Graduate Student Handbook

2017-2018

California State University, Dominguez Hills

Office of Graduate Studies and Research

http://www4.csudh.edu/gsr/graduate-studies/

1. Graduate Programs

MS Biology

MBA Business Administration (and MBA online)

- o Finance
- o General Business
- o Management
- o International Business
- o Marketing Management
- o Human Resources Management
- o Information Technology Management
- o Global Logistics and Supply Chain Management

MS Computer Science

MS Counseling
- o College Counseling
- o School Counseling

MA Education

- o Curriculum and Instruction
- o School Leadership

MA English

- o Literature Option
- o TESL Option
- o Rhetoric and Composition Emphasis

MS Health Science

- o Orthotics & Prosthetics

MA Humanities (On Campus)

- o Humanities in the City
- o Music & Intellectual Inquiry

MA/MS Interdisciplinary Studies

MS Marital & Family Therapy

MA Negotiation, Conflict Resolution and Peacebuilding (Online)

MS/MSN Nursing

- o Nurse Educator
- o Nurse Administrator
- o Clinical Nurse Specialist
- o Family Nurse Practitioner
- o Pathway Program to MSN

MS Occupational Therapy

MA Psychology

- o Health Psychology
- o Clinical Psychology

Master of Public Administration (and MPA online)

- o Public Management
- o Criminal Justice Policy and Administration
- o Nonprofit Management
- o Health Care Policy and Administration

Master of Social Work

MA Sociology

- o General Sociology
- o Research Skills

MA Special Education

External Degrees

MA Humanities (Online)

MS Quality Assurance

2. **POLICIES AND PROCEDURES**

2a. General Requirement for Master's Degree include the following:

- o Satisfactory completion of a specified program of study with ***continuous enrollment maintained until graduation.***
- o Completion of a minimum of 30 semester units (some programs require more) ;
- o At least 21 semester units shall be completed in residence. Transfer units and CSUDH Extended Education units are not residence units;
- o At least 70% of units required for the degree shall be taken in courses organized primarily for graduate students (500 level or higher);
- o A maximum of nine semester units or 30% of total units (whichever is larger) may have been earned in approved extension and or transfer course credit;
- o A maximum of six semester units is allowed for a thesis and/or project;
- o Minimum Grade-Point Average of 3.00 ("B") in all courses attempted to satisfy requirements for the degree;
- o Each course in the degree program must be completed with a grade of "C" (2.00) or better (Some departments may have more stringent requirements such as "B" or better);
- o Completion of all degree program courses within five years (10 consecutive semesters) or seven years (14 consecutive semesters) with approved extension; the time limit starts with the earliest course in the degree program; (Please check with your department)
- o All courses must be taken after completion of the baccalaureate (or postgraduate credit granted);
- o No courses credited toward another degree;
- o A final evaluation, which may be a Thesis, a Project, or a Comprehensive Examination;
- o Filing an application for graduation (my.csudh.edu).

2b. Time limit for Completion

All requirements for the master's degree, including all course work on the student's approved program of study must be completed within five years (some programs permit seven years). This time limit commences with the semester of the earliest course used on the student's program of study.

A student may request an extension of the five-year time limit by requesting a petition for outdated coursework validation for Graduate Program from your department. The petition must contain a full explanation of the circumstances that prevented completion of the degree requirements within the normal five-year limit and must be approved (signed) by the chair or coordinator of your program, if courses exceeding 7 year-limit, the Dean of Graduate Studies and Research must approved. Approvals for extension must be obtained prior to the expiration of the five-year limit.

2c. Repeated Courses
Graduate and post baccalaureate students may repeat courses; however, the two grades will be averaged into the total grade point average. Credit for the courses will be granted only once and courses may be repeated only once.

2d. Outdated Courses
Students are expected to complete all required coursework and the thesis, project or examination for the master's degree within five years (or seven years if permitted by program). Outdated coursework must be repeated or validated. Copies of the Petition for Validation of outdated Course Work may be obtained

from the Graduate Studies Office and must be approved by the program coordinator. Students must request the petition no earlier than the expected term of graduation.

- Validated coursework shall not exceed 25% of the units required for the master's degree (e.g. 8 units for a 30 unit program).
- Outdated transfer course work from other colleges or universities is not eligible for validation.

Coursework that exceeds seven years by no more than one academic year may be eligible for validation at the discretion of the Dean of Graduate Studies; beyond that time limit, coursework cannot be validated.

Validation is allowed at the discretion of the Graduate Program Coordinator, the academic unit offering the subject course, and the dean of Graduate Studies and Research (or designee). Copies of the Petition for Validating Outdated Course Work may be obtained from your program. The Office of Graduate Studies and Research will only allow the department to pick up the forms if needed. Outdated transfer course work cannot be validated.

2e. Grade Point Average

The grade point average at CSU Dominguez Hills is computed on a 4-point scale. A specified number of grade points is associated with each grade listed in the "Grades and Grade Points" section. "CR/NC" grades have no grade point value and are not calculated in the grade point average.

The total grade points are calculated by multiplying the number of grade points associated with the grade assigned by the number of units for each class. The grade point average is computed by dividing the total number of grade points earned by the total number of units attempted.

Master's Degree Students. To remain in good academic standing, a "B" (3.0) average is required in the courses used to fulfill the master's degree program. See "Graduate and Postbaccalaureate Academic Probation and Disqualification" for specific grade point averages required for ongoing enrollment.

For graduation, the grade point average of 3.0 (or higher if determined by the program) is calculated on all courses used to fulfill the master's degree program. No course with a grade lower than a "C" will be applied to the degree program. No student on academic probation may be granted a master's degree.

2f. Probation
There are two types of probation:

Academic Probation
A student enrolled in a graduate degree program will be placed on Academic Probation if the Grade-Point Average falls below 3.00. If the student does not bring their grade point average up to 3.00 in the following semester in residence, they are subject to disqualification from the program in which they are enrolled. Students who have been disqualified from a master's degree program may be admitted to another degree program only on the recommendation of the department concerned and with the approval of the appropriate school dean.

Administrative-Academic Probation

A graduate student may also be placed on probation for reasons other than Grade-Point Average. This is known as Administrative-Academic Probation. When such action is taken, the student shall be notified in writing and shall be provided with the conditions for removal from probation and the circumstances that would lead to disqualification, should probation not be removed. Students will remain on Administrative-Academic probation contingent upon conditions required for their continuing in the program. The Office of Graduate Studies and Research maintains a list of students on probation and subject to disqualification.

The reasons may include:
- repeated withdrawal,
- failure to progress toward an educational objective, non-compliance with an academic requirement,
- failure to demonstrate a level of professional competence or fitness commensurate with the standards of the student's discipline,
- failure to comply, after due notice, with an academic requirement or regulation, which is routine for all students or for a defined group of students (example: failure to take placement tests, failure to complete a required practicum, failure to satisfy GWAR), or
- inappropriate behavior as defined in the Student Bill of Rights and Responsibilities and in the Academic Dishonesty sections of the CSUDH catalog.

2g. Disqualification

The Dean of Graduate Studies and Research (or designee), in consultation with the student's Graduate Program Coordinator, will disqualify a master's student who is on probation if the student does not, or cannot, raise the graduate Grade-Point Average to 3.00 by the completion of the second regular semester following the semester in which the Grade-Point Average fell below the minimum 3.00 standard.

If a student's Grade Point Average becomes so low that it cannot be raised to 3.00 within the prescribed limits of course work, the student will be disqualified from the graduate degree program.

Students placed on probation for reasons other than Grade Point Average will be disqualified if:

- The conditions for removal of Administrative Academic Probation are not met within the period specified;

- The student becomes subject to Academic Probation while on Administrative Academic Probation;

- The student is removed from Administrative-Academic Probation and subsequently becomes subject to Administrative-Academic Probation for the same or similar reasons as originally placed on probation.

Disqualification removes a student from graduate standing and prevents further enrollment in University courses (except through University Extended Education). A student who has been disqualified from a master's degree program may not re-apply for admission to that program. A student who has been disqualified from one degree program may apply for admission to a different degree program. Appeals related to graduate degree probation or disqualification should first be directed to the departmental Graduate Program Coordinator. Please contact the Office of Graduate Studies & Research for further information and procedures.

Administrative Disqualification

This may happen if a student was placed on administrative probation and they did not complete their contract duties. It may also be for a student who broke a student misconduct policy. No probation may be required.

2h. Graduate Student Responsibilities

Each student has the responsibility to understand and adhere to university policies. Key policies include (but are not limited to): understanding degree program requirements, completing all academic prerequisites, maintaining grading standards, applying for Graduation, and meeting the degree program requirements. It is advisable for the student to maintain a personal file of transcripts and other evidence of grades and achievements. Student should have these documents available whenever seeking advisement.

2i. Advisor and Committees

University policy requires that each program for the Master's degree shall be under the guidance of an adviser or a committee. It is the responsibility of the student to arrange appointments for advisement and other information in the office of the academic unit offering the degree program. Each department or degree program has a faculty Graduate Program Coordinator providing overall supervision for the graduate program. As a minimum, the student should obtain advisement (1) prior to or during the first semester of attendance, (2) when requesting classified standing, and (3) when applying for graduation prior to the final semester.

2j. Writing Requirements

Students working toward a graduate degree are required to demonstrate writing ability commensurate with the baccalaureate degree. The requirement must be met within the first nine units of graduate course work. You may complete the GWAR requirement by exercising one of the following options:
  o Passing Graduation Writing Examination (GWE) with a score of **8 or higher.**
  o Passing ENG 350 or IDS 397/IDS 398 with a grade of **B or higher**.
  o Verifying an earned degree from one of the CSU campuses **(other than CSUDH)** with the GWAR having been satisfied in 1984 or later at the previous CSU campus.
      o Students must complete a **Petition for Fulfillment of GWAR at the Testing Office,** attaching a copy of an official transcript.
  o Verifying an earned grade of B or higher in an accepted upper division composition course from another university. Students who have taken the equivalent of the CSUDH Advanced Composition course, ENG 350, may request a review of its equivalency
      o Students must complete a **Petition for Fulfillment of GWAR at the Testing Office,** attaching a copy of an official transcript and the catalog description of the pertinent coursework.
  o For graduate students in English Literature, verifying a satisfactory performance on the Graduate Exercise administered by the English Department.
  o A score of 4.0 or higher on the Analytical Writing section of the GMAT or GRE.
      o Students must complete a **Petition for Fulfillment of GWAR at the Testing Office**, attaching a copy of the certifying test score.

*Note: You will be subject to probation or disqualification at the end of every Spring semester if the GWAR requirement has not been completed.

3. Culminating Experience

3a. Culminating Options

Each graduate program includes a (culminating experience) that marks the end of the graduate program: Thesis, Project, or Comprehensive Examination.

Thesis
A Thesis is defined as the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, and explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion and/or recommendation. The finished product demonstrates originality, critical and independent thinking, appropriate organization and format, and thorough documentation.

Project
A Project is a significant undertaking appropriate to the fine and applied arts or to professional fields. It also shows 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 and/or recommendation.

Comprehensive Exams
Some departments and programs offer Comprehensive Exams for the student's culminating experience. Departments set their own policies and procedures for such exams. Each academic department or program that offers a Comprehensive Exam must provide students with a written policy statement, in advance of the exam, that includes each of the following items:
(a) the approximate timing when Comprehensive Exams shall be administered;
(b) the format of the exam whether written or oral, or some format there of;
(c) general topical emphases that defines the content of the exam e.g., "theory and methods in the discipline plus questions concerning the student's area of specialization within the field;" (d) method of assessment of the examination including number of readers who will evaluate the student's responses; and
(e) options for retaking a portion or all of the exam in those instances where the student does not demonstrate adequate proficiency in the discipline.

A minimum of two full-time faculty members serve as evaluators of the Comprehensive Exam's quality and adequacy for the culminating experience.

3b. Format Guidelines and Style Manuals: Thesis or Projects
All University format guidelines are included in the *Thesis and Project Guide*, a manual that has been developed to assist the student in preparation of a Thesis or Project. It is the student's responsibility to make certain that the requirements are met. The student is strongly advised to become familiar with the instructions in the manual. (Examples from the library or departmental offices should **not** be used as examples of correct format as it changes yearly).

The academic unit, through the student's adviser and/or committee, is responsible for the academic content and English usage in the Thesis and for the student's correct use of forms of documentation and bibliography. Students should consult their Graduate Program Coordinator or committee chair concerning the style manual used. If the style manual presents regulations that conflict with the all

University format guidelines published in the Thesis Manual, the University regulations take precedence. Some graduate programs require style manuals or guides designed for journal articles.

Although these are helpful for abbreviations, tables, figures and footnoting, as well as other purposes, students should be aware of the difference between a Thesis and an article, and make appropriate adaptations when formatting their Thesis, for approval by the Graduate Program Coordinator. If the academic unit does not recommend a specific style manual, the student should refer to the most recent edition of A Manual for Writers of Term Papers, Theses, and Dissertations by Kate L. Turabian or The Chicago Manual of Style, published by the University of Chicago.

3c. Final Procedures for Thesis or Project

Intent to submit
Approval Signatures
Deposit Thesis or Project onto Blackboard
Univeristy Thesis/Project Reader
Hyra
Copyright
Notifications of Thesis/Project completion
Thesis/Project Deadlines

Notification of Thesis or Project Completion
Students must indicate their intent to submit a thesis or project by the second week of the semester by filling out the Intent to Submit a Thesis/ Project form to the office of Graduate Studies and Research. This form is available on the Graduate Studies and Research website. If a grade is assigned to a students' thesis or project, it will be reported in the usual manner to the registrar by the appropriate faculty.
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Approval Signatures
When a thesis or project is ready to be submitted to Graduate Studies and Research, the student obtains signatures on the approval page from all of the members of the committee. No changes or additions from the committee will be allowed after the final signatures have been obtained. A template for the approval page is available on the Graduate Studies and Research website. It is recommended that students use this template to avoid recirculating their approval page if it has been formatted incorrectly. Photocopied signatures are not acceptable. The signatures must be in black ink.

University Thesis and Project Reader
The Thesis or Project is ready for review by the University Thesis/Project Reader after the faculty has signed off and the work has been produced in its final form. The Thesis or Project is submitted to the Office of Graduate Studies and Research for review via Blackboard. The student will be notified of any revisions or corrections that need to be made. Final approval on format is given by the Thesis/Project Reader on the Thesis/Project Approval Form.

Thesis/Project Deadlines

Submission Process and Deadlines

1. Register intent to submit a thesis to the office of Graduate Studies and Research.
2. Obtain Faculty Committee approval of thesis/project content. The Approval Page must be printed on the same bond paper used for the thesis/project and faculty committee members must sign in black ink.

3. Submit the final manuscript (thoroughly edited) to the Office of Graduate Studies for final approval. The Office of Graduate Studies will approve the thesis/project for typing, standard English form, stylistic format, organization and completeness, and will ensure that it meets the scholastic requirement of the University.
4. Once the suggested revisions have been completed, the student can choose whether to publish the abstract or their thesis/ project in its entirety to ScholarWorks.

Graduate Studies Office Submission Deadline
(On-campus Students)

Date	Graduation
November 1	For Fall Graduation
April 1	For Spring Graduation
June 10	For Summer Graduation

Graduate Studies Office Submission Deadline
(Distance Learning Students)

Date	Graduation
October 10	For Fall Graduation
March 10	For Spring Graduation
June 10	For Summer Graduation

University Library and ScholarWorks Submission Deadline

Date	Graduation
On or before December 15	For Fall Graduation
On or before May 15	For Spring Graduation
On or before August 1	For Summer Graduation

4. GRADUATION

4a. Applying for Graduation

To apply for graduation you must complete an Electronic Application which can be found in your student center in my.csudh.edu for Graduation must be submitted in accordance with the following schedule. Failure to apply in accordance with the schedule below could delay your degree past your intended graduation date. Also there will be additional fees assessed for applying after the regular deadline.

Degree Conferral Term	Regular Deadline	Late Deadline
Fall Semester	July 1	September 15
Spring Semester	October 1	Last day of fall semester
Summer Session	February 1	April 15

Please note that if the above dates fall on a weekend or holiday, the deadline will be the previous working day.

Graduation Applications Submitted Before or By the Deadline

The Degree Checks (Graduation Evaluations) for students who submit the Application for Graduation by the published deadlines are reviewed in date received/filed order. The timely filing of the Application for Graduation will insure the degree checks will be processed prior to the last day to add classes for the term of anticipated graduation. Graduation Applications submitted before or by the deadline require a $65.00 processing fee. Once you have submitted the electronic application for graduation, the fee will appear in your student account. This fee must be paid within 48 hours or a hold will appear on your student account.

Graduation Applications Filed After the Deadline

Applications submitted after the regular deadline require an additional $15.00 fee in addition to the $65.00 graduation processing fee. These fees must be paid within 48 hours or a hold will appear on your student account.

4b. Completion of Requirements and Award of Degree

All work towards the degree must be completed by the end of the semester (finals week) before the student graduates. The degree is awarded upon the satisfactory completion of all state and University requirements, as well as the specific requirements approved in degree program. Award of the degree also requires the recommendation of the appropriate Graduate Program Coordinator and committee (advancement to candidacy), the approval of the faculty, and approval of the dean of Graduate Studies and Research (or designee). If a Thesis or Project is required, it must be deposited in the campus library according to instructions shown under "Theses and Projects" no later than the last day of final examinations for the semester or session in which the degree is to be awarded.

If a student completes any work after that date, the student will need to update their graduation date to the next semester. (http://www4.csudh.edu/admissions-records/graduation/index)

Change of Graduation

Students who do not complete requirements as planned must complete a change of graduation form by the appropriate deadline. A fee of $10.00 is required to change the graduation date. Forms for changing the graduation date are available in the Office of Admissions and Records. (http://www4.csudh.edu/admissions-records/forms/index)

4c. Commencement

Commencement ceremonies are held only at the end of the Spring semester. Once the student has completed the requirements and the graduation process, i.e., the student is eligible to participate in the commencement ceremonies appropriate to your graduation date. Students completing requirements at the end of the Fall and Spring semesters and during the following Summer may participate in those ceremonies.

Register to Participate

College based schedule and information on when to arrive is available on the Participating in the Ceremony page. In order to participate in the spring Commencement exercises, you must register your intent by completing the online Commencement Participation form. Students can access this form in their MyCSUDH Student Center. Simply login to your MyCSUDH account and look for the Commencement Participation link located in the *Important Student Links* box in your Student Center. The deadline for registering your intent is April 15. For additional questions about commencement please contact the Ceremonies and Events office at 310-243-2666. (http://www4.csudh.edu/commencement)

5.ENROLLMENT

5a. Continuous Enrollment

A student with a graduate degree objective must maintain continuous attendance, defined as attendance in regular or special session each fall and spring semester of the college year. Students who have completed the maximum number of units required for the degree but are completing their culminating activity may enroll in regular university courses or in a specifically designated 600-level course. Students must have program permission to enroll in the 600 level course. Graduate students who fail to maintain continuous attendance interrupt their residency and must reapply to the university; they are subject to any new requirements of the university or program. Students who break continuous attendance are not guaranteed readmission to the program, and if readmitted, lose their residency credit (courses they may apply to the degree), and their catalog rights.

5b. Registering for Classes

At CSUDH, students register by appointment only. An email is sent to all continuing students and all new admits letting you know your enrollment appointment is available. You can view this registration information by logging into your My.CSUDH.EDU account and clicking on the "Student Center" tab

5c. Registration Deadlines

Please view the academic calendar for registration deadlines.

5d. Cost of Attendance

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as **estimates** that are subject to change upon approval by The Board of Trustees.(http://www4.csudh.edu/class-schedule/fa15/fees/index)

How to Pay for Your Classes

There are several ways that students can pay for classes. You can pay:

- o   In Person at the Cashier's Office with cash, checks and money orders only.
- o   By Mail with check only.
- o   On-line with ToroPay with electronic check or by credit card only.

For detailed information on making payments, installment plans or useful Cashier's FAQs, visit the Cashier's Office's website. (http://www4.csudh.edu/accounting-services/student-financial-services/cashiers-office/)

5e. Payment Information

5f. Dropping Classes and Refund of Fees

Students may drop classes and add classes to their programs of study during the first two weeks of instruction (the specific deadline is printed in the <u>Registration Guide and Online Class Schedule each semester</u>). Dropped classes are subject to the withdrawal policy contained in the "University Regulations" section of the University Catalog. In all instances, dropped classes must be officially dropped by the student; students not attending class are not dropped automatically.

Dropping classes may entitle you to a fee refund. For further information, contact the *<u>Student Financial Services Office</u>* at www4.csudh.edu/accounting-services

5g. Leave of Absence

It is a university requirement that graduate students maintain continuous attendance throughout the course of their study for the master's degree. Any graduate student in good academic standing may request a Planned Graduate Student Leave. Reasons for seeking a leave are likely to be varied, but all applicants should intend to return to formal study within a specified time period.

To apply for a Planned Graduate Student Leaves, the student must be a conditionally classified or classified graduate student with a grade point average of 3.0 or better. Application for the leave must be filed with the appropriate graduate coordinator before the first day of classes for the semester during which the leave is to begin, and should be accompanied by appropriate documentation.

The minimum initial leave will be one full term; the maximum will be one calendar year. Under compelling circumstances, a student may request, in writing and in advance, an extension of the leave. The total number of approved Planned Graduate Student Leaves may not exceed two, and the duration of Planned Graduate Student Leaves may not total more than two calendar years.

The Planned Graduate Student Leave is approved at the discretion of the student's graduate coordinator. The graduate coordinator may require periodic reports from the student.

Students who plan to enroll for credit at another institution of higher education during the leave period must obtain prior approval for the transfer of course credit to the program from the graduate coordinator.

Approval of the leave does not constitute an extension of the time period for completing all course work and other requirements for the master's degree.

Approval of the student's leave application constitutes agreement by the university that the student will be temporarily exempted from the continuous attendance requirement as long as the student meets the conditions specified in the approved leave application. Students who do not return to the university at the conclusion of their planned leave will be considered to have withdrawn from the university at the end of their last semester of regular enrollment at CSU Dominguez Hills.

Applications are available from the Graduate Program Coordinator and the Office of Academic Programs and upon completion are submitted to the Registrar in the Office of Admissions and Records.

Students meeting all conditions of the approved leave shall be required to submit an application for readmission on returning from Planned Graduate Student Leave, but shall not be required to pay another application fee.

A student on Planned Graduate Student Leave shall be expected to devote his/her leave period to off-campus activities. The student shall be classified as "on leave" and shall not be considered a regularly enrolled student. Therefore, the student is not entitled to the campus services normally provided to enrolled students, except that the student may confer with his/her academic advisor and others regarding leave activity and plans for re-enrollment.

A student shall be guaranteed reentry and retention of registration priority if all conditions of the approved leave have been met at the conclusion of his/her Planned Graduate Student Leave. Every effort shall be made to facilitate and simplify the return. For purposes of election of graduation requirements, the approved leave shall not constitute an interruption of attendance provided the student registers in the same major. Students who fail to resume studies at the prearranged time shall forfeit the advantages of the Planned Graduate Student Leave Program.

Each student enrolled in the program will have an entry madeon his/her permanent record indicating that the student is on leave. The dates of the beginning and conclusion of the leave also will be recorded.

Any student on planned leave who does not comply with all provisions of this policy and the conditions of the leave is subject to forfeiture of the advantages of this program.

5h. Transfer Credit

Graduate students may request to apply a limited amount of transfer course work towards unit requirements for a master's degree. The use of transfer course work is subject to the following provisions:

- Each course being transferred must:
  - Have been taken at an accredited college or university.
  - Be acceptable for credit toward a graduate degree at the institution where the course work was taken.
  - Have been completed with a grade of "B" (3.00) or better.
  - Not have been used in meeting the requirements for another earned degree (either graduate or undergraduate).
  - In order to have courses considered for receipt of credit toward a degree for post-baccalaureate work taken at other colleges or universities, students must have official transcripts forwarded to the Office of Admissions and Records. The University will consider credit for work taken at another college or university only when it appears on an official transcript from that institution. A maximum of nine semester units of approved credit may be transferred from an accredited college or university for a 30-unit program. Programs with a unit requirement that exceeds 30 units may allow more than 9 units, but may not exceed 30% of the total units for the degree. Rounding up is not permitted. All approval of previous course work is at the discretion of the Program Coordinator, depending upon its currency and its applicability to the degree objectives.

- The work must have been completed as a graduate student (not including student teaching), and must be relevant to the degree program as a whole.
- Extension courses may apply (and will be included as part of the maximum of nine units allowable) if the transcript clearly indicates that the course would have applied toward a graduate degree at the sponsoring institution. Extension courses at the graduate level (500 level series if from CSU Dominguez Hills) may apply.
- The formal request for transfer of graduate credit must be completed and approved by the graduate advisor and submitted to the Office of Admissions and Records for final review.
- Transferred courses are subject to the regulation that courses for the master's degree must be completed within the five- or seven-year period at the term of graduation, as stipulated by the graduate program. Outdated transfer course work from other colleges or universities is not eligible for validation.

5i. Residence Requirement

A student is considered to be in residence when registered during regular semesters at this University. At least 21 semester units or half the units required by the master's program, whichever is larger, must be taken in residence at this University. Course work taken as Extension Credit or through Open Enrollment may not be used to fulfill the minimum residence requirement.

An absolute minimum of 21 semester units toward any master's degree at CSUDH must be in residence units. For master's degrees requiring more than 42 semester units, a minimum of half of the units used must be in residence units. Residence units are granted for courses taken at the University during regular sessions of Fall and Spring and any special session.

5j. University Extended Education

In addition to its state supported Academic Programs, the University offers self-supported study through University Extended Education. This includes intersession, special session credit courses, Summer session and Open University enrollment. The applicability of credit earned in courses taken through Extended Education may be subject to approval by the Graduate Program Coordinator and the associate vice president, Graduate Programs and Research (or designee); therefore, consultation with the program's Graduate Coordinator before taking courses is strongly recommended. See instruction under Residence Requirement. Any student desiring a graduate degree must be admitted to the University and maintain continuous enrollment every Fall and Spring semester until award of the degree. Enrollment through University Extension does not maintain continuous enrollment for students in state-funded degree programs.

5k. Change of Degree Objective

To change your concentration within your degree program objective, obtain the Change of Degree Objective form from the Office of Graduate Studies and Research or download it from online on www4.csudh.edu/gsr, complete it, and return it to your program chair for approval signature. Once your

program has sign in approval of the change of objective, the department will forward the form to the office of Graduate Studies and Research. If form is not completed correctly or approved by the Program coordinator, the form will be return to the department.

6. FUNDING YOUR GRADUATE EDUCATION

6.a Graduate Assistantships

To be eligible for a graduate assistantship, students must fulfill the following requirements:

- Be enrolled/registered (fees paid) in a current semester as a new or continuing student;
- Be in good academic standing; and
- Once offered the position, have completed the CSUDH employment application form available at the Office Graduate Studies and Research

Graduate Teaching Assistants / Graduate Research Assistants

Upon Faculty Advisor recommendation, a graduate student may be eligible a Graduate Teaching Assistantships (GTA) or Graduate Research Assistantships (GRA) to explore and develop career related skills and gain professional experience. Anyone who is currently registered as a graduate student at CSUDH and is in good academic standing may be eligible to work as a GRA or GTA. Students who are hired as GRAs or GTAs assist professors with conducting research or teaching by facilitating group discussions, grading papers, or tutoring other students or conducting other similar tasks.

Applications for Spring 2018 semester open on September 25, 2017 and close on October 30, 2017. For application information visit Graduate Studies website's funding opportunities page: http://www4.csudh.edu/gsr/graduate-studies/Current-Students/funding-opportunities.

6b. Scholarships, Fellowships and Awards

Graduate Equity Fellowship Program

Graduate Equity Fellowship Program at CSU Dominguez Hills seeks to increase diversity of students completing graduate degree programs, encourage further study in doctoral programs, and promote consideration of university faculty careers.
The program is designed to do so by providing financial support to graduate students with strong academic records. Fellowships range from $500 to $4500 for the academic year. The maximum grant period for any student is two years.

Applications for Spring 2018 semester open on September 25, 2017 and close on April 15, 2017.
 For application information visit Graduate Studies website's funding opportunities page: http://www4.csudh.edu/gsr/graduate-studies/Current-Students/funding-opportunities.

Graduate Research Advancement & Development Grant

Graduate Research Advancement & Development grant supports graduate students in their professional and academic development outside of the classroom in both research and creative activities. The Office of Graduate Studies and Research is accepting proposals from graduate
Students and graduate student organizations for the Graduate Research Advancement and Development (GRAD) grant.

Applications for Fall 2017 and Spring 2018 semesters open on August 19, 2017. This program has a rolling deadline of a second Monday on each of the following months: September, October, November and February, March and April.

For application information visit Graduate Studies website's funding opportunities page: http://www4.csudh.edu/gsr/graduate-studies/Current-Students/funding-opportunities.

California Pre-Doctoral Program

The California Pre-Doctoral Program is designed to increase the pool of potential faculty by supporting the doctoral aspirations of CSU students who have experienced economic and educational disadvantages. Winners will be designated as Sally Casanova Scholars, as a tribute to Dr. Sally Casanova, for whom the award is named. With the aid of a faculty sponsor, these scholars are exposed to unique opportunities to explore and help prepare them to succeed in doctoral programs. The program provides travel funds to visit doctorate-granting institutions, options for Summer research internships, and funds for other related activities.

For more information contact Ms. Tracey Haney, Administrative Analyst for Academic Programs at (310) 243-3308 or thaney@csudh.edu.

Chancellor's Doctoral Incentive Program

The Chancellor's Doctoral Incentive Program (CDIP) provides student loans for pursuing full-time PhD degrees at universities through the United States. After participants receive their PhD degrees and obtain a qualifying teaching position in the CSU system, a portion of the loan from this program will be forgiven each year.

Applications are due on February 1st, 2018.

For more information contact Ms. Vanessa Cervantes, at (310) 243-3693 or vmolina@csudh.edu.

Thesis of the Year Award

The Office of Graduate Studies and Research offers the Thesis of the Year Award competition. The award consists of a, a certificate and $1000 to the recipient which will be presented at the Honors Convocation in May. The recipients' Thesis also will be sent forward to the Western Alliance of Graduate School (WAGS)/UMI Distinguished Master's Thesis Award competition for the opportunity to win an additional $1000 and travel expenses to receive the award at WAGS annual meeting. Each college may submit one nomination for the award.

6.c. Student Loans and Grants

Information about grants and loans for graduate students can be found on the CSUDH Financial Aid Website:
http://www4.csudh.edu/financial-aid/types-aid/index

6.d. Off-campus and On-campus Employment, and Job Internships

Information about off-campus and on-campus employment and internships can be found on the CSUDH Career Center website:
http://www4.csudh.edu/career-center/

7.CAMPUS RESOURCES

7a. University Library
The University Library is located in the Leo F. Cain (LIB) Building Library: http://www4.csudh.edu/library/

7b. Admissions and Records: Photo Identification Cards
A photo ID card is required on campus for all transactions and for University Library, Admissions and Records, and Student Health Center use. ID cards are available in the Office of Admissions and Records, WH C290. The $5.00 photo identification card fee is payable to the cashier. Bring your fee receipt showing proof of payment of the ID card fee, as well as a second picture ID (driver's license, high school ID, etc.) to Admissions and Records. Your card is validated each semester by placing the current fee sticker in the upper right-hand corner of the card. The validation sticker can be obtained at the Cashier's Office.

7c. Career Center
The Career Center offers a variety of events and workshops for CSUDH students.
http://www4.csudh.edu/career-center/

7d. Promoting Excellence in Graduate Studies (PEGS):

Promoting Excellence in Graduate Studies operates under a Title V grant awarded to California State University Dominguez Hills in 2010. We are a collective group of professors and student scholars committed to promoting academic excellence among all CSUDH students, including Hispanic and under-represented, low-income graduate students. The PEGS mission is to promote graduate-level scholarship and facilitate intellectual development by helping students to enhance critical thinking, improve research and writing skills, and strengthen ties to the academic community. Since opening our doors as a multi-faceted, research-writing and resource center in October of 2010, we have served as many as 4,888 students and 324 faculty with our interrelated activities in Student Services, Leadership, and Outreach and acknowledged as a campus-wide resource center. (We have also made considerable progress in instituting PEGS as campus-wide resource.)

PEGS offers a variety of innovative research and writing models and activities to support students and faculty such as:

- Independent Study for Research Writing
- The Scholar's Program
- Writing of Literature Review/ Assessing Research Sources within Discipline
- Seminar Sessions
- The Research Writing Virtual Lab
- Research Writing Workshops

7e. Disabled Student Services
The Disabled Students Services program is focused on making sure CSUDH students with disabilities have full access to the university's educational, cultural, social and physical facilities and programs. We

provide a centralized source for information for students with disabilities as well as faculty and staff who work with them. Our services are aimed at helping students will disabilities realize their full rights to reasonable accommodations, as well as the ability to advocate for themselves, participate full in their campus and learning environments, and reach their educational goals including graduation. http://www4.csudh.edu/dss/index

7f. Student Life
Your involvement in student life at CSUDH will expand your educational experience by providing much of the following:

- An opportunity to interact with faculty beyond the academic setting
- Affinity connections with your alma mater
- Added variety and excitement to your college experience
- Cultural enrichment and increased school pride
- Friendships and support circles
- Increased networking opportunities
- Leadership skills development

Complement your classroom experience by taking advantage of the many enriching opportunities listed below and take control of your destiny.

Associated Students, Inc. (ASI)
Associated Students, Inc. (ASI) is the official student voice of California State University, Dominguez Hills. ASI is a nonprofit, student-run corporation that monitors approximately $1.8 million of student activity fees. All CSUDH students are members of Associated Students, Inc. Your ASI provides various services on campus: campus programs, student organization support, Child Development Center, discounted movie tickets, and student health, dental, and vision plans. ASI is also responsible for funding technology grants, approximately $400,000 per year. Past awards have funded the Internet Lounge in the Library, laptops for resume and job search workshops in the Career Center, the computer lab in Housing, Audio Visual enhancements to the Clubs and Organizations Resource Room in the Loker Student Union, and enhanced technology (Smart) classrooms throughout the campus. There are many opportunities for you to get involved with ASI. Stop by the ASI Office in the Loker Student Union or call (310) 243-3686 to find out more about the various programs, University Committees, or campus activities. Please feel free to visit the ASI website at www.csudh.edu/asi.

International Student Services (ISS)
International Student Service (ISS) is located within the Multicultural Center (MCC) in room 110 of the Loker Student Union. Office hours are 8:00 a.m. - 5:00 p.m., Monday - Friday. International Student Services provides information, advising, advocacy and programming that will help international students integrate into the Dominguez Hills community while achieving their educational and personal goals. Currently enrolled international students are invited to visit us onsite in the MCC or call us at (310) 243-2519 to arrange a scheduled appointment.

Loker Student Union
The Loker Student Union is the center of activity on campus. The facility, programs and services are geared specifically for you, the student, by students. At the LSU, you can enjoy a wide variety of entertainment, recreate in the game room, study, or simply relax with your friends. You can also

become a part of the excitement by serving on the Board of Directors or Toro Productions (student programming board) where you decide what we offer, while developing valuable leadership skills. Stop by the Student Union Information Counter to find out what's happening in the Union today! For more information, please call (310) 243-3559 or visit us online at *www.csudh.edu/lsu/*.

Multicultural Center (MCC)

Telephone: (310) 243-2519

The Multicultural Center serves as a focal point on campus for creating intercultural awareness, sensitivity and communication. The Center is a safe haven for individuals and groups to explore not only their own ethnicity but all ethnicities. The Center provides cultural programming, campus community involvement, and volunteer and leadership opportunities for students and staff. Other programs include Diversity Chats, Human Relations retreats, a cultural resource library and opportunities for co-sponsorship with other groups and departments on campus.

Veteran Student Programs (VSP)

The Veterans Resource Center (VRC) assists military veterans, service members and dependents in successfully navigating their college experience. We provide advisors, mentors, academic workshops and holistic personal and professional development opportunities to help students' transition to the university. We believe veterans possess unique abilities and characteristics that when nourished will help them succeed inside and outside of the classroom regardless of their age, ethnicity, socioeconomic status, physical or mental abilities.

Supporting Your Success

Conveniently located on CSUDH's veteran-friendly campus, our office provides dedicated, individualized assistance to veterans, active duty personnel and dependents, including:

- Veteran's Project (SSS-Veterans)
- Academic Advising
- Tutoring
- Social and educational workshops
- Counseling
- CalVet Benefits, DOD TA, and VA Education Benefits
- Study/lounge space
- Computers
- Printing Access
- VA Work-Study opportunities for part-time employment
- Connections to veterans and other campus organizations

To learn more about the VRC and services available, please call (310) 243-3643 or email vrc@csudh.edu. or visit us online at *www.csudh.edu/studentaffairs/veteransaffairs/.*

7g. Student Health

Student Health and Psychological Services are available to CSUDH students seeking basic healthcare from medical professionals as well as psychological counseling and resources to address personal issues and goals. The mission is to offer quality services to meet your primary health care needs while you are a student at CSUDH. We have a caring and professional staff who provide services intended to maximize your physical, mental, and social health. In addition to basic health and mental health services, we offer a variety of preventive and educational programs to the campus community. Have questions? Contact us. We're here to help! http://www4.csudh.edu/shps/index

7h. CSUDH Infant-Toddler Development Center

The CSUDH Infant-Toddler Development Center is a full-time center-based inclusion program serving young children with typical development from 18-30 months and young children with developmental challenges from 18–36 months. Children may be referred by the Regional Centers for the Developmentally Challenged. The center is also open to children of CSUDH staff, faculty, and students, and to children from the surrounding community. The center is open 5 days a week, 12 months a year, and provides an enriched program that concentrates on skill acquisition, learning through play, and language development, as well as other domains. The center also serves as a practicum site for students at CSUDH and other colleges.
http://www4.csudh.edu/academic-affairs/centers-institutes/#infant

7i. University Housing Services

CSU Dominguez Hills provides students a range of housing options right here on campus. Convenient, safe and affordable, CSUDH on-campus housing offers a unique opportunity to fully experience our vibrant campus life and community. Living on campus also puts you steps away from faculty and staff, campus resources, and student services. Students who live on campus spend less time commuting, and more time preparing for success. In fact, statistics demonstrate that students who live on campus get better grades, finish faster, go to graduate school more often, and are generally more satisfied with their college years. Apply for housing, see how affordable it is live on campus, and learn about apartment living at CSUDH. http://www4.csudh.edu/housing/index

7j. Older Adult Center

Telephone: (310) 243-2003

The Older Adult Center (OAC) serves as a support system for older students on campus, but provides a warm and friendly atmosphere for people of all ages. Services include a fee waiver program for students over age 60. The OAC also provides many other academic and social opportunities for students, faculty and staff including internships for Graduate program majors and others. Those interested may drop by, sign in at the center, and are welcome to join informal discussion groups.

8.TECHNOLOGY

8a. MyCSUDH
The *MyCSUDH Portal* is the gateway for guiding our students, faculty and staff to information and resources important to daily activities at CSU Dominguez Hills. Your portal login is your *MyCSUDH* campus network account user ID and password. Once you log into the portal, you will have access to information that is relevant specifically to you, based on your campus credentials.
http://www4.csudh.edu/it/services/mycsudh/

Students should consider the portal as their first stop for viewing announcements related to registration, financial aid and more. Through the portal, you are only one click away from accessing services such as Student Center, your e-mail (toroMail), lynda.com Online Training and Blackboard Learning Management System (LMS).

8b. Blackboard

Blackboard is the Learning Management System (LMS) for California State University, Dominguez Hills. An LMS is a set of online tools used to digitize, organize and exchange core classroom transactions among students and instructors such as:

- o assignments (both individual and group)
- o course content of all major types (PDFs, Word, PowerPoint, Excel, MP3s, videos, etc.)
- o real time (live) collaboration
- o email
- o discussions (live and asynchronous)
- o wikis
- o blogs
- o journals
- o quizzes and exams
- o publishers' content
- o grades

These tools can be used both for on-campus courses in a hybrid/blended environment as well as in pure distance learning situations. Tutorials can be found:
http://www4.csudh.edu/it/services/blackboard/tutorials-students/index

8c. Computer Labs
Information Technology (IT) provides two types of computer labs for CSUDH students, faculty, and staff:

- A general purpose computer lab complex in Library LIB-G149, offering computers with a wide variety of commonly used software. There are 150 Virtual workstations and eight ADA workstations. The complex includes a large open access lab in LIB-G149 that is available for drop-in use. Student lab consultants are on duty in LIB-G149 whenever the lab is open.
- Four Instructional Labs are located in Welch Hall that can be reserved for classes.
  http://www4.csudh.edu/it/services/labs/index

8d. Student I.T. Help

Several student links for help with I.T. for students can be found: http://www4.csudh.edu/it/faq-help/student/index