



Date: April 23, 2025

To: Andre Avramchuk, Chair Academic Senate

From: Shikha Upadhyaya, Educational Policy Committee Chair

Copies: M. Hawley; M. Garcia; K. Brown; M. Wallace; C. Harris; K. Fisher; S. Baker; R. Roquemore; C. Pugh

Subject: **EPC Memo 24-12: Requirements for Additional Master's Degrees or for an Additional Option within a Master's Degree policy – Chapter IV of the Faculty Handbook (Ch.4.650)**

On April 8, 2025, the Educational Policy Committee (EPC) received a memo from the Graduate Studies Subcommittee (GSS) regarding ***Requirements for Additional Master's Degrees or an Additional Option within a Master's Degree policy.***

In October 2021, GSS redrafted and disaggregated the policy pertaining to the Requirement for Additional Master's Degrees or an Additional Option within a Master's Degree [EPC16-14]. The redrafting and disaggregation were based upon the disagreement existing between the CSU Executive Order 1071 which stipulates that "an option, concentration, or special emphasis (or similar subprogram) must constitute less than one-half of the units required in the major program" and the existing Cal State LA policy [EPC16-14] that stipulates that "the additional option must include a minimum of 15 semester units of course work". GSS at the time (2021) concluded that two separate solutions were required: one for additional degrees (and their core requirements) and one for additional options.

On April 16, 2025, the EPC discussed and approved the following changes.

Overall: Disaggregate existing policy into two distinct policies: ***Requirements for Additional Master's Degree*** and ***Requirements for an Additional Option within a Master's Degree.***

Requirements for Additional Master's Degrees

Lines 6-7: Removed language referring to an additional option within a Master's degree
Lines 8-11: Changed language to clarify policy for an additional Master's degree without options
Line 15-23: Removed language referring to an additional option within a Master's degree
Line 25-29: Specified that the second Master's degree with options must include major courses that



constitute the majority (greater than 50%) of the required units in the degree; language is consistent with usage by the Chancellor's office

Line 31-34: Clarified that a different culminating experience and study plan are needed for the additional degree

Line 42-47: Inserted language to clarify how and when the different Master's degrees appear on the diplomas

Requirements for Additional Option within a Master's Degree

Lines 53-86: New policy language for the additional options within the same Master's degree.

Requirements for Additional Master's Degree or Option within a Master's Degree

Students who have earned a master's degree at Cal State LA and wish to obtain a subsequent master's degree or to add an additional option to a previously-completed master's degree from this University must complete an approved study plan of at least 30 semester units. FOR AN ADDITIONAL MASTER'S DEGREE WITHOUT OPTIONS, A at least half of the units must be new work not included on IN the previous degree or option. The remainder can be from the previous degree provided that the courses have been completed within seven years of the award date of the degree and are otherwise eligible for inclusion.

Students who are currently enrolled in a master's degree program at Cal State LA may concurrently complete an additional option under the same degree if the department/division/school and college concerned verify that the additional option requires significantly different knowledge, skill, and course work. The additional option must include a minimum of 15 semester units of course work that is specific to the option (not included in the previous option) and an appropriate culminating experience (thesis/project or comprehensive examination). An approved study plan for each option is required.

FOR AN ADDITIONAL MASTER'S DEGREE WITH OPTIONS, THE STUDENT MUST COMPLETE A CORE THAT REPRESENTS THE MAJORITY (MORE THAN 50%) OF REQUIRED UNITS IN THE ADDITIONAL DEGREE AND THAT IS SPECIFIC TO THE DEGREE (NOT INCLUDED IN THE PREVIOUS DEGREE).

A DIFFERENT CULMINATING EXPERIENCE (THESIS, PROJECT, OR COMPREHENSIVE EXAMINATION) MUST BE COMPLETED FOR THE ADDITIONAL DEGREE. AN APPROVED STUDY PLAN FOR EACH DEGREE IS REQUIRED.

Students who have earned a master's degree at an institution other than Cal State LA may petition to apply for an identical degree at Cal State LA. Students must provide extraordinary justification and receive approval of the department/division/school and college concerned before they may enter the program.

STUDENTS MAY WORK SIMULTANEOUSLY ON TWO
MASTER'S DEGREES. BOTH DEGREES MAY BE LISTED ON
THE SAME DIPLOMA IF THE REQUIREMENTS FOR BOTH
DEGREES ARE COMPLETED IN THE SAME SEMESTER.
DEGREES COMPLETED IN DIFFERENT SEMESTERS WILL BE
LISTED ON SEPARATE DIPLOMAS.

REQUIREMENTS FOR ADDITIONAL OPTION WITHIN A MASTER'S DEGREE

STUDENTS WHO HAVE EARNED A MASTER'S DEGREE AT CAL
STATE LA AND WISH TO ADD AN ADDITIONAL OPTION TO
THAT PREVIOUSLY COMPLETED MASTER'S DEGREE FROM
THIS UNIVERSITY MUST COMPLETE AN APPROVED STUDY
PLAN OF AT LEAST 30 SEMESTER UNITS.

STUDENTS WHO ARE CURRENTLY ENROLLED IN A MASTER'S
DEGREE PROGRAM AT CAL STATE LA MAY CONCURRENTLY
COMPLETE AN ADDITIONAL OPTION UNDER THE SAME
DEGREE IF THE DEPARTMENT/DIVISION/SCHOOL AND
COLLEGE CONCERNED VERIFY THAT THE ADDITIONAL
OPTION REQUIRES SIGNIFICANTLY DIFFERENT KNOWLEDGE,
SKILL, AND COURSE WORK.

THE ADDITIONAL OPTION MUST INCLUDE A MINIMUM OF 12
SEMESTER UNITS OF COURSE WORK THAT IS SPECIFIC TO
THE OPTION (NOT INCLUDED IN THE PREVIOUS OPTION) AND
AN APPROPRIATE AND SEPARATE CULMINATING
EXPERIENCE (THESIS/PROJECT OR COMPREHENSIVE
EXAMINATION). THE ADDITIONAL OPTION MUST
CONSTITUTE LESS THAN ONE HALF OF THE UNITS REQUIRED
IN THE MAJOR PROGRAM. THE REMAINDER CAN BE FROM
THE PREVIOUS STUDY PLAN, PROVIDED THAT THE COURSES
HAVE BEEN COMPLETED WITHIN SEVEN YEARS OF THE
AWARD DATE OF THE DEGREE AND ARE OTHERWISE
ELIGIBLE FOR INCLUSION. AN APPROVED STUDY PLAN FOR
EACH OPTION IS REQUIRED.

STUDENTS MAY WORK SIMULTANEOUSLY ON TWO
OPTIONS WITHIN ONE MASTER'S DEGREE. BOTH OPTIONS

MAY BE LISTED ON THE SAME DIPLOMA, IF THE
 REQUIREMENTS FOR BOTH OPTIONS ARE COMPLETED IN
 THE SAME SEMESTER. OPTIONS COMPLETED IN DIFFERENT
 SEMESTERS WILL BE LISTED ON SEPARATE DIPLOMAS.

*****current policy – for reference ONLY*****

Requirements for Additional Master's Degree or Option within a Master's Degree

(Senate: 8/27/91, 2/8/94; President: 9/19/91, 3/11/94'; Editorial Amendment: 9/00, 8/01, 1/21/15)

Students who have earned a master's degree at Cal State L.A. and wish to obtain a subsequent master's degree or to add an additional option to a previously completed master's degree from this University must complete an approved program of at least 30 semester units. At least half of the units must be new work not included on the previous degree or option. The remainder can be from the previous degree provided that the courses have been completed within seven years of the award date of the degree and are otherwise eligible for inclusion.

Students who are currently enrolled in a master's degree program at Cal State L.A. may concurrently complete an additional option under the same degree if the department/division/school and college concerned verify that the additional option requires significantly different knowledge, skill and coursework. The additional option must include a minimum of 15 semester units of coursework that is specific to that option (not included in the previous option) and an appropriate culminating experience (thesis/project or comprehensive examination). An approved program plan for each option is required.

Students who have earned a master's degree at an institution other than Cal State L.A. may petition in order to apply for an identical degree at Cal State L.A. Students must provide extraordinary justification and receive approval of the department/division/school and college concerned before entering the program.