CSUDH | GRADUATE STUDIES & RESEARCH

California State University, Dominguez Hills
Graduate Student Handbook

Office of Graduate Studies and Research
Innovation and Instruction – Suite 3100
(310) 243-3693
https://www.csudh.edu/gsr/graduate-studies/

Follow us on Social Media!

Once a Toro, Always a Toro!

Welcome to the new Graduate members of the Toro Nation!

Table of Contents

Welcome to CSUDH	02	Satisfactory Academic Progress (Probation/Disqualification)	23
Getting to CSUDH	03	Graduation	27
MyCSUDH, E-mail, Class Schedule, and more…	04	Summary of Steps Towards the Master's Degree	28
Student Resources and Support	05	Advance to Candidacy and Culminating Experience	30
Graduate Student Life	12	Human and Animal Protection	33
Campus Life	13	Preparing for your Future	35
Financing Your Education	15	Completion Checklist	38
Graduate Studies Policies	17	Directory	39
Special Consideration	19	Campus Map	40

NOTE: Due to COVID-19, many campus operations and services have moved to a virtual environment or have become unavailable. For up-to-date and detailed information on campus services for Fall 2021, visit csudh.edu/together or visit departmental websites.

Auto | Toro Express | Public Transportation

Getting to CSUDH

Auto

The **University Parking Department** is responsible for parking enforcement on campus property. We also assist in unlocking vehicles if you have locked yourself out AND you are parked on campus. We are unable to provide this service if you are parked on the street. We are also unable to provide jumpstarts, either on campus or off.

The University Parking Department administers all requests for Special Event Parking. Any requests must be made in writing 72 hours prior to the event. If you would like to provide a parking pass for a guest, please contact our office and we can discuss the details.

The University Parking Department is located in RPM-Room 200. The hours are Monday through Friday, 8:00 A.M. to 5:00 P.M.
The office phone number is (310) 243-3725. Our fax number is (310) 928-7263. If you have a question regarding a parking citation, please call (888) 267-6509.

Semester student parking for Fall and Spring is $185 per semester (Fall 2021). Parking Lot Permit Machines $9.00 per day (as of July 1, 2019.)

Parking Permit Online

Parking Services and Student Financial Services have partnered to improve your online parking permit purchasing experience. When visiting the my.csudh.edu portal you will find yourself only a few clicks away from obtaining your Parking Permit using our new and improved purchasing features. A user guide is also available to assist with navigating the new online system.

Public Transportation

CSUDH students can now take advantage of the Reduced Monthly Bus Pass program.

1. **Monthly Bus Pass**: CSUDH undergraduate and graduate students get a monthly bus pass for $22 when registered in 12 units or more.
2. **Application Process:** to qualify for a discount, you must complete the College/Vocational TAP ID application available at CSUDH, Metro Customer Centers, or click here for online application in either English [PDF] or Spanish [PDF].
3. Submit the completed application to any Metro Customer Center, or mail it to the Metro Reduced Fare Office, One Gateway Plaza, MS 99-PL-4, Los Angeles, CA, 90012-2952.
4. Upon receipt of your College/Vocational TAP ID:
    1. Pick up a $22 Student Transit Voucher at Transportation Services, Small College Complex 200, Monday - Friday, from 8:00 a.m. to 5:00 p.m.
    2. Then take the voucher and card to the Cashiers Office, Welch Hall, Room 270, Monday - Thursday 8:00 a.m. to 5:00 p.m. and Friday 8:00 a.m. - 5:00 p.m. *(open during lunch)* to load value

MyCSUDH, Email, Class Schedule and more…

Many on-campus services and resources are available to CSUDH students virtually.

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.

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).

Your **toroMail** (powered by Google) is the e-mail account that receives official communication from University offices. E-mail notices about registration schedules, financial aid awards, as well asnd assignments from your professors. Use your toroMail account to send notes to your professors, classmates, and off-campus friends.

Blackboard is CSUDH's learning management system. Courses may use Blackboard to deliver content, host discussion forums, and administer exams. On **Blackboard**, students receive updates about courses, take assignments and tests, participate in course discussions, view grades, and more. It's compatible with Windows and Mac, and Blackboard Mobile apps are available for mobile devices. To access Blackboard via web browser either type in https://toro.csudh.edu, click the Blackboard icon in your MyCSUDH portal, or click the Blackboard link on csudh.edu. Login to Blackboard using the same CSUDH user ID and password that you use for your toroMail and MyCSUDH accounts.

As a **security precaution**, if you attempt to log on multiple times with an incorrect password, your MyCSUDH account will lock. Please contact IT at 310-243-2500, for password assistance and to unlock your MYCSUDH account.

Important Note on E-mail Communication: All Office of Graduate Studies information, deadlines, and notifications will be sent to your toroMail only. If you choose to use an alternate e-mail address, you should set up e-mail forwarding to your preferred e-mail and set your e-mail parameters to accept CSUDH e-mails as “not junk.”

Student Resources and Support

Career Center

The Career Center is the leading resource for career and professional development. They provide innovative career opportunities to equip students for lifelong career development and prepare them for contributions to the global economy. Visit the Career Center at the University Library, 3rd Floor, by phone at (310) 243-3625, or e-mail careercenter@csudh.edu.

Infant Toddler Development Center

The Toddler Center CSUDH-Foundation 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. The center provides an enriched program that concentrates on skill acquisition, learning through play, and language development, as well as other domains. For more information about the center, call (310) 243-1011 or visit them in Parking Lot 1 Monday–Friday from 7:30 a.m.–5:30 p.m.

Student Health & Psychological Services

At Student Health & Psychological Services, their mission is to offer quality services to meet your primary health care needs while you are a student at CSUDH. They 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, they offer a variety of preventive and educational programs to the campus community. Student Health Services contact is (310) 243-3629 and the Psychological Services contact is (310) 243-3818 and are located between Welch Hall and the University Theater.

Toro Dreamers Success Center (TDSC)

The Toro Dreamers Success Center (TDSC) serves, supports, and advocates for the academic, professional, and personal development and success of all undocumented students at CSUDH.

They serve as a resource and provide a safe and welcoming environment for undocumented students and their allies. The TDSC offers a range of programs and services to educate the campus community and support undocumented students' access, persistence, graduation, and post-graduate pursuits. They are located at Loker Student Union, Room 110B. Contact by phone at (310) 243-2782 or e-mail tdsc@csudh.edu.

University Library

The University Library fosters student success, scholarly research, and academic excellence through the provision of information resources. The library offers students services such as group study rooms, iPad and laptop loan, interlibrary loan, free e-textbooks, computer lab, printers, and scanners. For general library information contact them at (310) 243-3715.

Faculty Office Hours

Faculty members have office hours for students to meet with them outside of the classroom. During these hours, any questions about the class can be answered, homework help may be provided, help preparing for quizzes/tests, or additional resources can be given. Office hours may be found on the class syllabus, the instructor, or your department's website.

The Office of Graduate Studies and Research

The Office of Graduate Studies and Research (GSR) serves as a primary resource for Graduate Advisors and graduate students seeking advice in understanding of graduate studies policies, forms, and academic standing. Located in Innovation and Instruction, suite 3100, Monday-Friday 8 a.m. to 5 p.m. Contact the Graduate Coordinator, Vanessa Cervantes, by phone at (310) 243-3693 or e-mail gstudies@csudh.edu.

Older Adult Center

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.

Student Resources and Support, cont.

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. Contact them via phone at (310) 243-2003, email kpinto@csudh.edu, or visit them at SBS B-235.

Academic Advising

Meeting with an advisor one-on-one will help keep you on track towards degree completion and ensure that you meet the necessary milestones and requirements on your path to obtaining your degree and graduating. Your academic advisor can help you navigate your academic career at CSUDH in a multitude of ways: reviewing the services available to you as a graduate student, informing you of applicable campus policies and procedures, discussing your educational and career plans, and assisting with course selection and your degree roadmap. It is important to see your advisor early and often. Contact your program coordinator to set up an appointment.

Graduate Instructional Forms

The Office of Graduate Studies and Research houses some of the graduate student academic forms on the Graduate Studies website. These forms include the Graduate Student Program Withdrawal, Request for Post Baccalaureate/Graduate Change of Objective, and the Intent to Submit Thesis/Project. All other academic forms can be found on the Records & Registration website at https://www.csudh.edu/records-registration/. Your academic advisor can assist you with locating the forms you need as well as help you navigate the policies and procedures related to said forms.

International Student Services

CSUDH has a thriving community of international students. To better serve these students, International Student Services assists with navigating the university and our programs, completing the admission process, coordinating travel and resolving student visa issues, transitioning to life in the United States, and more. Located at Extended Education Building (EE), Room 1300. Contact by phone at (310) 243-3786 or e-mail iss@csudh.edu.

Student Resources and Support, cont.

Multicultural Affairs

The Multicultural Affairs 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. They are located in Loker Student Union (LSU), Suite 100 and can be contacted at (310) 243-2519 or mca@csudh.edu.

iPad and Laptop Loans

Computers can be incredibly helpful when you're a student. The CSUDH Library realizes this and knows that not everybody has a computer of their own. Because of this, we are pleased to be able to offer an iPad and laptop loan program. The program has 30 iPad 2s and 99 Dell Latitude D630 laptops. The technology checkout program is available to currently registered undergraduate and graduate students. In order to check out a laptop or iPad during the Summer or Winter sessions, you must be registered to take classes during those sessions. This means that if you are enrolled for Fall semester classes and want to check out a laptop or iPad in mid-July, you cannot do so. To checkout an iPad or Laptop, contact the Technology Checkout Office, Library South 2nd Floor Room 2039, or by phone (310) 243-2173.

CSUDH Writing Center

The CSUDH Writing Center supports students at all levels as they prepare, draft, and revise their writing for various courses, departments, and programs. To promote in students both a positive disposition to help-seeking and a confident writer self-identity, the Writing Center fosters a safe, nurturing, and equitable space where members of the DH community can share, discuss, draft, and revise their writing as part of a community of writers. We work with student writers at any stage of the writing process, from setting goals and generating topics, to clarifying ideas and incorporating source materials, organizing, and revising.

Student Resources and Support, cont.

The Writing Center also supports reading success, offering guidance as students evaluate, annotate, interpret, analyze, summarize, paraphrase, and incorporate source texts. Multimedia and multimodal projects are invited and always welcome. Contact the Writing Center via email at writingcenter@csudh.edu or visit them in the Student Success Hub, University Library, 3rd Floor.

Queen Culture & Resource Center

The Queer Culture and Resource Center (QCRC) supports the campus community to improve the culture and climate for lesbian, gay, bisexual, transgender, queer, asexual, two-spirit, non-binary, questioning, and all people along gender, romantic, and sexual spectrums. The QCRC is a space for the campus to come together, build community, find support, and build connections and relationships to queer culture, people, and programs. The QCRC is located in Loker Student Union 215 and can be e-mailed at qcrc@csudh.edu.

Student disAbility Resource Center

The Student disAbility Resource Center (SdRC) 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 with disabilities realize their full rights to reasonable accommodations, as well as the ability to advocate for themselves, participate fully in campus and learning environments, and reach their educational goals including graduation. The SdRC is in Welch Hall, Room D-180 and can be reached at (310) 243-3660 or dss@csudh.edu.

University Police

It is the mission of the CSUDH Police Department to provide a safe campus conducive to education for the university's students, faculty, staff, and visitors. The University Police Department also offers an Escort Program, 24 hours a day.

The University Police station is located at Welch Hall B-100, their non-emergency number is (310) 243-3639 and the emergency number is (310) 243-3333 from cell phones or push the TALK button on the red on-campus Emergency Call Towers.

Toro Food Pantry

The purpose of the Toro Food Pantry is to provide supplemental food and other necessities to students in need. They can supply you with supplemental canned foods and basic hygiene products like deodorant, shampoo, and female hygiene products. Make sure to bring your Student ID every time you visit. The Food Pantry is operated in a safe, confidential zone, and without validation of need. There are no restrictions on how many times you can use the Food Pantry or its services. The Food Pantry Locations and Hours are as follows:

- **Office of Student Life**
  Loker Student Union, Room 121
  Hours: Monday–Thursday, 8:00 a.m.–6:00 p.m.; Friday, 8:00 a.m.–5:00 p.m.
  Phone: (310) 243-2081
  Email: osl@csudh.edu

- **Women's Resource Center**
  Library, 3rd floor
  Hours: Monday–Friday, 8:00 a.m.–5:00 p.m.
  Phone: (310) 243-2486
  Email: womensctr2@csudh.edu

- **University Housing Services**
  Building A *(To access Housing, push the intercom button at the gate and state that you would like to utilize the Food Pantry)*
  Hours: Monday–Friday, 8:00 a.m.–8:00 p.m.
  Phone: (310) 243-2228
  Email: housing@csudh.edu

Student Resources and Support, cont.

Financial Services

Student Financial Services is responsible for payment plans for student fees at the start of each term, including the generation of reminder notices in advance of upcoming installments and acceptance of payments by mail or online at my.csudh.edu as an alternative to payments in person at the Cashier's Office windows. The Cashier's Office is located at Welch Hall, B 270 or can be contacted via phone at (310) 243-3780.

Accounting Services

Student Financial Accounting is responsible for the issuance of student refunds as well as Short-Term Emergency Loans. If the student has not signed up for direct deposit (ACH) a check will be issued for all refunds and Short-Term Loan disbursements. Student Financial Accounting will assist students who have questions concerning their refunds and analysis of their accounts regarding refund activity. Accounting is located at Welch Hall, B 270 or can be contacted via phone at (310) 243-3780.

Veterans Resource Center

The Veterans Resource Center (VRC) assists military veterans, service members, and their dependents in successfully navigating their college experience. They provide advisors, mentors, academic workshops, and holistic personal and professional development opportunities to help students' transition to the university. Located at the Library 3rd Floor, Room 3941 and can be contacted by phone at (310) 243-2829 or via email at vrc@csudh.edu.

Gender Equity & Inclusion

CSUDH is committed to promoting inclusive excellence and equal access to education and employment for all students and employees. Title IX and certain other federal and state laws prohibit discrimination on the basis of gender or sexual orientation in employment, as well as in all education programs and activities operated by its universities (both on and off campus). All CSUDH Students are required to participate in *Not Anymore* training and will be notified on their Toromail account when to do so.

Graduate Student Events

New Graduate Student Orientation (NGSO)

NGSO is offered by the Office of Graduate Studies and Research. It is a great way to network, available resources and funding opportunities to begin your journey as a graduate student. Be sure to check with your program because they also may offer an orientation separate from NGSO.

Graduate Week

The Office of Graduate Studies and Research hosts Graduate Student Week, an annual event to celebrate the accomplishments of graduate students, share the exciting research projects graduate students are working on, and showcase the graduate programs for prospective undergraduate students. At this event, we provide workshops on funding opportunities, resume building, and research assistance. We also provide outreach for undergraduate students, including graduate application assistance and graduate program tabling. This event is typically held in the fall.

Student Research Day

CSUDH hosts an annual Student Research Day for undergraduate and graduate scholar activities. SRD is held to promote excellence in research by recognizing outstanding student's accomplishments across the disciplines at CSUDH. Student participants will make oral presentations before juries of professional experts. Up to ten first place finalists will receive a cash award and paid travel expenses to attend the statewide competition and compete against fellow CSU students from the twenty-three campuses.

Campus Life

Loker Student Union

The Loker Student Union (LSU) provides a dynamic educational, social, recreational and cultural environment and programming for the DH campus community. Currently, the facility contains the University Bookstore, Wells Fargo banking services, KDHR Student Radio, Game Room, a TV lounge, meditation lounge, nap room, discounted amusement park ticket options, an outdoor performance patio, wireless printing stations, charging stations for cell phones and tablets, reservable meeting rooms, an elegant ballroom, a food court, 1910 Café & Lounge, DH Sports Lounge, student clubs and organizations space, ASI Offices, Student Life department offices as well as various Multicultural Affairs department spaces including the Toro Dreamer Success Center, the Rose Black Resource Center and the Village LGBTQIA2+. For more information, call (310) 243-3559, or visit their website at www.lsucsudh.org.

University Theater Arts and Dance Programs

The Department of Theatre Arts and Dance has an ambitious production program that demands and develops our students' commitment to theatre and education. Approximately six major productions are presented each season, including contemporary plays, classics, musicals, dance concerts, ethnic works, and touring shows. Visit the Theater Arts and Dance webpage at www.csudh.edu/theatre-arts for their upcoming season dates and ticket information.

Music Department Events

Each semester the Department of Music offers an array of musical performances demonstrating the talent of its students and faculty, and of the local music community. Visit the Music Department webpage at www.csudh.edu/music for their calendar of events.

University Art Gallery

The University Art Gallery is one of the major exhibition spaces in the South Bay area. The gallery presents ten exhibitions each year, including a series of student showcases in Design and Studio Art that explore different artistic styles, cultures, historical periods, social movements, and media. The University Art Gallery is on the first floor of LaCorte Hall, A-107.

Toro Athletics

The Toros are proud members of the National Collegiate Athletic Association (NCAA) competing at the Division II level, and are among the 12 universities competing in the California Collegiate Athletic Association. Bringing excitement and tradition to the campus through 10 different sports (4 Men's and 6 Women's). Visit www.gotoros.com for the upcoming athletics schedule.

Student Clubs & Organizations

Student clubs and organizations are an essential part of the CSUDH campus, representing the most visible and accessible avenue to student involvement. They provide students with a variety of opportunities to explore their academic, professional, political, social, cultural, religious, and community service interests. These leadership experiences allow students to develop interpersonal, organizational, and leadership skills that can contribute to their marketability. Getting involved in a student club or organization enhances your overall experience here at CSUDH. All active clubs and organizations are listed on CSUDH Toro Link.

Associated Students, Ins. (ASI)

The Associated Students, Inc. (ASI) is the official student voice of California State University, Dominguez Hills. ASI believes in the core values of student growth, advocacy, and leadership. As a student-run non-profit corporation, ASI representatives are appointed to various campus-wide committees affecting campus governance. For more information, visit the ASI website at www.asicsudh.com.

Financing your Education

Graduate Equity Fellowship (GEF)

Graduate Equity Fellowship (GEF) program at CSUDH seeks to increase the 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 $4,500 for the academic year. The maximum grant period for any student is two years. The application is available on the Graduate Studies webpage.

California Pre-Doctoral Program

The California Pre-Doctoral Program awards funds to a limited number of juniors, seniors and graduate students in the California State University (CSU) system. These funds are designed to enable current students to explore and prepare to succeed in doctoral programs in their chosen field of study. The application is available on the Graduate Studies webpage.

Chancellor's Doctoral Incentive Program

The Chancellor's Doctoral Incentive Program (CDIP) aims to increase the number of individuals who demonstrate potential as doctoral students and who may be interested in applying for future California State University (CSU) instructional faculty positions. CDIP prepares promising doctoral students for CSU faculty positions by providing financial support, mentorship by CSU faculty and professional development and grant resources. It is the largest program of its kind in the United States. The application is available on the Graduate Studies webpage.

Student Loans and Grants

Information about grants and loans for graduate students can be found on the CSUDH Financial Aid website at https://www.csudh.edu/financial-aid/types-aid/.

Graduate Research Advancement & Development (GRAD) Grant

Graduate Research Advancement & Development (GRAD) supports graduate students in their professional and academic development outside of the classroom in both research and creative activities. This program has a rolling deadline of a second Monday on each of the following months: September, October, November, February, March, and April. The application is available on the Graduate Studies webpage.

Financing your Education, cont.

State University Grants (SUG)

State University Grants (SUG) are awarded to undergraduate and graduate students who are California residents enrolled in a regular university degree program. This grant may be available to students who submitted their FAFSA by the March 2 (9:00 p.m. PST) deadline and who demonstrate financial need. SUG awards range from $1,665 to $3,588, depending on enrollment and classification.

Thesis of the Year Award

The Office of Graduate Studies and Research offers the Thesis of the Year Award competition. The award recognizes one outstanding thesis and one outstanding project each academic year with a certificate, a small celebration, and a congratulatory prize. Winners will be recognized in the program at the commencement ceremony 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 $1,000 and travel expenses to receive the award at WAGS annual meeting. Each college may submit one thesis and one project nomination for the award.

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 at https://www.csudh.edu/career-center/.

Graduate Studies Policies

Admission Status

Your admission status is stated in the admission letter you received from Admissions and Records.

Provisional Admission

If you were admitted before your undergraduate degree was earned or posted on your transcript, you must forward your transcript (with degree posted) to Admissions and Records before the deadline stated in your admission letter. If you do not do so, your admission will be revoked, you will be removed from the program, and will have to reapply for admission as a graduate student.

Graduate Conditionally Classified

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

Graduate Classified

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

Graduate Courses Taken as an Undergraduate at CSUDH

Senior students may enroll in only two courses (6 units) for graduate credit.

Note: Units counted toward the undergraduate degree may not be applied toward a graduate degree. CSUDH courses taken for graduate credit while earning the bachelor's degree must complete the required form the final semester of your senior year.

Graduate Studies Policies, cont.

Transfer Credit from Other Institutions

A maximum of nine units of approved credit may be transferred from an accredited college or university for a 30-unit program. The work must have been completed as a graduate student, and must be relevant to the degree program as a whole. The formal request for transfer of graduate credit must be completed and approved by your department and submitted to the Office of Admissions and Records.

Adding after Census

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

Withdrawal Policy

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

Register for Class

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.

Special Considerations

Academic Load

Graduate and Post-Baccalaureate students are considered to be full-time students when they are enrolled in at least eight units of graduate program courses each semester. You are considered part-time when taking 4 units. For more information about part-time and full-time fees, contact Student Financial Services at (310) 243-3780.

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

Exceeding Full-Time Course Load

You must obtain permission from your advisor to take more than 18 units during a semester.

Graduation Writing Assessment Requirement (GWAR)

California State University Executive Order 665 states that "campuses shall require demonstration of writing proficiency prior to the award of a graduate degree. The level of proficiency shall be no less than the level required for GWAR certification at the baccalaureate level." The requirement must be fulfilled within the first 9 units of coursework. Students who have not met this requirement may not begin their culminating activity (thesis or comprehensive exam).

There are four existing pathways for entering graduate and post-baccalaureate students to immediately satisfy GWAR: GL requirements:

1. Graduate students who earned a baccalaureate degree from an accredited college or university in the United States satisfy the GWAR: GL.
2. Graduate students who earned a baccalaureate degree from an accredited non-US institution where English is a primary language of instruction satisfy the GWAR: GL.
3. Graduate students who earned a 4 or above on the analytical writing component of the Graduate Record Examinations (GRE) or the Graduate Management Admission Test (GMAT) satisfy the GWAR: GL.

4. Students coming from baccalaureate programs offered in non-English speaking university settings can qualify to enter a graduate program by meeting one of the following options: take the Test of English as a Foreign Language (TOEFL) and achieve a score of : 550 (paper- based); 80 (internet-based); 213 (computer-based);or achieve an International English Language Testing System (IELTS) score of 6.5.

Note: Candidates enrolled to receive Teaching Credentials and not seeking a master's degree are not required to satisfy the GWAR at this time.

Departments and programs may, at their discretion, establish additional writing requirements for their graduate students. Some programs require the satisfaction of GWAR as a condition of admission. For further information, students should consult their program advisor or the Office of Graduate Studies and Research.

Grades

The performance expectations for graduate students are significantly higher than for undergraduate students. Graduate students must maintain a GPA of 3.0 in every semester of attendance and post baccalaureate students must maintain a GPA of 2.5. The graduate GPA is computed on all courses taken in post-baccalaureate standing even if the courses cannot be applied to the degree.

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

Academic Grades

Student performance in each course is reported at the end of each semester by one of the following grades (with the grade points earned): A-F, I, IC, WU, W, AU, CR, NC, RP, RD.

Other Grades:

- **I (Incomplete):** The symbol "I" (Incomplete Authorized) indicates that a portion of required course work has not been completed but there is still a possibility of earning credit. An "Incomplete" must be made up within one calendar year following the end of the term during which it was assigned. A final grade is assigned when the work agreed upon has been completed and evaluated. If the "Incomplete" is not converted to a credit-bearing grade within the prescribed time limit, or any extension thereof, it shall be counted as a failing grade in calculating grade point average.

Special Considerations, cont.

- **IC (Incomplete Charged):** The "IC" symbol may be used when a student who received an authorized incomplete "I" has not completed the required course work within the allowed time limit. The "IC" replaces the "I" and is counted as a failing grade for grade point average and progress point computation.
- **W (Withdrawal):** The symbol "W" indicates that the student was permitted to withdraw from the course after the 3rd week of instruction with the approval of the instructor and appropriate campus officials. It is not used in calculating grade point average or progress points. A student who does not officially withdraw shall receive "F," "WU," or "NC" grades for all courses on his/her official schedule.
- **WU (Withdrawal Unauthorized):** The symbol "WU" shall be used when a student, who was enrolled on the census date, did not withdraw from the course and also failed to complete course requirements. The "WU" is used where letter grades are assigned. For purposes of grade point average computation, is equivalent to an "F." Unlike the "I" grade, the "WU" grade may not be changed by submitting additional work. Rather, the student must re-enroll in the course and, if appropriate, use the repeat and cancel process.
- **RP (Report in Progress):** The "RP" symbol is used in connection with courses that extend beyond one academic term. It indicates that work is in progress but that assignment of a final grade must await completion of additional work. Work is to be completed within one year except for graduate degree theses. The "RP" symbol shall be used in connection with thesis, project, and similar courses in which assigned work frequently extends beyond a single academic term and may include enrollment in more than one term. The "RP" symbol shall be replaced with the appropriate final grade within one year of its assignment except for master's thesis enrollment, in which case the time limit shall be established by the appropriate campus authority.
- **RD (Report Delayed):** The "RD" symbol may be used where a delay in the reporting of a grade is due to circumstances beyond the control of the student. The symbol may be assigned by the registrar only and, if assigned, shall be replaced by a substantive grading symbol as soon as possible. An "RD" shall not be used in calculating grade point average or progress points. Although no catalog statement is required, whenever the symbol is employed, an explanatory note shall be included in the transcript legend. The registrar shall notify both the instructor of record and the department chair within two weeks of the assignment of RD grades.

Special Considerations, cont.

- **CR/NC (Credit/No Credit):** Graduate courses graded on a "CR/NC" basis are limited to courses specifically designated in the University Catalog for nontraditional grading and to certain 400 and 500 level courses in the School of Education. At the graduate level, "CR" is the equivalent of an "A," "A-," "B+," or "B"; and "NC" is the equivalent of "B-," "C+," "C," "C-," "D+," "D" or "F." At least 24 of the units used to fulfill the requirements for a master's degree shall be graded on a traditional basis. The remaining units may be graded "CR/NC," if the course is offered only on that basis. Graduate level students are allowed to elect to receive Credit/No Credit grades in courses numbered below 500 that will not be used to satisfy the requirements of a graduate degree program. "CR/NC" grades have no grade point value and are not calculated in the grade point average.
- **AU (Audit):** A student who wishes to audit a course must obtain the approval of the instructor on the Approval for Audit form available in the Office of Admissions and Records. Auditors must pay the same fees as would be charged if the courses were taken for credit. It is not counted in grade point average and no units are allowed.

Repeat of 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.

Satisfactory Academic Progress

(Probation/Disqualification)

Satisfactory Academic Progress

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

To make satisfactory progress toward your degree, you must earn a 3.0 GPA in all courses taken at CSUDH as a graduate student. You will be placed on academic probation if your overall or semester GPA is below 3.0. You may be disqualified if you do not or cannot raise the cumulative GPA and Study Plan grade point to a 3.0.

Administrative-Academic Probation

A graduate student may be placed on administrative-academic probation for any of the following reasons:

1. Withdrawal from all or a substantial portion of a program of study in two successive terms or in any three terms.
2. Repeated failure to progress toward the stated degree objective or other program objective (when such failure appears to be due to circumstances within the control of the student).
3. 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).

Administrative Academic Disqualification

A student who has been placed on administrative-academic probation may be disqualified from further attendance if:

1. The conditions for removal of administrative-academic probation are not met within the period specified.
2. The student becomes subject to academic probation while on administrative-academic probation.
3. The student becomes subject to administrative-academic probation for the same or similar reason for which he/she has been placed on administrative-academic probation previously, although not currently in such status.

Satisfactory Academic Progress, cont.

Academic Probation and Disqualification

Academic probation and disqualification regulations differentiate between students enrolled in a graduate program and those enrolled in classified post baccalaureate status.

1. Conditionally classified and classified graduate students and graduate credential students are placed on scholastic probation if they fail to maintain a cumulative grade point average of 3.0 in all post baccalaureate units attempted. If they do not bring their grade point average up to 3.0 in the following semester in residence, they are subject to disqualification from the program in which they are enrolled.
2. 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.
3. Classified post baccalaureate students are placed on scholastic probation if their grade point average falls below 2.5. If they do not bring the grade point average up to 2.5 in the following semester in residence, they are disqualified from pursuing work at the University.
4. Students disqualified for academic deficiency may not enroll in any regular session of the campus without permission from the appropriate school dean and may be denied admission to other educational programs operated or sponsored by the campus.
5. Students attempting a second baccalaureate degree are subject to the same probation and disqualification standards as undergraduate seniors.

Five-Year Limit

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 Validation of Outdated Course Work 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, for courses exceeding the seven-year limit, the Dean of Graduate Studies and Research must approve. Approvals for extension must be obtained prior to the expiration of the five-year limit.

Satisfactory Academic Progress, cont.

Validation of Expired Course Work

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 your program). Outdated coursework must be repeated or validated. Copies of the Petition for Validation of Outdated Course Work may be obtained from your department 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 and Research; beyond that time limit, coursework cannot be validated.

Planned Educational Leave

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. 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. For more information on planned leaves, visit the Records & Registration website at www.csudh.edu/records-registration and/or consult with your program coordinator.

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. If they chose to enroll in regular university courses, students must continue to maintain a grade point average of 3.0 in all courses taken until the degree is granted.

Satisfactory Academic Progress, cont.

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. Loss of residency units means there is no guarantee that more than 9 units of previous course work may apply to the degree requirements upon readmission to the program.

Students who break continuous enrollment may petition to the College Dean for reinstatement of residency units. Serious and compelling reasons for breaking enrollment must be demonstrated. If the petition is denied by the Dean, the student may request a hearing from the Graduate Council.

Steps Toward Readmission Eligibility After Disqualification

The reinstatement of an academically disqualified post-baccalaureate or graduate student is by special action only. Students must submit a Petition for Reinstatement, available in the Office of Graduate Studies and Research, located in the Innovation and Instruction building, suite 3100. Students will only be considered for reinstatement after a minimum of one semester non-attendance following academic disqualification. Approval of reinstatement is partially based on evidence that the causes of previous low achievement have been removed or resolved. At minimum, petitions for reinstatement must include a Statement of Low Achievement which explains, in detail, how the causes of low achievement have been corrected and what plans are in place to insure future academic success. Students may choose to provide supplemental evidence which could include, but not be limited to, transcripts of coursework completed after disqualification, medical testimony and/or other objective evidence. To prove their academic ability, academically disqualified post-baccalaureate and graduate students may complete courses through CSUDH Open University or at other accredited academic institutions. Successful completion of coursework does not guarantee reinstatement to the university or graduate/post-baccalaureate program. Petitions for Reinstatement and supplemental attachments must be submitted to the Office of Graduate Studies.

Graduation

In order to be eligible for graduation, students must be in good academic standing, must have an overall GPA of 3.0 or above, and must have a grade point average of 3.0 in all courses used to fulfill the degree requirements.

Graduation Requirements

- GWAR (Graduate Writing Assessment Requirement)
- Advancement to Candidacy
- Advisement
- Meet all Program Requirements
- Time Limit for Degree Completion

How to Apply

Once the graduation requirements have been met, you may begin to apply for graduation. Applying to graduate is done electronically. Log into your my.CSUDH.edu account. Click on the Student Center link. Find the Apply for Graduation link. Select your Expected Graduation Term. Verify that your degree information, address, and names are correct. Then click Submit! Fees must be paid within 48 hours of submitting the application.

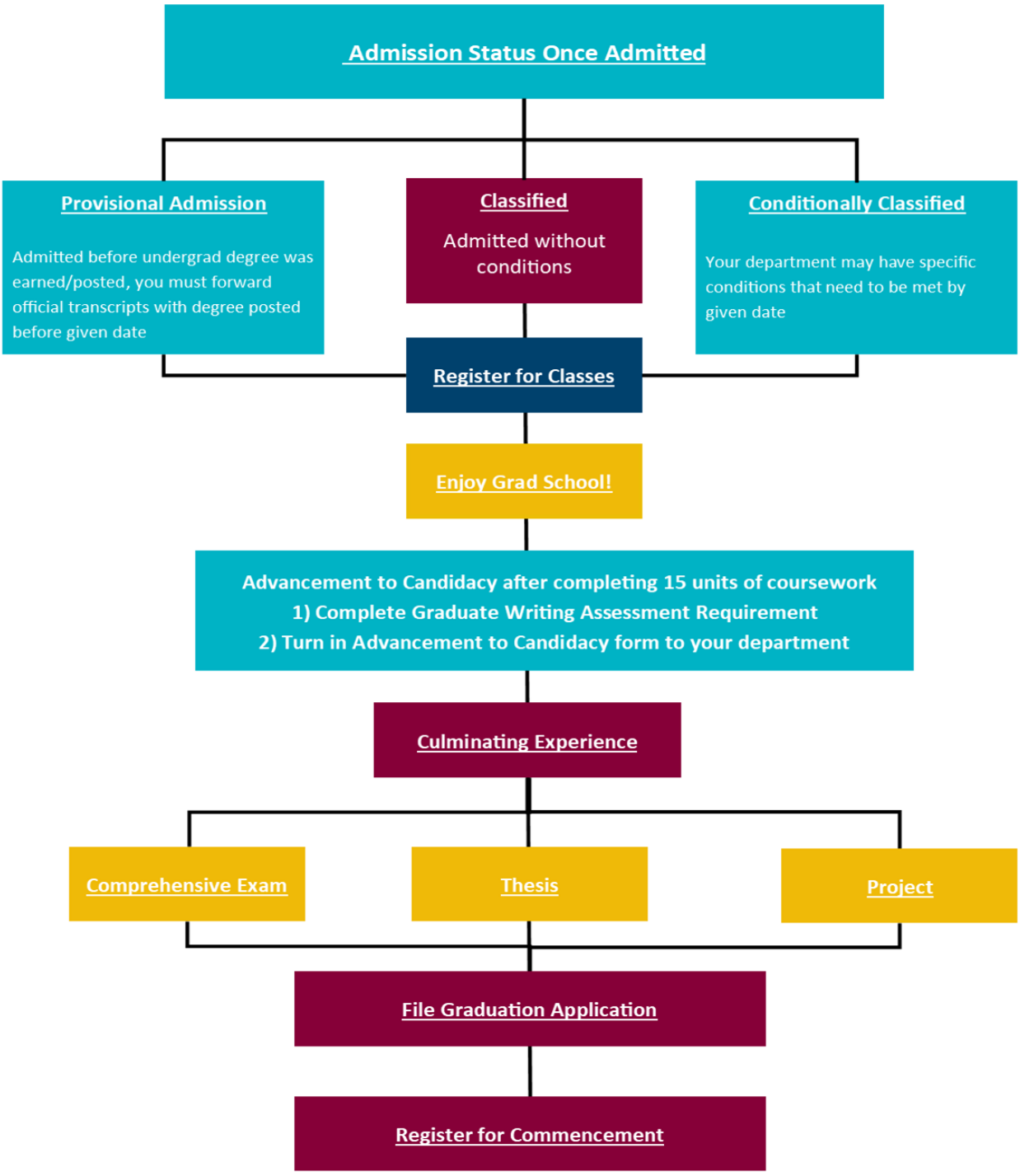
Note: Contact your department or program advisor for instructions and any special requirements for the graduation application process. If all degree requirements are not completed during the term of the application, a Change of Graduation Date card must be filed giving the new term of degree completion together with the appropriate fee.

When to Apply

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

Note: If the above dates fall on a weekend or holiday, the deadline will be the following business day. For further questions, please contact your major department or the Office of Admissions and Records at (310) 243-3645 or by email at graduation@csudh.edu. You can also visit the FAQ page.

Summary of Steps towards the Master's Degree



Advancement to Candidacy and Culminating Experience

Advancement to Candidacy

Advancement to Candidacy recognizes that the student has demonstrated the ability to sustain a level of scholarly competency commensurate with successful completion of degree requirements. Upon advancement to candidacy, the student is cleared for the final stages of the graduate program which, in addition to any remaining course work, will include the thesis, project or comprehensive examination.

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

- A minimum of 15 resident units
- Classified standing
- An approved program of study
- Successful completion of the GWAR
- A cumulative GPA of 3.0 in all courses taken as a graduate student
- No grade lower than a "C" in the degree program

Note: Advancement to Candidacy must be certified by the department on the "Graduation Advisement and Advancement to Candidacy" form or program specific forms that include this information to the Office of Graduate Studies and Research prior to the final semester, prior to the semester of the comprehensive exams, and prior to enrolling in thesis or project.

Culminating Experience

Each graduate program includes a culminating experience that marks the end of the graduate program: Thesis, Project, or Comprehensive Examination. The culminating experience usually begins after you have completed all or the majority of your coursework.

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.

Advancement to Candidacy and Culminating Experience, cont.

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 Exam

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.

Continuous Enrollment

If you have finished all the coursework for your master's program and are writing your thesis, please remember that you must maintain continuous enrollment. You may register for your department's 600 level course to maintain continuous enrollment. If you have any questions, please contact your department's Graduate Coordinator or call the Office of Graduate Studies and Research at (310) 243-3756.

Thesis and Project Formatting

The *Thesis and Project Guide* provides detailed instructions on all the steps in the preparation and submission of a master's thesis or project, from the initial selection of a faculty committee to the final approval process. It describes the various sections of a thesis or project and gives step-by-step formatting instructions for the final manuscript. It is highly suggested that all students thoroughly read and review the Thesis and Project Guide before embarking on a thesis or project. The Thesis and Project Guide can be found on the Graduate Studies webpage.

Advancement to Candidacy and Culminating Experience, cont.

ScholarWorks

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, a digital archive designed to capture, preserve, and make available research, creative works, and the administrative output of California State University, Dominguez Hills.

Steps to submit your thesis:

1. You must register your intent to submit your thesis or project with the Office of Graduate Studies and Research by completing and returning the Intent to Submit Thesis/Project Form. This form can be found on the Graduate Studies webpage under Thesis/Project. It can be hand-delivered to the Office of Graduate Studies and Research (Innovation and Instruction building, suite 3100) or emailed to thesis@csudh.edu.
2. Obtain committee member approval. Committee members need to send their approvals from their CSUDH email addresses to thesis@csudh.edu in the format of an approval statement. The approval statement can be found on the Graduate Studies webpage under Thesis/Project or in the Thesis & Project Guide.
3. Once the Office of Graduate Studies and Research has received your Intent to Submit and committee member approvals, you will be notified that a personal review folio has been created for you in Blackboard. You will then need to upload your thesis on or before the thesis/project submission deadline to begin the review process.
4. The thesis reviewer will read and annotate your thesis/project for necessary formatting revisions. You can revise as many times as necessary before the university publication deadline. Once all required changes to grammar and format have been made, the thesis reviewer will send you a final approval email with the required forms for publication.

Advancement to Candidacy and Culminating Experience, cont.

Dates of Completion

INTENT TO SUBMIT THESIS/PROJECT FORM	
FALL	September 10
SPRING	February 10
SUMMER	May 20

COMMITTEE MEMBER APPROVALS		
	External Programs	On-Campus Programs
FALL	October 3	October 25
SPRING	March 3	March 25
SUMMER	June 3	June 3

THESIS SUBMISSION		
	External Programs	On-Campus Programs
FALL	October 10	November 1
SPRING	March 10	April 1
SUMMER	June 10	June 10

Note: If a deadline date falls on a weekend or campus holiday (including Spring Break), the deadline shall be the first business day following the deadline. ***THERE WILL BE NO EXCEPTIONS TO THE DEADLINE DATES.***

Human and Animal Protection

Human Participants

The CSUDH Institutional Review Board (IRB) is a committee comprised of faculty, staff, and community members who review research studies that involve the use of human subjects. The purpose of the IRB is to protect the rights of human research subjects by ensuring compliance with university and governmental regulations as specified by the Office for Human Research Protections (OHRP).

Animal Research

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

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

The IRB or IACUC Application

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

The research protocol states:

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

Human and Animal Protection, cont.

The Process

IRB or IACUC office staff will determine if your Human Research protocol needs review by the IRB committee or if it can be reviewed administratively by the IRB chair. The office staff will also process the Animal subject protocols and refer them to the IACUC for review.

The review cycle for both human and animal research protocols may take up to 4 weeks, depending on the number of protocols in process at the time, and on how long it takes you to reply to the office's request for revisions.

Academic Research

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

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

Contact Information

For more information contact Judith Aguirre, Research Compliance Officer at (310) 243-2136 or irb@csudh.edu.

PLEASE NOTE:
Under no circumstances may you begin any research activities involving human volunteers or animal subjects without receiving an official approval letter from the IRB or IACUC. The approval letter will arrive by email. Submit a research protocol well ahead of any deadlines for beginning the research. Reviewers may require you to changes in the protocol before the research can be approved. Be sure to respond promptly to any requests for revisions.

If you bring your research before receiving notice of approval, the Human and Animal Protections Office will withdraw your protocol and it will not be approved.

Preparing for your Future

Applying for Jobs

For most graduates finding a job is the next step. This is difficult task, but resourcefulness, dream job right away, so be open to other opportunities such as internships and volunteer work. These opportunities may open the doors to stable employment and will expand your network in the field of your choice. The key to attaining a job in your field is knowing your value and casting a wide net, which your master's degree will prepare you to do!

Applying for Doctoral Programs

When applying to doctoral programs, research the program focus and faculty interests. Find programs that align with your values, research goals, and faculty research areas. Research the program requirements and deadlines; submit your application on time.

Resumes and Cover Letters

A resumé is a marketing tool. Its purpose is to motivate an employer to interview you. It should give a potential employer a brief overview of your education, work experience, extracurricular involvement, and skills and abilities that address the stated and implied requirements for the position you are applying for. With each resumé you send, you must also send a cover letter. A cover letter will introduce you as a candidate, clarify the position for which you are applying, and enable you to highlight strengths. For help with your resume and cover letter, drop by the Career Center office (LIB-3rd Floor) for a 15 minute consultation about your resume and cover letter, post your resume on CSUDH Handshake for a critique from a career coach, attend a resume writing workshop, see a career coach, or check out examples on the Career Center webpage.

Tips for Surviving Grad School

1. Never forget you have an advisor to help and guide you
2. Make the most out of your resources and apply for free money
3. Complete research on a subject you are passionate about
4. Plan your culminating activity in advance
5. Find a faculty mentor and cultivate that relationship
6. Ask for help if needed
7. Persist under stress
8. Expect to be busy, but find a healthy balance

Letters of Recommendation

Requesting Letters of Recommendation

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

Be sure to provide your recommender with the following:

1. A courtesy meeting. We strongly suggest that you meet with any academic or professional references to tell them more about you and your academic program. This will allow them to personalize the recommendation for you and explain why you are a great candidate. Be sure to provide them with your most current name, phone number, or e-mail address for follow-up.
2. Information about you. Although the recommender has agreed to write a recommendation, you should still provide him/her with some information about you. In what capacity do you know the recommender (class, internship, lab, etc.)? When did you meet the instructor? What grade did you receive in their course? What was your program GPA? Did you write a paper or complete a project for the faculty member? If so, state what you did. Did you have a difficult semester? How did you overcome that semester and improve? What are some of your biggest accomplishments? This information will help your recommender when writing the letter.
3. Materials requested. Remember you asked them to write about you – provide them with the information they need to do so! Some recommenders may request that you submit additionally materials so that they can successfully write a complete letter on your behalf. Some things they may request are a short personal statement, resume or CV, writing sample, and unofficial transcripts. Be sure to provide your recommender with a folder with all the information and due date so that they can keep the material you give them in one place.
4. The submission process. Does your letter or recommendation need to be submitted online, mailed, or part of a larger packet? These are details that the recommender should know, if it is an online process, provide your recommender with the necessary steps to complete the online process because it requires more time to respond. If your letter needs to be ailed, provide your recommender with a typed, addressed, and stamped envelope.

Preparing for your Future, cont.

Letter of Recommendation Tips

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

Completion Checklist

To Do: Your First Semester

☐ Download current Toro Graduate Student Handbook and visit the Graduate Studies website.
☐ Obtain department graduate program manual for your area of study
☐ Meet with your Program Coordinator
☐ Estimate plan of coursework from first semester to graduation
☐ Make preliminary decisions about expected date of graduation.

To Do: Each Semester Until You Graduate

☐ Check online Class Section Listing and Academic Calendar. Mark important dates on your calendar.
☐ Meet with your program coordinator (at least once every semester)

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

☐ Submit Graduation Advisement & Advancement to Candidacy Form
- Date Submitted: _____

☐ Submit Intent to Submit Thesis/Project Form
- Date Submitted: _____

☐ Obtain approval for human/animal research from the IRB or IACUC if needed
- Date Submitted: _____

☐ Keep copies of all documents submitted to your department, Office of Graduate Studies, and Admissions and Records.

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

☐ Enroll in Culminating Experience Course (600-level)
☐ Enroll in Continuous Enrollment (regular university courses or in a specifically designated 600-level course) if you have completed all coursework and are working toward your culminating experience.
☐ Submit your Graduation Application

To Do: Your Last Semester

☐ Register for Commencement and pay fees. See the Graduate Studies webpage for important graduation deadlines.
☐ Complete and submit your thesis or project for publication on ScholarWorks.

Directory

Graduate Programs	Department Email	Department Contact
Biology	biology@csudh.edu	310-243-1091
Computer Science	mbeheshti@csudh.edu	310-243-3398
Cyber Security	msprogram@csudh.edu	310-243-3398
Counseling	amancillas@csudh.edu	310-243-2680
Education		310-243-3496
English		310-243-3943
Environmental Science	asinha@csudh.edu	310-243-3166
Health Science	mmuller@csudh.edu	562-735-3300
Marital & Family Therapy	mlaurent@csudh.edu	310-243-2693
Negotiation, Conflict Resolution, & Peacebuilding	nperry@csudh.edu	310-243-3237
Nursing	sondepartment@csudh.edu	310-243-2644
Occupational Therapy	otprogram@csudh.edu	310-243-2812
Psychology		310-243-3642
Public Administration	mpaonline@csudh.edu	310-243-3646
Quality Assurance	msqa@csudh.edu	310-243-3880
School Leadership		310-243-2590
Social Work	mswadmissions@csudh.edu	310-243-3170
Sociology	kpinto@csudh.edu	310-243-3180
Special Education	kesposito@csudh.edu	310-243-3496
Teacher Education Credential		310-243-1026

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

Office of Graduate Studies and Research
Innovation and Instructional - Office 3100
310-243-3693
gstudies@csudh.edu