehensive examination, or enroll in certain courses within the degree program until advanced to candidacy.

Unit Requirements

Credit earned by correspondence or by examination is not acceptable for advanced degree programs. Courses applied toward one advanced degree may not be used to fulfill the requirements of another advanced degree. Courses designated undergraduate level cannot be used towards an advanced degree. Coursework completed prior to earning a baccalaureate degree is not applicable toward any future graduate degree except under policy for concurrent master’s degree credit. Acceptable transfer coursework must be taken at an institution accredited by a regional accrediting association.

At least one-half of the units required for a master’s degree must be courses at the 600- and 700-level. Many programs are more restrictive than this regarding courses at the 500 level. Check the specific program for any further restrictions.

When directed by the Office of Financial Aid and Scholarships, some students may be required to obtain approval when additional coursework, not on the official master’s degree program, is required to prepare for a thesis or a project. The additional courses must be recommended by the graduate adviser and approved by the Division of Graduate Affairs in order for the student to receive financial aid.

Master of Arts, Master of Music, Master of Science, and Master of Public Administration Degrees

Thirty to 33 units (36-48 units for the Master of Public Administration, 38 units for the Master of Science degree in psychology, 36 or 44 units for the Master of Arts in speech, language, and hearing sciences) of approved 500-, 600-, and 700-numbered courses earned in graduate standing. At least half of the units required must be in 600- and 700-numbered courses. Not more than nine units in approved extension and transfer courses may be used to satisfy the minimum unit requirement for the degree. Courses required to remove undergraduate deficiencies are in addition to the minimum number of units required for the degree. No more than a total of six units in courses numbered 797 and 798 will be accepted for credit toward the degree.

Master of Business Administration Degree

A minimum of 39 units and up to a maximum of 45 units of 500-, 600-, and 700-level courses earned in graduate standing and specified by the Fowler College of Business. A maximum of six units of 500-level courses are acceptable. Up to 12 units of coursework may be accepted for transfer credit for programs of study consisting of 42 or more units. Up to nine units of coursework may be accepted for transfer credit for programs of study consisting of 39 units. No more than a total of six units in courses numbered 780, 797, 798 will be accepted for credit toward the degree.

Master of Business Administration Degree for Executives

A minimum of 48 units of 600- and 700-level courses earned in graduate standing. These courses will be offered in a predetermined pattern. No transfer courses and no substitute courses are accepted.
Master of Business Administration Degree (Sports Business Management)
A minimum of 45 units of 600- and 700-level courses earned in graduate standing. These courses will be offered in a pre-determined pattern. No transfer courses and no substitute courses are accepted.

Master of City Planning Degree
Forty-eight units of approved 500-, 600-, and 700-numbered courses earned in graduate standing, at least 39 of which must be completed in residence. Courses required to remove undergraduate deficiencies are in addition to the minimum 48 units for the degree. No more than a total of nine units in courses numbered 797 and 798 will be accepted for credit toward the degree.

Master of Engineering Degree
Thirty-six units consisting of 500-, 600-, and 700-numbered courses specified by the degree requirements and program director while earned in graduate standing and six units of ENGR 798 (project) which may be taken as two three-unit modules. At least half of the units required must be in 600- and 700-numbered courses. No more than a total of nine units in approved extension and transfer courses may be used to satisfy the minimum unit requirement for the degree. Courses required to remove undergraduate deficiencies are in addition to the minimum number of units required for the degree.

Master of Fine Arts in Art Degree
Sixty units of 500-, 600-, and 700-numbered courses earned in graduate standing and specified by the School of Art and Design, at least 24 of which must be completed in residence. Courses required to remove undergraduate deficiencies are in addition to the minimum 54 units for the degree. No more than a total of six units in course 798 will be accepted for credit toward the degree.

Master of Fine Arts in Creative Writing Degree
Fifty-four units of 500-, 600-, and 700-numbered courses earned in graduate standing and specified by the English Department, at least 36 of which must be completed in residence. Courses required to remove undergraduate deficiencies are in addition to the minimum 54 units for the degree. No more than a total of six units in course 798 will be accepted for credit toward the degree.

Master of Fine Arts in Film and Television Production Degree
Fifty-four units of 500-, 600-, and 700-numbered courses earned in graduate standing and specified by the School of Theatre, Television and Film, at least 30 of which must be completed in residence. Courses required to remove undergraduate deficiencies are in addition to the minimum 54 units for the degree. No more than a total of six units in courses numbered 797 and 798 will be accepted for credit toward the degree.

Master of Fine Arts in Theatre Arts Degree
Sixty to 63 units of 500-, 600-, and 700-numbered courses earned in graduate standing and specified by the School of Theatre, Television and Film, at least 30 of which must be completed in residence. Courses required to remove undergraduate deficiencies are in addition to the minimum 60 units for the degree. No more than a total of six units in courses numbered 797 and 798 will be accepted for credit toward the degree.

Master of Public Health Degree
A minimum of 51 units of approved 500-, 600-, and 700-numbered courses earned in graduate standing. Up to nine units of coursework may be accepted for transfer credit. Courses required to remove undergraduate deficiencies are in addition to the minimum units required for the degree. No more than a total of six units in courses numbered 797 and 798 will be accepted for credit toward the degree.

Master of Science in Bioinformatics and Medical Informatics Degree
Thirty-three units of 500-, 600-, and 700-numbered courses for the standard bioinformatics and medical informatics degree or 38 units of 500-, 600-, and 700-numbered courses for the concentration in professional science master as specified by the degree requirements while earned in graduate standing. At least half of the units required must be in 600- and 700-numbered courses. Courses required to remove undergraduate deficiencies are in addition to the minimum number of units required for the degree. No more than a total of six units in courses numbered 797 and 798 will be accepted toward the degree.

Master of Science in Computational Science Degree
Thirty units of 500-, 600-, and 700-numbered courses for the standard computational science degree or 40 units of 500-, 600-, and 700-numbered courses for the concentration in professional applications as specified by the degree requirements while earned in graduate standing. At least half of the units required must be in 600- and 700-numbered courses. Courses required to remove undergraduate deficiencies are in addition to the minimum number of units required for the degree. No more than a total of six units in courses numbered 797 and 798 will be accepted for credit toward the degree.

Master of Science in Counseling Degree
Thirty units of 600- and 700-numbered courses earned while in graduate standing and specified by the Department of Counseling and School Psychology. Up to 24 units of coursework may be accepted for transfer credit. Courses required to remove undergraduate deficiencies are in addition to the minimum number of units required for the degree. No more than a total of six units in courses numbered 797 and 798 will be accepted for credit toward the degree.

Master of Science in Nursing Degree
A minimum of 37 units of 500-, 600-, and 700-numbered courses earned while in graduate standing and specified by the School of Nursing. Some concentrations or specializations require up to 24 additional units. Courses required to remove undergraduate deficiencies are in addition to the minimum number of units required in each concentration or specialization. Up to 12 units of coursework may be accepted for transfer credit. No more than a total of six units in courses numbered 797 and 798 will be accepted for credit toward the degree.

Master of Science in Regulatory Affairs Degree
Thirty-nine units of 600- and 700-numbered courses as specified by the director of the regulatory affairs program while earned in graduate standing. No more than 12 units in approved special session courses prior to matriculation and transfer courses may be used to satisfy the minimum unit requirement for the degree. Courses required to remove undergraduate deficiencies are in addition to the minimum number of units required for the degree. No more than a total of six units in courses numbered 797 and 798 will be accepted for credit toward the degree.

Master of Science in Rehabilitation Counseling Degree
Sixty units of 600- and 700-numbered courses earned while in graduate standing and specified by the rehabilitation counseling program at least 30 of which must be completed in residence. Courses required to remove undergraduate deficiencies are in addition to the minimum 60 units for the degree. No more than a total of six units in ARP 743 will be accepted; no more than a total of 12 units in ARP 744 will be accepted; and no more than a total of nine units in ARP 745 will be accepted toward the degree.

Master of Social Work Degree
Thirty-eight units of 500-, 600-, 700-numbered courses earned while in graduate standing and for the advanced standing degree or 60-63 units of 500-, 600-, 700-numbered courses earned while in graduate standing and for the standard degree as specified by the School of Social Work at least 30 of which must be completed in residence. Courses required to remove undergraduate deficiencies in addition to the minimum units for the degree. No more than a total of six units in courses numbered 797 and 798 will be accepted for credit toward the degree.
Requirements for Master’s Degrees

Grade Point Averages
Grade point averages of at least 3.0 (B) must be maintained in:
1. All courses listed on the official degree program.
2. All courses, 300-level and above, taken at San Diego State University concurrently with or subsequently to the earli-est course listed on the official degree program, including courses accepted for transfer credit.

A grade point average of at least 2.85 must be maintained in all courses on the graduate record. No transfer or extension credit may be used to improve the grade point average of units com-pleted at San Diego State University whether computed to deter-mine the average on the official degree program or the overall average.

Grade Restrictions for Master’s Degree Programs

No course in which a final grade below “C” (2.0) was earned may be used to satisfy the requirements for an advanced degree. No 500-, 600-, or 700-numbered courses graded Credit/No Credit except those offered for Credit/No Credit only are acceptable for a master’s degree program. No undergraduate courses graded Credit/No Credit may be assigned to the deficiencies listed on a master’s degree program. At least 70 percent of the units used to fulfill the minimum requirements on a master’s degree program shall be letter graded.

Units graded Credit/No Credit earned in practica, field experiences, and internships explicitly stated as specific requirements for a graduate degree will not be included in the determination of the number of non-lettergraded units allowable on the program of study.

Degree Time Limitations

All requirements for advanced certificates and master’s degrees coursework must be completed within six consecutive calendar years after initial registration. All requirements for master’s and joint master’s degrees entailing more than 36 units must be completed within seven consecutive calendar years after initial registration. Time spent on leave of absence is counted toward the degree time limit. Students who do not graduate by this deadline will be subject to administrative disqualification by the gradu-ate dean. With the approval of the program or department gradu-ate adviser, a student in the sixth academic year of graduate study may appeal to the graduate dean for a one-year time limit exten-sion. Students validating by examination will be required to spec-ify a date-certain by which all requirements for the degree will be completed. Only in exceptional circumstances will this time limit exceed one calendar year from the date of validation. A course or program may be validated by examination only once. Students who exceed the time limit and wish to continue their studies must formally apply for new admission. Programs readmitting students who have been disqualified for exceeding the time limit should consult with the student at the time of readmission to determine whether credits previously earned will meet current degree requirements. Disqualified and readmitted students will be held to current Graduate Bulletin requirements and will need approval from their program adviser to use expired courses. Expired courses from an outside university cannot be used toward the ful-fillment of degree requirements.

Subject (Thesis/Dissertation)
Research Involving Human Subjects or Animal Subjects
Committee authorization must be obtained in advance of con ducting research involving humans or animals. Failure to observe this requirement could result in the refusal of the university to accept the completed thesis/dissertation.

Research in which information is obtained about an individual through the use of a survey, interview, observation or experimenta-tion or which involves analysis of previously collected human tissues, records, samples or other existing or secondary data is subject to review and approval of the Institutional Review Board (IRB). For students enrolled in a joint doctoral program, IRB review may be required at each campus. Students are responsible for knowing and complying with IRB review requirements at the institu-tion(s) in which they enrolled. IRB review application materials and guidance on the SDSU campus may be obtained online at https://newscenter.sdsu.edu/researchaffairs/default.aspx.

Students planning to conduct research that involves the use of live, vertebrate animals must be listed on a protocol approved by the Institutional Animal Care and Use Committee (IACUC) where the research will take place. If the research will occur under a SDSU approved protocol, the student must be listed on the responsible faculty’s animal protocol form and receive required training. Application materials used to request a review by the IACUC may be obtained online at http://gra.sdsu.edu/iacuc or through the Divi-sion of Research Affairs located in Gateway Center, Room 3519.

Upon receipt of written authorization from the relevant commit-tee, IRB or IACUC, students may initiate their research and regis-ter for required coursework.

Satisfactory completion of a thesis, project, or comprehensive examination is defined as follows:

a. A thesis is the written product of a systematic study of a sig-nificant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and the methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product evidences original-ity, critical and independent thinking, appropriate organi-zation, language, and format, high level of writing compen-sancy, and thorough documentation. In most cases, an oral defense of the thesis is required.

b. A project is a significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form, lan-guage use, organization, and rationale. It is described and summarized in a written abstract that includes the project’s significance, objectives, methodology, and a conclusion or recommendation. An oral defense of the project may be required.

c. A comprehensive examination is an assessment of the student’s ability to integrate the knowledge of the area, show critical and independent thinking, and demonstrate mastery of the subject matter. The results of the examination evidence independent thinking, appropriate organization and high level of writing competency, critical analysis, and accuracy of documentation. A record of the examination questions and responses shall be maintained in accor-dance with the records retention policy of the California State University.

Plan A, requiring a thesis or project, may be selected by a stu-dent seeking the master’s degree, provided the department or school includes 799A, Thesis, on the official program of study. Course 799A represents three units of academic credit and can only be taken Credit/No Credit. A grade of “CR” is granted by the Division of Graduate Affairs)](https://newscenter.sdsu.edu/researchaffairs/default.aspx) of the California State University.

Plan B, requiring a comprehensive written examination in lieu of a thesis, may be followed in certain graduate degree curricula as indicated in Part Five of this bulletin. Dates on which comprehen-sive examinations are given are determined by the department or school concerned. Results of comprehensive examinations must
be reported to the Division of Graduate Affairs by the department or school. Refer to the academic calendar preceding Part One of this bulletin for deadline dates. To be eligible to take the Plan B comprehensive examination, the student must have been advanced to candidacy.

**Thesis Committee**

In consultation with the graduate adviser, a student will select a thesis chair. The student, graduate adviser, and committee chair will select the remaining faculty committee members. The student must obtain The Appointment of Thesis Committee Form and the Rights to Thesis/Dissertation Data and Publication Authorization Form from the Division of Graduate Affairs. These forms must be signed by all committee members and the graduate adviser. The Division of Graduate Affairs will then review the composition of the student’s committee, verifying that it meets university requirements.

The thesis committee is composed of at least three full-time SDSU faculty members. At least two of the members, including the committee chair, must hold permanent faculty appointments, or be an approved emeritus faculty including faculty in the FERP program. The first two committee members must be faculty from the department or the interdisciplinary faculty group in which the thesis is written. The third committee member must be an SDSU faculty member from a department other than the department in which the thesis is written.

Determination of whether the thesis research will involve human or animal subjects must be made at this point (see Thesis/Dissertation Research Involving Human Subjects or Animal Subjects in this section of the bulletin). If human or animal subjects will be used, appropriate authorization for such use must accompany the thesis committee form when it is submitted to the Division of Graduate Affairs. The thesis committee will not be approved without appropriate research clearance.

Upon official approval of the thesis committee and publication authorship forms by the Division of Graduate Affairs, the student is eligible to enroll in 799A, Thesis. Enrollment must occur during the normal registration period each semester and the schedule numbers for registration are provided by the Division of Graduate Affairs. Registration dates and deadlines are listed in the academic calendar each year.

**Theses Embargo**

Library and Information Access will restrict (embargo) the use of a thesis or project if the author and the chair of the thesis committee request such action and the graduate dean approves. The purpose of the restriction is to protect the author’s right to publish or otherwise exploit the new knowledge before making it available to others. The display of a thesis, dissertation, or project may be embargoed for a period of up to one year upon written request of the student and consent of the dean of the Graduate Division. In the case of joint doctoral degrees, students must notify both schools and comply with each school’s policies. To designate restricted use of a thesis, the author and the thesis committee chair should send a memorandum requesting restricted use to the dean of the Graduate Division. If the dean approves, the request is sent to the Monograph Cataloging Unit, who in turn will withhold from use all copies of the restricted thesis when they are received in Library and Information Access. The author’s memorandum to the dean of the Graduate Division requesting restricted use of a thesis should state the following: (1) The reason for the request; (2) The period of restriction (up to one year); and (3) The author’s address and telephone number. These will be used by the university’s archival librarian in requesting permission for a reader to consult, borrow, or copy the thesis during the period of restriction.

Authors may request a renewal of the restriction period for a second year by sending a memorandum to the associate dean of the Graduate Division specifying the reason for the renewal. Once a thesis or dissertation is published, restricted use is no longer an option.

**Theses in Foreign Languages**

As presentations of original research to the academic community, theses are ordinarily prepared for the university in the English language. In certain cases, however, for a foreign language degree, a student’s thesis in the history and literary analysis of non-English languages and literatures may be presented in the subject language. When the departmental graduate adviser and the prospective thesis committee deem this academically appropriate for the specific research topic, the appointment of the student’s thesis committee and authorization of the thesis research by the graduate dean shall be based on the provisions that (1) an abstract of the thesis shall be presented in English; (2) all members of the thesis committee shall be fluent in the subject language; and (3) student competency in standard written English shall be demonstrated through satisfactory completion of a departmental procedure that has been approved by the graduate dean.

To obtain approval by the graduate dean: (1) the “thesis in a foreign language” box must be checked on the appointment of thesis committee form, and (2) written verification by the departmental graduate adviser that provisions 2 and 3 above have been met must be attached to the appointment of thesis committee form when it is submitted to the Division of Graduate Affairs.

**Submission of Theses**

Final submittal of a thesis requires formal approval of the faculty thesis committee. Thesis manuscripts will only be accepted that conform to the format and presentation requirements specified by the Graduate Council and sponsoring department. These requirements are fully outlined on Montezuma Publishing’s website at [http://www.montezumapublishing.com/thesis/formatting.aspx](http://www.montezumapublishing.com/thesis/formatting.aspx).

Students must be enrolled in 799A, Thesis, or 799B, Thesis Extension, in the term in which the thesis is granted approval by the faculty committee and submitted to Montezuma Publishing for review. Students will not be required to register for thesis in any subsequent term, provided the thesis is accepted by Montezuma Publishing by the end of the last working day of the semester in which the student is enrolled in 799A or 799B. Consult the academic calendar preceding Part One of this bulletin for specific deadline dates.

Manuscripts deemed unready for submission, as determined by the Montezuma Publishing reviewer, will be rejected and returned to the student. Manuscripts are considered unready for submission when (1) they are not in compliance with department guidelines as described on Montezuma Publishing’s website; (2) they are not in compliance with the university’s guidelines as stated on Montezuma Publishing’s website (that is, there are gross deficiencies of format or presentation); (3) they are incomplete. Students who cannot meet the final deadline for submission because of such rejection will be required to enroll or reenroll in 799B and reapply for graduation for the following term.

A “CR” grade in 799A, Thesis, will only be granted upon approval of the thesis and payment of thesis filing fee. The Division of Graduate Affairs is solely responsible for the submission of grades for 799A and 799B. If the entire submission process is not completed by the publication deadline listed in the academic calendar, the student will be required to reapply for graduation for the term they expect to graduate.

If a student submits for review before the last day to submit deadline, but does not pass, the student can resubmit at any point until the last day to submit deadline or within 45 days of receiving a corrections email, whichever comes later. If the student does not pass within this time frame, the thesis will be rejected and the student will have to register in 799B, Thesis Extension, the following semester and re-apply for graduation.

A student must pay for publication within 90 days of the notification that they have passed review. If a student fails to pay for publishing within this time frame, the thesis will be rejected and the student will have to register in 799B, Thesis Extension, and re-apply for graduation the following semester.
Final Approval

The student’s official program of study, as approved by the graduate adviser and the graduate dean, and all required examinations must be completed satisfactorily in order for the Graduate Council to recommend a student for an advanced degree.

Writing Competency

The university requires that all candidates for an advanced degree demonstrate writing competency in the English language. This requirement may be met by successful completion of the written comprehensive examination in Plan B or final approval of a thesis or project in Plan A.

In accordance with the Americans with Disabilities Act, individuals with a disability who are in need of an accommodation in order to fulfill this requirement should so notify their graduate adviser and appropriate accommodation(s) shall be made.

Application for Graduation

Graduation is not automatic upon the completion of requirements. Students who intend to graduate must take the initiative. When they believe they are eligible, they should file an application via their web portal. Deadlines by which applications must be received in the Division of Graduate Affairs are published each year in the academic calendar and on the GRA website at: http://aztecgrad.sdsu.edu/gra/.

A one-time, nonrefundable graduation application fee of $100.00 is required. All requirements must be completed by the graduation date. Candidates for graduation are not eligible to register for terms subsequent to the graduation date unless an application for readmission has been filed with Graduate Admissions. For all other graduation or cancellation information please visit: http://aztecgrad.sdsu.edu/gra/.

Award of Degree

Upon the recommendation of the faculty of San Diego State University, the Board of Trustees of the California State University awards the appropriate degree to a student who has completed the prescribed course of study. The process of posting degrees to transcripts will take approximately six to eight weeks. Candidates for graduation whose record carries a grade of Incomplete (I) or a Report in Progress (RP) will graduate provided they are otherwise eligible for graduation. However, the Incomplete (I) or Report in Progress (RP) cannot be made up after the degree has been granted. An incomplete course will be counted as an F for grade point average purposes at the time of graduation. If students do not wish to graduate with the grade of Incomplete (I) or Report in Progress (RP) on their record, they must officially cancel their application for graduation.

Diploma

The Division of Graduate Affairs will mail the appropriate diploma to the student approximately eight to ten weeks after the date of graduation. It is the student’s responsibility to provide the correct mailing address through their WebPortal.

Commencement

Commencement exercises are held each year at the conclusion of the spring semester for students completing degrees in the spring and summer terms, or the fall term in the previous calendar year. Details regarding commencement are mailed to prospective participants in March, and are available on the commencement website at http://go.sdsu.edu/commencement.
Business Administration

ACCREDITED BY AACSB INTERNATIONAL–THE ASSOCIATION TO ADVANCE COLLEGIATE SCHOOLS OF BUSINESS

OFFICE: Education and Business Administration 448
TELEPHONE: 619-594-5828
E-MAIL: gradbus@sdsu.edu
WEBSITE: https://business.sdsu.edu/grad

Associateships

Graduate teaching associateships and graduate nonteaching associateships in business administration are available to a limited number of qualified students. The graduate degree may also prepare students for a teaching career. Applications and additional information may be secured from the departmental offices of the Fowler College of Business.

General Information

The Fowler College of Business offers graduate study leading to the Master of Business Administration degree, Master of Science degree in Business Administration, Master of Science degree in Accountancy, and Master of Science degree in Information Systems. The college also offers a concurrent program with the College of Arts and Letters leading to both a Master of Business Administration and a Master of Arts in Latin American Studies and a concurrent program with California Western School of Law or Thomas Jefferson School of Law leading to a Master of Business Administration degree and Juris Doctor degree. The Fowler College of Business M.B.A. and M.S. programs are accredited by AACSB International—The Association to Advance Collegiate Schools of Business.

The major goal of the Master of Business Administration degree is to prepare students with diverse academic backgrounds for entry into general management positions in business and not-for-profit enterprises. The primary purpose of the Master of Science degree in Business Administration is to provide a foundation for technical and executive careers in the management of specific functional and professional areas.

The objective of the Master of Science degree in Accountancy is to prepare students for careers as professional accountants in financial institutions, government, industry, nonprofit organizations, and public practice. The basic conceptual knowledge of accounting and business can be obtained through an undergraduate degree or by otherwise meeting the prerequisites for the M.S. degree in Accountancy. The program offers the opportunity for greater depth of education by allowing students to concentrate their education in courses of specialized study in accounting.

Close contacts with large and small firms, both local and national, enhance the business student’s education. The generous cooperation of local business and government organizations provides opportunities for research and field study for graduate students. The continued professionalization of the business executives’ responsibilities has created many opportunities for the student with an advanced degree in business administration.

All students considering graduate work in business are advised to seek further details from the Graduate Programs Office in the Fowler College of Business, 619-594-8073, prior to applying for admission.

Admission to Graduate Study

Admission to the college’s graduate programs is competitive. A number of factors are taken into consideration in the admission decision, and only the top applicants are accepted. These factors include the applicant’s previous academic performance, the quality of the previous universities attended, the field of undergraduate study, scores on the Graduate Management Admissions Test (GMAT) or the Graduate Record Examination (GRE), management experience, and the written application essay. References which validate experience will also be considered.

Students applying for admission should electronically submit the university application available at http://www.calstate.edu/apply along with the $55 application fee.

All applicants must submit admissions materials separately to SDSU Graduate Admissions and to the Graduate Programs Office in the Fowler College of Business.

Graduate Admissions

The following materials should be submitted as a complete package directly to:

Graduate Admissions
Enrollment Services
San Diego State University
San Diego, CA 92182-7416

1. Official transcripts (in sealed envelopes) from all postsecondary institutions attended;
   • Students who attended SDSU need only submit transcripts for work completed since last attendance.
   • Students with international coursework must submit both the official transcript and proof of degree. If documents are in a language other than English, they must be accompanied by a certified English translation.

2. GMAT scores (http://www.mba.com SDSU institution code 9LT-2P-73) or GRE scores (http://www.ets.org SDSU institution code 4682);

3. English language score, if medium of instruction was in a language other than English (http://www.ets.org/SDSU institution code 4682).

Master of Business Administration Degree

Master of Business Administration Degree and Juris Doctor Degree

Master of Business Administration Degree and Master of Arts Degree in Latin American Studies

Master of Science in Business Administration

Master of Science in Accountancy

Master of Science in Information Systems

The following materials must be submitted electronically. Submission instructions available at http://www.sdsu.edu/graduatebusiness.

1. Personal statement;
2. Curriculum vitae or resume;
3. Letters of reference (two required; maximum of three).

Master of Business Administration

Degree for Executives

The following materials should be mailed or delivered to:

Fowler College of Business Executive and Specialized Programs
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-8232

1. Two sets of official transcripts (in sealed envelopes);
2. Two letters of recommendation (forms are available on the website);
3. A one-page statement of career objectives;
4. Curriculum vitae or resume.

Complete directions are included in the MBA for Executives program application packet. Call 619-594-6010 or http://www.sdsu.edu/emba.
Master of Business Administration Degree

Admission to the Degree Curriculum

Regulations governing admission to the university and to the Fowler College of Business are outlined above and in Part Two of this bulletin.

Advancement to Candidacy

All students must satisfy the general requirements for advancement to candidacy, as described in Part Four of this bulletin.

Specific Requirements for the Master of Business Administration Degree

(Major Code: 05011) (SIMS Code: 221702)

The student must complete an approved program of 39 to 45 units of graduate coursework. Up to six units of 500-level courses may be included in the program.

Up to 12 units of coursework completed at an accredited AACSB institution or with the approval of the director of graduate programs may be accepted for transfer credit.

Students entering the program should have completed coursework in basic statistics and macro- and micro-economics. They should be proficient in college-level mathematics including algebra and in the use of spreadsheets.

The requirements for the degree are as follows:

1. Complete the following core of seven courses. (21 units)
   - B A 623 Statistical Analysis.........................3
   - B A 624 Organizational Behavior and Leadership.............3
   - B A 625 Financial and Management Accounting..............3
   - B A 626 Business Economics..........................3
   - B A 627 Marketing.........................................3
   - B A 628 Operations and Supply Chain Management...........3
   - B A 629 Financial Management..........................3

   Subject to a limit of two courses, the requirement to complete individual core courses Business Administration 623-629 may be waived by the director of graduate business programs under special circumstances. Waivers are determined by evaluating prior course content, institution at which courses were taken, grades received, and time since courses were taken.

2. B A 630 Business Strategy...............................3

3. Complete 18 units of electives. Not more than 12 units outside the Fowler College of Business and not more than a total of six units in courses 780 (Field Studies in Business), 797 (Research), and 798 (Special Study), will be accepted toward the degree. Courses taken outside of the Fowler College of Business should be related to the M.B.A. program and must be approved by the director of graduate business programs.

4. Complete a culminating experience course. (3 units)
   - B A 795 Business Consulting.............................3
   - B A 796 Integrative Business Analysis.....................3
   - B A 799A Thesis........................................3 (Cr/NC/RP)

   A student may choose to specialize by completing 12 units of elective courses from one of the following specializations:

Specializations | Major Code | SIMS Code
--- | --- | ---
Accountancy | 05021 | 221908
Entrepreneurship | 05997 | 222361
Finance | 05041 | 222117
Health Services Administration | 05011 | 222170
Information Systems | 07021 | 222338
International Business | 05131 | 223651
Management | 05061 | 222561
Marketing | 05091 | 222773
Project Management | 05011 | 221719
Real Estate | 05111 | 222194
Supply Chain Management | 05064 | 222381

Full and Half-Time Programs

Students enrolling in the M.B.A. program may be either full- or part-time students. Generally, in their first year, full-time students take twelve credit units at a time and part-time students take six credit units at a time. During the first year, students will be assigned to a cohort and complete certain required courses together.

Master of Business Administration Sports Business Management

(Offered only through the College of Extended Studies)

Admission to the Degree Curriculum

Regulations governing admission to the university and to the Fowler College of Business are outlined above and in Part Two of this bulletin.

Advancement to Candidacy

All students must satisfy the general requirements for advancement to candidacy, as described in Part Four of this bulletin.

Specific Requirements for the Master of Business Administration Degree for Sport Business Management

(Major Code: 05011) (SIMS Code: 221715)

The Master of Business Administration for Sports Business Management is operated by Executive and Specialized Programs in the Fowler College of Business and is an alternative path for the Master of Business Administration degree. Students accepted for the M.B.A. Sports Business Management program are fully matriculated in the university and meet all university requirements as established by the Graduate Council.

The M.B.A. Sports Business Management program is an intensive, full-time, 45-unit program with classroom work beginning in January and continuing until December, including summer, followed by a four- to six-month internship.

The fee structure is unique to the program and unrelated to the San Diego State University fee schedule. Students should contact the program office for a program calendar, Class Schedule, and fee summary.

In addition to meeting the requirements for classified graduate standing and the basic requirements for the master’s degree as described in Part Four of this bulletin, students must complete an approved program of study containing 45 units of 600- and 700-numbered courses. These courses will be offered in a predetermined pattern. No transfer courses and no substitute courses are accepted. The official programs of all students in any one cycle are identical. Advancement to candidacy requires completion of at least 24 units of coursework listed on the official program of study with a 3.0 (B) minimum grade point average.

The requirements are as follows:

1. Complete the following core of seven courses. (21 units)
   - B A 623 Statistical Analysis...........................3
   - B A 624 Organizational Behavior and Leadership.........3
   - B A 625 Financial and Management Accounting...........3
   - B A 626 Business Economics............................3
   - B A 627 Marketing.........................................3
   - B A 628 Operations and Supply Chain Management........3
   - B A 629 Financial Management..........................3

2. B A 630 Business Strategy...............................3

3. Complete an additional 15 units of pre-determined courses related to the business of sports.
   - B A 780 Field Studies in Business.........................1-3
     (Three units are required for completion of degree.)
   - B A 795 Business Consulting.............................3
Master of Business Administration for Executives

(Offered only through the College of Extended Studies)

Admission to the Degree Curriculum

In addition to meeting the criteria for admission to the university, as well as those listed under “Admission to the Graduate Program in the Fowler College of Business,” applicants must also demonstrate that they have had significant experience in management-level positions in business, government, or not-for-profit organizations.

Specific Requirements for the M.B.A. Degree for Executives

(Major Code: 05011) (SIMS Code: 221705)

The Master of Business Administration for Executives is operated by Executive and Specialized Programs in the Fowler College of Business and is an alternative path for the Master of Business Administration degree. The program is designed especially to meet the needs of mid-career executives. Students in the program have an average of 15 years of full-time professional work experience and eight years of managerial or equivalent experience, and bring a wealth of practical knowledge to the classroom discussion.

Students accepted for the M.B.A. for Executives concentration are fully matriculated in the university and meet all university requirements as established by the Graduate Council.

All courses are scheduled in a modular fashion on alternate Fridays and Saturdays over a 24-month period for the convenience of working executives.

The fee structure is unique to the program and unrelated to the San Diego State University fee schedule. Students should contact the program office for a program calendar, Class Schedule, and fee summary.

In addition to meeting the requirements for classified graduate standing, and the basic requirements for the master's degree as described in Part Four of this bulletin, students must complete an approved program of study containing 48 units of 600- and 700-numbered courses. These courses will be offered in a predetermined pattern. No transfer courses and no substitute courses are accepted.

The official programs of all students in any one cycle are identical. Advancement to candidacy requires completion of at least 24 units of coursework listed on the official program of study with a 3.0 (B) minimum grade point average.

MBA for Executives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>B A 601</td>
<td>Organizational Behavior for Executives</td>
<td>3</td>
</tr>
<tr>
<td>B A 602</td>
<td>Statistics for Business Decisions</td>
<td>3</td>
</tr>
<tr>
<td>B A 603</td>
<td>Executive Financial Accounting</td>
<td>2</td>
</tr>
<tr>
<td>B A 604</td>
<td>Executive Managerial Accounting</td>
<td>2</td>
</tr>
<tr>
<td>B A 605</td>
<td>Managerial Marketing</td>
<td>2</td>
</tr>
<tr>
<td>B A 615</td>
<td>Strategic Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>B A 616</td>
<td>Competitive Analysis</td>
<td>3</td>
</tr>
<tr>
<td>B A 700</td>
<td>Business in the Global Environment</td>
<td>3</td>
</tr>
<tr>
<td>B A 701</td>
<td>Executive Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>B A 702</td>
<td>Social Responsibility: Legal and Ethical Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>B A 703</td>
<td>Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>B A 705</td>
<td>Marketing Strategy</td>
<td>2</td>
</tr>
<tr>
<td>B A 707</td>
<td>Executive Seminar in Negotiations</td>
<td>2</td>
</tr>
<tr>
<td>B A 709</td>
<td>Seminar in the Global Financial Environment</td>
<td>3</td>
</tr>
<tr>
<td>B A 710</td>
<td>Executive Leadership</td>
<td>3</td>
</tr>
<tr>
<td>B A 711</td>
<td>Seminar in Contemporary Challenges</td>
<td>1-5</td>
</tr>
<tr>
<td>B A 790</td>
<td>Directed Readings in Business Administration</td>
<td>3 (Cr/NC)</td>
</tr>
</tbody>
</table>

Master of Science Degree in Business Administration

Admission to the Degree Curriculum

In addition to meeting the requirements for classified graduate standing in the university and admission to the Fowler College of Business, as described above, and in Part Two of this bulletin, the student must have satisfactorily completed equivalents of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>B A 623</td>
<td>Statistical Analysis</td>
<td>3</td>
</tr>
<tr>
<td>B A 624</td>
<td>Organizational Behavior and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>B A 625</td>
<td>Financial and Management Accounting</td>
<td>3</td>
</tr>
<tr>
<td>B A 626</td>
<td>Business Economics</td>
<td>3</td>
</tr>
<tr>
<td>B A 627</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>B A 628</td>
<td>Operations and Supply Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>B A 629</td>
<td>Financial Management</td>
<td>3</td>
</tr>
</tbody>
</table>

In addition, the student’s adviser may request satisfactory completion of additional prerequisite courses in the student’s proposed field of specialization. Current students are required to complete any needed program prerequisites by enrolling in graduate courses and may not satisfy prerequisites by enrolling in undergraduate equivalency courses.

Notice of admission to a curriculum with classified graduate standing will be sent to the student upon the recommendation of the Fowler College of Business and the approval of the dean of the Division of Graduate Affairs.

For admission to the taxation concentration (05022) the student must be a certified public accountant (CPA) or have a juris doctor (JD) degree from an accredited law school and have completed Accountancy 201 and 202.

Advancement to Candidacy

All students must satisfy the general requirements for advancement to candidacy, as described in Part Four of this bulletin.

Students concurrently enrolled in deficiency coursework may be given permission to take the comprehensive examination in their concentration prior to actual completion of all coursework. However, comprehensive examinations will not be evaluated and results will not be reported to the Division of Graduate Affairs until all deficiency coursework has been successfully completed. This may delay graduation.

Specific Requirements for the Master of Science Degree

(Major Code: 05011) (SIMS Code: 221701)

In addition to meeting the requirements for classified graduate standing as described above and the general requirements for master’s degrees as described in Part Four of this bulletin, the student must complete a graduate program of at least 30 approved units to include at least 21 units in 600- and 700-numbered courses (except for the concentration in Financial and Tax Planning, which requires at least 15 units in 600- and 700-numbered courses). Up to nine units of coursework may be accepted as transfer credit. This program cannot include Finance 604 and Business Administration courses numbered 625-629, without specific permission of the director, Graduate Business Programs.

At least 24 units must be in business administration and economics. Not more than a total of six units in courses 797 (Research), 798 (Special Study), and Business Administration 780 (Field Studies in Business), may be accepted for credit toward the degree.

Each of the concentrations in the Master of Science in Business Administration requires Plan A, Thesis; or Plan B, Directed Readings in Business Administration or a written comprehensive examination offered by the appropriate department. The program must be approved by the college and departmental adviser.

For regulations concerning grade point averages, final approval for the granting of the degree, award of the degree, and diplomas, see the section entitled “Requirements for the Master’s Degree” in Part Four of this bulletin.
Concentration in Financial and Tax Planning
(Major Code: 05043) (SIMS Code: 222124)

For the concentration in financial and tax planning, an optional Plan B, Comprehensive Examination, is available. Students may substitute a comprehensive examination and three units of additional coursework for the thesis requirement. This examination will be administered while students are registered in Finance 590.

Additionally, this concentration requires the following prerequisites, rather than the list shown under “Admission to the Degree Curriculum:”

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 201</td>
<td>Financial Accounting Fundamentals......3</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Principles of Economics................3</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Principles of Economics................3</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Statistical Methods........................3</td>
</tr>
<tr>
<td>OR</td>
<td>STAT 119 Elementary Statistics for Business......3</td>
</tr>
<tr>
<td>ECON 320</td>
<td>Intermediate Macroeconomic Theory........................3</td>
</tr>
<tr>
<td>OR</td>
<td>ECON 422 Business Cycles .........................3</td>
</tr>
<tr>
<td>FIN 240</td>
<td>Legal Environment of Business.............3</td>
</tr>
<tr>
<td>FIN 323</td>
<td>Fundamentals of Finance........................3</td>
</tr>
</tbody>
</table>

Concentrations

No new students are being admitted into the following concentrations on the SDSU campus.

Entrepreneurship                        05997    222360
Finance                                  05041    222115
International Business                   05131    223650
Management                               05061    222557
Marketing                                05091    222771
Real Estate                              05111    222192
Supply Chain Management                  05064    222382
Taxation                                 05022    221929

Master of Business Administration Degree and Juris Doctor Degree
(California Western School of Law)

General Information

The Fowler College of Business and the California Western School of Law offer a four-year concurrent program and study leading to a Master of Business Administration and Juris Doctor degree in law. The objective of the concurrent degrees program is to prepare students who are competent in both law and business administration for advanced practice in many areas where the fields converge. Both degrees must be awarded in the same semester.

Admission to the Degree Curriculum

Regulations governing admission to the university and to the Fowler College of Business are outlined in Part Two of this bulletin.

The concurrent degree program requires separate application to each institution and admission to each institution. Admission decisions are made independently by San Diego State University and California Western School of Law; admission to one institution does not imply admission to the other.

The coordinators for the concurrent degree program in business administration and law are the director of graduate business programs, San Diego State University, and the associate dean, California Western School of Law.

Specific Requirements for the MBA/JD Concurrent Degree
(Major Code: 05011) (SIMS Code: 221720)

Fowler College of Business

(39-45 Units—Including up to 12 units transferred from California Western School of Law)

Between 30 to 33 of the total units required must be completed in residence at San Diego State University. Up to 12 units from California Western School of Law will be accepted for transfer credit for programs of study.

The requirements for the degree are as follows:

1. Complete the following core of seven courses. (21 units)
   B A 623 Statistical Analysis..............................3
   B A 624 Organizational Behavior and Leadership....................3
   B A 625 Financial and Management Accounting..........................3
   B A 626 Business Economics................................3
   B A 627 Marketing........................................3
   B A 628 Operations and Supply Chain Management........................3
   B A 629 Financial Management................................3

   Subject to a limit of two courses, the requirement to complete individual core courses B A 623 to 629 may be waived by the director of graduate business programs if an equivalent course has been completed. Equivalency is determined by course content, institution at which course was taken, grade received, and time since course was taken. Current students are required to enroll in graduate courses and may not satisfy core course requirements by enrolling in undergraduate equivalency courses.

2. B A 630 Business Strategy..............................3

3. Complete six to nine units of business electives (depending on course waivers).

4. Complete a culminating experience. (3 units)
   B A 795 Business Consulting..............................3
   B A 796 Integrative Business Analysis........................3
   B A 799A Thesis...........................................3 (Cr/NC/RP)

California Western School of Law (77 Units)

Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Procedures I and II</td>
<td>6</td>
</tr>
<tr>
<td>Constitutional Law</td>
<td>3</td>
</tr>
<tr>
<td>Contracts I and II</td>
<td>6</td>
</tr>
<tr>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Procedure I</td>
<td>3</td>
</tr>
<tr>
<td>Evidence</td>
<td>4</td>
</tr>
<tr>
<td>Legal Process</td>
<td>0</td>
</tr>
<tr>
<td>Legal Skills I, II, III</td>
<td>6</td>
</tr>
<tr>
<td>Professional Responsibility</td>
<td>2</td>
</tr>
<tr>
<td>Property I and II</td>
<td>6</td>
</tr>
<tr>
<td>Torts I and II</td>
<td>6</td>
</tr>
<tr>
<td>Internship</td>
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</tr>
<tr>
<td>Electives</td>
<td>27</td>
</tr>
</tbody>
</table>

The specific sequence of courses over the four year period is listed in the admissions material. Students attend the schools in the following pattern:

Year 1  California Western School of Law only
Year 2  San Diego State University,
        Fowler College of Business only
Year 3  Both schools
Year 4  Both schools

Master of Business Administration Degree and Juris Doctor Degree
(Thomas Jefferson School of Law)

General Information

The Fowler College of Business and the Thomas Jefferson School of Law offer a four-year concurrent program and study leading to a Master of Business Administration and Juris Doctor degree in law. The objective of the concurrent degrees program is to prepare students who are competent in both law and business administration for advanced practice in many areas where the fields converge. Both degrees must be awarded in the same semester.

Admission to the Degree Curriculum

Regulations governing admission to the university and to the Fowler College of Business are outlined in Part Two of this bulletin. The concurrent degree program requires separate application to each institution and admission to each institution. Admission
decisions are made independently by San Diego State University and Thomas Jefferson School of Law; admission to one institution does not imply admission to the other.

The coordinators for the concurrent degree program in business administration and law are the director of graduate business programs, San Diego State University, and the associate dean, Thomas Jefferson School of Law.

**Specific Requirements for the MBA/JD Concurrent Degree**

(Major Code: 05011) (SIMS Code: 221721)

**Fowler College of Business**

(39-45 Units—Including up to 12 units transferred from Thomas Jefferson School of Law)

Between 30 to 33 of the total units required must be completed in residence at San Diego State University. Up to 12 units from Thomas Jefferson School of Law will be accepted for transfer credit for programs of study.

The requirements for the degree are as follows:

1. Complete the following core of seven courses. (21 units)
   - B A 623 Statistical Analysis..................3
   - B A 624 Organizational Behavior and Leadership..................3
   - B A 625 Financial and Management Accounting..................3
   - B A 626 Business Economics..................3
   - B A 627 Marketing..................3
   - B A 628 Operations and Supply Chain Management..................3
   - B A 629 Financial Management..................3

Subject to a limit of two courses, the requirement to complete individual core courses B A 623 to 629 may be waived by the director of graduate business programs if an equivalent course has been completed. Equivalency is determined by course content, institution at which course was taken, grade received, and time since course was taken. Current students are required to enroll in graduate courses and may not satisfy core course requirements by enrolling in undergraduate equivalency courses.

2. B A 630 Business Strategy..................3

3. Complete six to nine units of business electives (depending on course waivers).

4. Complete a culminating experience. (3 units)
   - B A 795 Business Consulting..................3
   - B A 796 Integrative Business Analysis..................3
   - B A 799A Thesis (Cr/NC/RP) ..................3

**Thomas Jefferson School of Law (76 Units)**

<table>
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<tr>
<th>Courses</th>
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<tr>
<td>Business Associations</td>
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<tr>
<td>Constitutional Law I and II</td>
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<tr>
<td>Contracts I and II</td>
<td>6</td>
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<td>Criminal Law</td>
<td>3</td>
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<td>Criminal Procedure</td>
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<td>Evidence</td>
<td>4</td>
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<td>Legal Writing I and II</td>
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<tr>
<td>Professional Responsibility</td>
<td>3</td>
</tr>
<tr>
<td>Property I and II</td>
<td>6</td>
</tr>
<tr>
<td>Remedies</td>
<td>3</td>
</tr>
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<td>Internship</td>
<td>5</td>
</tr>
<tr>
<td>Electives</td>
<td>14</td>
</tr>
</tbody>
</table>

The specific sequence of courses over the four year period is listed in the admissions material. Students attend the schools in the following pattern:

- Year 1: Thomas Jefferson School of Law only
- Year 2: San Diego State University, Fowler College of Business only
- Year 3: Both schools
- Year 4: Both schools

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**Master of Business Administration Degree and Master of Arts Degree in Latin American Studies**

**General Information**

The Fowler College of Business and the Center for Latin American Studies offer a three-year concurrent program leading to a Master of Business Administration and a Master of Arts in Latin American Studies. The primary goal of the concurrent program is to offer preparation in the fields of business administration and Latin American studies for the purpose of providing the knowledge and skills necessary to promote and engage in business relationships within a Latin American historical, cultural, and linguistic milieu, in Latin America or in the United States.

For information, contact the chair of the Latin American Studies Committee or the director of graduate programs in the Fowler College of Business.

**Admission to the Degree Curriculum**

Since this program combines disparate disciplines, applicants are required to submit GMAT or GRE scores and should have substantial academic backgrounds in the humanities and social sciences. Applicants should also have a background in Spanish or Portuguese language and literature. Students in the concurrent degree program are expected to be full time so that all requirements will be satisfied in an acceptable time.

**Advancement to Candidacy**

All students must meet the general requirements for advancement to candidacy as described in Part Four of this bulletin. In addition, (1) the student must complete with a grade of B (3.0) or better, either Spanish 302 (or its equivalent) or Portuguese 401 (or its equivalent), or three units of 500-level or graduate coursework in Spanish, or pass the American Council on the Teaching of Foreign Languages (ACTFL) oral proficiency examination in either Spanish or Portuguese with a score of 2.0 or above; (2) all core courses in business and Latin American studies must be completed prior to advancement in any core course; (3) the student must have been recommended for advancement by the combined advisory committee; (4) the student must have a thesis proposal approved by the combined faculty advisory committee.

Upon advancement to candidacy, the student will enroll in B A 799A (Thesis). A thesis (Plan A) incorporating theory, method, and analytic techniques from both disciplines is the culminating experience for the concurrent program leading to the M.B.A. and M.A. degrees.

**Specific Requirements for the MBA/MA Degree**

(Major Code: 05011) (SIMS Code: 992001)

In addition to meeting the requirements for classified graduate standing and the basic requirements for the master’s degree as described in Part Four of this bulletin, the student must complete an officially approved course of study consisting of 63 units as outlined below.

1. The college expects students entering the Master of Business Administration and Master of Arts in Latin American Studies to be proficient in several areas. These include proficiency in statistics, mathematical skills, basic economics and in the use of personal computers, including spreadsheets and word processing. The students are responsible for insuring that they possess these skills before beginning the program.

2. Complete the following core of seven courses. (21 units):
   - B A 623 Statistical Analysis..................3
   - B A 624 Organizational Behavior and Leadership..................3
   - B A 625 Financial and Management Accounting..................3
   - B A 626 Business Economics..................3
   - B A 627 Marketing..................3
   - B A 628 Operations and Supply Chain Management..................3
   - B A 629 Financial Management..................3
Subject to a limit of two courses, the requirement to complete individual core courses B A 623 to 629 may be waived by the director of graduate business programs if an equivalent course has been completed. Equivalency is determined by course content, institution at which course was taken, grade received, and time since course was taken. Current students are required to enroll in graduate courses and may not satisfy core course requirements by enrolling in undergraduate equivalency courses.

3. B A 630 Business Strategy ........................................ 3

4. Complete 15 units in Business Administration to include:
   FIN 654 Seminar in International Business Finance .................... 3
   MGT 710 Seminar in World Business Environment ..................... 3
   MGT 723 Seminar in International Strategic Management ............... 3
   MGT 745 Seminar in Corporate Innovation and Entrepreneurship ........ 3
   MKTG 769 Seminar in International Marketing ........................... 3

5. Complete 24 units in courses of Latin American content, including the following required courses:
   LATAM 600 Seminar in Latin American Studies ......................... 3
   LATAM 601 Seminar on Methodology of Latin American Studies .......... 3

The remaining 18 units selected from the following list of courses:

**Latin American Studies**

LATAM 550 Mexican-US Border from a Latin American Perspective ...... 3
LATAM 580 Special Topics* ............................................. 1-4
LATAM 696 Experimental Topics* ....................................... 3
LATAM 750 Seminar: Study in Latin America .............................. 3
LATAM 795 Latin American Studies Internship ............................. 3
LATAM 797 Research ..................................................... 1-3 (Cr/NC/RP)

**Anthropology**

ANTH 520 Ethnographic Field Methods ................................... 3
ANTH 529 Urban Anthropology ............................................ 3
ANTH 531 Methods in Applied Anthropology .............................. 3
ANTH 533 Race, Ethnicity, and Identity* .................................. 3
ANTH 582 Regional Anthropology* ......................................... 3
ANTH 583 Topical Anthropology* ......................................... 3
ANTH 605 Seminar in Applied Anthropology ............................... 3

**Economics**

ECON 565 North American Economic Relations ......................... 3
ECON 720 Seminar in Development and Planning* ......................... 3

**History**

HIST 550 Colonial Mexico .............................................. 3
HIST 551 Modern Mexico ................................................ 3
HIST 558 Latin America in World Affairs ................................. 3
HIST 580 Topics in the History of War and Violence* ................. 3
HIST 640 Directed Readings in Latin American History ................ 3

**Journalism and Media Studies**

JMS 574 International Advertising ...................................... 3
JMS 701 Seminar: Mass Communication Problems ....................... 3

**Political Science**

POL S 562 Religion and Politics in Comparative Perspective .......... 3
POL S 564 Political Ecology of Latin America ......................... 3
POL S 565 Nations and Nationalism ...................................... 3
POL S 566 Political Change in Latin America ............................ 3
POL S 568 Mexican Politics .............................................. 3
POL S 661 Seminar in the Political Systems of the Developing Nations* ........................................ 3
POL S 667 Seminar in Latin American Political Systems ............... 3

**Portuguese**

PORT 535 Brazilian Literature ........................................... 3

**Sociology**

SOC 522 The Family in Comparative and Cross-Cultural Perspectives 3
SOC 554 Sociology of the United States-Mexico Transborder Populations and Globalization ....................... 3

**Spanish**

SPAN 602 Foundations and Research Methods of Hispanic Linguistics........ 3
SPAN 606 Spanish American Literature: Independence to Present .......... 3
SPAN 751 Seminar in Realism* ........................................... 3
SPAN 752 Seminar in Literature and Culture of the Fin-de-Siécle ........ 3
SPAN 760 Seminar in Reading in the Transatlantic Imaginary .......... 3

**California Western School of Law**

Students may take two courses from California Western School of Law with the approval of the Latin American Studies graduate adviser. Students must apply to enroll under the provisions of the affiliation agreement with the California Western School of Law.

6. The student must complete MGT 797 (Research) or LATAM 797 (Research) in addition to B A 799A (Thesis). The thesis in business administration will treat a Latin American related topic and will be supervised by a business faculty with international business expertise and at least one faculty member from the Latin American studies program.

If a student after entering the concurrent MBA/MA program returns to a single degree program, all the requirements for the single degree program must be met.

A Master of Engineering degree is offered for students who are interested in a career in engineering with a business/management emphasis.

For course requirements consult Engineering in this section of the bulletin.
Courses Acceptable for the Master of Business Administration and the Master of Science Degree Programs (B A)

Refer to Courses and Curricula and Regulations of the Division of Graduate Affairs sections of this bulletin for explanation of the course numbering system, unit or credit hour, prerequisites, and related information.

GRADUATE COURSES

B A 623. Statistical Analysis (3)
Prerequisite: Classified graduate standing and basic statistics. Understanding and applications of statistics for problem solving and managerial decision making. (Formerly numbered Business Administration 652.)

B A 624. Organizational Behavior and Leadership (3)
Prerequisite: Classified graduate standing. Study of individuals and groups within an organizational context. Topics include leadership, individual differences, organizational design, group processes and characteristics, organizational processes and practices; and influence of these on individual, group, and organizational effectiveness. (Formerly numbered Business Administration 651.)

B A 625. Financial and Management Accounting (3)
Prerequisite: Classified graduate standing.
Financial and management accounting for decision making and control in profit-directed organizations. Terminology, concepts, frameworks, and tools used to understand and analyze the financial consequences of business activities. Not open to students with credit in Business Administration 650.

B A 626. Business Economics (3)
Prerequisite: Classified graduate standing.
Microeconomic and macroeconomic environments of business. Assessing and forecasting the impact of market structure, economic climate, and governmental policies on pricing, operations, and competitive strategy. Not open to students with credit in Business Administration 653.

B A 627. Marketing (3)
Prerequisite: Classified graduate standing.
Role and function of marketing in the organization and society, planning, implementation, and evaluation of marketing strategies and programs. Not open to students with credit in Business Administration 370. (Formerly numbered Business Administration 655.)

B A 628. Operations and Supply Chain Management (3)
Prerequisite: Classified graduate standing.
Managerial concepts and quantitative methods associated with the design, execution, and management of operations and supply chain systems. (Formerly numbered Business Administration 662.)

B A 629. Financial Management (3)
Prerequisite: Business Administration 625.
Explore role of finance in a shareholder value based framework. Financial analysis and planning, investment, capital structure, financial markets, capital raising and capital disbursement decisions, valuation, and corporate restructuring. Not open to students with credit in Business Administration 665.

B A 630. Business Strategy (3)
Prerequisites: Business Administration 624, 625, 626, 627, 628, 629.
Contemporary frameworks used in environmental and industry analysis, organizational analysis, strategy formulation and implementation. Managerial issues from the viewpoint of top managers, based on a long-term and multifunctional perspective of organizations and their environments.

B A 780. Field Studies in Business (1-3) Cr/NC
Prerequisite: Completion of MBA core.
Application of business concepts to real world organizations. Students work under supervision of a faculty member to perform a project utilizing theories and principles from previous business coursework. Maximum credit six units.

B A 794. International Business Development Practicum (3)
Prerequisite: Advancement to candidacy.
Strategic analysis of business opportunities. Problem definition, data collection, analysis, and prioritization of solution mechanisms. Preparation for comprehensive examination.

B A 795. Business Consulting (3)
Prerequisites: Advancement to candidacy and completion of MBA core.
Strategic analysis of business problems in a consulting context. Problem definition analysis and prioritization of solution mechanisms. Preparation for comprehensive examination for students in the M.B.A. program under Plan B.

B A 796. Integrative Business Analysis (3)
Prerequisite: Advancement to candidacy.
Integrative business analysis through cases and simulations. Preparation for the comprehensive examination for students in the M.B.A. program (Plan B).

B A 798. Special Study (1-3) Cr/NC/RP
Prerequisite: Consent of staff; to be arranged with Director of Graduate Business Programs and instructor.
Individual study. Maximum credit six units applicable to a master's degree.

B A 799A. Thesis (3) Cr/NC/RP
Prerequisites: An officially appointed thesis committee and advancement to candidacy.
Preparation of a project or thesis for the master's degree.

B A 799B. Thesis Extension (0) Cr/NC
Prerequisite: Prior registration in Thesis 799A with an assigned grade symbol of RP.
Registration required in any semester or term following assignment of RP in Course 799A in which the student expects to use the facilities and resources of the university; also student must be registered in the course when the completed thesis is granted final approval.

B A 799C. Comprehensive Examination Extension (0) Cr/NC
Prerequisite: Completion or concurrent enrollment in degree program courses.
Registration required of students whose only requirement is completion of the comprehensive examination for the master's degree. Registration in 799C limited to two semesters.

Courses Acceptable for the Master of Business Administration Degree for Executives (B A)

GRADUATE COURSES

B A 601. Organizational Behavior for Executives (3)
(Offered only in the College of Extended Studies)
Role of the manager in designing organizations for effectiveness with emphasis on organizational theory and organizational behavior.

B A 602. Statistics for Business Decisions (3)
(Offered only in the College of Extended Studies)
Statistics and production operations management. Data analysis, central tendency and variability, probability, distributions, sample inference, association analysis. Applications in engineering, manufacturing and service, and an overview of decision theory, queuing, total quality control, and project management.

B A 603. Executive Financial Accounting (2)
(Offered only in the College of Extended Studies)
Prerequisite: Admission to M.B.A. for Executives program.
Accounting procedures and judgments underlying corporate financial statements; ability to read and analyze these statements; make inferences about financial stability, likelihood of success, and other important attributes of various business entities.
**B A 604. Executive Managerial Accounting (2)**
(Offered only in the College of Extended Studies)
Prerequisite: Admission to M.B.A. for Executives program.
Accounting information for internal decision making purposes to include cost measurement, capacity management, activity based costing, activity based management, production costing, quality costing, pricing, CVP analysis, budgeting, performance evaluation, transfer pricing, and compensation.

**B A 605. Managerial Marketing (2)**
(Offered only in the College of Extended Studies)
The marketing function in an organization. Managerial activities of marketing including market analysis, target market selection and design of the organization's marketing program.

**B A 615. Strategic Financial Management (3)**
(Offered only in the College of Extended Studies)
Provides a framework for financial decision making. Covers relevant modern theory and emphasizes role of finance in corporate strategy. Topics include financial analysis and planning, investment, capital structure and dividend decisions and valuation and corporate restructuring. Not open to students with credit in Business Administration 665.

**B A 616. Competitive Analysis (3)**
(Offered only in the College of Extended Studies)
Competition in typical unregulated product or service markets. Competitive forces in such markets, and impact of these forces on economic profits, rates of return, and relative market-shares of competing firms. Not open to students with credit in Business Administration 665.

**B A 700. Business in the Global Environment (3)**
(Offered only in the College of Extended Studies)
Evolution of multinational corporations, management of organizations in global environment, and marketing and management implications of competition in international arena.

**B A 701. Executive Entrepreneurship (3)**
(Offered only in the College of Extended Studies)

**B A 702. Social Responsibility: Legal and Ethical Environment of Business (3)**
(Offered only in the College of Extended Studies)
Role of the manager in dealing in a socially responsible and ethical manner with internal and external constituencies.

**B A 703. Strategic Management (3)**
(Offered only in the College of Extended Studies)
Corporate and business level strategic decision making. Topics include industry and environmental analysis, strategy implementation, strategic planning systems. Case descriptions of actual company situations serve as basis for analysis and recommendations.

**B A 705. Marketing Strategy (2)**
(Offered only in the College of Extended Studies)
Development, implementation, and evaluation of marketing strategy and plans. Role of marketing planning, analysis and control; contributions and implications of marketing to corporate strategy. Strategies for attaining competitive advantage. Contemporary marketing planning tools and techniques.

**B A 707. Executive Seminar in Negotiations (2)**
(Offered only in the College of Extended Studies)
Prerequisite: Admission to M.B.A. for Executives program.
Accountancy

IN THE CHARLES W. LAMDEN SCHOOL OF ACCOUNTANCY
IN THE FOWLER COLLEGE OF BUSINESS

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TELEPHONE: 619-594-5070 / FAX: 619-594-3675
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Faculty
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The Vern E. Odmark Chair in Accountancy, Director of School (Graduate Adviser)
John C. Anderson, Ph.D., Professor of Accountancy
Victoria Krivogorsky, Ph.D., Professor of Accountancy
Nathan A. Oestreich, Ph.D., Professor of Accountancy (Graduate Adviser)
Hung C. Chan, Ph.D., Associate Professor of Accountancy
David DeBoskey, Ph.D., Associate Professor of Accountancy (BMACC Adviser)
Steven L. Gill, Ph.D., Associate Professor of Accountancy
Brett S. Kawada, Ph.D., Assistant Professor of Accountancy
Yan Luo, Ph.D., Assistant Professor of Accountancy (Graduate Adviser)
Pablo C. Machado, Ph.D., Assistant Professor of Accountancy
Hannah Smith, Ph.D., Assistant Professor of Accountancy
Jundong Wang, Ph.D., Assistant Professor of Accountancy (Graduate Adviser)

The Vern E. Odmark Chair in Accountancy

Established in recognition of Dr. Vern E. Odmark for his 25 years of teaching at SDSU, basic support is provided by contributions from friends, alumni, and corporations, including many major national accounting firms. The chair acknowledges the university’s objective of continuing the high standards of teaching excellence and professionalism that characterized Odmark’s career.

Dr. Chee W. Chow, widely recognized throughout the country for the breadth of his research and his technical thoroughness, held the chair from 1984 until his retirement in 2006. Dr. C. Janie Chang, recognized for research and teaching was awarded the chair in fall 2006.

General Information

The objective of the Master of Science degree program in accounting is to provide students with greater breadth and depth in accounting education than is possible in the baccalaureate degree. The program allows students to focus their accounting studies in an area of specialization within the field of accounting and to gain a greater breadth in their knowledge of business and accounting. In order to provide the opportunity for specializing one’s accounting knowledge, the M.S. program provides three areas of specialization: accounting information systems, financial reporting, and taxation. Each area consists of a series of selected courses which students take upon the recommendation of their adviser. Specialization within the M.S. degree is intended to give students the necessary academic background and research experience to advance their careers in public accounting, private accounting or government. The M.S. degree may also prepare students for a teaching career or admittance into a doctoral program.

Admission to the Degree Curriculum

In addition to meeting the requirements for classified graduate standing in the university and admission to the Fowler College of Business, as described above, and in Part Two of this bulletin, the student must have satisfactorily completed the following courses or their equivalent:

- B A 623 Statistical Analysis.................................3
- B A 624 Organizational Behavior and Leadership...............3
- B A 625 Financial and Management Accounting.................................3
- B A 626 Business Economics ................................3
  (or ECON 101 and ECON 102)
- B A 629 Financial Management.................................3

Students also need an English writing and/or composition course at a university where English is the primary language of instruction, and any other course deficiencies as required by a graduate adviser in the School of Accountancy.

Satisfactory completion means that the student’s grade in each course must be B (3.0) or better and that the course must have been completed within seven years prior to the first course completed on the master’s degree program. The seven year requirement may be waived by the School of Accountancy adviser.

Notice of admission to a curriculum with classified graduate standing will be sent to the student only upon the recommendation of the Fowler College of Business and the approval of the dean of the Division of Graduate Affairs.

Advancement to Candidacy

All students must satisfy the general requirements for advancement to candidacy, as described in Part Four of this bulletin.

Specific Requirements for the Master of Science Degree

(Major Code: 05021) (SIMS Code: 221909)

In addition to meeting the requirements for classified graduate standing as described above and the general requirements for master’s degrees as described in Part Four of this bulletin, the student must complete a graduate program of at least 30 approved units including at least 21 units in 600- and 700-numbered courses. Of the 30 units, at least 15 units must be in accountancy courses at San Diego State University. At least 12 units of accountancy courses must be numbered 600 and above (in special cases, nine units with adviser approval). Under Plan A, Business Administration 799A, Thesis, is required. Under the optional Plan B, a comprehensive examination and three units of additional coursework may be substituted for the thesis requirement.

Accountancy 620, Financial Measurement and Reporting; Accountancy 621, Accounting Information Systems; Accountancy 624, Tax for Managers; Accountancy 625, Managerial Analysis and Financial Reporting; and Accountancy 626, Auditing and Assurance Services, are required unless the student has completed the equivalent course(s) as a part of their undergraduate preparation. If required, up to three of these courses (nine units) may be accepted toward the 30 approved units for the graduate program.

The program must include at least 24 units in business administration and economics. Not more than a total of six units in courses 797, Research, and 798, Special Study, may be accepted for credit toward the degree.

The following specializations are available for the Master of Science degree in Accountancy:

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<th>Specializations</th>
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<tr>
<td>Financial Reporting</td>
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Courses Acceptable for Master’s Degree Program in Accountancy (ACCTG)

Refer to Courses and Curricula and Regulations of the Division of Graduate Affairs sections of this bulletin for explanation of the course numbering system, unit or credit hour, prerequisites, and related information.

UPPER DIVISION COURSES

ACCTG 501. Advanced Financial Accounting (3)
Prerequisite: Accountancy 334. Proof of completion of prerequisite required: Copy of transcript.
Advanced financial accounting topics. Partnerships, consolidations, foreign currency transactions and financial statements, accounting for derivatives and hedging, accounting for bankruptcy and reorganizations.

ACCTG 503. Federal Taxation of Individuals (3)
Prerequisites: Accountancy 201 and 202. Approved upper division business major, business minor, or other approved major.
Proof of completion of prerequisite required: Copy of transcript.
Taxation of individuals, including income, deductions, credits, social security taxes, and property transactions.

ACCTG 505. Fraud Examination (3)
Prerequisite: Accountancy 431 or 626. Proof of completion of prerequisite required: Copy of transcript.
Skills and tools for auditors, consultants, tax professionals, managers. Techniques and technologies for fraud investigation and interviewing. Case analysis, research of public records, ethical decision making for accountants. Service learning project.

ACCTG 508. Accounting for Not-For-Profit Organizations (3)
Prerequisite: Minimum grade of C in Accountancy 326 or 331.
Proof of completion of prerequisite required: Copy of transcript.
Principles of modified accrual accounting in state and local governmental units, hospitals, colleges, and universities. Budgetary accounting, appropriations, encumbrances, internal controls, and auditing procedures.

ACCTG 522. International Financial Reporting (3)
Prerequisites: Accountancy 390W; minimum grade of C in Accountancy 334 (or Accountancy 620 and 625). Proof of completion of prerequisite required: Copy of transcript.
Accounting convergence, IASB-FASB joint projects. US and international financial reporting issues and standards.

ACCTG 596. Contemporary Topics in Accounting (1-3)
Prerequisites: Business major approved by the Fowler College of Business and consent of instructor.
Contemporary topics in modern accounting. May be repeated with new content. See Class Schedule for specific content. Limit of nine units of any combination of 296, 496, 596 courses applicable to a bachelor’s degree. Credit for 596 and 696 applicable to a master’s degree with approval of the graduate adviser.

GRADUATE COURSES

ACCTG 620. Financial Measurement and Reporting (3)
Prerequisite: Business Administration 625.
Measurement concepts and mechanics to translate global business transactions into principal financial statements using U.S. and international accounting standards. Revenue recognition, operating assets, investments, debt and equity financing, compensation, EPS, and cash flows.

ACCTG 621. Accounting Information Systems (3)
Prerequisite: Business Administration 625.
Application of accounting information systems to attain organizational objectives, improve planning and control at all levels of the organization. Systems analysis, design methodologies, tools, control frameworks and use of technologies in information systems.

ACCTG 624. Business Entity Taxation (3)
Prerequisite: Business Administration 625.
Concepts and methods underlying federal income taxation of business entities.
Accountancy

ACCTG 625. Managerial Analysis and Financial Reporting (3)
Prerequisite: Business Administration 625.
Measurement concepts and mechanics to translate business transactions into management and financial reporting information. Cost control and budgeting, inventory, operational assets, leases, deferred taxes, and strategic analysis.

ACCTG 626. Auditing and Assurance Services (3)
Prerequisites: Accountancy 620 and 621.
Duties, responsibilities, and ethics of the auditor; auditor’s reports and procedures for evaluation of financial statements. Compilation and review standards for assurance services provided to non-public companies.

ACCTG 630. Ethics in Accounting (3)
Prerequisite: Accountancy 620.
Ethical reasoning and implications for accounting professionals; ethical decision process and professional judgment; professional codes of conduct from the AICPA, IMA, IIA, etc.; the professional accountant’s role in corporate governance and ethical management; audit responsibilities and fraud, including legal and regulatory obligations; current ethical issues facing the accounting profession.

ACCTG 650. Accounting Research and Communication (3)
Prerequisite: Accountancy 332, 503, or 624.
Identification, organization, and integration of diverse sources of authoritative literature to reach a conclusion and communicate an accounting or tax decision.

ACCTG 651. Seminar in Corporate Tax (3)
Prerequisite: Credit or concurrent registration in Accountancy 650.
Corporate tax problems involving distributions, liquidations, reorganizations, rejections, personal holding companies, accumulated earnings tax, and thin capitalization.

ACCTG 654. Seminar in Partnership Taxation (3)
Prerequisite: Credit or concurrent registration in Accountancy 650.
Partnership and S corporation tax laws related to formation, operations, distributions, and liquidations. Flow-through entities in small and medium sized business environments.

ACCTG 655. Tax Planning for Individuals (3)
Prerequisite: Credit or concurrent registration in Accountancy 650.
Selected complex tax laws related to individuals and sole proprietorship businesses, sales and exchanges of property, tax deferred transactions in property, accounting periods and methods, and personal deductions.

ACCTG 656. Multijurisdictional Tax (3)
Prerequisite: Credit or concurrent registration in Accountancy 650.
Tax law in a multistate and international context. Multijurisdictional concepts for tax planning.

ACCTG 657. Accounting for Income Taxes (3)
Prerequisites: Accountancy 620 and 624.

ACCTG 659. Seminar in Taxation Topics (1-3)
Prerequisite: Credit or concurrent registration in Accountancy 650.
Contemporary theories and practices in taxation. May be repeated with new content. See Class Schedule for specific content. Maximum credit six units applicable to a master’s degree.

ACCTG 660. Seminar in Accounting Theory (3)
Prerequisite: Accountancy 620.
Theories and concepts underlying global financial reporting. Professional research of authoritative pronouncements issued by the FASB, SEC, and other accounting regulators. Topics include accounting standards setting, measurement, market efficiency, disclosure, earnings quality, professional judgment.

ACCTG 661. Seminar in International Accounting (3)
Prerequisite: Business Administration 625.
Current financial reporting practices of business entities engaged in international activities; theories and concepts that underlie development of accounting standards to include cultural and professional dimensions, accounting clusters.

ACCTG 663. Financial Statement Analysis (3)
Prerequisite: Business Administration 625.
Illustrative cases and problems to analyze methods for communicating information about financing and operating activities of corporate firms, and techniques for evaluating the information.

ACCTG 670. Seminar in Assurance Services (3)
Prerequisite: Accountancy 431 or 626.
Selected conceptual issues in assurance services.

ACCTG 673. Accounting Information Systems (AIS) Development (3)
Prerequisite: Accountancy 621.
AIS theories, databases, and internal controls in designing, maintaining, and enhancing business processes and systems. Hands-on experience to develop skills with EXCEL, ACCESS, and/or other integrated systems. (Formerly numbered Accountancy 575.)

ACCTG 677. Seminar in Accounting Information Systems Audit and Control (3)
Prerequisite: Accountancy 673 or Management Information Systems 687 with a grade of B or better.
Risk assessment and management in accounting systems, including impact on clients’ business and audit functions, external and internal auditor issues, internal controls in computerized environments, issues related to Sarbanes-Oxley Act, and application of computer-assisted audit techniques (CAATs) using current audit software.

ACCTG 680. Seminar in Managerial Accounting (3)
Managerial cost accounting concepts and procedures, including budgetary planning, cost control, advisory functions, measurement of divisional profitability, product pricing, and investment decisions.

ACCTG 681. Seminar in Regulation and Corporate Governance in Accounting (3)
Prerequisite: Business Administration 625.
Social, ethical, and behavioral science theories influencing design and operation of corporate governance systems, topics include environmental and regulatory factors that influence, motivate, and control managers and employees.

ACCTG 696. Seminar in Selected Topics (3)
Intensive study in specific areas of accountancy. May be repeated with new content. See Class Schedule for specific content. Credit for 596 and 696 applicable to a master’s degree with approval of the graduate adviser.

ACCTG 729. Seminar in Current Issues in Accounting and Auditing (1-3)
Prerequisite: Accountancy 620.
Contemporary theories and practices in relation to changing accounting environment. May be repeated with new content. See Class Schedule for specific content. Maximum credit six units applicable to a master’s degree.

ACCTG 790. Analytics in Accounting (3)
Prerequisite: Advancement to candidacy.
Problem diagnosis, information analysis and evaluation, and decision making for contemporary issues in accounting information systems, auditing, financial reporting, management accounting, and taxation. Preparation for comprehensive examination for students in the M.S. degree in Accountancy under Plan B.

ACCTG 797. Research (3) Cr/NC/RP
Prerequisite: Advancement to candidacy.
Research in the area of accountancy. Maximum credit six units applicable to a master’s degree.

ACCTG 798. Special Study (1-3) Cr/NC/RP
Prerequisite: Consent of staff; to be arranged with department chair and instructor.
Individual study. Maximum credit six units applicable to a master’s degree.
Certificate Course Requirements (18 units)

ACCTG 503 Federal Taxation of Individuals ............. 3
FIN 522 Individual Insurance Management ............. 3
FIN 590 Personal Financial Planning
Practicum .................................................. 3
FIN 651 Seminar in Investments ......................... 3
FIN 657 Financial and Retirement Planning ............ 3
FIN 705 Estate Planning .................................... 3

Students must earn a 3.0 average in these classes in order to earn the certificate. Classes with a grade below a “C” (2.0) may not be included. Students admitted to a master’s program may use certificate credit toward a graduate degree in business (Master of Business Administration or Master of Science in Business Administration) with the permission of their graduate adviser.

The adviser for the certificate is Dr. Thomas M.D. Warschauer, Department of Finance. All course units may be used for business majors and concentrations where applicable and approved by the student’s graduate adviser.

Courses Acceptable for Master’s Degree Programs in Business Administration (FIN)

Refer to Courses and Curricula and Regulations of the Division of Graduate Affairs sections of this bulletin for explanation of the course numbering system, unit or credit hour, prerequisites, and related information.

UPPER DIVISION COURSES

FIN 522. Individual Insurance Management (3)
Prerequisites: Undergraduate: Completion of lower division requirements for the major. Graduate: Completion of prerequisite core. Proof of completion of prerequisites required: Copy of transcript.

Economic, legal, social, and ethical considerations of individual, business and group insurance including life, health, property, and liability insurance. Risk exposure and policy analysis.

FIN 585. Estate Planning Issues and Practice (3)
Prerequisite: Undergraduate: Completion of lower division requirements for the major. Graduate: Completion of prerequisite core. Proof of completion of prerequisites required: Copy of transcript.

Tax and non-tax issues in establishment of a personal estate plan. Financial and non-financial goals and objectives. Not open to students with credit in Finance 445 or 705.

FIN 589. Personal Financial Planning (3)
Prerequisite: Business Administration 323. Proof of completion of prerequisite required: Copy of transcript.

Financial planning process including data gathering, cash flow and debt considerations. Retirement planning including social security. Education funding. Practice management considerations including establishment of ethical and legal client relationships.

FIN 590. Personal Financial Planning Practicum (3)
Prerequisite: Credit or concurrent registration in Finance 589 or 657. Proof of completion of prerequisite required: Copy of transcript.

Preparation of family financial plans using comprehensive cases and/or real financial data. Financial planning software. Counseling and communication skills, behavioral finance, client psychology, practice standards, discipline and ethics. Students may register once at the undergraduate level and may repeat with new content at the graduate level.

FIN 596. Contemporary Topics in Finance (1-3)
Prerequisites: Business major approved by the Fowler College of Business and consent of instructor.

Contemporary topics in modern finance. May be repeated with new content. See Class Schedule for specific content. Limit of nine units of any combination of 296, 496, 596 courses applicable to a bachelor’s degree. Credit for 596 and 696 applicable to a master’s degree with approval of the graduate adviser.
GRADUATE COURSES

**FIN 604. Legal Environment for Executives (3)**
Legal environment of business, government regulation, social and ethical considerations in the administration of justice, substantive law of contracts, property, agency, and business organizations.

**FIN 617. Financial Management II (3)**
Prerequisite: Business Administration 629.
Develops topics to include asset pricing, capital budgeting techniques, dividend policy and financing decisions, applications of options and futures, term structure of interest rates, regulation of financial markets, leasing decisions, corporate control.

**FIN 641. Financing the Emerging Enterprise (3)**
Prerequisite: Business Administration 629.
Financial considerations in emerging and growing enterprises to include internal financial management, external funding sources, and dealing with venture capitalists. Emphasis on integration of theory, computer analysis, and human judgment in financial decision making.

**FIN 642. Financial Risk Management (3)**
Prerequisite: Business Administration 629.

**FIN 651. Seminar in Investments (3)**
Prerequisite: Business Administration 629.
Characteristics of financial markets and instruments. Contemporary as well as traditional approaches to problems of pricing individual securities; portfolio selection and analysis; techniques of analysis; measurement of risk; return, and investment values.

**FIN 652. Seminar in Security Analysis and Portfolio Management (3)**
Prerequisite: An upper division or graduate course in investments.
Security valuation, alternative instruments, portfolio theory, active and passive management techniques, asset allocation, performance measurement, use of derivative instruments in portfolio management, debt portfolio management techniques, ethical standards.

**FIN 653. Case Studies in Financial Management (3)**
Prerequisite: Business Administration 629.

**FIN 654. Seminar in International Business Finance (3)**
Prerequisite: Business Administration 629.
International financial instruments, markets, and institutions; international trade and capital flows; foreign exchange risks and their management; direct and portfolio investment; implications for conduct of global business.

**FIN 656. Seminar in Financial Institutions (3)**
Prerequisite: Business Administration 629.
Change in financial institution management thought. Trends in asset management theory and liability management theory. Current events in financial institutions, changes likely to occur and proposed changes in laws and regulations.

**FIN 657. Financial and Retirement Planning (3)**
Prerequisite: Business Administration 629.
Decision-making process and theory of individual financial needs. Retirement planning including Social Security, Education planning. Financial strategies that aid in meeting family goals.

**FIN 659. Decision Making in the World Economy (3)**
Prerequisite: Classified graduate standing.
Application of macroeconomic theory to business decision making, study of economic environment and government macroeconomic policy from a business viewpoint.

**FIN 696. Seminar in Selected Topics (3)**
Intensive study in specific areas of finance. May be repeated with new content. See Class Schedule for specific content. Credit for 596 and 696 applicable to a master's degree with approval of the graduate adviser.

**FIN 705. Seminar in Estate Planning (3)**
Prerequisite: Business Administration 629.
The scope and nature of estate planning. Identification and analysis of the environmental factors and those aspects of federal and state law affecting estate planning and taxation. Estate taxation and social policy.

**FIN 783. Seminar in Real Estate Investment and Development (3)**
Prerequisite: Graduate standing.
Analysis of real estate investment and development decisions by corporations, individuals and financial institutions. Market and feasibility analysis, taxation, financing and risk evaluation, portfolio considerations.

**FIN 797. Research (3) Cr/NC/RP**
Prerequisite: Advancement to candidacy.
Research in the area of finance. Maximum credit six units applicable to a master’s degree.

**FIN 798. Special Study (1-3) Cr/NC/RP**
Prerequisite: Consent of staff; to be arranged with department chair and instructor.
Individual study. Maximum credit six units applicable to a master’s degree.
Faculty
Chamundeswari (Chamu) Sundaramurthy, Ph.D., Professor of Management, Chair of Department
Beth G. Chung-Herrera, Ph.D., Professor of Management
Alex F. De Noble, Ph.D., Professor of Management
Martina Musteen, Ph.D., Professor of Management
Amy E. Randle, Ph.D., Professor of Management
Lori V. Ryan, Ph.D., Professor of Management
Jeremy B. Bernerth, Ph.D., Associate Professor of Management
John D. Francis, Ph.D., Associate Professor of Management
Lawrence C. Rhyne, Ph.D., Associate Professor of Management
Taekjin Shin, Ph.D., Associate Professor of Management
Congcong Zheng, Ph.D., Associate Professor of Management
Mujtaba Ahsan, Ph.D., Assistant Professor of Management

Courses Acceptable for Master's Degree Programs in Business Administration (MGT)

Refer to Courses and Curricula and Regulations of the Division of Graduate Affairs sections of this bulletin for explanation of the course numbering system, unit or credit hour, prerequisites, and related information.

UPPER DIVISION COURSE

MGT 596. Advanced Topics in Management (3)
Prerequisites: Six upper division units in management. Proof of completion of prerequisites required: Copy of transcript.
Advanced special topics in management. May be repeated with new content. See Class Schedule for specific content. Limit of nine units of any combination of 296, 496, 596 courses applicable to a bachelor's degree. Maximum credit of six units of 596 applicable to a bachelor's degree. Credit for 596 and 696 applicable to a master's degree with approval of the graduate adviser.

GRADUATE COURSES

MGT 626. Competitive Analysis of Industries (3)
Prerequisite: Business Administration 624.
Concepts and tools for studying structure of industries and processes of structural change in industries. Implications of public policy decisions and competitive actions on strategy formulation are explored in several industry settings.

MGT 669. Human Resource Management (3)
Prerequisite: Business Administration 624.
Design of organizational systems for accomplishing work through individuals and groups. Strategic, legal, and ethical considerations in staffing, appraising, developing, and rewarding people at work.

MGT 672. International Human Resource Management (3)
Prerequisite: Business Administration 624.
Managing human resources in a global economy: theories, implementation, and evaluation of IHRM.

MGT 696. Seminar in Selected Topics (3)
Intensive study in specific areas of management. May be repeated with new content. See Class Schedule for specific content. Maximum credit six units applicable to a master's degree. Credit for 596 and 696 applicable to a master's degree with approval of the graduate adviser.

MGT 710. Seminar in World Business Environment (3)
Prerequisite: Business Administration 624.

MGT 721. Seminar in Group Processes and Leadership (3)
Prerequisite: Business Administration 624.
Perceptions and processes in work groups. Experience in interpersonal networks, influence and rewards, stereotypes; managing differences and conflicts.

MGT 722. Seminar in Business Ethics and Social Institutions (3)
Prerequisite: Business Administration 624.
Ethical and social aspects of current issues in business and society. Changing role of stakeholders including consumers, shareholders, and employees. Assessment of operation, functioning and regulation of the market system.

MGT 723. Seminar in International Strategic Management (3)
Prerequisite: Completion of MBA core or MS prerequisites.
Strategic decision making in managing international enterprises. General management problems in directing and controlling transnational companies, including entry, acquisitions and joint ventures. Cases and readings to acquaint students with worldwide business practices.

MGT 724. Entrepreneurship (3)
Prerequisite: Business Administration 624.
Examination of the entrepreneurial approach; concepts, theory and techniques of managerial innovation and implementation; analysis of entrepreneurial skills.

MGT 729. Seminar in Organizational Issues (3)
Prerequisite: Business Administration 624.
Issues in organizations in modern society: organization design, environmental interface, and political processes. See Class Schedule for specific content. Maximum credit six units applicable to a master's degree.

MGT 743. Seminar in Business Plan Development (3)
Prerequisite: Management 724.
Principles and techniques for developing a business plan.

MGT 744. Seminar in Managing the Growing Firm (3)
Prerequisite: MBA core or admission to degree curriculum for M.S. degree business administration.
Problems and issues confronting entrepreneurs beyond start-up of a new venture. Focus on issues from both entrepreneur and investor perspectives.

MGT 745. Seminar in Corporate Innovation and Entrepreneurship (3)
Prerequisite: MBA core.
Challenges and issues confronting organizations seeking to pursue new business opportunities. Senior management charged with the mandate of pursuing new business opportunities and employees desiring to champion new ventures under corporate umbrella.

MGT 746. Seminar in Corporate Governance (3)
Prerequisite: Classified graduate standing.
Roles and interrelationships among members of corporate governance triad: managers, directors, and shareholders. History and theories of corporate governance, ethical obligations underlying the three roles, and case studies.
Management

**MGT 747. Seminar in Managing Technology Commercialization (3)**
Prerequisite: Graduate standing.
Assessment of future commercialization potential of early stage technologies. Technology commercialization process including technology and market assessments, business models, revenue streams, licensing, and protection of intellectual property.

**MGT 748. Seminar in International Entrepreneurship and Business Development (3)**
Prerequisite: Business Administration 624.
Challenges and issues confronting entrepreneurs seeking to develop international business opportunities. Concepts, theory, and techniques of international entrepreneurship. Drivers of entrepreneurship and assessment of entrepreneurial conditions around the world.

**MGT 797. Research (3) Cr/NC/RP**
Prerequisite: Advancement to candidacy.
Research in the area of management. Maximum credit six units applicable to a master's degree.

**MGT 798. Special Study (1-3) Cr/NC/RP**
Prerequisite: Consent of staff; to be arranged with department chair and instructor.
Individual study. Maximum credit six units applicable to a master's degree.
Management Information Systems

IN THE FOWLER COLLEGE OF BUSINESS

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TELEPHONE: 619-594-5316 / FAX: 619-594-3675
WEBSITE: https://business.sdsu.edu/MIS

Faculty
Bruce A. Reinig, Ph.D., Professor of Management Information Systems, Chair of Department
Robert O. Briggs, Ph.D., Professor of Management Information Systems
Murray E. Jennex, Ph.D., Professor of Management Information Systems (Graduate Adviser)
John M. Penrose, Ph.D., Professor of Management Information Systems, Emeritus
Feraidoon Raafat, Ph.D., Professor of Management Information Systems (Graduate Adviser)
Bongsik Shin, Ph.D., Professor of Management Information Systems
Yeongling Helio Yang, Ph.D., Professor of Management Information Systems (Graduate Adviser)
Theophilus Addo, Ph.D., Associate Professor of Management Information Systems, Emeritus
Kaveh Abhari, Ph.D., Assistant Professor of Management Information Systems
Aaron C. Elkins, Ph.D., Assistant Professor of Management Information Systems (Graduate Adviser)
Xialu Liu, Ph.D., Assistant Professor of Management Information Systems

Master of Science Degree in Information Systems

General Information
The objective of the Master of Science degree in information systems is to prepare students to take a senior position associated with the information systems field across all private industries and public sectors. With the broadening spectrum of the information systems field and subsequent rich set of career opportunities, there is an ongoing need to educate students so that they can take leadership positions in both established and emerging fields of information systems. To serve the student and industry needs effectively, the program is designed to balance management knowledge of business and technology, general technical knowledge in information systems, and domain knowledge in the special area selected by the student. Upon successful completion of the program, students will be competent in leading organizations in the evaluation and adoption of information systems and technologies for strategic advantage as well as in bridging the cultural and communication gaps that often exist between information systems and business function professionals.

Admission to the Degree Curriculum
In addition to meeting the requirements for classified graduate standing and the general requirements for master’s degrees as described in Part Four of this bulletin, the student must have satisfactorily completed equivalents of the following courses as prerequisites:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>B A 625</td>
<td>Financial and Management Accounting</td>
</tr>
<tr>
<td>B A 627</td>
<td>Marketing</td>
</tr>
<tr>
<td>B A 628</td>
<td>Operations and Supply Chain Management</td>
</tr>
</tbody>
</table>

Notice of admission with classified graduate standing will be sent to the student upon the recommendation of the Fowler College of Business and the approval of the dean of the Division of Graduate Affairs.

Advancement to Candidacy
All students must satisfy the general requirements for advancement to candidacy, as described in Part Four of this bulletin. Students concurrently enrolled in deficiency coursework may be given permission to take the comprehensive examination prior to actual completion of all coursework. However, comprehensive examinations will not be evaluated and results will not be reported to the Division of Graduate Affairs until all deficiency coursework has been successfully completed. This may delay graduation.

Specific Requirements for the Master of Science Degree in Information Systems
(Major Code: 07021) (SIMS Code: 222335)
In addition to meeting the requirements for classified graduate standing as described above and the general requirements for master’s degrees as described in Part Four of this bulletin, the student must complete a graduate program of at least 30 approved units including at least 21 units in 600- and 700-numbered courses. Up to nine units of coursework may be accepted as transfer credit. Not more than a total of three units in courses Management Information Systems 797 (Research) and Management Information Systems 798 (Special Study), may be accepted for credit toward the degree. With approval of the graduate adviser, a substitute course may be allowed in place of a required course after reviewing student credentials.

Required core courses:

**IS Technology**
Nine units selected from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>MIS 686</td>
<td>Enterprise Data Management</td>
</tr>
<tr>
<td>MIS 687</td>
<td>Secure Enterprise Networking and Mobile Technologies</td>
</tr>
<tr>
<td>MIS 691</td>
<td>Decision Support Systems</td>
</tr>
<tr>
<td>MIS 695</td>
<td>Business Systems Analysis and Design</td>
</tr>
<tr>
<td>MIS 697</td>
<td>Project Planning and Development</td>
</tr>
<tr>
<td>MIS 752</td>
<td>Seminar in Supply Chain and Enterprise Resource Planning</td>
</tr>
</tbody>
</table>

**IS Management and Analytics**
Nine units selected from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>MIS 688</td>
<td>Information Systems and Strategies in Organizations</td>
</tr>
<tr>
<td>MIS 748</td>
<td>Seminar in Applied Multivariate Analysis</td>
</tr>
<tr>
<td>MIS 749</td>
<td>Business Analytics</td>
</tr>
<tr>
<td>MIS 750</td>
<td>Strategic Project Management</td>
</tr>
<tr>
<td>MIS 755</td>
<td>Information Systems Security Management</td>
</tr>
<tr>
<td>B A 623</td>
<td>Statistical Analysis</td>
</tr>
</tbody>
</table>

**Culminating Experience**
Three units selected from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS 790</td>
<td>Directed Readings in Management Information Systems</td>
</tr>
<tr>
<td>OR</td>
<td>Thesis 3 (Cr/NC/RP)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>B A 799A</td>
<td>Thesis 3 (Cr/NC/RP)</td>
</tr>
</tbody>
</table>
Management Information Systems

Career Track

Students select a career track and courses with the approval of the graduate adviser. Nine units selected from the following courses:

- MIS 515 Object-Oriented Programming for Business Applications ... 3
- MIS 705 Communication Strategies ... 3
- MIS 744 Seminar in Lean Six Sigma and Baldridge Quality Management ... 3
- MIS 753 Global Supply Chain Management ... 3
- MIS 754 Seminar in Operations Strategy ... 3

Career track courses may include additional department and courses from outside the Fowler College of Business with the approval of the graduate adviser.

The Master of Science degree in information systems requires Plan A, Thesis or Plan B, directed readings in information systems or a written comprehensive examination offered by the department. The program must be approved by the college and departmental adviser.

For regulations concerning grade point averages, final approval for the granting of the degree, award of the degree, and diplomas, refer to the basic requirements for the master's degree as described in Part Four of this bulletin.

Courses Acceptable for Master's Degree

Program in Information Systems (MIS)

Refer to Courses and Curricula and Regulations of the Division of Graduate Affairs sections of this bulletin for explanation of the course numbering system, unit or credit hour, prerequisites, and related information.

UPPER DIVISION COURSES

- MIS 515. Object-Oriented Programming for Business Applications (3)
  Prerequisite: Management Information Systems 315 or knowledge of one computer programming language. Proof of completion of prerequisite required: Copy of transcript.
  Object-oriented programming as applied to business applications. Use of object-oriented classes, features, inheritance, and subclasses for modeling and processing of business information.

- MIS 585. Fundamentals of Cybersecurity Management (3)
  Prerequisite: Management Information Systems 483 or 687.
  Cybersecurity risks, threats, and vulnerabilities. Technologies, procedures, and techniques to assess, control, detect, and remediate threats and vulnerabilities.

- MIS 596. Contemporary Topics in Management Information Systems (1-3)
  Prerequisite: Business major approved by the Fowler College of Business and consent of instructor.
  Contemporary topics in management information systems. May be repeated with new content. See Class Schedule for specific content. Limit of nine units of any combination of 296, 496, 596 courses applicable to a bachelor's degree. Credit for 596 and 696 applicable to a master's degree with approval of the graduate adviser.

GRADUATE COURSES

- MIS 620. Electronic Business and Big Data Infrastructures (3)
  Prerequisite: Business Administration 623.
  Advanced data analysis and information technology concepts associated with e-business infrastructure and systems architecture.

- MIS 680. Information Systems Hardware and Software (3)
  Prerequisite: Classified graduate standing.
  Computer architecture, programming languages, programming systems, and operating systems.

- MIS 686. Enterprise Data Management (3)
  Prerequisite: Classified graduate standing.
  Database management technologies to host, secure, and manipulate enterprise data, information, and knowledge assets to create business value. Modeling tools for analyzing and specifying data requirements.

- MIS 687. Secure Enterprise Networking and Mobile Technologies (3)
  Prerequisite: Classified graduate standing.
  Deployment and management of technologies for integrating resources within and between organizations through distributed networks, Internet of things (IoT) networks, and secure enterprise systems.

- MIS 688. Information Systems and Strategies in Organizations (3)
  Prerequisite: Classified graduate standing.
  Managing information to create business value. Planning, organizing, and leading information systems initiatives. Relationship of data, information, and knowledge to strategic and operational decision making. Global aspects and ethical uses of information systems.

- MIS 691. Decision Support Systems (3)
  Prerequisite: Completion of MBA core or MS prerequisites.
  Design, implementation, and integration of computerized decision support systems into business management. Problem representation, modeling, and simulation.

- MIS 695. Business Systems Analysis and Design (3)
  Prerequisite: Classified graduate standing.
  Secure information systems to solve problems and exploit opportunities. Development strategies, process and data modeling, requirements definition, and security modeling for information systems.

- MIS 696. Seminar in Selected Topics (3)
  Intensive study in specific areas of information systems. May be repeated with new content. See Class Schedule for specific content. Credit for 596 and 696 applicable to a master's degree with approval of the graduate adviser.

- MIS 697. Project Planning and Development (3)
  Prerequisite: Classified graduate standing.
  Project development, planning, execution, and control for information systems. Information project development life cycle, structure project planning methodology, theories, techniques, and utilization of project management technologies.

- MIS 705. Communication Strategies (3)
  Prerequisite: Classified graduate standing.
  Development of advanced written, oral, and interpersonal communication strategies for the business environment.

- MIS 744. Seminar in Lean Six Sigma and Baldridge Quality Management (3)
  Prerequisite: Business Administration 628.
  Applications of lean principles, Six Sigma methodology, and Baldridge processes for business quality, agility, improvement. Advanced concepts, methods, lean tools, statistical quality tools for process improvement.

- MIS 748. Seminar in Applied Multivariate Analytics (3)
  Prerequisite: Business Administration 623.
  Applications of various statistical techniques and design of experiments for business. Advanced ANOVA and Taguchi designs, multiple regression modeling methodologies, and multivariate techniques, such as factor analysis, judgment analysis, multiple discriminant analysis, multivariate analysis of variance, and canonical correlation.

- MIS 749. Business Analytics (3)
  Prerequisite: Business Administration 623.
  Business analytics techniques for predictive modeling and customer segmentation. Applications include churn management, business experiments, cluster segmentation, and market basket analysis.

- MIS 750. Strategic Project Management (3)
  Prerequisite: Business Administration 628.
  Managing projects and programs to implement business strategies. Project selection, programs, and portfolios; project organization; resource conflict and resolution; stakeholder management; project team management; project risk assessment and mitigation.
**MIS 752. Seminar in Supply Chain and Enterprise Resource Planning (3)**
Prerequisite: Business Administration 628.
Methodology, theory, and systems to plan and control supply chain and enterprise resources. Integrated processes of sales and operations planning, corporate accounting, materials requirement, procurement, capacity planning, and warehouse management in a simulated enterprise environment.

**MIS 753. Global Supply Chain Management (3)**
Prerequisite: Classified graduate standing.
Advanced concepts, method, and implementation of global supply chain strategies and management; global sourcing and supplier development; global logistic network and management; information technology and e-business for supply chain; supply chain design and optimization; performance metrics and measurements.

**MIS 754. Seminar in Operations Strategy (3)**
Prerequisite: Business Administration 628.
Strategic issues in operations and their integration with other functional areas. Includes operations strategy, product and process planning, experience curves, productivity measurements, and information technology implementation.

**MIS 755. Information Systems Security Management (3)**
Prerequisite: Classified graduate standing.
Information systems management. Focus on creation of a security plan for an organization to include risk analysis, security issues, security design, security plan, disaster recovery/business continuity, and threat analysis.

**MIS 790. Directed Readings in Management Information Systems (3) Cr/NC**
Prerequisite: Advancement to candidacy.
Preparation for the comprehensive examination for students.

**MIS 797. Research (3) Cr/NC/RP**
Prerequisite: Advancement to candidacy.
Research in the area of management information systems. Maximum credit six units applicable to a master’s degree.

**MIS 798. Special Study (1-3) Cr/NC/RP**
Prerequisite: Consent of staff; to be arranged with department chair and instructor.
Individual study. Maximum credit six units applicable to a master’s degree.

For additional courses applicable to the Master of Science degree in Information Systems see: Business Administration 623. Statistical Analysis
Marketing
IN THE FOWLER COLLEGE OF BUSINESS

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TELEPHONE: 619-594-5317 / FAX: 619-594-3272
WEBSITE: https://business.sdsu.edu/marketing

Faculty
Heather L. Honea, Ph.D., Associate Professor of Marketing, Chair of Department
George E. Belch, Ph.D., Professor of Marketing, Senior Associate Dean, Fowler College of Business
Michael A. Kartalija, Ph.D., Professor of Marketing, Emeritus
Paula C. Peter, Ph.D., Professor of Marketing
Massoud M. Saghafi, Ph.D., Professor of Marketing
(MKTG)
Nita Umashankar, Ph.D., Assistant Professor of Marketing
Morgan A. Poor, Ph.D., Assistant Professor of Marketing
Sunaina C. Marquez, Ph.D., Assistant Professor of Marketing
Gabriel R. Gonzalez, Ph.D., Assistant Professor of Marketing
Claudiu V. Dimofte, Ph.D., Associate Professor of Marketing
Andrew M. Baker, Ph.D., Associate Professor of Marketing
Radha R. V. Iyengar, Ph.D., Associate Professor of Marketing
Iana A. Castro, Ph.D., Associate Professor of Marketing
(MBA Graduate Adviser)
Erlinde Cornelis, Ph.D., Assistant Professor of Marketing
Claudia V. Honea, Ph.D., Assistant Professor of Marketing
Claudia V. Honea, Ph.D., Assistant Professor of Marketing
Claudia V. Honea, Ph.D., Assistant Professor of Marketing
Massoud M. Saghafi, Ph.D., Professor of Marketing
(MKTG)
Nita Umashankar, Ph.D., Assistant Professor of Marketing
Morgan A. Poor, Ph.D., Assistant Professor of Marketing
Sunaina C. Marquez, Ph.D., Assistant Professor of Marketing
Gabriel R. Gonzalez, Ph.D., Assistant Professor of Marketing
Paula C. Peter, Ph.D., Professor of Marketing
Heather L. Honea, Ph.D., Associate Professor of Marketing
George E. Belch, Ph.D., Professor of Marketing
(MKTG)

Courses Acceptable for Master’s Degree
Programs in Business Administration (MKTG)

Refer to Courses and Curricula and Regulations of the Division of Graduate Affairs sections of this bulletin for explanation of the course numbering system, unit or credit hour, prerequisites, and related information.

GRADUATE COURSES

MKTG 696. Seminar in Selected Topics (3)
Intensive study in specific areas of marketing. May be repeated with new content. See Class Schedule for specific content. Credit for 596 and 696 applicable to a master’s degree with approval of the graduate adviser.

Prerequisite: Business Administration 627.

MKTG 729. Contemporary Issues in Marketing Theory and Practice (3)
Prerequisite: Business Administration 627.

Issues in marketing theory and practice: examination and application of contemporary theories and techniques in relation to changes in marketing environment. See Class Schedule for specific content. Maximum credit six units applicable to a master’s degree.

MKTG 761. Product Innovation Management (3)
Prerequisite: Business Administration 627.

New product development and issues related to overall management of product innovation in context of entrepreneurial opportunity, start-up ventures and existing organizations. Focus on planning, design, and implementation of marketing strategy.

MKTG 762. Seminar in Integrated Marketing Communication (3)
Prerequisite: Business Administration 627.

Theory and application of integrated marketing communication to advertising, promotions, public relations/publicity, personal selling and direct marketing (including Internet).

MKTG 763. Seminar in Sales Management (3)
Prerequisite: Business Administration 627.

Sales management and personal selling decisions and strategies in business organizations.

MKTG 766. Seminar in Marketing Research (3)
Prerequisite: Business Administration 623 and 627.

Research methods and analysis for consumer and business marketing. Research design and implementation, use of secondary data sources, qualitative research, survey research, experimentation, and data analysis using statistical software, such as SPSS.

MKTG 767. Sales and Marketing Analytics (3)
Prerequisite: Business Administration 623.

Communicating, reporting, and visualizing analytics to inform decision making. Descriptive, predictive, prescriptive modeling of data to address sales and marketing problems. Utilizing marketing intelligence and consumer response data to inform development.

MKTG 768. Seminar in Internet Marketing and E-Business (3)
Prerequisite: Business Administration 627.

Theory and application of marketing utilizing the Internet and associated issues of electronic commerce.

MKTG 769. Seminar in International Marketing (3)
Prerequisite: Business Administration 627.

The impact of cultural, social, political, economic, and other environmental variables on international marketing systems and the decision-making process of multinational marketing operations.

MKTG 772. Strategic Brand Management (3)
Prerequisite: Business Administration 627.

Planning, managing, and evaluating brand strategies. Theories, models, concepts, and techniques used to build, measure, and manage brand equity. Marketing decisions faced by an organization in managing brands for long-term profitability.

MKTG 777. Advanced Marketing Strategy (3)
Prerequisites: Business Administration 627 and advancement to candidacy.

Development, implementation and evaluation of marketing strategy and planning. Role of marketing planning in overall corporate strategic planning process. Use of contemporary techniques and models in strategic planning process.

MKTG 790. Directed Readings in Marketing (3) Cr/NC
Prerequisite: Advancement to candidacy.
Preparation for the comprehensive examination for those students in the MSBA program under Plan B.

MKTG 797. Research (3) Cr/NC/RP
Prerequisite: Advancement to candidacy.
Research in the area of marketing. Maximum credit six units applicable to a master’s degree.

MKTG 798. Special Study (1-3) Cr/NC/RP
Prerequisite: Consent of staff; to be arranged with department chair and instructor.
Individual study. Maximum credit six units applicable to a master’s degree.

MKTG 799. Thesis (6)
Prerequisite: Consent of staff; to be arranged with department chair and instructor.

Individual study. Maximum credit six units applicable to a master’s degree.
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Aztec Career Connection (ACC) is an essential resource for graduate business students provided by the Career Management Center in partnership with the University Career Services. View and apply for jobs and internships, find information on career fairs and workshops, sign up for the Aztec Mentor Program, and more. Access ACC log in instructions in Blackboard.

**Beyond B-School**
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**Big Interview**
Big Interview is an innovative learning tool to help you practice job interviewing skills and develop an edge over the competition. Video record your responses and then schedule a one-on-one appointment with a career advisor in the Graduate Career Management Center to review them and receive valuable feedback. There are sample interview questions and answers spanning over 20 industries. Access Big Interview through Aztec Career Connection.

**Blackboard**
Through Blackboard you have on-demand access to the Career Management (CM) page, which houses resources and tools essential to your job search and professional development. Resources include career-related informational handouts, samples, worksheets, and webinars to view at your convenience. Log in to Blackboard at blackboard.sdsu.edu then click on your program homepage link. CM page is in the navigation panel on the left.
**CAREERLEADER® BUSINESS CAREER ASSESSMENT**
CareerLeader® is a career assessment and planning tool specifically designed for business students and provides recommendations for your business career path based on your skills, interests, and motivators. Contact Tina Tan at tina.tan@sdsu.edu for login instructions and a password.

**CLIFTONSTRENGTHS**
Gallup’s CliftonStrengths assessment measures your natural patterns of thinking, feeling and behaving, so when you’ve completed it you’ll have discovered your talents, ways to explain and understand them, and how to aim your talents at anything that comes your way. Use your results to maximize your potential! Contact Tina Tan at tina.tan@sdsu.edu for an access code.

**GOINGLOBAL**
GoinGlobal is a career and employment resource with world-wide job and internship listings, industry profiles and country specific career information. It includes content on work permit/visa regulations, resume writing and guidelines, employment trends, networking groups, culture/interviewing advice and much more. Access the website through Aztec Career Connection.

**VAULT CAREER INTELLIGENCE**
Vault is an educational tool that provides you unlimited, online access to comprehensive career information and management tools. If you’re looking for a job or internship, Vault has everything you need. Access Vault through SDSU Library and Information Access website: Vault Campus Edition You will need to sign in to your SDSU ID account if you are not already signed on.
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SDSU Campus - rooms TBD

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Fridays from September 13 - November 15 2019

When:
1:00 - 2:30 pm for 10 consecutive weeks

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