The Graduate Coordinator's Guidebook

2023-2024

CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO
Office of Graduate Studies

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

DEFINE THE Future

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Message from the Administrator in Charge

Caroline Vickers, Administrator in Charge 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.

Caroline H. Vickers, Ph.D.
Administrator in Charge of
Graduate Studies

Graduate Coordinator Duties, Responsibilities, and Resources

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

The Graduate Council approved the following duties in 2008:

Duties and Responsibilities

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

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

1. Recruiting new students. Note that the Office of Graduate Studies' recruitment specialist, Erma Cross, is here to assist you. We encourage you to collaborate with Erma (74395) or erminia.cross@csusb.edu regarding recruitment opportunities for your program.
2. New student orientation and program events.

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

Change of Graduate Coordinator

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

Graduate Coordinator Duties, Responsibilities, and Resources, cont.

Resources

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

Support Personnel: During your tenure as graduate coordinator, you will have access to a large group of administrators, staff, and faculty appointees whose special expertise is important to your advisement role.

Graduate Council: This is a standing committee of the Academic Senate and consists of representatives from each of the academic colleges/schools, the Administrator in Charge of Graduate Studies. Graduate Council members are elected by the faculty.

Departmental Support: Your department chair is the primary support for you in your coordinator role. He or she has signature authority in your absence, and provides advisement and fiscal leadership within the department. Your department's graduate committee helps interpret, inform, and decide departmental policy, courses and curriculum, and other related graduate issues.

Office of Graduate Studies: The Administrator in Charge of Graduate Studies and the Office of Graduate Studies staff offer specific expertise related to the major areas of graduate studies. Coordinators are encouraged to stop by the office and become acquainted with the staff.

Graduate Coordinator Meetings: See the Coordinator's Resources pages of the Graduate Studies website for the dates of the meetings. You are strongly encouraged to attend. These meetings provide crucial information for graduate coordinators.

Guidelines, Manuals, and Forms

Academic Catalog: The Academic Catalog may be needed for consultation. This is one of the most critical of your resources. Official policy is recorded here. The current catalog and an archive of past bulletins are available on the CSUSB website.

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

A Guide to Thesis, Project, & Dissertation Formatting: Informs you of the review process and formatting guidelines. Deadlines, workshops and formatting resources are available on the thesis/project/dissertation pages of our website under "Current Students".

Thesis/Project/Dissertation Committee Policy and Guidelines: This document which can be found on the Graduate Coordinator's Toolbox page provides the policy and guidelines for service on thesis/project/dissertation committees including the composition of committees, expectations of committee members, and any changes to thesis/project/dissertation committees.

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

Office of Graduate Studies Forms: As graduate coordinator, you will often complete forms with graduate students. These forms are available on the forms pages of the Office of Graduate Studies website.

Graduate Coordinator Duties, Responsibilities, and Resources, cont.

1. Discount of Grade Form and Instructions: Retaking a course and replacing the previous grade with the new grade.
2. Leave of Absence Form and Instructions: Missing/declining to enroll for one or more semesters (other than summer).
3. Simultaneous Enrollment Form and Instructions: Taking courses with overlapping times at CSUSB (simultaneous enrollment).
4. Waiver of Program Residency Requirement: In accordance with university regulations, no more than 9 semester units of credit may be earned outside of residency within the program. In order to request a waiver of this requirement a waiver request must be submitted.
5. Recertification of Expired Coursework: This request is required to recertify courses older than the maximum number of years specified by your program. The maximum age limit for a course to be recertified is twelve years since the course was first taken, and only two-thirds of a program can be recertified.
6. Committee Certification Form and Instructions: Submitting your thesis, project or dissertation for review.
7. Drop after Census Form and Instructions: Dropping a class after the census date.
8. Continuous Enrollment through CEGE and Comprehensive Exam Enrollment through CEGE Forms and Instructions: Enrolling in a continuous enrollment course to complete a thesis, project, or comprehensive exam; or enrolling in the comprehensive exam through the College of Extended and Global Education.
9. Transitory Application and Instructions: Applying for a non-degree program as transitory student.
10. **Newly Admitted Post-Baccalaureate Summer Course Form and Instructions** Summer courses are available to newly admitted post-baccalaureate students. Students can find more information about summer session by visiting www.csusb.edu/summer

Coyote Graduate Student Guidebook

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

Cal State Apply Application Guide

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

California Code of Regulations (Title 5)

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

Tutorials for Running PeopleSoft and Managing Data

The Coordinator's Toolbox page of our website contains links to tutorials including How to Run a Query for a List of All Graduate Students in Your Program and How to Run a Query for a List of New Graduate Students.

Graduate Enrollment Dashboard

A visualization tool to analyze graduate program application and enrollment data trends by comparing the current term to the previous year. Graduate coordinators will benefit from being able to make data-driven decisions regarding their recruitment and admissions efforts. The dashboard's data is updated weekly by the Office of Graduate Studies.

Graduate Coordinator Duties, Responsibilities, and Resources, cont.

Graduate Coordinators Meetings

Please attend Graduate Coordinators Meetings for the latest information pertinent to your role as graduate coordinator. The schedule is posted on the Coordinator's Resources page of our website.

Office of Graduate Studies Resources

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

The Administrator in Charge of Graduate Studies
Caroline H. Vickers cvickers@csusb.edu

Location: Office of Graduate Studies
College of Education, Rm. 356

Phone: 909-537-5058
When you call the main line, our phone tree will direct you to the appropriate staff member.

Fax: 909-537-5078

Hours: M-F 8:00 a.m. – 5:00 p.m.

Summer Hours: M-TH 7:00 a.m. - 5:30 p.m.

Graduate Studies Office Staff

Erminia Cross
Graduate Recruitment Specialist
(recruiting, marketing, prospective students)
Erminia.cross@csusb.edu

Megan Kinnally
Graduate Student Engagement Specialist
(event planning, student engagement)
Megan.Kinnally@csusb.edu

April Lane
Graduate Student Resource Specialist
(current students and prospective students, application inquiries, Graduate Equity Fellowship, California Pre-Doctorial Program, Chancellor's Docotoral Program Coordinator, on campus and off campus resources, probation, dismissal)
alane@csusb.edu

Shelby Reeder
Administrative Analyst/ Thesis Reviewer
(office administration, thesis review)
sreeder@csusb.edu

Chris Songsittichok
Administrative Analyst/ Specialist
(budget, Graduate Studies data)
Chris.Songsittichok@csusb.edu

Graduate Admissions Staff

Kimberly De Leon
Graduate Systems Analyst
kimberly.deleon@csusb.edu

Cecilia Farmer
Graduate Admissions Evaluator
cecilia.farmer@csusb.edu

Graduate Admissions

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

Admission Standards

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

To be admitted to a graduate program at CSUSB. Applicants must meet the following minimum GPA requirement:

If the applicant holds only a Bachelor's degree:

If the cumulative GPA on the Bachelor's granting transcript has 60 or more semester units or 90 or more quarter units listed and is 2.5 or above, then the GPA is acceptable. If the cumulative GPA is below 2.5, then the GPA will be calculated using the last 60 semester units or 90 quarter units. If the calculated GPA is 2.5 or above, the GPA is acceptable. If the cumulative GPA and the last 60-semester unit or 90 quarter unit GPA are both below 2.5, then all undergraduate transcripts will be used to calculate both a total cumulative and a last 60-semester unit or 90 quarter unit GPA. If either GPA calculation is 2.5 or above, then the GPA is acceptable. If both calculated GPA's (cumulative and last 60 or 90) are below 2.5, then an appeal is required.

If the applicant has 12 or more semester or 16 or more quarter Graduate units or a Graduate Degree:

If the cumulative GPA from the highest degree is 3.0 or above, then the GPA is acceptable. If below 3.0, then an appeal is required.
If no graduate degree has been earned but 12 or more semester or 16 or more quarter graded, graduate units have been received, then calculate GPA on all graduate units. If 12 or more semester or 16 or more quarter units GPA is 3.0 or above, then the GPA is acceptable. If below, then an appeal is required.

If the applicant has any CSU graduate units and the GPA is below 3.0, then an appeal is required.
If an applicant has a minimum of 8 graduate units from CSUSB in the graduate program to which the applicant is applying, with a GPA of 3.0 or above, they are admissible.

*The Office of Graduate Studies performs all GPA calculations on a case-by-case basis and these best practices are meant as a guide. As always, special circumstances arise and not every situation can be listed. If all attempts to achieve an acceptable GPA are unsuccessful, the applicant will be denied. If the department wishes to pursue the applicant further, then an appeal will be required.

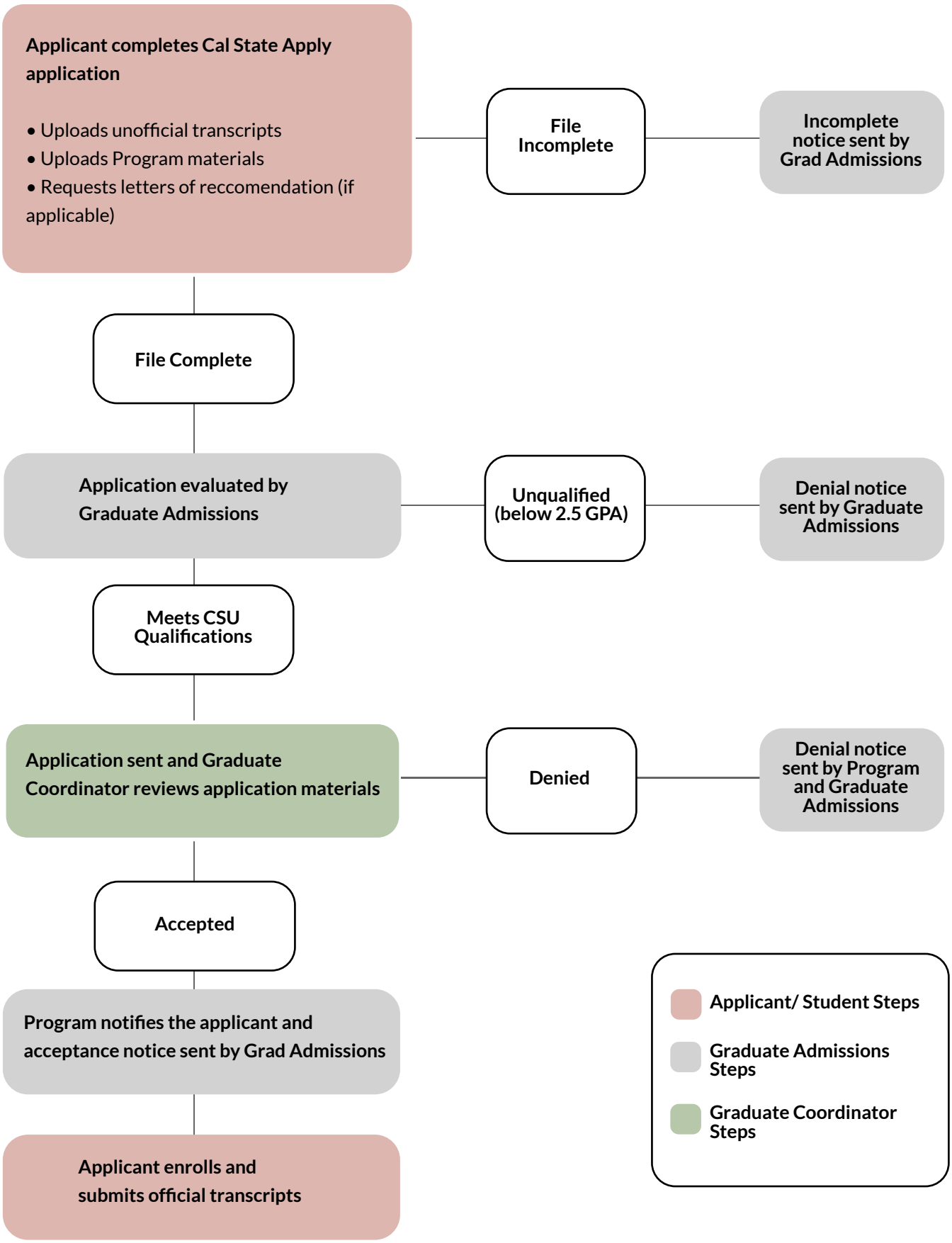
If particular programs have higher GPA requirements than 2.5, the GPA requirement can be tailored to that program's requirements.

Applicants must be in good standing in the last institution attended to be admissible.

Regarding the appeal process, applicants have a right to appeal the decision within 15 days of the denial notification. Applicants must submit a written appeal to the Office of Graduate Studies. Appeals will be reviewed by the graduate program and answered before the last day of registration for the term to which you have applied.

When evaluating applications for admission, some programs look at both the cumulative GPA and the GPA of the last 90 units. In addition to the GPA requirement, qualifying exams, writing samples, letters of recommendation or other criteria may be required, depending on the program. Some programs may have higher GPA requirements than the minimum.

Graduate Admissions Process



Graduate Admissions, cont.

Coordinators can customize the fourth quadrant ("Program Materials") of WebAdmit to list specific department application instructions (e.g. upload required materials such as writing samples, test scores, supplemental application, etc.). Letters of recommendation are also available in fourth quadrant at the applicant's request.

All materials that are part of the application are available to the coordinator in WebAdmit once an application has been officially submitted.

When the application is complete and evaluated, Local Status will be changed to Ready for Department Review. When graduate coordinators have made an admission decision, they will change the Local Status from Ready for Department Review to Admit Classifed, Admit Conditionally Classified or Denied.

Since the applications are only kept on file in WebAdmit for two years, Graduate coordinators should save the pdf application file in a password protected folder for students admitted to their program.

Admission Process

Applicants must apply for graduate programs online on Cal State Apply. Once the application is complete, Graduate Studies evaluates an overall grade point average to ensure it meets the university's minimum requirement and verifies that the bachelor's degree has been awarded from a regionally accredited institution.

WebAdMIT Training

A required training for Cal State Apply/WebAdMIT users to gain access to their graduate applications. Both new and existing users will benefit from learning more about WebAdMIT's capabilities and features, the admissions workflows, how to use the dashboard, and how to review the applicant details page.

Applications are sorted by admission status:

Communication with Applicants

The Office of Graduate Studies communicates with applicants throughout the process. Applicants initially receive a letter confirmation that their application has been received; this communication also includes their Coyote ID and steps for activating their CSUSB email and MyCoyote account. Applicants periodically receive emails informing them of the status of their application. Graduate Studies also informs applicants of the program's admission decision.

Graduate Coordinators can easily communicate with all applicants. For instance, coordinators might decide to contact "In Progress" applicants to ask if they need assistance completing their applications. Coordinators should also notify students as to whether or not they are admitted to the program. It is important for graduate coordinators to communicate with admitted students to ensure that they enroll in courses in a timely manner.

This communication with newly admitted students is the first advising contact between you, as the coordinator/advisor, and the student.

Graduate Admissions, cont.

Contract/Conditional Admission

Graduate Admissions accepts unofficial transcripts for admission consideration. Until a student submits their official transcripts to the Office of Graduate Studies, they will be Contract Admitted. Official transcripts will be required upon enrollment and must be submitted by the first day of class of the first semester attended. If students do not submit their official transcripts by the first day of class of their first semester of enrollment at CSUSB, a hold will be placed on their registration, they will be ineligible for financial aid, and their admission may be revoked for the following semester.

Categories of Graduate Admission

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

Conditionally Classified: Students who have not satisfied all of the general requirements for admission, and/or lack prerequisites that can be met by specified additional preparation, including qualifying examinations, may be admitted to a graduate degree curriculum with conditionally classified graduate standing. All unmet requirements must be fulfilled in the specified manner in order for a student to continue in the graduate degree program. Note that the admission GPA is never acceptable as a condition. Applicants are either admitted or denied based on the GPA specified in their application and cannot be conditionally classified contingent on raising the admission GPA.

Provisional Admission

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

Change of Program Concentration Process

Continuing students who wish to change program concentration within their current discipline should submit a Graduate Change of Program Application (COPA) to Graduate Admissions and pay a $6 processing fee. Graduate Admissions will send a Decision Form to the new program coordinator for approval. If approved, Graduate Admissions will notify the Registrar's Office to update the student's program plan.

Students who wish to change disciplines need to submit a new application on Cal State Apply and pay the $70 application fee.

Changing from Quarter to Semester Catalog: The coordinator should submit an updated program plan and a COPA (fee waived) to the Office of the Registrar.

Steps to Completing the Degree

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

Admission/ Classification

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

Program Plan

Program Plan: The Graduate Coordinator or advisor meets with the student and creates the program plan, listing all required courses. The plan is prepared after the student finishes at least 16 quarter units or 12 semester units.

Advancement to Candidacy

Advancement to Candidacy: Once the program plan is approved by the graduate coordinator and/or academic advisor, the coordinator will advance the student to candidacy using the PAWS - Graduate Exceptions from the Audit (EFA). Students admitted prior to fall 2020 will not have a PAWS and a physical/electronic program plan must be sent to the Office of the Registrar to advance the student to candidacy.

Culminating Experience

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

Graduation Requirement Check

Graduation Requirement Check: The student files a graduation requirement check (grad check) with the Office of the Registrar at least one semester before their expected graduation date.

Commencement Registration

Commencement Registration: A student's eligibility to participate in commencement is verified by the Graduate Coordinator and the Office of the Registrar.

Graduation

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

Steps to Completing the Degree, cont.

The requirements that must be met to achieve a master's degree include the following 9 items:

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

Calculating Full Time Status

In order for a graduate student to be considered full-time, he or she must be enrolled in at least 6 units of 5000-9999 level courses.

Please refer to the Office of Student Financial Services for a breakdown of tuition and fees.

Course Overloading

Any student who would like to enroll in more than 15 units during fall or spring semester must obtain department permission.

Satisfactory Academic Progress (SAP)

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

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

- **Qualitative Standard**: Students must maintain good academic standing by meeting the GPA requirements as they are outlined in the Office of Financial Aid and Scholarships Satisfactory Academic Progress Policy.

- **Quantitative Standard:** Comparing the number of units attempted versus the number of units earned on an annual basis and within time limits to complete a degree on a cumulative basis. SAP policies and a unit calculator are available on the Financial Aid and Scholarship website. Withdrawn courses also count towards qualitative/quantitative standards and are used in the SAP calculation.

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

Please note that while students have a maximum of seven years to complete their graduate degree, this timeframe is not reflected in the SAP calculations. Therefore, your students will likely experience a failed academic progress report that will result in a hold on their financial aid disbursement.

Your student will be required to fill out a current program plan with you and submit that along with a SAP Appeal form to the financial aid office for evaluation.

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

Steps to Completing the Degree, cont.

PAWS and MyCap

As of fall 2020, PAWS and MyCAP is available for postbaccalaureate students. PAWS and MyCAP are both useful tools for program planning. Use the PAWS Exceptions from the Audit (EFA) to Advance to Candidacy, and make other course exceptions. As of fall 2022, all advancement to candidacy must be completed through the PAWS EFA process. The only exception is if the student was admitted prior to fall 2020.

Guides and additional information to the EFA process and MyCAP can be found on the Graduate Studies - Graduate Coordinator's Toolbox page.

Graduation Writing Assessment Requirement

Beginning catalog year of fall 2023 and beyond, the 3-unit upper-division writing course to satisfy GWAR has been updated to apply to baccalaureate students only.

Graduate Approved Program Plan

When creating the student's program plan, it is important to ensure the following: the program plan meets the requirements listed in the University Bulletin in the student's catalog year; the student has met all prerequisites for the program; courses will be offered when they are scheduled to be taken.

A template for your program's program plan should be available in your department office or you may create a program plan in myCAP. Please keep in mind that creating a myCAP does not eliminate the need to advance the to candidacy using PAWS EFA.

Exceptions from the Audit

1. Students must make the request for a change/ course substitution in their graduate department.
2. All exceptions made in a student's program (i.e., any deviations from the catalog) must be approved in the PAWS through the Exception from the Audit (EFA). Guides to the EFA and myCAP can be found on the Graduate Coordinator Toolbox page.

PAWS and myCAP are now available for graduate students admitted fall 2020 or after. PAWS and myCAP are an excellent planning tool for you and your students. If you are unfamiliar with PAWS or myCAP please reach out to April Lane to schedule a training session.

For graduate students with catalog rights 2022-2023 and beyond, paper/electronic program plans will not be accepted by the Office of the Registrar.

PREP (Professional Resource and Engagement Program)

Please encourage your students to engage in these personal and professional development opportunities, and to take advantage of CSUSB's free access to the e-portfolio platform, Portfolium, where they can highlight their accomplishments and growth as a graduate student at CSUSB.

Students who complete at least five listed activities in any given category are eligible to receive a certificate of completion in that category:

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

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

Students must provide a piece of documentation for each event, and send an email to gradstud@csusb.edu when completed to receive their certificate.

Culminating Experience and Continuous Enrollment

Students may fulfill the culminating experience requirement by passing a comprehensive exam or completing a thesis, project, or dissertation (doctoral candidates only). Please see the CSUSB Thesis, Project, Dissertation and guidelines.

Comprehensive Exam

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

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

A comprehensive examination is an assessment of the student's ability to integrate the knowledge of the area, show critical and independent thinking, and demonstrate mastery of the subject matter. The results of the examination provide evidence of independent thinking, appropriate organization, critical analysis, and accuracy of documentation. A record of the examination questions and responses shall be maintained in accordance with the records retention policy of the California State University.

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

Students whose program requires a comprehensive examination must declare to their department, at least one semester in advance, their intent to take the exam, obtain department permission, and register for the appropriate comprehensive examination course (Comprehensive Exam 6980) in their major discipline. Those who do not pass the comprehensive examination must fulfill any department, division, and/or college requirements for subsequent enrollments in these examinations.

Thesis, Project, or Dissertation

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

THESIS: The written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished project [product] evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation.

PROJECT: A significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology, and a conclusion or recommendation.

DISSERTATION: The dissertation shall be the written product of systematic, rigorous research on a significant professional issue. The dissertation is expected to contribute to an improvement in professional practices or policy. It shall evidence originality, critical and independent thinking, appropriate form and organization, and a rationale.

The dissertation shall identify the research problem and question(s), state the major theoretical perspectives, explain the significance of the undertaking, relate it to the relevant scholarly and professional literature, set forth the appropriate sources for and methods of gathering and analyzing the data, and offer a conclusion or recommendation. It shall include a written abstract that summarizes the significance of the work, objectives, methodology, and a conclusion or recommendation.

Culminating Experience and Continuous Enrollment

Submitting the Completed Thesis, Project, or Dissertation for Publication

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

Programs are encouraged to develop their own internal approval process for all members of the thesis/project/dissertation committee, if applicable.

Theses, projects, and dissertations are reviewed for formatting and checked for plagiarism using Turnitin.com before being published on Scholarworks. Manuscripts are accepted each term, and the submission deadline is typically the end of the 12th week of the semester. The thesis submission process, deadlines, and formatting requirements are posted on the Graduate Studies website.

Thesis, Project, Dissertation Workshops

Submission process and thesis formatting workshops are offered in fall and spring. Graduate Studies has also developed a Thesis Bootcamp to support students through the writing process and encourage them to make progress toward completion of their thesis, project, or dissertation. Please see the thesis workshops on the Graduate Studies website for more information.

Thesis Course Enrollment

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

Continuous Enrollment

Students who have completed all coursework but require additional time to complete their thesis/project/dissertation must register every semester for (Continuous Enrollment for Graduate Candidacy Standing) in their major discipline until their degree is granted. Earned units are not degree-applicable. This is a variable unit course. Students may enroll in the zero unit continuous enrollment course through the College of Extended and Global Education at a reduced rate if they are not completing any other course work.

Students completing the comprehensive exam follow a similar policy; while preparing for the comprehensive exam, they must remain in continuous enrollment until their degree is granted.

Grad Check, Commencement Verification and Graduation

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

Prior to registering for commencement, graduate students must file a grad check. Once the grad check is processed the students will automatically become eligible to register for commencement. Please work closely with your students to be sure they will be eligible to graduate for the term of the grad check.

Graduate Student Policies

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

Probation and Dismissal Policies

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

Disqualification:
If a student remains on Academic Probation for more than one semester, that student is subject to disqualification. The Office of Graduate Studies' staff member, April Lane (alane@csusb.edu) will query graduate coordinators each term with a list of students who have been on Academic Probation for more than one semester to ask if they intend to dismiss the student. Dismissal is the coordinator's decision.
To apply for reinstatement to a graduate degree or credential program after disqualification, the student must petition the appropriate program graduate committee. A student who has been disqualified from a master's degree program may be admitted to another program only on the recommendation of the department to which the student has applied and with the approval of the Administrator in Charge of Graduate Studies.

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

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

Leave of Absence

Any graduate student (doctorate, master's, credential) who plans to be absent from the university for one semester or more must file a leave of absence to preserve his/her current catalog rights and avoid being discontinued from the university (Title 5, Article 5, Sec. 40401).

Graduate Student Policies, cont.

The request must be approved by the Graduate Coordinator and the Administrator in Charge of Graduate Studies. To be eligible, students must be in good academic standing and have completed the first semester of their program. Some leaves may require documentation.

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

Returning from an Approved Leave of Absence: A readmission form, available through Office of the Registrar, must be submitted if the student decides to return earlier than planned.

Discount of Grade (Repeating a Course)

The Discount of Grade form is used when a student has repeated a class and would like the grade for the current class to replace the first attempt. When a discount of grade is approved, the original course grade on the student's permanent record will be discounted. Only the last grade earned shall apply to the student's cumulative postbaccalaureate grade point average. The first attempt will show on the transcript with the repeat (discount) noted. Conditionally Classified, Classified and Credential Students may be permitted to repeat one course that was taken for graduate credit. It must be approved by the Graduate Coordinator and Administrator in Charge of Graduate Studies. Instructions on completing the discount of grade form are available on the Graduate Studies website. Graduate students are only allowed one discount of grade.

Simultaneous Enrollment

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

Dropping a Course at the End of the Term

After the 12th week of the semester, students must petition the Administrator in Charge of Graduate Studies to withdraw from courses. Reasons may include serious personal or family problems, accident, or injury, and documentation must be included. Students are encouraged to consult with the Financial Aid office before withdrawing, since financial aid may be affected. Instructions for completing the form are available on the Office of Graduate Studies website.

Incomplete Grade Extension Request

An incomplete grade must be made up within the calendar year immediately following the end of the term in which it was assigned (or as indicated by the instructor of the course). If it is necessary to extend this time limit, the student must obtain the consent of the instructor.

Request for a Retroactive Withdrawl

Complete this request to withdraw from a previous term. Requests for withdrawal from a previous term will be considered for circumstances involving accident, illness, serious personal or family problems, or military transfer only. Lack of awareness of the withdrawal dates or procedures is not a justifiable circumstance

Graduate Student Policies, cont.

Waiver of Program Residency Requirement

In accordance with university regulations, no more than 9 semester units of credit may be earned outside of residency within the program. To request a waiver of this requirement a waiver request must be submitted.

Recertification of Expired Coursework

This request is required to recertify courses older than the maximum number of years specified by your program. The maximum age limit for a course to be recertified is twelve years since the course was first taken, and only two-thirds of a program can be recertified.

Travel with Students

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

Annual Events

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

Graduate Student Orientation

August 12th, 2023, 9:00 am - 12:00 pm

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

You and your students also have access to the new Graduate Student Orientation Canvas course.

Graduate Education Week

November 13th - November 17th, 2023

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

Grad Slam: Three Minute Thesis

April 9th, 2024

The Grad Slam is a school-wide TED talk-like competition in which CSUSB graduate students will explain a thesis or dissertation in 3 minutes or less. This competition will help students develop communication and presentation skills, as well as challenge them to showcase their thesis in layperson's terms to a generalized audience.

The Grad Slam is scheduled for April 9th, 2024 as part of Research Week, and information sessions will be available to begin recruiting participants in the fall term.

Workshops & Information Sessions

Please let your students know about these upcoming events:

Thesis Submission and Review Workshop

See website for dates and locations.

This workshop explains the electronic submission and review process, needed forms, deadlines, how Turnitin.com is used to check for plagiarism, and general formatting requirements.

California Pre-Doctoral Program Information Session

See website for session dates and additional information.

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

Chancellor's Doctoral Incentive Program Information Session

See website for session dates and additional information

The Chancellor's Doctoral Incentive Program (CDIP) provides financial assistance for students pursuing doctoral degrees. The program seeks to provide loans to doctoral students who are interested in applying and competing for CSU instructional faculty positions after completion of the doctoral degree. Through CDIP the CSU Chancellor's Office provides assistance in the form of a student loan.

CSUSB Cal State Apply Virtual Graduate Application Workshops

Find Upcoming Sessions

Applicants receive hands-on assistance with the Cal State Apply application and learn to craft a statement of purpose. Please encourage potential students to call Graduate Studies at 909-537-5058 or visit https://www.csusb.edu/graduate-studies/prospective-students/how-apply/graduate-application-assistance.

Graduate Recruitment Opportunities

Contact Erma Cross Erminia.Cross@csusb.edu at Graduate Studies for information on upcoming recruiting events and opportunities: 74395 or gradrecruitment@csusb.edu

Student Resources and Support

As the main point of contact for your graduate program, you will likely receive questions about the kinds of resources available to CSUSB students. Below is a list of resources and contacts you may find helpful:

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 offers professional development workshops, resume and cover letter writing assistance, internships, and more to help students and recent alumni meet their personal and professional goals. Contact by phone at 909-537-5250 or e-mail careercenter@csusb.edu.

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

The Children's Center provides high quality education and childcare to children aged 3 through kindergarten in a nurturing, developmentally appropriate learning environment. Contact by phone at 909-537-5928.

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.

Graduate Student Society
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. Additional information about GSS can be found at csusb.campuslabs.com/engage/organization/tgss

Graduate Writing Center consultants 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. Contact by phone at 909-537-3127 or e-mail WritingCenter@csusb.edu.

The 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!

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; confidentiality is maintained at all times. Contact by phone at 909-537-FOOD or e-mail basicneeds@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 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 Student Health Center provides health care services to all registered students. Their medical services include primary care, immunizations, nursing care, health education. 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, 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 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 South 102B. Contact by phone at 909-537-5937 or e-mail Dreamers@csusb.edu.

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

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 program coordinator's contact information by visiting our Degrees and Department Contacts page and clicking on 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