Graduate Program FAQs

# I am enrolled in a credential program, am I automatically enrolled in the Kinesiology MS program?

No, you must formally apply to the Kinesiology MS program (to add another degree objective), providing all of the application materials to the department in a single packet.

# How do I get a permission number for KIN 696, 698 or 699?

Download the appropriate form from this site, have your advisor sign it, and then email a pdf version of the signed form to the Graduate Coordinator (Dr. Jaque) with a copy of your DPR. Your permission number will be emailed to you.

# How do I apply for classification?

Within your first 12 units of graduate work, you should satisfy any classification requirements (upper division writing requirement). Please email a copy of your DPR, your acceptance letter, documentation of completing the requirements, and an emailed request for classification to the Graduate Coordinator. The Graduate Coordinator will submit these forms for you electronically.

# Should I familiarize myself with the CSUN and KIN graduate policies?

Yes. Please visit the [Office of Graduate Studies](http://www.csun.edu/research-graduate-studies/graduate-studies) to learn about CSUN’s graduate policies and procedures, and visit the [Department of Kinesiology Graduate Webpage](http://www.csun.edu/health-human-development/kinesiology/master-science-kinesiology) to learn about those policies and procedures specific to the Department of Kinesiology.

# Where do I find CSUN’s Graduate FAQs?

Please visit the [CSUN Office of Graduate Studies FAQs](https://www.csun.edu/research-graduate-studies/graduate-studies/frequently-asked-questions).

# Where do I find forms and other CSUN Graduate information?

Please visit the [CSUN Office of Graduate Studies Forms](https://www.csun.edu/graduate-studies/graduate-student-forms).

# What do I do if I need to repeat a course?

Please email the graduate coordinator immediately. Students pursuing a Graduate Degree must maintain a minimum 3.0 (B) average in the formal program and the cumulative grade point average once admitted to the program. No grade below a “C” can be counted in the formal program. Any grade of “C-“ or below in the formal program must be repeated after an approved course repeat form has been filed within the first three weeks of the semester. Please email Dr. Jaque a copy of your DPR and a request to file a course repeat form once you are enrolled in the course.

# What happens if I do not pass the course the second time that I take it?

If a student does not receive a “C” or better on the 2nd attempt, the student will be disqualified from the program. A maximum of 6 units in the formal program may be repeated at the graduate level.

# How do I substitute a course into my formal program?

Please email a copy of your DPR, with an explanation of the courses that need to be substituted into the different sections of your DPR, to the Graduate Coordinator (Dr. Jaque) and contact Dr. Jaque by email ([KINMS@csun.edu](mailto:KINMS@csun.edu)) to confirm that she has received your request. Need help printing your DPR? Visit the [Graduate Programs DPR Tutorial](https://www.csun.edu/research-graduate-studies/graduate-studies/degree-progress-report-dpr-tutorial) for a link describing how to access and print your DPR on the left hand side of the page, under the “Current Students” title.

# Thesis/ Dissertation related questions:

## How do I learn about deadlines to register in the ETD system, submit my preliminary draft of my thesis, and submit my final version of my thesis?

Please visit [Thesis and Dissertation Guidelines](https://www.csun.edu/research-graduate-studies/graduate-studies/thesisdissertation) for the deadlines for the current semester.

When a student is completing a thesis or dissertation, the student must register via the [Electronic Thesis and Dissertation System (ETD)](https://www.csun.edu/research-graduate-studies/graduate-studies/electronic-thesisdissertation) .

If you change your graduation date, you must also change it in the ETD system. Visit the Office of Graduate Studies website for instructions regarding changing your graduation date.

## How do I apply for graduation?

Please visit [CSUN's Steps to Graduate](https://www.csun.edu/research-graduate-studies/graduate-studies/steps-graduate-master-students) for additional information regarding the graduation process.

The Application for Graduation is now available online. To be eligible to apply, graduates will need to have completed or be in progress of completing 18 units. Students should apply a year in advance of their intended graduation date. Students **eligible to apply will receive an email.** A $47 fee is required.

[Online Graduation How to Guide (.pdf)](https://www.csun.edu/sites/default/files/How-to-guide-for-graduation-online-OGA.pdf)

## How do I enroll in the Culminating Experience?

Some type of culminating experience is required of every candidate for the master’s or doctoral degree. The culminating experience must be a Thesis/Dissertation, a Graduate Project, Abstract or Comprehensive Examination. The specific type of culminating experience is to be identified on the student’s program. This program only allows a thesis or graduate project to serve as the culminating experience. Graduate students are required to be enrolled the semester in which the degree is to be awarded. If you have completed all of your coursework (including 2 semesters of KIN 698C), you must be registered in either the Culminating Experience or KIN 698A (a 1 unit course) when you defend your thesis. To do so, please 1) complete the form (linked below) and 2) leave it and a copy of your DPR for Dr. Jaque.

[Culminating Experience Enrollment form](https://www.csun.edu/graduate-studies/graduate-student-forms)

## Where do I find CSUN’s thesis formatting guidelines?

For information regarding the thesis format, please visit [Thesis and Dissertation Formatting Guidelines](https://www.csun.edu/research-graduate-studies/graduate-studies/thesisprojectdissertation-formatting-guidelines) .