

# GRADUATE STUDENT HANDBOOK

## California State University, Los Angeles

This Handbook contains information about applying to graduate programs, financing your education, important policies for graduate students, and services at the university for graduate students. This is the third edition of the *Graduate Student Handbook*, and because we wish the Handbook to be as useful as possible, we invite your suggestions for improvements. Please send comments to the Associate Dean for Graduate Studies and Research, Alan Muchlinski ([amuchli@calstatela.edu](mailto:amuchli@calstatela.edu)).

**The Handbook works as described below when you save a copy of the Handbook to your computer hard drive and then access the Handbook from your saved version.** All pages are numbered and the Table of Contents provides you with a listing of the major topics that are covered in the Handbook. The headings and subheadings in the Table of Contents are linked to their specific sections in the Handbook. Put your cursor over the heading or subheading, click the link, and you will be taken directly to that section of the Handbook. This Handbook also contains links to various web sites (e.g. Career Center, Health Center). Those resources will open in a SEPARATE browser window, when you are using the Handbook saved on your computer hard drive, and you will not lose your place in the Handbook.

Please note that the information contained in this Handbook does not supersede information, policies, or procedures that are in the University Catalog. The University Catalog is the official document for the University. Colleges and Departments may have more specific policies or procedures than those contained in this Handbook so always seek advisement from your College and/or Department.

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## APPLICATION FOR GRADUATE STATUS

### *How to Apply*

Applicants for admission to graduate standing should complete the online application for graduate students via CSU Mentor. CSU Mentor can be accessed via <http://www.csumentor.com/AdmissionApp/>. International student applicants should use the International Admission Application on CSU Mentor which can be accessed via the same link.

### *Application Fee*

An application fee of \$55 in U.S. funds is required for each application filed. The fee is NON-REFUNDABLE and may not be transferred to another term at any campus. It is strongly suggested that you pay this fee with a credit card to minimize potential delays in the processing of your application.

### *Filing Periods*

*Please Note: Application filing periods may close earlier than the filing dates indicated below.*

IMPORTANT NOTE TO GRADUATE APPLICANTS: Please contact the [program](#) to which you are applying to learn their deadlines and requirements. Admission to the University does not guarantee admission to a specific program. Departments may have additional requirements for admission.

### Currently Open Terms

**Domestic Applicants** (all majors other than School of Engineering , Computer Science and Technology)

- **Summer Quarter** - February 1 to April 1
- **Fall Quarter** - October 1 (of prior calendar year) to June 15
- **Winter Quarter** - June 1 (of prior calendar year) to October 1 (of prior calendar year)
- **Spring Quarter** - August 1 (of prior calendar year) - February 1

**Domestic Applicants** (School of Engineering, Computer Science and Technology majors only)

- **Summer Quarter** - February 1 to May 15
- **Fall Quarter** - October 1 (of prior calendar year) to August 1
- **Winter Quarter** - June 1 (of prior calendar year) to November 1 (of prior calendar year)
- **Spring Quarter** - August 1 (of prior calendar year) - February 1

**Domestic Applicants** (Graduate Business Majors )

- **Summer Quarter** - February 1 to March 1
- **Fall Quarter** - October 1 to June 15
- **Winter Quarter** - June 1 to October 1
- **Spring Quarter** - August 1 - December 1

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### **International Applicants**

- **Summer Quarter** - No Visa Students Accepted
- **Fall Quarter** - October 1 to March 1
- **Winter Quarter** - June 1 to September 1
- **Spring Quarter** - August 1 - October 1

### **Requirements for Admission**

Graduate and postbaccalaureate applicants may apply for a degree objective, a credential or certificate objective, or may have no program objective. Depending on the objective, Cal State L.A. will consider an application for admission as follows:

**General Requirements:** The minimum requirements for admission to graduate and postbaccalaureate studies at a California State University campus are in accordance with university regulations as well as Title 5, chapter 1, subchapter 3 of the California Code of Regulations. Specifically, a student shall:

1. have completed a four year college course of study and hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association, or shall have completed equivalent academic preparation as determined by appropriate campus authorities;
2. be in good academic standing at the last college or university attended;
3. have attained a grade point average of at least 2.5 (A = 4.0) in the last 60 semester (90 quarter) units attempted; and
4. satisfactorily meet the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations, as appropriate campus authorities may prescribe. In unusual circumstances, a campus may make exceptions to these criteria.

If the University Admissions Office indicates that you do meet the minimum requirements outlined in Title 5 for graduate and postbaccalaureate studies, you will be eligible to enroll in non-restricted classes while the degree, credential, or certificate program to which you have applied reviews your application.

### **Admission Status**

#### **Postbaccalaureate Unclassified Standing**

A postbaccalaureate unclassified student is able to enroll in non-restricted courses. Some departments may restrict enrollment of unclassified students and not let them enroll for certain courses (500-level courses for example) due to heavy enrollment pressure. Please note that this status does not constitute admission to, or assurance of consideration for admission to, any other graduate degree, credential or certificate program.

#### **Postbaccalaureate Classified Standing**

If you wish to enroll in a credential or certificate program you will need to contact the department/division/school that offers the credential or certificate program in which you have an interest. Credential programs require a separate application and some certificate programs also require a separate application for admission.

#### **Graduate Conditionally Classified Standing**

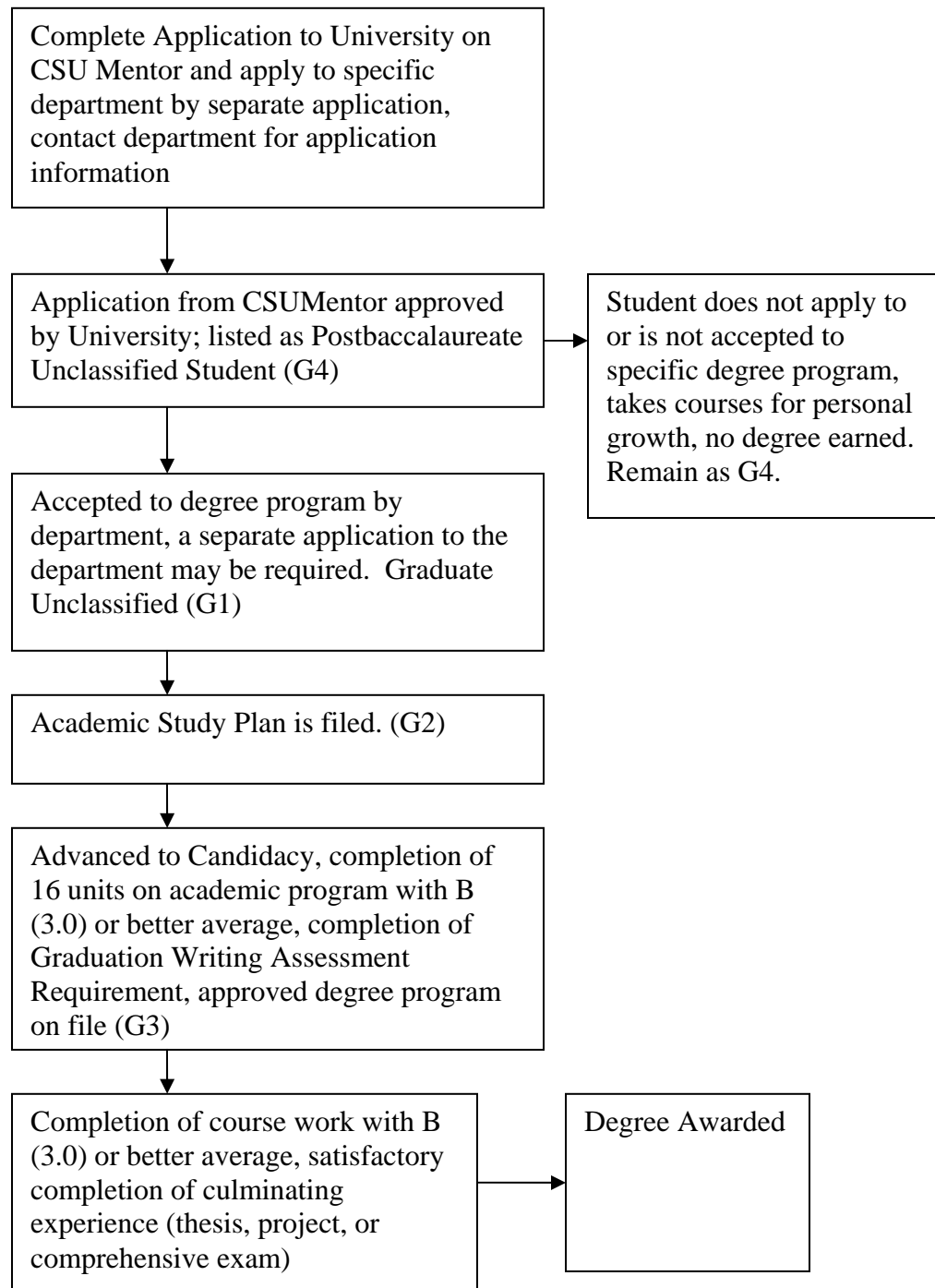
Graduate students admitted to a degree program are initially placed in this category. Degree-seeking graduate students remain in this category until they have an approved Academic Study Plan on file in their college dean's office.

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### Graduate Classified Standing

Degree-seeking graduate students are moved to Graduate Classified Standing when they have an approved Academic Study Plan on file in their college dean's office. An Academic Study Plan must be on file before the completion of 13 quarter units toward the degree.

### Flow Chart of Admissions Process and Degree Completion



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**Please note** that admission to the University does not guarantee admission to an academic program. A student is not admitted to an academic program until the academic program makes a decision to admit the applicant. Many departments/divisions/schools require a separate application to be considered for admission to a specific program. Please contact the program, or check the webpage for the program, in which you have an interest to learn more about requirements for admission to the specific program.

The following programs require a separate application.

**College of Arts and Letters**

- Art, MA and MFA
- Communication Studies, MA
- English, MA
- French, MA
- Music, MA and MM
- Spanish, MA
- Television, Film and Theatre, MFA
- Theatre Arts, MA

**College of Business and Economics**

- All Programs

**College of Education**

- All Programs

**College of Engineering, Computer Science and Technology**

- No programs

**College of Health and Human Services**

- Child Development, MA
- Communicative Disorders, MS
- Criminalistics, MS
- Criminal Justice, MS
- Kinesiology, MS
- Nursing, MS (Nurse Practitioner Options ONLY)
- Nutritional Science, MS
- Social Work, MSW

**College of Natural and Social Sciences**

- Anthropology, MA for Forensic Anthropology only
- Biological Sciences, MS
- Chemistry and Biochemistry, MS
- Environmental Science, MS
- Geological Sciences, MS
- Political Science, MA
- Psychology, MA and MS
- Public Administration, MPA

**TOEFL Requirement**

All graduate and postbaccalaureate applicants, regardless of citizenship, whose preparatory education was principally in a language other than English must demonstrate competence in English. Those who do not

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posses a bachelor's degree from a postsecondary institution where English is the principle language of instruction must receive a minimum score of 550 or above on the paper-based Test of English as a Foreign Language (TOEFL), 213 on the computer-based TOEFL, or 79 on the internet-based TOEFL. Some programs require a higher score.

### **International Student Admission Requirements**

Applicants must possess a bachelor's degree (or its equivalent in U.S. terms), with adequate preparation, from a recognized institution of higher education. Applicants must have attained a minimum 2.5 grade point average (A=4.0) in the last 90 quarter units (60 semester units) attempted. All degree equivalencies and grade point average calculations are determined by the Office of Admissions. A minimum TOEFL score of 550 on the paper based test, 213 on the computer based, or 79 on the internet-based test is required of all applicants with a bachelor's degree from a college or university where the language of instruction was not English.

### **Finances For International Students**

International (visa) students are subject to nonresident fees and are required to certify that sufficient funds will be available to them during their stay in the United States for schooling. The approximate cost for one academic year of education is currently \$23,000. Certification must show \$23,000 (US dollars) in liquid assets. If a married student plans to have dependents live in the U.S. while attending the university, the amounts of \$4,000 for a spouse and \$2,000 for each child should be added to the academic year cost. Cal State L.A. is unable to offer financial assistance to international students. Assistantships, scholarships, and fellowships usually are not available to California nonresidents. Current Immigration and Naturalization Service policy does not permit international students to obtain work permits and be employed in the United States. Information about possible sources of financial aid may be obtained from the nearest office of the Institute of International Education or an American consulate.

### **Applicants for the College of Business and Economics Applicants**

International graduate applicants seeking MBA, MSBA, MS Accountancy and MS Information Systems degrees are required to submit all supporting documents (including degree verification) by the final day of the [application filing period](#). The College of Business and Economics admits University-eligible graduates to its graduate programs based on additional criteria. Contact the Graduate Business Programs Office in writing or call (323) 343-5156 for more information

### **Transcripts**

Applicants must arrange to have official transcripts sent directly to the Admissions Office from each college attended. Transcripts from overseas applicants must be received 60 days prior to the first day of the term to which you apply to insure timely notification. Original foreign transcripts submitted by an applicant for admission are not considered official transcripts. These records may be used for evaluation purposes, but you also must request that official transcripts from each school, college and university you have attended be sent directly to the Admissions Office. Certified English translations must be submitted for transcripts received in the original language.

### **Housing**

On-campus student housing is available for more than 1,000 students. Opportunities also exist for living in apartments and rooms in private homes and for sharing houses with other students close to the campus.

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If you are interested in living on campus or need assistance in finding off-campus housing, write or call the Office of Residence Life and Housing Services at (323) 343-4800.

## Majors

All international students requiring an I-20 upon admission must declare a specific major and degree objective. Please review our list of [Undergraduate Degree Programs](#) and [Graduate Degree Programs](#).

The following list of **Frequently Asked Questions** is provided to answer most general questions. If you are not able to get an answer to your question by looking through the following material please contact either the Office of Graduate Studies and Research at (323) 343-3820 or the department/division/school to which you plan to apply for admission.

### 1. What is the admission process and timeline for graduate students?

*Graduate admission to CSULA is a two step process. Applicants must meet the requirements of both the University and their intended program to complete the admissions process. Once all necessary documents are received, the Office of University Admissions usually is able to make a decision regarding the first step of the process within four to six weeks for domestic applicants.*

*It is important to note that admission to the University through the University Admissions Office does not guarantee admission to a specific academic program. Therefore, graduate applicants should contact the program they are interested in to learn that program's requirements, deadlines and processing timelines.*

### 2. What are the GPA requirements for acceptance into graduate programs?

*Students should check with the individual department for updated information. In general, the minimum University GPA is 2.5 in the last 90 quarter units of undergraduate coursework. Master's programs with a minimum GPA requirement other than 2.5 are listed below:*

- MA - Art Education – 3.0
- MA - Art History – 3.0
- Master of Fine Art (MFA) – 3.0
- MA - Anthropology Archaeology, General, and Sociocultural Options – 2.75
- MA - Anthropology Forensic Anthropology Option – 3.0
- MS - Biology Classified Standing – 2.75
- MA - Child Development – 2.85
- MA - Communicative Disorders – 3.0
- MA - Communication Studies – 3.0
- MS - Criminal Justice – 3.00
- MS - Criminalistics – 3.00
- MA - Economics – 2.75
- MA - Education - check with Charter College of Education
- MA - English – 3.0
- MA - French – 3.0 in upper division French classes
- MA - Geography – 2.75
- MS - Geological Sciences – 2.75

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- MA - Health Science – 2.75
- MA - History – 3.0
- MS - Kinesiology – 2.75
- MA - Mexican American Studies – 2.75
- Master of Music (MM) – contact Department of Music
- MS - Nursing – 2.75
- MS - Nutritional Science – 2.75
- MA - Political Science – 3.0
- MS - Public Administration – 2.75
- MA/MS - Psychology – 2.75
- MA - Sociology – 2.75
- MA - Spanish – 2.75 with 3.0 in upper division Spanish classes
- Master of Social Work (MSW) – 2.75
- MA - Theater Arts – 3.0 in major

3. Can I take graduate courses prior to graduate admission?

*Yes, but restrictions may apply to individual courses. You should check with the department that offers the course.*

4. Which departments require Graduate Admissions Tests (GRE/GMAT) for admission?

*The following is a list of graduate programs which require a graduate admissions test:*

- MS Biology (beginning spring term 2009)
- MBA Business Administration – (GMAT)
- MS Business Administration – (GMAT)
- MS Civil Engineering (if below 2.75)
- MA Communicative Disorders
- MS Criminal Justice
- MS Criminalistics
- MA Economics
- MS Kinesiology
- MS Information Systems (GMAT)
- MS Mechanical Engineering (if below 2.75)
- MS Nutritional Science
- MS Psychology – with stipulations, must contact department
- MSW Social Work

5. I need to delay my entrance for graduate school. Will I have to reapply for admission? –

*Yes, an application to the university will have to be submitted for the quarter the student is planning to attend. The student should also check with the department they intend to enter for re-application procedures to the department.*

6. How can I find out the status of my application?

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*You may access information via GET or you may contact the admissions office at (323)343-3901 for information regarding your application on CSUMentor. You should contact your degree program of interest for information regarding admission to the degree program.*

7. If I have not applied to the university and would like pre-admission counseling, where should I go?

*If you are unclear as to which degree program you wish to pursue, you can make an appointment to see the Associate Dean of Graduate Studies & Research by calling (323) 343-3820, or, if you wish to find out more information about a specific program, call the department office to make an appointment with the graduate advisor.*

8. I am interested in getting a certificate. Which application do I fill out?

*Certificate applicants are required to complete the Graduate/Post-baccalaureate Application (CSU Mentor) for review by the University Admissions Office. Applicants should inquire to the department offering the certificate for specific guidelines. Students who have a baccalaureate degree may enroll in a certificate program to receive specialized instruction and training within a particular field. Students who pursue a certificate must fulfill admission criteria and program requirements established by the departments, divisions, and schools that offer the programs. Check with the academic department which offers the certificate for details.*

9. Can I apply to a masters program and to the credential program at the same time? If so, what is the procedure to declare both programs?

*Yes, courses for both a master's degree and credential can be taken concurrently. Students need to inquire with the department offering the master's degree to ensure the correct credential courses are taken through the Charter College of Education. Additional guidelines from the Charter College of Education can be obtained by contacting the Student Services Office at (323)343-4320.*

10. Are letters of recommendation required? If so, to whom do I give those letters?

*Letters of recommendation are not required for the application to the University (the application on CSUMentor). Most departments require at least two letters of recommendation for the application to their specific programs. It is best to check with the specific department you are applying to for the number of letters required and to whom the letters should be addressed.*

11. What is "Special Action Admission" and what is the procedure for getting a Special Action Admission?

*Special Action Admission is a process of admission for students whose GPA is below 2.5 (minimum university requirement). The academic department which offers the degree should be contacted to see if this option is available to the student. Support for a Special Action Admission is at the discretion of the department and is not automatic.*

12. I have a specific career objective in mind, but a graduate program in my field does not exist. Who do I talk to first?

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*The Interdisciplinary Studies program provides a mechanism by which a student can combine two, but no more than three disciplines within the University. The Associate Dean of Graduate Studies and Research (323.343.3820) can direct you through the process.*

13. How can I set up an appointment to see the Associate Dean of Graduate Studies?

*Call the Graduate Studies and Research Office at (323) 343-3820.*

14. Can I take courses for the master's degree before I complete coursework for the bachelor's degree?

*Undergraduate students may register for 500-level courses if the department/division chair determines that space is available. These students must satisfy all prerequisites for the course and obtain the approval of the instructor, the principal graduate adviser, and the chair of the department/division that offers the course. Specific guidelines are available in the University Catalog.*

15. Can I work on two masters simultaneously?

*Yes, students may work simultaneously on two master's degrees. The student must have an Academic Study Plan for both degree programs and a separate culminating experience must be completed for each degree program. Also, students who are currently enrolled in a master's degree program at Cal State L.A. may concurrently complete an additional option under the same degree if the department/division and college concerned verify that the additional option requires significantly different knowledge, skill, and coursework. The additional option must include a minimum of 23 quarter units of coursework that is specific to the option (not included in the previous option) and an appropriate culminating experience (thesis/project or comprehensive examination). An approved program plan for each option is required. For more information, contact the Associate Dean of Graduate Studies and Research.*

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## **FINANCING YOUR EDUCATION**

There are many different ways to finance a graduate education. We have put together the following information to help you learn about the various opportunities that are available to graduate students at Cal State L.A.

### **Graduate Equity Fellowship Program**

This program is designed to increase the number of master's degrees awarded to economically disadvantaged CSU students, especially those students from groups that are underrepresented among graduate degree recipients in their area and those who are disabled. Grant stipends may be up to \$1500 per quarter. Students must be eligible for Financial Aid and be enrolled full-time. The academic portion of the application is available from the Graduate Studies and Research Office, Administration 710. The financial portion of the application is the FAFSA, available in the Center for Student Financial Aid, Student Affairs 124. The deadline for **applications is early October for new applicants and early May for continuing awardees.**

### **California Pre-Doctoral Program**

The California Pre-Doctoral Program is a CSU system-wide program designed to increase the diversity of the pool of potential faculty by supporting the doctoral aspirations of diverse CSU students. Applications are accepted from all students. Selected Scholars, who must have faculty sponsors, receive \$3,000 during the academic year for travel to doctoral institutions and to professional meetings. Scholarships are also available for summer research awards which provide stipends and other support for research at a CSU campus or at a doctoral institution. The deadline for applications is mid-March of each year but graduate students are encouraged to contact the Office of Graduate Studies and Research, Adm 710, and begin working on their application during the fall term.

### **The Chancellor's Doctoral Incentive Program**

Similar to the California PreDoctoral Program, the Chancellor's Doctoral Incentive Program is a CSU-wide program designed to increase faculty diversity on CSU campuses. Applications are accepted from all students. The program offers financial support and faculty assistance to students pursuing doctoral degrees and who are interested in a CSU faculty position if available. As a graduate student, you may apply while still in a master's degree program, however you must be accepted into a doctoral program prior to receiving any support from the program. Loans are available for up to \$10,000 per year for a total of three years and 20% of the loan is forgiven for each year of full-time postdoctoral teaching in the CSU. (The application is usually available in January and due in early February).

### **International Graduate Student Tuition Waiver Program**

The International Graduate Student Tuition Waiver provides tuition waivers for selected international graduate students, for up to 24 units per academic year. The support enables an international student to waive the nonresident portion of their fees for a maximum of 12 units for the Fall, Winter and/or Spring Quarters.

Student's applications are reviewed by a committee and are selected on the basis of their academic record, letters of recommendation and an essay which outlines their goals and objectives and the need for financial assistance. Applications for the program are available during the Winter Quarter from the Associate Dean's Office of the College in which the student is enrolled.

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### **Graduate Assistants / Teaching Associates / Research Assistantships**

Inquire in your department about the availability of graduate assistantships. In general, graduate assistants work from five to twenty hours a week, assisting professors in laboratory classes or as graders in large classes. Graduate Assistantships are not available in all departments and are most often available to advanced graduate students. In some instances, advanced graduate students are hired as a "**Teaching Associate**" and may actually serve as instructors in some lower division lecture or laboratory classes. Research assistantships as well as graduate traineeships may also be available to graduate students and information of their availability can be obtained by consulting the specific department.

### **Federal / State Financial Aid Programs**

Graduate students may apply for federal and state financial aid programs but you must realize that most of the grant programs (Pell Grant, Cal Grant, etc.) that might have been available to you as an undergraduate are no longer available to graduate students.

The financial aid application, called the FAFSA, becomes available every January 1 for aid in the subsequent Summer Quarter or beyond. The earlier you apply, the better. Approximately four to six weeks after your financial aid file is complete you will receive a letter from the Center for Student Financial Aid indicating your eligibility or ineligibility. In addition to being financially eligible, you must be making "satisfactory academic progress" in your graduate program in order to continue to receive assistance. Graduate students who are funded as full-time students must complete a minimum of 36 units per academic year. Graduate level courses, numbered 500 and above, have a weighted unit factor of 1.5. Completed grades are considered to be A, B, C, D, CR, RD, and SP. Unacceptable grades that do not count toward courses completed are: F, I, NC, U, and W. No further financial aid is available to students who have attempted 75 or more graduate units. If you are eligible for financial aid you may be offered assistance from one or more of the following programs:

1. *State University Grant*  
This is "gift" money: funds that you do not have to repay.
2. *Perkins Loan*  
If you accept this loan, you must understand the terms of the loan: that you will begin repaying it, with interest, six months after you graduate, leave school, or drop below half-time enrollment.
3. *Federal Work-Study (FWS)*  
The FWS Program enables you to become employed in an on or off-campus FWS-designated job. Student wages range from \$5.70 to \$12.00 an hour: eligible students may work a maximum of 20 hours per week.
4. *Subsidized Federal Direct Loan*  
The Federal Direct Loan, formerly called a Guaranteed Student Loan (GSL) or a Stafford Loan, is an educational loan made by the University and is subsidized by the federal government. Qualifications for a Federal Direct Loan are based on financial need and federal eligibility requirements. Eligible graduate students may borrow up to \$8,500 per year, for a cumulative total of \$65,500 in GSL/Stafford/Federal Direct Loan funds. This total includes loan money borrowed as an undergraduate. The interest rate is variable. Repayment begins six months after graduation or six months after dropping to less than half-time status. You may have up to 10 years to repay the loan, with a minimum annual payment of \$600. The federal government applies an origination fee of 5% which is deducted from the loan disbursement, as is a guarantee fee, not to exceed 3% of the total loan.
5. *Federal Unsubsidized Direct Loans*  
This loan differs in two ways from the above Subsidized Federal Direct Loan: (1) you do not

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have to demonstrate financial need, and (2) unsubsidized Federal Direct Loan interest begins to accrue immediately after the loan is disbursed, although the repayment schedule is the same as for the Federal Direct Loan discussed above.

You may qualify for a portion of both Subsidized/Unsubsidized Federal Direct Loans; however, you may not exceed the total annual loan limits between the two programs (example, \$4,000 Subsidized Direct Loan + \$4,500 Unsubsidized Direct Loans = \$8,500 annual loan limit maximum).

Financial aid questions can be answered at the Center for Student Financial Aid, Student Affairs 124. The phone number is (323) 343-1784.

### **Fellowships and Scholarships**

1. Off-Campus Scholarships and Fellowships.  
The Scholarship Office maintains listings of scholarships and fellowships sponsored by off-campus agencies, organizations, and associations. Go to Student Affairs 118 for further information.
2. Campus Scholarships. Cal State L.A. has over 250 different scholarships that are awarded to more than 650 students per year.  
A small number of these scholarships are open to graduate students. The average scholarship award is \$600.

In order to be considered for on-campus scholarships, you must establish a complete file, which is comprised of a current application and one letter of recommendation. The office will then ensure that you are considered for all institutional scholarships for which you qualify.

The deadline for submission of your scholarship application is the fourth Friday of April. The Scholarship Office is located in Student Affairs 118 and is open Monday through Friday from 9:00 a.m.-4:30 p.m. The phone number is (323) 343-3266, and the web site is [www.calstatela.edu/univ/finaid/scholar.htm](http://www.calstatela.edu/univ/finaid/scholar.htm).

### **Employment**

There are two student employment programs at Cal State L.A. Both the Federal Work-Study Program previously mentioned and the Student Assistant Program are available to enrolled students who are interested in working.

If you are interested in Federal Work-Study (FWS) employment, you must apply for financial aid and receive an award letter on which FWS is offered. You may check out FWS job openings posted in the Center for Career Planning and Placement.

The Student Assistant Program does not require that you show financial need. If you are interested in Student Assistant job openings, contact the Center for Career Planning and Placement. Some positions may involve work in your academic department.

For information regarding the programs listed **below** please contact the **Office of Graduate Studies and Research Office** located Administration 710 or call (323) 343-3820.

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### **Financial Aid On-line Links and Resources**

Information on fellowships is most often found in the university's Application for Admissions, academic department publications and on the web. National fellowships which are often called "portable" fellowships can be located using various sources. Many of which are listed below. It is strongly recommended that students pursue these awards even if they are planning to pursue graduate degrees in fields that normally provide full funding such as the biological sciences. These awards are prestigious and can provide the fellow with some additional flexibility in selecting research projects to pursue in graduate school.

Deadlines for awards may vary greatly. University sponsored support deadlines can be found in the application for admissions. Generally speaking, the earlier you submit a completed application, the better your chances of receiving an award. Extramural award deadlines are often one year before the start of the academic year.

#### **Printed Material:**

- Annual Register of Grant Support: A Directory of Funding Sources. 25th ed. Wilmette, IL. National Register Publishing, 1992
- The Graduate Scholarship Book: The Complete Guide to Scholarships, Fellowships, Grants and Loans for Graduate and Professional Study. 2nd ed. Englewood Cliffs: Prentice Hall, 1990
- Grants for Graduate Study, 1992. 3rd ed. Princeton NJ; Peterson's Guides

#### **On-line Sources:**

California Student Aid Commission

<http://www.csac.ca.gov>

College Board On-Line

<http://www.collegeboard.org>

Financial Aid for Students Guide

<http://www.finaid.org>

Graduate & Post-Doctoral Extramural Support

<http://www.gdnet.ucla.edu/grpinst.htm>

Graduate School Guide to Doctoral, Masters and Professional Degree Programs

<http://www.schoolguides.com/>

National Academies Fellowship Programs <http://www.nationalacademies.org/osep/fo.nsf>

Scholarship Programs

<http://www.fastweb.com/>

#### **Cal State L.A. Sources**

Office of Graduate Studies & Research - Graduate Equity Fellowship; California Pre-Doctoral; International Graduate Student Tuition Waiver; Forgivable Loan/Doctoral Incentive Programs (323) 343-3820, Adm. 710

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Cal State L.A. Scholarships [www.calstatela.edu/univ/finaid/scholar.htm](http://www.calstatela.edu/univ/finaid/scholar.htm)

Center for Environmental Analysis (Environmental)  
<http://cea-crest.calstatela.edu>

Chemistry & Biochemistry <http://www.calstatela.edu/centers/moreprograms/index.htm>

Engineering & Technology  
Scholarships [http://www.calstatela.edu/academic/engr/tmp/et/et\\_schol.htm](http://www.calstatela.edu/academic/engr/tmp/et/et_schol.htm)

For additional resource information, contact (323) 343-3817

**Examples of resources for different disciplines include, but are not limited to the following:**

**American Psychological Association Minority Fellowship Program** for doctoral students in psychology. Contact APA for application deadline.

American Psychological Association  
750 First Street, N.E.  
Washington, DC 2002-4242  
(202) 336-6127  
[www.apa.org/mfp](http://www.apa.org/mfp)

#### **The Andrew W. Mellon Foundation**

THE MELLON FELLOWSHIPS, have two primary objectives:

1) to help exceptionally promising students, who are U.S. citizens or permanent residents, to prepare for careers of teaching and scholarship in humanistic studies by providing top-level, competitive, portable awards, and 2) to contribute thereby to the continuity of teaching and research of the highest order in America's colleges and universities. For College Seniors and Other Prospective Humanities Graduate Students:

**Mellon Competition Information and Guidelines - Available after June 1 .**

[www.woodrow.org/mellon/](http://www.woodrow.org/mellon/)

**Fannie and John Hertz Foundation Graduate Fellowships** for students with outstanding potential in the applied physical sciences. Stipends of \$25,000 plus cost-of-education allowances up to \$25,000, renewable for up to five years. *Applications available on line – Deadline: November*

Fannie and John Hertz Foundation  
PO Box 5032  
Livermore, CA 94551-5032  
(510) 373-1642  
[www.hertzfndn.org](http://www.hertzfndn.org)

**Ford Foundation Minority Fellowships** – Predoctoral and dissertation-year fellowships for ethnic minorities interested in academic careers, includes the Howard Hughes Medical Institute Predoctoral Fellowships in Biological Sciences, the NASA Administrator's Fellowship Program, and the U.S. Department of Education OERI Visiting Scholar's Program. *Applications available on line—Fall Deadline.*

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Fellowship Office/FFPD  
National Research Council  
2101 Constitution Avenue, N.W.  
Washington, DC 20418  
(202) 334-2872  
<http://www7.nationalacademies.org/fordfellowships/>

**Department of Education Indian Education Fellowships for American Indians** studying medicine, law, education, natural resources, business administration or engineering. *Application deadline: June.*

Indian Education Fellowship Program  
Office of Indian Education  
U.S. Department of Education  
400 Maryland Avenue S.W. Room 2177  
Washington, DC 20202  
(202) 260-3774  
(202)409-1909

**The Paul & Daisy Soros Fellowships For New Americans**

Applicants for the Soros will compete nationally for fellowships for up to two years of graduate study. Thirty fellowships are awarded each year. Applicants must (1) be a resident alien; i.e., hold a green card, or (2) have been naturalized as a U.S. citizen; or (3) be the child of two parents who are both naturalized citizens. Applications are available on the web site: [www.pdsoros.org](http://www.pdsoros.org). **Application Deadline: November.**

**National Hispanic Scholarship Fund** provides grants of up to \$1,000 for Hispanic undergraduate and graduate students. *Application period: August 1 through October 15 of each year.*

National Hispanic Scholarship Fund  
PO Box 728  
Novato, CA 94948  
(415) 892-9971  
[www.hsf.net](http://www.hsf.net)

**For more information on graduate programs,  
please call (323) 343-3817**

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## ACADEMIC POLICIES

### University Catalog

Graduate students are governed by University policies and regulations as stated in the *University Catalog* in effect at the time they achieve classified standing, provided that they maintain continuous attendance for registration purposes. Please use the following link to access “Graduate and Postbaccalaureate Study: General Information” in the current University Catalog.

[http://catalog.calstatela.edu/NXT/gateway.dll?f=templates\\$fn=default.htm\\$3.0\\$vid=calstate:current](http://catalog.calstatela.edu/NXT/gateway.dll?f=templates$fn=default.htm$3.0$vid=calstate:current)

Listed below you will find some excerpts from material in the Catalog.

### University Requirements for Master’s Degree

All candidates for master’s degrees at Cal State L.A. must fulfill the following minimum requirements. Colleges/Schools/Departments may have additional requirements so talk with the office that runs your program.

#### Unit Requirement

Completion of at least 45 quarter units in approved courses, of which at least half (23) must be graduate (500-level) courses. Master’s degree programs whose minimum total units are established at more than 45 quarter units must include at least half of those units in courses at the graduate (500) level.

#### Grade Point Average Requirement

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

#### Residence Requirement

At least 32 quarter units for the master’s degree must be completed in residence at Cal State L.A.

#### Postbaccalaureate Writing Proficiency Requirement

All students must fulfillment the Postbaccalaureate Writing Proficiency Requirement, as described in the Catalog.

#### Culminating Experience Requirement

A comprehensive examination or a thesis or project is required of all students.

#### Completion of Program

Completion of a master’s degree requires:

(1) completion of the final approved program and any special department/division requirements and

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(2) passing of a comprehensive examination within the number of attempts allowed by the department/division and college, or filing of a thesis or project report approved by the candidate's thesis/project committee and cleared by the Library.

### **Continuing Status**

Students maintain their continuing student status for registration by attending at least two of any four quarters in one calendar year. Individuals who are absent three successive quarters or longer without an approved leave of absence on file must apply for readmission to the University and pay an application fee. Students reapplying to the university are subject to the catalog requirements in effect at the time of readmission.

### **Leave of Absence**

Students can avoid losing classified standing by submitting a Leave of Absence request, approved by the appropriate associate dean and the University Registrar prior to the beginning of the effective quarter.

Students may petition for a leave of absence for such reasons as professional or academic opportunities, like travel or study abroad; employment related to educational goals and major fields of study or participation in field study or research projects; medical reasons, including pregnancy, major surgery, and other health-related circumstances; and financial reasons, such as the necessity to work for a specified period to resume study with adequate resources.

Evaluation of petitions for leaves of absence takes into account the student's stated plans and the extent to which a leave would contribute to educational objectives. Students are expected to plan their time of return and their activities during the leave. They must also state why it is critical to remain in continuous residence. In the case of medical or financial leaves, they must state how they plan to remain current with or advance in their academic field.

Graduate students are granted a maximum of 4 quarters, subject to renewal. Continuing students allowed absence of 2 quarters is included in these maximums.

Petitions must be filed at Administration 146 after action by the department/division chair (also the college graduate dean in the case of graduate students) no later than 3 weeks before the end of the quarter before the proposed leave. Approval entitles students to continuing status for registration purposes if they return no later than the quarter specified in their petition. Continuing students who return from a leave are entitled to priority registration privileges and are not required to file an application for readmission.

Unclassified postbaccalaureate and conditionally classified graduate students who have an approved program on file in their college graduate studies office are subject to the conditions of those programs. All others are subject to the requirements in effect when they return.

Request forms are available at <http://www.calstatela.edu/academic/aa/gsr/forms.htm#GSforms>.

### **Required GPA**

Students must maintain a B (3.0) GPA in all course work included in the master's degree program and must earn no grade lower than a C in any course. Following is a breakdown of the grading system:

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A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0

Any grade lower than a C is a failing grade.

### **Academic Probation for Postbaccalaureate and Graduate Students**

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

Classified and conditionally classified graduate students are expected to maintain a B (3.0) grade point average in course work on their master's degree program and in all courses completed after admission to the program

Postbaccalaureate classified and postbaccalaureate unclassified students are expected to maintain a 2.5 grade point average in all course work taken after admission to Cal State L.A., whether or not the course work is taken at Cal State L.A.

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

Withdrawal from all or a substantial portion of courses for which they registered in two successive quarters or in any three quarters.

Repeated failure to progress toward a stated degree or program objective when such failure is within their control.

Failure to comply, after due notice, with a routine academic requirement or regulation.

Notice is given in writing of the conditions for removal from administrative-academic probation, as well as circumstances that would lead to disqualification should probation conditions not be rectified. Postbaccalaureate and graduate students who are on academic probation and who do not meet the requirements of their probation are subject to disqualification in accordance with the following guidelines:

Classified and conditionally classified graduate students who are on academic probation are subject to disqualification from pursuing the master's degree program in which they were classified if after being placed on scholastic probation they do not raise their

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average to B (3.0) after completion of 16 units or two quarters in residence, whichever comes later.

Classified and conditionally classified graduate students whose grade point average falls more than nine grade points below B (3.0) will be disqualified from pursuing the master's degree program in which they were classified.

Students who are disqualified from a master's degree program may not reenter that program. They may be admitted to another program only on the recommendation of the new major department/division concerned and with the approval of the appropriate college graduate dean.

Postbaccalaureate classified and postbaccalaureate unclassified students who are on academic probation are subject to disqualification from pursuing course work at Cal State L.A. IF they do not raise their average to 2.5 after completion of 16 units or two quarters in residence, whichever comes later.

All units earned in the quarter in which the sixteenth unit is completed will be used in computing the grade point average.

Students disqualified for scholarship deficiency may not enroll in any regular quarter at Cal State L.A. without permission from the appropriate college graduate dean and may be denied admission to other educational programs operated or sponsored by the campus.

Students who are enrolled in graduate degree programs, credential programs, and postbaccalaureate credit certificate programs are not eligible for Academic Renewal.

Postbaccalaureate students who are pursuing a second or subsequent baccalaureate are subject to the same probation and disqualification standards as seniors.

### **Writing Proficiency Examination (WPE)**

Every graduate student who enters a degree program must satisfy the Graduation Writing Assessment Requirement by passing UNIV 400, the Writing Proficiency Examination (WPE), within the first three quarters of their enrollment or prior to the completion of 16 units, whichever comes later.

Postbaccalaureate students who hold an earned master's or doctorate degree from an accredited college or university where the primary language of instruction is English may substitute such a degree for passing the WPE.

Postbaccalaureate students who have passed a writing proficiency examination or a graduation writing assessment examination in English at any accredited college or university where the primary language of instruction is English may petition to substitute such a result for passing the WPE at Cal State LA.

For students whose coursework falls primarily in the Charter College of Education or the College of Health and Human Services, a score of 41 on the Writing Examination of CBEST is accepted as an alternative to passing the WPE. Take the original score report to the appropriate associate dean's office to petition for equivalency.

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**Full-Time Study Load**

For full-time enrollment certification by the University, graduate students must carry a study load of 12 weighted units of approved prerequisite, co-requisite, or graduate program courses per quarter. Graduate level courses (500 level courses or higher) have a weighted factor of 1.5, therefore, two 4-unit 500 level courses constitutes a full load ( $8 \times 1.5 = 12$ ). Students may be certified as full-time students with a study load of less than 12 weighted units in any of the following courses upon recommendation of their adviser and approval of the associate dean: 596, 597, 598, 599, 699, and 900. The maximum load for graduate students is 16 units per quarter.

**Seven-Year Rule for Program Courses**

No subject, unit, or grade credit will be granted for any course completed more than seven years before the date of completion of the master's degree. You cannot include courses that are more than seven years old at the time you complete all degree requirements on your Program Plan.

Students must retake or validate any courses that will be more than seven years old at the time the degree is awarded and that have been taken at Cal State L.A. An expired course taken at another institution may not be validated by examination. Permission to validate is granted only in very exceptional circumstances; it is not given automatically and not given for more than 12 units.

**Transfer Courses**

Students may transfer up to 13 units of previously taken coursework toward a 45-unit master's degree program, with adviser approval. These may include continuing education courses, transfer courses, courses completed before the filing date for the program, or a combination thereof. For programs exceeding 45 units, thirty percent of the course work may be transferred with approval of an adviser. Transfer courses must be equivalent to 400- or 500-level course work at Cal State L.A. and must be acceptable for graduate credit in an advanced degree program at the institution where they were taken. Advisers verify the validity of transfer work by submitting a "Request for Transfer Course Level Evaluation" (GS-1) to the Office of University Admissions.

Courses are not automatically transferred into a program. The GS-1 form must be forwarded by your adviser to Admissions. Please note that the request will not be reviewed if you do not have official transcripts on file in Admissions. The GS-1 form is available at <http://www.calstatela.edu/academic/aa/gsr/forms.htm#GSforms>.

No master's degree credit is allowed for directed teaching, 700- or 800-level courses, courses numbered below 400, and courses taken at another accredited institution that would not be accepted toward a master's degree at that institution.

Nine quarter units of 500-level or other graduate courses taken through extension are eligible for master's degree credit.

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### **Work Taken before Approval of Program**

No more than 13 quarter units of acceptable course work completed before approval by the principal graduate adviser, major department/division, and college graduate dean may be included on a master's degree program. This includes acceptable transfer work. Credit for thesis (i.e., 599), research (i.e., 597), and comprehensive examinations (i.e., 596) is not transferable. All other course work included on the master's degree program must be completed after approval by the principal graduate adviser, major department/division, and college graduate dean. This policy shall not apply to students admitted to a master's degree program offered jointly with other educational institutions.

### **Credit for Extension Courses**

Do not enroll for courses through Continuing Education (also called Extension) if you have been accepted as a student at Cal State L.A. Matriculated students at Cal State L.A. may not enroll in courses through Continuing Education and you will not be able to use these courses on your Program. Also, no graduate credit will be allowed for extension courses that would not be accepted toward a master's degree at the offering institution (e.g., University of California extension courses in the X300 or X400 series) unless specifically approved in advance by the major department/division and college concerned.

### **Course Substitutions**

It may be necessary to change an Academic Study Plan based upon special circumstances. The substitution of a course on your Study Plan is done with the approval of your principal faculty adviser and the associate dean. This transaction is done with a "Course Substitution" form (GS-5) before you have completed the course to be substituted. <http://www.calstatela.edu/academic/aa/gsr/forms.htm#GSforms>

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

### **500-Level Course Requirement**

At least half of the units on an approved Study Plan must be in 500-level courses. Conditionally classified students may be restricted from enrolling in designated 500-level courses until they have attained Classified Graduate, or G-2, standing.

### **Changing a master's program to another field**

Speak to your faculty mentor and/or graduate advisor in your present field to find out how best to pursue a change in courses of study. If it is a completely different field, you would need to apply to the new department just as you applied to your present program. If it is a different option in the same department, the department may generate the paperwork directly to the appropriate offices.

### **Student Use of Human Subjects or Animals**

Students, like all others in the University community, must follow established University and federal guidelines when using human subjects or animals either in research or as part of a course activity. Prior approval by the relevant campus committee must be obtained when necessary. For further information, contact the Office of Research and Sponsored Programs, (323) 343-5366, or visit the Web site at [www.calstatela.edu/academic/orsp](http://www.calstatela.edu/academic/orsp).

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### **Enrollment in Two Master's Degree Programs Simultaneously**

Students may be simultaneously enrolled in two master's degree programs. See *University Catalog* for University rules.

### **Maintaining Enrollment for Thesis/Project**

Students must be advanced to candidacy and must obtain the approval of the associate dean before registering for research and thesis/project units. When all units for 597 and 599 classes have been completed, a student must maintain continuous enrollment by registering for thesis or research units using the 900 course number each quarter until completion of the thesis/project. Furthermore, students must be officially enrolled during the quarter they expect to graduate.

Unless there is a very exceptional circumstance that prevents a student from completing a thesis, students are not permitted to change from a thesis/project option to a comprehensive examination after they have completed any 599 units. Individual Colleges have rules regulating when a student can change from the comprehensive exam option to the thesis option.

### **Thesis and Project Requirements**

Students who choose to write a thesis or project as their master's degree culminating experience should consult the "Guide to Preparation of Master's Theses and Project Reports," available at <http://www.calstatela.edu/library/guides/thesisprep.htm>. It provides information about the following: procedures, regulations, and responsibilities governing the master's thesis or project; general requirements for thesis preparation and acceptance; format requirements for the thesis; and special instructions for projects and project reports. In addition, students must obtain specific department/division requirements from their adviser.

Graduate students who complete research units (597) and thesis or project units (599) required for master's degrees must be regularly enrolled during any quarter in which they use University facilities or consult with faculty. This means you must be enrolled during the term in which you hold your thesis defense, file your thesis with the Library, and graduate.

Students who have previously enrolled in all allowable research units (597) and are not enrolled in any other credit-bearing courses or thesis or project units (599) but who will use University facilities or consult with faculty must register in [UNIV 900](#).

To maintain residence requirements and continuing student registration privileges, graduate students who are not enrolled in credit-bearing course work must register for [UNIV 900](#) two quarters out of four.

Once officially accepted and processed, master's theses and projects are made available to the public through the Library.

### **Comprehensive Examinations**

Each program that offers the comprehensive examination for the master's degree shall implement and maintain in writing explicit guidelines that address both content and procedures relating to the examination. All comprehensive examinations must conform to the following requirement of Title 5, i.e., "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 provide evidence of independent thinking, appropriate organization, critical analysis,

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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.’’

Students must fulfill all department/division requirements for the written and/or oral comprehensive examinations. Such requirements include, but are not limited to, the date and time for the comprehensive examinations, length of testing, topics covered, and number of questions for the comprehensive examinations.

Students whose program requires a comprehensive examination must declare to their major department/division, at least one quarter in advance, their intent to take it, obtain department/division permission, and register for the comprehensive examination that carries the course number 596 in their major discipline. Students who are not enrolled in any credit-bearing course during the quarter in which they take the comprehensive examination must pay the comprehensive examination fee. Students who elect comprehensive examination options are not permitted to enroll in [UNIV 900](#). Payment of State University, student services, facilities, and Associated Students, Inc. (ASI) fees, or any tuition charges, is not required.

Students should expect to take their comprehensive examinations during the quarter in which they complete all course work on their program or shortly thereafter. Those who do not pass the comprehensive examinations must fulfill any department, division, and/or college requirements for subsequent enrollments in these examinations.

### **Graduation**

Application for graduation (degree check) is made on a form that is available on the Graduation Office web site at [www.calstatela.edu/academic/registrar/grad\\_off.htm](http://www.calstatela.edu/academic/registrar/grad_off.htm) , in academic department/division offices, in college-based advisement centers, or in Administration 146 beginning five days prior to the application filing period. Candidates must be granted permission to apply for graduation by their major department/division or college-based advisement center before they may submit the completed application and required fee to the Cashiers' Office for fee payment.

Students are required to file an application by the deadline announced in the *Schedule of Classes*. Students who are enrolled the quarter they expect to graduate but do not meet the degree requirements will have their graduation application transferred to the next quarter. Students who do not complete requirements during the next quarter must file a new application by the deadline announced in the *Schedule of Classes*.

### **Commencement Exercises**

Commencement exercises are held annually at the end of the spring quarter. Students who have completed their degree requirements the previous summer, fall, or winter quarter are eligible to participate in the ceremony along with those who complete their work in the spring quarter. 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 in college, department/division offices and Enrollment Services, Administration 146.

During the Commencement exercises, the President of the University confers degrees on the candidates. Although each candidate receives a diploma cover during the program, the actual diploma is sent several

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months later. Within a few weeks after graduation, eligible candidates receive a letter of congratulations in the mail, and degrees are posted to their permanent academic record on GET.

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## UNIVERSITY POLICIES

### Academic Honesty

*The information printed below on Academic Honesty is also found in Appendix D of the University Catalog.*

#### Preamble

The University in its quest for truth and knowledge embraces honesty and integrity. These fundamental values must not be compromised. The trust and respect among professors, students and the society need to be vigilantly protected. Cheating and plagiarism can be neither justified nor condoned as this would destroy the ideals and purposes of higher education. Students enter the University to gain the knowledge and tools necessary for participation in society. Academic integrity is a foundation for society based on trust and honesty. Therefore, the University takes seriously its responsibility for academic honesty.

#### I. Cheating

At Cal State L. A., cheating is defined as the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. The following examples are intended to be representative, but not all-inclusive:

##### (a) Examinations/Tests

- Copying from another student's paper
- Employing signals to obtain answers from others
- Stealing or arranging for the theft of an examination
- Knowingly reviewing an unauthorized copy of an examination
- Using lecture notes or textbooks during an examination when prohibited
- Possessing crib notes at the location and during the time of the examination
- Having someone else take an examination in your place
- Feigning illness or telling falsehoods to avoid taking an examination at the scheduled time
- Claiming falsely that you took an examination at the scheduled time
- Storing and/or accessing course subject matter in a calculator, computer or recording device, without authorization from the instructor, when such instruments are otherwise permitted to be used during an examination period
- Utilizing calculators and/or other learning aids forbidden by the instructor

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- Obtaining assistance in answering questions on a take-home examination, when such action is specifically prohibited
- Attempting to use or using bribery to obtain an undeserved grade
- Changing an answer on a graded test and claiming the student's response to the question was incorrectly marked wrong

**(b) Papers/Reports, Laboratory/Homework**

- Copying the work of other persons in whole or in part and submitting it as your own
- Submitting a paper obtained\* from a commercial service providing and/or selling research/term papers
- Using a ghost writer to compose a paper for you
- Claiming an assigned share of a team report, toward which insufficient or no contribution was made
- Lying about the reason for not submitting a report on time
- Pretending to have submitted a paper to an instructor
- Stealing another student's report and submitting it as one's own work
- Submitting the same term paper to two or more different instructors for credit in their courses without their prior permission
- Inventing, falsifying, or altering data for a research survey or laboratory experiment
- Misrepresenting the authorship of an experiment or exercise
- Depending upon others to complete laboratory assignments or homework when instructions call for independent work
- Sabotaging someone else's laboratory work or other exercise

**(c) Fabrication**

- Knowingly including references in the bibliography that were not examined
- Using false references in the bibliography
- Falsely citing bibliographic references in footnotes

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## II. Plagiarism

At Cal State L. A., plagiarism is defined as the act of using ideas, words, or work of another person or persons as if they were one's own, without giving proper credit to the original sources. The following examples of plagiarism are intended to be representative, but not all-inclusive:

- Failing to give credit via proper citations for others' ideas and concepts, data and information, statements and phrases, and/or interpretations and conclusions
- Failing to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or a part thereof
- Paraphrasing the expressions of thought by others without appropriate quotation marks or attribution
- Assembling parts from various works and submitting the synthesis or single paper as one's own creation
- Representing another's artistic/scholarly works, such as musical compositions, computer programs, photographs, paintings, drawings, sculptures, or similar works as one's own

## III. Consequences and Sanctions

Violations of academic honesty have a dual aspect, constituting both a breach of ethics and a form of academic non-performance. Hence the consequences of violating this policy may fall into two categories. Addressing the violation as an academic matter does not preclude the imposition of further administrative sanctions.

### Academic Consequences:

Faculty have the right to establish the standards by which the academic performance of students will be evaluated, including the consequences of students not meeting some portion or all of the academic requirements of a course through acts of cheating or plagiarism. These consequences may range from assigning a lowered grade, zero or "F" on an individual assignment to lowering the students grade or assigning and "F" in the course. Faculty may alternatively permit the student to repeat an assignment/test or complete and submit additional assignments. Furthermore, before these consequences can be effected, the faculty member must have verified instances of academic dishonesty by personal observation and/or documentation. In all cases the violation should be reported to the University Judicial Affairs Officer either on the Academic Honesty Resolution Form or on the Academic Dishonesty Report Form (see IV, No. 4 and 5).

### Administrative Sanctions:

In addition to academic consequences, the University can impose administrative sanctions. As stipulated in Title 5, California Code of Regulations, Section 41301, cheating or plagiarism in connection with an academic program or campus may warrant

- Expulsion

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- Suspension
- Probation
- Withdrawal of a degree
- A lesser sanction

#### IV. Reporting Procedures

When a faculty member suspects that a student has committed an academically dishonest act, it is the faculty member's responsibility to take the following steps:

1. The faculty member must first carefully consider the evidence of the apparent dishonesty. A perception, which is not supported by reasonable evidence, will not suffice. Examples (not necessarily comprehensive) of evidence sufficient to pursue action are:

- Documentation regarding the source of text which the student has used without proper attribution or has attempted to represent as his/her own work
- A demonstrably marked difference in the writing style of the student, as compared to his/her work on previous assignments
- Testimony from others regarding a student's use of dishonest means to fulfill the assignment at hand
- Firsthand observation of the student engaging in a dishonest act, in a situation in which the student cannot effectively deny that the act took place
- Admission by the student that he/she undertook a dishonest act in fulfillment of the assignment at hand
- An unusual or suspicious degree of similarity in work done by different students

Faculty members are encouraged to discuss any perception of dishonesty and the evidentiary basis for an action with the CSULA Judicial Affairs Officer (ext. 3-3100) prior to discussing perceptions of wrongdoing with the affected student.

2. When satisfied that a reasonable evidentiary standard has been met and as soon as possible after discovering the alleged violation, the faculty member should arrange an office conference in order to inform the student of the allegations and of the due process rights (see Academic Honesty Resolution Form). The purpose of the informal office conference is to bring together the persons involved to discuss the issues informally and to discuss the action, if any. At that time, the student should be informed of the supporting evidence and the consequences and procedures regarding academic dishonesty.

3. Although the student may elect to make a decision at the office conference, the student shall be informed by the instructor that he/she may have five (5) business days to inform the University

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Judicial Affairs Officer whether he/she agrees to the charges of academic dishonesty proposed by the instructor or whether he/she requests a hearing.

4. If the student agrees to the charges of academic dishonesty, an Academic Honesty Resolution Form, signed by the student and the instructor, will be filed with the University Judicial Affairs Officer for informational purposes. This information may be used for administrative sanctions in the case of repeat offenders.

5. In cases when the student does not agree to the charges of academic dishonesty, does not provide a satisfactory explanation of the alleged violation, fails to attend the scheduled conference to discuss the alleged dishonesty, or when the alleged dishonesty is detected at the close of the quarter and the instructor has not been successful in a good-faith effort to contact the student, then the following procedures apply:

- An Academic Dishonesty Report form describing the alleged incident shall be referred to both the student and the University Judicial Affairs Officer by the instructor. The instructor shall not assign a grade until the case is resolved.
- All notes and discussions between the faculty member and the student will remain confidential except as may be relevant in subsequent disciplinary proceedings or subsequent legal proceedings. Charges of academic dishonesty cannot be brought against a student more than 120 calendar days after the discovery of the alleged violation.
- In the event that the faculty member cannot, for serious and compelling reasons, participate in any one or more parts of the above process, the Department Chair shall represent the faculty.

#### Due Process:

It is incumbent upon the academic community that students are assured of fair and equitable treatment. To that end, the students have the right of due process and procedural safeguards. Through these procedures, students can be assured that their rights are reasonably protected, the facts are fairly determined, and that the sanctions imposed are justified by the evidence and appropriate to the seriousness of the offense.

For purposes of this policy, the Academic Dishonesty Report form shall be the statement of charges against the student. The University Judicial Affairs Officer will conduct an investigation of the charges and decide on their merit. The burden of proof lies with the instructor making the charges. The student may appeal the decision of the Judicial Affairs Officer by requesting a hearing as described in E.O. 628. The faculty member making the charge may also appeal the University Judicial Affairs Officer's decision before a panel composed of a student, a faculty member, and a University administrator. The request will be made in writing to the Vice President for Student Affairs. The panel members will be chosen from colleges other than that of the faculty member making the request. Only the merits of the charges of academic dishonesty will be considered in this process. The right and responsibility to determine the academic consequences of the violation will remain with the faculty.

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#### V. Finality of the Academic Dishonesty Process

Notwithstanding any other policy, regulation, or rule, the grade appeal procedure for the university, or for any college or department therein, shall not be available to a student to challenge a course grade on the grounds that the charges of academic dishonesty were unwarranted. This does not preclude a student from pursuing a grade grievance against a professor in a course in which an academic honesty charge was made providing the grievance is based on issues other than the charge of academic dishonesty.

Notwithstanding any other policy, regulation, or rule and unless concrete and significant new evidence is discovered, the decision and findings of fact following a hearing, or the admission of cheating or plagiarism by a student, made in accord with this policy, shall be deemed conclusive as to any subsequent investigation or hearing arising from or relating to the same events.

#### VI. Confidentiality

When a faculty member alleges an incident of cheating or plagiarism, that faculty member is expected to arrange an informal conference with the student(s), advise the student(s) of the allegation(s) as well as supporting evidence thereof, and provide the student(s) with a copy of the Academic Honesty Resolution Form so that the student(s) may become fully apprised of the allegation(s). The student will also receive a copy of the University policy documents and procedures. All parties to these and all subsequent deliberations regarding incidents of cheating and plagiarism have the right to expect that such deliberations will occur in a setting of strictest confidentiality.

Concomitant with this right of confidentiality is the obligation of all parties to refrain from any discussions of these issues regarding cheating or plagiarism outside of the informal and formal conferences and meetings as outlined elsewhere in this document, except in any subsequent legal action. Violations of this principle of confidentiality are themselves subject to university disciplinary action.

In the matter of student records and according to Federal and State privacy laws, students have the right to protections against improper disclosure of personal information. However, it is permissible for transcripts of student academic records to contain information regarding a student's academic status including such disciplinary actions as suspension or expulsion. Being a temporary action, suspension may be expunged from the record upon the student's reinstatement.

#### Threats/Retaliation:

Any threats or acts of retaliation against any member of the faculty or staff as a consequence of implementing this policy on Academic Honesty will be cause for disciplinary action under section 41301, Title 5, California Code of Regulations, in addition to civil and criminal liabilities.

#### VII. Evaluation of Academic Performance

Noting in this policy is intended to limit a faculty member's ability to assign a grade to a student in a course based solely on the faculty member's individual determination of the extent to which the student achieved the objectives of the course whether or not the faculty member files a report regarding the student's honesty.

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## **Student Conduct**

Inappropriate conduct by students or by applicants for admission is subject to discipline as provided in Sections 41301 and 41302 of Title 5, California Code of Regulations. These sections are as follows:

### 41301. Standards for Student Conduct.

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

#### (a) Student Responsibilities

Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and to contribute positively to student and university life.

#### (b) Unacceptable Student Behaviors

The following behavior is subject to disciplinary sanctions:

##### (1) Dishonesty, including:

(A) Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.

(B) Furnishing false information to a University official, faculty member, or campus office.

(C) Forgery, alteration, or misuse of a University document, key, or identification instrument.

(D) Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries

(2) Unauthorized entry into, presence in, use of, or misuse of University property.

(3) Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.

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(4) Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.

(5) Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.

(6) Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.

(7) Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.

(8) Hazing, or conspiracy to haze, as defined in Education Code Sections 32050 and 32051:

"Hazing" includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions

A group of students acting together may be considered a 'student organization' for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

(9) Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.

(10) Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.

(11) Theft of property or services from the University community, or misappropriation of University resources.

(12) Unauthorized destruction, or damage to University property or other property in the University community.

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- (13) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity.
- (14) Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
- (15) Misuse of computer facilities or resources, including:
- (A) Unauthorized entry into a file, for any purpose.
  - (B) Unauthorized transfer of a file.
  - (C) Use of another's identification or password.
  - (D) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.
  - (E) Use of computing facilities and resources to send obscene or intimidating and abusive messages.
  - (F) Use of computing facilities and resources to interfere with normal University operations.
  - (G) Use of computing facilities and resources in violation of copyright laws
  - (H) Violation of a campus computer use policy.
- (16) Violation of any published University policy, rule, regulation or presidential order
- (17) Failure to comply with directions or, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
- (18) Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.
- (19) Violation of the Student Conduct Procedures, including:
- (A) Falsification, distortion, or misrepresentation of information related to a student discipline matter.
  - (B) Disruption or interference with the orderly progress of a student discipline proceeding.

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(C) Initiation of a student discipline proceeding in bad faith.

(D) Attempting to discourage another from participating in the student discipline matter.

(E) Attempting to influence the impartiality of any participant in a student discipline matter.

(F) Verbal or physical harassment or intimidation of any participant in a student discipline matter.

(G) Failure to comply with the sanction(s) imposed under a student discipline proceeding.

(20) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

#### (c) Application of This Code

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

#### (d) Procedures for Enforcing This Code

The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.

Note: Authority cited: Sections 66017, 66452, 66600, 69810, 89030 and 89035, Education Code. Reference: Sections 66450, 69813 et seq. and 89030, Education Code. Reference: Sections 66300 and 66450 et seq. Education Code.

#### 41302. Disposition of Fees: Campus Emergency; Interim Suspension.

The President of the campus may place on probation, suspend, or expel a student for one or more of the causes enumerated in Section 41301. No fees or tuition paid by or for such student for the semester, quarter, or summer session in which he or she is suspended or expelled shall be refunded. If the student is readmitted before the close of the semester, quarter, or summer session in which he or she is suspended, no additional tuition or fees shall be required of the student on account of the suspension.

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During periods of campus emergency, as determined by the President of the individual campus, the President may, after consultation with the Chancellor, place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities.

The President may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to insure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within 10 days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the President or designated representative, enter any campus of the California State University other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

Note: Authority cited: Sections 66300, 66600, 89030, 89031 and 89035, Education Code. Reference: Sections 66017, 66300, 66600, 69810-69813, 89030, 89031, 89700, Education Code; and Section 626.2, Penal Code. Authority cited: Sections 66300, 66600, 89030, 89031 and 89035, Education Code. Reference: Sections 66017, 66300, 66600, 69810-69813, 89030, 89031, 89700, Education Code; and Section 626.2, Penal Code.

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## **Privacy Rights of Students in Education Records**

*The information printed below is also found in Appendix F of the University Catalog.*

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99) and California Education Code, Section 67100 et seq., set out requirements designed to protect students privacy in their records maintained by the campus, the statute and regulations govern access to records maintained by the campus, and the release of such records. The law provides that the campus must give students access to official records directly related to the student, and must also provide opportunity for a hearing to challenge the records if the student claims they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade determined by the instructor. The law generally requires the institution to receive a student's written consent before releasing personally identifiable data about the student.

Cal State L.A. has adopted a set of policies and procedures governing implementation of the statute and the regulations. Copies of these policies and procedures may be obtained at the Office of the Vice President for Student Affairs, Student Affairs 108. Among the types of information included in the campus statement of policies and procedures are: (1) the types of student records maintained and the information they contain; (2) the official responsible for maintaining each type of record; (3) the location of access lists indicating persons requesting or receiving information from the record; (4) policies for reviewing and expunging records; (5) student access rights to their records; (6) the procedures for challenging the content of student records; (7) the cost to be charged for reproducing copies of records; and (8) the right of the student to file a complaint with the Department of Education. The Department of Education has established an office and review board to investigate complaints and adjudicate violations. The designated office is: The Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. 20202-4605.

Cal State L.A. is authorized under the act to release "directory information" about students. "Directory information" includes the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors, and awards received, and the most recent previous educational agency or institution attended by the student. The above-designated information is subject to release by the campus at any time unless the campus has received prior written objection from the student specifying what information the student requests not be released. Such written objections should be directed to the University Registrar.

Cal State L.A. is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons have responsibilities in the campus' academic, administrative, or service functions and have reason for using student records associated with their campus or other related academic

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responsibilities. Student records may also be disclosed to other persons or organizations under certain conditions (e.g., as part of accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; or to other institutions to which the student is transferring).

### **Addendum to the Privacy Rights of Students in Education Records**

Cal State L.A. is authorized under the act to release "directory information" about students. "Directory information" includes the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors, and awards received, and the most recent previous educational agency or institution attended by the student. For bargaining unit student employees, directory information also includes: the name of the department employing the student, the student employee's telephone listing within the department, the student employee's e-mail address within the department, and the student employee's job classification. The above-designated information is subject to release by the campus at any time unless the campus has received prior written objection from the student specifying information that the student requests not be released. Such written objections should be directed to the University Registrar.

### **Student Grievance Procedures**

It is believed by the makers of this statement that adequate safeguards have been included to protect the rights of all concerned parties and to insure that grievances are handled fairly. However, no rule, regulation, or policy should substitute for open, honest communication; nor should any grievance procedure take the place of negotiating in good faith. The grievance procedure described herein is but one channel for solving problems. It is the least desirable method, but may become a necessary method for solving problems. It should not be used to avoid the personal communication that is necessary to the academic process. Information regarding procedures for filing a grievance may be obtained from the Office of the Vice President for Student Affairs

Purpose:

The purpose of the Student Grievance Policy and Procedure is to enable students to seek redress for complaints or grievances (referred to as "grievances") that allegedly resulted in injury to the student. A grievance arises from any alleged unauthorized or unjustified act or decision by a member of the faculty, staff, and/or management employee which adversely affects the status, rights, or privileges of a student.

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Policy:

The Student Grievance process is intended to resolve grievances that are not addressed by more specific policies or investigative processes. It applies to existing University policy and is not a vehicle to change existing or create new University policy.

Definitions/Responsibilities:

- a. **Appropriate Administrator** - The Vice President of the Division (or the Division Vice President's designee) in which the named employee works. In the case of a faculty employee, the dean of the appropriate college may be the appropriate administrator. The appropriate administrator will work with the named employee and the student to attempt to resolve the grievance to the satisfaction of both.
- b. **Appropriate Supervisor** - The immediate superior to whom the named employee reports on the date of the action or event being grieved. For purposes of this Grievance Procedure, a faculty employee's appropriate supervisor is his/her department/division chair or school director. The appropriate supervisor will work with the named employee and the student to attempt to resolve the grievance to the satisfaction of both.
- c. **Business Day** - All days of the week, excluding Saturdays, Sundays, and days on which California State University, Los Angeles is closed.
- d. **Committee** - The University Student Grievance Committee. The Committee, through its panel, will conduct grievance hearings, deliberate, and issue findings of fact and recommendations for action fairly and expeditiously.
- e. **Coordinator** - The Coordinator of the Committee. The Coordinator shall be a University administrator, appointed by the President. The Coordinator shall serve at the pleasure of the President, with no set term of office. The Coordinator shall serve as Chair for and advise the Committee and any panels on rules and procedures. The Coordinator shall not vote and the Coordinator shall remain neutral on the merits of the grievance. The Coordinator will select panels from the Committee, chair, coordinate, and monitor the activities of the panels, schedule hearings, and meet with the Committee and panels as necessary. The Coordinator will ensure that grievances are processed in accord with this Grievance Procedure and assist students in submitting grievances to the Committee.
- f. **Faculty Unit Employee** - An employee who is a member of Bargaining Unit 3 at the University.
- g. **Grievance** - A complaint by a student, which is not subject to another investigation process, that a named employee has treated the student unfairly or has violated the California State University, Los Angeles policy, resulting in an injury to the student. Grievances may not be brought against the University President under this procedure.

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- h. **Investigation Process** - Any grievance resolution process, formal investigation process, or discipline process administered by the University, other than the student grievance process, which more appropriately and effectively resolves the issues raised in the student's grievance.
- i. **Management Employee** - An employee with management/supervisory responsibilities working under the Management Personnel Plan (Title 5, Article 2.2).
- j. **Named Employee** - An employee of the California State University, Los Angeles (including a faculty unit employee) who is the focus of the student's grievance. The named employee will attempt, when possible, to resolve the grievance informally with the student.
- k. **Panel** - A subset of the Committee assigned to consider a grievance, consisting of one faculty member, one student, and one President's appointee. The Coordinator may serve as an advisory, non-voting member of the panel.
- l. **President** - The President of California State University, Los Angeles. The President will consider timely appeals of the President's Designee's decision, consult with other persons as necessary, and issue decisions on appeals and corrective orders.
- m. **President's Designee** - A management employee designated by the President.
- n. **Student** - A person who, at the time that the event or action which is the subject of the grievance occurred, was a continuing undergraduate or graduate student, or enrolled in an Extended Education or Open University course.
- o. **Vice President** - The Vice President of the division of the University in which the named employee works.

#### Informal Grievance Resolution:

Because timely resolution of complaints or grievances is in the best interests of students, faculty, administration, and the University as a whole, all parties are expected to actively seek resolution to these complaints or grievances within the time frame and through the procedures set forth by this policy. Although they are informal, the first three steps of the grievance process must be completed within ninety days of the event/action (or the last date of a related series of events/actions) upon which the grievance is based, unless the student and the appropriate administrator enter an extension of time in writing. All parties have the responsibility to make themselves aware of these procedures and act in a manner which allows the process to work efficiently and fairly.

#### Step One- Discussion with Named Employee

Before commencing any formal proceedings under the Student Grievance Process, a student should normally attempt to discuss with the named employee the student's

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concerns or complaints about the named employee's conduct. This may not be possible in all cases, particularly if the student believes that he/she is or will be the victim of discrimination, harassment, or retaliation. Barring these concerns, however, the student should make the effort to speak to the named employee.

A student is not required to discuss his/her grievance with the named employee and may proceed directly to step two. However, the panel may consider unwarranted avoidance of the named employee in evaluating the credibility of the student's grievance and the severity of the named employee's conduct.

If the grievance is resolved at step one, no further action under this policy will be taken.

#### Step Two-Discussion with Appropriate Supervisor

If the grievance is not resolved at step one, the student should discuss it with the appropriate supervisor. This discussion is a prerequisite to preceding to steps three and four. The appropriate supervisor's role at this stage is that of mediator. The appropriate supervisor shall reasonably attempt to mediate a resolution to the grievance. This stage of the grievance process shall be considered informal and the involved parties are strongly encouraged to participate and cooperate with the appropriate supervisor's attempt to resolve the dispute. If the named employee is a unit three employee, the supervisor may consult an appropriate department/division/school committee that has been designated by the department/division/school to hear student grievances. This department/division/school committee shall recommend a resolution to the Supervisor who will share this information with the student and the employee. If the appropriate supervisor or named employee believes that the student did not reasonably attempt to resolve the grievance, the panel may consider this in evaluating the credibility of the student's grievance and the severity of the named employee's conduct.

If the grievance is resolved at step two, no further action under this policy will be taken.

If the appropriate supervisor is the named employee against whom the student has grieved, the student may bypass step two and proceed directly to step three.

#### Step Three- Discussion with the Appropriate Administrator

If the grievance is not resolved at step two, the student should discuss it with the appropriate administrator. This discussion is a prerequisite to proceeding to step four. The appropriate administrator shall reasonably attempt to mediate a solution to the grievance. If the appropriate administrator believes that the student or named employee did not reasonably attempt to resolve the grievance, the panel may consider this in evaluating the credibility of the student's grievance and the severity of the named employee's conduct.

If the grievance is resolved at step three, no further action under this policy will be taken.

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If the appropriate administrator is the named employee against whom the student has grieved, the student may bypass steps two and three and proceed directly to step four.

#### Committee Formation Procedures:

The committee shall consist of nine members, each serving a one-year term commencing on July 1. Three members shall be students, three members shall be unit three faculty, and three members shall be staff employees.

Student members shall be appointed by the governing board of the Associated Students, no later than April 15 of each year. No more than one student in any major may be appointed. To be eligible for appointment, a student must have completed at least two quarters at the University and at the time of appointment be in good academic standing. Within five business days of appointing student members, the Associated Students shall notify the President of their names and majors.

Faculty shall be appointed by the Nominations Committee of the Academic Senate no later than April 15 of each year. No more than one faculty member may be appointed from any college. To be eligible for appointment, a faculty member must be tenured or tenure-track. The faculty member may not be on sabbatical, a difference-in-pay leave, or be serving a terminal year during his/her year of service. Within five business days of making appointments, the Nominations Committee shall notify the President of the names and departments of the selected faculty members.

Staff members shall be appointed by the President no later than April 15 of each year.

If, for any reason, a committee member leaves the committee, the appropriate appointing authority shall replace him/her as soon as possible. If the departing member is on one or more panels that have not completed their cases, the coordinator shall select an alternate panel member by lot.

#### Formal Grievance Resolution:

##### Step Four - Presenting Grievance to the Committee

Within one hundred days of the event/action (or the last date of a related series of events/actions) upon which the grievance is based, a student must complete an approved grievance form and present it to the coordinator if he/she desires formal review of the grievance, notwithstanding any action taken by the appropriate administrator. If the student and the appropriate administrator had entered an extension of time in writing permitting the first three levels of the grievance process to be completed in more than ninety days, then this deadline for completing an approved grievance form shall be automatically extended by the same number of days as set forth in the extension document. The student shall have first completed the informal processes, in a time and manner that will permit the timely filing of the grievance form.

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The coordinator shall assist the student in submitting allegations and identifying physical evidence and witnesses on the grievance form. The coordinator shall determine whether findings have been made as to facts alleged in the grievance through another investigation process and obtain a copy of such findings if they exist and are not confidential.

Within five business days of receiving a grievance, the coordinator shall select a panel from the committee.

The coordinator shall select by lot a panel of three members, consisting of one member each from three groups of appointees. If a panel member can not serve because of unavailability, conflict of interest, or other reason beyond his/her control, a replacement shall be selected by lot from that panel member's group.

For purposes of panel selection, a conflict of interest exists for a potential panel member if he/she is:

- a. the named employee against whom the grievance is brought;
- b. a student who was in the class that is a subject of the grievance;
- c. a witness to any of the events that are the subject of the grievance or the named employee's response;
- d. a parent, child, grandparent, grandchild, sibling, first cousin, spouse, ex-spouse, son-in-law, daughter-in-law, brother-in-law, sister-in-law, niece, nephew, or domestic partner of, or who has cohabited with the student or the named employee; and
- e. from the same department or unit as the named employee.

A panel member who has conflict shall immediately notify the coordinator, so that a replacement may be selected. A knowing failure to disclose a conflict of interest shall be grounds for disciplinary action against the panel member by the University and shall be grounds for permanent removal of the individual from the committee.

Within five business days of selecting a panel, the coordinator shall notify the student, in writing, that he/she has received the grievance and that the panel has been formed. The names of the panel members shall be provided in the notice. A copy of this policy and procedure shall also be included with the notice.

Within two business days of selecting the panel, the coordinator shall notify the named employee, in writing, that a grievance has been filed against him/her. The notice shall include a copy of the completed grievance form and the names of the panel members. The notice shall inform the named employee that he/she has ten business days in which to deliver to the coordinator a written response to the grievance and that no facts, physical

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evidence or witnesses will be permitted at the hearing if they are not identified in the written response. A copy of this policy and procedure shall be included with the notice.

A student or named employee must notify the coordinator, in writing, of any objections to a member of the panel within five business days of receiving notice of the panel members' names. Objections to the composition of the panel must be based on at least one of the grounds set forth in the section on conflict of interest. The coordinator shall immediately contact the panel member in question. If the panel member denies that a conflict exists, the coordinator shall decide whether a conflict exists, within five business days of receiving the objection. If the panel member is removed or admits a conflict, a new panel member shall be selected and all parties shall be notified in writing of the replacement within five business days.

If the coordinator receives written findings made in another investigation process stemming from the same events/actions as the grievance prior to a decision by the panel, and those findings are not confidential, he/she shall give copies of the findings to the panel, the student and the named employee within five days.

Within five business days of receiving the response from the named employee, the coordinator shall give a copy of the response to the student.

#### Initial Consideration of Grievance:

Within five business days of selecting the panel, the coordinator shall provide each panel member a copy of the completed grievance form. The panel members shall meet with the coordinator within five business days after the coordinator provides the grievance form to the panel to discuss the allegations, determine, based on the preliminary information available at that point, whether a case for misconduct has been stated, and notify the coordinator of its conclusion in writing. For the purposes of this policy a potential case for misconduct exists only if:

- a. the alleged conduct, if true, would constitute unfair treatment or a violation of policy by the named employee against the student, and
- b. a hearing on the allegations would reasonably permit the panel to determine the truth or falsity of the facts alleged.

The named employee's response is not relevant and shall not be considered by the panel members at this stage. Similarly, findings from another investigation process shall not be considered at this stage. A panel member may not abstain from voting on whether or not a case for misconduct exists.

If the panel concludes that a case for misconduct does not exist as to one or more allegations, the coordinator shall provide the written conclusion and a copy of the grievance to the President's Designee within five business days of receipt, of the conclusion from the panel. Within five business days of receipt, the President's Designee

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shall adopt the panel's conclusion as to the allegations in question and notify the student in writing or reject it in whole or in part and direct the panel to conduct a hearing. If the President's Designee directs the panel to hear the grievance as to the allegations in question, he/she shall identify in writing those allegations for which he/she believes a case for misconduct exists, and provide a copy to the coordinator.

If the panel concludes that a case for misconduct exists in some or all of the allegations, the panel shall identify in writing those allegations and provide a copy to the coordinator.

Within five business days of receiving a decision to conduct hearing, the coordinator shall provide a copy of the decision to the student and the named employee and schedule a hearing date no later than 20 business days after his/her receipt of the decision. The hearing may be scheduled on a later date only for extraordinary reasons, which shall be limited to the availability of the student, the named employee, a panel member, or a witness deemed by a majority of the panel as material to the hearing. A person is available unless he/she is legally required to be elsewhere or has previously planned travel or activity that will make him/her physically unavailable. If the coordinator subsequently receives a directive from the President's designee to conduct a hearing on other allegations, the coordinator shall provide a copy of the directive to the panel, the student, and the named employee.

If the coordinator believes that multiple grievances are sufficiently related, he/she may schedule a single hearing in which all related grievances shall be presented provided the named employee approves. Where such grievances have been assigned to different panels, the coordinator shall choose one of these panels by lot to hear the grievances. Within five business days of selecting the panel, the coordinator shall notify in writing the affected students, employees, and panel members of the consolidation and provide the names of the panel members in writing to the affected students and employees. The coordinator shall send copies of the grievance forms to the panel members.

#### Grievance Hearing:

The coordinator shall provide to the student and named employee written notice of the date, time, and location of the hearing, at least ten business days before the date of the hearing. Shorter notice may be provided only if all parties to the hearing have agreed to accept shorter notice. The coordinator shall include with the notice to the President's Designee or panel's identification of pertinent allegations.

It is the duty of the student and the named employee to provide notice to and secure attendance of their witnesses at the hearing.

No person who is or ever has been licensed to practice law may participate in the hearing process, unless that person is the student, the named employee, a panel member, or a witness. A student or named employee may be represented by any other person. The representative may assist in the presentation of evidence and arguments to the panel, but may not also be a witness. The panel may receive legal advice from the University Legal

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Counsel regarding procedural or legal questions, but not about the merits of the grievance.

The burden of proof in a hearing rests with the student, who must prove that it is more likely than not that the alleged actions/events occurred and that they constituted unfair treatment or a violation of policy.

Each party shall provide all evidence necessary to support his/her claims or defenses. In instances where relevant evidence is in the custody of another student or named employee, the party who wishes to use the evidence may ask the panel to order that person to provide it to the panel prior to the hearing. The panel shall have the authority to order any University employee or student to appear and/or produce evidence. No University employee employed by the Campus Police shall be required to appear and/or produce evidence if doing so is not permitted by law or recognized public policy.

The panel shall, where necessary, delete or obscure appropriate portions of evidence to protect the privacy of non-parties.

The student and the named employee may be present at all times during the hearing. The hearing shall be closed to all persons except the student, the named employee, their respective representatives, the witness who is presently testifying, the coordinator, the student's support person, and the panel members. The hearing shall proceed only when all three panel members are present.

The formal rules of evidence shall not govern grievance hearings. However, the rules set forth in this section are necessary to ensure that evidence offered at a hearing is appropriately received and considered.

Prior to the hearing, the coordinator shall give to each panel member a copy of the named employee's response to the grievance and any relevant findings made in another investigation process. Unless the panel deems it necessary to accommodate the schedules of witnesses, the panel shall receive all other evidence in the following order:

- a. The student shall present all evidence in support of the grievance. The student is limited to presenting evidence that is referred to in or relevant to the allegations made in the grievance form.
- b. The named employee shall present all evidence refuting the allegations. The named employee is limited to presenting evidence that is referred to in or relevant to the allegations and defenses raised by the named employee in the response to the grievance form.
- c. The student shall present all evidence that rebuts the named employee's evidence that does not simply restate the student's earlier evidence.

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d. The named employee shall present all evidence that rebuts the student's rebuttal evidence that does not simply restate the named employee's earlier evidence.

Evidence that is solely about the character of a student, named employee, or witness shall not be permitted. This shall not preclude evidence that, for reason other than character, bears on the credibility of a student, named employee, or witness, or tends to show a relevant trait or practice.

Hearsay statements may be considered, but the panel should consider the existence or lack of corroborating evidence and the reason for the absence of the person to whom the statement is attributed.

Cross-examination of witnesses shall not be permitted. However, panel members may ask questions of any witness. A student or named employee may, at the conclusion of a witness' testimony, request that the panel ask other questions of the witness. The panel may honor or disregard such requests.

To expedite a hearing, the student and named employee may agree to the existence of any fact. Where possible such agreements should be entered onto the record at the beginning of the hearing. The panel shall consider proven all facts for which there are such agreements.

Either party may object to evidence at the time it is introduced on the ground that it is impermissible under the grievance procedure. The panel shall rule on all objections.

The panel may record the hearing. Such recording shall exist solely for use by the panel while making its findings of fact and recommendations, and shall be used for no other purpose. Recordings will be destroyed five years after the conclusion of the hearing.

Decision of the Presidents Designee:

Within ten business days after the hearing concludes, the panel shall deliberate and make findings of fact in writing. The panel shall convey its findings and any recommendations for remedial action in writing to the President's Designee. The findings shall summarize the testimony of each witness, identify each piece of physical evidence presented during the hearing, and describe how the panel made its findings. Copies of all documents placed in evidence shall be included.

In making its findings, the panel shall defer to and adopt any relevant findings made in an earlier investigation process, unless the evidence presented at the hearing clearly compels a different finding.

Within five business days of receiving the panel's findings and recommendations, the President's Designee shall issue a written decision. The decision shall state whether each finding has been accepted or rejected. The President's Designee shall accept each finding made by the panel unless he/she concludes that no evidence was presented that, if true,

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would support a finding. The President's Designee may adopt, reject, or modify any recommendation by the panel. The President's Designee shall address his/her decision to the student, with copies to be sent to the named employee, the coordinator, and the appropriate administrator. Absent a timely appeal, the President's Designee's decision shall be final.

#### Appeal Procedures:

The student or named employee may appeal the President's Designee's decision. The student or named employee must deliver a written appeal to the President within ten business days of the receipt of the President's Designee's decision.

Appeals may be taken only for the following reasons:

- a. The grievance was not submitted in a timely manner at step four.
- b. A panel member had a conflict of interest and was not removed after an objection was raised in a timely manner.
- c. A panel member had a conflict of interest that was discovered subsequently to the time during which objections could be made.
- d. The procedure set forth in this grievance procedure was not followed, to the detriment of the appealing party.
- e. A panel member was biased against the appealing party.

The letter shall describe in detail the facts that support one or more of the reasons set forth in this section. Appeals based on bias must state facts that, if true, indicate bias.

The President may make inquiries of any person he/she believes has information relevant to the appeal, and shall issue a written decision rejecting or accepting the appeal within fifteen business days of receipt of the appeal. The President's decision shall be addressed to the appealing party, with copies to be sent to the other party, the coordinator, and the appropriate administrator.

If the President rejects an appeal, the President's Designee's decision is final.

If the President concludes that the appeal is meritorious, he/she shall refer the matter back to the level at which the error occurred, with corrective instructions. If a panel member was biased or in conflict, the instructions shall include an order to assign a new panel. The grievance shall proceed from the level to which it was referred.

#### General Guidelines:

Any decision or action by a panel is, unless otherwise indicated, made by majority vote.

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If the date to take some action under this policy falls on a day that is not a business day, the action may be taken on the next following business day. The date on which an action is to take place may also be extended by the coordinator, the President's Designee, or the President, as deemed necessary to the fair consideration of a grievance.

Except as necessary to process a grievance, the coordinator and the members of the committee shall maintain strict confidentiality as to all grievance matters and materials.

No student or named employee, or witness should suffer adverse academic or employment consequences as a result of attendance at a grievance hearing, provided he/she has given prior notice of his/her anticipated absence from class or work to his/her instructor or supervisor. The coordinator shall certify, upon request by any person, the date(s) and time(s) during which that person participated in a grievance hearing. Supervisors and instructors are required to excuse any absence that is so certified, instructors shall permit a student to turn in work or take test at an alternate time if necessary to accommodate the student's appearance at the grievance hearing.

All documents that are required to be sent to a student, or named employee are deemed received on the date that a document is personally delivered or faxed, or two days after it is placed in the mail.

The President or President's Designee may consult any person in performing their duties and may delegate their duties to any management employee who is not the subject of the grievance.

The student or named employee may have a support person present at all levels of review, including the grievance hearing.

Organizations Affected:

All University departments.

## **POLICY ON THE PROHIBITION OF SEXUAL HARASSMENT**

California State University, Los Angeles will take action to prevent and eliminate sexual harassment, as mandated by the Chancellor's Executive Order No. 345.

Sexual harassment is conduct subject to disciplinary action, including termination.

Sexual harassment\* includes but is not limited to:

- Unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- Any act which contributes to a workplace or learning environment that is hostile, intimidating, offensive, or adverse to persons because of the sexual nature of the conduct.

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- Conditioning an act, decision, evaluation, or recommendation on the submission to or tolerance of any act of a sexual nature.

Although this policy focuses on the treatment of persons lacking or holding lesser authority by persons possessing greater authority, it does not preclude the possibility that sexual harassment may also be perpetrated by persons lacking or holding lesser authority e.g., employee, student, or applicant. In determining whether conduct constitutes sexual harassment, the circumstances surrounding the conduct are considered. The prohibition against sexual harassment applies to all transactions of University business, whether on or off campus. Individuals with supervisory authority are responsible for reporting a formal complaint about sexual harassment to a designated complaint investigator. Failure to do so may lead to appropriate administrative action.

Specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are available in the following locations: Human Resource Management, Office for Equity and Diversity; Office of the Vice President for Student Affairs; University Counseling Center; and Women's Resource Center.

James M. Rosser, President  
Approved November 4, 1981;  
December 13, 1993;  
September 9, 1996

\*The parameters of 'sexual harassment' are legally defined by State and Federal statutes and Court decisions. While the policy set forth above describes actions which fall generally within the scope of "sexual harassment," all CSU employees and students are required to conduct themselves in a manner that avoids sexual harassment as defined by State and Federal law.

## **NONDISCRIMINATION POLICY**

California State University, Los Angeles, affirms its commitment to equality of opportunity for all individuals. This commitment requires that no discrimination shall occur in any program or activity of the University on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, disabled veteran's or Vietnam era veteran's status, or any other classification that precludes a person from consideration as an individual. This policy is in accord with Title IX of the Educational Amendments of 1972, as amended, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and related administrative regulations and executive orders. Inquiries concerning the application of Title IX, Sections 503 and 504, and other nondiscrimination laws may be referred to the Office for Equity and Diversity (Telephone: [323] 343-3040), the campus office assigned the administrative responsibility of reviewing such matters. Title IX inquiries may also be directed to the Regional Director of the Office for Civil Rights, Region IX, Old Federal Building, 50 United Nations Plaza, Room 239, San Francisco, CA 94102.

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## **Reasonable Accommodations for Students**

Under the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, California State University, Los Angeles, has a legal obligation to provide reasonable accommodations to qualified students with protected disabilities. Protected disabilities are physical or mental impairments that substantially limit one or more major life activities. Major life activities include any function that the average person in the general population can perform, such as learning, reading, seeing, hearing, speaking, caring for oneself, performing manual tasks, walking, breathing, working, sitting, standing, lifting and reaching.

Among the disabilities with particular implications for the University are learning disabilities. Learning disabilities encompass a variety of neurological problems which have an impact on an individual's ability to organize visual, auditory, or other sensory information and, consequently, on that individual's performance. Learning disabilities do not include mental retardation.

### **When Reasonable Accommodations are Required**

Reasonable accommodations are any actions taken to permit a student to (a) have equally effective communication, or (b) to have equal access to instruction, programs, services and activities sponsored by the University. Providing reasonable accommodation is mandatory when:

- a. The student has a protected disability. (Medical documentation may be requested to verify this.)
- b. A reasonable accommodation is required due to that disability.
- c. The student requests a reasonable accommodation.
- d. It is possible to provide that accommodation without undue hardship. Undue hardship is a fundamental alteration in a program or service or an undue financial or administrative burden. Under the law, it will be difficult to justify an exception based on undue hardship. Any situation thought to be an undue hardship must be discussed with the ADA Compliance Coordinator in the Office for Equity and Diversity at: (323) 343-3040 (voice), (323) 343-3670 (TDD), or (323) 343-3662 (FAX).

### **Types of Reasonable Accommodations**

Types of accommodations most likely to be requested include:

- a. Auxiliary aids and services such as readers, note takers, or qualified interpreters; voice recognition software, assistive listening devices; captioning (closed, open, or real time).
- b. Accessible formats such as large print, computer diskette, or permission to tape record.
- c. Accommodations in taking examinations such as allowing additional time, permitting the examination to be taken in a setting with no distractions, providing an amanuensis, or taking the exam in a room without incandescent lighting. Equipment or devices that a person would use in daily activities whether in school or not such as wheelchairs, canes, glasses are not required to be provided.

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### **Procedures for Requesting and Obtaining Reasonable Accommodation**

As you respond to individual requests for reasonable accommodation, first ask the student to complete a Reasonable Accommodation Request form (available from the Office for Students with Disabilities [OSD] Student Affairs 115). The OSD will determine whether an individual has a protected disability and whether the disability requires a reasonable accommodation to participate in the instruction, program, etc. Then the OSD can work with the student in identifying a reasonable accommodation that will be effective. (This need not be the one requested so long as it is effective.) The OSD maintains a supply of auxiliary aids and has access to auxiliary services. In the event your visual aids or class materials must be reformatted for accessibility, the OSD can help you identify the most cost-effective and least burdensome approach to take in reformatting.

The Office for Students with Disabilities may be contacted at: Phone: (323) 343-3140 (voice), (323) 343-3139 (TDD), (323) 343-6429 (FAX).

### **Cost**

Auxiliary aids and services for effective communication must be provided on request at no charge to the requester. For other types of reasonable accommodations involving cost, the requester may pay part or all of the cost. Unless the cost is an undue hardship to the University, the University is responsible for paying the remainder of the cost. For this purpose, the University has established a central budget; therefore, cost will not be charged to the department initiating the request.

### **Recommended Action**

It is recommended that during your initial class meetings you mention that students with protected disabilities who need reasonable accommodations make an appointment to see you during your office hours. This will preserve the student's privacy and indicate your willingness, and that of the University, to provide reasonable accommodations when needed.

Questions about the ADA may be directed to the Office for Equity and Diversity, ext. 3-3040.

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## **SERVICES FOR STUDENTS**

### **The Golden Eagle One Card**

The Golden Eagle One Card is your official Cal State L.A. identification card. It is your access to security, savings and convenience at California State University, Los Angeles. All students will receive the Golden Eagle One Card and are eligible for all the optional services provided.

The Golden Eagle One Card is a multipurpose identification card with features that allow access to all university services, off-hours access to various buildings on campus and various options, including calling-card, and declining balance (Stored Value) features. The Golden Eagle One Card replaces the existing ID card as the official identification card for Cal State L.A. in order to gain access to all university services including the Library, Enrollment Services, Health Center, Career Placement and Center, Cashiers/ Disbursement and many others. It also provides a photo for identification, along with a bar code for library usage.

The Golden Eagle One Card offers an optional declining balance (Stored Value) feature to make small purchases throughout the campus. A maximum \$50 limit can be deposited to your Golden Eagle One Card at any Value Transfer Station (VTS) and the value will be stored on your card (hence Stored Value). The declining balance (Stored Value) feature will allow you to make small purchases at selected locations on campus, including photocopying at Eagle's Print and Post, purchasing food at the Eagle's Landing Cafeteria, Dolcini, Baskin Robbins, King Taco and vending machines, the University Bookstore, using laundry facilities at Residential Life, etc.

The Golden Eagle One Card Office is located on the second floor of the Golden Eagle Building. Please stop by or contact us at (323) 343-6800 if you have any questions about the card. Our office hours are 8:00 a.m. to 6:00 p.m. Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Friday. The cost to replace a lost or stolen Golden Eagle One Card is \$5.00. It is important to remember that funds deposited (Stored Value) on your Golden Eagle One Card are lost, if the card is lost or stolen. Since the Stored Value feature is an alternative to cash, please take extra care in securing your card. To replace a card please stop by the Golden Eagle One Card Office during normal business hours or make special arrangements by contacting (323) 343-6800

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Cal State L.A. provides a variety of health services to students. Students are encouraged to review information at [http://www.calstatela.edu/univ/hlth\\_ctr/](http://www.calstatela.edu/univ/hlth_ctr/). Some information from the web site for the Student Health Center is provided below.

### **Medical and Dental Insurance**

All students who do not currently have health insurance are strongly encouraged to obtain it. The University does not assume responsibility for payment of medical services provided outside of the Student Health Center. The Mandatory Health Fee is not a payment for health insurance.

### **Domestic Students**

Cal State L.A.'s Associate Students Inc. (ASI) <http://www.calstatela.edu/orgs/asicsla/index.php> offers student insurance plans for domestic students. Information about the benefits, terms, and conditions of these plans may be obtained at the ASI office located in the University-Student Union, room 422, (323) 343-4780. Informational brochures and enrollment forms are also available in the Student Health Center Lobby and Health Promotion & Education Center.

### **International Students**

International students are required to have health insurance. An insurance plan especially designed for international students is available through the [International Programs and Services Office](#). Please call their office at (323) 343-3170 for further information.

### **Student Health Center**

Hours of Operation for the Student Health Center can be found at [http://www.calstatela.edu/univ/hlth\\_ctr/gen\\_info.htm#Office%20Hours](http://www.calstatela.edu/univ/hlth_ctr/gen_info.htm#Office%20Hours)

### **Currently Enrolled Students:**

All currently enrolled students, regardless of class load, are entitled to use the Student Health Center services. Students enrolled at one CSU campus are eligible for basic health services provided by other CSU Student Health Centers at no additional cost. *Proof of enrollment must be shown before receiving services.*

### **Students taking off one quarter:**

With proof of enrollment during the previous quarter, students may elect to pay the mandatory health fee and be eligible for services throughout the quarter, see [Fee Information](#).

### **Students off for two or more consecutive quarters:**

Students are not eligible for services. Copies of medical records may be requested to take to private medical providers. The Medical Records Office will assist you.

### **Extension/Open University Students:**

Extension and Open University students are eligible for services and are charged a nominal fee per visit, see [Fee Information](#). Eligibility is limited to currently enrolled students.

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## Services Provided for Students by the Health Center

### *Personal Counseling*

The main goal of personal counseling services is to provide psychological services to assist students in becoming successful graduates of our University. Social or emotional concerns can sometimes interfere with effective functioning and academic performance. Problems in interpersonal relationships, juggling family responsibilities, illness, conflicts about sexuality, the effects of racism or sexism, feelings of inadequacy, depression and loneliness are issues we all encounter. Talking with a counselor in a confidential, interactive and non-judgmental atmosphere can aid self-understanding and resolution of personal issues. Psychiatric medication evaluations are available when needed. Personal Counseling services are offered at the Student Health Center at no cost to currently enrolled students.

We offer the following crisis counseling services:

- Individual counseling
- Couples counseling
- Groups for personal/emotional growth
- Stress management
- Time management
- Anger management
- First generation college student stressors
- Assertion training
- Drug/Alcohol abuse
- Coping with loss of a love one
- Sexual assault
- Coping with anxiety/depression
- Self esteem
- Assessing eating disorders
- Multicultural/Cross Cultural Counseling
- Interracial relationship counseling
- Gay/lesbian counseling
- Consultation services for Faculty and Staff
- Presentations and workshops to groups on campus
- Referrals

Student Health Center primary care services include:

- |                                |   |
|--------------------------------|---|
| • Chiropractic Clinic          | • Nutrition Clinic                      |
| • Dental Clinic                | • Optometry Clinic                      |
| • Family Planning              | • Physical Exams                        |
| • Immunizations                | • Tuberculosis Screening and Counseling |
| • Laboratory, Pharmacy & X-Ray | • Women's Health Care                   |
| • Men's Health Care            |   |

The Student Health Center is **NOT** staffed to provide:

- Prenatal care
- Care to student dependents
- Care for Cal State LA employees except those injured while working
- Emergency care

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- Hospitalization
- Allergy injections
- Podiatry services

Primary care physicians, a psychiatrist, nurse practitioners, and physician assistants provide screening, diagnostic, and treatment services for acute and sub-acute conditions and injuries, including:

- |                    |                                   |
|--------------------|-----------------------------------|
| • Arthritis        | • Psychiatric conditions          |
| • Asthma           | • Sexually transmitted infections |
| • Cold and flu     | • Sports injuries                 |
| • Contraception    | • Strep throat                    |
| • Diabetes         | • Thyroid disease                 |
| • High cholesterol | • Urinary tract infections        |
| • Hypertension     | • And other conditions            |
| • Obesity          |                                   |

Appointments can be scheduled by calling (323) 343-3302.

### ***Nursing Staff***

The Student Health Center Nursing Staff consists of Registered Nurses and Licensed Vocational Nurses. Most nursing services are available on a walk-in basis through the Express Care Clinic. Some services, such as spirometry and electrocardiograms, must first be ordered by a SHC clinician.

#### **Express Care Clinic Nursing Services:**

- Screening for future, same-day, or immediate care.
- Vital signs (e.g., blood pressure, temperature, pulse, weight and height)
- Injections and immunizations (e.g., Hepatitis B, Depo-Provera contraceptive injection)
- X-ray orders (e.g., tuberculosis screening, dental screening)
- Laboratory test orders (e.g., pregnancy tests, cholesterol screening)
- Tuberculin skin testing
- Counseling (e.g., nutrition, pregnancy)

### ***Clinical Laboratory***

The Clinical Laboratory is located to the rear of the Student Health Center and across from the X-ray Department. It operates under a Clinical Laboratory Improvement Amendments (CLIA) certification.

A full range of laboratory testing is available to support the diagnostic needs of students (lab tests must be ordered by a SHC clinician or nurse). The majority of specimens are collected and processed at the Student Health Center Laboratory and transported by courier to a contracting laboratory for analysis. Fees for outside laboratory tests are competitively priced and generally affordable (see [Fee Information](#) for lab pricing). Lab results for lab work analyzed by the contracting lab are typically available in 7-10 days. A number of in-house lab tests are performed on site and are offered to students at no additional cost. Results of these tests are ready the same day.

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Lab results are generally given to students by appointment from the ordering clinician. Certain results may be received by students on a walk-in basis through the Express Care Clinic. The Student Health Center confidentiality policy prohibits the laboratory staff from releasing test results to students.

*It is not the policy of the Student Health Center to give laboratory test results over the telephone.*

## ***Pharmacy***

A pharmacist is available to dispense medications prescribed by Student Health Center clinicians. In addition, some medications prescribed by outside clinicians may be filled (subject to availability). A variety of over-the-counter medications are available without prescription. Most medications are provided at a reasonable fee especially priced for Cal State L.A students (see [Fee Information](#) for prices or call the pharmacy at (323) 343-3317 for further information).

The pharmacist is also available to students for consultations regarding medications. A private consultation room is available for students who wish to speak to the pharmacist in a more private atmosphere.

Students may take prescriptions written by Student Health Center clinicians to outside pharmacies for filling if desired.

## ***X-Ray***

The X-ray Department is located to the rear of the Student Health Center and across from the Laboratory. Diagnostic x-rays are taken by the Student Health Center radiologic technologist upon the request of a SHC clinician or nurse. X-ray procedures are performed under a variety of circumstances, such as:

- Trauma cases where the patient has experienced an injury.
- Non-trauma cases where patients may experience pain or have symptoms that require diagnostic x-rays such as severe cough, back pain, head ache, etc.
- Students with positive TB skin tests may have chest x-rays that are required for pre-employment, various academic classes and as a prerequisite for University enrollment.

The ordering clinician will do a preliminary reading, when appropriate, before the patient leaves the X-ray Department. All x-rays are then interpreted and reported by a consulting radiologist. X-rays are provided at no additional cost.

X-ray results are generally given to students by appointment from the ordering clinician. Certain results may be received by students on a walk-in basis through the Express Care Clinic. The Student Health Center confidentiality policy prohibits the x-ray technologist from releasing x-ray results to students directly.

Students may ask for copies of their x-rays to take to a private medical provider. There is a nominal [at-cost fee](#) for this service.

Students needing verification of a negative chest x-ray for academic or job related purposes may obtain a report from a nurse through the Express Care Clinic. Copies of other types of x-rays, such as trauma, may be obtained from the Medical Records Office after signing a Release of Information Form.

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### ***Chiropractor***

The Chiropractic Clinic, offered at no additional cost beyond the mandatory health fee, provides spinal adjustments, treatment of low back and neck problems, and preventive exercises for posture, movement, flexibility, endurance, strength, balance, and coordination. Services are provided by chiropractic interns under the supervision of licensed chiropractor.

Treatments used are based on the presenting problem and may include:

- Joint manipulation (“adjustments”) and mobilization
- Muscle work
- Specific stretches and exercises
- Muscle stimulation and ultrasound

Please allow one hour for appointments for new problems. Follow up appointments generally take 30-45 minutes. You can help us make your appointment more efficient by coming prepared. Clothing, such as shorts or T-shirts, that lets us get at the areas of your problems will help. It can also help to think of, or even write down, your main concerns and questions about your problem.

The Chiropractic Clinic runs Tuesday - Friday. See [General Information](#) for Clinic hours. Students are seen by [appointment](#) only.

### ***Dental Clinic***

The Dental Clinic is staffed by a dentist and dental assistant. For a nominal fee (see [Fee Information](#)), the Dental Clinic offers brushing and flossing instruction, an oral examination of the teeth, bitewing dental x-rays if indicated, teeth cleaning, a written dental evaluation, dental fillings, and referral to an outside dentist if requested. The Clinic runs Tuesday - Thursday (see [General Information](#) for hours). Students are seen by [appointment](#) only.

### ***Nutrition Clinic***

Nutrition Clinic services are provided by Cal State L.A. Department of Kinesiology and Nutritional Sciences Dietetics Interns. These students are supervised by a faculty member and the Medical Chief of Staff. Dietetic interns are not allowed access to students' medical records. Clinic services include nutrition counseling, diet analysis, body fat assessment, dietary plans, sports nutrition, and dietary supplement and diet aid facts. The Nutrition Clinic is offered to students at no additional cost beyond the mandatory health fee.

### ***Optometry Clinic***

The Optometry Clinic offers complete refraction by an optometrist, glaucoma screening when indicated, and a written eye health evaluation for a competitive fee (see [Fee Information](#) for pricing information). The licensed optician offers single vision and bifocal eyeglass lenses, a variety of frames, eyeglass fittings, and standard and disposable contact lenses. Clinic hours are Wednesdays 1:00 - 5:30 p.m. Patients are seen by [appointment](#) only.

Limited basic eyeglass prescriptions from outside providers may be filled through the SHC Optometry Clinic. Prescriptions by the SHC optometrist may be filled by an outside provider if desired.

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## ***Psychiatric Services***

Psychiatric services are offered to students at no additional cost (except medications) beyond the mandatory health fee. Services include:

- Psychiatric evaluation
- Short-term psychiatric case management
- Psychiatric medication prescribing and management
- Referrals to outside psychiatric providers

Upon referral from a Student Health Center personal counselor or clinician, students may make an appointment with the consulting psychiatrist. The first appointment is one hour in duration.

## **Child Care**

The Anna Bing Arnold Children's Center is located on the campus of California State University, Los Angeles (Cal State L.A.). Since its beginning in 1968 the Children's Center has offered a quality childcare and education program for children from two to five years of age. The Children's Center is licensed by the State of California Department of Social Services and accredited by the National Association for the Education of Young Children. It is the mission of the Children's Center to provide an enriched developmental childcare and education program for use by students, faculty, staff and the surrounding community. The Center also offers a range of interdisciplinary opportunities for observation, fieldwork, and research for Cal State L.A. students and faculty.

For more information on the Children's Center please visit <http://www.calstatela.edu/univ/abacc/home.htm>

## **Career Center**

The Career Development Center provides a wide range of programs to facilitate job search efforts and provide career planning assistance to the diverse student body of California State University, Los Angeles. The Career Development Center assists students with placement in both full-time professional positions upon graduation and part-time employment while currently enrolled, as well as individual career counseling. Through these efforts, the goal is to serve students at all levels, to retain students at the University until graduation and to provide the community with the benefits of the students' educational experience.

For more information on the Career Development Center please visit <http://www.calstatela.edu/univ/cdc/index.htm>

## **Housing Services**

University Student Housing offers 192 fully furnished apartments. Each apartment has a large living room and dining area as well as a private bathroom with shower. Kitchens include all major appliances. Each bedroom is equipped with two beds, closets and desks. The Phase I complex consists of 92, 2-bedroom apartments. A centrally located community center houses the Residence Life Office, a game room, academic center, and laundry facilities. The Residence Life Office coordinates the many programs and resources which enhance the unique experience of university community living. The Phase II complex consists of five buildings (pods). Each pod

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includes 8, 2 bedroom apartments and 12, 4-bedroom apartments. Every pod has its own laundry facility for resident use. The Housing Administration office and Community Information Desk are located in the Phase II Community Center. A Meeting Room and Lounge provide the setting for a variety of our events and activities as well as a place for you to relax.

For more information related to on-campus housing please visit <http://www.calstatela.edu/univ/housing/index.htm>

## **Public Safety**

The Department of Public Safety includes University Police, Investigations/Crime Prevention, Parking Enforcement, Key Control, Transportation Management, Fire Prevention, Lockshop, Emergency Disaster Management and Security of Records. All sections of the department work toward the same goals to ensure that the campus is a safe place to study, teach, work, reside and visit. The Home Page for the Department of Public Safety is <http://www.calstatela.edu/univ/police/index.htm> and the Clery Report for Cal State L.A. can be accessed at <http://www.calstatela.edu/univ/police/clery.htm>.

Parking regulations are enforced 24 hours a day, including weekends and holidays. Please follow and obey all posted signs and/or curb markings. A current parking decal must be displayed on the inside lower left corner of the windshield or must hang from your rear view mirror on an authorized plastic "displayer" visible from the rear of your vehicle. All expired decals must be removed when the current decal is applied. The expiration date is printed on each decal.

The Eagle Patrol Escort Service offers walking escort service. Using this service, particularly when you are going to parking lots, can greatly improve your personal safety. For more information, phone the Department of Public Safety (323) 343-3700.

## **Computing Resources**

Information Technology Services provides information on computing resources for students. By visiting <http://www.calstatela.edu/its/techsupport/start/> you can obtain information regarding free computer workshops, how to buy a computer, your Network Information Systems (NIS) account, and the ITS Help Desk.

## **Office for Students with Disabilities**

The Office for Students with Disabilities is located in the Student Affairs Building, room 115. The telephone numbers for the office are (323) 343 – 3140 and (323) 343 – 6429. The website for the office (<http://www.calstatela.edu/univ/osd/>) provides information about the services available to students with disabilities and their rights under the American Disabilities Act (ADA) of 1990. We urge you to view this website carefully and refer to it when you have questions. The staff members in the Office for Students with Disabilities look forward to assisting you to achieve your academic and career goals.