

# **The College of Natural and Social Sciences' Graduate Handbook**

## **for Faculty Advisors, Department Chairs, Department Staff, and Graduate Students.**

Please note that criteria and/or procedures in this handbook are subject to change.

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## Unit Requirement

### Criteria from the Catalog

<http://ecatalog.calstatela.edu/content.php?catoid=22&navoid=2140>):

*Completion of at least 30 semester units in approved courses, of which at least half (15) must be graduate (5000-level) courses. Master's degree programs whose minimum total units are established at more than 30 semester units must include at least half of those units in courses at the graduate (5000) level.*

## Grade Point Average Requirement

### Criteria from the Catalog

<http://ecatalog.calstatela.edu/content.php?catoid=22&navoid=2140>):

*Achievement of a minimum B (3.0) grade point average in all courses on the approved Study Plan. A grade of C is allowed on the Study Plan; however, any grade below C, including C-, requires that the course be repeated with both grades computed in the grade point average.*

## Residence Requirement

### Criteria from the Catalog

<http://ecatalog.calstatela.edu/content.php?catoid=22&navoid=2140>):

*At least 21 semester units for the master's degree must be completed in residence at Cal State L.A.*

## Full-Time Unit Load for Graduate Students

### Criteria from the Catalog:

<http://ecatalog.calstatela.edu/content.php?catoid=22&navoid=2141>

*For full-time enrollment certification by the University graduate students must carry a unit load of 8 units of approved prerequisite, corequisite, or graduate program courses. Upon recommendation of a student's major department/division/school and approval by the appropriate college dean, a student enrolled in any of the following department/division/school courses may be certified as full-time with fewer than 8 units: 5960, 5970, 5990, 5995, 6990. The maximum unit load for students working towards a graduate degree is 16 units per semester. Authorization to enroll in more than 16 units requires a petition approved by the student's major department/division chair or school director and the appropriate college dean.*

The unit load criteria above is the same for international graduate students and for graduate students receiving financial aid.

### **Admissions into a Master's Program:**

The prospective student needs to apply to the University using "Cal State Apply" online application. The prospective student also needs to apply to the master program he/she is interested in pursuing. The prospective student should contact the department offering the master's degree program he/she is interested in for more information. The department admission deadlines and "Cal State Apply" can be found at the admissions webpage:

<http://www.calstatela.edu/admissions>

## Special Action Admission Students:

### Criteria from the catalog

<http://ecatalog.calstatela.edu/content.php?catoid=22&navoid=2140>):

*Except for those who hold an advanced degree from an accredited institution, all students admitted by special action must complete a minimum of 10 semester units of upper division qualifying courses on a formally approved master's degree study plan with a minimum B (3.0) grade point average with the following conditions:*

*The principal graduate adviser, major department/division/school, and college graduate dean must approve qualifying courses before the student completes them. Courses graded CR/NC may not be used on the qualifying study plan.*

*Upon recommendation of the principal graduate adviser and the major department/division/school, and with the approval of the college graduate dean, qualifying courses may be waived for students whose postbaccalaureate work demonstrates promise of the scholarly ability required for graduate study. To be eligible for recommendation of such a waiver, a student must have completed, with a minimum B (3.0) overall grade point average, 10 or more semester units of upper division or graduate level postbaccalaureate work at an accredited institution that is acceptable toward a master's degree at that institution.*

*Failure to achieve a B (3.0) grade point average in qualifying courses will result in the student's termination from the degree program.*

### Procedure for Special Action Admission:

Department must provide the NSS Associate Dean the following materials to review at least two weeks before the department admission deadline:

- Letter of support from graduate advisor or department chair with specific conditions clearly defined. If the reason is GPA for the Special Action Admission is GPA, the GPA needs to be stated in the letter.
- Letter from the applicant requesting special action admission. In the letter, the applicant needs to explain how he/she plans to be successful at Cal State LA, and he/she needs to state the reason why he/she does not meet the department and/or University admission standards. If the reason for the Special Action Admission is GPA, the GPA needs to be stated in the letter with an explanation.
- Unofficial transcripts from every College the student attended.
- One additional recommendation letter (a copy of a letter from the student's admission packet is fine)

## Conditional Graduate Standing (G1)

### Procedure for conditional graduate standing:

Student's admitted through Special Action Admission need to complete at least 10 semester units of upper division qualifying courses. The Designated Responder needs to write the conditions for the admissions under the "Advisor Notes" section on GET. Once the student has completed his/her conditions for admissions, the faculty advisor needs to e-mail [nssgradstudies@calstatela.edu](mailto:nssgradstudies@calstatela.edu) the student's name and CIN so he/she can be classified.

## Classification Graduate Standing (G2)

### Criteria from the catalog

<http://ecatalog.calstatela.edu/content.php?catoid=22&navoid=2140>):

*Once an applicant has been admitted to a graduate degree program the minimum University requirements for admission to classified graduate standing are as follows:*

*Certification by the major department/division/school to the college graduate dean that all department/division/school admission requirements, procedures, and prerequisites have been completed. Filing of a master's degree study plan with the college graduate dean during the student's first semester of graduate enrollment at Cal State L.A. The study plan must be approved by the principal graduate adviser and the major department/division/school. Any change in the study plan must be approved by the principal graduate adviser, the major department/division/school, and the college graduate dean before the completed courses are affected by the change. This includes courses in which a grade of Incomplete is received. Courses in which a grade of C- or lower was earned may not be removed from a Study Plan and these courses must be repeated with both grades contributing to the graduate grade point average.*

### Procedure to classify a student:

Department advisor, chair, or authorized staff member needs to e-mail the name and CIN of the students eligible for classification. In the e-mail please stipulate that the students have fulfilled all conditions for their admissions. E-mail to [nssgradstudies@calstatela.edu](mailto:nssgradstudies@calstatela.edu)

## Advancement to Candidacy (G3)

### Criteria from the catalog

<http://ecatalog.calstatela.edu/content.php?catoid=22&navoid=2140>):

*Advancement to candidacy is a part of the continual review of a student's progress and is not automatic. It is granted by the college graduate dean upon completion of the requirements listed below and upon the recommendation of the major department/division/school. It is the University prerequisite to enrolling in the thesis, project, and comprehensive examination; individual departments/divisions and colleges may have additional requirements.*

*Advancement to candidacy requires:*

- *Satisfaction of Graduation Writing Assessment Requirement (for international students who received degrees from institutions where the language of instruction was not in English)*
- *Classified graduate standing.*
- *An approved master's degree study plan on file in the college graduate studies office.*
- *Completion of a minimum of 12 semester units of the master's degree study plan with an overall B (3.0) grade point average or higher.*
- *Recommendation of the major department/division/school.*
- *Approval of the college graduate dean.*

*Only students who are advanced to candidacy are eligible to enroll for comprehensive examinations (i.e. #5960 in their major discipline) or for thesis (i.e. 5990 in their discipline) or project units (i.e. 5995 in their discipline).*

### Procedure to advance a student to candidacy:

Department advisor, chair, or authorized staff member needs to e-mail

[nssgradstudies@calstatela.edu](mailto:nssgradstudies@calstatela.edu) the name and CIN of the students eligible for advancement.

Please note that after the student is advanced to candidacy, he/she **MUST** be enrolled each semester in order to maintain his/her continuous enrollment status. If the student decides not to enroll in a semester, that student needs to complete a leave of absence before the deadline.

Departments may have additional requirements that a student needs to fulfill in order to be advanced to candidacy.

## Course substitutions

### Criteria from the catalog

<http://ecatalog.calstatela.edu/content.php?catoid=22&navoid=2140>:

*A course may not be added to or deleted from a master's degree study plan after it has been taken. Any change in the master's degree study plan must be approved in advance by the principal graduate adviser, major department/division/school, and college graduate dean. When such a change has been approved, it becomes part of the master's degree study plan.*

### Procedure for course substitutions:

A department faculty advisor can use the Advisor Request System (Request Type called **GS-5 GRAD Course Substitution**) on GET to request the course substitution. If the advisor has access to the authorized student exceptions page on GET, then he/she can add and delete courses themselves. Any exceptions to the catalog requirement need to be approved by the Associate Dean before the student enrolls in the course.

## Credit for Transfer Work and Extension Courses

### Criteria from the catalog

<http://ecatalog.calstatela.edu/content.php?catoid=22&navoid=2140>:

Cal State L.A. will allow credit for work taken at another college or university only when it appears on the student's official transcript from that institution, is acceptable for master's degree credit at the offering institution, and is deemed appropriate to the student's master's degree program by the major department/division/school at Cal State L.A. The following limitations and exclusions apply:

- For master's degrees that require 30 total semester units, no more than 9 semester units of acceptable transfer, extension and/or special session courses may be included on a master's degree study plan. For master's degrees that require more than 30 semester units, up to 30% of the total required units may consist of acceptable transfer, extension, and/or special session courses, if approved by the appropriate graduate/departmental adviser.
- No master's degree credit is allowed for directed teaching, 7000- or 8000-level courses, courses numbered below 4000, and courses taken at another accredited institution that would not be accepted toward a master's degree at that institution.
- Six (6) semester units of 5000-level or other graduate courses taken through extension are eligible for master's degree credit.

### Procedure for transferring courses from other Universities:

The student will need to provide the faculty advisor with a course description of the course(s) he/she wants to transfer to Cal State LA. The student should also submit unofficial transcripts to the advisor. Once the advisor determines the course(s) is transferrable, he/she needs to use the Advisor Request System (Request Type called **GS-1A GRAD Transfer Eval**) on GET to enter the request for transfer.

## Credit for Extension Courses

**Criteria from the catalog** (<http://ecatalog.calstatela.edu/content.php?catoid=22&navoid=2140>):

*No graduate credit will be allowed for extension courses that would not be accepted toward a master's degree at the offering institution (e.g., University of California extension courses in the X300 or X400 series) unless specifically approved in advance by the major department/division/school and college concerned.*

## Transferring a course from Cal State LA's Open University

If a student took a course through Cal State LA's Open University, you need to write a memo requesting that the student be allowed to move the Open University course from his/her Extended Education Career to his/her Graduate Career. If you know when the student received his/her undergraduate degree, please include that information on the memo so we know that the course was not taken during the student's undergraduate degree. The memo needs to be sent to the NSS Associate Dean.

## Credit by Examination

**Information below for the Credit by Examination can be found at:**

<http://www.calstatela.edu/registrar/records-enrollment#credit-by-examination>

*Students in good standing and officially enrolled in one or more residence courses may challenge courses by taking examinations developed at the campus. Students may obtain credit by examination in undergraduate and graduate courses listed in the General Catalog. Approval of the Instructor and Department Chair is required. These units do not count towards residency credit, nor do they count as part of a student's academic workload. Grades received by examination are recorded as final grades on the permanent academic record and are designated as earned through credit by examination.*

Please note that Credit by Examination courses count towards the 9 semester units (or 30% of program) that may be included on a master's degree study plan.

## Grade Point Average Requirement

**Criteria from the catalog**

**(<http://ecatalog.calstatela.edu/content.php?catoid=22&navoid=2140>):**

*Achievement of a minimum B (3.0) grade point average in all courses on the approved Study Plan. A grade of C is allowed on the Study Plan; however, any grade below C, including C-, requires that the course be repeated with both grades computed in the grade point average.*



## Academic Probation for Postbaccalaureate and Graduate Students

Criteria from the catalog

([ecatalog.calstatela.edu/content.php?catoid=22&navoid=2180#scho\\_stat\\_grad](http://ecatalog.calstatela.edu/content.php?catoid=22&navoid=2180#scho_stat_grad)):

Postbaccalaureate and graduate students are subject to academic probation if their grade point average falls below the levels specified below either in course work on their master's degree program or in all units completed after becoming classified, whether or not the course work is taken at Cal State L.A.

- Classified and conditionally classified graduate students are expected to maintain a B (3.0) grade point average in course work on their master's degree program and in all courses completed after admission to the program.
- Postbaccalaureate classified and postbaccalaureate unclassified students are expected to maintain a 2.5 grade point average in all course work taken after admission to Cal State L.A., whether or not the course work is taken at Cal State L.A.

### Administrative-Academic Probation

Criteria from the catalog

([ecatalog.calstatela.edu/content.php?catoid=22&navoid=2180#scho\\_stat\\_grad](http://ecatalog.calstatela.edu/content.php?catoid=22&navoid=2180#scho_stat_grad)):

The Office of the Chancellor has made provision whereby students may be placed on administrative-academic probation for any of the following reasons:

- Withdrawal from all or a substantial portion of courses for which they registered in two successive semesters or in any three semesters.
- Repeated failure to progress toward a stated degree or program objective when such failure is within their control.
- Failure to comply, after due notice, with a routine academic requirement or regulation.

Notice is given in writing of the conditions for removal from administrative-academic probation, as well as circumstances that would lead to disqualification should probation conditions not be rectified.

#### **Procedure for Academic and/or Administrative Academic Probation:**

If you have a graduate student with a GPA below a 3.0, you need to e-mail [nssgradstudies@calstatela.edu](mailto:nssgradstudies@calstatela.edu). When you e-mail, please provide the student's name and CIN. If you want to have a student placed on administrative probation, please provide a reason for the administrative probation. It is the responsibility of the Dean's Office to place the student on probation.

## Disqualification Regulations for Postbaccalaureate and Graduate Students

**Criteria from the catalog**

([ecatalog.calstatela.edu/content.php?catoid=22&navoid=2180#scho\\_stat\\_grad](http://ecatalog.calstatela.edu/content.php?catoid=22&navoid=2180#scho_stat_grad)):

Postbaccalaureate and graduate students who are on academic probation and who do not meet the requirements of their probation are subject to disqualification in accordance with the following guidelines:

- Classified and conditionally classified graduate students who are on academic probation are subject to disqualification from pursuing the master's degree program in which they were classified if after being placed on scholastic probation they do not raise their average to B (3.0) after completion of 12 semester units or two semesters in residence, whichever comes later.

- Classified and conditionally classified graduate students whose grade point average falls more than nine grade points below B (3.0) will be disqualified from pursuing the master's degree program in which they were classified.
- Students who are disqualified from a master's degree program may not reenter that program. They may be admitted to another program only on the recommendation of the new major department/division concerned and with the approval of the appropriate college graduate dean.
- Postbaccalaureate classified and postbaccalaureate unclassified students who are on academic probation are subject to disqualification from pursuing course work at Cal State L.A. IF they do not raise their average to 2.5 after completion of 12 semester units or two semesters in residence, whichever comes later.
- All units earned in the semester in which the twelfth unit is completed will be used in computing the grade point average.
- Students disqualified for scholarship deficiency may not enroll in any regular semester at Cal State L.A. without permission from the appropriate college graduate dean and may be denied admission to other educational programs operated or sponsored by the campus.
- Students who are enrolled in graduate degree programs, credential programs, and postbaccalaureate credit certificate programs are not eligible for Academic Renewal.
- Postbaccalaureate students who are pursuing a second or subsequent baccalaureate are subject to the same probation and disqualification standards as seniors. These are outlined in the Procedures and Regulations section near the front of this catalog.

The Office of the Chancellor has made provision whereby postbaccalaureate and graduate students who are on academic-administrative probation may be disqualified for any of the following reasons:

- The conditions for removal of administrative-academic probation are not met within the period specified.
- Students become subject to academic probation while on administrative-academic probation.
- Students become subject to a new administrative-academic probation period for the same or similar reasons of a previous probationary period, although not currently in such status.

### **Procedure for disqualification:**

The NSS Dean's Office is responsible for sending a student a disqualification letter. The Dean's Office will also inform the University Registrar's Office. We will contact the faculty advisor and/or department chair before sending a letter of disqualification to check to see if the department agrees to the disqualification. If a department know of a student who is eligible for disqualification, they need to e-mail the student's name and CIN

## **Program Change Limitation**

### **Criteria from the catalog ([ecatalog.calstatela.edu/content.php?catoid=22&navoid=2140](http://ecatalog.calstatela.edu/content.php?catoid=22&navoid=2140)):**

*No more than 6 semester units beyond the total number of units approved at the time a student achieves classified graduate standing may be added to a student's master's degree program.*

## Time Limitation (seven year rule)

### **Criteria from the catalog ([ecatalog.calstatela.edu/content.php?catoid=22&navoid=2140](http://ecatalog.calstatela.edu/content.php?catoid=22&navoid=2140)):**

*No subject, unit, or grade credit will be granted for any course completed more than seven years before the date of completion of the master's degree. In extraordinary circumstances, students may petition for, and the college may grant, permission to validate such an expired course by an examination given by, and with the concurrence of, the department/division/school that offers the course. An expired course taken at another institution may not be validated by examination.*

## Procedure to validate an expired course.

Students are allowed to validate three courses (9 semester units or 12 quarter units). The "Petition for course validation by examination" GS-16 form needs to be complete and submitted to the NSS Dean's Office. If the form is approved by the Associate Dean of the College, the form will be sent back to the department. The student will need to validate the course(s) by taking an exam (oral or written) to prove that he/she is still current with the material. The exam to validate the course is at the discretion of the department and professor validating the course. After the student validates a course, the bottom portion of the GS-16 form (that was sent back to the department) needs to be completed. The original GS-16 form needs to be submitted by the department to the NSS Dean's Office when the student files for graduation. If the student has already filed for graduation, the department needs to submit the GS-16 form to the NSS Dean's Office ASAP.

## Continuing Student Status and Leave of Absences

Criteria from the catalog under "registration"

### **([ecatalog.calstatela.edu/content.php?catoid=22&navoid=2180#gen\\_info](http://ecatalog.calstatela.edu/content.php?catoid=22&navoid=2180#gen_info)):**

*Students maintain their continuing student status for registration purposes only by attending at least one of the two semesters immediately preceding the semester in which they plan to enroll (excluding the summer term). Students who were admitted and enrolled in one of the last two semesters preceding the semester in which they plan to enroll will also maintain their continuing student status for registration purposes. Absence for more than one of any two consecutive semesters without an approved leave of absence will cancel continuing registration eligibility. Please see the Leaves of Absence form for additional instructions and information.*

Please note: there is additional criteria for students who are Advanced to Candidacy (see below).

### **Procedure for continuing student status:**

Conditionally classified and classified students must be enrolled in one of the two semesters during an academic year. For example, if a student registers for Fall 2017 he/she can take off Spring 2018, and still be eligible to enroll for Fall 2018. However, if that student knows that he/she cannot register for Fall 2018, he/she will need to complete a leave of absence form and give it to ADM 409 before the deadline. "Petitions must be filed at Administration 409 after

action by the department/division/school chair or director (also the college graduate dean in the case of graduate students) no later than 5 weeks before the end of the semester before the proposed leave.” (from the e-catalog).

Advanced to Candidacy students **MUST** be enrolled every semester from the time they are advanced to candidacy until they complete their degree. Please note that students cannot register for UNIV 9000 until after they register for all of their 5990 and 5970 units. If the student decides not to enroll in a semester, that student needs to complete a leave of absence before the deadline.

## **Adding a second Master Degree Program or Option: these procedures will be changing soon.**

Students who are currently enrolled at Cal State LA in a graduate, credential, or graduate certificate program, can add an additional Master Degree Program to their current program. Students need to complete the departmental application for the program and/or option they are trying to add. The application needs to be evaluated for admissions using the same departmental criteria that is used for applicants who are not currently enrolled. The department also needs to confirm that the student submitted the department application and supporting documents to the department. If the department decides to accept a student into their program, the department needs to send an e-mail to [nssgradstudies@calstatela.edu](mailto:nssgradstudies@calstatela.edu). In the e-mail the department needs to provide us with the student’s name, CIN, and the program/option that the student is trying to add, and confirmation that the student submitted the required documents. In addition, we need to know if the student is being accepted with or without conditions. If the student is being accepted with conditions, we need to know what the conditions are (i.e. qualifying courses). The Dean’s Office will complete the GS-8 form and submit it to the Graduate Studies Office for the final approval.

## **GS-12 forms**

### **Criteria and procedure**

As soon as a graduate student has his/her committee together and completed his/her abstract, the student needs to have his/her committee and dept. chair sign the “Request for Thesis or Project Committee and Title” (GS-12) form and submit the form to the NSS Dean’s Office. The Dean’s Office will submit the form to the Graduate Resource Center.

## **Enrolling in a culminating experience**

All students enrolling in comprehensive examination, project, portfolio, or thesis must have a 3.0 GPA in their program and be Advanced to Candidacy. Plus the student must adhere to any additional department, college, or university requirements. Departments are responsible for ensuring that students registering in a culminating experience meet all requirements. If a student enrolls in a culminating experience that he/she is not eligible for, that student may be dropped from his/her culminating experience. After a student completes his/her thesis, project, or comps, the department should complete Report of Comprehensive Exam or Report of Oral Defense of Thesis and keep it in the student files in the Department Office. Report forms do not need to be sent to the Dean’s Office.

## Enrolling in UNIV 9000:

**Information below is from the UNIV 9000 webpage:**

(<http://www.calstatela.edu/page/university-9000-univ-9000>)

Registration in UNIV 9000 is restricted to graduate students who have been advanced to candidacy and have completed all coursework (including all allowable research units) but need additional time to complete their thesis, project or dissertation. If a student wishes to take a semester off before resuming coursework, she or he must take a [Leave of Absence](#), not UNIV 9000. Although UNIV 9000 is a zero unit course, the fee is based on one unit of credit for payment purposes; no unit credit is added to the student's program or transcript. **This course is not eligible for financial aid.**

**Please note that student who register for UNIV 9000 may be required to start paying back student loans because UNIV 9000 is a zero unit course.**

Below is the registration Process for UNIV 9000. The Graduate Continues Enrollment Form (the permission to enroll in UNIV 900) can be found at:

<http://www.calstatela.edu/sites/default/files/groups/College%20of%20Professional%20and%20Global%20Education/page-form-gradcontinuousenrollment-oct20171.pdf>

1. Complete the Graduate Continuous Enrollment Form provided by the College of Professional and Global Education (PaGE).
2. Obtain the approval of a Graduate Advisor on the Graduate Continuous Enrollment Form. Before signing the form, a Graduate Advisor will check to make sure that the student has been Advanced to Candidacy and that all of the student's coursework has been completed. A plan and timeline for completing the thesis, project, or dissertation must be established with the graduate advisor and committee chair as a condition of approval for enrollment in UNIV 9000.
3. Bring the completed Graduate Continuous Enrollment Form to PaGE Enrollment Services (University Student Union, Room 105) to be registered. Payment is due at the time of enrollment.
  - o Registration must be completed by the University Add Deadline of the session in which the student wishes to maintain continuous enrollment. Upcoming dates can be found [online](#), or contact PaGE for enrollment deadlines.
  - o Enrollment during Winter or Summer Session is only required if the student wishes to graduate during that term.

## Policy on Change in Selection of Thesis or Comprehensive Exam Option

Students are not permitted to change from a comprehensive examination to thesis after they have attempted the comprehensive examination or change from a thesis to a comprehensive examination after they have attempted a thesis defense. If the student is changing his/her option, please notify the NSS Dean's Office by e-mailing [nssgradstudies@calstatela.edu](mailto:nssgradstudies@calstatela.edu)

### Comprehensive Examination Taken "In Absentia"

In rare cases, a student may find it necessary to take his/her comprehensive examination in absentia. The department must notify the NSS Dean's Office (by e-mailing [nssgradstudies@calstatela.edu](mailto:nssgradstudies@calstatela.edu)) in advance of any student taking his/her comprehensive examinations in absentia. The student will need to secure a place (at another College or University, or at a professional proctoring center) to take the examination. The department should send the examination to the university or center with detailed instructions on how they want the examination administered. The university or center will need send the examination back to the department. The student should not be sending the examination back themselves. In addition, the Report of Comprehensive Examination form should indicate clearly if a student took the examination in absentia.

### Applying for Graduation:

Information below is from <http://www.calstatela.edu/graduation>

*The **Graduation Application** is used by the student to notify the university that they are ready to complete their degree program. All coursework for the degree program must be completed prior to the award date (end of graduation term). The student's record may not be altered following the awarding of the degree so it is critical that the **Graduation Application** be accurate at the time of filing.*

*A **Graduation Application** is filed once for a degree program. The student pays a \$20 application and \$10 diploma fee (\$30 total) at the time of filing. Once the **Graduation Application** is filed it may be updated (e.g. change term, major, option, etc.) by using the **Request to Change Graduation Term** form and paying a \$25 late filing fee.*

**Procedure for applying to graduate:**

You can find the graduation application and deadlines at the following website:  
<http://www.calstatela.edu/graduation>

The graduate student needs to complete the graduation application and have the faculty advisor sign off on the form. A copy of the graduation form must be submitted to the department office for the student's file. After the application form has been signed by the faculty advisor and a copy of it is given to the major department, the form needs to be taken to the Cashiers Office by

the student. Before the faculty advisor signs off on the graduation application he/she needs to log into GET and review the student's CAAR to check the following:

- Is the student listed in the correct option (if applicable)?
- Is the student's catalog date correct?
- Is the student advanced to candidacy?
- Have all the course substitutions been entered on CAAR?
- Has the student completed all or almost all of his/her coursework for their program?
- Will the courses the student is planning to enroll in for his/her last semester here fulfill any missing requirements that are listed on CAAR?
- Is the student's program GPA a 3.0 or above?
- Are the program units that the student has completed listed correctly on GET? It is always good to hand count the units the student has completed for his/her program and compare those units with CAAR.

## **Hiring Guidelines for TAs and GAs**

The guidelines for hiring GAs and TAs are listed at the link below.

[http://www.calstatela.edu/sites/default/files/groups/Office%20of%20Faculty%20Affairs/guidelines\\_for\\_hiring\\_graduate\\_assistants\\_and\\_teaching\\_associates.pdf](http://www.calstatela.edu/sites/default/files/groups/Office%20of%20Faculty%20Affairs/guidelines_for_hiring_graduate_assistants_and_teaching_associates.pdf)

### **How to Hire Student Employees**

*All Teaching Associates and Graduate Assistants are hired through the Temporary Faculty Module (in PeopleSoft). Thus, you follow the same procedures that you follow when hiring temporary faculty members: fill out an ETF that specifies the period of appointment, the base salary, and so forth, and send the hiring packet (through the usual "chain of command") to Human Resources. (Note that the hiring packet must include all of the necessary paperwork, including two letters of recommendation, the SU-6 (additional employment) form, and so forth. The only departure from the usual requirements is that CSULA students will not be required to submit official transcripts; in lieu of official transcripts, the hiring department should print verification of current enrollment in a degree-granting graduate program from GET.)*

## **Graduate Resource Center**

The Graduate Resource Center (GRC) provides academic support, professional development, and community-building opportunities in a space dedicated to graduate students. The GRC guides students through writing, editing, and formatting the thesis and dissertation and assist in preparing their work for publication; host workshops and presentations to support students' academic and professional development; and act as a general resource for graduate student needs. The GRC strives to provide graduate students with the tools required in the next steps of their academic and professional journeys.

<http://www.calstatela.edu/graduateresourcecenter>

## Link to the University Graduate Studies Handbook

<http://www.calstatela.edu/sites/default/files/groups/Office%20of%20Graduate%20Studies/grad-student-handbook-2017-2018.pdf>

## University Resources for Students

### Academic and Student Support Resources

**Dean of Students Office: SA 115; (323) 343-3103; [www.calstatela.edu/deanofstudents](http://www.calstatela.edu/deanofstudents)**

The Dean of Students Office provides co-curricular opportunities and resources for Cal State LA students. The Office also help students get connected with long-term and short-term resources. Resources includes: CARE Team, Food Pantry, CalFresh Outreach Center, Student Conduct, and Student Support.

**The CARE Team: SA 115; (323) 343-3103; [www.calstatela.edu/careteam](http://www.calstatela.edu/careteam)**

The CARE Team is a campus resource for students, faculty and staff who have concerns regarding alarming, problematic, and/or disruptive student behavior. The team responds to non-emergency concerns and uses a proactive approach to discuss potential problems, intervene early, and develop appropriate courses of action for referred students. The goal is to support students who may be in distress and/or whose behavior is of concern to others before they rise to crisis levels.

**Student Conduct Office: SA 115A; (323) 343-3103; [www.calstatela.edu/studentconduct](http://www.calstatela.edu/studentconduct)**

The purpose of the Student Conduct Office is to investigate and address student academic and non-academic behavior that is inconsistent with the Student Conduct Code through an educational process designed to foster the ethical development and personal integrity of students while holding them accountable for their actions. It is the goal of the office to articulate the standards of behavior expected within our University community, to protect and ensure a safe and healthy environment, and to implement a fair and educational process consistent with the educational mission of the University.

**Financial Aid and Scholarships: Student Affairs 124; (323) 343-6260;**

[www.calstatela.edu/financialaid](http://www.calstatela.edu/financialaid)

The Center for Student Financial Aid is committed to assisting current and prospective students with financial assistance available from federal, state and institutional sources for their attendance at Cal State L.A.

**International Programs Office: Golden Eagle room 217; (323) 343-3170;**

[www.calstatela.edu/international](http://www.calstatela.edu/international)

The International Office resources are available to current international graduate and undergraduate students, visiting scholars, and those training through the College of Professional and Global Education's Study Abroad Programs. The staff of the International



Office is here to help you maintain your visa status while studying, researching, and/or working on campus.

**Office for Students with Disabilities: ADMIN 127; (323) 343-3140; [www.calstatela.edu/osd](http://www.calstatela.edu/osd)**

Services include: Accommodation Services, Alternative Testing, Alternative Media Production Center, Accessible Technology and Learning Center, deaf and hard of hearing services, and note-taking services. For a complete list of services, please visit their website.

**Records and Enrollment: ADM 409; (323) 343-3873;**

**[www.calstatela.edu/registrar/records-enrollment](http://www.calstatela.edu/registrar/records-enrollment)**

Services include: Grade processing & changes upon faculty request, certification of enrollment, verification of degrees, transcript requests, credit by exam requests, recording advanced placement (AP) credit, grant student requests for leaves of absence, academic renewals, disqualification & disenrollment.

**University Library: (323) 343-3988; [www.calstatela.edu/library/](http://www.calstatela.edu/library/)**

Services include: Research help & reference service, workshops & library classes, music and media lab, borrowing & course reserved, interlibrary loans, group study rooms, graduate cubicles, library lockers, computers, scanners, copying, printing, wireless access, and disability services.

**University Tutorial Center: Library Palmer Wing, room 1039; (323) 343-3971;**

**[www.calstatela.edu/tutorialcenter](http://www.calstatela.edu/tutorialcenter)**

Free to all current Cal State LA students. Services include: Study skills workshops, online tutoring program, tutorial sessions.

**University Writing Center: Library Palmer Wing room 1039A; (323) 343-5350;**

**[www.calstatela.edu/uwc](http://www.calstatela.edu/uwc)**

The Writing Center offers a variety of services to the entire CSULA student body. You can come in with any type of writing assignment at any stage of the process. We can help you understand the assignment, organize, and revise your paper.

**Food, Housing, and Emergency Housing Resources:**

**CalFresh Outreach Center: Student Affairs 113; (323) 343-6074;**

**[www.calstatela.edu/student-services/calfresh](http://www.calstatela.edu/student-services/calfresh)**

CalFresh Outreach Center assists students with filling out the Cal Fresh Program applications and explain the benefits and eligibility requirements for the Cal Fresh Program.

**Food Pantry on Campus: USU 3<sup>rd</sup> floor room 308E;(323) 343-6074**

**[www.calstatela.edu/deanofstudents/food-pantry](http://www.calstatela.edu/deanofstudents/food-pantry)**

Students who are currently enrolled at Cal State LA are eligible to receive a bag of free groceries from the Food Pantry. Please call 323-343-6074 for Food Pantry hours of operation. Students can also make an appointment by contacting the Dean of Students Office (located in SA 115) at (323) 343-3103.

**Emergency Grants: SA 115; (323) 343-3103**

<http://www.calstatela.edu/deanofstudents/emergency-financial-and-housing-assistance>

Students can apply for a grant of up to \$500 one time per semester through the Emergency Grant program. Funds are placed in student financial aid accounts and are subject to standard state and federal guidelines. Financial Aid and Student Financial Services review applications, as well as each applicant's financial resources, including financial aid package, loan eligibility, employment status, etc.

**Emergency Housing: SA 115; (323) 343-3103**

<http://www.calstatela.edu/deanofstudents/emergency-financial-and-housing-assistance>

The Emergency Housing program provides temporary housing on campus for up to 14 days. Students can apply once per semester. Emergency housing requests are reviewed by the Director of Student Support in partnership with Housing and Residence Life, Financial Aid and Student Financial Services. If emergency housing on campus is not the best option, the Director of Student Support will discuss area shelters and low-cost hotel voucher options with the student.

*\*Please note, the application for Emergency Grants and Emergency Housing is the same.*

*Students can apply for one or both programs.*

**Emergency Loans: SA 115; (323) 343-3103**

<http://www.calstatela.edu/deanofstudents/emergency-financial-and-housing-assistance>

Student Financial Services offers a 30-day loan of up to \$250 to assist students with unexpected financial needs. Student Financial Services will also refer students in need of additional support to the Office of the Dean of Students.

**Housing and Resident Life: Phase II; (323) 343-4800; [www.calstatela.edu/housing](http://www.calstatela.edu/housing)**

Are you interested in living in a dorm on campus? Please contact the Housing and Resident Life Office for information on living on campus.

**UAS Food Services: for a list of restaurants and cafés on campus, please visit:**

[www.calstatela.edu/food-on-campus](http://www.calstatela.edu/food-on-campus)

**Health and Personal Well-Being Resources**

**Counseling and Psychological Services (CAPS): 2<sup>nd</sup> floor of the Student Health Center; 323-343-3314; [www.calstatela.edu/studenthealthcenter/caps](http://www.calstatela.edu/studenthealthcenter/caps)**

Counseling and Psychological Services (CAPS) provides professional, non-judgmental help with your personal growth and psychological wellness. CAPS specializes in mental health services which can help you express thoughts and feelings, gain perspective, alleviate emotional symptoms, improve coping skills, and make healthy changes in your life.

**Student Health Center: Located between the Career Development Center and the Rosser Hall building on campus. General Information: (323) 343-3300, To make an appointment: Dental and Optometry Clinics: (323) 343-3314; All remaining services: (323) 343-3302; [www.calstatela.edu/studenthealthcenter](http://www.calstatela.edu/studenthealthcenter)**

Services include: Chiropractic clinic, dental clinic, family planning and emergency contraception, health promotion and education, immunizations, laboratory, pharmacy and x-ray, massage

therapy, nutrition clinic, optometry clinic, tuberculosis screening and counseling, victim assistance. For a complete list of services, please visit their website.

**Public Safety Escort Service: Campus Police (building 46); (323) 343-3700;**  
[www.calstatela.edu/police/public-safety-escort-service](http://www.calstatela.edu/police/public-safety-escort-service)

This University Police student-based program offers a personal public safety escort service for students, faculty, staff and visitors, 24-hours a day, 7 days a week. Using this free service at night and when walking to parking lots or Student Housing alone can greatly improve your personal safety. Please call (323) 343-3700 for more information.

**Xtreme Fitness: Basement of the USU; (323) 343-7546;**  
[www.calstatelausd.org/xtremefitness](http://www.calstatelausd.org/xtremefitness)

The Center is free of charge to currently enrolled Cal State LA students who have paid the University-Student Union fee.

### **Resource Centers:**

**Career Development Center (CDC): CDC (building 17) located between Student Health Center and the Physical Education Building; (323) 343-3237; [www.calstatela.edu/univ/cdc](http://www.calstatela.edu/univ/cdc)**

The CDC assists students with finding on and off campus jobs; CDC also provides resources for students with self-assessments, researching careers, preparing for job searches and interviews. The CDC provides students with workshops on creating professional resumes, interviewing techniques, and other important information to assist students in their job searches.

**Glazer Family Dreamers Resource Center: Student Affairs Building, Room 214; (323) 343-4367; [www.calstatela.edu/ab540](http://www.calstatela.edu/ab540)**

The Center strives to serve all undocumented students at Cal State LA. Services include: California Dream Act Information and Assistance, Scholarship Resources for Dreamers, Deferred Action (DACA) Information and Referrals, Student Support Group, Academic and Career Advising, Peer Mentor Advisors, etc. For a complete list of services, please visit their website.

**Graduate Resource Center (GRC): Library North A124; 323-343-3820;**  
[www.calstatela.edu/graduateresourcecenter](http://www.calstatela.edu/graduateresourcecenter)

GRC provides academic support, professional development, and community-building opportunities in a space dedicated to graduate students. The Resource Center guides students through the thesis and dissertation process and assist students in preparing their work for publication. The center serves as a general resource for graduate students.

**Veterans Resource Center (VRC): King Hall D147; (323) 343-5080;**  
[www.calstatela.edu/vets](http://www.calstatela.edu/vets)

VRC provides programs and services that holistically support the academic and personal goals of military-connected (active duty, reservists, National Guard, veterans, and dependents) students.

## **Resources for Getting Involved on Campus**

**Associated Student, INC.: USU, room 203; Phone: 323-343-4778; [www.asicalstatela.org/](http://www.asicalstatela.org/)**

ASI provides students with information on how to get involved on campus, student government, shared governance, and funding for clubs. ASI also provides student with discounts on tickets, a Book Voucher Program, free blue books/scantrons, information on health insurance, locker rentals, kiosk posting requirements, etc. For more information, please visit the website at [www.asicalstatela.org/discounts](http://www.asicalstatela.org/discounts)

**Center for Student Involvement: USU, room 204; (323) 343-5110;**

**[www.calstatela.edu/usu/csi](http://www.calstatela.edu/usu/csi)**

The Center for Student Involvement provides student leadership development initiatives, student organization recognition and development, and educational programs and recreational activities that foster campus engagement, personal growth and wellbeing, and student learning.

**Cross-Cultural Center: USU 206; 323-343-5001; [www.calstatelausu.org/cc](http://www.calstatelausu.org/cc)**

The Cross Cultural Centers provide an inclusive and friendly space that allows students to be themselves. The Cross-Cultural Center includes: Asian Pacific Islander Student Resource Center, Chicana/o Latina/o Student Resource Center, Pan African Student Resource Center, and Gender & Sexuality Resource Center, (as Women's resource Center), computers, support groups and workshops, study space, meeting space, Cultural Graduate Celebrations, etc.