Office of Graduate Studies

Graduate Student Handbook

California State University, Los Angeles

This Handbook contains information about applying to graduate programs, financing a graduate education, and important policies and services for graduate students.

Please note that the information contained in this Handbook does not supersede information, policies, or procedures contained in the University Catalog, which 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. Also, note that all official communication from the University to students is via the assigned calstatela.edu email address.

Make sure you check your calstatela.edu email address on a frequent basis.
Welcome to the Graduate Programs at Cal State University, Los Angeles.

CSULA has over 3,000 graduate students majoring in over 50 Master’s level programs and two Doctoral programs. Our graduate programs are offered by all the six colleges on campus and cover a wide range of disciplines.

Graduate School is a transformative experience which builds upon the undergraduate education and whereby graduate students learn to become critical thinkers, independent researchers and ultimately, experts in their chosen field.

CSULA Graduate programs are designed to push you to achieve your academic and personal ambitions, support you through a diverse community of creative and highly-skilled faculty and fellow graduate students and provide you with the skills and knowledge to help you succeed in today’s knowledge-based world. Our commitment to academic rigor assures that you will be challenged by knowledgeable, world-class professors, demanding course work, and practical learning opportunities in your chosen field of study.

The Graduate Studies office is committed to assisting you along your educational pathway and will work with you to accomplish your educational goals. I invite you to review this handbook, explore our program offerings and apply to the program of interest on-line. And, if you have any questions along the way, please feel free to contact the Graduate Studies office staff. We’re here to assist you through the entire process.

Karin Elliot-Brown, Ph.D.
Graduate Dean

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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 from http://www.csumentor.com/. International student applicants should use the International Admission Application on CSU Mentor which can be accessed from 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 CSU campus. It is strongly suggested that you pay this fee with a credit card when you first apply to minimize potential delays in the processing of your application.

Filing Periods
Pay particular attention to the filing periods and application deadlines for both CSU Mentor and the graduate program to which you plan to apply.

IMPORTANT NOTE TO GRADUATE APPLICANTS: Always contact the graduate program to which you are applying to learn of any deadlines and additional entry requirements. Applicants must always be admitted to a graduate program before they are officially admitted to the University.

REQUIREMENTS FOR ADMISSION
Graduate and post-baccalaureate applicants may apply for a degree objective, a credential or a certificate. Depending on the applicant’s intentions, Cal State L.A. will consider an admission as follows:

General Requirements: The minimum requirements for admission to graduate and post-baccalaureate studies at a California State University campus are in accordance with university regulations as well as the California Code of Regulations, Title 5, Division 5, Chapter 1, Subchapter 3, Article 8. Specifically:

An applicant may be admitted to a campus as an unclassified post-baccalaureate student if the applicant satisfies the requirements of each of the three following numbered subdivisions:

(1) The applicant holds an acceptable baccalaureate degree earned at an institution accredited by a regional accrediting association, or the applicant has completed equivalent academic preparation as determined by the appropriate campus authority; and
(2) The applicant has satisfied any one of the following three lettered conditions:
   (A) The applicant has attained a grade point average of at least 2.5 in an acceptable earned baccalaureate degree,
   (B) The applicant has attained a grade point average of at least 2.5 in the last 60 semester units (90 quarter units) attempted;
   (C) The applicant holds an acceptable post-baccalaureate degree earned at an institution accredited by a regional accrediting association;
(3) And the applicant was in good standing at the last institution of higher education attended.
Post-Baccalaureate Classified Standing
If you wish to enroll in a credential or certificate program you will need to contact the department or unit that offers the credential or certificate program in which you have an interest. Information on certificates and credentials can be found at the website of academic programs for each college. Credential programs require a separate application and some certificate programs also require a separate application for admission. Contact the relevant department for current information.

Graduate Conditionally Classified Standing
Graduate students admitted to a degree program are initially placed in this category. Degree-seeking graduate students remain here until they have an approved Academic Study Plan on file in their college dean’s office. The amount of financial aid for which a student is eligible is lower in this category than in the next (Classified Standing) category. Therefore, it is important that the student advance to this next category as quickly as possible.

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 16 quarter units toward the degree.
Flow Chart of Admissions Process and Degree Completion

1. Complete Application to University on [CSU Mentor](#) and apply to specific [department](#) by separate application.
   **Contact department for any application information**

2. Application from CSUMentor reviewed by University Admissions Office. If applicant meets conditions of Title 5, selected graduate program is notified.

3. Recommended for degree program by department, a separate application to the department may be required.

4. Academic Study Plan is filed. (G2)

5. **Advanced to Candidacy**, completion of 16 units on academic program with B (3.0) or better average, completion of Graduation Writing Assessment Requirement, approved degree program on file (G3)

6. Completion of course work with B (3.0) or better average, satisfactory completion of culminating experience (thesis, project, or comprehensive exam)

7. **Degree Awarded**

**University Admissions makes official admission to applicant:**
Graduate Unclassified (G1)

Updated January 2016
DEPARTMENT APPLICATIONS
A student is not admitted to an academic program until the academic program makes a decision to admit the applicant and forwards that recommendation to Admissions. Many programs require a separate application for admission. 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
- Music, MA and MM
- Philosophy, MA
- Spanish, MA
- Television, Film and Theatre, MFA
- Theatre Arts, MA

**College of Business and Economics**
– All C&E Programs

**Charter College of Education**
- All CCoE Programs

**College of Engineering, Computer Science and Technology**
- No programs require an additional application.

**College of Health and Human Services**
- Child Development, MA
- Communicative Disorders, MA
- Criminalistics, MS
- Kinesiology, MS
- Nursing, MS (Nurse Practitioner Options ONLY)
- Nutritional Science, MS
- Social Work, MSW

**College of Natural and Social Sciences**
- Anthropology, MA
- Biological Sciences, MS
- Chemistry and Biochemistry, MS
- Environmental Science, MS
- Master of Biotechnology, MBt
- Geological Sciences, MS
- Geographhy, MA
- Political Science, MA
- Psychology, MA and MS
- Public Administration, MS
- Sociology, MA

*Note:* Not all programs offer admissions every quarter and graduate programs and program requirements may change from one term to another. It’s advisable to check with your program of interest about any programmatic admission requirements.

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INTERNATIONAL STUDENTS

English Language Requirements:
All graduate and post-baccalaureate applicants, regardless of citizenship, who were educated primarily in a language other than English, must demonstrate competency in English. All applicants without a bachelor's degree from a postsecondary institution where English is the principle language of instruction must take one of the following tests and achieve the requisite score:
- TOEFL (80 ibt or higher)
- IELTS (band 6 or higher)
- PTE (53 or higher)
Some programs may require higher scores. You should confirm this with the graduate program of interest.

International Student Admission Requirements
Applicants must possess a bachelor's degree (or its U.S. equivalent), 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 and Recruitment. Minimum scores showing English language proficiency as described above are required of all applicants with a bachelor's degree from a college or university where the primary language of instruction was not English. All international students requiring an I-20 upon admission must declare a specific major and degree objective. Please review our degree programs.

Finances for International Students
International (F and J 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 cost for one academic year of education is approximately $36,000. Certification must show $36,000 (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 $4,500 for a spouse and $3,000 for each child should be added to the academic year cost. Cal State L.A. is unable to offer financial assistance to international students except for a very limited number of International Tuition Waivers.

Students studying in a graduate program in the College of Business and Economics must also pay the Professional Program fee, which increases the annual cost of education for an international student to approximately $41,000.

Assistantships, scholarships, and fellowships are generally not available to California nonresidents. Information about possible sources of financial aid may be obtained from the nearest office of the Institute of International Education or an American consulate.

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 College of Business and Economics for more information.
TRANSCRIPTS
Applicants must arrange to have official transcripts sent directly to the Admissions Office from each college attended. 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. Transcripts can be sent directly to:

The Admissions Office  
Cal State University, Los Angeles  
5151 State University Drive  
Los Angeles, California 90032

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. If you are interested in living on campus or need assistance in finding off-campus housing, visit the Office of Housing Services web site, or call (323) 343-4800.

FREQUENTLY ASKED QUESTIONS
The following list Frequently Asked Questions (FAQs) is provided to answer many 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 website or telephone (323) 343-3820, or directly contact the program or department 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.

   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 acceptable GPA is 2.5 (of 4) overall, on the baccalaureate transcript of undergraduate coursework.

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

   Yes, but only but for domestic students and only through Open University, and only 13 units will count toward a degree program. See the requirements for taking courses through Open University that are listed in the Schedule of Classes. International students may not take courses through Open University.
4. Do graduate departments require Graduate Admissions Tests (GRE/GMAT) for admission?

Yes, but not all departments. Check with the individual department to which you are applying for their policy on GRE exams.

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?

You may access information via GET using your issued CIN and PIN numbers, or you may contact the admissions office website, or call (323) 343-3901 for information regarding your application on CSU Mentor. 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 remain unclear as to graduate program requirements or the admissions process, you should contact the graduate department of interest directly or contact the Associate Dean of Graduate Studies by calling (323) 343-3820.

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 both a master’s program and 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 CSUMentor application to the University. 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) or who do not meet other requirements of Title 5 (i.e. they have a 3-year undergraduate degree). 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 (Graduate Admission requirements at the very bottom) 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?

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 at (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?

Contact the Graduate Studies Office at the hyperlink here or call (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. A student must have an Academic Study Plan for both degree programs and a separate culminating experience must be completed for each degree. Also, students who are currently enrolled in a master’s degree program at CSULA may concurrently complete an additional option under the same degree if the department/division and college verifies 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 in the previous option) and an appropriate culminating experience. An approved program plan for each option is required. For more information, contact the Associate Dean of Graduate Studies.
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. More details about, and applications for, many of the student support program can be found at the following link.

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. Check the web link for application deadlines.

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, Adm 702, and begin working on their application during the fall term.

The Chancellor’s Doctoral Incentive Program
Similar to the California Pre-Doctoral 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, with a yearly maximum of 24 units.

Student’s applications are reviewed and selected on the basis of the 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 at the graduate school website.
Office of Graduate Studies

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 may 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. Information on available Federal and State grants can be found at the following link. 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 (also see the link for more information).

1. State University Grant: The State University Grant (SUG) is awarded to California residents for payment of state university fees and is based on the level of financial need and student tuition fees per term. This grant will be reduced or cancelled if student fees are waived or paid by another source — including Cal Grants. Grants are based on need and annual funding with priority consideration given to eligible students who submit their FAFSA by the March 2nd deadline and have a zero ($0) Expected Family Contribution (EFC).

2. Perkins Loan: The Federal Perkins Loan is a low-interest (5%), campus need-based loan program that is awarded directly by Cal State L.A. Since funds are limited, preference goes to credential and graduate students. Eligible students pay no interest while enrolled at least half-time, and payment begins nine months after graduation, withdrawal from school, or dropping below half-time status.

3. Federal Work-Study (FWS) The FWS Program enables you to become employed in an on or off-campus FWS-designated job. Typical student wages range from $5.70 to $12.00 an hour: eligible students may work maximum of 20 hours per week.

4. Subsidized Federal Direct Loan

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This is a need-based program that the government pays the loan interest while the student is enrolled in school on at least a half-time basis. Loan “repayment” begins 6-months after a student graduates, withdraws from school, or drops below half-time enrollment (6 units undergraduate, graduate, credential or certificate). Interest rates for 2011-2012 is 3.4% and interest rate for 2012-2013 is 6.8%.

5. **Federal Unsubsidized Direct Loans**
   This is a non need-based loan for which all students qualify. In this program, interest starts accruing while the student is in school and continues to accrue until the loan has been repaid in-full. The interest rate is currently fixed at 6.8%. The interest may be capitalized to the principle amount borrowed or a student may choose to make payments on the interest while in school. As with the Subsidized Direct Loan, loan “repayment” begins after a student graduates, withdraws from school, or drops below half-time enrollment (6 units undergraduate, graduate, credential or certificate).

Financial aid questions can be answered at the [Center for Student Financial Aid & Scholarships](#), Student Affairs Building, Room 124. The phone number is (323) 343-6260.

**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.

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 scholarship applications can be found at the following [link](#). 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.
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 at the Career Development Center.

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

FINANCIAL AID ON-LINE LINKS AND RESOURCES:

California Student Aid Commission
College Board On-Line
Financial Aid for Students Guide
UCLA Graduate & Post-Doctoral Extramural Support
Graduate School Guide to Doctoral, Masters and Professional Degree Programs
National Academies Fellowship Programs
Scholarship Resource Network
Fastweb Scholarship Programs

Additional Resources for different disciplines include, but are not limited to the following:

American Psychological Association Minority Fellowship Program
The Andrew W. Mellon Foundation
Fannie and John Hertz Foundation Graduate Fellowships
Ford Foundation Minority Fellowships
Department of Education Funding Opportunities
The Paul & Daisy Soros Fellowships for New Americans
National Hispanic Scholarship Fund
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. Refer to the section on “Graduate and Post-Baccalaureate Study: General Information” in the University Catalog for information related to graduate study.

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

Requirements for the Doctor of Philosophy in Special Education degree and the Education Doctorate in Educational Leadership are both run from the Charter College of Education and information on both programs can be found at their respective web-links.

University Requirements for Master’s Degree
All candidates for master’s degrees at Cal State L.A. must fulfill the minimum requirements as set out in the university catalog under the University Requirements for Master’s Degree. Individual colleges and units may have additional requirements so check 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. You may calculate your own GPA using a GPA calculator.

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 Post-baccalaureate 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
(2) passing a comprehensive examination within the number of attempts allowed by the department 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
Effective Fall Quarter 2013 and for subsequent quarters, continuing student status for registration purposes is maintained by attending at least two of the four quarters immediately preceding the quarter a student wishes to enroll in, including Summer Quarter. 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.

Petition forms can be found at this link and must be filed at the Office of Enrollment Services located in Administration 146 after action by the department/division chair and the college graduate dean, 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.

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
</tbody>
</table>

You may calculate your own GPA using a GPA calculator.
FOR GRADUATE STUDENTS, ANY GRADE LOWER THAN A “C” IS A FAILING GRADE.

Academic Probation for Post-Baccalaureate 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 CSU 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. Post-baccalaureate 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 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.
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 x 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. Note however that the student is still considered to be enrolled for 12 units toward the maximum allowable units for financial aid. 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. A GS-16 Form can be completed and is used to petition for course validation purposes.

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 form 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 the Admissions Office. Please note that the request will not be reviewed if you do not have official transcripts on file in Admissions. 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.

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.

Updated January 2016
Extension Courses
The Extended Studies program exists to extend the reach of university classes and non-degree training opportunities to students not presently a part of the university community. Do not enroll for courses through Continuing Education (also called Extension) if you have been accepted as a student at Cal State L.A., with the exception of the self-support summer session. 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.

More information and Frequently Asked Questions about Extended Studies can be found at the following link.

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.

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 Development, phone (323) 343-3798.

Enrollment in Two Master’s Degree Programs Simultaneously
Students may be simultaneously enrolled in two master’s degree programs. See University Catalog for Rules and regulations.
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. After completing sixteen units in a master’s degree program and passing the WPE, a GS-10 form is completed and submitted to the appropriate associate dean’s office. 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 (see Link for full details)
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.” It provides information about the 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.

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 (see link for more information). All comprehensive examinations must conform to the following requirement of Title 5, (Division 5. Board of Trustees of the California State Universities; Chapter 1. California State University; Subchapter 2. Educational Program; Article 7. Graduate Degrees; § 40510. The Master’s Degree):

“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, 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. 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 found on the GET website. 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. All graduate students who received a degree from CSULA the previous December and those who have submitted a graduation application during the required Winter, Spring and Summer filing periods are welcome to participate. 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 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.
UNIVERSITY POLICIES

Campus Community Values:
As noted in the California Code of Regulations, Title 5, (Division 5. Board of Trustees of the California State Universities Chapter 1. California State University Subchapter 4. Student Affairs Article 2. Student Conduct § 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 should choose behaviors that contribute toward this end. 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 contribute positively to student and university life.

Academic Honesty
The information printed below on Academic Honesty is found in Appendix D of the University Catalog. See the link for a full description of the policies and procedures.

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
· 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

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 effect, 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.
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.

(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.

(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.

(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.
   (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 or assisting another to do any act that could subject him/her to discipline.

Privacy Rights of Students in Education Records

The information below is found in full in Appendix F of the University Catalog:

The federal Family Educational Rights and Privacy Act of 1974 and California Education Code, Section 67100 set out requirements designed to protect student’s privacy in their records maintained by the campus. 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.

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.


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 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 at records@calstatela.edu.
STUDENT GRIEVANCE PROCEDURES
It is important that adequate safeguards are included to protect the rights of all concerned parties at the university. However, no rule, regulation, or policy should substitute for open, honest communication; nor should any procedure take the place of open communication and negotiating in good faith. In some cases, communication and negotiations may fail and a grievance procedure has been established.

Filing a grievance is not the most desirable method, but may become a necessary 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 and the Judicial Affairs Office.

STUDENT GRIEVANCE POLICY:
The purpose of the Student Grievance Policy and Procedure is to enable students to seek redress for complaints or grievances. 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.

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.

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 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 the next steps. However, upon further review, unwarranted avoidance of the named employee may be considered 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.

If the grievance is not resolved at the Informal Step One stage, the student should discuss the matter with an appropriate supervisor and proceed to Step Two. Information on the next steps and the full Procedures can be found at the Student Grievance Procedures link within the Judicial Affairs Office.
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.
- 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 the Center for Genders and Sexuality.

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).

Updated January 2016
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 need 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.

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.

For all such questions, the Office for Students with Disabilities may be contacted. Phone: 323-343-3140. Also, the Office for Equity and Diversity at 323-343-3040.
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. 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 and purchasing food at the food services across campus.

The Golden Eagle One Card Office ((323) 343-6800) is located on the second floor of the Golden Eagle Building.

STUDENT HEALTH CENTER:
Cal State L.A. provides a variety of health services to students. The Student Health Center provides high-quality, affordable health care and health education for the students of Cal State L.A. to preserve and enhance their potential for academic success and personal development. It also seeks to serve as the primary health resource for the University and health advocate for the campus community. Students are encouraged to review the Student Health Center website and become more familiar with their services. Some important information from the Student Health Center is provided below, but see the website for complete information:

Services include:
- Chiropractic clinic
- Counseling and psychological services
- CPR training
- Dental clinic
- Family planning and emergency contraception
- Health promotion and education
- Immunizations
- Laboratory, pharmacy and x-ray
- Massage therapy
- Men's health care
- Nutrition clinic
- Optometry clinic
- Psychiatric services
- Tuberculosis screening and counseling
- Women's health care
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 Associated Students, Inc. (ASI) 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.

International Students
International students are required to have health insurance. An insurance plan especially designed for international students is available through the College of International Education, or call (323) 343-3170 for further information.

ELIGIBILITY
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 not currently enrolled, but enrolled during previous quarters (or enrolled in the Extended Studies program) may be eligible providing they pay the mandatory health fee (MHF). See the Eligibility rules for coverage and fees at the website.

CHILD CARE
The Anna Bing Arnold Children's Center is located on the campus of 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.

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.
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 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.

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.

PARKING
regulations and permits are handled by the Parking office and regulations are enforced 24 hours a day, including weekends and holidays. Please follow and obey all posted signs and 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.

SAFETY ESCORT SERVICE
The Escort Service program offers a personal escort service for students, faculty, staff and visitors, 24-hours a day, 7 days a week. Using this free service at night and when walking to parking lots or Student Housing alone, can greatly improve your personal safety. Please call (323) 343-3700 for more information.

COMPUTING RESOURCES
Information Technology Services provides information on computing resources for students. By visiting the ITS website you can obtain information regarding free computer workshops, how to buy a computer, your Network Information Systems (NIS) account, and the ITS Help Desk. Also, CSULA provides a number of Open Access computer labs to assist students in their learning and research requirements.

STUDENTS WITH DISABILITIES
The Office for Students with Disabilities promotes student independence and achievement by providing educational and disability-related support services and by ensuring access to academic programs, services and centers through the prescription of accommodations as mandated in the Americans with Disabilities Act. By fostering a supportive campus environment, students with disabilities are encouraged to matriculate and graduate from the university. The Students with Disabilities office is located in the Student Affairs Building, room 115. Telephone number (323) 343 – 3140.