



Graduate Coordinator's Handbook

2018–2019

WE DEFINE THE
Future



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Message from the Dean of Graduate Studies and Faculty Director



Hello graduate coordinators and welcome to the 2018-2019 academic year. Whether you are a new graduate coordinator or an experienced one, this is your handbook. This handbook is not meant to take the place of the university's **Bulletin of Courses** (Course Catalog), which will always remain your official resource for procedures. However, the handbook is meant to help clarify your role, serve as a quick reference guide to graduate advisement questions, inform you of important changes to procedures to look for this academic year, and invite you to various events that the Office of Graduate Studies has planned in 2018-2019.



Where other sources are critical to understanding and interpreting policy and procedures, we have indicated these in the relevant section. We hope that you will feel free to share this handbook with others in your program who may find it useful. We also ask that you use this manual and the suggested resources as your first line of inquiry. Our staff is of course always ready to assist you, should you need further answers or explanations. We hope you have an excellent year, and thank you for your willingness to serve our graduate students!

All best wishes,

A handwritten signature in black ink, appearing to read "Huizinga".

Dean Huizinga
Associate Provost for Research,
Dean of Graduate Studies

A handwritten signature in black ink, appearing to read "C. H. Vickers".

Caroline H. Vickers, Ph.D.
Faculty Director of
Graduate Studies

Graduate Coordinator Duties, Responsibilities and Resources

Each graduate program is run by a graduate coordinator. This faculty member's duties are wide-ranging and the workload varies greatly depending on the size of the program, availability of resources and administrative support. The Graduate Council has developed a list of general duties and responsibilities that are common to all graduate programs; however, each program is unique and faces goals and challenges specific to its academic focus, and some departments may require additional duties.

The Graduate Council approved the following duties in 2008:

Duties and Responsibilities

1. Provides advisement services to students on a range of academic and related issues, and serves as a liaison between students and faculty and/or administration, as necessary.
2. Reviews and screens credentials of prospective students, and processes applications; interacts with applicants regarding problems or deficiencies in applications.
3. Develops and maintains comprehensive student records and databases; prepares and submits various reports, survey responses, and/or data requests, as required.
4. Ensures that university policies and standards are met in relation to grades, graduation requirements, admissions, withdrawals, and associated issues.
5. May supervise and/or lead lower graded staff and/or student employees.

Surveys conducted by Graduate Studies (2017) and the Graduate Council (2013-2014) show that most graduate coordinators are also responsible for:

1. Recruiting new students.
 2. New student orientation and program events.
- Note that the Office of Graduate Studies' recruitment specialist, Erma Cross, is here to assist you.** We encourage you to visit the Office of Graduate Studies website (www.csusb.edu/graduate-studies) to see a list of upcoming recruitment fairs, and to contact Erma Cross (74395) to send your program's recruitment materials.

The Office of Graduate Studies is happy to offer support and guidance wherever it can. Each program has established its own procedures for fulfilling the duties described by the Graduate Council. This handbook is not an attempt to encompass all areas of the position but will instead focus on the instances where the roles of the graduate coordinator and Graduate Studies intersect.

Change of Graduate Coordinator

When a new graduate coordinator steps in, the Office of Graduate Studies should be notified.

Resources

The campus offers many forms of support to help you through your advisement and decision making, including:

- **Support Personnel:** During your tenure as graduate coordinator, you will have access to a large group of administrators, staff, and faculty appointees whose expertise is important to your advisement role. A short list follows:
- **Graduate Council:** This is a standing committee of the Academic Senate and consists of representatives from each of the academic colleges, the Faculty Director of Graduate Studies, and the Associate Provost for Research and Dean of Graduate Studies. Graduate Council members are elected by the faculty.

Graduate Coordinator Duties, Responsibilities and Resources, cont.

- **Departmental Support:** Chair and Department Graduate Committee: Your department chair is the primary support for you in your coordinator role. He or she has signature authority in your absence, and provides advisement and fiscal leadership within the department. Your department's graduate committee helps interpret, inform, and decide departmental policy, courses and curriculum, and other related graduate issues.
- **Office of Graduate Studies:** The Faculty Director of Graduate Studies and the Office of Graduate Studies staff offer specific expertise related to the major areas of graduate studies. Coordinators are encouraged to stop by the office and become acquainted with the staff.
- **Quarterly Graduate Coordinator Meetings:** See the [Coordinator's Resources](#) pages of the Graduate Studies website for the dates of the quarterly Graduate Coordinator Meetings. You are strongly encouraged to attend in person or by Zoom. These meetings provide crucial information for graduate coordinators, and the Office of Graduate Studies provides lunch!

Guidelines, Manuals, and Forms

Bulletin of Courses: The University Bulletin of Courses for the past seven years — our university's limitation on a student's time to degree — may be needed for consultation. This is one of the most critical of your resources. Official policy is recorded here. The [current bulletin](#) and an [archive of past bulletins](#) are available on the CSUSB website.

Faculty Administrative Manual: The FAM is an essential source to understand university policy generally, including policy related to graduate education.

A Guide to Thesis, Project, & Dissertation Formatting: Informs you of the review process and formatting guidelines. Deadlines, workshops and formatting resources are available on the [thesis/project/dissertation pages](#) of our website.

Policies and Procedures Web Page: Located on the [Graduate Studies website under the Current Students](#) tab, this page covers information on university policies and procedures that pertain to graduate students.



Graduate Coordinator Duties, Responsibilities and Resources, cont.

Administrative Forms: As graduate coordinator, you will often complete forms with graduate students. These include program plans, which your department office should have. Other important forms are available on the [forms page of the Office of Graduate Studies website](#):

1. **Discount of Grade Form and Instructions:** Retaking a course and replacing the previous grade with the new grade.
2. **Leave of Absence Form and Instructions:** Missing/declining to enroll for one or more quarters (other than summer).
3. **Simultaneous Enrollment Form and Instructions:** Taking courses with overlapping times at CSUSB (simultaneous enrollment).
4. **Waiver of University Regulations Form and Instructions:** Withdrawing from a previous quarter (Retroactive Withdrawal), waiving the Writing Requirement for Graduate Candidacy, extending coursework beyond the seven-year limit for completing a program (seven-year limit on applicable coursework), extending the time allowed to complete an incomplete grade, waiving the 12 unit limit prior to classification.
5. **Committee Certification Form and Instructions:** Submitting your thesis, project or dissertation for review.
6. **Drop after Census Form and Instructions:** Dropping a class after the census date.
7. **Continuous Enrollment through CEGE and Comprehensive Exam Enrollment through CEGE Forms and Instructions:** Enrolling in a continuous enrollment course to complete a thesis, project, or comprehensive exam; or enrolling in the comprehensive exam through the College of Extended and Global Education.
8. **Transitory Application and Instructions:** Applying for a non-degree program as a transitory student (If you are interested in becoming a Transitory Student, please contact the department from the listed special programs on the application).

9. **Newly Admitted Post-Baccalaureate Summer Course Form and Instructions:** Summer courses are available to newly admitted post-baccalaureate students. In order to register for summer classes, interested students should fill out this form.

Coyote Graduate Student Guidebook: This guide is primarily a resource for students, but graduate coordinators should familiarize themselves with it. The guide is available through the Office of Graduate Studies on our website.

Cal State Apply Application Guide: As a graduate coordinator, you should read the Cal State Apply Application Guide on the Graduate Studies website so that you can assist prospective students with the application process.

California Code of Regulations (Title 5): It is crucial for you as a graduate coordinator to familiarize yourself with Title 5. Though your program may create policies and procedures, they must in all cases abide by Title 5. Those aspects of Title 5 that are most relevant for graduate coordinators include [The Master's Degree](#), [Admission to Graduate Standing](#), and [Academic Probation and Disqualification](#). All are available on the Westlaw website (govt.westlaw.com).



Graduate Coordinator Duties, Responsibilities and Resources, cont.

Tutorials for Running PeopleSoft and Managing Data: The Coordinator's Resources page of our website contains links to tutorials including [How to Run a Query for a List of All Graduate Students in Your Program](#) and [How to Run a Query for a List of New Graduate Students](#).

Quarterly Graduate Coordinators Meetings: Please attend quarterly Graduate Coordinators Meetings for the latest information pertinent to your role as graduate coordinator. The schedule is posted on the [Coordinator's Resources](#) page of our website.

Graduate Studies Personnel

Associate Provost for Research and Dean of Graduate Studies
Dr. Dorota Huizinga
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Faculty Director of Graduate Studies
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Phone: (909) 537-5058

When you call the main line, our phone tree will direct you to the appropriate staff member.

Fax: (909) 537-5078
Hours: M-F 8:00 a.m. – 5:00 p.m.
Summer Hours: M-TR 7:00 a.m. – 5:30 p.m.

Graduate Studies Office Staff

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Office of Graduate Studies Resources: The faculty director and staff of the Office of Graduate Studies welcome your personal visit, or telephone/e-mail inquiries regarding matters not answered in this handbook and the sources listed. Many of the staff are also available by special arrangement for seminars, workshops and meetings to address graduate issues in their area. Please also refer to the [Coordinator's Resources](#) on the Graduate Studies website for forms and instructions.

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TBA
Graduate Admissions Processor (transcripts)

All graduate applications (master's programs, credentials, and second bachelor's degrees) are processed by the Office of Graduate Studies to ensure students meet the minimum requirements and that the applications are complete (including transcripts and related documents) before sending them to the graduate coordinator for a final admission decision.

Admission Standards

The CSUSB graduate student admission policies are listed below. The requirements for admission in CSUSB's graduate programs meet or exceed the CSU system requirements and are in accordance with Title V, Chapter 1, Subchapter 3 of the California Code of Regulations.

According to the CSUSB admission policy, graduate and postbaccalaureate applicants must have earned a GPA of at least 2.5 on the last degree completed or have attained a GPA of at least 2.5 in the last 90 quarter units attempted to be admitted. The CSUSB Graduate Council voted in June 2018 to institute a 2.5 minimum GPA for graduate admission at CSUSB. The FAM is under revision in accordance with this change. **Though the CSU and CSUSB minimum for graduate admission is 2.5, graduate programs may require higher GPAs if they wish.**

When evaluating applications for admission, some programs look at both the cumulative GPA and the GPA of the last 90 units. These are:

- Accountancy (MSA)
- Business Administration (MBA)
- Educational Leadership (EDD)
- Public Administration (MPA)
- Public Health (MPH)
- Social Work (MSW)

In addition to the GPA requirement, qualifying exams, writing samples, letters of recommendation or other criteria may be required, depending on the program.

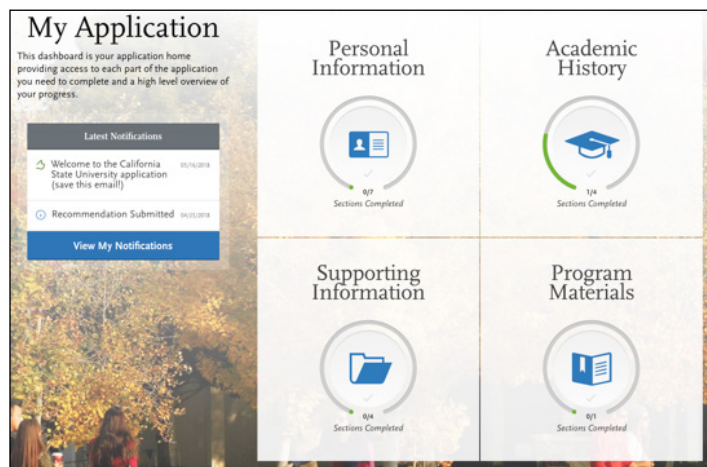
Admission Processes

Applicants apply for graduate programs online on Cal State Apply. Once the application is complete, Graduate Studies evaluates the file to ensure it meets the university's grade point average and bachelor's degree requirements (the school must be accredited) and paid the application fee. If these requirements are met, the admissions process occurs in three possible ways depending on the process the program has opted into.

1. Admission Process 1
2. Admission Process 2
3. Admission Process 3

Note that all programs will follow Admission Process 1 by Fall 2020.

Admission Process 1: As users on Webadmit (webadmit.org), graduate coordinators have access to all applications for their graduate program whether these applications are complete or not.



CSU Apply application quadrants.

Programs that use Admission Process 1 have customized the fourth quadrant (Program Materials) of Cal State Apply so that applicants receive customized instructions decided upon by the graduate coordinator, and applicants are directed to upload required materials, such as unofficial transcripts, writing samples, test scores, and other materials that the program requires. Letters of recommendation are also uploaded into the Fourth quadrant at the applicant's request along with the applicant's waiver.

Graduate Admissions, cont.

All materials that are part of the application are available to the coordinator in pdf format downloadable from Webadmit.

Note that in the case of Admission Process 1, the Office of Graduate Studies requires admitted students only to have official transcripts sent.

When the application is complete and evaluated, The Office of Graduate Studies provides the applicant's calculated cumulative and last 90 unit GPA (if last 90 unit GPA is requested by the program) in the Notes section of Webadmit and selects "In Department Review" as the application status. When graduate coordinators have made their decision on the application, they go to a pull down menu in Webadmit to change the application status from "In Department Review" to "Admit," "Admit Conditionally Classified," or "Deny." If they choose "Admit Conditionally Classified" or "Deny," coordinators should go to the Notes section of Webadmit to specify the conditions for "Conditionally Classified" admits and reasons for denial for denied applicants. Graduate coordinators can save the pdf application file in a password protected folder.

▸ Designations by Local Status

▾ Designations by Decision

2358	None
0	Admit
0	Admission Revocation
198	Application
0	Conditional Admit
155	Defer Decision
0	Defer Enrollment
0	Intention to Matriculate
0	Deny/Redirect
292	Deny
541	Matriculation
0	Administrative Withdrawal
0	Waitlist
0	Waitlist Offer
51	Applicant Withdrawal
3595	Total

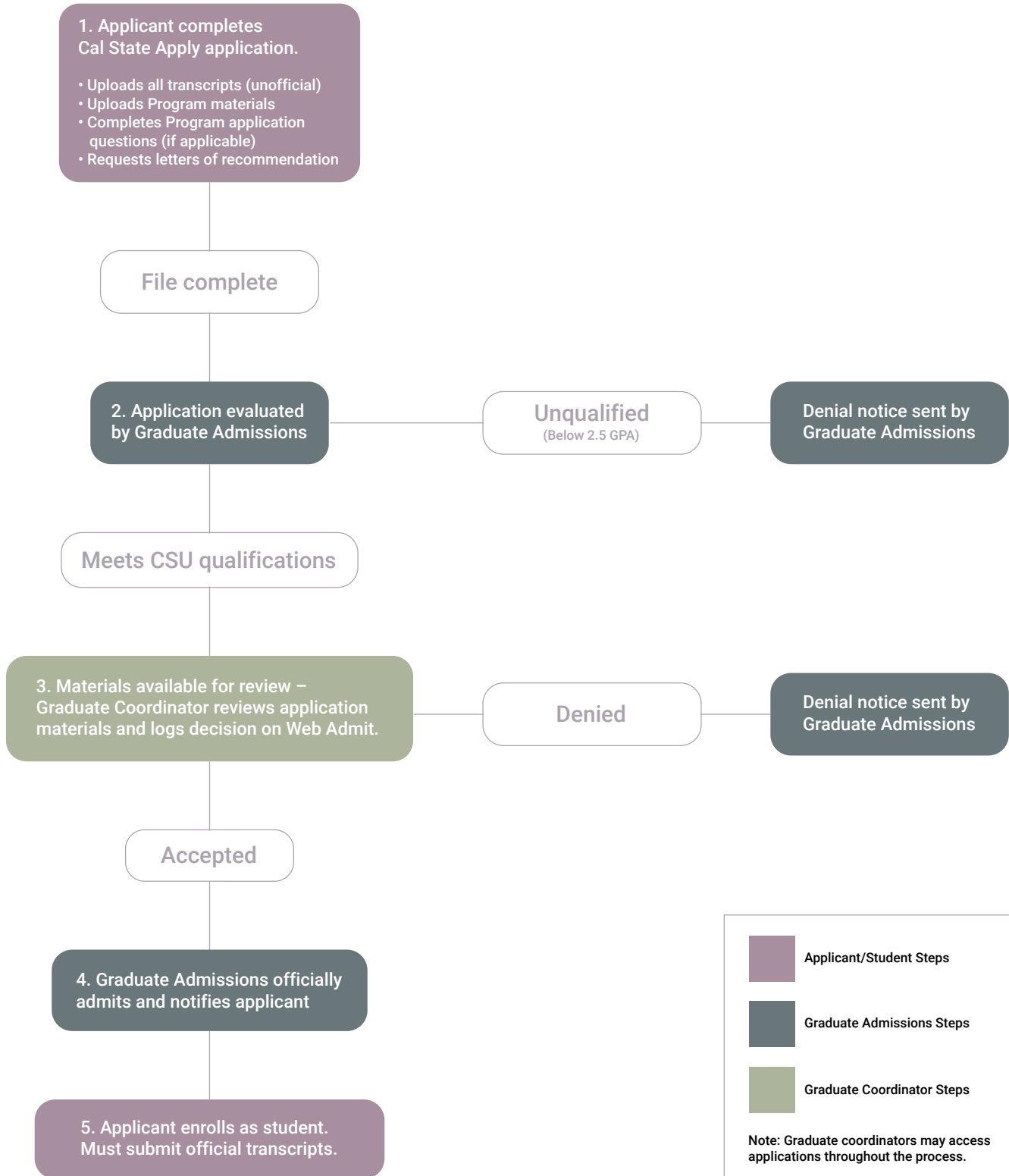
▾ Designations by Application Status

2064	● In Progress
1	● Received
1525	● Complete
0	● Verified
5	● On Hold
0	● Undelivered
0	● Manual
0	● Redirected
3595	Total

Screenshot of Webadmit application status.



Admission Process 1 Flowchart



Graduate Admissions, cont.

Admission Process 1:

Communication with Applicants

The Office of Graduate Studies communicates with applicants throughout the process. Applicants initially receive a letter confirming that their application has been received; the letter also includes their Coyote ID and steps for activating their email and MyCoyote account. Applicants periodically receive emails informing them of the status of their application. Graduate Studies also informs applicants of their admission decision. They are also welcome to call Graduate Studies for assistance.

Graduate Coordinators who participate in Admission Process 1 can easily communicate with all applicants. For instance, coordinators might decide to contact “In Progress” applicants to ask if they need assistance. Coordinators should also contact admitted applicants to inform them of conditions for conditionally classified admits, advising, registration processes, program events, and other program specific information. It is also important for graduate coordinators to communicate with admitted students to ensure that they enroll in courses in a timely manner.

Admission Process 2: The Office of Graduate Studies uploads an electronic decision form containing a GPA summary, Coyote ID, and admission decision boxes; official transcripts; and the personal statement (if the applicant has completed that in Cal State Apply) to OnBase. Any program level supporting materials, such as a writing sample or test scores, are sent directly to the program’s department office. Letters of recommendation are also typically sent directly to the program’s department office. Note that in some cases, applicants invite recommenders to upload their letters directly into Cal State Apply. The Office of Graduate Studies runs weekly queries to determine whether letters have been submitted in Cal State Apply and will send such letters to graduate coordinators.

When graduate coordinators have finished reviewing the application, they make an admission decision and complete the decision form on OnBase.

Admission Process 3: This process is the one that many graduate coordinators are accustomed to because it is the one that was used for many years. However, it is the most cumbersome and inefficient admission process of the three. In the case of Admission Process 3, the Office of Graduate Studies downloads the application, attaches all transcripts, and a paper copy of the application and transcripts are sent to the graduate coordinator for an admission decision. The admission packet includes the following:

- Application
- GPA Summary Form
- Transcripts
- Decision Form

The graduate coordinator indicates his/her admission decision on the decision form and returns it to Graduate Studies. Please do not send Decision Forms via intercampus mail, as this delays the admission process and forms may be lost. Graduate Studies will send a student assistant to pick up and drop off the admission packets.

Program level supporting materials, such as writing samples and letters of recommendation, are sent directly to the department.



Admission Processes 2 and 3: Communication with Applicants

As in Admission Process 1, **The Office of Graduate Studies** communicates with applicants throughout the process. Applicants initially receive a letter confirming that their application has been received; the letter also includes their Coyote ID and steps for activating their email and MyCoyote account. Applicants periodically receive emails informing them of the status of their application. Graduate Studies also informs applicants of their admission decision. They are also welcome to call Graduate Studies for assistance.

Graduate Coordinators who participate in Admission Process 2 and 3 can communicate with all applicants by obtaining applicant contact information on PeopleSoft. Coordinators should also contact admitted applicants to inform them of conditions for conditionally classified admits, advising, registration processes, program events, and other program specific information. It is also important for graduate coordinators to communicate with admitted students to ensure that they enroll in courses in a timely manner.

Timeframe

Admission Process 1 is the most efficient admission process. The more quickly applicants are admitted, the more likely they are to enroll in your graduate program rather than selecting another that admitted them more quickly.

Until Fall 2020, you can choose Admission Process 1, 2, or 3. From Fall 2020 forward, all graduate programs will use Admission Process 1. This means that by June 15, 2019, all graduate coordinators should be trained to use Admissions Process 1 so that their program applications will be ready by the time Fall 2020 applications become available to applicants on Oct. 1, 2019.

Note: Beginning with Spring 2019 applications, Graduate Admissions will accept unofficial transcripts for consideration for an admission decision. Official transcripts will be required upon enrollment, and must be submitted by the census date of the first quarter attended. Admitted students who do not submit official transcripts will have a hold placed on their account to prevent them from enrolling the following quarter. Their admission may also be revoked. Students should also ensure that they meet all Financial Aid deadlines for the submission of official transcripts.

Categories of Graduate Admission

Classified: Students who have satisfied the general requirements for admission may be admitted to a graduate degree program as classified graduate students, if they satisfactorily meet the professional, personal, scholastic and other standards for admission to the program, including qualifying examinations, and if they have addressed requirements or prerequisites in the specified manner while in conditionally classified graduate standing.

Contract Admission: Until a student submits their official transcripts to the Office of Graduate Studies, they will be contract admitted. If students do not submit their official transcripts by Census date of their first quarter of enrollment at CSUSB, a hold will be placed on their registration and their admission may be revoked.

Conditionally Classified: Students who have not satisfied all of the general requirements for admission, and/or lack prerequisites that can be met by specified additional preparation, including qualifying examinations, may be admitted to a graduate degree curriculum with conditionally classified graduate standing.

Graduate Admissions, cont.

All unmet requirements must be fulfilled in the specified manner in order for a student to continue in the graduate degree program. Note that the admission GPA is never acceptable as a condition. Applicants are either admitted or denied based on the GPA specified in their application and cannot be conditionally classified contingent on raising the admission GPA.

Provisional Admission: Campuses are authorized to admit applicants conditionally and to grant conditional registration privileges to such applicants provided that their partial and/or official records indicate a high probability that the applicants will meet CSU admission requirements. The goal of this policy is to ensure that the integrity of the university's admissions policy is maintained while providing admissions officers with sufficient flexibility to provide appropriate access to applicants who submit an admission application late in the admission application cycle. The policy is permissive. Campuses are not required to grant provisional admission and registration.

Change of Program Process

Continuing students who wish to change programs within the current discipline should submit a Change of Program Application (COPA) to Graduate Admissions and pay the \$6 application fee. Graduate Admissions will then send a decision form and related materials to the new program for approval. If approved, Graduate Admissions will notify the Registrar's Office of the change and the student's program plan will be updated. Students who wish to change disciplines need to submit an application via Cal State Apply and pay the \$55 application fee. They will also be charged \$6 for dropping their current program. Graduate Admissions will process the application and send a Decision Form to the new program for an admission decision.

Updating Student Classification

Changing a student from Conditionally Classified to Classified is completed internally by the department. Graduate coordinators will need access in Peoplesoft to make this change to the student's record. Contact Information Security to initiate a Computerized Information Access (CIA) request. Peoplesoft training can be obtained through [Information Technology Services](#).



Steps to Completing the Degree

While each program has its own requirements, the basic steps to graduation are the same. Graduate coordinators play a vital role in moving students forward through the program and can help improve time-to-degree. Some of the steps listed below may overlap.

Admission/Classification: Graduate students are admitted in one of the following categories: 1) Classified postbaccalaureate standing; 2) Contract Admission 3) Conditionally Classified graduate standing; 4) Classified graduate standing.

Writing Requirement: The Writing Requirement for Graduate Candidacy (WRGC) applies to all master's students. It must be satisfied before a graduate student advances to candidacy.

Program Plan: The graduate coordinator or advisor meets with the student and creates the program plan, listing all required courses. The plan is prepared after the student finishes at least 16 quarter units (36 units for programs over 70 units).

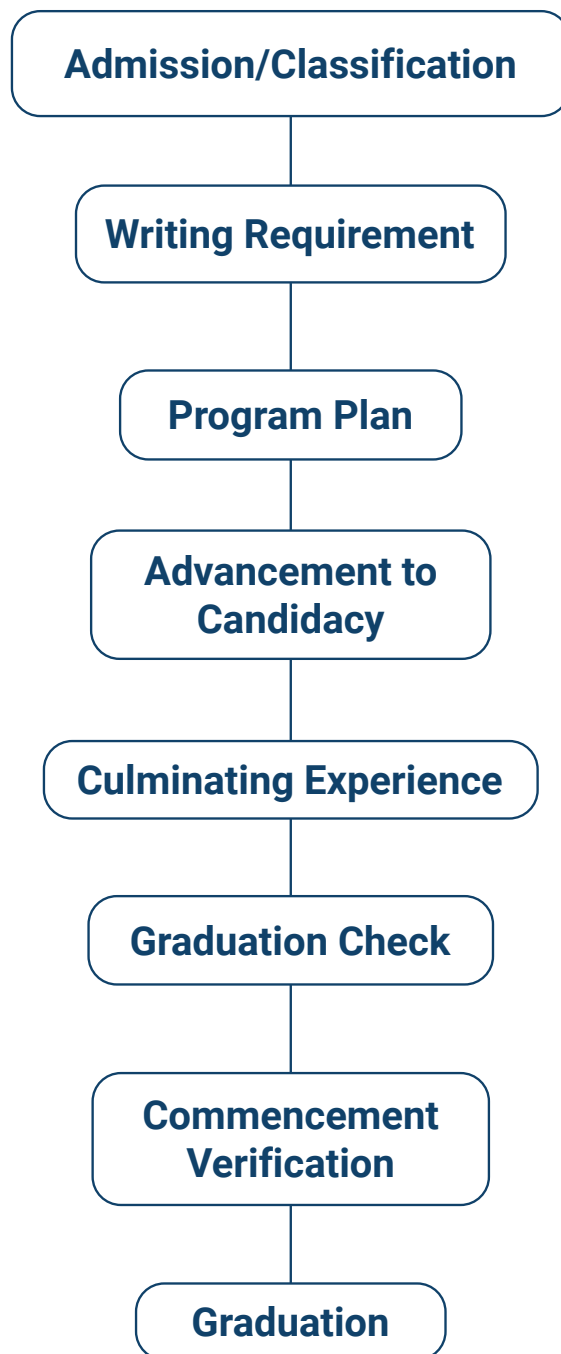
Advancement to Candidacy: Once the program plan is approved by the graduate coordinator and/or academic advisor, it is sent to the Office of the Registrar. The student is then officially advanced to degree candidacy.

Culminating Experience: Programs require either a thesis, project, dissertation (doctorate only), or comprehensive exam as the culminating experience. Students must be enrolled while completing the culminating experience.

Graduation Requirement Check: The student files a graduation requirement check (grad check) with the Registrar's Office at least one quarter before their expected graduation date. Deadlines are available on their website.

Commencement Verification: A student's eligibility to participate in commencement is verified by the graduate coordinator and processed by Graduate Studies and the Records office. Graduate Studies will contact coordinators each quarter.

Graduation: Once the culminating experience is assigned a grade and all coursework is complete, the student is graduated.



Steps to Completing the Degree, cont.

The requirements that must be met to achieve a master's degree include the following 10 items:

1. Programs must include at least 45 quarter units.
2. 70% or more units of coursework must be taken in residence on this campus.
3. Programs may not include more than 30% of total program units in extension and transfer credit from other colleges.
4. The program plan must follow the department curriculum in effect at the time the student is officially admitted.
5. All courses taken to satisfy the requirements for the degree must be completed with a minimum GPA of 3.0 or better.
6. The program must include only courses with grades of "C" or better (Grades "C-" or less cannot be used).
7. The course of study may not include more than 12 units in unclassified status.
8. The program must be completed within a seven- year period (some require five-year completions).
9. Courses numbered 100-299 and 1000-2999 cannot apply.
10. Students must fulfill the Writing Requirement for Graduate Candidacy.

Calculating Full Time Status

Graduate classes are 500, 600, or 700 level courses and are each weighted at a value of 1.5 per unit. Thus, if a student is currently enrolled in a 4 unit graduate level course, the calculation for total enrolled units will follow the format below:

- 4 unit course x 1.5 = 6 units (Part-time)

In order for a graduate student to be considered full-time, he or she must be enrolled in at least 8 units of 500-600 level courses. Full-time graduate students are able to finish a 48 unit program in 2 years.

Course Overloading

Any student who would like to enroll in more than 16 units during a quarter must obtain permission in the form of a course overload card.

Satisfactory Academic Progress (SAP)

To comply with federal and state requirements, CSUSB established an **Annual Satisfactory Academic Progress (SAP) Policy**. This policy applies reasonable standards for measuring whether a student, who is otherwise eligible for financial aid, is maintaining SAP toward the completion of his/her educational objective.

During this review, which is conducted every summer, a student's academic progress will be reviewed in the following areas:

- **Qualitative Standard:** Students must maintain good academic standing by meeting the GPA requirements as they are outlined in the Office of Financial Aid and Scholarships Satisfactory Academic Progress Policy, and
- **Quantitative Standard:** Comparing the number of units attempted versus the number of units earned on an annual basis and within time limits to complete a degree on a cumulative basis. [SAP policies and a unit calculator](#) are available on the Financial Aid and Scholarships website.

Withdrawn courses also count towards qualitative/quantitative standards and are used in the SAP calculation.

Steps to Completing the Degree, cont.

Failure to meet SAP standards in these areas will constitute ineligibility to receive financial aid.

Please note that while students have a maximum of seven years to complete their graduate degree, this timeframe is not reflected in the SAP calculations. Therefore, your students will likely experience a failed academic progress report that will result in a hold on their financial aid disbursement. **Your student will be required to fill out a current program plan with you and submit that along with a SAP Appeal form to the Financial Aid Office for evaluation.**

Students who fail to make satisfactory academic progress will be notified via their CSUSB e-mail and by a ToDo item in MyCoyote.

Advanced to Candidacy

Students pursuing an advanced degree through the university should, before completing 20 quarter units toward the degree (36 quarter units for programs over 70 units), prepare and file an official document titled “an approved graduate program” or program plan with their department. The program plan lists the specific requirements to be completed before the degree can be awarded. It must be approved by the student’s graduate coordinator and sent to the Office of the Registrar. Once the program plan is accepted and approved, the student is officially advanced to degree candidacy.

Writing Requirement for Graduate Candidacy

The Writing Requirement for Graduate Candidacy (WRGC) applies to all graduate students enrolled in a master’s program and must be satisfied before a graduate student is classified or advanced to candidacy. The program shall determine the manner by which a student satisfies or does not satisfy the WRGC. The program shall also determine the maximum number of attempts that a student may be allowed to satisfy the WRGC. **Students should contact their graduate coordinator to determine how the requirement is met.**

The options include:

- Taking an existing 306 course and attaining a grade of B or better; or
- Achieving an acceptable standardized test score, such as the Analytical Writing subtest of the Graduate Management Admission Test (GMAT) or the Graduate Record Examination (GRE), or the CSUSB Writing Requirement Exemption Exam (WREE), as determined by the program; or
- Completing a program-specific writing intensive course with a grade no lower than a B-; or
- Submitting a paper(s) that receive(s) a passing score as described below. The program shall determine which faculty member(s) will evaluate such a submission.

Should a program decide to change its writing requirement, it must submit a request to the Faculty Director of Graduate Studies in the fall quarter by the deadline date. (Contact Graduate Studies for deadlines.) Programs may only change their writing requirement once per year, and the new requirement will be effective the following year. Students complete the writing requirement that was in effect at the time they began the program (their catalog year).



Graduate Approved Program Plan

The program plan lists the courses and requirements the student needs to complete before the degree can be awarded. Please be aware that this sample program plan shown here reflects a 45 unit program. Some programs consist of more than 45 units. Each program plan form differs and is developed by the department.

The program plan is:

- Prepared after the student finishes 16 quarter units (36 units for programs over 70 units).
- Prepared and approved by the academic advisor and/or program coordinator.
- Filed with Records.

Once the plan is filed with Records, the student is advanced to candidacy.

When creating the student's program plan, it is important to ensure the following: the program plan meets the requirements listed in the University Bulletin in the student's catalog year; the student has met all prerequisites for the program; and courses will be offered when they are scheduled to be taken. Master's students who have not fulfilled the WRGC cannot be advanced to candidacy.

Change in Program Plan

1. Students must make the request for a change/course substitution in their graduate department.
2. If the department approves, the student's program plan is updated with the change/substitution.

A hardcopy of the revised program plan, with the appropriate signatures, is sent to the Records Office.

GRADUATE APPROVED PROGRAM PLAN COLLEGE OF EDUCATION CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO				
MASTER OF ARTS IN EDUCATION INSTRUCTIONAL TECHNOLOGY OPTION		CLASSIFICATION DATE: _____ BULLETIN YEAR HELD: _____		
NAME: _____		SID# _____		DATE: _____
ADDRESS: _____		HOME PHONE# () _____		
ZIP CODE: _____		BUS PHONE# () _____		
BACCALAUREATE DEGREE FROM: _____		YEAR: _____		
GRADUATE WRITING REQUIREMENT: EXPOSITORY WRITING 306/EQUIVALENT/WREE				
QUARTER/YEAR: _____	GRADE: _____	DATE PETITION APPROVED: _____		
STUDY PLAN	UNITS	GRADE	QTR/YEAR	TRANSFER COLLEGE/NOTES
M.A. CORE (12 UNITS)				
EDUC 603	4.0			
EDUC 605 (Formerly EDUC 695)	4.0			
EDUC 607 (Formerly EDUC 665)	4.0			
INSTRUCTIONAL TECHNOLOGY CORE (16 UNITS)				
ETEC 500	4.0			
ETEC 543	4.0			
ETEC 544	4.0			
ETEC 692	4.0			
EMPHASIS (4 UNITS) Choose either ETEC 643 or ETEC 644				
	4.0			
ELECTIVES (12-16 UNITS) Chosen from: ETEC 546, 501, 541, 542D, 614, 617, 633, 634, 648, 674, 676D. Students may take up to eight units from other programs, departments, colleges or universities. ETEC 676D can be repeated up to a maximum of eight units. 12 units for ETEC699; 16 for ETEC999.				
	4.0/2.0			
	4.0/2.0			
	4.0/2.0			
	4.0/2.0			
	4.0/2.0			
CULMINATING EXPERIENCE (0-4 UNITS)				
ETEC 699	4.0			
ETEC 999	0.0			
Note: 48 units required for completion of degree				
ADVISOR: _____		DATE: _____		
PROGRAM COORDINATOR: _____		DATE: _____		
1) RR#E 2) STUDENT 3) FILE 2004-2005 Bulletin				

Sample Program Plan



Culminating Experience and Continuous Enrollment

Students may fulfill the culminating experience requirement by passing a comprehensive exam or completing a thesis, project, or dissertation (doctoral candidates only).

Comprehensive Exam

Each program that offers the comprehensive examination for the master's degree shall implement and maintain in writing explicit guidelines that address both content and procedures relating to the examination.

All comprehensive examinations must conform to the following requirement of Title V, Section 40510:

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 provide evidence of independent thinking, appropriate organization, critical analysis, and accuracy of documentation. A record of the examination questions and responses shall be maintained in accordance with the records retention policy of the California State University.

Students must fulfill all department requirements for the written and/or oral comprehensive examinations. Such requirements include, but are not limited to, the date and time for the comprehensive examinations, length of testing, topics covered, and number of questions for the comprehensive examinations.

Students whose program requires a comprehensive examination must declare to their department, at least one quarter in advance, their intent to take the exam, obtain department permission, and register for the appropriate comprehensive examination course (Comprehensive Exam 999) in their major discipline. Those who do not pass the comprehensive examination must fulfill any department, division, and/or college requirements for subsequent enrollments in these examinations.

Thesis or Project

The State of California Education Code (Title V, Section 40510, p. 473) definitions are as follows:

- **THESIS:** The written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished project [product] evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation.
- **PROJECT:** A significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology, and a conclusion or recommendation.

Submitting the Completed Thesis, Project, or Dissertation for Publication

Once complete, theses, projects, and dissertations are reviewed by Graduate Studies and published on Scholarworks, the library's electronic repository. Students who are required to defend their thesis, project, or dissertation must do so before submitting the document for publication. Students must also submit a committee certification form to Graduate Studies, signed by all committee members; signing this form indicates that the manuscript is complete, the committee has read it and provided feedback, and it is ready to be reviewed for formatting and publication.

Culminating Experience and Continuous Enrollment, cont.

Theses, projects, and dissertations are reviewed for formatting and checked for plagiarism using Turnitin.com before being published on Scholarworks. Manuscripts are accepted quarterly, and the submission deadline is usually the end of the 7th week of the quarter. Deadlines and formatting requirements are posted on the Graduate Studies website.

Thesis Course Enrollment: Students who are working on a thesis, project, or dissertation must register for the thesis, project, or dissertation course, 699, required in their major discipline for the master's degree. Students register **ONLY ONE TIME** for the course. If the thesis, project, or dissertation is not completed in the quarter in which the student first registered for the course, the student will receive a grade of RP (Report in Progress) for the course for that quarter. The RP grade in the course remains until the work is completed and approved by the student's advisor and published by the Office of Graduate Studies, at which time the student's professor will submit a "Change of Grade," replacing the RP grade with a letter grade. Once officially accepted and processed, theses, projects, and dissertations are published on ScholarWorks. **Note: Your student can choose to publish on ScholarWorks as Full or Restricted Access. If your students plan to publish the work outside of CSUSB, they should publish as Restricted Access on ScholarWorks.**

Continuous Enrollment: Students who have completed all coursework but require additional time to complete their thesis/project/dissertation must register every quarter for the 697 or 698 course (Continuous Enrollment for Graduate Candidacy Standing) in their major discipline until their degree is granted. Earned units are not degree-applicable, nor will they qualify for financial aid. This is a variable unit course. Students may enroll in the zero unit continuous enrollment course through the College of Extended and Global Education at a reduced rate if they are not completing any other course work.

Students completing the comprehensive exam follow a similar policy; while preparing for the comprehensive exam, they must remain in continuous enrollment until their degree is granted. To maintain continuous enrollment, students must register each quarter for the 697 course (Continuous Enrollment for Graduate Candidacy Standing) or 698 through the College of Extended and Global Education in their major discipline.

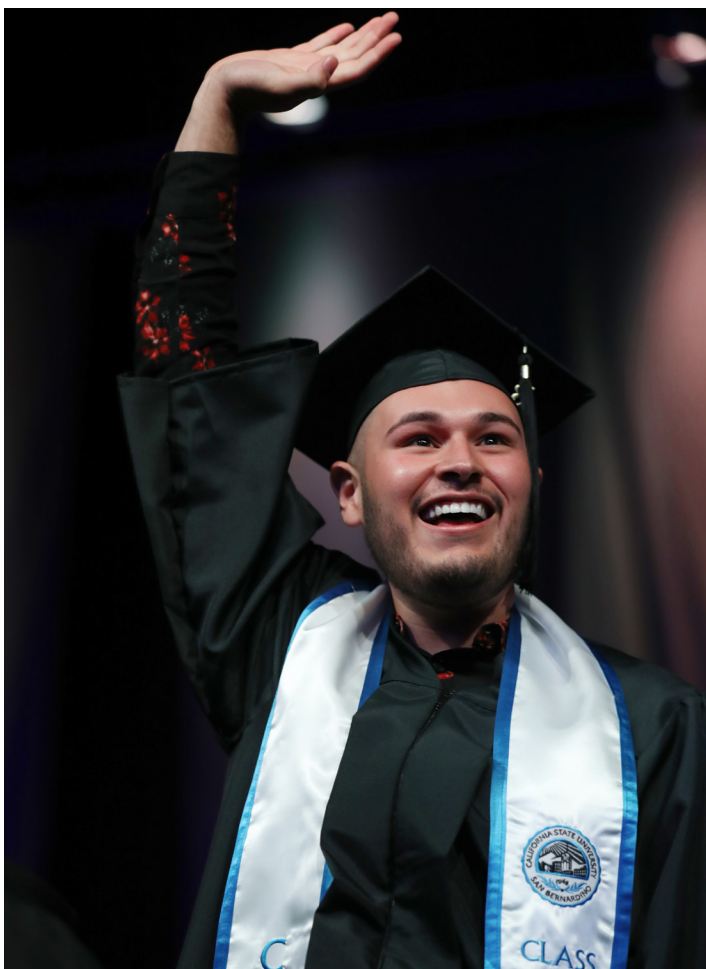


Grad Check, Commencement Verification and Graduation

The Graduation Requirement Check (grad check) initiates the process of graduating the student. Students must file a grad check through the Registrar's office at least one quarter before they plan to complete the program. The grad check is also required for commencement eligibility. Deadlines and fees for [filing the grad check](#) are posted on the Office of Registrar's website.

Prior to registering for commencement, graduate students must be deemed eligible by their graduate coordinators; eligibility is coordinated by the Office of Graduate Studies and communicated to the Commencement Office and Records. Beginning Fall 2016, Graduate Studies began using Qualtrics to streamline this process. Graduate coordinators now receive a link to the Qualtrics site to quickly indicate student eligibility.

The decision on whether the student may participate in commencement is made by the graduate coordinator, and is determined by the program's guidelines. Much depends on the progress the student has made toward completing the culminating experience.



Graduate Student Policies

Some policies for graduate study differ from those that govern undergraduate students. The Office of Graduate Studies administers most of these policies and related forms. These include: probation and dismissal, leave of absence, repeating a course (discounting a previous grade), and requests for waivers of university regulations. An overview of most policies and required forms are available on the [Policies and Procedures](#) page of the Graduate Studies website. Please consult the University Bulletin for complete information on all university policies and procedures.

Probation and Dismissal Policies

Academic Probation: When a student's GPA falls below 3.0, the Office of Graduate Studies will automatically place that student on Academic Probation. Students on probation must rectify their grade point deficiencies by the end of the quarter of notification of probationary status, or they will be subject to disqualification. Both the graduate coordinator and the student will be notified by a letter sent by the Office of Graduate Studies that they have been placed on probation, that they are required to visit their graduate coordinator for academic advising and submit evidence of that meeting to the Office of Graduate Studies. Students on academic probation may choose to visit the Graduate Resource Specialist in the Office of Graduate Studies for consultation about the various campus resources that might be useful for them.

Disqualification: If a student remains on Academic Probation for more than one quarter, that student is subject to disqualification. The Office of Graduate Studies' staff member, Arturo Covarrubias-Paniagua (arturo.covarrubias-paniagua@csusb.edu) will query graduate coordinators quarterly with a list of students who have been on Academic Probation for more than one quarter to ask if they intend to dismiss the student. Dismissal is the coordinator's decision.

To apply for reinstatement to a graduate degree or credential program after disqualification, the student must petition the appropriate program graduate committee. A student who has been disqualified from a master's degree program may be admitted to another program only on the recommendation of the department to which the student has applied and with the approval of the Faculty Director of Graduate Studies.

Nursing students seeking a second bachelor's degree must maintain a 2.5 grade point average in all work attempted. Students in this category who are dismissed from the university for failure to maintain these standards must petition the Faculty Director of Graduate Studies for readmission to the university.

Administrative Academic Disqualification: A graduate student may also be placed on probation or may be disqualified by appropriate campus authorities for unsatisfactory scholastic progress regardless of cumulative grade point average or progress in the program. Such action shall be limited to those arising from repeated withdrawal, failure to progress toward an educational objective and noncompliance with an academic requirement and shall be consistent with guidelines issued by the chancellor. When a program decides to disqualify a student in the category of Administrative Academic Disqualification, the graduate coordinator must immediately contact the Faculty Director of Graduate Studies, who will send the official disqualification notice. Note that graduate coordinators should not send disqualification notices to students.

Leave of Absence

Any graduate student (doctorate, master's, credential) who plans to be absent from the university for one quarter or more must file a [leave of absence](#) to preserve his/her current catalog rights and avoid being discontinued from the university (Title 5, Article 5, Sec. 40401). The form must be approved by the graduate coordinator and the Faculty Director of Graduate Studies. To be eligible, students must be in good academic standing and have completed the first quarter of their program. Some leaves require documentation.

The leave of absence covers medical, personal, planned educational, or military leaves. The military leave policy and forms are available through the Veterans Success Center. Whenever possible, petitions for leave of absence should be filed in advance.

Returning from an Approved Leave of Absence: A readmission form, available through Office of the Registrar, must be submitted by the end of the approved leave.

Discount of Grade (Repeating a Course)

The Discount of Grade form is used when a student has repeated a class and would like the grade for the current class to replace the first attempt. When a discount of grade is approved, the original course grade on the student's permanent record will be discounted. Only the last grade earned shall apply to the student's cumulative post-baccalaureate grade point average. The first attempt will show on the transcript with the repeat (discount) noted.

Conditionally Classified, Classified and Credential students may be permitted to repeat one course that was taken for graduate credit. It must be approved by the Graduate Coordinator and Faculty Director of Graduate Studies. The [discount of grade form](#) is available on the Graduate Studies website.

Simultaneous Enrollment

If a student is registering for classes whose meeting times overlap, the student must complete a petition for simultaneous enrollment. Without an approved petition, MyCoyote will not allow the student to register for both classes. Five signatures are required: the student, the two instructors, the Graduate Coordinator, and the Faculty Director of Graduate Studies. Each instructor must explain how the student will make up the missed class time. The [simultaneous enrollment form](#) is available on the Graduate Studies website.

Dropping a Course at the End of the Quarter

During the 9th and 10th weeks of the quarter, students must petition the Faculty Director of Graduate Studies to withdraw from courses. Reasons may include serious personal or family problems, accident, or injury, and documentation must be included. Students are encouraged to consult with the Financial Aid office before withdrawing, since financial aid may be affected. The form can be picked up in the Office of Graduate Studies.

Waiver of University Regulations

The [waiver of university regulations](#) can be used to address most other concerns. These include extending the time needed to complete an incomplete grade, and retroactively withdrawing from a quarter. The form is approved by the Graduate Coordinator and the Faculty Director of Graduate Studies. In some cases, instructor's signatures are also required. The form is available online and in the Office of Graduate Studies.

Travel with Students

When traveling with students, please ensure that all students traveling obtain university travel authorization and sign the necessary waivers.

Annual Events

Graduate coordinators, faculty and staff are encouraged to join us at our upcoming events. Developed specifically for graduate students, Graduate Studies events are a great way to stay informed and build community.

**Graduate Student and Family Picnic:
Sept. 14, 2018, 5:00 pm – 8:00 pm
Library Lawn**

Come celebrate the start of the 2018-2019 academic year! Bring your family for an evening of carnival games, food, and prizes!

**Graduate Student Orientation:
Sept. 28, 2018**

Santos Manual Student Union

The event formally welcomes all new credential, master's, and doctoral students to the CSUSB campus. New students meet colleagues and faculty, learn about resources available on campus, and gain valuable information on university policies and procedures that pertain to graduate education.

Graduate Education Week

Nov. 5-9, 2018

Location TBA

During Graduate Education week, we will recognize graduate student achievements, highlight CSUSB graduate programs, meet alumni, and provide workshops for graduate students on wellness, academic resources, and career development. Please attend and encourage your students to attend!

Pass the Torch

April 2019, details to be announced

Current students and alumni are encouraged to attend this fun opportunity to make new connections, share insights and inspiration, and enjoy light refreshments and music. Get to know fellow students outside of the classroom to discuss research opportunities, career goals, and nurture professional academic relationships.



Quarterly Workshops & Information Sessions

Please let your students know about these upcoming events:

Avoiding Plagiarism in your Thesis, Project, or Dissertation **Held quarterly.**

See website for dates and locations.

Graduate students will learn how to avoid accidental plagiarism through the proper use of citations and better paraphrasing. The workshop will also explain how Turnitin.com is used to check for plagiarism during the thesis, project and dissertation review process.

Thesis Submission and Review Workshops **Held quarterly.**

See website for dates and locations.

This workshop explains the electronic submission and review process, needed forms, deadlines, and general formatting requirements. A question and answer period follows.

California Pre-Doctoral Program Information Session.

Date and time TBA

This CSU program offers financial assistance, research opportunities, and mentorship to those who wish to pursue a doctorate degree and career in teaching and research at a university.

Chancellor's Doctoral Incentive Program Information Session

Date and time TBA.

Offered by the California State University, the Chancellor's Doctoral Incentive Program (CDIP) aims to increase the number of promising doctoral students applying for future CSU faculty positions by offering financial assistance in the form of a loan, and mentorship by CSU faculty. The program is open to new or continuing full-time doctoral students, undergraduate and master's level graduate students applying to doctoral programs, and lecturers enrolled in a full-time doctoral program.



Departments	Phone No.
Office of Graduate Studies	909-537-5058
Office of the Registrar	Registration: 909-537-5200, Option 1 Records: 909-537-5200, Option 2
Financial Aid & Scholarships	909-537-5227
Student Financial Services	909-537-5162
Office of Student Research	909-537-3728

Graduate Program	Graduate Coordinator	Department Phone No.
Accountancy	Hang Pei	909-537-5704
Applied Archaeology	Nicholas Jew	909-537-5502
Studio Art (MFA)	Katherine Gray	909-537-5802
Biology	Laura Newcomb	909-537-5305
Business Administration	Kasandra Adams	909-537-5703
Child Development	Sharon Ward	909-537-5570
Communication Studies,	Ahlam Muhtaseb	909-537-5815
Computer Science	Kerstin Voigt Ernesto Gomez	909-537-5326
Counseling and Guidance	Lorraine Hedtke	909-537-5609
Criminal Justice	Andrea Schoepfer	909-537-5506
Earth and Environmental Sciences	Joan Fryxell	909-537-5336
Education (Career & Technical)	Joe Scarcella	909-537-5609
Education (Instructional Technology)	Eun-Ok Baek	909-537-5609
Education (STEM)	Xinying Yin	909-537-5609
Education (Special Education)	Jemma Kim	909-537-5606

Educational Administration	Susan Jindra	909-537-5609
Educational Leadership (Ed. D)	Lynne Diaz-Rico	909-537-5651
Education Specialist in School Psychology (Ed. S.)	Sharon Ward	909-537-5609
Special Education (MS)	Jemma Kim	909-537-5606
English: Applied Linguistics & Teaching English as a Second Language (TESL)	Parastou Feiz	909-537-5824
English Composition	Karen Rowan	909-537-3824
English Literature	Jessica Luck	909-537-5824
Health Services Administration	Paulchris Okpala	909-537-5339
Information Systems & Technology	Javad Varzandeh	909-537-5723
Interdisciplinary Studies	Caroline Vickers	909-537-5058
Mathematics	Corey Dunn	909-537-5361
National Security Studies, National Cyber Security Studies	Mark Clark	909-537-5534
Nursing	Margaret Beaman	909-537-5380
Psychological Science (MA)	John Clapper	909-537-5570
Psychology: Clinical/Counseling (MS)	David Chavez	909-537-5570
Psychology: Industrial/Organizational (MS)	Kenneth Shultz Janelle Gilbert	909-537-5570
Public Administration	Toni Ditty	909-537-5758
Public Health	Salome Mshigeni	909-537-5340
Rehabilitation Counseling	Connie McReynolds	909-537-5606
Social Sciences & Globalization	Jose Munoz	909-537-5524
Social Work	Laurie Smith	909-537-5501
Spanish	Rafael Correa	909-537-5847



Office of Graduate Studies