

Graduate Student Handbook



www.sjsu.edu/CCS

ccs-dept@sjsu.edu

408/924-5760

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Graduate Student Handbook
Department of Chicana and Chicano Studies
San José State University

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Department of Chicana and Chicano Studies

San José State University

History of the M.A. Program

Created in 1968, the Department of Chicana and Chicano Studies (CCS) at San José State University educates and serves students through interdisciplinary education based on principles of social justice. CCS at SJSU is the oldest Graduate Program in Chicana/o Studies in the United States and is one of only five Graduate Programs in Chicana/o Studies in California and the only one north of Santa Barbara, California.

Graduate Program (MA) Overview

The M.A. in Chicana and Chicano Studies is an interdisciplinary program focusing on the racialization, experiences, issues and cultural productions of Chicanas and Chicanos. Chicana and Chicano Studyists examine social realities faced, experienced, and created by Mexican Americans from diverse perspectives. The Department of Chicana and Chicano Studies (CCS) offers a Master's Degree with three areas of specialization: Education, Policy, and Comparative Ethnic Studies. Students considering this program are encouraged to contact the Graduate Advisor to discuss requirements, options, and opportunities.

Mission Statement

The mission of the Department of Chicana and Chicano Studies (CCS) is to serve SJSU students and diverse communities through an interdisciplinary Chicana/o Studies Program that is based on the principles of education for Social Justice. CCS prepares students to critically examine and address intellectual traditions and contemporary issues resulting from the lived intersections of race, ethnicity, class, and gender in Chicana/o, Latina/o, and other People of Color communities. The CCS department prepares students to

understand and respond to conceptualizations of race and ethnicity, as they relate to and are challenged by Chicana/o communities. CCS students develop critical thinking skills and comparative analyses between Chicanx and other People of Color communities. Thus, CCS students integrate major sociopolitical issues, cultural experiences, and intellectual theories from their CCS courses that they then apply to their careers, lives, and other post-graduate work.

The College of Social Science

The Department of Chicana and Chicano joined the College of Social Sciences (CoSS) in 2006-2007, with the goal of strengthening connections and partnerships with other Ethnic Studies disciplines. Alongside the CCS Department, CoSS encompasses Departments of African American Studies, Anthropology, Communications, Political Science, Economics, Environmental Studies and Urban and Regional Planning, History, Psychology, Sociology & Interdisciplinary Social Science—the latter of which includes programs in Women, Gender, and Sexuality Studies, and Asian American Studies. Together, the disciplines reflected in CoSS advance the College’s vision of advancing “the understanding of what it means to be human to build a prosperous, just, and sustainable future.” CCS does so by aligning and implementing the CoSS Mission of empowering “students and faculty to be change leaders through teaching and learning, cutting-edge research, and community engagement. We teach and study the social, cultural, economic, psychological, and environmental dimensions of human behavior. Our commitment to innovation, community, and impact is demonstrated every day through our work in San José, Silicon Valley, California, the nation, and beyond.” Connections with other departments in the College allow faculty and students to engage in innovative, interdisciplinary work.

M.A. Program Learning Objectives [PLOs]

CCS Dept. Goals for your graduate-level educational experience

Upon completion of the graduate program, students will be able to:

- Identify and analyze the major issues, questions, and debates driving theory and research in Chicana/o Studies through written and oral discourse, particularly the central role of race and ethnicity and its intersectional relationship to other socially constructed categories, such as gender, class/SES, and normative heterosexuality, and its historically evolving role in shaping individual and group identities, opportunities, and outcomes in US institutions.
 - [Covers the following University Learning Objectives: Specialized Knowledge, Intellectual Skills, Applied Knowledge, Social & Global Responsibilities]

- Analyze major theories, paradigms, and methods used to study Chicana and Latina communities historically and today, critically evaluate scholarship in the discipline, and conduct an ethically-based research, creative, or community-based project in Chicana/o Studies.
 - [Covers the following University Learning Objectives: Broad Integrative Knowledge, Intellectual Skills, Applied Knowledge, Social & Global Responsibilities]
- Effectively present and write insights related to PLOs 1 & 2 in chosen area of specialization through a capstone project that demonstrates the significance of this work and is adequate for effective instruction at the college level.
 - [Covers the following University Learning Objectives: Intellectual Skills, Social & Global Responsibilities]

Areas of Specialization in Chicana & Chicano Studies

There are three areas of specialization in M.A. Program: Policy Studies, Comparative Ethnic Studies, and Education. Each specialization requires the completion of 30 units (10 courses: all of the classes are 3 unit courses).

Students in each specialization are required to take a core of 6 courses (CCS 200, 205, 210, 225, 240, 275), which includes the CCS 240 capstone seminar for the degree. These courses are then supplemented by an additional 2 courses in the area of specialization that revolve around the specific post-graduate interests of the student. While the courses students take for a given specialization often apply to other specializations, students focus their work in these courses on areas related to their own interests, making their work unique and a strong preparation for their post-graduation work, interests, and goals. Finally, as the culminating experience, students either complete a thesis or research project (both of which require 2 semesters of independent study with an advisor).

Area of Specialization: Policy Studies Emphasis

The Policy Studies specialization is designed to provide students with a strong background in policy analysis and development as they relate to the Chicana/o and Latina/o community. The intent of this specialization emphasis is to prepare students to apply a Chicana/o and Latina/o perspective to the development and implementation of contemporary policies that address the needs of this and other communities.

Required Courses for the Policy Studies Area of Specialization

Core Courses (6)

CCS 200	Ideology and the Chicana/o Experience
CCS 205	Chicana/o History
CCS 210	Foundations of Chicana/o Studies

CCS 225	The Impact of American Institutions on the Chicana/o Community
CCS 240	Applied Chicana/o Studies Seminar [Capstone Seminar]
CCS 275	Research Methods

Specialization Emphasis Sequence (2)

CCS 230	Policy Analysis & the Chicana/o Community
1 of:	
CCS 215	Chicanas/os and Education
CCS 252	Comparative Ethnic Studies

Culminating Courses (2)

CCS 298	Master's Project (2 semesters 298)	or
CCS 299	Master's Thesis (2 semesters 299)	

Possible Policy Studies Course Schedule

Fall	1 st year:	CCS 200, CCS 205, CCS 210
Spring	1 st year:	CCS 225, CCS 215 or 252, CCS 275
Fall	2 nd year:	CCS 230, CCS 240, CCS 298 or 299 or elective
Spring	2 nd year:	CCS 298 or 299 or final elective

Area of Specialization: Comparative Ethnic Studies Emphasis

The Comparative Ethnic Studies specialization is designed to prepare students for doctoral study in Chicana/o Studies, Ethnic Studies and other academic fields. In addition to courses in CCS, students can take courses from other areas of Ethnic Studies, such as African American Studies and Asian American Studies, so as to develop strengths in several areas of Ethnic Studies.

Required Courses for the Comparative Ethnic Studies Area of Specialization Emphasis

Core Courses (6)

CCS 200	Ideology and the Chicana/o Experience
CCS 205	Chicana/o History
CCS 210	Foundations of Chicana/o Studies
CCS 225	The Impact of American Institutions on the Chicana/o Community
CCS 240	Applied Chicana/o Studies Seminar [Capstone Seminar]
CCS 275	Research Methods

Specialization Emphasis Sequence (2)

CCS 252	Comparative Ethnic Studies
1 of:	
CCS 215	Chicanas/os and Education
CCS 230	Policy Analysis & the Chicana/o Community

Culminating Courses (2)

CCS 298	Master's Project (2 semesters of 298)
CCS 299	Master's Thesis (2 semesters of 299)

or

Possible Comparative Ethnic Studies Course Schedule

Fall	1 st year:	CCS 200, CCS 205, CCS 210
Spring	1 st year:	CCS 225, CCS 252, CCS 275
Fall	2 nd year:	CCS 230 or elective, CCS 240, CCS 298 or 299 or elective
Spring	2 nd year:	CCS 298 or 299 or final elective

Area of Specialization: Education Emphasis

The Education specialization is intended to prepare students for effective work in a number of fields requiring expertise in issues relevant to Chicana/o and Latina/o education. Among the most critical areas within this specialization is the analysis of the K-20 educational system and the development of methods for training competent professionals to work with these communities.

Required Courses for the Education Area of Specialization Emphasis

Core Courses (6)

CCS 200	Ideology and the Chicana/o Experience
CCS 205	Chicana/o History
CCS 210	Foundations of Chicana/o Studies
CCS 225	The Impact of American Institutions on the Chicana/o Community
CCS 240	Applied Chicana/o Studies Seminar [Capstone Seminar]
CCS 275	Research Methods

Specialization Emphasis Sequence (2)

CCS 215	Chicanas/os and Education
1 of:	
CCS 230	Policy Analysis & the Chicana/o Community
CCS 252	Comparative Ethnic Studies

Culminating Courses (2)

CCS 298	Master's Project (2 semesters of 298)
CCS 299	Master's Thesis (2 semesters of 299)

or

Possible Education Course Schedule

Fall	1 st year:	CCS 200, CCS 205, CCS 210
Spring	1 st year:	CCS 215, CCS 225, CCS 275
Fall	2 nd year:	CCS 230 or elective, CCS 240, CCS 298 or 299 or elective
Spring	2 nd year:	CCS 298 or 299 or final elective

Choosing an MA Thesis or Project Advisor:

In the Department of CCS, all tenure-track faculty can serve as MA thesis or project advisors to graduate students. Additionally, lecturer faculty who hold PhDs like they're TT faculty colleagues, and may teach graduate level courses may advise on projects but not theses. This is a Graduate College rule. But if interested in a faculty lecturer and a thesis project, please consult with the CCS Graduate Advisor and coordinator, who will be able to assist you with addressing the issue in the best way possible.

An advisor for your thesis or project should be contacted and spoken with by you and you should be prepared to discuss why you want to work with the professor in regard to your project and knowledge of their expertise. Have you read their SJSU faculty profile? Have you read their scholarship?

Additionally, if the faculty person you consult and request provides ideas about another colleague who may be interested in working with you, please consider the advice carefully. Faculty are here to listen and offer expertise; if they believe a colleague is more suited to your area of specialization, it is because they have knowledge of their colleagues that you may not.

Graduate Courses in Chicana & Chicano Studies[^]

CCS 200 Ideology and the Chicana/o Experience*

CCS 205 Chicana/o History*

CCS 210 Foundations of Chicana/o Studies*

CCS 215 Chicanas/os and Education

CCS 225 The Impact of American Institutions on the Chicana/o Community*

CCS 230 Policy Analysis & the Chicana/o Community

CCS 240 Applied Chicana/o Studies Seminar*~

CCS 252 Comparative Ethnic Studies

CCS 275 Research Methods*

CCS 298 Special Studies

CCS 299 Master's Thesis

*required course

~Capstone Seminar: Must be taken after the completion of the core classes.

^Students can also take electives in other Graduate Departments with approval.

Core Course Descriptions

CCS 200 - Ideology and the Chicana/o Experience

Seminar examining the ideological and philosophical forces that shape Chicana/o experiences and identities. The course relies on literature and philosophical works. [Fulfills the University Writing Requirement.]

CCS 205 - Chicana/o History

Seminar exploring the historical experiences of Chicanas/os, from the indigenous past to the present. This course integrates historiography, as it is grounded in an analysis of the development of and changes in the field of Chicana/o history.

CCS 210 - Foundations of Chicana/o Studies

An analysis of the evolution of Chicana/o thought and intellectual production and the development of the field of Chicana/o Studies. This course analyzes the basic constructs and theories underlying Chicana/o Studies, from early works to the present.

CCS 225 - The Impact of American Institutions on the Chicana/o Community

Seminar analyzing the impact of social, political, economic, and cultural systems on Chicana/o communities.

CCS 240 - Applied Chicana/o Studies Seminar

Integrates major issues and theories from CCS core courses and applies them to current problems. Includes analyses of the latest research on: politics, economics, gender, immigration, education, community development, sexual orientation, and interethnic conflicts and collaborations. [Departmental Capstone Seminar, Required of all Students after completion of other core classes]

CCS 275 - Research Methods

Seminar exploring the methodological challenges posed by Chicana/o Studies. The course helps students develop skills in specific research methods of their choice as well as research proposals for the project/thesis, or other areas of post-graduate work.

Area Specialization Course Descriptions**CCS 215 - Chicanas/os and Education**

The course focuses on key educational issues facing Chicanas/os both historically and currently, including policy, curriculum, cultural conflict, and the different efforts to address them.

CCS 230 - Policy Analysis & the Chicana/o Community

Policy analysis focusing on a specific institution or institutions. specialization is on analyzing major issues and social policies that affect the Chicana/o community. Effective strategies to affect social change are examined.

CCS 252 - Comparative Ethnic Studies

Interdisciplinary introduction to critical topics and debates in comparative ethnic studies, including race and representation, racialized and gendered labor and citizenship, indigeneity, feminism, nationalism, segregation and environmental injustices.

Culminating Course Descriptions

CCS 298 - Project

Supervised project with advisor. Culminating experience for MA degree project option. Students are expected to develop a project describing research results and offer critical analyses (interpretations.) Students should work with their project advisor and CCS graduate studies advisor on the course of study, research culmination, and to follow appropriate formatting guidelines

CCS 299 - Master's Thesis

Supervised thesis with advisor. Culminating experience for MA degree thesis option. Students are expected to develop a thesis that analyzes and/or offers exposition of research results with interpretations. Students must work with their thesis advisor and CCS graduate studies advisor on the course of study, research culmination, and to adhere to university requirements for theses (e.g., filing forms, following appropriate formatting guidelines, etc.)

CCS 297 - Special Studies*

Special studies is an optional pathway for thesis students to satisfy units toward their degree completion and preparation for their theses (CCS 299). **The course fits in the CCS 299 thesis sequencing, providing an option for thesis students prior to taking CCS 299 for thesis completion.**

Departmental Policies and Procedures

Below is a description of policies and procedures both within CCS and at SJSU as a whole. Students should meet with the Graduate Coordinator at least once a semester to discuss class schedule, progress toward the degree and the steps that need to be followed in the coming semesters. Students should also carefully read the SJSU Graduate Student Information pages in the catalog and on-line for detailed explanations of procedures applicable to graduate students:

<https://catalog.sjsu.edu/>

<https://www.sjsu.edu/gape/>

Certain topics, such as disqualification, are not covered in this handbook.

The department updates students on departmental issues regularly through email. Students are asked to provide us with an e-mail address and to check it regularly. Students are also encouraged to dialogue with each other using e-mail. Please remember to inform the Graduate Coordinator whenever any of your contact info changes.

Courses, Candidacy and the Culminating Experience

Students typically enroll in 3 courses in their first two semesters. In the Fall, CCS 200, 205, 210, 230, and 240 are usually offered. In the Spring, CCS 215, 225, 252, and 275 are usually offered. **Students are advised to begin with three core classes in the first semester (200, 205 and 210).** CCS 240 is the department capstone course and should only be taken after completing the other core courses (if a student needs the course to graduate, and since it is offered only once a year, the student can request to be allowed to enroll in the course while finishing a final core course, but this requires departmental approval). Possible course schedules are listed on earlier pages of this handbook, but students should keep in mind that these schedules are tentative and that course offerings may change in a given semester. Students can take non-CCS courses related to their specific emphases in addition to the CCS offerings (this requires a memo to the Graduate Coordinator and approval by faculty vote). Students may be able to substitute for courses in their emphases if they are not being taught. Students should discuss this with the Graduate Coordinator, as departmental approval is required for all course substitutions and for the degree plan itself (the 10 courses a student plans on enrolling in to complete the degree), as discussed below.

In the second year, students typically take 2 courses in both semesters. In the third semester, students also submit the departmental request for a **Candidacy Form** (available on the Graduate Studies website). This form lays out the plan for completion of the course requirements in CCS. It must be submitted one semester before graduation (i.e., early in the Fall for those graduating in the Spring). By this time, students should have decided which of the three emphases they wish to complete. Students should meet with the Graduate Coordinator to discuss exactly which courses they will take and in which semesters. The Candidacy Form must be signed by the Graduate Coordinator before being submitted to Graduate Studies. **Before the Candidacy Form can be submitted to Graduate Studies for final approval, students must submit a draft of the form** The Graduate Coordinator will take course substitution requests to the faculty for a departmental vote and then will sign and return it to the student. Deadlines for submitting to the Graduate Coordinator and to Graduate Studies follow in a later section of this handbook.

All students must complete a Culminating Experience. Since there are two options for completing the program, CCS 240 serves as the official culminating experience, but for students doing the Project or Thesis, the Culminating Experience also includes either 2 semesters of 298 with an advisor (for the project) or 2 semesters of 299 (for the thesis).

Theses and Projects: The Culminating Experience of the MA

Students have two options for completing the Master's degree: **project or thesis**. Students should discuss their plans for choosing from these options with the Graduate Advisor Coordinator before finalizing a decision.

Both the thesis and the project are written documents based on extensive research. The research project allows students more freedom in terms of creative production that might not necessarily fall under the guidelines of the thesis. The thesis is approved by the university and becomes part of the library's electronic holdings. Students who are working on the research project enroll in 2 semesters of 298, while those working on the thesis enroll in 2 semesters of 299. All students enrolling in 298 and 299 need to have an agreement with a professor to be their advisor before they will be granted a permission code to enroll in the course.

The Thesis

In preparation for the thesis, students take the Research Methods class, which is designed to result in a proposal for the thesis. Students then select an advisor to work with closely on the thesis or project. This advisor is the faculty member with whom the student takes the 299 series. Students should plan this process carefully. The advisor and the student should agree to work together ***before the start of the semester*** in which you begin the 298. Students who are completing a thesis need to have two other readers in order for the thesis to be accepted by the university. The advisor will help you select the other faculty members, who can include CCS faculty as well as those from other departments or universities. The advisor is the point person who guides the student through all steps of the thesis and defines the specific expectations for completion of the thesis such as readings, training or preparation in methods, data analysis, and the content and form/writing of the thesis. The other two committee members also play a role in these areas and that role is agreed upon between the advisor, the other committee members and the student.

Students must complete an introduction, literature review, and research methods proposal and timeline **before** conducting original research for the thesis or project. This is the requirement for completing the 299 series. Once a student enrolls in 299, the 299 will appear on the transcript even if the student does not complete the thesis (and if it is not completed an NC grade will appear on the transcript). The thesis process is extremely rigorous and requires a student to dedicate at least 9 hours a week to this work for 2 semesters. This typically involves:

- the development of research questions that have not been answered in previous research (which is determined after the literature has been reviewed) [often takes one semester of full-time work]
- planning the research with the committee and getting approval for the final data collection process and getting Human Subjects approval [if done in conjunction with the literature review, this may take an additional month to finalize and at least another month for Human Subjects approval]
- conducting the research / collecting the data [this varies greatly but typically takes at least a month to complete]
- analyzing the data and identifying the key findings [this also varies but often takes 1-2 months]
- providing a detailed written analysis of the findings and having that reviewed and approved by the committee [this usually takes at least a month]

- completing the thesis manuscript and having that reviewed by the committee [completing the document usually takes a month and faculty need at least 2 weeks to review the document, with revisions usually taking at least another 2 weeks -> so each revision process typically takes at least 1 month, and there are often at least two revisions]
 - revising and re-submitting the thesis to the faculty to be discussed at the thesis defense meeting when the student presents the thesis to the entire committee,
 - completing requested changes in the thesis from that meeting and having those approved by the thesis advisor before submitting the final thesis to the university.
- [Note: This approach is typical for those with a social science approach. Those taking a humanities approach may cover similar steps but in different ways.]

Students interested in completing the thesis should identify a potential thesis advisor (by the end of the first year) and create a specific timeline for completing the thesis to determine if they can dedicate the time required. One stage in the process that can be difficult to plan for is the editing, which typically takes at least 3 months from the time a first draft is completed to the time the final draft is submitted to the university. Typically, a student who works full time on the thesis beginning in the fall semester can complete the thesis for a summer graduation at the earliest (meeting the July submission deadline for the final version submitted to the university). Students can plan to begin this process earlier to prepare for an earlier graduation, and should keep in mind that the thesis usually takes longer to complete than originally expected. Students applying for doctoral programs may find it difficult to do that while working on the thesis, and should consider applying as you complete the final stages of the thesis, rather than during the initial stages.

Students must get approval from the Institutional Review Board to conduct any work for a thesis or project that includes data collection from human subjects (e.g., experiments, surveys, interviews, and even archival work). This approval must be obtained prior to beginning the research. Approval is needed for all research that eventually leaves the campus in some form of publication or report back to an agency or presentation at a conference (applicable to all Theses because they are published and to any projects that fall under this requirement). Advisors and the Graduate Coordinator can help you with this process. It typically takes at least 2 weeks to get approval (and often much longer depending on the time of the semester and requested changes). The forms that must be submitted as well as a detailed description of the process are available at: <https://www.sjsu.edu/research/research-compliance/irb/index.php>

Students complete the thesis after getting continual feedback on the research and writing from all committee members. The final phase of the thesis process is a thesis defense, in which all the committee members and the student meet to discuss the almost-final draft of the thesis. If the thesis is approved at this meeting, students make any final, requested changes and then, after a final check from the thesis committee chair, submit the thesis to Graduate Studies. Please consult the SJSU Thesis Guide throughout

the thesis process <http://www.sjsu.edu/cgs/current-students/thesis-and-dissertation-information/index.html> It provides information on all of the requirements for submitting the thesis. These requirements are very detailed so students should be familiar with all of the requirements and should plan well in advance to meet them. The thesis must be near perfect when submitted to Grad Studies. If it is rejected for mistakes by Graduate Studies, it cannot be resubmitted until the following semester, which will result in a delay in graduation.

While working on the thesis or project, students should meet regularly with the advisor as well as other committee members. This is critical to successful completion of the thesis/project. Students should plan for the completion of the thesis/project carefully, especially since the thesis is usually due 4-6 weeks before the end of the semester in which a student graduates (which means students need to complete work several weeks in advance of that deadline to have time for the faculty to give feedback and then to make subsequent changes before the defense, which must be at least a few weeks before the thesis deadline). Graduate Studies reviews the thesis and may make requests for changes. These changes are typically style changes and grammar corrections. The thesis must be carefully edited for correct grammar and style **before** the submission to Graduate Studies, because they can reject a thesis for excessive errors, which may prevent a student from graduating or require changing from a thesis to another option. If approved by Graduate Studies, a final submission of the thesis is due in Graduate Studies shortly after the semester ends.

If a student enrolls in 298 or 299 and receives an RP grade (meaning the student has not completed the course and is continuing to work on it) and the student has completed all other required coursework, that student **must enroll** in CCS or UNVS 1290R for 1 unit through Special Sessions with International and Extended Studies [at a cost of approximately \$290] every semester until the 298 or 299 is completed.

The Research Project

Some students want to conduct graduate research but without having to meet all the requirements of the thesis. The project is designed to meet those students' needs. The Research Project is usually very similar to the thesis as it begins with a research question the student wants to answer and includes a review of the literature related to the topic, and a plan for analyzing this issue in depth through original research the student will complete. Because the project does not require approval by the university thesis committee, there is more freedom to pursue topics and approaches that are more informal or non-traditional. The Research Project is typically two semesters and also is taken with one professor (but without the committee required for the thesis). The student and professor meet early in the process and agree on a plan for completing the work.

If a student enrolls in 298, the course for conducting the project, and receives an RP grade (meaning the student has not completed the course and is continuing to work on it) and the student has completed all other required coursework, that student **must enroll** in CCS or UNVS 1290R for 1 unit through Special

Sessions with International and Extended Studies [at a cost of approximately \$290] every semester until the 298 is completed.

Preparation for Graduation

Students typically have to get the **Candidacy Form** approved a semester before graduating (if changes are made after the form was filed, a Course Substitution Form must be submitted and approved by Graduate Studies before graduation). Students need to apply for graduation through Graduate Studies very early in the semester in which they are planning to graduate (the form is available at the Graduate Studies website). After completion of all the requirements for graduation, the Graduate Coordinator submits a form indicating that all of the requirements have been completed. It is the students' responsibility to make sure that all other forms are submitted and that the thesis/project advisor has contacted the Graduate Coordinator to indicate that all requirements have been completed. **All students should inform the Graduate Coordinator directly when all degree requirements have been completed.** The filing dates for graduation for any given semester are at:

<https://www.sjsu.edu/gape/deadlines/index.php>

Continuous Enrollment and GPA

Students are encouraged to continually enroll in courses from the time of entrance until graduation. We have found that students who leave the program for a semester or more have a much harder time completing the degree than those who continuously enroll. Students can skip one semester if they have a 3.0 GPA and classified status. If students miss more than one semester, they must re-apply to the program by submitting an application, fee, and a written statement that explains why they were disenrolled and why they will now be able to complete the program. Students seeking re-admission have to go through the same process as other applicants and if the department has reached its enrollment cap for that admissions cycle, the students may not be re-admitted. Students who enroll in classes and stay enrolled past the add deadline without paying their bill will be disenrolled from the university and will have to re-apply for admission. The one-semester rule does not apply to these students. Students can request a leave of absence for very specific reasons and Graduate Studies has the forms required for students who are seeking a leave of absence.

298 and 299 cannot be taken through Open University. Students can request an extension beyond the end of a semester to complete the work required for a 298 or 299 and will receive an RP (Report in Progress), but have only 2 years to complete the 298 or 299 before the grade goes from the RP grade to NC. Similarly, students can request an incomplete in any other courses, but this is only approved for special, extenuating circumstances, and will be confirmed through an incomplete contract in mySJSU. Students have 11 months to complete missing work for an incomplete as explained in the incomplete contract. After an RP or an Incomplete grade expires, the grade cannot be changed and students will need to retake the course or

complete an alternative course if allowed. **If students take longer than 7 years from the completion of the first course to the completion of the final requirements, they lose credits for any courses that are over 7 years old.** Students can petition to have outdated coursework revalidated by examination, but this can only be done for SJSU courses and for no more than 3 classes [30% of the degree].

Students are required to maintain a GPA of at least 3.0 with grades of A, B, C, or CR. **This is important!** Students with a GPA below 3.0 for more than 1 semester are not eligible to enroll in classes and may be disqualified from the university. Also, **students who finish all courses with a GPA lower than 3.0 are not eligible to graduate.** Students who earn a grade lower than a C in any course do not receive credit toward the completion of the degree for that course. Please consult the SJSU Catalog for detailed information on GPA requirements. Graduate students do not have the option of choice between the traditional or non-traditional grading system. **A grade of Credit in a graduate-level course indicates performance by the student equal to a letter grade of “B-” or above.** Below is a partial list of the way specific grades affect the GPA:

IC [when an incomplete is not finished in the allotted time] = F

WU = F

W = no impact on GPA

NC = no impact on GPA

I / RP / NC / W = not computed in GPA and credits are not considered either [can affect calculation of academic progress]

Incompletes

The faculty discourages students from taking incompletes in classes. Although it can seem like the extra time will benefit a student’s learning and work, taking an incomplete often does the opposite. Occasionally, a student is unable to complete the required assignments for a class during the semester in which the course is taken. If circumstances indicate that this may be necessary, you should consult with the instructor as early as possible. Students must complete a certain portion of the required assignments to be eligible for an incomplete, and this is only approved for special, extenuating circumstances, and will be confirmed through an incomplete contract in mysjsu. The student and the professor should agree on a plan and a timeline for completing the required assignments. This plan should be made **before** the course ends and should be done in writing, using the department’s “Notice of an Incomplete” form, with a copy given to the Graduate Coordinator. The department policy is that **students cannot earn a grade better than a B for a course in which they originally took an Incomplete.** Students have 11 months to complete the assignments and submit them to the professor for a final grade. If an extension is needed beyond the one year, a form can be submitted through the Registrar’s office requesting a one-time, 1-year extension. This requires the instructor’s approval and should be done in advance of the original deadline for the incomplete. Students are responsible for submitting this request and getting it approved before the deadline. If the incomplete is not

finished within the specified timeline, the grade will become an IC, which is equivalent to an F. Students who enroll in CCS 298 or 299 and receive an RP grade (Report in Progress, which means the student is still completing the work) have 2 years to complete the work required for that course and can also request a 1 year extension with faculty approval. Students enrolling in 298 or 299 who do not complete the work by the end of the semester should check their transcripts to make sure an RP grade was filed rather than an Incomplete so that this can be corrected right away if needed (Incompletes must be finished in 1 year and we cannot change an expired Incomplete to an RP after the 1 year deadline). The RP grade is only available for the 298 and 299 classes.

Students who have received an incomplete in a course and want to “re-take” the course so as to start from the beginning, **should NOT** enroll in the class again. The student and the professor should agree on a plan for completing the coursework before the semester begins, which may include the student sitting in on the class if the professor deems it necessary. After the work is completed, the professor can turn in a change of grade form. If a student re-enrolls in a course for which s/he previously received an incomplete, the student will end up with a grade for the course for the second time it was taken, and **the incomplete will remain on the transcript and will turn into an IC (equivalent to an F)** after the 1-year completion deadline has passed.

If an Incomplete becomes an IC, which is equivalent to an F, this will have a significant effect on the GPA. It is possible that even with retaking the course for a grade, the student will not obtain a cumulative GPA of 3.0 and, therefore, will not be eligible to graduate (see previous section on GPA).

Transfer Credit, Course Substitutions, and Open University

There are 4 ways students can receive credit for courses taken prior to being admitted to the CCS program:

- 1-Students can count up to 9 units of SJSU undergraduate credit toward the M.A. **as long as those units did not count toward the undergraduate degree** and were taken in the last year of undergraduate enrollment.
- 2-Students who have taken CCS courses through Open University prior to enrolling in the program can count up to 6 units of credit from these classes toward the degree (with the possibility of petitioning for an additional 3 units).
- 3-Students can have up to 6 units of graduate credit from other universities validated to count toward the CCS degree (with the possibility of petitioning for an additional 3 units). These courses **cannot** be used as substitutes for CCS core courses. Courses at other universities can also be taken while a CCS student with approval. For students who wish to transfer units from a quarter system, 4.5 quarter units = 3 semester units. Courses taken at other universities while the student was enrolled in another degree program where the degree was awarded cannot count toward the CCS degree.

4-By SJSU policy, students who have completed a previous Master's degree at SJSU in another department can apply a maximum of 9 units from courses completed in the previous degree to a second degree at SJSU, but only if approved. These courses must be approved by the faculty, and must have been completed by the student with a grade of "A," "B," or in special cases, "CR." All courses on the first degree program used for the second degree must be within the seven-year period for completion of the second degree program. **Approval of these substitutions by CCS is rare and is based on the intellectual fit with the program and the student's post-graduation interests.**

All course substitutions [either using non-SJSU courses or SJSU courses outside of the emphases] require approval from CCS faculty (by a departmental vote). Students who wish to substitute courses must submit a written proposal that explains why the proposed course is appropriate for their specialization and post-graduation interests. Proposals must include information on the course, including a syllabus. **Preferably, substitution courses should be at the graduate level/equivalent. Substitutions for Core Courses are not allowed.**

For non-SJSU courses, once the department has approved a course substitution, the Course Substitution Form must be submitted by the student to Graduate Studies for final approval.

Students can take their last class through Open University if needed, as long as it does not put the student over the six units of Open University (or a total of 6 Open University and transfer units [although students can petition for 9 units total]), the student is in good academic standing, and it is not for the project 298 or thesis 299. Open University courses are excluded from candidacy and graduation GPA. *Students should consult with Graduate Studies to confirm eligibility for this option before enrolling in the course.*

For all of these different ways of counting classes not taken as a matriculated SJSU graduate student in CCS, the campus policy is that 6 units total are allowed and that students can petition for 9 as the absolute limit. This limit includes any combination of Open University, Undergraduate, Transfer, and previous degree courses.

English Written Competency

The university requires that all Master's students prove English Written Competency. Students do not have to do anything to demonstrate this beyond successfully completing CCS 200. This course fulfills the English competency requirement.

Fees, Residency, Financial Aid, Scholarships, Grants & Internships

Basic Registration fees are about \$5200 a semester (Fall 2025). Please see link for most current fee schedule: <https://www.sjsu.edu/faso/process/cost-of-attendance.php> Students who have not established California residency are required to pay an additional amount per unit, each semester. Classification as a California resident requires proof of residence in California one year prior to the determined dates for each

semester (September 20th for Fall enrollment and January 25th for Spring enrollment) and intent to stay in California indefinitely. The steps for residency evaluation are available at:

<https://www.sjsu.edu/admissions/residency/index.php>

Students seeking financial assistance to attend the graduate program should submit the FAFSA by early March and the SJSU Scholarship Application by mid-March. San José State University has over 900 general and departmental scholarships available. About one-half of these are awarded by the Financial Aid Scholarship Committee and one-half by the various academic departments on campus. Students who want to apply for SJSU scholarships can do so online at: <https://www.sjsu.edu/faso/index.php>

There are a few Scholarships that are specific to graduate students. Many of our students have received the **Graduate Equity Fellowship** through Graduate Studies. These awards are for \$2,000 to \$5,000 and are given to California residents on the basis of “financial need, academic standing, and career goals.” Applications for the Award are usually available at Graduate Studies in April and due in early June.

The Paul and Daisy Soros Fellowship for New Americans supports students for up to two years of graduate study. The Fellowship, which is due November 1, provides a \$20,000 maintenance grant and payment of half of a student's tuition up to 2 years. Candidates must be either holders of Green Cards, naturalized citizens, or children of two naturalized citizen parents.

The Sally Casanova Pre-Doctoral Scholarship also provides support for students who want to pursue the PhD. Students receive funding to visit potential doctoral programs, take GRE preparation courses, and conduct summer research. Casanova applications are available at the end of the Fall semester, also at the Graduate Studies Office. These and other awards are listed on the Graduate Studies website at: <https://www.sjsu.edu/cgs/financial-support/ca-pre-doctoral-scholarship/index.php>

The College of Social Sciences has several scholarships available to CCS students. They range from \$1,000 to \$1,250 dollars. Applications are usually due in March. Information and applications are available at:

<https://www.sjsu.edu/socialsciences/students/scholarships/index.php>

The Ernesto Galarza Scholarship is another award that our students have frequently received. This scholarship is coordinated by the Chicano Latino Faculty Association and is open to students with a 3.0 or higher GPA. Applications are usually available in January and the deadline is typically in April. Information and applications are available at: <https://www.sjsu.edu/clfsa/scholarship.php>

Students can also apply to several sources for financial assistance on research projects. Besides off-campus grants, students can apply for the Lottery Professional Development Grants when funds allow (usually

announced early in the fall and due in early November) and the College of Social Sciences Research Awards each semester (usually announced in the first 4 weeks of the semester and due about 4-6 weeks later, [e.g., early-February and mid-March for spring semester]).

The department has established relationships with community organizations that allow students to work in internships. These internships may be unpaid or may include financial reimbursements. Students interested in interning with community organizations should discuss this with the Graduate Coordinator.

Job Opportunities at SJSU

There are a number of job opportunities on campus. Some of these jobs offer benefits and, depending on how long you are in the position, reduction in student fees. Many offer flexibility that work with your life as a student. Listings can be found under Job Opportunities at:

<https://www.sjsu.edu/cgs/financial-support/index.php>

The library also has jobs for students, listed at: <https://library.sjsu.edu/employment>

The Career Center also provides listings and resources for students to find jobs while at SJSU and after graduation: <https://careercenter.sjsu.edu/>

Africana, Asian American, Chicano & Native American Studies Center

CCS has a special relationship with the MLK Library's Africana, Asian American, Chicano & Native American Studies Center on the 5th floor of the MLK library. This Center includes the Chicana/o Collection of the library. We work closely with the Director of the Center, and periodically take classes to her workshops for instruction in using the library. You can contact her directly with any questions or special research requests: Kathryn Blackmer Reyes, Cultural Heritage Center Director, (408) 808-2097, Kathryn.BlackmerReyes@sjsu.edu
<https://library.sjsu.edu/aaacna>

The National Association for Chicana and Chicano Studies

Students are encouraged to participate in NACCS. NACCS is a national organization with regional FOCOS that meet on a regular basis to discuss and address the needs of Chicana/o faculty, staff, students, and communities. In addition, each Spring NACCS holds a national conference, during which time students, faculty/staff, and community members can present research, projects and other creative work. In order to present at the conference you must have a proposal accepted. Proposals are usually due by mid-October and can be submitted on-line at: <https://www.naccs.org/naccs/default.asp>

Students are encouraged to submit proposals because it is a great opportunity to get feedback on your work, interact with others in Chicana/o Studies from around the country, and develop contacts for doctoral study. The department typically organizes panels of students each year. When possible, the department will help students with the costs of attending the NACCS conference if they are accepted to present at the conference.

Xicanx Graduate Council

The Xicanx Graduate Council (XGC) is a collective of graduate students in CCS and other departments. The Mission of XGC is to create a community based on social justice, engaged in critical thinking, and raising conciencia to promote a safe space where action and dialog can be explored. XGC is open to everyone.

Policy and Procedural Questions

If you have any questions about any of the policies or procedures described here, or in the SJSU catalog, please contact the Graduate Coordinator. Although rare, exceptions to specific policies may be made with departmental approval.

Strategies for Success in CCS

An essential component to succeeding in the CCS graduate program is ensuring that you have allotted the time and energy needed to be fully engaged in the program so that you can achieve your academic goals. The demands of each course are significant and the most common regret we hear from alumni and students who do not finish the program is that they did not arrange their lives and schedules so that they could be completely present and engaged in each course. The minimum requirement is that students put in at least 6 hours a week outside of class for each class in which they are enrolled, but most students who succeed in the program put in more time than that.

Writing is essential to success in the CCS graduate program. For many of us, writing is intimidating and even through our undergraduate degrees we did not confront our fears and anxiety related to writing. To thrive in the program, students need to commit to developing as writers, which requires that you: spend significant time editing each writing assignment (including reading your writing out loud), sharing it with others (including the writing tutors at SJSU's Writing Center), discussing feedback on your writing from your professors with them, exchanging writing with your peers (including having a writing partner), and re-reading class readings just to learn from the writing of published authors. Students who thrive in the program commit to growing as writers and put significant time into that process.

The faculty are available to offer support and it is important that you meet with each professor of each class at least a couple of times a semester. Please ask all of your questions and let faculty know if you are

struggling to even put your questions into words. The CCS program is strongest when we are engaged in our learning collectively.

Forms

Most of the forms that students need to submit are available at: <http://www.sjsu.edu/gape/forms/>

Financial Aid

Financial Aid Information can be obtained by calling: 283-7500 or online at <http://www.sjsu.edu/faso/>

You can apply for financial aid on line at: <http://www.fafsa.ed.gov>

College of Graduate Studies: Graduate Student Handbook

<https://sites.google.com/sjsu.edu/gradhandbook/all-modules?authuser=0>

Sample Timeline

Below is a map of the steps needed to complete the program. The second year dates include the due dates for submitting the necessary paperwork to complete the Master's Program. These dates are for the last 2 semesters of enrollment (for those who take longer than 2 years to complete the program).

1st Year

1st Semester

- Enroll in core courses
- Use class projects to identify an area of study that is of interest to you
- Submit Proposals for presentation at NACCS conference (early-October) [if interested]

2nd Semester

- Enroll in remaining core courses
- Use CCS 275 to develop a Proposal for your thesis/project. Identify a faculty member to work with on your thesis or project
- Submit applications for financial aid and scholarships (early March)
- Submit applications for Graduate Equity Fellowship (early June)
- Begin research and preparation of Applications to Doctoral Programs over summer (if applicable)

Summer

- Begin research for Literature Review of thesis or project

2nd Year

3rd Semester:

- Enroll in CCS 240, capstone seminar
- Enroll in first thesis/project course (298 or 299) with chosen faculty advisor.
- Submit Draft of Candidacy Form to Graduate Coordinator for departmental approval in early September.
- Once approved by department, submit the signed Candidacy Approval Form to GAPE (early October deadline for Spring Grad, early April deadline for Fall Grad)
- Submit Proposals for presentation at NACCS conference (early-October) [if interested]
- Submit Applications for Doctoral Programs (if applicable)

4th semester:

- Enroll in final thesis/project course (298 or 299) with chosen faculty advisor.
- Submit Graduation Application (mid-February for Spring Grad, mid-September for Fall Grad)

- Submit thesis for Approval by Graduate Studies (if applicable) (early April for Spring Grad, late October for Fall Grad)
 - Check that your project/thesis advisor has written a memo to the Grad Coordinator confirming completion of all requirements for the degree, and that the Grad Coordinator has submitted the Culmination Form to Graduate Studies (as soon as thesis/project is completed and approved)
 - Submit thesis to Graduate Studies (if applicable) (*mid June for Spring Grad, early January for Fall Grad*)
- *Graduation

SJSU Campus Map

