California State University, Dominguez Hills

Graduate Student Handbook

Office of Graduate Studies

Innovation and Instruction (I&I) Suite 3100

(310) 243-3693

https://www.csudh.edu/gsr/graduate-studies/

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Rev. Fall 2024

Welcome to CSUDH

On behalf of all of our staff and faculty affiliates in Graduate Studies and Research (GSR), welcome to California State University, Dominguez Hills! As our name suggests, GSR provides leadership and support for graduate education and faculty and student research. Over the past several years we have expanded significantly to better support our community of student and faculty scholars and now comprise five units, including the Office of Graduate Studies.

In the Office of Graduate Studies, we support the university to maintain its academic standards and ensure high-quality graduate education by advising faculty and staff in the development and revision of graduate programs, coordinating events related to graduate student recruitment and outreach, and training graduate advisors in university and state policies and procedures pertaining to graduate education. Our office provides comprehensive wraparound support for graduate students and programs, from recruiting and pre-admissions all the way through the culminating experience that leads to graduation. In addition to continuing our strong tradition of master's-level education, we recently launched the university's first two doctoral programs, with excellence in both faculty and student research being a cornerstone of the doctoral culture we are building at CSUDH.

More broadly, the mission of all graduate programs at CSUDH is to promote advanced study, scholarly activity, and research. Through traditional and nontraditional ways of learning, our students earn master's or doctoral degrees, postbaccalaureate credentials, advanced certificates, and life enrichment. Graduate students make up a distinctive and highly valued segment of the university community, and graduate education plays a key role in CSUDH's commitment to preparing our vibrant, diverse student population for leadership roles in the twenty-first century.

If you need guidance or support with any part of your graduate student experience, please don't hesitate to reach out to our staff. We are located on the 3rd floor of the Innovation and Instruction (I&I) building.

I wish you great success on your academic journey.

Sincerely,

Sheree M. Schrager, PhD, MS
Dean, Graduate Studies and Research
California State University Dominguez Hills

CSUDH Office of Graduate Studies and Research

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The Graduate Student Handbook

The Office of Graduate Studies operates in collaboration with each graduate department and program at CSUDH and according to all policies and regulations guiding CSUDH. Each department and graduate program may supplement the information contained in this handbook with their additional policies and requirements. Students are expected to learn about and be knowledgeable of the policies and requirements specific to their graduate program as well as those from Graduate Studies and Research and CSUDH.

Although it uses the term "graduate" throughout, this handbook was developed to support postbaccalaureate and graduate students alike. It is updated regularly, but it cannot include everything at CSUDH that is available to you as a graduate student. Please walk around campus, visit CSUDH websites, ask questions, and get to know our campus so that we can best facilitate your success.

To the degree possible, online sources are hyperlinked in the text. If the link does not work, try entering the name of the site instead, as the URL may have changed since this handbook was finalized.

Feel free to send information you think will enhance future editions of this handbook to our office by emailing gstudies@csudh.edu with your suggestions.

Getting to CSUDH

Information about driving to campus, as well as other options, is found here, with links to CSUDH sites for further information and access.

Automobiles: University Parking Department
The University Parking Department is in WH-105 and open from Monday through Friday, 8:00 am to 5:00 pm. Phone them at (310) 243-3725. Their fax number is (310) 928-7263. Students with questions about a parking citation should call (888) 267-6509[1].

As of 2022, one-day parking is $10, and tickets can be purchased at kiosks located at every parking lot. Students can also purchase a permit each semester: Rates change regularly.

Fall 2024: $200 for 8/19/2024 through 01/05/2025

Spring 2025: $200 for 01/16/2025 through 05/26/2025

Summer 2025: $122 for 05/27/2025 through 08/16/2025

Summer 2025 Session I only: $122 for 05/27/2025 through 07/06/2025

Summer 2025 Session II only: $122 for 07/07/2025 through 08/16/2025

Summer weekly: $15/week on demand, dated at time of purchase

Students can purchase semester-long parking permits online, but summer parking permits must be purchased in person. Further information can be found here: https://www.csudh.edu/dhpd/departments/parking/

Electric Car Charging Stations
Drivers of electric cars can park and recharge for up to three hours at the EV charging stations on campus for a charge of $0.35 kwh/hour. The car must remain plugged in for the duration and be moved after three hours have passed.

Although there are 10 charging stations at present, more will be available soon. Six can be found in the northwest corner of Lot 3, 2 are in the southwest corner of lot 2, and 1 is in the physical plant parking lot.

To learn how to download the application *Chargie* required to pay for recharging and get further information, visit this site: https://www.csudh.edu/sustainability/campus-initiatives/transportation/electric-vehicles/

Zipcar
A car can be rented for short-term use through Zipcar, on campus. Further information can be found here: https://www.csudh.edu/rideshare/zipcar/

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[1] Failure to post a receipt for paying for parking or the parking permit that results in a citation and fee will not be reversed, even if proof of purchase is provided.

Biking
Most CSUDH individual walk on campus, but bicycling is allowed, according to strict guidelines. To learn more about this and find out where bicycles can be safely parked, go here: https://www.csudh.edu/sustainability/campus-initiatives/transportation/bikes/

Toro Express
Available in the fall and spring semesters only, CSUDH operates a mini-bus service that drives to and from a stop on the Silver line and Blue line, respectively. For a map, schedule, and further information, visit this site: https://www.csudh.edu/rideshare/toro-express/

Ride Share
CSUDH Transportation offers the CSUDH Rideshare program, which serves as a resource for commuters who would like to reduce stress and cut commuting costs by sharing their ride with others. Further information and forms to submit to join can be found here: https://www.csudh.edu/rideshare/employee-info/policy/

Metro-Micro
CSUDH affiliated individuals can access a Metro-Micro, a local shuttle bus, for $1 a trip. Further information and a map of drop-off points can be found here: https://www.csudh.edu/sustainability/campus-initiatives/transportation/metro-micro/

Public Transportation
Full-time students are eligible for a monthly Metrolink Bus Pass at a discounted price of $11.25. To find out how to do this, visit this link: https://www.csudh.edu/sustainability/campus-initiatives/transportation/metrolink-bus/

Scooters, Roller-skates, and other forms of transportation
At present, these forms of transportation are permitted but cannot be used on pedestrian walkways.

Campus Map
A map of the CSUDH campus is available online and can be downloaded as a PDF and printed. There is also an interactive version online. Find them here: https://www.csudh.edu/visit-us/campus-map-directions/

MyCSUDH, Email, Online Information

As a security consideration and in keeping with professional practices, communications among and between CSUDH students, administrators, staff and faculty must take place exclusively on CSUDH email and official campus platforms such as Canvas. CSUDH graduate students will regularly receive important information via email that will only be sent to their Toromail accounts.

Computer literacy is required and assumed for CSUDH graduate students.

Each student is assigned a unique email address at **Toromail**, which should be used for all campus-related communications. Inquiries sent on personal email accounts may be ignored or deleted. Access to course-related and program-related content requires using your CSUDH email.

Keep your **password** safe. You will be prompted to change it every 6 months.

If an incorrect password is used to attempt to log in 3 or more times, the account will lock and be unavailable. If this happens to you, contact the IT helpdesk at 310-243-2500. Note that the IT helpdesk is open Monday through Friday from 9 am to 5 pm only.

Multi-factor authentication is usually required when logging into CSUDH online, whether this is done on campus or from another site. The **Duo** application is required for this step and can be downloaded from the MyCSUDH homepage, in the section with software.

A great deal of information is online and available virtually, most of which is accessible through the main portal at **MyCSUDH**: https://my.csudh.edu. The MyCSUDH portal is the gateway to access information, resources, and online programs at CSUDH. To log in, use your CSUDH campus network account user ID and password.

Canvas is CSUDH's learning management system. **Canvas** hosts classes as well as organizations. Access is available on the MyCSUDH portal page. Students are automatically enrolled in each registered class and will receive an invitation to join other Canvas sites.

The **CSUDH Library** holdings are available online. Students can conduct extensive searches for literature on their computers and download PDFs of the readings found.

iPad and Laptop Loans: The CSUDH library has 30 iPads and 99 Dell Latitude D630 laptops available for students to borrow for a semester at a time. Students must be enrolled in classes in fall or spring semesters to use this service. Further information is available at the Technology Checkout Office at the CSUDH Library, 2nd floor, room 2039, phone (310) 243-2173.

CSUDH Academic Technology can help students with computer questions and problems. They are in the North (old) Library Room 5723 and are available Monday through Friday from 8 am to 5 pm in person, at (310) 243-3176. A request for assistance can be submitted online 24/7 at https://csudh.service-now.com

Student Conduct

CSUDH policies on student conduct are undergirded by the state of California's Student Conduct Code Title 5, Article 2, Section 41301. These policies address myriad topics that structure all aspects of campus life.

Students are encouraged to familiarize themselves with the **Student Code of Conduct**, which is overseen by the Division of Student Affairs and which includes definitions of expected professionalism and comportment as well as definitions of academic violations, plagiarism, and procedures followed when allegations of violations arise: https://www.csudh.edu/student-conduct/

Students may also contact the Director of Student Conduct or the Ethical Development Coordinator at (310) 243-3784 and (310) 243-2876, via email at dh_conduct@csudh.edu, and/or visit the office at Welch Hall Room A410.

Grading Policies and Grade Appeals
Information about these topics and how to file a grade appeal can be found here:
https://www.csudh.edu/student-conduct/other-student-policies/

Disabled Student Grievance
Students who believe that their rights have been violated can file a grievance here:
https://www.csudh.edu/student-conduct/other-student-policies/

Reporting an Incident
Students can report a student conduct violation; an academic integrity violation; an experience or experiences of discrimination, harassment, dating/domestic violence or sexual misconduct; concerning, worrisome or threatening behaviors; or refer a student in need by accessing information and forms here: https://www.csudh.edu/student-conduct/report-an-incident/

CSUDH Campus Policies
CSUDH adheres to a range of policies addressing numerous issues, including but not limited to catering, no smoking, event planning, freedom of expression. These policies can be found here:
https://www.csudh.edu/student-conduct/campus-policies/

<center>**Student Resources**</center>

Graduate Studies and Research
GSR's Office of Graduate Studies is the primary resource for graduate departments and programs, faculty, graduate advisors, and graduate students seeking advice in understanding campus policies, forms, and issue related to their educational program. Forms related to graduate studies can be obtained from the office, and found online at: https://www.csudh.edu/gsr/graduate-studies/current-students/additional-forms/.

Black & White Printing and Study Rooms in I&I
Located in Suite 3100 of the Innovation and Instruction building (I&I), there is a Graduate Technology Hub that includes a graduate student study area with free black-and-white printers. The Tech Hub is open Monday through Thursday from 8am to 6pm and Friday from 8am to 5pm.

Study Rooms
The Office of Graduate Studies allows students to reserve small rooms in the I&I building, in advance, to meet. Students working collaboratively in small groups, as well as individual students, can contact the Graduate Studies office to find out how to do this. Requests can be made to use these rooms during regular business hours as well as some evenings and weekends.

Academic Advising
Graduate students are encouraged to meet with their advisor one-on-one. This helps students get to know their faculty and learn about ongoing research opportunities. It also enables advisors to facilitate student success by making sure the student knows of all requirements and keeps on track toward degree completion and ensuring that all necessary milestones and requirements are completed in proper order.

Academic Calendar
The Office of Faculty Affairs maintains the campus schedule. It can be downloaded as a PDF or viewed on this site: https://www.csudh.edu/academic-affairs/academic-calendar

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.

The CSUDH library has lactation rooms for new parents as well as group study rooms. It is usually open until 7 pm on Mondays, Tuesdays, and Wednesdays, and until 5 pm on Thursdays and Fridays, and until 4 pm on Saturdays and Sundays.

The Research Help Desk is available daily, both in person and online. There is also a CSUDH library blog.

The library can be contacted at (310) 243-3715 and at https://www.csudh.edu/library/.

Financial Services
This office is responsible for payment plans for student fees at the start of each term and generates reminder emails in advance of upcoming installments 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 window at Welch Hall, room B270 and can also be contacted at (310) 243-3780.

Student Financial Accounting
This office, which issues students refunds and short-term emergency loans, is located at Welch Hall, room B270 and can also be contacted at (310) 243-3780.

CSUDH Police
The CSUDH Police Office is in Welch Hall, room B100, on the first floor and are open 24 hours a day, 7 days a week. Their mission is to provide a safe campus conducive to education for the university's students, faculty, staff, administrators, and visitors.

The CSUDH Police **Escort Program**, available 24 hours a day, 7 days a week, provides an officer to escort the caller from one site on campus to another (usually to a parked car).

The non-emergency number for University Police is (310) 234-3639.

The **emergency** number for University Police is (310) 243-3333.

The campus has **Emergency Call Towers** that can also be used in an emergency. Push the TALK button on one to alert the police.

Student Health & Psychological Services
CSUDH Student Health & Psychological Services' mission is to offer quality services to meet primary health care needs of CSUDH students. 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.
Note: Graduate students enrolled through the College of Continuing and Professional Education (CCPE) may not have access to this resource. Please check with your individual program to learn more.

Student disAbility Resource Center (SdRC)
A centralized source of information, programs, and support to ensure full access to the university's educational, cultural, social, and physical facilities for and by CSUDH students with disabilities, the SdRC helps 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 culminating in graduation. Located in Welch Hall, Room D108, call (310) 243-3660 or email dss@csudh.edu. Further information can be found here: https://www.csudh.edu/sdrc/

<center>**Student Support**</center>

CSUDH hosts an array of centers, departments, and programs to support our students and help them succeed in their studies. They are listed here in alphabetic order.

American Indian Center, launched in 2011, works to increase the number of students from Tribal Nations who enroll and graduate from the CSU. It provides support and builds a college culture among Native American families, presents experiential educational initiatives through the year to promote better understanding of indigenous cultures across campus and in our communities, and provides experiential learning opportunities for students. Further information can be found here: https://www.csudh.edu/slice/aii/

Basic Needs
CSUDH Basic Needs operates food pantries on campus. They can also provide short-term, temporary housing, and a one-time cash grant (Toro CARE grant) to students in need.
Note: Neither short-term temporary housing nor the Toro CARE grant are available to students enrolled through CCPE.

> **CSUDH Food Pantry: Teddy's**
> To pick up a week's worth of groceries for free, link to each pantry site, place your order, and arrange to pick it up.
>
> College of Education, Building 14, room H-023
> Monday—Thursday 10 am to 1 pm; 2 pm to 6 pm
> Friday 9 am to 1 pm; 2 pm to 5 pm
> torocare@csudh.edu
> (310) 243-3600
> https://www.csudh.edu/toro-care/food-support/teddys-pantry/
>
> **Cal-FRESH**
> CSUDH can assist students in determining whether they are eligible for the federally funded program once known as food stamps, now called the Supplemental Nutrition Assistant Program (SNAP) at the federal government, and Cal-FRESH in California. To find out if you are eligible and learn more about this benefit, visit this site: https://www.csudh.edu/toro-care/food-support/calfresh/
>
> Students who are eligible for Cal-FRESH can also obtain a hot-meal card that enables them to purchase food on campus. To learn more, go here: https://www.csudh.edu/toro-care/food-support/hot-meal-card/
>
> **Short-Term Temporary Housing**
> The short-term emergency housing assistance program provides students who do not have access to permanent housing with short-term housing is up to 30 days at no cost from the student. Availability varies. Further information and an application form can be found here: https://www.csudh.edu/toro-care/housing-support/

Toro CARE Grant

The Toro CARE grant provides a one-time cash grant students struggling with a personal crisis or an unforeseen situation and is not available to students in the College of International and Extended Education. The grant amount depends on the student's need and ranges up to $1,000. Further information and an application can be here: https://www.csudh.edu/toro-care/financial-support/

Career Center

The Career Center provides career and professional development support and assists with internships, emphasizing student empowerment that is intrinsic to the development of career management skills. They offer workshops, career fairs, and other types of assistance in career development. Located on the 3rd floor of the CSUDH Library, they can be reached at (310) 243-3625 and/or via email at careercenter@csudh.edu. Further information about their services can be found here: https://www.csudh.edu/career-center/

Culture & Identity Centers

CSUDH hosts six Culture and Identity Centers, which serve and empower students at CSUDH through culturally relevant programming, community building spaces, and support services. They are listed here in alphabetic order:

Asian & Pacific Cultural Center is the cultural home for API students at CSUDH where community, belonging, learning and engagement are instruments toward personal, academic, and professional success of API students. Learn more about their services at https://www.csudh.edu/apcc/

Black Resource Center (BRC) serves everyone at CSUDH, while emphasizing the Black experience, promoting collegiate success, Black culture, community and civic engagement by providing a network of academic, persona, and professional support services and culturally relevant programming. Learn more at https://www.csudh.edu/brc/

Immigrant Justice Center (previously known as Toro Dreamers Success Center)
The Immigrant Justice Center creates equitable and accessible services, programs, and opportunities to support the holistic and collective growth of individuals impacted by our immigration system, envisioning a world where immigrants can thrive, be free, and gain economic power. Learn more at https://www.csudh.edu/ijc/about/

The Latinx Cultural Resource Center (LCRC)
The cultural home or "La Casita" to support the personal, academic, and professional success of Latinx students at CSUDH. La Casita provides peer-to-peer support, culturally relevant programming, and campus partnerships. Resources focus on academic and career readiness, social justice, community building, and embracing the Latinx identidad, arte & cultura. Further information can be found here: https://www.csudh.edu/lcrc/

The Queer Culture & Resource Center seeks to improve the culture and climate for lesbian, gay, bisexual, transgender, queer, intersex, asexual, two-spirit, nonbinary individuals along all gender, romantic, and sexual spectrums. The QCRC offers a space for the campus to come together, find support, and build connections and relationships to queer culture, people, and programs. We want everyone to get involved in creating more space for queerness at CSUDH, starting from our home just off the west walkway in the Loker Student Union. Learn more here: https://www.csudh.edu/qcrc/

Women's Resource Center, founded in 1972 and reopened in 2014, provides a safe space for women to discuss and explore the issues that affect them and their communities. The WRC connects the campus and community to a wide range of resources, programs, and opportunities designed to empower women of all backgrounds. Learn more here: https://www.csudh.edu/wrc/

Free Showers
There are two self-contained and private showers in the I&I building available for use. Stop in to the Toro Food Pantry in room 2514 of the Library first to get free eco-friendly deodorant and soaps made on the campus urban farm from the Office of Sustainability. A key has to be requested to access the shower. Scroll to the bottom of this link to find the link to get the key: https://www.csudh.edu/sustainability/campus-initiatives/transportation/bikes/

Graduate Research and Writing Support
Dr. Susan Einbinder is available to help with your writing projects through our Graduate Research and Writing Support service. We focus on graduate students who are writing about research: A research proposal, a research paper, a capstone paper, a thesis, or another type of research endeavor. You will be added to a graduate writing group in Canvas, and new modules will be added to our Canvas site throughout the year with information as well as links to helpful online sources. Dr. Einbinder also designs and records presentations about specific research and research writing topics that are of interest. Additionally, in-person and Zoom drop-in sessions will be set up that you can join as needed once the semester begins. If you'd prefer to meet one-on-one and/or have a specific topic you'd like to address at a workshop, you can email Dr. Einbinder at sdeinbinder@csudh.edu.

Infant & Toddler Development Center
A full-time, center-based inclusion program that serves children aged 18 to 36 months, the Center provides enriched programming focused on skills acquisition, learning through play, and language development. Daily fees for students are $52 for non-potty trained and $57 for potty trained children, and a fee every semester for enrolling. The Center is open Monday through Thursday from 7:30 am to 5:30 pm and Friday from 7:30 am to 3 pm.

Contact them at (310) 243-1015 or find more information on their website: https://asicsudhchilddevelopmentcenter.com/

International Student Services
Located in the Extended Education (EE) Building, Room 130, this service helps international students

navigate the campus. This can include assisting with the application process, helping with student visa issues, and support in transitioning to life in the US. They can be reached at (310) 243-3786 and/or at iss@csudh.edu. Further information about their services can be found here: https://www.csudh.edu/ceie-intl/intl-student-info/

Passport Services and Notary Services
Located in CCPE, this office provides passport services and notary services for a fee. Further information is available here: https://www.csudh.edu/ceie-intl/passport-hub/

Veterans Resource Center
The Veterans Research Center assists military veterans, service members, and their dependents in successfully navigating their college experience by providing advisors, mentors, academic workshops and holistic personal and professional development opportunities to help students in their transition to the university. VRC is on the 3rd floor room 3941 of the library and be contact at (310) 243-2829 and/or vrc@csudh.edu. Further information can be found here: https://www.csudh.edu/vrc/contact-us/

Writing Center
Located in the Student Success Hub on the 3rd floor of the CSUDH library, the CSUDH Writing Center promotes a positive disposition to help-seeking and a confident writer self-identity for all students. 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. 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.

Campus Life & Activities

Student Research Conference
Held every spring semester, this 3-day event is a forum for students to present and receive supportive feedback on their faculty-mentored research. CSUDH recognizes student research as a fundamental component of student learning, and continually explores new ways to provide research opportunities and resources to facilitate research development, implementation, and presentation. This annual event for student-led research activities promotes excellence in research by recognizing outstanding student accomplishments across the disciplines. All students are encouraged to participate, and winners in the juried sessions may be selected to receive paid travel expenses to compete in the 23-campus CSU Student Research Competition or the graduate student-specific Grad Slam event. Further information can be found here:
https://www.csudh.edu/gsr/research/src/

Loker Student Union (building) (LSU)
The LSU provides a centralized and dynamic site for educational, social, recreational, and cultural events and programming on the CSUDH campus. It includes the CSUDH University Bookstore as well as food kiosks, a Wells Fargo ATM, and is home to the campus' KDHR Student Radio station. A game room, a TV lounge, a nap room, a meditation lounge, private non-gender bathrooms, discounted amusement and event ticket options, an outdoor performance site/patio, wireless printing stations, charging stations for electronics, meeting rooms that can be reserved, an elegant ballroom, student clubs and organizations spaces, ASI offices, Student Life department offices, and offices for various multicultural organizations. Sleeping pods are now available as well and can be used as lactation spaces. A hub of activity, further information about the LSU can be found by calling (310) 243-3559 and/or visiting them at: www.lsucsudh.org.

CSUDH Student Clubs & Organizations
CSUDH hosts over 100 different student clubs and organizations – including those run by graduate students in their respective programs. To learn more visit this website:
https://www.csudh.edu/student-life/student-organizations/

Associated Students, Incorporated (ASI)
The ASI is the official voice of students at CSUDH. Its core values of student growth, advocacy, and leadership guide their student-run, non-profit activities, and ASI representatives serve on various campus-wide committees participating on campus government. For further information, visit them here: https://asicsudh.com

University Theatre Arts and Dance Programs
The Department of Theatre Arts and Dance operates an ambitious and impressive program of theatre and dance presentations throughout the year, which comprise a component of student educational requirements. About six major productions are presented annually, including but not limited to plays of all kinds, dance concerts, and other events. Visit their website for details and ticketing information at: www.csudh.edu/theatre-arts.

CSUDH Music Department Events
Student and faculty music performances are regularly scheduled on campus and at external sites. CSUDH sites are ADA-compliant. To learn about these events and obtain information about ticketing, visit this website: https://www.csudh.edu/performing-arts/events/music-events/

The Mervyn M. Dymally African American Political & Economic Institute
The Dymally Institute builds community and institutional memory, through a digital archive, of the history and contributions of African American elected officials, business leaders, and community leaders who have influenced the progress of the State of California and the nation. It is committed to influencing public policy debates through ongoing academic and community research dealing with African American political and economic development concerns and influences in California and elsewhere around the nation, and it is helping build the next generation of elected officials, civic and policy leaders by engaging the CSUDH community in cultural experiences that promote the Dymally influence in the African Diaspora. Further information, including events, can be found here: https://www.csudh.edu/dymally-institute/

University Art Gallery
A major exhibition space in the South Bay, the gallery presents 10 exhibitions each year that includes a series of art produced by students, showcasing their work in Design and Studio Art that explores different artistic styles, cultures, historical movements, and media. The University Art Gallery is on the first floor of LaCorte Hall, Room 107. Information and scheduling can be found here: https://gallery.csudh.edu/

Toro Athletics
CSUDH Toros are members of the National Collegiate Athletic Association (NCAA), competing at the Division II level, and one of 12 universities competing in the California Collegiate Athletic Association, in nine sports: Men's baseball, Men's basketball, Men's golf, Men's soccer, Women's basketball, Women's soccer, Women's softball, Women's track and field, and Women's volleyball. Schedules of sporting events and further information can be found here: https://gotoros.com/

Toro Athletics Weight Room
The weight room is available for use by CSUDH staff, faculty, and students, and users must sign a waiver in advance of its use. Athletic wear is required, along with closed-toed shoes, and users must bring a towel and wipe down equipment with disinfectant cleaner provided for that use by the weight room after the weights are used. Closed on holidays, the weight room schedule and further information is available here: https://gotoros.com/facilities/weight-room/12

Renting Space at CSUDH
Information about renting a theatre, classroom, or other site at CSUDH for an event can be found here: https://www.csudh.edu/performing-arts/rentals/. Information about renting athletic facilities can be found here: https://gotoros.com/sports/2018/8/9/athletic-facility-rentals.aspx

Financing Your Education

The CSUDH campus and Graduate Studies and Research each offer funding opportunities to graduate students enrolled at CSUDH.

Financial Aid

To learn about the different types of student loans and grants available for graduate students, please visit the Financial Aid office website here: https://www.csudh.edu/financial-aid/types-aid/ Please explore the many loans and grants listed here.

State University Grants

State University Grants are one of many grants available to graduate students, and information about then is available at the Financial Aid website cited above. The State University Grants are awarded to graduate students who are California residents enrolled in a university degree program: eligibility may require submitting a FAFSA by a specific deadline and demonstrating financial need. Grants range from $1,665 to $3,588, depending on enrollment and classification. Students in the College of Extending and International Education are not eligible for this grant.

Off-campus and On-campus Employment & Internships

Information about on- and off-campus employment and internships can be found at the CSUDH Career Center. To learn more, visit here: https://www.csudh.edu/career-center/

Graduate Equity Fellowship (GEF)

This program increases the diversity of students completing graduate degree programs at CSUDH, encourages graduate students to pursue doctoral studies, and promotes the possibility of a university faculty career by providing financial support to graduate students with strong academic records who have demonstrated financial need, a faculty sponsor, and an interest in pursuing doctoral studies. Fellowships cover the full cost of tuition per academic term, and the fellowship can be awarded for up to two years. Details about qualifications and application materials can be found here: https://www.csudh.edu/gsr/graduate-studies/funding-opportunities/

Graduate Research Advancement & Development Grant (GRAD) - Research

This program offers funding to graduate students to carry out a research project or creative activity outside of the classroom. For further information and the series of steps required to complete the application, along with deadlines and forms, go here: https://www.csudh.edu/gsr/graduate-studies/funding-opportunities/ and click on the link for "GRAD Grant Research Application."

Graduate Research Advancement & Development Grant (GRAD) - Travel

A separate component of GRAD, this program offers funding to supplement graduate student travel to present their research at regional, national, and international conferences and events. For further information and the series of steps require the complete the application, along with deadlines and forms, go here: https://www.csudh.edu/gsr/graduate-studies/funding-opportunities/ and click on the link for "GRAD Grant Travel Funding Application."

Chancellor's Doctoral Incentive Program
Open to new and continuing full-time students in doctoral programs in the US, further information about this funding and links to the application can be found here: https://www.csudh.edu/gsr/graduate-studies/funding-opportunities/ Among other requirements, applicants are required to a have a full-time/tenure-track/tenured faculty member on board as mentor and sponsor. For more information, please contact the CSUDH campus coordinator, Dr. Michelle Waiters Martinez, at (310) 243-2037 or mmartinez@csudh.edu.

California Pre-Doctoral Program
The California Pre-Doctoral Program awards funds to a limited amount of juniors, seniors and graduate students in the 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. Students who are chosen for this prestigious award are designated Sally Casanova Scholars as a tribute to Dr. Sally Casanova, for who the Pre-Doctoral Scholarship is named. The CSUDH campus coordinator, Dr. Michelle Waiters Martinez, can be reached at (310) 243-2037 or mmartinez@csudh.edu. Further information about eligibility and applying can be found here: https://www.csudh.edu/academics/pre-doctoral-programs/predoc/

Graduate Student Policies and Regulations

The Office of Graduate Studies maintains policies and procedures that govern graduate students, in concert with university policies that apply to all students as well as program-specific policies and requirements. Students are expected to become familiar with these policies in advance of beginning their studies. While we will make every effort to update this Handbook as policies change, the definitive version of policies currently in effect will always be in the University Catalog. There are separate policies and procedures for degree-seeking graduate students versus postbaccalaureate credential or certificate-seeking students.
Graduate Degrees: https://catalog.csudh.edu/general-information/graduate-degrees/
Postbaccalaureate Programs: https://catalog.csudh.edu/general-information/post-baccalaureate-credentials-and-certificates/

Admission Status
The letter sent to you from the Office of Admissions reflects the decision of record and will state your admission status. If you have not received this, contact the Admissions office at (310) 243-3645 or admissions@csudh.edu. Students who have been accepted for admission may be accepted with classified graduate standing, or may be provisionally or conditionally admitted.

Classified Graduate Admission
This classification is assigned to all graduate students who have been admitted without conditions and/or have completed all prerequisite requirements at the time of admission.

Graduate Provisional Admission
Some students apply to graduate programs before they complete their undergraduate degree. These students are admitted as 'provisional' and must forward their transcript, with the degree earned noted on it, to the Admissions and Records office before the deadline stated on the admissions letter. Students offered provisional admission who do not do so will be removed from enrollment and will have to reapply for readmission the next year.

Graduate Conditional Admission
Some graduate programs and departments offer 'conditional' admissions, where the student is permitted to begin the graduate program but may be disqualified if they do not meet additional requirements during the first semester or first year of study. If you are offered conditional admission, make sure to consult with your Graduate Program Director to learn what your conditions are and the timeframe that is allotted for you to complete these requirements.

Transfer Credit from CSUDH Courses Taken as an Undergraduate
Undergraduate students in their final year may petition to take a maximum of **two** graduate courses that are **not used** to fulfill the requirements for the bachelor's degree. Approval must be obtained from the appropriate Graduate Program Director prior to registration in order to receive graduate credit for courses taken in the student's senior year. Petitions are available in the Records and Registration office.

Transfer Credit from Other Universities
CSUDH will consider credit for work taken at another college or university only when it appears on an official transcript from that institution. Transfer credit may not exceed 30% of the total units required for the degree, and approval of previous coursework is at the discretion of the Graduate Program Director. The coursework must have been completed as a graduate student and must be relevant to the degree program in which the student is enrolled at CSUDH. Getting approval may involve obtaining and submitting the course syllabi as well as other department- and program-specific requirements.

Changes After Census
CSUDH designates a day in the early weeks of each term as "Census," which is when registration is finalized for every student in every class. The Census date is the deadline for adding and dropping classes from your registration: After this day, the portal for students to make these changes closes. Any changes desired after that date require departmental written approval and completion of forms. Please consult with your Graduate Program Director if you need to make changes to your enrollment after Census.

Registering for Classes
Students can only register for their classes each semester or session by appointment, which is scheduled by CSUDH email. Your program or department may have additional requirements or a supplemental policy guiding student registration, such as courses that require permission numbers from the instructor or department. Students can check their status by logging into their MyCSUDH account and clicking on "Student Center."

Class Enrollment
Students are encouraged to confirm their registration in classes by checking this online at MyCSUDH.

Withdrawal
Withdrawing from a class requires the student to either do so at MyCSUDH or make a formal petition request, which requires consultation with the Graduate Program Director to complete and submit the petition. Course instructors cannot remove students from the class registration. Students who neglect to attend a class will earn a "WU" (withdrawal unauthorized), which is calculated as 0 in the GPA, equivalent to a grade of "F."

Academic Load
To maintain full-time student status, graduate students must be enrolled in a minimum of 8 units of graduate courses each semester. Students enrolled in 4-7 units are considered part-time. Financial aid may be affected by enrollment status, so students are encouraged to learn about enrollment requirements of any funding they receive. The Student Financial Services office, which oversees financial aid, can be reached at (310) 243-3780.

Graduate students taking courses in summer sessions or variations of the semester should consult with their program or department to determine whether and how this enrollment affects their classification as full-time or part-time students.

Graduate Student Veterans/Dependents of Veterans
Make sure to contact Student Financial Services at (310) 243-3780 to find out if your veteran status affects your full-time or part-time status determination.

Exceeding Full-Time Course Load
Full-time enrollment each semester cannot exceed 18 credits. Students who wish to enroll in more courses than 18 credits must obtain written permission from their Graduate Program Director. If the additional course(s) the student wants to take is capped or taught in a different department or program, enrollment is not guaranteed.

Grades
Performance expectations for graduate students are significantly higher than those for undergraduate students. CSUDH requires that its graduate students maintain a GPA of 3.0 or higher every semester of attendance. Notably, the GPA for graduate students is computed using all courses taken post-baccalaureate, even if one or more of those courses are not relevant or applied to the department or program study plan.

Student grades in each course are reported at the end of each semester or session. The grade can be one of the following: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, or a one- or two-letter designation. These one- or two-letter grades are I, IC, WU, W, AU, CR, NC, RP, and RD. These designations are defined by University Policy in the **CSUDH Academic Catalog** and repeated here:

> **CR/NC – Credit/No Credit**. Graduate courses graded on a Credit/No Credit 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."

> 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.

> **I – Incomplete**. This indicates that a portion of course work remains uncompleted, and the student and instructor have established a written contract specifying the work that remains and when it will be completed. An authorized "I" can only be granted by the course instructor and may require departmental approval. Students have a maximum of one calendar year to complete and submit this work. A course grade is assigned when the agreed-upon work has been evaluated. If the "I" is not converted to a letter grade within the prescribed time limit, and no extension is granted, the course grade will be changed to an "F."

> **IC – Incomplete Charged**. The "IC" is awarded when the student has not completed all required coursework within the established timeframe. It replaces the "I" and is equivalent to a grade of "F".

W – Withdrawal. Students who withdraw in accordance with the procedures outlined in the preceding section on Withdrawal will have the administrative grade "W" recorded on their transcripts if the withdrawal is approved and occurs between the 4th and 15th weeks of instruction. 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 carries no connotation of quality of student performance and 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 their 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. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. The "WU" is used where letter grades are assigned. For purposes of grade point average computation, "WU" is equivalent to an "F". Unlike the "I" grade, the "WU" grade may not be changed by submitting additional work.

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 such as graduate theses, projects, and similar courses in which assigned work frequently extends beyond a single academic term and may include enrollment in more than one term. Work in courses where an "RP" is assigned is to be completed within one year, except for culminating experience requirements (graduate theses or projects). The "RP" symbol will be replaced with the appropriate final grade when work is completed.

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 only be assigned by the registrar, and will be replaced by a substantive grading symbol as soon as possible. An "RD" will not be used in calculating grade point average or progress points, though an explanatory note will be included in the transcript legend to explain the cause of the delay.

AU – Audit. This only applies to students not admitted to, nor enrolled in, the University who wish to audit a course and will not receive credit for it.

Repeating a Course

Graduate students who earn a grade of C- or lower are permitted to repeat the class once. The final grade for the class is calculated as an **average** of the grades earned both times. This differs from the policy for repeating classes in undergraduate studies – "repeat and cancel" does **not** apply to graduate students.

Class Attendance

Departments, programs, and individual instructors may, at their discretion, take class attendance into account when computing grades. This information should be available on the course syllabus.

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. Credit/No Credit ("CR/NC") grades have no grade point value and are not calculated in the grade point average.

To determine eligibility for graduation, the grade point average of 3.0 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.

Good Academic Standing

To remain in good academic standing, a student must maintain a cumulative GPA of 3.0 or higher, maintain a 3.0 GPA in all courses used to fulfill graduation requirements, and make successful progress toward the degree. For some graduate programs, a grade of "B" (3.0) or higher is required in some or all individual courses as well as the cumulative average.

Graduate students are required to earn a minimum of a 3.0 GPA throughout their studies, and postbaccalaureate students are required to earn a minimum of a 2.5 GPA throughout their studies. Students whose GPA drops below this minimum score are automatically placed on Academic Notice by the Office of Graduate Studies and Research and the department or program in which the student is enrolled.

Academic Notice

Graduate students are placed on academic notice if they fail to maintain a cumulative grade point average of 3.0 across all postbaccalaureate 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. Some students may be able to avoid disqualification one time if their department offers a study plan that is approved by the Dean of Graduate Studies and Research.

No student on academic notice may be granted a master's degree.

Administrative-Academic Notice

Graduate students who have a GPA above 3.0 but are failing to make satisfactory academic progress for other reasons may instead be placed on administrative-academic notice. A graduate student may be placed on administrative-academic notice by action of appropriate campus officials 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 with an academic requirement or regulation that is routine for all students or for a defined group of students (for example, failure to take placement tests, failure to complete a required internship, etc.).

Disqualification

A graduate student on academic notice who does not bring their grade point average up to 3.0 in the following semester in residence may be disqualified and withdrawn from their graduate program.

A graduate student on administrative-academic notice may be disqualified and withdrawn from the graduate program for any of the following reasons:

1) The conditions for removal of administrative-academic notice are not met within the period specified.

2) The student becomes subject to academic notice while on administrative-academic notice.

3) The student becomes subject to administrative-academic notice for the same or similar reason they were previously placed on administrative-academic notice, even if the first notice was successfully remediated.

The reinstatement of a disqualified graduate student is by special action only, and approval is not guaranteed. Consult the CSUDH Academic Catalog for additional information about the process to Petition for Reinstatement.

Graduation Time Limit and Validation of Expired Course Work

All graduate requirements, including coursework, must be completed within a time limit determined by the graduate program. For most programs this time limit is five years, although some programs allow up to seven years to complete graduation requirements. Students should check with their Graduate Program Director to learn the time limit that applies to them. The "clock" for the time limit begins with the semester of the first course taken as a CSUDH graduate student that is used to count toward the graduate degree. Coursework that is older than the time limit set by the program expires at the start of the semester following the time limit, and may no longer be counted toward graduation requirements.

For students who may need longer than their program's enrollment limit to complete their program requirements, it is possible – but not guaranteed – that their continued knowledge of their expired coursework could be verified and the courses permitted to count for graduation requirements. Students interested in having expired coursework verified should complete a *Petition for Validation of Outdated Coursework* and submit this petition to their Graduate Program Director. Depending on the program's time limit, the length of time since the course

was completed, and the method of verifying continued course knowledge, the approval of the Dean of Graduate Studies and Research may also be required.

Transferred courses are also subject to the regulation that courses for the graduate degree must be completed within the time limit stipulated by the graduate program. Outdated transfer course work from other universities may not be validated.

Typically, a maximum of 25 percent of coursework required for the graduate program can be validated after expiration. Exceptions to this limit may be possible at the discretion of the Dean of Graduate Studies and Research, and must be accompanied by a *Petition for Exception* and strong rationale and justification for the need for excess course validation. The Dean of Graduate Studies and Research may consider approving validated coursework for up to one year past the time limit for the graduate program, up to a maximum of 8 years since the course was completed. Courses that expired more than 8 years prior to the student's graduation term cannot be validated, with no exceptions.

Planned Educational Leave
Graduate students have to maintain "continuous enrollment," which means that they are required to register for every fall and spring semester, every term until they graduate, starting with the semester for which they are admitted to CSUDH. (Some students may also be required to register for summer sessions, depending on their specific graduate program's plan of study.) Students facing financial, medical, caregiving, or other serious challenges that may interfere with their ability to maintain continuous enrollment are encouraged to request a planned educational leave as soon as possible. By "planned educational leave," we mean that a graduate student in good standing – that is, who has completed at least one semester of coursework as a CSUDH graduate student and who is not on academic or administrative-academic probation – can request a leave of absence without breaking their continuous enrollment requirement, as long as the student intends to return to formal study within a specified time frame.

Planned leave requests must cover at least one semester, and at most one calendar year. Under compelling circumstances, a student may request, but is not guaranteed, an extension of an approved planned leave. Students in good standing may take a maximum of two planned educational leaves, with a cumulative total of at most two calendar years. To request a planned educational leave, work with your Graduate Program Director to complete the *Graduate Request for Planned Educational Leave.* A student in good standing who is denied their leave request can bring their concerns to the Office of Graduate Studies to discuss their specific situation.

Continuous Enrollment
As noted above, graduate students must maintain "continuous enrollment" while pursuing their graduate studies. At a minimum, this requires enrolling in and attending classes in the fall and spring semesters of each academic year starting with the term for which they were admitted, and depending on the study plan, may also include enrolling and attending classes in summer sessions.

Students who have completed all coursework but have received one or more "Incomplete" grades – including students working on a thesis that cannot be completed in the term they

registered for the thesis class – are required to enroll in (and pay for) a 600-level course in order to maintain continuous enrollment. Students must register for the 600-level course each semester until the outstanding work is completed and the grade change has been made by the course instructor, removing "Incomplete" from the student's registration. The department or program has the discretion of offering the student enrollment in the 600-level course. Students who need to be enrolled in a minimum of six units to maintain student loans can ask and be authorized to take an additional course along with the 600 level course; although this additional course will not be included in the student's study plan, the student still has to maintain an overall 3.0 or 2.5 minimum GPA, respectively, for graduate students pursuing a degree and graduate students pursuing postbaccalaureate studies.

Failure to maintain continuous enrollment will lead to disqualification and removal from the graduate program. Returning students who have been disqualified due to breaking continuous enrollment will have to reapply for admission to the graduate program, and readmission is not guaranteed. Furthermore, the limit of transferring a maximum of nine previously completed units to the program upon readmission still applies.

Students who did not maintain continuous enrollment can request that their Graduate Program Director submit a *Petition for Reinstatement* to the Dean of Graduate Studies and Research. This reinstatement request is only granted at the discretion of the Dean and must include serious and compelling reasons for breaking continuous enrollment without a request for a planned educational leave.

Readmission Eligibility after Disqualification
A request to be reinstated after disqualification can be made by completing and submitting a *Petition for Reinstatement* to the graduate program from which the student was disqualified. If the Graduate Program Director supports the reinstatement request, they will forward the petition to the Dean of Graduate Studies and Research for consideration. Reinstatement can be requested after a minimum of one full semester of non-attendance after disqualification. The petition must contain a compelling explanation for the reasons that led to disqualification, and a description of plans and/or actions that the student will follow to prevent these issues from recurring if the student is readmitted. Supplemental evidence to support the petition, including but not limited to medical documentation, can be submitted as well. Students who were academically disqualified are encouraged to take and successfully complete non-credit graduate-level courses through the CSUDH College of Continuing and Professional Education or other accredited universities and submit transcripts with evidence of good academic performance as supplemental materials to the petition. It is very rare for a disqualification to be overturned; the decision to do so is at the discretion of the Dean of Graduate Studies and Research, and the Dean's decision is final.

Religious Holiday Observations
As a state university, CSUDH observes federal and state holidays but does not recognize or celebrate religious holidays. Students who observe holidays and religious events that fall on days that require attendance at CSUDH and/or participation in department or program events are greatly encouraged to share this information in advance with their Graduate Program Director. Students cannot be penalized for observing religious holidays and events. The Loker Student Union contains private rooms that can be used for daily prayers.

Conducting Research at CSUDH

As part of an institution of higher education, CSUDH faculty are continuously involved in learning about new and existing ideas and phenomena, as well as generating new ideas and knowledge. Research of all sorts is being done on our campus, and we encourage graduate students to learn about and contribute to this fundamental component of learning.

Conducting Research as a CSUDH Graduate Student

Graduate students who conduct research at CSUDH must be mentored by an authorized faculty, administrator, or staff mentor.

Human Subjects Research

Research studies that will include any contact with one or more human beings are required to be assessed in advance by the university Institutional Review Board (IRB). The IRB follows federal, state, local and campus policies and procedures that are intended to minimize any harm that could come to participants of research. The laws guiding human subjects research are voluminous, and students are strongly encouraged to visit the IRB's website to learn more. Research studies that include human subjects cannot be implemented until and unless formal IRB approval is obtained, and violations can result in serious consequences for both the researchers and CSUDH. The CSUDH IRB website is found here: https://www.csudh.edu/gsr/research/research-compliance/irb/

Animal Subjects Research

The CSUDH Institutional Animal Care and Use Committee (IACUC) reviews and grants approval to studies that involve live vertebrate animals and some types of animal samples. Further information is found here: https://www.csudh.edu/gsr/research/research-compliance/iacuc/

Note: Under no circumstances can students begin or implement any research activity that involves one or more people or vertebrate animals without review and approval by the CSUDH IRB or IACUC, respectively. The process of obtaining written approval takes time and often requires revision and resubmission of the research plan, so students are strongly encouraged to familiarize themselves with these requirements well in advance of conducting any research at CSUDH and work closely with their faculty advisor or other qualified research mentor to submit their research project for review and secure approval.

Graduation

Graduation Requirements

Graduate students must be in good academic standing to qualify for graduation with an overall GPA of 3.0 or higher and a GPA of 3.0 in all courses used to fulfill degree requirements. Post-baccalaureate students must meet similar requirements with the GPA of 2.5 as minimum.

Applying for Graduation

Graduate students should apply to graduate a full semester before graduation. See the table below for deadlines. Student must log into MyCSUDH, click on the *Student Center* link, and then the *Apply for Graduation* link. Then, follow the instructions, which will confirm that you have met all of the requirements. There is a fee for completing this process that must be paid before the application is finalized.

Before applying for graduation within MyCSUDH, students should contact their Graduate Program Director or other faculty advisor to find out if there are any special requirements, in addition to those of the university, for applying for graduation.

If the student has applied for graduation but does not successfully complete all the degree requirements in the term they had expected to graduate, the student must complete a Change of Graduation Date to prevent automatic disqualification in addition to enrolling in the 600-level course or any other required courses for the following semester in order to maintain continuous enrollment. Students in this situation are strongly encouraged to consult with their program faculty to make sure they are aware of and follow the required steps to extend their enrollment and select a graduation term where they are likely to meet all the requirements of the graduate program.

When to Apply for Graduation

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

If any of the above dates fall on a weekend, holiday, or a day that the campus is closed, the deadline will be the next business day after the deadline. Further information can be obtained from the Office of Admissions and Records at (310) 243-3645 or by email to graduation@csudh.edu.

Graduate Advisement & Advancement to Candidacy

Before applying for graduation, the student must submit their *Advancement to Candidacy* form to the graduate program and have it certified by the Graduate Program Director. The form confirms that the graduate student has successfully completed the necessary degree or certification requirements en route to graduation.

The *Advancement to Candidacy* form should be completed as soon as the student has:
1) a minimum of 15 credits;
2) classified graduate standing;
3) a cumulative GPA of 3.0 in all courses taken toward the graduate degree; and
4) no grade lower than a "C" in the graduate program.

Culminating Experience
In accordance with the State of California's education code (Title 5), all graduate students at a CSU campus are required to complete a culminating experience in order to obtain a graduate degree. Each graduate program can offer one, two, or all three options to their graduate students to satisfy this requirement: (1) a thesis; (2) a project; (3) a comprehensive exam.

Graduate students should inquire about their program's culminating experience requirement when they start their studies to ensure they have sufficient time to determine how they will satisfy this requirement. Students working on a graduate thesis are encouraged to obtain detailed information about this process from their graduate program, the CSUDH Library, and/or the Office of Graduate Studies and Research.

CSUDH Alumni Association
Membership in the CSUDH Alumni Association is both free and life-long. Becoming a member helps graduates stay connected to the Toro community, and the large and growing population of CSUDH graduates. For information about alumni events, news, services for current students, and additional freebies as well as links to discounts and affinity programs, visit the CSUDH Alumni Association at: https://www.csudh.edu/alumni/
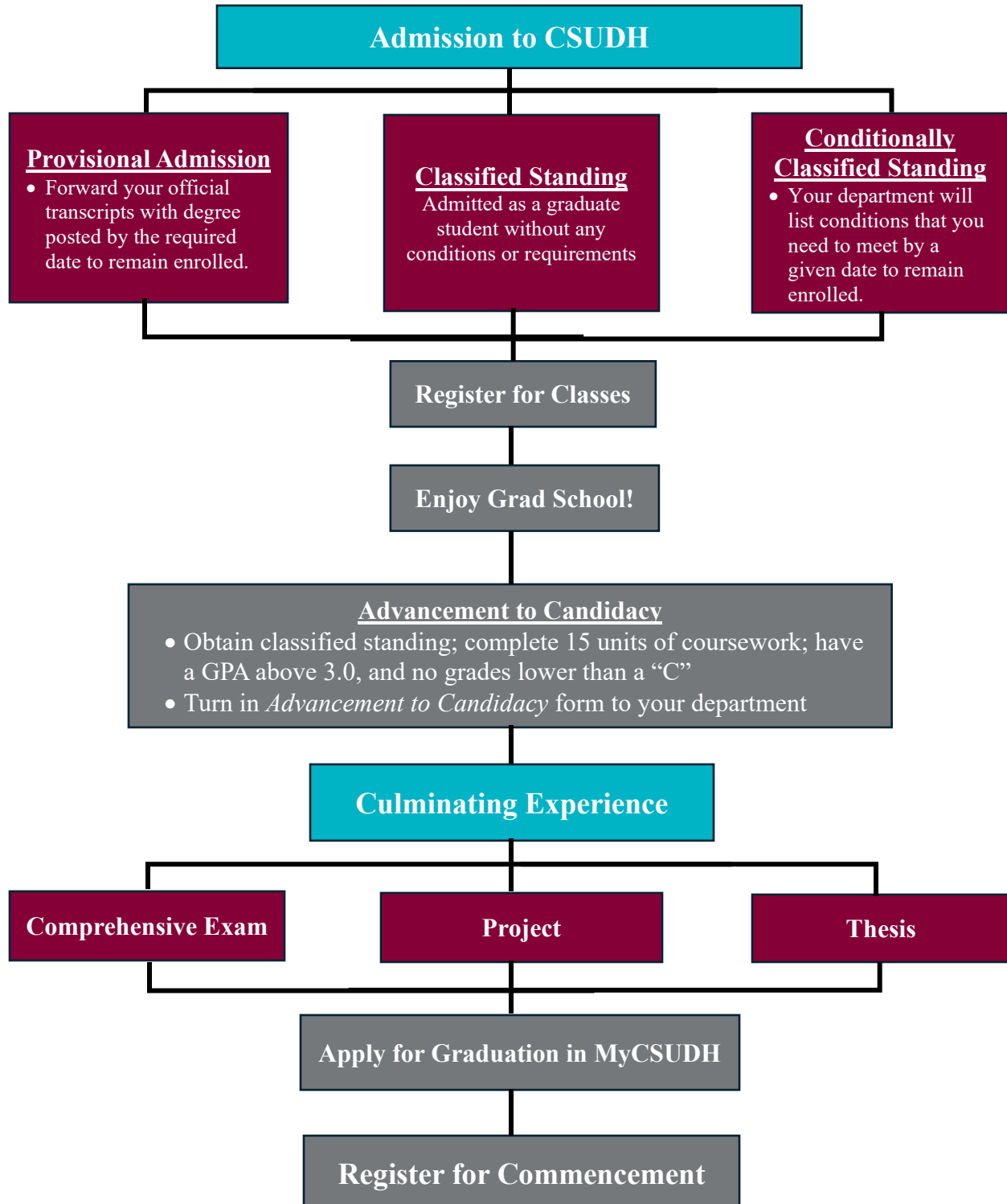
CSUDH Career Center
The CSUDH Career Center provides career fairs, workshops, and other programming to help CSUDH students obtain and retain employment, often working in collaboration with graduate programs and faculty. Learn more about what they offer here: https://www.csudh.edu/career-center/

Graduate Studies Steps and Completion Checklist

A Map of Graduate School Progress
The image below presents a flow-chart of graduate student progress. The next section, *Completion Checklist*, can be used to track your progress and make sure all steps are taken.

Admission to CSUDH

Provisional Admission
- Forward your official transcripts with degree posted by the required date to remain enrolled.

Classified Standing
Admitted as a graduate student without any conditions or requirements

Conditionally Classified Standing
- Your department will list conditions that you need to meet by a given date to remain enrolled.

Register for Classes

Enjoy Grad School!

Advancement to Candidacy
- Obtain classified standing; complete 15 units of coursework; have a GPA above 3.0, and no grades lower than a "C"
- Turn in *Advancement to Candidacy* form to your department

Culminating Experience

Comprehensive Exam

Project

Thesis

Apply for Graduation in MyCSUDH

Register for Commencement

Completion Checklist

FIRST SEMESTER

- Activate your MyCSUDH account
- Download and/or bookmark this Graduate Student Handbook
- Download and/or bookmark handbooks or other documents specific to your graduate program
- Use your Toromail address exclusively for your graduate studies communications
- Designate a folder on your computer to store all of the documents that you will be asked to sign and submit
- Ask questions, introduce yourself to your classmates and CSUDH faculty, staff, and administrators
- Learn about the research conducted by faculty in your department or program
- Remember where you parked your car

EVERY SEMESTER
- Check your email for your invitation to register for classes
- Check with your Graduate Program Director to make sure you have taken care of all administrative paperwork as required
- Apply for funding for your tuition, travel, or research from the opportunities available at https://www.csudh.edu/gsr/graduate-studies/funding-opportunities/
- If you want to implement a research project that includes one or more human beings OR one or more animals, find a qualified faculty, administrator, or staff person and find out if IRB or IACUC review and approval is required. If so, find out how to do this before beginning your research.
- Stay enrolled, either in the 600-level course or one or more classes that count toward your degree
- Make satisfactory progress toward your degree by completing required or elective coursework and maintaining a 3.0 GPA (2.5 for postbaccalaureate students)

THE SEMESTER BEFORE BEGINNING YOUR CULMINATING EXPERIENCE
- Obtain all required signatures and submit the *Advancement to Candidacy Form*, in accordance with your department or program's process

THE PENULTIMATE SEMESTER OF STUDIES
- Register for graduation through your MyCSUDH account and pay the fee in advance

THE LAST SEMESTER OF STUDIES
- If completing a thesis, submit the *Intent to Submit Thesis Form*
- Join the CSUDH Alumni Association
- Celebrate your amazing achievement!

Directory of CSUDH Graduate Programs
(subject to change; the current list is maintained at
https://www.csudh.edu/gsr/graduate-studies/graduate-admissions/program-directors)

Doctoral Programs	Program Email	Department Phone
Educational Leadership for Justice (EDD)	kfortner@csudh.edu	310-243-2333
Occupational Therapy (OTD)	OTprogram@csudh.edu	310-243-2726
Masters Programs	**Program Email**	**Department Phone**
Accounting	busgrad@csudh.edu	310-243-3646
Biology	fwang@csudh.edu	310-243-3381
Computer Science	jhan@csudh.edu	310-243-3398
Cyber Security	mbeheshti@csudh.edu	310-243-3398
Counseling	mlanderos@csudh.edu	310-243-3524
Education: Curriculum & Instruction	ecurammeng@csudh.edu	310-243-3496
Education: Dual Language Learning	narteaga@csudh.edu	310-243-3496
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