

The Coyote Graduate Student Guidebook

2023-2024

Office of Graduate Studies

College of Education, 356

(909) 537-5058

csusb.edu/graduate-studies



Office of Graduate Studies

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Welcome to Graduate Studies



Caroline Vickers, Associate Dean of Graduate Studies, Professor of English

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

campus clubs and organizations. Involvement in campus leadership 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 Orientation on August 12, and Graduate Education Week taking place 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.

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

Caroline H. Vickers, Ph.D.
Associate Dean of Graduate Studies

Getting to CSUSB

Parking Information

Parking permits are required at all times - 24 hours a day, 7 days a week. Parking permits are required in all spaces on campus including general, carpool, faculty/staff, service, disabled and residential spaces. Please note there is **no grace period**. A special permit/decal is required to park in carpool spaces and residential spaces. For more information contact Parking and Transportation Services by phone (909-537-5912), email parking@csusb.edu or by visiting their website [here](#).

Purchasing Parking Permits

Daily permits can be purchased from any of the 16 parking permit dispensers located around campus. Weekday permits are \$6 per day and \$3 for the weekend. Semester and Academic Year permits include general, residential, and motorcycle permit options. All long-term permits are available online for purchase on the [Parking and Transportation Services website](#), if needed. Once purchased students may print a temporary parking permit to display until they receive the permit in the mail. Please note that Resident/Housing permits are note mailed out and must be picked up from the Information Center Kiosk on Coyote Drive.

10 Commuter Link Bus

The 10 Commuter Link is a weekday service, Monday through Friday, allowing CSUSB students, staff and faculty to travel between the Coachella Valley and San Bernardino for FREE. All you will need to do is swipe your Coyote OneCard. The bus service operates Monday - Friday. This service allows students to access both the Palm Desert and San Bernardino Campuses. The 10 Commuter Link Route Map & Schedule can be found [here](#).

For more information about the 10 Commuter Link Bus, contact Parking and Transportation Services at 909-537-5912 or e-mail: parking@csusb.edu

Public Transportation

Transit providers include local Omnitrans, Sunline & Victor Valley Transit 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. In addition, CSUSB has contracted with Victor Valley Transit Agency and Sunline Transit Agency allowing Students, Staff & Faculty to ride any of these buses for free by just swiping their Coyote OneCard.

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

Charging stations are located in Lot N (13 DualPort stations) Parking Structure East (3 stations), Parking Structure West (3 Stations), and Parking Lot C (2 Dual-Port stations). They 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. The machine in Lot N require a ChargePoint account to begin your session. Set up your account at www.chargepoint.com. Contact [Parking and Transportation Services](#) at (909) 537-5912 .

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 your MyCoyote Student Center and registering for classes, call the Office of the Registrar at 909-537-5100, Option 1, or e-mail registrationhelp@csusb.edu.

Coyote OneCard

The Coyote OneCard is your student identification throughout campus. Information on how to obtain your Digital Coyote OneCard by GET Mobile, or to request, or replace, a physical OneCard visit the [Technology Support Center](#) page or contact them at 909-537-7677. 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 the 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 [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 are assigned a CSUSB e-mail account. Access your email by logging onto your myCoyote account. 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.

Note: 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.”

Graduate Studies Weekly RoundUp

All registered graduate students will receive the Graduate Studies Weekly Roundup, a weekly e-mail with important updates on upcoming deadlines, events, and workshops. Watch for the Weekly Roundup on Tuesday mornings.

Student Resources and Support

[Important Dates & Deadlines](#)

Each semester, review the most current online [Academic Calendar](#) for University and Graduate Studies deadlines. Also, check your department's website for program-specific deadlines

COVID-19/Coronavirus Information is available on the university website: csusb.edu/covid-19

The site provides the latest information on health and safety updates, notifications, and closures related to the pandemic.

[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 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](#) The CSUSB Early Childhood Education Programs supports students and families within the university and community at large by providing high quality child care and hands on learning experiences through developmentally appropriate practices, building relationships, and recognizing individual strengths and values. Additional information can be found at www.csusb.edu/itls

[Class Section Listing](#)

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

Student Resources and Support, cont.

the course syllabus, the department office, the instructor, or your department's website. Your graduate coordinator will also post office hours. Be sure to visit for advising.

[Graduate Student Academic Forms](#)

Our forms are now digital and can be found on the Graduate Studies website. Instructions for completing each form are included. If needed, forms can be requested by emailing gradstud@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 our website at csusb.edu/graduate-studies.

[Graduate workshops](#) are held throughout the year. Dates are posted on the Graduate Studies PREP Program website: csusb.edu/graduate-studies/prep-program

[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.

[Graduate Resource Specialist](#)

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. To schedule an in-person appointment or visit the [Graduate Resource Specialist web page](#).

Feel free to schedule an appointment!

[Graduate Student Society](#)

The purpose of the Graduate Student Society (GSS) is to foster a deeper social and academic bond between the graduate

students of CSUSB. GSS is intended to help strengthen the connection of graduate students to one another, across disciplines, to enhance the college experience of this demographic. Graduate school can be a time of stress and isolation. GSS seeks to lessen these hardships through social and networking opportunities and advocacy work for graduate students. No graduate student needs to be an island. Come bond for years among peers.

[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 the website linked above.

[CSUSB Graduate Writing Center](#)

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. Visit their [website](#) for more information or to schedule an appointment. Contact by phone at 909-537-3127 or e-mail WritingCenter@csusb.edu.

[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 and Meeting of the Minds are just a few of the assets OSR has to offer. Contact by phone 909-537-3728 or e-mail osr@csusb.edu.

Student Resources and Support, cont.

[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 semester. Contact by phone at 909-537-3177.

[Basic Needs Initiative](#) The CSU Basic Needs Initiative supports student's well-being and basic needs by providing access to immediate food assistance, financial assistance, short term emergency housing, and connecting students with additional resources and support on campus and in your community.

[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.

[Institutional Equity & Compliance](#) 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 iec@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

[Grad Slam: 3-Minute Thesis](#)

The Grad Slam is a research communication competition that showcases the outstanding research of CSUSB graduate students. The competition is open to currently enrolled CSUSB graduate students completing a thesis, project, or dissertation. Watch for announcements in fall 2023 for the spring 2024 competition.



[The Graduate Student Orientation](#) is offered August 12, 2023 from 10:00 am to 1:00 pm by the Office of Graduate Studies. Open to all 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. The university's many resources and opportunities are available on the new graduate student orientation Canvas site.

[Graduate Education Week](#)

Continue in the 6th annual rendition of a week dedicated to graduate student support and resources, including helpful workshops, engaging panels, and opportunities for networking and socialization.

[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 spring 2024. 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 and the CSU competition is held in spring. Contact the [Office of Student Research](#) for more information at 909-537-3728

[Graduate Student Mixer](#) 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 Graduate Student Mixer in Spring semester 2024.

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](#) 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.

[Department of Theatre Arts](#)
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!

[The 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, and a multi-purpose Events Center used for major events.

The [SMSU North](#) houses many amenities including dining options, the campus bookstore, and a bowling alley. The building is also home to many student and campus organizations.

[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, Einstein Bros. Bagels, and Starbucks, to name a few. Meal plans are available for both campus residents and commuters.

[Graduate Student Success Center](#) Located in SMSU South, the Graduate Student Success Center is a multi-room space that includes a lounge, study rooms, computer stations, and a kitchen. Take advantage of this grad student retreat!

Financing Your Education

[Office of Financial Aid & Scholarships](#)

Contact the [Office of Student Financial Aid & Scholarships](#) at 909-537-5227 for information on eligibility or applying for financial aid. To apply for aid, complete a Free Application for Federal Student Aid (FAFSA) form at studentaid.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. 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](#).

[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 or the California Dream Act application (CADAA) 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. Contact the [Office of Financial Aid & Scholarships](#) for additional information.

[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 email you received from Graduate Studies. It is important for you to know your status and its implications. Applicants to post-baccalaureate study must complete an application and be accepted to the 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/Conditional Admission

If you were admitted pending official transcripts, you must have your official transcripts sent to the Office of Graduate Studies by the first day of classes of your first semester of enrollment. Failure to do so will result in a registration hold and delay financial aid disbursement.

Provisional Admission

If you were admitted pending completion of your bachelor's degree, you must forward your official transcript with degree posted to the Office of Graduate Studies by the first day of classes of your first semester of enrollment. Failure to do so will result in removal from the master's program. Any units taken while in the master's program prior to receiving your degree will be counted as ungraduated credit.

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 12 quarter units or 9 semester units to graduate may be permitted to enroll for post-baccalaureate credit during the final semester 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 4000–to 6000–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.

[Transfer Credit from Other Institutions](#)

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.

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 or Dropping after Census](#)

The Census date of every semester 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 semester will be closed. Information on how to add or withdrawal from a course after census can be found on the [Office of the Registrar page](#).

[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. If you do not formally withdraw from a class you will earn a “WU,” which is calculated for the GPA as an “F.”

[Leave of Absence Policy](#)

Advanced degree (master’s, doctorate) and credential seeking students who plan to be absent from the university for one term or more must file a leave of absence to preserve their current catalog rights (Title 5, Article 5, Sec. 40401). A petition, available through the [Office of Graduate Studies](#) must be filed and approved.

The leave of absence policy covers interruptions which are involuntary (medical) or voluntary (military, personal or planned educational leave). Petitions for leaves of absence should be filed in advance of the interruption in enrollment.

Medical and military leaves may be considered retroactively if supported by individual circumstances, but those leaves must be filed no later than census date of the first regular term of non-attendance. Personal and planned educational leaves cannot be retroactive since they constitute an agreement or “contract,” which must be set in advance. The maximum duration for any leave is two calendar years.

The Leave of Absence form is available on the Office of Graduate Studies [Forms page](#).

Special Considerations

Academic Catalog

The *Academic Catalog* is your comprehensive guide to University rules and regulations. You must meet the program requirements published in the Academic Catalog 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 *Catalog* “rights” can be amended with course substitutions.

Semester catalog requirements are the program requirements listed in the Academic Year 2023/24 Bulletin. Whether you are following quarter or semester catalog requirements, courses you take under the quarter system or under the semester system apply towards your degree requirements, if applicable. Talk with your graduate program coordinator to discuss how changing your catalog requirements impacts your time to degree.

Academic Load

A full-time academic load is 6 or more units of graduate-level coursework during the fall and spring semesters.

For payment of fees, full-time and part-time graduate study is defined as follows:

- 0 - 6 units = part-time tuition
- 6.01 units or more = full-time tuition

For more information about part-time and full-time fees, contact Student Financial Services at 909-537-5162 or e-mail sfs@csusb.edu. International students should contact the Center for International Studies & Programs at 909-537-5193 or e-mail cisp@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 semester.



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 their graduate program courses.

- **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 census, 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 semester. 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 by your program coordinator and the Associate Dean of Graduate Studies. 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 [2023-2024 Academic 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 so that you meet all deadlines.

To make satisfactory progress toward your degree, you must maintain a 3.0 GPA in your program. You will be placed on academic probation if your overall or semester GPA is below 3.0. You may be disqualified and subject to dismissal if your GPA remains below a 3.0 for more than one semester. 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 your program coordinator and the Associate Dean of Graduate Studies. See **Repeat of Courses** on page 12 of this guide.

Academic Probation

If your overall program 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 must submit the plan to April Lane (alane@csusb.edu) in the Office of Graduate Studies.

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 Associate Dean 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 semester GPA to a 3.0 in one semester. 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 Associate 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 graduate program 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 semester 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.

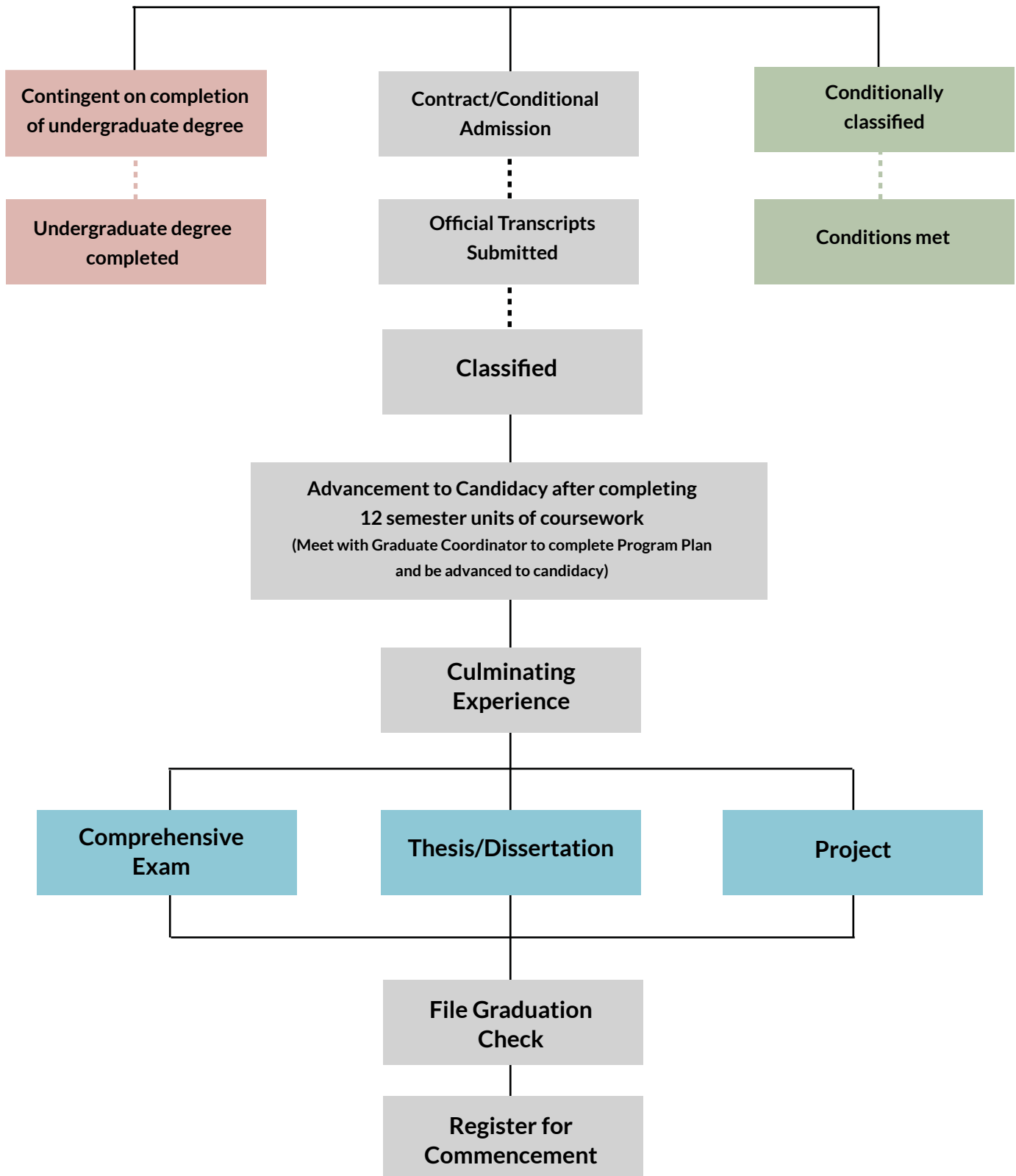
Validation of Expired Course Work

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. 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. A request for an extension and permission to validate credit must be approved by the graduate committee, the departmental graduate coordinator, and the Associate Dean 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



Advancement to Candidacy

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

1. Completed all prerequisite requirements to reach Classified status
2. Finished at least 12 semester units of coursework in your program

When you have met all of the requirements for advancement to candidacy you should meet with your program coordinator. Your coordinator will update your PAWS report to advance you to candidacy. You must be advanced to candidacy before filing your Graduation Requirement Check with the Office of the Registrar

- Requests for substituting, adding, or removing courses must be approved by your graduate coordinator, and updated on your PAWS.

- Your advancement to candidacy remains valid only if you maintain continuous enrollment in the University as defined in the Academic Catalog. If re-admitted after an absence, you must meet current catalog curricular requirements for your program.

You must complete all required coursework, 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/dissertation, 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.

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](#).

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.

Continuous Enrollment

If you have completed the thesis or project course 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 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

Professional Resource and Engagement Program (PREP)

PREP is a space for you as a CSUSB graduate student to take advantage of free workshops to

develop professionally and personally. Your rigorous graduate program at CSUSB engages you in a rich academic experience and allows you to develop a high level of expertise. PREP prepares you to articulate how your academic expertise aligns with your personal and professional development. PREP offers you workshops, seminars, mixers, and activities based off of seven pillars as shown below:

Communication and Writing
Innovation
Financial Well-Being
Leadership & Career Development
Research
Teaching and Mentorship
Wellness

Students who complete at least five listed activities in any given category, Communication & Writing, Innovation, Financial Well-Being, Leadership & Career Development, Research, Teaching & Mentorship, or Wellness are eligible to receive a certificate of completion in that category.

These activities must be completed before your graduate program is completed in order to receive the certificate.

Please be prepared to provide a piece of documentation for each event, and send an email to gradstud@csusb.edu when completed to receive your certificate.

As you engage in these personal and professional development opportunities, we encourage you to take advantage of CSUSB's free access to the e-portfolio platform, [Portfolium](#), to highlight your accomplishments and growth as a graduate student at CSUSB.



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 Semester

- Download/ Bookmark current [CSUSB Catalog](#) , 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 semester to graduation (check course rotations).
- Make preliminary decision about expected date of graduation.

To Do: Each Semester 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 semester)

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

- Speak to your coordinator about advancement to candidacy if not earlier.
 - Date Submitted: _____
- Obtain approval for human/animal research from the IRB or IACUC if required.
 - Date Submitted: _____
- Keep copies of all documents submitted to your department and the Records Office.

To Do: After Advancement to Candidacy and Culminating Experience Are Approved

- Enroll in Culminating Experience course.
- Enroll in [Continuous Enrollment](#) if you have completed all coursework and are working toward your culminating experience.
- Submit your [Grad Check](#)

To Do: Your Last Semester

- Register for Commencement and pay fee. See the Commencement Office [website](#) for important graduation deadlines.
- Complete and submit your thesis, project, or dissertation for publication on ScholarWorks or 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

Find your program coordinator's contact information by visiting our [Degrees and Department Contacts](#) page and clicking on your program type, or scan the QR code.



Palm Desert Campus



San Bernardino Campus



Feel free to call, email, 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