

The Graduate Policy Handbook

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Graduate Study at California State University Dominguez Hills

We are pleased that you have chosen California State University, Dominguez Hills for your graduate work and welcome you to our campus.

Graduate Study is characterized by an in-depth study in a specific discipline. Students work closely with the faculty in their program regarding their course requirements and culminating experience, which can be a thesis, project, comprehensive exam, portfolio or activity specific to the field of study. Because of this close student/faculty interaction and the individuality of each student's experience, the requirements for admission, retention, and graduation are established uniquely by each program or department. Prospective and current graduate students should be familiar with the requirements of the program they plan to complete and have a written plan completed with a faculty advisor outlining requirements to be satisfied. Each graduate program has a coordinator who is prepared to offer program information and advisement.

This handbook is intended to supplement the information about individual programs which may be found in the general University Catalog and in individual program publications. It reiterates all the minimum university requirements and policies that all master's degree students must meet. Most programs have additional or higher requirements in at least some of the areas discussed. The University Catalog has additional information about University policies and services, and should be consulted when questions arise.

In addition, this handbook contains information about available scholarships, fellowships and research opportunities and various support services on the campus. The graduate experience will be greatly enhanced if graduate students seek out these opportunities for academic enrichment available within the disciplines or at the University.

Graduate Programs

**MA Negotiation, Conflict Resolution
and Peacebuilding (and MA NCRP on line)**

MS Biology

MS Computer Science

**MBA Business Administration
(and MBA online)**

Finance

General Business

Management

International Business

Marketing Management

Human Resources Management

Information Technology Management

MA Education

Technology Based

Counseling

Curriculum and Instruction

Educational Administration

Multicultural

Physical Education Administration

MA English

Literature Option

TESL Option

Rhetoric and Composition Emphasis

MS Health Science

Professional Studies

Gerontology

MA Humanities

MA/MS Interdisciplinary Studies

MS Marital & Family Therapy

MS/MSN Nursing

Nurse Educator

Nurse Administrator

Parent-Child Clinical Nurse Specialist

Gerontology Clinical Nurse Specialist

Family Nurse Practitioner

Clinical Nurse Leader

MS Occupational Therapy

MA Psychology

**Master of Public Administration
(and MPA online)**

Public Management

Criminal Justice Administration

Non-profit Management

Master of Social Work

MA Sociology

General Sociology

Research Skills

MA Special Education

Early Childhood

Mild/Moderate Disabilities

Moderate/Severe Disabilities

MA Teaching Mathematics

External Degrees

MA Humanities

MS Engineering Management

MS Quality Assurance

Requirements for the Master's Degree

General Requirements

The following requirements must be met to earn a graduate degree:

- ❖ Satisfactory completion of a specified program of study with continuous enrollment maintained until graduation.
- ❖ Completion of a minimum of 30 semester units (some programs require more units) of approved graduate work within the time limit specified by the department, generally five to seven years.

Distribution of the 30 unit pattern:

- a. At least 21 semester units shall be completed in residence after admission to classified or conditionally classified standing in the program offering the degree;
 - b. At least 70% of units required for the degree shall be taken in courses organized primarily for graduate students (500 level or higher);
 - c. A maximum of six semester units is allowed for a thesis and/or project;
 - d. A maximum of six semester units of independent study is allowed;
 - e. A maximum of nine semester units or 30% of total units (whichever is larger) may have been earned in approved extension and or transfer course credit;
 - f. Courses previously used to meet the requirements of another degree may **not** apply toward the required units of approved graduate work.
- ❖ Achievement of a grade point average of 3.0 or better in all courses taken beginning with admission into the program to satisfy the requirements for the degree, except that approved courses in which no letter grade is assigned shall not be used in computing the

grade point average. All courses used to fulfill the requirements for the master's degree must be completed with a grade of "C" or better. Any course in the graduate program may be repeated and the two grades averaged when computing the grade point average.

- ❖ Students who graduate with degrees under the requirements of the 1992-1993 catalog or later will be expected to complete all required course work and the culminating activity within five or seven years (depending on individual program requirements) from the date of admission to classified or conditionally classified status. When course work was completed more than five years but not more than seven years prior to degree award, individual departments may require currency of knowledge. Students may be required to repeat or substitute courses as required by the department or program. Any course work more than seven years old at the time of expected degree completion will not be accepted toward meeting degree requirements, and arrangements will need to be made with the Graduate Program Coordinator to repeat or substitute appropriate courses.
- ❖ Satisfactory completion of the Graduation Writing Assessment Requirement.
- ❖ Completion of Advancement to Candidacy. Some programs require advancement to candidacy prior to enrollment in thesis, project, or comprehensive exam courses. This requirement is described in the individual program sections.
- ❖ Satisfactory completion of a thesis, project, comprehensive examination, or other culminating activity.
- ❖ Filing an application for the award of the master's degree. (See the Graduate Program Coordinator.)

Continuous Attendance Requirement

A student with a graduate degree objective must maintain continuous attendance, defined as attendance in regular session each fall and spring semester of the college year. Students who have completed all course work, but who may not have completed the culminating activity are expected to maintain continuous attendance as defined above.

Students who have completed the maximum number of units required for the degree may maintain continuous attendance by enrolling in regular university courses or in a specifically designated 600-level course.

Absence due to a Planned Graduate Student Leave shall not be considered an interruption in attendance. Graduate students who fail to maintain continuous attendance must reapply to the university and be subject to all new requirements of the university and the graduate program at the time of re-admission.

Planned Graduate Student 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.

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

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

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

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

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

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

Applications are available from the Graduate Program Coordinator and the Office of Graduate Studies. Students meeting all conditions of the approved leave shall be required to submit an application for readmission on returning from Planned Graduate Student Leave, but shall not be required to pay another application fee.

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

A student shall be guaranteed reentry and retention of registration priority if all conditions of the approved leave have been met at the conclusion of his/her Planned Graduate Student Leave. Every effort shall be made to facilitate and simplify the return. The approved leave shall not constitute an interruption of attendance provided the student registers in the same

major. Students who fail to resume studies at the prearranged time shall forfeit the advantages of the Planned Graduate Student Leave Program.

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

Students must obtain prior approval of the Office of Admissions and Records to enroll for credit at another institution of higher education. Any credit earned will be treated as transfer credit to be evaluated and entered in student records in the customary manner.

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

Graduate Course Credit for Seniors

Students in their senior year may petition to take up to two graduate courses (500 level), which are not required to fulfill requirements for the bachelor's degree. Approval must be obtained from the appropriate Graduate Program Coordinator prior to registration in order to receive graduate credit. Petitions are available at the Office of Admissions and Records and the Office of Graduate Studies.

Graduation Writing Assessment Requirement (GWAR)

All graduate students entering in fall of 1983 and thereafter are required to satisfy the Graduation Writing Assessment Requirement. Students are expected to take the Graduation Writing Exam or a certifying class before completion of 9 units. Individual programs may require certification as a condition for advancement to candidacy. GWAR may be satisfied in one of the following ways:

1. A score of 8 or higher on the Graduation Writing Examination (GWE).
2. A grade of B or higher in English 350 or other GWAR certifying course.

3. Written acknowledgment from the instructor of IDS 397 and IDS 398 that performance in coursework was commensurate with a grade of B.
4. An earned degree from one of the CSU campuses other than CSUDH with the GWAR having been satisfied in 1984 or later at the previous CSU campus.
5. A grade of B or higher in an accepted upper division composition course from another university. Students who have taken the equivalent of our Advanced Composition course, ENG 350, may request a review of its equivalency. Students may complete a request for evaluation of transfer certification at the Testing Office, attaching a copy of an official transcript and the catalog description of the pertinent coursework. Lower division writing courses (e.g. Freshman English), literature courses and specialized courses in business, technical, report, or creative writing are not acceptable. Only the GWAR Coordinator is authorized to decide whether coursework done elsewhere satisfies the CSUDH writing requirement.
6. For graduate students in English Literature, satisfactory performance on the Graduate Exercise administered by the English Department.
7. For graduate students in the MBA program, a score of 4.0 or higher on the Analytical Writing Analysis of the GMAT.
8. A score of 4.0 or higher on the Analytical Writing section of the GRE.

Special arrangements for administration of the GWE will be made for external degree programs. Students should consult their Graduate Program Coordinator.

Requirements for Public School Credentials

The College of Education is the administrative area responsible for all credential programs. Information may be obtained from a Credential Advisor, (310) 243-3522.

Grading

The University Catalog explains grading symbols and policies. The following policies are those which are unique to post-baccalaureate and graduate students.

Grade Point Average

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

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

Undeclared Post-baccalaureate and Classified Post-baccalaureate Students: A grade point average of 2.5 is required for course work taken by students in undeclared post-baccalaureate and classified post-baccalaureate status. See "Graduate and Post-baccalaureate Academic Probation and Disqualification" for specific requirements.

Master's Degree Students: A "B" (3.0) average is required in the master's degree program and for all courses (related and unrelated; lower division, upper division, and graduate) taken concurrently with the master's degree program. See "Graduate and Post-Baccalaureate Academic Probation and Disqualification" for specific grade point averages required for ongoing enrollment.

Credit/No Credit (CR/NC): Post-Baccalaureate and Graduate Students: Graduate courses graded on a "CR/NC" basis are limited to courses specifically designated in the University Catalog for non-

traditional grading and to certain 400 and 500 level courses in the College of Education.

At the graduate level, "CR" is the equivalent of an "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.

Satisfactory Progress (SP): The "SP" symbol is used only in connection with approved courses that extend beyond one academic term. The symbol indicates that work in progress has been evaluated as satisfactory to date, but that the assignment of a precise grade must await the completion of additional course work. Cumulative enrollment in units attempted may not exceed the total number applicable to the student's educational objective.

Credit by Examination: No graduate student may receive credit by examination in a course used to satisfy the requirements for the master's degree.

Scholastic Probation and Disqualification

Administrative-Academic Probation

A graduate student may be placed on administrative-academic probation by action of appropriate campus officials for any of the following reasons:

1. Withdrawal from all or a substantial portion of a program of studies 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).

When such action is taken, the student shall be notified in writing and shall be provided with the conditions for removal from probation and the circumstances that would lead to disqualification, should probation not be removed.

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.

When such action is taken, the student shall receive written notification including an explanation of the basis for the action.

Academic Probation and Disqualification

Academic probation and disqualification regulations differentiate between students enrolled in a graduate program and those enrolled in unclassified and 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. 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.

2. Unclassified and 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. Students disqualified for scholarship deficiency may not enroll in any regular session of the campus without permission from the appropriate college Dean and may be denied admission to other educational programs operated or sponsored by the campus.
3. Students attempting a second baccalaureate degree are subject to the same probation and disqualification standards as seniors.

Reinstatement of Formerly Disqualified Students

The readmission of a previously disqualified student is by special action only. Students must submit a Petition for Reinstatement, available in the Office of Graduate Studies. The University will not consider a student for reinstatement until the student has not attended for one semester.

- ❖ Requests for reinstatement must include a letter which explains in detail how the causes of low achievement have been corrected and what plans are in place to insure future academic success.
- ❖ In every instance, readmission is based in part upon evidence that the causes of previous low achievement have been removed, with due evaluation of the impact of any medical condition on previous unsatisfactory academic performance. The evidence includes transcripts of work completed subsequent to disqualification and other objective evidence, including medical testimony.
- ❖ Disqualified post-baccalaureate and graduate students may complete courses through CSUDH Open University or at other

academic institutions; all such classes must be applicable for degree credit. No CSUDH Open University units may be counted towards University residency requirements.

- ❖ Grades earned at other institutions will not reduce the CSUDH grade-point deficiency or change the CSUDH grade-point average; grades earned elsewhere are only indicators of academic ability.
- ❖ Subsequent removal of grade-point average deficiencies by enrolling through CSUDH Open University or at another institution does not guarantee readmission to a CSUDH graduate or post-baccalaureate program.

After demonstrating academic ability at CSUDH Open University and/or other institutions, the student may file a request for reinstatement. Formerly disqualified post-baccalaureate and graduate students who are interested in being reinstated should contact the Office of Graduate Studies (310-243-3693) for information regarding the process to request reinstatement.

Post-baccalaureate and graduate students are restricted to a maximum of one reinstatement after disqualification. Decisions regarding reinstatement of post-baccalaureate and graduate students will be made by the Office of Graduate Studies and the program offering the degree program.

Human Subjects Clearance

If the research or projects involves human subjects, the student must secure approval from the Institutional Review Board (IRB) **before** beginning any research or data collection. "Human subjects research" includes **any** research that involves humans, human tissue, or records gathered on humans. In addition to direct intervention or manipulation, it includes such activities as surveys, interviews, and videotaping. There are several review categories, depending upon the level of risk to the subjects and the nature of the subject population. The IRB will determine the appropriate level of review. Although some reviews can be concluded in a shorter period of time, the IRB normally meets only once per month. Forms and instructions are available from the Office of Research and

Funded Projects, Welch Hall D 445B, (310) 243-3756.

Points to remember:

- All theses and projects that include the use of human subjects must be cleared through the IRB;
- Clearance must be obtained **before** research or data collection begins, as approval cannot be granted retroactively;
- Allow time for the IRB to review a protocol; the faculty committee which conducts this review meets only once a month.
- Submit a copy of the IRB approval to the Office of Graduate Studies with submission of the thesis or project.
- A thesis or project that should have IRB approval and does not will be rejected by the Office of Graduate Studies and cannot be resubmitted.
- A Certificate of Training must be appended to all research protocols.

Culminating Experience

All Graduate programs require a culminating experience, either in the form of a thesis or project, comprehensive exam, or portfolio. Details about individual program requirements may be obtained from the Graduate Program Coordinator.

Graduate Thesis or Project

Graduate students may enroll in the thesis course for a maximum of six units. No further enrollments are allowed. The enrollment requirements and credit allowed for the thesis or project varies and students should see graduate program descriptions for specific information.

Note: The thesis or project time period is included in the five-year period for completion of the graduate degree.

Preparation and Submission of Theses or Projects: All graduate students who undertake a project or thesis or project as a capstone work toward the master's degree should use the CSUDH Thesis and Project Guide, available in the University Bookstore for (\$7.50) or online at the Graduate Studies website. The information below represents only excerpted highlights from the complete Thesis and Project Guide.

Required Format: The thesis or project must be submitted in its entirety first to the Thesis Committee within the department and then to the Thesis Officer in the Office of Graduate Studies (Welch Hall A 340) for final approval.

- ❖ The thesis or project must contain an abstract of no more than 150 words. The abstract will be published by University Microfilms in the journal, Master's Abstracts.
- ❖ Specifications for margins and for quality of paper are outlined in detail in the Thesis and Project Guide.
- ❖ Quality of typing is important. An experienced typist is strongly advised, although the University does not endorse or recommend typists. Typographical errors, misspelled words and awkward or incorrect sentence construction are among the items for which the Thesis Coordinator will require revision. The Officer will also not allow any margin violations or other violations of format as set out in the Thesis and Project Guide. A letter quality printer is necessary for the paper.
- ❖ A thesis or project should be written in a formal, scholarly manner. A style manual designated by individual departments will be used by the student (i.e. APA Publication Manual, The MLA Handbook, etc.). The Thesis Officer will review the paper for possible violations of the style manual rules and make revision suggestions.
- ❖ Any thesis or project requiring more than minor revision will be rejected by the Thesis Officer and the student must wait until the following semester to resubmit.

The Thesis Officer may be consulted at any time about matters concerning format, and can be reached at (310) 243-2191 or agarrett@csudh.edu.

Required Approval: Signatures of all members of the thesis or project committee must be submitted with each thesis or project on an official approval page, an example of which is included in the Thesis and Project Guide. These signatures signify approval of both the content and the form of the thesis or the project by the individual graduate program. The Thesis Coordinator will then review the thesis or project and suggest changes. After the student has made appropriate revisions he/she will submit the revised thesis or project to the Thesis Coordinator (Welch Hall A 340). If the Thesis Coordinator accepts the revised thesis or project he/she will sign a library approval form that will then be transmitted by the student to the library and then to the Graduation Unit of the Office of Admissions and Records. When the thesis or project has been approved by both the committee and the Thesis Coordinator, and the binding fee has been paid, completion the thesis or project and a grade for the thesis or project course, if applicable, will be credited by the Office Admissions and Records.

Procedures for Submission: After the committee approved thesis or project report has been submitted to the Thesis Coordinator for final approval and suggested revisions have been completed, the library will require one original of the thesis or project. The deadlines for submission to the Thesis Coordinator are:

- ❖ November 1 for fall graduation
- ❖ April 1 for spring graduation
- ❖ June 10 for summer graduation

External Degree students must meet earlier deadlines of:

- ❖ October 10 for fall graduation
- ❖ March 10 for spring graduation
- ❖ Summer deadline, June 10, is the same for summer graduation.

Comprehensive Exams

A comprehensive examination is an assessment of the student's ability to integrate the knowledge of the area, show critical and independent

thinking, and demonstrate mastery of the subject matter. The results of the examination evidences independent thinking, appropriate organization, critical analysis and accuracy of documentation. A record of the examination questions and responses shall be maintained in accordance with the records retention policy of the California State University.

The choice of the culminating experience should be that which is educationally most appropriate to the student, and to the discipline. Where a project or examination serves as the culminating experience, it should be equivalent in rigor to the thesis. An oral defense should be part of the culminating experience.

All comprehensive exams must:

1. assess the student's ability to integrate the knowledge of the area;
2. demonstrate evidence of critical and independent thinking;
3. demonstrate the mastery of the subject matter;
4. demonstrate writing skills commensurate with the granting of the master's degree.

The results of the comprehensive examination evidence:

5. independent thinking;
6. appropriate organization;
7. critical analysis;
8. accuracy of documentation;
9. advanced writing skills.

Given the above criteria, all comprehensive exams must include an essay portion which comprises not less than 50% of the examination. In the case where comprehensive exams are divided into separate components, such as by course or topic, each program shall inform students in writing as to how each section will be graded and what the retake policy will be for the exam.

Eligibility to Take the Comprehensive Exam: Students must have met all requirements for Advancement to Candidacy as specified in the CSUDH Catalog:

- ❖ Students must be in good academic standing, defined as a cumulative grade point average of 3.0 for all post baccalaureate work, whether part of the degree program or not.
- ❖ Completion of the GWAR.
- ❖ For 30-36 unit master's degrees, all course work must either be completed or concurrent in the semester the exam is taken. Students completing course work in the summer session are not eligible to take the comprehensive exam in the spring semester.
- ❖ For master's degrees which require more than 36 units, students may take the exam one semester prior to completion of the program provided a substantial amount of course work has been completed. Each program will establish uniform requirements for eligibility to take the exam and shall make these requirements available to students in writing. A copy of the requirements shall be sent to the Office of the Graduate Dean.

Student's eligibility to take the examination must be verified by the Graduate Program Coordinator.

Administration of the Exam:

- ❖ All comprehensive exams must be proctored. When proctoring is deemed not feasible, as in the case of some distance learning programs, either a thesis or the project shall be the culminating experience of choice.
- ❖ Comprehensive exams should be administered at the completion of all course work except as noted above for degree programs which exceed 36 units. (See section on eligibility.)
- ❖ Students who fail the exam and must retake it will take the exam at a regularly scheduled session (e.g., the following semester).
- ❖ Students who retake the exam shall take the exam in the current format, regardless of the format of the original exam.

- ❖ Comprehensive exams shall not be administered prior to the six weeks preceding the last day of scheduled final exams in the fall or spring semesters.

Length of the Exam: The written portion of the comprehensive exam shall not be less than four hours. Additionally, an oral defense should also be part of the culminating experience.

Scoring of the Exam: Each exam will be scored by no less than two readers. If two readers read the exam and disagree on the pass/fail score or grade, a third reader shall read the exam under the same blind conditions prescribed for the original reading. Each reading will be blind, and readers' identity will not be revealed to students.

Portfolio

Several programs now require portfolios designed to fit the requirements of those programs. Please consult with your program coordinator if your program requires a portfolio as the culminating experience.

Graduation

Application for Graduation

Upon completion of the CSU Dominguez Hills graduation requirements, award of the graduate degree must be approved by the program, the College Dean, and the faculty of the University.

Master's degree candidates should obtain a Graduation Application for Master's Degree card from the appropriate program office and submit the completed card to the Office of the Registrar after paying the appropriate graduation fees.

Graduation Application cards should be filed in accordance with the following schedule:

- ❖ File by May 15 for graduation at the end of the fall semester.
- ❖ File by November 15 for graduation at the end of the spring semester.

- ❖ File by March 15 for graduation at the end of the summer session.

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

When a master's degree candidate applies for graduation, a copy of the student's program for the master's degree must be sent by the department to the Office of Admissions and Records (Graduation Unit) so that a master's degree check may be prepared.

If all degree requirements are not completed during the semester of the application, a Change of Graduation Date card must be filed giving the new semester of degree completion. There is a \$10 processing fee for a Change of Graduation date.

Note: If a student wishes to receive a degree check prior to registering for his/her final semester, the student must apply for graduation and submit all necessary forms to the Office of the Admissions and Records during the first week of the semester prior to the final semester.

Graduate Hooding and Commencement Exercise

The Graduate Hooding and Commencement is held annually at the end of the spring semester. Students who have completed degree requirements the previous summer and fall term are eligible to participate in the ceremony along with those who plan to complete their work in the spring. Degree candidates wishing to participate in the spring Commencement Exercises must file the appropriate forms with the Office of Ceremonies and Events. Consult the University website (www.csudh.edu) for the specific date. Information bulletins about commencement activities are mailed to the home address of those eligible to participate early in the spring, and are available on campus at the University Bookstore, Admissions and Records and on the campus website.

During the Graduate Hooding and Commencement Exercises each candidate is hooded by their program coordinator and they receive a certificate of participation. The actual diploma is sent later, after verification of completion of degree requirements.

Scholarships, Fellowships and Research Opportunities

Chancellor's Doctoral Incentive Program (CDIP)

CDIP is sponsored through the Chancellor's Office and offers forgivable loans and faculty sponsorship to full-time students pursuing doctoral degrees who are interested in a teaching career at a CSU campus. The FLP provides up to \$10,000/yr up to a total of \$30,000 within 5 years and 20% of the loan is forgiven for each year of full-time postdoctoral teaching at a CSU campus. Each candidate must have sponsorship from a CSU faculty member. Applicants must present academic records and GRE scores which qualify them for doctorate programs.

The program is open to applicants who will be new or continuing full-time students in doctoral programs at accredited universities anywhere in the US. Applicants are neither required to have attended the CSU nor to be accepted in a doctoral program at the time of their application.

The key to a successful application is the faculty sponsor who must be a full-time tenured/tenure-track professor at a CSU campus. The sponsor provides consultation and assistance to the candidate to enhance his/her academic experience and relationship to the CSU.

The application materials and information about deadlines (generally in February of each year) may be obtained from the Office of Graduate Studies in WH A-340. A campus faculty committee is formed to review the applications and forward the most meritorious, under the President's recommendation, to the Chancellor's Office for review. Announcements of the recipients are made in May.

California Pre-Doctoral Program

The California Pre-doctoral Program is designed to increase the diversity of the pool of potential university faculty by supporting the doctoral aspirations of individual who are current upper division or grad students in the CSU, from economically and educationally disadvantaged backgrounds. A special emphasis is placed on increasing the number of CSU students who enter graduate programs at one of the University of California campuses. To be eligible, students must be enrolled in the CSU during both the application period and at least one semester the following academic year.

Those students selected as Pre-Doctoral Scholars receive travel funds for the student and faculty sponsor to visit US doctoral-granting institutions and/or attend a professional meeting appropriate to the student's development. Funds are provided for other related activities such as student membership in professional organizations and subscriptions to journals, graduate school application and test fees, GRE preparation and minor research materials costs. A summer internship opportunity at a UC campus or other major research university is fully funded by the Program and the chancellor's office assists students in finding positions.

The application materials and information about deadlines may be obtained from the Office of Graduate Studies in WH A-340. Applications are generally accepted by the Office of Graduate Studies from December to March (see the Office of Graduate Studies for final deadline). A campus faculty committee will evaluate the applicants and submit the most meritorious to the Chancellor's Office. Awardees are notified by the Chancellor's office late April or May. The application requires applicant information, three essays, transcripts and a faculty sponsor with a letter of evaluation. An activity plan and budget must also be submitted.

Graduate Equity Fellowships

The Graduate Equity Fellowship Program offers financial support based on eligibility of need for CSUDH graduate students with strong academic records. Students must be accepted to a graduate program, have a faculty sponsor, and conduct a research project. All graduate equity fellows are expected to participate in the Annual Student Research Conference event. Applications for the following academic year are available in March and in October for Spring semester only. An award of up to \$2,000 per semester may be renewed for up to two years.

Student Travel Mini-Grant Program

The Student Travel Mini-Grant Program provides funding to graduate and undergraduate students for presentation of their research at professional conferences or to subsidize publication costs. Applications are available from the Office of Graduate Studies.

Student Research Day

All upper division and graduate students from all disciplines who are engaged in research are eligible to participate in Student Research Day. Presentations are structured to conform to the CSU Statewide Conference

and up to ten students are invited to represent our university in this annual conference held each Spring. Student travel is sponsored by the Office of Graduate Studies. This event provides students with an excellent opportunity to present their research, and participation in the event tends to strengthen student application portfolios for graduate school/advanced study. Information about Student Research Day may be obtained from the Office of Graduate Studies.

Graduate APLE Award

The Graduate APLE (Assumption Program of Loans for Education) provides up to \$6,000 in loan assumption benefits for students who complete a graduate degree and teach full-time for three consecutive years at one or more California colleges or universities. The Graduate APLE is sponsored by the California Student Aid Commission. Applications are available from the Office of Graduate Studies (WH A-340) or can be ordered by calling (916) 526-8276. Please direct all questions to the Student Aid Commission at (888) 224-7268.

Graduate Assistantships

Graduate Assistantships provide a stipend (monthly salary) for graduate students who have responsibilities for teaching, research, or administration. In order to receive a graduate assistantship, one must be willing to work on campus (normally 20 hours) while pursuing his/her Master's degree. In most cases, a faculty member determines the recipient of such an award since the majority of these awards are derived from grant-funded projects of which the faculty member is the principal investigator. The Office of Research and Funded Projects should be contacted about the availability of these awards.

Financial Aid Opportunities

State University Grant

State University Grants (SUG) are awarded to graduate students who are California residents in a regular University degree program. This grant is awarded to students who submitted their FAFSA or Renewal Form by the March 2nd deadline, and who demonstrate financial need to assist with the payment of registration fees only. Students are not eligible for a State University Grant award if they participate in the Older Adult Fee Waiver Program, receive Vocational Rehabilitation stipends, are enrolled through

Extended Education, or if registration fees are being paid by another party.

Federal Work-Study Program

The Federal Work-Study Program (FWSP) provides funds for employing students (on-campus) who qualify for financial aid. Students must be enrolled at least half-time. To qualify for FWSP, students must have an unmet need of at least \$ 750. Also, students may reduce their student loan eligibility to be eligible for FWSP.

Student Assistants

Students who do not have Federal Work-Study eligibility may be able to find employment on or near campus. Job listings are available at www.monstertrak.com/. Students can also find employment opportunities by checking with on-campus departments.

Federal Perkins Loan

The Federal Perkins Loan Program provides a long term, low interest student loan. These funds must be repaid. Award amounts are based on financial need and range between \$ 200– 2,000 per academic year. Repayment begins nine months after you graduate or cease to be enrolled at least at least half-time at an eligible institution. The minimum repayment is \$420 a year for new borrowers. The maximum repayment period is 10 years, but the actual amount of the payments and the length of the repayment period depend on the size of the debt. No interest is charged until the repayment period begins. The interest is 5% on the unpaid balance. Recipients will be contacted by the Financial Aid Accounting Office (WH-B270) to complete and sign a Perkins Reference Sheet and a Loan Promissory note.

William D. Ford Federal Direct Loan Program

The William D. Ford Federal Direct Loan Program provides low-interest, long-term loans through the University. These funds must be repaid. Funding for these loans comes from the U.S. Department of Education. These loans can be subsidized or unsubsidized. To be eligible to borrow a Direct Loan, students are required to be enrolled at least half-time student (4 units of 500 series courses for Master's). If you drop below half time during a semester, the remainder of your loan may be canceled. The interest is variable and is established each year but cannot exceed 8.25%. Repayment normally begins six months following graduation or when you cease to be enrolled at least half-time. Payments and length of

repayment period depends on the size of your debt but must be a minimum of \$600 per year.

Subsidized Federal Direct Loan

The amount of a subsidized Federal Direct Loan you can borrow is the difference between the cost of education and your resources (family contribution, financial aid, and any other assistance you receive from the school and outside sources). However, you cannot borrow more than the federal maximum. The federal maximum subsidized loan a graduate student may borrow per academic year is \$8,500. The combined total for undergraduate and graduate study is \$65,500 (subsidized). If you are eligible for a subsidized Federal Direct Loan, the federal government pays the interest for you until your repayment begins. You will be assessed an origination fee. These charges do not reduce the amount you are required to repay.

Unsubsidized Federal Direct Loan

The unsubsidized Federal Direct Loan is awarded to students who do not qualify for the maximum subsidized loan eligibility. Students requesting funding from this loan program are required to submit their request in writing. Students must clearly state why this loan is needed and must attach supporting documents to substantiate their request. The unsubsidized loan can replace all or part of the family contribution. However, the amount of the loan cannot be more than the difference between the cost of education and any financial assistance you will receive from the school and any outside source (including the subsidized Federal Direct Loan). The federal maximum unsubsidized loan a graduate student may borrow per academic year is \$10,000. The combined total for undergraduate and graduate student is \$73,000.

Campus Support Services

The campus provides a wide array of services free of charge as part of student fees, ranging from health care to career planning to tutoring services. A complete list of Campus support services can be found in the University Catalog.

Center for Learning and Academic Support Services (C.L.A.S.S.)

C.L.A.S.S. is located in the Small College and provides an array of tutoring services for various disciplines. Contact information: SCC Building 11, 310-243-3827, www.csudh.edu/class

Writing Support Services:

- ❖ One-on-one or group tutoring is provided for brainstorming, prewriting, writing and revising of essays. Students must make appointments and bring the writing prompt and if possible a typed or legible draft to your session. Writing tutors will help to improve grammar by working on the patterns of errors in a paper. They do not check, correct, proofread or write assignments, because doing so will not help improve writing skills. Tutors conversant in various disciplines are available and each session is about 30 minutes
- ❖ CLASS has a writing and math skills improvement program called PLATO. Students attend a one time orientation that initiates enrollment into the program which provides interactive lessons and exercises to sharpen writing skills and improve grammatical skills.
- ❖ C.L.A.S.S. offers various workshops throughout the semester on improving writing skills. All workshops are facilitated by specialists who will share useful information and strategies on improving your writing skills. The schedule for workshops can be found at www.csudh.edu/class
- ❖ A variety of downloadable and printable handouts on studying and writing skills can be found at the C.L.A.S.S. webpage at <http://www.csudh.edu/class>, along with useful suggestions to commonly asked writing questions.

Student Health Services

The Student Health Center is located next to Welch Hall, SHC A-129, telephone (310) 243-3629. The Student Health and Psychological Services unit includes student health services and psychological counseling services. The unit provides an integrated approach for services designed

to meet both the physical and emotional health needs of students.

The Office of the Associated Students, Inc. makes available a supplementary health insurance plan for students. The insurance plan provides benefits toward hospital and surgical expenses. Information concerning the medical insurance plan is available through the Office of the Associated Students, Inc. and the Student Health Center.
Student Health Services

The Student Health Center assists students in maintaining good health to successfully participate in the educational program of the campus. Health services available include outpatient diagnosis and treatment of illnesses and injuries, x-ray and clinical laboratory services, health education and consultation. The Center has its own licensed pharmacy where students may get prescriptions filled and purchase over-the-counter items as well. Referral to community health facilities is made for major illnesses or accidents beyond the scope of the Student Health Center.

The CSU system requires all new students born after January 1, 1957, either to submit proof of immunity to measles and rubella or to be immunized against these diseases. Students can get a combined measles/rubella vaccination free of charge at the Student Health Center. Also, while not required, the American College Health Association currently encourages college students to obtain a second dose of the measles/rubella vaccine in addition to the one obtained in childhood.

The CSU requires all new students age 18 and under either to submit proof of immunization against Hepatitis B, or to be immunized against this disease. Students in this age group can receive the vaccine at the Student Health Center, free of charge.

Student Psychological Counseling Services: The Student Health and Psychological Services unit invites students who are experiencing any type of personal or interpersonal problem to participate in a counseling experience. This may include, but is not limited to, difficulties such as anxiety, depression, identity confusion, marital or family conflicts, drug and alcohol abuse, rehabilitation programs or concerns about social relationships. The overall goal is to work with each student individually so that their personal growth leads to the realization of successful college experiences.

Students are encouraged to seek counseling for maximizing their own growth potential and they may involve themselves in both individual and group counseling experiences. Professionally trained counseling psychologists are available to work with students or to make appropriate referrals when indicated. These counseling psychologists have several orientations, although the general counseling approach is geared toward the individual student. Students seen individually are encouraged to set up realizable goals that can be explored within 12 sessions. Students participating in groups are not limited to a set number of sessions, but are encouraged to set up realizable goals that can be pursued through involvement in group counseling. Also see "Psychological Counseling" under the Student Development section.

Student Development Services

The Student Development Office is located in WH D-360, telephone (310) 243-3625. The Student Development Office (counseling, career and employment services) offers programs and educational experiences that complement the classroom experience. The office staff assists students in learning processes and developing skills that will facilitate the attainment of educational, career and personal goals. The office provides counseling services, career development and employment programs; coordinates the National Student Exchange; and teaches academic courses. All of the Student Development programs and services are free to currently registered students of the University. Appointments with counselors should be scheduled at least a week in advance because of heavy demands for services.

Career Planning: The Student Development Office offers career development and employment services, assists in the career planning needs of CSU Dominguez Hills students, and serves as a link for the student between the academic world and the job market. Career counseling is available to help students formulate their life goals. Assistance is provided in writing resumes, preparing for interviews and searching for employment.

To assist students in selecting, pursuing and obtaining meaningful employment and/or further academic training after graduation, the Student Development Office provides a variety of services such as workshops, seminars, career information day programs and assistance in a direct job search. This office also assists students in seeking employment

by listing opportunities for full-time positions, both on and off campus, and by conducting an on-campus job interview program. This latter program, conducted during the academic year, allows students the opportunity of being interviewed by prospective employers. A career center is maintained to provide information on employers and occupations in business and industry. Information regarding graduate and professional schools, including applications, admissions criteria and financial aid, is available through the Student Development Office. A workshop in choosing and applying for graduate school also is provided. Students preparing for a particular career field may request information from the Student Development Office about subsequent employment. This information includes data concerning average starting salary and the percentage of previously enrolled students who obtained employment. The information provided may include data collected from either graduates of the campus or graduates of all campuses in The California State University.

Career Placement: The campus may furnish, upon request, information about the employment of students who graduate from programs or courses of study preparing students for a particular career field. This information includes data concerning the average starting salary and the percentage of previously enrolled students who obtained employment. The information may include data collected from either graduates of the campus or graduates of all campuses in the California State University system. Contact the Student Development Office for more information.

Psychological Counseling: Situations arise in which students experience personal difficulties for which they might want professional help. In these cases, counseling psychologists are available in the Student Development Office. The staff of the Student Development Office consists of professionally trained counseling psychologists having several orientations, although the general counseling approach is geared toward the individual student. The overall goal is to work with each individual so that their personal growth leads to the realization of successful college experiences.

The Student Development Office handles both personal and career counseling and invites the participation of students who feel that their college careers are hampered by problems in the areas of human

relations, social interactions, parental and/or marital conflicts, or identity confusion. In this program, students may involve themselves in individual and/or group counseling experiences. Students seen individually are encouraged to set up realizable goals that can be explored within 12 sessions. Students participating in groups are not limited to a set number of sessions, but are encouraged to set up realizable goals that can be pursued through involvement in group counseling.

Disabled Student Services

Students with verified disabilities, which are permanent or temporary (e.g., broken bones, strained back, sprained etc.), are eligible for a variety of support services from the Office of Disabled Student Services. Information regarding special facilities and services available to students with a disability can be obtained from the Director of the Disabled Student Services Office, located in WH B-250, phone 243-3660 (voice) or 243-2028 (TDD).