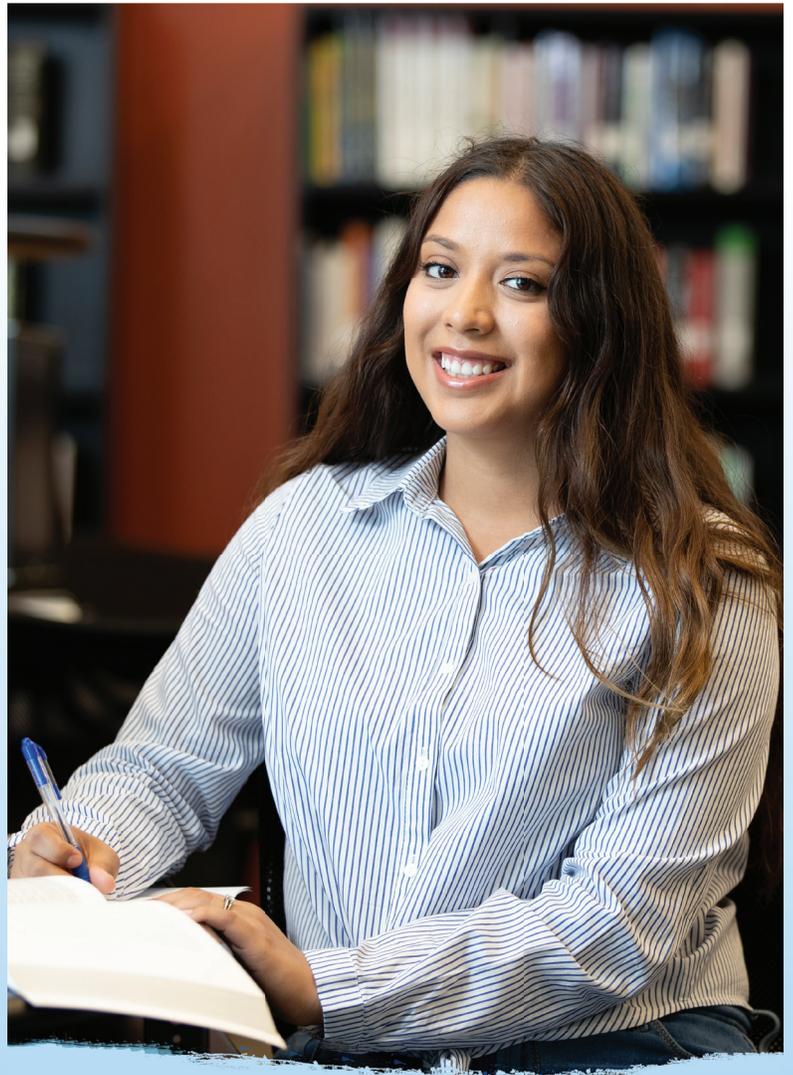


The Coyote Graduate Student Guidebook

2019-2020

Office of Graduate Studies
College of Education, 356
(909) 537-5058
csusb.edu/graduate-studies



Contents

Welcome to Graduate Studies	ii
Getting to CSUSB	1
Student Communication and ID Card	2
Student Resources and Support	3
Graduate Student Life	6
Campus Life	7
Financing Your Education	8
Graduate Studies Policies	9
Special Considerations	11
Academic Standing	13
Summary of Steps Toward the Master's Degree	15
Advancement to Candidacy and the Culminating Experience	16
Human and Animal Protections	18
Preparing for Your Future	19
Completion Checklist	21
Directory	22

Welcome to Graduate Studies



Dorota Huizinga, Associate Provost for Research, Dean of Graduate Studies

Hello and welcome to our new Coyote Graduate Students! We congratulate you on your decision to pursue graduate studies and are excited that you have chosen CSUSB. The Office of Graduate Studies is here to support you as you pursue graduate education for academic and professional excellence and citizen stewardship.

As you take the first steps on your path toward a graduate degree, we encourage you to reflect on how being a graduate student impacts your life. We know you are thrilled to have the opportunity to pursue your interests through graduate education, and we applaud your commitment to your own intellectual, professional, and ethical growth. Many of you may have family obligations, work demands, and other aspects of your life that require your attention. With good planning, clear goals, and orientation to the fantastic campus support services at CSUSB, you will succeed. The Office of Graduate Studies, your program coordinators, and the entire CSUSB campus community stand with you.

CSUSB graduate students are the future leaders of the Inland Empire region. We encourage you to get to know other graduate students on campus through participation in



Caroline Vickers, Faculty Director of Graduate Studies, Professor of English

campus clubs and organizations. Involvement in campus leadership through the Graduate Student Advisory Council is an excellent way to affect the lives of CSUSB graduate students and have your voice heard.

The Office of Graduate Studies is committed to fostering a graduate education culture welcoming to all and supportive of your pursuit of academic excellence and social responsibility. We invite you to peruse this handbook, explore our website, and attend the Graduate Student and Family Picnic on September 13, Graduate Student Orientation on September 14, and Graduate Education Week in November, as well as other workshops and events on campus.

Once again, welcome to your graduate education at CSUSB! Remember that the Office of Graduate Studies is here to support you as you continue down this exciting educational path. Our door is always open in the Office of Graduate Studies.

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

Dean Huizinga
Associate Provost for Research,
Dean of Graduate Studies

A handwritten signature in black ink, appearing to read 'Caroline H. Vickers'.

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

Getting to CSUSB

Auto

The daily parking permit rate is \$6.00 (Monday-Friday). The weekend daily parking permit rate is \$3.00 (valid beginning on Friday at 5:01 p.m. - Sunday), EXCLUDING parking lots reserved for "Special Events." The one hour parking permit rate is \$5.00 and is available in the following locations: Lot N (Pay-By-Spaces) and Lot G and C (Parkmobile Spaces).

Quarter and academic year parking permits are now available for purchase. Permit options include student commuter/general permits, academic year permits, and residential student permits. Permits can be purchased through the CSUSB Parking Portal.

If you have any questions regarding parking permits at CSUSB, please contact the Parking and Transportation Services Office at 909-537-5912 or e-mail parking@csusb.edu.

Coyote Cruiser

Our satellite campus shuttle provides students with transportation to and from the CSUSB main campus and Palm Desert Campus. Each shuttle is equipped with air conditioning and heating, Wi-Fi, power outlets, a restroom, reclining seats, spacious storage compartments underneath the bus, and overhead baggage compartments. The shuttle service operates Monday-Friday during academic quarters (except for summer sessions) and follows the campus calendar. The program is open to all CSUSB students, faculty, and staff. All riders will be required to swipe their valid Coyote OneCard upon boarding. For more information about the Coyote Cruiser, contact the Parking and Transportation Services Offices at 909-537-5912 or e-mail parking@csusb.edu.

Incentives for Sustainable Forms of Transportation

Parking and Transportation Services offers a number of incentives to employees and students in order to make using sustainable forms of transportation even more convenient. See their Incentive Guidelines for more information.

Public Transportation

Transit providers include local Omnitrans buses, Amtrak, and Metrolink commuter trains from Los Angeles and Orange counties. CSUSB has contracted with Omnitrans to fund FREE rides on both Omnitrans bus services and the sbX buses for students, faculty and staff. Riders must have their Coyote OneCard present with them at all times.

Specific route and schedule information can be found at the following websites:

[Omnitrans](http://omnitrans.org) - omnitrans.org

[Metrolink](http://metrolinktrains.com) - metrolinktrains.com

[SBCTA](http://gosbcta.com) - gosbcta.com

[Access Bus](http://omnitrans.org) - omnitrans.org

Electric Vehicle Charging Stations

CSUSB has a total of 21 level 2 electric vehicle (EV) charging stations. Charging stations are located in Parking Structure East (3 stations), and Parking Lot C (2 stations).

Charging stations are available for use by all CSUSB faculty, staff, students, and visitors with a valid parking permit. There is an enforced maximum of 4 hours charging time per day. You must have a ChargePoint account to begin your session. To set up your free account, please go to www.chargepoint.com. Contact the Parking and Transportation Services Department at 909 - 537-7433 (RIDE) for more information about registering in their Electric Vehicle Charging Program.

Student Communication and ID Card

MyCoyote

MyCoyote is an online one-stop, self-service portal that provides integrated services to our students, faculty, and staff. It provides authentication for our students to check their to-do list, update personal data, add/drop classes, view financial aid status, pay fees, and view grades. MyCoyote is accessible virtually 24 hours a day, with limited interruptions.

MyCoyote requires that you activate a user account and create a user password. Initially your user ID is your 9-digit Coyote ID number, and your password is your 8-digit date of birth. You are required to change your password to a unique password. If you have lost or forgotten your password and are unable to access your account, please contact the Technology Support Center (TSC) at 909-537-7677 to have your password reset.

As a security precaution, if you attempt to log in multiple times with an incorrect password, your MyCoyote account will lock. Please contact TSC at 909-537-7677, for password assistance and to unlock your MyCoyote account. For more information about MyCoyote, call the Office of the Registrar at 909-537-5200, Option 1, or e-mail registrationhelp@csusb.edu.

Coyote OneCard

The Coyote OneCard is your student identification throughout campus. Come and get your Coyote OneCard at the campus Technology Support Center located in the Pfau Library Wedge, room 1108. Your OneCard is not just an ID, it also serves as a:

- Meal Card – If you purchase a meal plan or dining dollars
- Library Card – Library access number located on back of card
- Fitness Card – For access to the Rec Sports Center
- Medical Card – For access to Student Health Center services
- Debit/Print Card – Add money using Coyote

Cash, and your OneCard becomes a purchasing/printing card

Coyote Cash

Students can use their Coyote OneCard as a form of payment for a number of on-campus services including campus dining services and *PrinterOn* wireless printing services. Key benefits of Coyote Cash include budgeting your spending, instantly loading your Coyote OneCard with Coyote Cash online anytime, and no transaction fees.

E-mail

All current and incoming students with a Coyote ID have access to a CSUSB e-mail account. The e-mail address is @coyote.csusb.edu with the username that you choose, or your Coyote ID can serve as your username. You should check your CSUSB e-mail often as all official campus communications will be sent to it.

Important Note on E-mail Communication: All Office of Graduate Studies information, deadlines, and notifications will be sent to your CSUSB e-mail address only. If you choose to use another e-mail address, you should set your system to forward the CSUSB notifications and set your e-mail parameters to accept CSUSB e-mails as “not junk.”



Student Resources and Support

Each quarter, review the most current online Academic Calendar for University and Graduate Studies deadlines. Also, check your department's website for program-specific deadlines.

The CARE (Campus Assessment, Response and Education) Team provides assessment, support and resources to at-risk individuals. The CARE Team should be contacted about individuals who may be exhibiting behaviors of concern in relation to their personal, physical or emotional well-being, or who are behaving in a manner that is intimidating, disruptive, aggressive or violent. The CARE Team is also able to provide referrals for other resources and support. Contact by phone at 909-537-2273 or e-mail care@csusb.edu.

The Career Center at CSUSB empowers students and recent alumni to develop a lifelong skill set for an ever-changing labor market through exploration, programming, and experiential learning opportunities to meet their personal and professional goals. Contact by phone at 909-537-5250 or e-mail careercenter@csusb.edu.

The Children's Center provides high quality education and childcare to children aged 3 through kindergarten in a nurturing, developmentally appropriate learning environment that recognizes individual strengths and supports the positive growth of children and families regardless of race, ethnicity, gender, or developmental level. Contact by phone at 909-537-5928.

The current **CSUSB catalog** is only available online. Print out and retain the sections on Graduate Degrees and Programs for your "Bulletin Year" at CSUSB. Check with your program coordinator, department staff or the online Bulletin for any changes in the curriculum that may occur. It is your responsibility to remain informed.

The Infant/Toddler Lab School also provides childcare. The Infant room offers an adult to child ratio of 1:3. The Toddler room offers a variety of activities for 1 ½ to 3-year-olds as they make the transition from infants to active and independent children. There is an adult to child ratio of 1:4 in this classroom.

The online **Class Section Listing** is updated weekly during the registration period. Class registration is managed by the Registrar. Students are assigned registration times for priority and final registration periods. The Class Section Listing is maintained by Academic Scheduling.

Counseling and Psychological Services (CAPS) offers counseling to all enrolled CSUSB students. Some issues commonly addressed by CAPS include anxiety, relationships, drug and alcohol abuse, personal trauma, or loss of a loved one. Contact by phone at 909-537-5040 or e-mail psychcounseling@csusb.edu.

Undocumented Student Success Center supports the undocumented student population, including those who may or may not qualify for AB 540. The center is located in the Student Union 102B. Contact by phone at 909-537-5937 or e-mail Dreamers@csusb.edu.

Faculty Office Hours: Faculty members maintain regular office hours. Meeting with the instructor of a particular course can help you to answer questions, solve problems, prepare for tests, or find additional resources if needed. Information about faculty office hours can be obtained from the course syllabus, the department office, the instructor, or your department's website. If you need more than a 15-minute session, arrange the meeting in advance.

Graduate Student Academic Forms, such as the request for leave of absence, are found on the Graduate Studies website.

Student Resources and Support, cont.

Graduate Coordinator: One of the most important steps in planning and organizing your program is meeting with your graduate coordinator. Most departments have an orientation or a graduate student handbook. Although you or the program faculty may change some courses as you progress, establishing a plan for each term will help you focus. Bring a copy of the Program Plan when you meet with your coordinator.

April Lane, the **Graduate Resource Specialist**, is located in the College of Education, room 356. She is here to help with identifying and navigating campus and community resources for graduate students. Contact by phone at 909-537-5058 or e-mail alane@csusb.edu.

Graduate Student Advisory Committee: Created to foster support and interaction among CSUSB graduate students, GSAC provides a platform for graduate students to address their needs and discuss ways to promote an active graduate student community. For more information on GSAC, please contact ASI at 909-537-5932.

Graduate workshops on continuing student processes are held throughout the year. Dates are posted on the Graduate Studies website.

Writing consultants at the **CSUSB Graduate Writing Center** work one-on-one with graduate students who wish to improve and refine their compositions. Writing consultants help with clarity, structure, grammar, citations, and all aspects of the writing process. The Graduate Writing Center is located in the College of Education, room 311. Please visit their website for more information and to schedule an appointment. Contact by phone at 909-537-3127 or e-mail WritingCenter@csusb.edu.

International Student Support

International students on F-1 and J-1 visas should seek advising and support from the Center for International Students and Programs, contact by phone at 909-537-5193, or visit their website at csusb.edu/cisp.

Laptop Check Out

Students can borrow a laptop from the Office of Student Research! To check out a laptop, please contact the Office of Student Research; you will need your Coyote OneCard. Laptops can be checked out for an entire quarter. Contact by phone at 909-537-3177.

The Obershaw DEN is an on-campus food pantry for students facing food insecurity. It provides meals and hygiene products to currently enrolled CSUSB students in need, as well as referrals to other services. Students must present their Coyote OneCard when visiting the DEN; confidentiality is maintained at all times. Contact by phone at 909-537-FOOD or e-mail leaveyourpawprint@csusb.edu.

Office of Graduate Studies staff can help with graduate policies, procedures, and form submission. Contact by phone at 909-537-5058 or by e-mail at gradstud@csusb.edu, or visit their website at csusb.edu/graduate-studies.

The Office of Student Research (OSR) provides opportunities and resources for conducting research and other scholarly and creative activities. Student and faculty grants, student workshops, the OSR Journal of Student Research, and the annual CSUSB Student Research Symposium are just a few of the assets OSR has to offer. Contact by phone at 909-537-3728 or e-mail osr@csusb.edu.

Student Resources and Support, cont.

The Office of Services to Students with Disabilities (SSD) is committed to providing eligible students accommodations that ensure equal access to learning and equal opportunity for academic success. Services include notetaking, on-campus transportation, exam accommodations, and class aides. Please contact SSD for a consultation and to learn more about the services they offer, by phone at 909-537-5238 or e-mail ssd@csusb.edu.

The Student Health Center provides health care services to all registered students. The health center offers services to students with the goal of promoting good health on the road to academic and professional success. Their medical services include primary care, immunizations, nursing care and health education. The health center is conveniently equipped with a pharmacy and laboratory. For information about hours, immunizations, and available health insurance plans, visit their website or contact them at 909-537-5241.

The Queer and Transgender Resource Center provides education and advocacy to develop a more equitable and inclusive environment by addressing issues of homophobia and heterosexism throughout the campus community. Contact by phone at 909-537-5963.

The Recreation & Wellness Center is proud to offer the CSUSB community a wide range of activities and programs to enhance physical fitness, learn new skills, engage in friendly sports competition, expand one's knowledge base/comfort level, relieve stress, and to simply have fun! They welcome all enrolled CSUSB students, staff, faculty, and alumni regardless of age, gender, experience, and ability. Contact by phone at 909-537-2348 or e-mail recwell@csusb.edu.

The Title IX and Gender Equity Office oversees implementation of Title IX on campus, implements the End Sexual Violence Training, and addresses complaints about sexual misconduct and harassment. Contact by phone at 909-537-5669 or e-mail titleix@csusb.edu.

The University Police pledges to do all it can to provide quality service and perform its mission using the COPS philosophy. With the help and support of the campus community, our campus can become the SAFEST it has ever been. The University Police are located in UP 101. The emergency line is 909-537-5999, and the non-emergency line is 909-537-7777. The University Police also offers a **Campus Escort Service**. If you need a campus escort, please call 909-537-5165.

The Veterans Success Center offers dynamic programs that are comprehensive in scope and sensitive to the unique needs of service members to include: science, technology, engineering, and mathematics (STEM) tutoring; SALUTE Veterans National Honor Society; veterans' graduation celebration; complimentary printing; free test taking materials; advocacy and referral; new student veterans' orientation; a monthly seminar series; weekly mental health support group; refrigerator and microwave; complimentary arts and crafts; and a military veterans writers group. Contact by phone at 909-537-5195 or e-mail vsc@csusb.edu.

Graduate Student Life

Graduate Student & Family Picnic, September 13, 2019, is a great opportunity to bring your loved ones to your campus, meet some of our newly admitted graduate students, and start the year with a fun, family-friendly evening. The event will be free for entry, but you will need to purchase a parking permit. Also, this will be a great time to visit the campus bookstore and purchase/rent all of your materials needed for the fall term!



The Graduate Student Orientation is offered **September 14, 2019** by the Office of Graduate Studies. Open to all new credential, master's, and doctoral students, the event gives an overview of the path to obtaining an advanced degree and explains university policies and procedures that pertain to graduate education. Current students and recent alumni share their insights through a graduate student panel, and the university's many resources and opportunities are displayed at a resource fair immediately following the event.

Graduate Education Week will be offered in early **November 2019**. Keep your eyes open for an exciting week of events.

The Meeting of the Minds Student Research Symposium provides CSUSB graduate and undergraduate students the opportunity to showcase their research and creative activities through oral and poster presentations. This event is an excellent opportunity for students to refine their presentation skills while sharing their talents and

knowledge with others. Participants with the best oral and poster presentations will receive an award and be recognized during the reception and award ceremony. The next Meeting of the Minds will be held in May. Contact the Office of Student Research at 909-537-3728 for more information.

The CSUSB Student Research Competition

gives students the opportunity to develop their presentation and communication skills while showcasing their scholarly achievements. Students present their research before a panel of judges and winners advance to the statewide CSU Research Competition, where they will compete against other outstanding scholars in the California State University system.

The CSUSB Student Research Competition is held in February. The 2019 CSU Competition will be held at California State University, Fullerton and is held in April. Dates to be announced.

Pass the Torch is designed as a networking and socialization opportunity for graduate students, in order to facilitate both interdisciplinary and cross-disciplinary relationships and network with fellow students outside of the classroom arena, to discuss coursework, research opportunities, career goals, and to nurture professional academic relationships. Look for Pass the Torch in spring quarter 2020.



Campus Life



CSUSB Athletics encourages graduate students to get out and support the home team Coyotes! See their schedule of upcoming sporting events.

Robert and Frances Fullerton Museum of Art engages people from all walks of life and age groups in museum programs, making the arts part of their lives. Check the website (raffma.csusb.edu) for upcoming exhibitions.

The CSUSB Music Department hosts a large and diverse number of performing ensembles, including orchestra, jazz, choir, opera, and chamber music. Look for musical performances throughout the academic year.

All through the academic year, the **CSUSB Department of Theatre Arts** hits the stage for high quality theatrical performances. Keep an eye on their schedule.

The Office of Student Engagement connects you with campus clubs and organizations spanning a wide range of interests and activities. Become an active member of the campus community!

John M. Pfau Library is the research hub of the university. Search the library catalog or databases, request articles for interlibrary loan, access course reserves, attend library workshops, receive advice from expert librarians, and reserve a study room.

The Santos Manuel Student Union (SMSU), encourages a deeper understanding and appreciation of cultural pluralism, gender equity, and ethnic diversity by providing a variety of cultural, social, educational and recreational activities, which create an environment conducive to personal growth and development. Planned activities also provide students with leadership opportunities and employment, which promotes an active learning experience as well as relaxation, entertainment, and social interaction. As the meeting place on campus for students and organizations, the facilities provide a comfortable and relaxing environment that embodies the delivery of services important to the university community.

The SMSU facilities include a spacious lobby, relaxation and study lounge areas, meeting rooms, a state-of-the-art theater, multi-purpose Events Center used for major events, an Automatic Teller Machine, graphics services, and Student Union scheduling.

Associated Students Incorporated is the recognized voice of our students here at CSUSB. They represent the interest, needs, and concerns of over 20,000 students to the CSUSB administration, faculty and staff. Their presence is evident in many of the committees on which they serve, the programs and services they support across campus, and the student representation at the state and national levels. The Graduate Student Advisory Committee works in conjunction with ASI.

Dining The area around CSUSB offers a variety of culinary choices (ask if they offer a CSUSB discount), and there are several **on-campus dining** options, including The Commons, the Student Union Food Court, and Starbucks, to name a few. Meal plans are available for both campus residents and commuters. Visit the Coyote Dining website at csusbdining-sodexomyway.com.

Financing Your Education

Contact the **Office of Student Financial Aid & Scholarships** at 909-537-5227 to apply for financial aid. To be eligible, a student must be a U.S. citizen or permanent resident of the U.S. and a state resident if applying for California state aid. Graduate students are eligible to receive aid only until they earn 75 semester units/112.5 quarter units. Some types of financial aid have specific restrictions; consult the Financial Aid Office. To apply for aid, complete a Free Application for Federal Student Aid (FAFSA) form at studentaid.ed.gov.

Federal Work-Study: Graduate students are eligible to apply for the Federal Work-Study (FWS) Program. Indicate your interest in FWS on the FAFSA form. A FWS award is an offer to seek a part-time job while you are enrolled in school. There are on- and off-campus FWS opportunities available, including the America Reads and America Counts Programs and other Instructional Student Assistant opportunities. For more information, see the Office of Financial Aid & Scholarships Federal Work-Study page or call 909-537-5227.

Internships: The Career Center offers both employment and internship opportunities, as well as professional development services and interview preparation. Visit their website and familiarize yourself with the many resources available.

Graduate Assistantships or Teaching Associate Positions: Many departments offer funded graduate assistant, research assistant, or graduate teaching associate positions. Students should check with their department or college office for information about available positions. No FAFSA is required.

Graduate Equity Fellowship: This fellowship was developed to increase the diversity of students completing advanced degrees; grants range from \$500–\$2,000 a year. Students must demonstrate financial need by completing the FAFSA and the online CSUSB scholarship application.

State University Grant (SUG): This need based award covers a portion of tuition. The maximum annual SUG award is up to tuition fee cost; SUG does not cover additional campus charges. Any California resident who applies for financial aid will automatically be considered. SUG funding is limited and based on availability of funds at the time of review of a student's financial aid record.

Student Research and Travel Grants (SRT): This program encourages and supports both undergraduate and graduate student research and creative activities by providing funding to support student research and travel related to academic growth and development. Students may use the funding to conduct research for independent study, an academic course, honors project, or master's thesis project, to present at a conference or attend a conference. The application is available on the Office of Student Research website.

California Pre-Doctoral Program: The Sally Casanova California Pre-Doctoral Program provides financial assistance to juniors, seniors, and graduate students interested in attending a doctoral program. The funds may be used to visit U.S. doctoral-granting institutions, membership in professional organizations, subscribe to academic journals, GRE preparation, and to cover the cost of graduate school application and test fees. See the Graduate Studies website for details.

Chancellor's Doctoral Incentive Program: Offered by the California State University, CDIP aims to increase the number of doctoral students applying for CSU faculty positions by offering financial assistance in the form of a loan and faculty mentorship. The program is open to new or continuing full-time doctoral students, undergraduate and graduate students applying to doctoral programs, and lecturers enrolled in a full-time doctoral program. Please contact Graduate Studies or visit the California State University's CDIP website for more information.

Graduate Studies Policies

Admission Status: Your admission status is stated in the admission letter you received from Graduate Studies. It is important for you to know your status and its implications. Applicants to post-baccalaureate study must file an application and be accepted to each program to be eligible to earn a degree, certificate, or credential. Retroactive admission and/or award of degree credential or certificate is prohibited for students who complete coursework in a program to which they have not been admitted.

Contract Admission: If you were admitted pending the receipt of official transcripts, you must submit your official transcripts to the Office of Graduate Studies by the census date of your first quarter of enrollment. Failure to do so will result in your admission being rescinded and your registration canceled.

Note: If you are taking financial aid, you must submit your official transcripts to the Office of Graduate Studies by the date required by the Financial Aid Office. Failure to do so will prevent disbursement of your financial aid award.

Provisional Admission: If you were admitted before your undergraduate degree was earned or posted on your transcript, you must forward your transcript (with degree posted) to Graduate Studies before the census date of your first quarter. If you do not do so, your admission will be canceled, you will be removed from the program, and will have to reapply for admission as a graduate student. Any units taken for post-baccalaureate credit will be lost. In accordance with University regulations, no more than 12 units of credit earned in unclassified standing may be used to demonstrate fitness to complete the program OR may be counted toward meeting the requirements for a graduate degree.

Graduate Conditionally Classified: Your department may specify that you must complete specific prerequisites or other requirements. If you do not meet the conditions set for admission, you may be declassified from your program.

Graduate Classified: You have been admitted without conditions or have completed all conditions required at the time of admission.

Post-baccalaureate Classified: You were admitted to earn a credential or a specialized certificate required for professional advancement. You may not pursue or earn a master's degree in this status. To enter a master's degree program, you must formally apply via Cal State Apply and to the degree program.



Graduate Student Policies, cont.

Graduate Courses Taken as an Undergraduate at CSUSB: Senior students who need fewer than 16 quarter units to graduate may be permitted to enroll for post-baccalaureate credit during the final quarter of their senior year. Post-baccalaureate credit is used to signify courses taken after the baccalaureate degree, but does not necessarily mean graduate credit, i.e., credit applicable toward an advanced degree. Only 400- to 600-level courses will be considered. A petition for this purpose is available in the Office of the Registrar.

Note: Units counted toward the undergraduate degree may not be applied toward a graduate degree. CSUSB courses taken for graduate credit while earning the bachelor's degree must be identified on the baccalaureate application for degree or requested by submitting the Petition for Waiver of University Regulations.



Transfer Credit from Other Institutions: Except for Social Work, a maximum of 30% of coursework can be transferred if approved by the department and the Office of Graduate Studies. Transfer units cannot have been used for a previous degree. Transfer units must not exceed the 7-year limit at the time of graduation (no exceptions).

The 30% maximum includes the total combination of units granted for transfer credit, CSUSB College of Extended and Global Education work and credit by examination. It is the obligation of the student and graduate coordinator to determine if proposed transferred courses meet eligibility requirements for the department and university.

Register for Class: Registering for classes is an important step after you have been admitted to the university. Class registration is done through your MyCoyote student center portal. Contact the Office of the Registrar for assistance.

Adding after Census: The Census date of every quarter will serve as your deadline for adding classes to your schedule. After this date, there will not be an option to add a course, as the registration portal for that quarter will be closed.

Withdrawal Policy: You must formally withdraw from a course either online through your MyCoyote or by petition. Do not assume that a faculty member has withdrawn you if you do not attend or stopped attending class. Check your class enrollment status online. You will not be withdrawn by the instructor if you do not attend the first day of class. If you do not formally withdraw from a class you will earn a "WU," which is calculated for the GPA as an "F."

Special Considerations

Bulletin Rights: The *Bulletin* is your comprehensive guide to University rules and regulations. You must meet the program requirements published in the *Bulletin* in the academic year for which you are admitted. In some cases, due to resource issues, a required course may not be offered. Note that your *Bulletin* “rights” can be amended with course substitutions.

Academic Load: Full-time study for graduate students during the fall, winter, and spring quarters is defined as follows:

- For payment of full-time fees, 6.01 units and above
- For international students, 8 units and above
- Typical full-time load, 8 units per quarter

For more information about part-time and full-time fees, contact Student Financial Services at 909-537-5162 or e-mail sfs@csusb.edu.

Note: Students who are veterans or dependents of veterans should contact the Financial Aid office for required unit loads.

Exceeding Full-time Course Load: You must obtain permission from your advisor to take more than 16 units during a quarter.

Graduate Writing Assessment Requirement

The Graduate Writing Assessment Requirement (GWAR) (FAM 841.97) must be satisfied before a graduate student is awarded a master’s or doctoral degree. Demonstrated competency in writing skills is a California State University requirement. To ensure that each graduate student has the required proficiency in academic writing, each department has established its own courses, exams, or other means for meeting the GWAR. Check with your graduate coordinator for information on your program’s specific requirements.

Quarter to Semester Conversion (Q2S)

CSUSB is converting from a quarter to a semester academic calendar. The 2019-2020 academic year will follow the quarter system; the semester system will commence in 2020-2021. Please be aware that due to this transition, the summer 2020 term will be shortened to six weeks, and fall 2020 courses will begin in August. Academic calendars are available on the university website. The semester conversion will align our academic calendar with 21 other CSU campuses, California Community Colleges, and more than 90% of college and universities nationwide.

The Office of Graduate Studies is here to help you as you make the Q2S transition. We can connect you with Q2S advisors and resources and help you navigate the Q2S curriculum changes in your graduate program. Contact Graduate Studies to speak with our Q2S liaisons: April Lane, Megan Kinnally, and Diego Feliciano. See the Graduate Studies Q2S handbook for more information.



Special Considerations, cont.

Grades

The performance expectations for graduate students are significantly higher than for undergraduate students. Graduate students must maintain a GPA of 3.0 in every quarter of attendance. The graduate GPA is computed on all courses taken in post-baccalaureate standing even if the courses cannot be applied to the degree.

- **Class Attendance:** Class attendance may be considered when assigning grades. Check the class syllabus for expectations.

Academic Grades: A through F and Credit (CR) or No Credit (NC). If the course is rated for CR/NC only, you may not take it for a grade. If the course is letter grade only, you may not take it for CR/NC. For courses that allow either option, you must indicate by the deadline. CR/NC options are determined by the department and the allowable numbers are limited. Once you have selected the grading method in an optional grade class, you cannot change back.

Other Grades:

- **I (Incomplete):** To be granted an “I,” you must have completed 75 percent of the course work and be in good standing. The remaining coursework must be completed within 12 calendar months’ time unless the faculty member stipulates an earlier date. You must sign a contract with the instructor to be given an incomplete. The “I” automatically converts to an “IC” if you do not complete the required work. The “IC” is counted as an “F” for GPA calculation.
- **W (Withdrawal):** You will be assigned a “W” for a course if you withdraw after the drop deadline and file the appropriate petition. A “W” is not counted in your GPA. If you withdraw before the fourth week, no “W” will show on your transcript.

- **WU (Withdrawal Unauthorized):** You will be assigned a “WU” if you do not withdraw online or by petition and do not complete the coursework. The “WU” is counted as an “F” for GPA calculation.
- **RP (Report in Progress):** Assigned for culminating experience or clinical courses that extend across more than one quarter. This grade must be changed to a “CR” in order to graduate. It is your responsibility to follow up with the instructor about submitting a grade change when you complete your work.
- **RD (Report Delayed):** The RD symbol is used in those cases where a delay in the reporting of a grade is due to circumstances beyond the control of the student. The symbol is assigned by the Office of the Registrar and is replaced by a more appropriate grading symbol as soon as possible. An RD is not included in the calculation of grade point averages. You cannot graduate with an “RD” on your record.

Repeat of Courses: Classified and conditionally classified graduate students may be permitted to repeat one course at CSUSB that was taken for graduate credit (i.e. that is applied towards a master’s degree) one time only by petition to and approval of the college or department graduate committee. The petition requesting this permission includes an automatic request to discount the first attempt. When approved, the original course grade on the student’s permanent record will be discounted. Only the second 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. Please refer to the Graduate Degree and Program Requirements section of the 2019-2020 Bulletin of Courses Catalog.

Academic Standing

Satisfactory Academic Progress: All graduate students must make progress toward their degree each year. Most graduate students are working part- or full-time. Set your priorities when beginning a graduate program. For students with family obligations, the responsibilities and expectations can be even greater. Make a commitment to plan your course of study carefully during your first year so that you meet all deadlines.

To make satisfactory progress toward your degree, you must earn a 3.0 GPA in all courses taken at CSUSB as a graduate student. You will be placed on **academic probation** if your overall or quarter GPA is below 3.0. You may be **disqualified and subject to dismissal** if your GPA falls below a 3.0 in two consecutive quarters. Grades of “C-” or lower do not meet program requirements and cannot be included on your *Program Plan*.

Classified and conditionally classified graduate students may be permitted to repeat one course at CSUSB that was taken for graduate credit (i.e. that is applied toward a master’s degree) one time only by petition to and approval of the college or department graduate committee. See **Repeat of Courses** on page 12 of this guide.

Academic Probation: If your overall CSUSB or quarter grade point average falls below 3.0 (B), you will be placed on academic probation. If you are placed on academic probation, you should contact your graduate coordinator for advising and make a plan to raise your GPA above 3.0. You will submit the plan to April Lane (alane@csusb.edu) in the Office of Graduate Studies.

After the Registrar publishes grades at the end of the quarter in which you are on probation, one of two actions may occur:

1. If you attain a 3.0 in the overall and quarter GPA, you will be eligible to register for classes in the Final Priority Registration period.

2. If you do not attain a 3.0 GPA in the overall or quarter GPA, you may be disqualified and may not be allowed to register for courses.

Disqualification: If you are disqualified from the graduate degree and/or credential program and from further enrollment in the University, you may submit a *Request for Reinstatement* letter to the Office of Graduate Studies and meet with the faculty director of Graduate Studies, your graduate coordinator, or your department chair. Faculty have the right to deny your petition if it is determined that you would be unable to raise the overall or quarter GPA to a 3.0 in one quarter. 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 dean of Graduate Studies.

If you are reinstated, you must meet the stipulated requirements or conditions set forth by your graduate coordinator.



Satisfactory Academic Progress, cont.

Steps Toward Readmission Eligibility After

Disqualification: If you are disqualified, you should discuss with your graduate coordinator what measures, if any, can be taken to become eligible for readmission. You cannot continue in the program or be admitted to another program while your GPA is below 3.0. If you need to improve your GPA for readmission, you can do so by enrolling through the College of Extended and Global Education (CEGE) and completing coursework to help raise your overall GPA to meet the minimum standard of 3.0. You are not guaranteed readmission to a program even if you have improved your GPA.

Administrative Academic Disqualification:

A graduate student may be placed on probation or may be disqualified (dropped) 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.

Seven-Year Limit:

The California Code of Education, Title 5, requires that you complete all requirements for a master's degree no later than seven years from the end of the quarter of enrollment in the oldest course on the approved program plan.

In certain programs, the term for completion may be less than seven years. Consult the specific program information for your discipline to determine the time limit applicable to your program.

Under special circumstances, this requirement can be waived if there are valid academic reasons to do so. A single extension of the program time limit may be granted to a maximum of no more than two additional years from the end of the quarter of enrollment in the oldest course on the

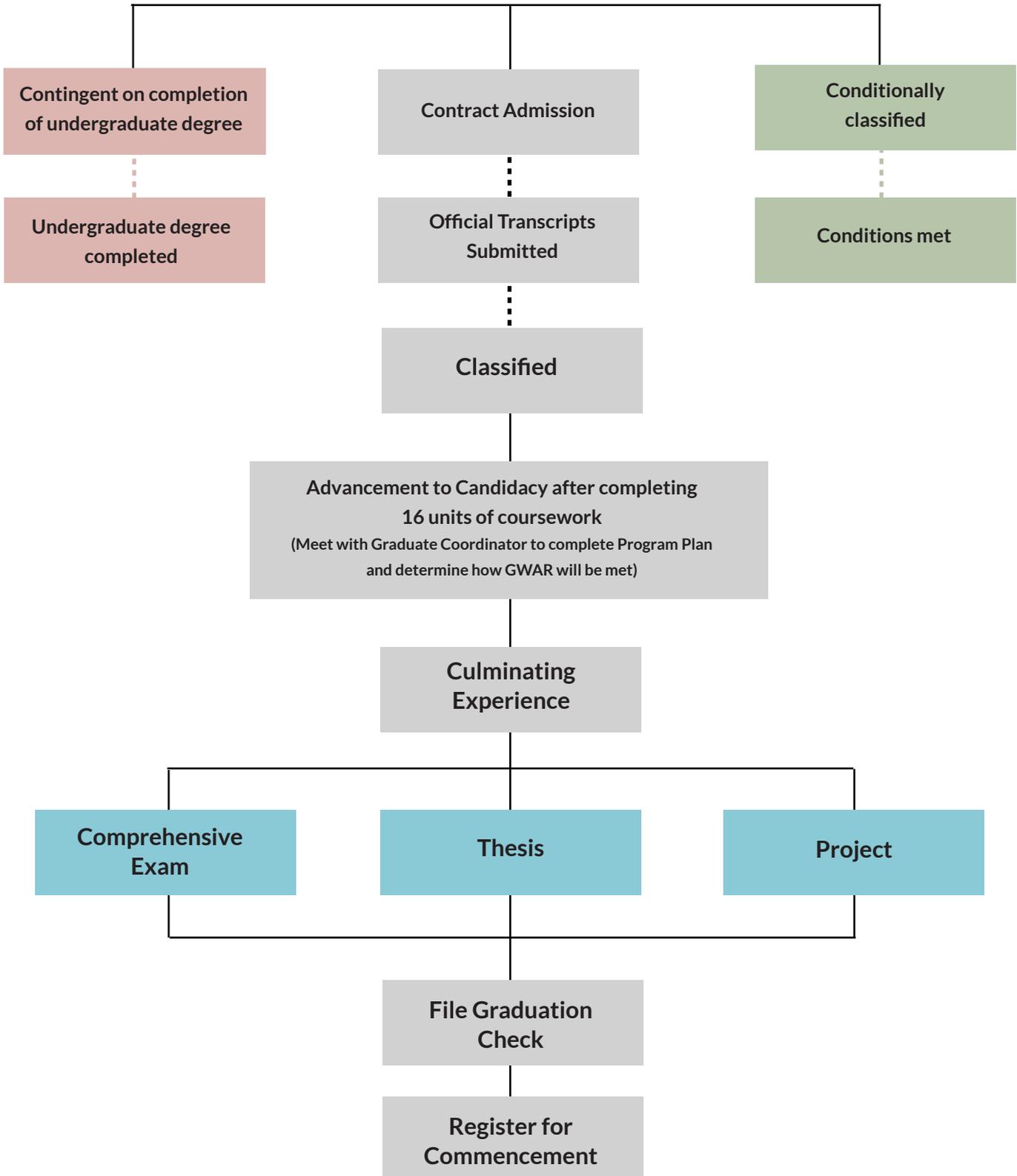
approved program plan. The extension may require taking additional course work and dropping the expired course work from the approved program or validating expired course work. Approvals for the extension and the duration of the extension are determined by the petitioner's graduate committee, the departmental graduate coordinator, and the faculty director of Graduate Studies, in that order.

Validation of Expired Course Work: In conjunction with an approved extension of the time limit for completing a master's degree (seven-year limit), expired courses must be validated. Expired courses are those taken seven years ago or more, or five years or more for those programs under a seven-year time limit. A request for an extension and permission to validate credit must be approved by the graduate committee, the departmental graduate coordinator, and the faculty director of Graduate Studies (in the order stated) before your validation.



Summary of Steps Toward the Master's Degree

Admission Status



Advancement to Candidacy and the Culminating Experience



When you have met all of the requirements for candidacy, you should meet with your graduate coordinator to complete a Program Plan. When the Records Office receives your Program Plan, you are advanced to graduate candidacy.

Filing Your Program Plan

- Submit the Program Plan after completing 16 units toward your degree objective and no later than your last 6 units and before enrolling in your Culminating Experience.
- The Program Plan must be signed by your graduate coordinator before it is submitted to the Records Office.
- You must report any proposed changes in your course of study to the Records Office using the Change of Program Plan form. Requests for substituting, adding, or removing courses must be approved by your graduate coordinator.
- Your Program Plan remains valid only if you maintain continuous enrollment in the University as defined in the Bulletin. If re-admitted after an absence, you must complete a new Program Plan that meets current curricular requirements.

Program Plan

To advance to candidacy, you must have met the following conditions:

1. Completed all prerequisite requirements to reach Classified status
2. Finished at least 16 units of coursework in your program

You must complete all required coursework, the Graduate Writing Assessment Requirement and the Culminating Experience within the seven-year time limit or within the number of years stipulated for your program.

Advancement to Candidacy and the Culminating Experience, cont.

Culminating Experience: The California Code of Regulations, Title 5, states that graduate students must complete a culminating experience, which may include a thesis, project, comprehensive examination, or a combination of the above. Your department faculty members determine the type of culminating experience allowed in your program. The culminating experience is usually begun after you have completed all or the majority of your coursework. Check your department or program manuals or consult your graduate coordinator to determine your options.

Types of Culminating Experience: The culminating experience process is associated with a specific graduate course determined by the degree program faculty.

699 – Thesis, Project, or Dissertation:

Thesis: The thesis is a written product of an original study that demonstrates clarity of purpose, critical and independent thinking with accurate and thorough documentation. In some cases, an oral defense is required. You will submit your formatted thesis to the Office of Graduate Studies once it has been approved by your readers.

Project: The field study or research project must show evidence of the application of knowledge and techniques learned in your field of study. The study or project must be described in a written document which includes the significance, objectives, methodology, and conclusions. Once your project has been approved by your readers, you will submit it to the Office of Graduate Studies for final approval.

Dissertation: The dissertation is a written product of an original study that demonstrates doctoral level thinking with accurate and thorough documentation. An oral defense is required.

Thesis, Project, and Dissertation Formatting: *The Guide to Thesis, Project, & Dissertation Formatting* and sample pages may be downloaded from the Graduate Studies website. Keep an eye out for Thesis Submission and Formatting Workshops offered by the Office of Graduate Studies.

ScholarWorks: Once your formatted thesis, project, or dissertation has been approved by the Office of Graduate Studies, it will be published on ScholarWorks. If you would like a bound copy, contact the Office of Graduate Studies for further information and pricing.

Dates of Completion: Check the Office of Graduate Studies' Thesis, Project, & Dissertation page for deadlines for thesis, project, and dissertation formatting review. You must meet these deadlines to graduate.

- 999 – Comprehensive Examination: Comprehensive exams may be oral and/or written exams.
- 697 or 698: Continuous Enrollment: If you have completed the thesis or project course (699) but still need time to complete your thesis or project, you must enroll in Continuous Enrollment to stay enrolled. If you are studying for the Comprehensive Exam and have completed all other coursework, you must enroll in Continuous Enrollment to stay enrolled.

Graduation Requirement Check and Commencement: Candidates for degrees to be awarded must request a graduation requirement check (Grad Check) through the Office of the Registrar. Once you file your Graduation Requirement's Check you are eligible to register for Commencement. Please work with your program coordinator for advisement on when to submit your Grad Check and when to register for Commencement.

Human and Animal Protections

Human Participants: The CSUSB Institutional Review Board (IRB) is responsible for protecting the rights of human research participants in research by CSUSB faculty, staff, or students. Ethical principles and federal/state regulations provide the guidelines for committee review of all research protocols involving human volunteers, which may include the use of surveys, interviews, observations or experimentation to obtain information about individuals, or may involve the analysis of previously collected human records, samples, tissues, or other existing or secondary data.

Animal Research: Regulated through the CSUSB **Institutional Animal Care and Use Committee (IACUC)**, animal research may include activities involving live vertebrate animals, or the use of tissues or other samples.

If your research involves human participants or animals, you are required to submit an IRB and/or IACUC research application so that the committee can determine the appropriate level of review.

The IRB or IACUC Application: This application is separate and distinct from the Culminating Experience Proposal. The IRB or IACUC application informs the Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC) how the researcher intends to work with the human volunteers or animal subjects.

The research protocol states:

- The purpose of the research
- A brief review of the academic literature
- Methodology or theory behind the project
- Procedures in which the participants or subjects will engage
- Risks and benefits of the research to the participants or subjects
- Process of acquiring or recruiting participants or subjects
- Process of maintaining confidentiality of the research participants

- Process of obtaining informed consent from human volunteers

The Process: IRB or IACUC office staff will determine if your Human Research protocol needs review by the IRB committee or if it can be reviewed administratively by the IRB chair. The office staff will also process the Animal Subject protocols and refer them to the IACUC for review. The review cycle for both human and animal research protocols may take up to 4 weeks, depending on the number of protocols in process at the time, and on how long it takes you to reply to the office's requests for revisions.

Academic Research–Research Compliance website provides links to important forms, guidelines, online training and information on the protocol review process for both human participants and animal subjects.

Note: You must complete the CITI training before you are eligible to submit a human subjects protocol to the IRB.

Contact Information: For inquiries about human and animal protections, please contact the Research Compliance Officer, Michael Gillespie at 909-537-7588 or at mgillesp@csusb.edu.

PLEASE NOTE:

Under no circumstances may you begin any research activities involving human volunteers or animal subjects without receiving an official approval letter from the IRB or IACUC. The approval letter will arrive by email. Submit a research protocol well ahead of any deadlines for beginning the research. Reviewers may require you to make changes in the protocol before the research can be approved. Be sure to respond promptly to any requests for revisions. If you begin your research before receiving notice of approval, the Human and Animal Protections Office will withdraw your protocol and it will not be approved.

Preparing For Your Future

Applying for Jobs: For most graduates, finding a job is the next step. This is a difficult task, but resourcefulness, networking, and persistence will help you land the best job possible. You might not get your dream job right away, so be open to other opportunities such as internships and volunteer work. These opportunities may open the doors to stable employment and will expand your network in the field of your choice. The key to attaining a job in your field is knowing your value and casting a wide net, which your master's degree will prepare you to do!

Applying for Doctoral Programs: When applying to doctoral programs, research the program focus and faculty interests. Find programs that align with your values, research goals, and faculty research areas. Research the program requirements and deadlines;

submit your applications on time.

Resumés and Cover Letters: Resumés and cover letters are well-structured presentations of your skills, accomplishments and work history. Every time you apply for a job, your resumé and cover letter should be specific and tailored to that role. Contact the CSUSB Career Center.

CSUSB Career Center

San Bernardino Campus
University Hall 329
909-537-5250
careercenter@csusb.edu

Palm Desert Campus
IW - 102
909-537-8236
pdccareercenter@csusb.edu



Preparing For Your Future, cont.

Letters of Recommendation

Many internships, employers and schools require letters of recommendation. To ensure that you receive a glowing letter, use the tips below to help your recommender write a strong support letter.

Be sure to provide your recommender with the following:

1. A courtesy meeting. We strongly suggest that you meet with any academic or professional references to tell them more about you and your academic program. This will allow them to personalize the recommendation for you and explain why you are a great candidate. Be sure to provide them with your most current name, phone number or e-mail address for follow-up.
2. Information about you. Although the recommender has agreed to write a recommendation, you should still provide him/her with some information about you. In what capacity do you know the recommender (class, internship, lab, etc.)? When did you meet the instructor? What grade did you receive in their course? What was your program GPA? Did you write a paper or complete a project for the faculty member? If so, state what you did. Did you have a difficult semester? How did you overcome that semester and improve? What are you working on? What are your goals? What are some of your biggest accomplishments? This information will help your recommender when writing the letter.
3. Materials requested. Remember you asked them to write about you—provide them with the information they need to do so! Some recommenders may request that you submit additional materials so that they can successfully write a complete letter on your behalf.

Some things they may request are a short personal statement, resumé or CV, writing sample, and unofficial transcripts. Be sure to

provide your recommender with a folder with all the information and due date so that they can keep the material you give them in one place.

4. The submission process. Does your letter of recommendation need to be submitted online, mailed, or part of a larger packet? These are details that the recommender should know. If it is an online process, provide your recommender with the necessary steps to complete the online process because it requires more time to respond. If your letter needs to be mailed, provide your recommender with a typed, addressed, and stamped envelope.

Letter of Recommendation Tips:

1. Provide faculty with sufficient time to write a letter of recommendation. Give your recommender three to four weeks to write your letter of recommendation. This is a process that should not be rushed. To facilitate a response, give a deadline one week ahead of your planned application submission date.
2. Only ask for a letter from someone with whom you have a positive relationship. Do not ask faculty whose course you have not taken or in whose class you received a poor grade. Do not ask a program chair or dean to write a letter if you did not work with the person directly.

Remember to provide the recommender or faculty with a friendly reminder. Although you have provided them with a deadline date, a friendly reminder will help them complete and submit on time.

Completion Checklist

To Do: Your First Quarter

- Download current CSUSB Bulletin, Coyote Graduate Student Guidebook, and visit the Graduate Studies website.
- Obtain department graduate program manual for your area of study.
- Meet with your graduate coordinator.
- Estimate plan of coursework from first quarter to graduation (check course rotations).
- Make preliminary decision about expected date of graduation.

To Do: Each Quarter Until You Graduate

- Check online Class Section Listing or Academic Calendar. Mark dates on your calendar.
 - Class Section Listing
 - Academic Calendar
- Meet with your graduate coordinator (at least once every quarter)

To Do: Before the Quarter You Plan to Enroll in Your Culminating Experience

- Submit Program Plan if not earlier.
 - Date Submitted: _____
- Obtain approval for human/animal research from the IRB or IACUC.
 - Date Submitted: _____
- Keep copies of all documents submitted to your department and the Records Office.

To Do: After Program Plan and Culminating Experience Are Approved

- Enroll in Culminating Experience course (699 or 999).
- Enroll in Continuous Enrollment (697 or 698) if you have completed all coursework and are working toward your culminating experience.
- Submit your Grad Check

To Do: Your Last Quarter

- Register for Commencement and pay fee. See the Graduate Studies website for important graduation deadlines.
- Complete and submit your thesis, project, or dissertation for publication on ScholarWorks.
- Pass comprehensive exam.

Directory

Departments	Phone Number
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	Coordinator Email	Department Phone Number
Accountancy	Hang Pei	hang.pei@csusb.edu	909-537-5704
Applied Archaeology	Nicholas Jew	Nicholas.Jew@csusb.edu	909-537-5502
Studio Art (MFA)	Edward Gomez	edward.gomez@csusb.edu	909-537-5802
Biology	Laura Newcomb	lnewcomb@csusb.edu	909-537-5305
Business Administration	Deloren West	dewest@csusb.edu	909-537-5703
Child Development	Amy Van Schagen	amy.vanschagen@cusb.edu	909-537-5570
Communication Studies	Ahlam Muhtaseb	amuhtase@csusb.edu	909-537-5815
Computer Science	Kerstin Voigt Ernesto Gomez	kvoigt@csusb.edu ernesto@csusb.edu	909-537-5326
Counseling and Guidance	Lorraine Hedtke	lhedtke@csusb.edu	909-537-5609
Criminal Justice	Matt Logan	matthew.logan@csusb.edu	909-537-5506
Earth and Environmental Sciences	Joan Fryxell	jfryxell@csusb.edu	909-537-5336
Education (Career & Technical)	Joe Scarcella	jscarcel@csusb.edu	909-537-5609
Education (Instructional Technology)	Eun-Ok Baek	ebaek@csusb.edu	909-537-5609
Education (STEM)	Xinying Yin	xyin@csusb.edu	909-537-5609
Education (Special Education)	Jemma Kim	jemma.kim@csusb.edu	909-537-5606

Directory

Educational (TESOL)	Susan Jindra	sjindra@csusb.edu	909-537-5609
Educational Administration	Susan Jindra	sjindra@csusb.edu	909-537-5609
Educational Leadership (Ed. D)	Lynne Diaz-Rico	diazrico@csusb.edu	909-537-5651
Education Specialist in School Psychology (Ed. S.)	Sharon Ward	sward@csusb.edu	909-537-5606
Special Education (MS)	Jemma Kim	jemma.kim@csusb.edu	909-537-5606
English: Applied Linguistics & Teaching English as a Second Language (TESL)	Parastou Feiz	pfeiz@csusb.edu	909-537-5824
English Composition	Karen Rowan	krowan@csusb.edu	909-537-5824
English Literature	Jessica Luck	jluck@csusb.edu	909-537-5824
Health Services Administration	Paulchris Okpala	paulchris.okpala@csusb.edu	909-537-5339
Information Systems & Technology	Erin Yela	eyela@csusb.edu	909-537-5723
Interdisciplinary Studies	Caroline Vickers	cvickers@csusb.edu	909-537-5058
Mathematics	Corey Dunn	cmdunn@csusb.edu	909-537-5361
National Security Studies, National Cybersecurity Studies	Mark Clark	mtclark@csusb.edu	909-537-5534
Nursing	Margaret Beaman	mbeaman@csusb.edu	909-537-5380
Psychological Science (MA)	John Clapper	jclappe@csusb.edu	909-537-5570
Psychology: Clinical/Counseling (MS)	David Chavez	dchavez@csusb.edu	909-537-5570
Psychology: Industrial/Organizational (MS)	Kenneth Shultz Janelle Gilbert	kshultz@csusb.edu	909-537-5570
Public Administration	Toni Ditty	tditty@csusb.edu	909-537-5758
Public Health	Salome Kapella-Mshigeni	Salome.Mshigeni@csusb.edu	909-537-5339
Rehabilitation Counseling	Connie McReynolds	cmcreyno@csusb.edu	909-537-5606
Social Sciences & Globalization	Jose Munoz	munoz@csusb.edu	909-537-5524
Social Work	Herb Shon	herb.shon@csusb.edu	909-537-5501
Spanish	Rafael Correa	rafa@csusb.edu	909-537-5847



Feel free to call, e-mail, or visit the Office of Graduate Studies for assistance. We are happy to help!

Office of Graduate Studies
 College of Education, 356
 909-537-5058
 gradstud@csusb.edu

