Welcome to Graduate Studies

Welcome to California State University San Marcos (CSUSM)! I am pleased that you decided to enroll at our campus. CSUSM offers high-quality graduate programs with talented faculty. Our campus values graduate education and takes great pride in the accomplishments of our graduate students and alumni.

This handbook outlines key university policies for general graduate school requirements and timelines. It is very important for you to become knowledgeable of these policies and attend to them as you progress through your graduate program curriculum. Furthermore, consulting with your graduate program coordinator and faculty advisor is essential toward ensuring your completion of specific requirements for your master's degree.

The Office of Graduate Studies & Research is committed to facilitating your success in graduate school. Our office works closely with graduate programs to provide guidance and support. We also offer services and resources to support graduate programs and graduate students, such as support to present your work at conferences, academic development workshops, and scholarship opportunities. I hope that you take advantage of the services and resources available to you.

We promote a strong graduate culture and community to enrich your graduate experience. We organize several graduate student activities including the annual Mixer and End-of-the-Year recognition event. I encourage you to participate in graduate program co-curricular activities, the Graduate Representatives Council, and to help build a vibrant graduate community at CSUSM. I look forward to hearing about your success!

Charles De Leone, Ph.D.
Interim Dean of Graduate Studies and Research
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Getting to CSUSM

Auto

Paid parking sessions are required at all times while parked on campus and this is enforced 7 days a week/24 hour a day. No physical permits are issued. The License Plate number entered when purchasing your Parking Session will become your Virtual Permit.

Student (General) parking is ONLY available in any general parking lot (B, C, F, J, K, L, N, O, Parking Structure 1 and Parking Structure 2) with a paid parking session. No overnight parking (12:00 am - 4:59 am) allowed in Lot L, 6th Level of PS1, Lot X, Y, & Z, or designated event areas in Lot B and Lot F. Parking Structure 2 is CLOSED (no parking) from 2:00 am - 5:00 am daily.

Hourly, Daily, Monthly, Semester, and Academic Year permits are available for purchase. Please see the Parking and Commuter Services website for more information on how to purchase, guidelines, and all other parking permit options.

CSUSM Commuter Programs

Carpool

Save money on your commute to and from campus by joining a carpool team. Carpool parking permits are sold at the Parking and Commuter Services office. A minimum of two carpool team members must be present at the time of purchase to complete the Carpool Application Form. The carpool permit is also valid in any of the general spaces in the General Lots and structures.

Carpool teams benefit from reserved proximity parking spaces located in:

- Parking Lot C
- Parking Lot F
- Parking Structure 1

Carpool Guidelines:

- Two carpool riders must be present to register for a permit.
- Each carpool team will be assigned one (1) virtual carpool permit.
- To park in a carpool space, two or more people must be in vehicle when parking.
Transit Passes

CSUSM Parking and Commuter Services offers the campus community discounted transit passes for local public transportation services. Discounted transit passes are only sold at the Parking and Commuter Services office to faculty/staff and students with validated CSUSM ID's. Passes are only valid for the calendar month for which it is purchased. Passes are on sale the 25th of the previous month to the 15th of the current month you would like to use the pass. For example, October passes are on sale from September 25th to October 15th but only valid from October 1st to October 31st.

CSUSM ID's can be validated at the Media Library on the 2nd floor of Kellogg Library.

CSUSM students can purchase the Student Regional Transit Pass for $50 at the Parking and Commuter Services office. The Student Regional Transit Pass is valid on the MTS Trolley, MTS Bus/Express, MTS Rapid (excludes Rapid Express 280 and 290), NCTD Sprinter, and NCTD Breeze.

Discounted transit passes are not sold while the Parking and Commuter office is closed. For more information on where you can purchase passes visit the MTS website.

Bike to Campus

Biking to campus is a form of sustainable and active transportation available to our campus community. CSUSM offers commuting bicyclists several amenities including free bicycle registration, bicycle racks with building accessibility, bike lockers, tire air pumps, and bike locks for loan.

Charging Stations

New electric vehicle (EV) charging stations have been installed on the first floor of Parking Structure 1. Six ChargePoint EV stations have been installed along the east side of PS1 on the first floor, and one ADA-compliant EV station has been installed on the northwest side of PS1 on the first floor next to the elevators.

Important reminders when using electric vehicle charging stations:

The charging stations are serviced by ChargePoint. You will need an account to use the charging stations. Joining is easy and free and can be done on the ChargePoint website. You can also use your mobile device by downloading the ChargePoint app, which sends you reminders and notifications when your vehicle has finished charging. There is a
$0.39/kWh fee to charge your vehicle that covers the cost of maintenance, software system upgrades, and electricity usage.

To park in the charging station spots, you must meet the following criteria:

- Actively charging your vehicle
- Have an active CSUSM parking permit or paid parking session.
- Cannot exceed the four-hour limit to park in these designated charging stations. Once you have reached the four-hour limit, you must move your vehicle to another parking space.

Contact Parking and Commuter Services by phone at 760-750-7500, by e-mail at parking@csusm.edu, or by stopping in at the University Police Building.

**Student Communication and ID Card**

**CSUSM Email (Gmail) Access**

Approximately one week after submitting your Intent to Enroll, you will receive an e-mail from the Student Technology Help Desk (techsupport@csusm.edu) confirming your e-mail has been created.

Once you have access, it is important to regularly monitor the Inbox for important campus messages. You can access your campus e-mail from the CSUSM homepage, by clicking on Campus Apps, and selecting Student Email.

If you are trying to login to your campus e-mail for the first time but are not able to, then you may have to change your password. Please proceed to the Self-Service Password Reset page to reset your password.

**MyCSUSM**

MyCSUSM is an online one stop, self-service portal that provides integrated services to our students, faculty, and staff. It provides authentication for our students to check their to-do list, update personal data, register and drop classes, view financial aid status, pay fees, and view grades. MyCSUSM is accessible virtually 24 hours a day, with limited interruptions.

Once you get the email from the Student Technology Help Desk confirming the student email, you should be able to log in and begin using MyCSUSM. Your username is
everything before the @ in your student email, and your password is whatever you chose when you reset your password to first access your e-mail.

Once setup your username and password are set up, you will be able to access a variety of CSUSM resources with this login info such as MyCSUSM, Gmail, Cougar Courses, and more.

### Cougar Courses

Our course management system, known as Cougar Courses, is built on Moodle, an open source learning platform that is used globally. When you officially register for a course, you are automatically enrolled into the course container within a couple of hours.

Cougar Courses acts as the conduit between students and their instructors. Your instructors use CC to post their syllabus, class assignments, and a number of other materials for the class.

You can access Cougar Courses from the CSUSM homepage, by clicking on Campus Apps, and selecting Cougar Courses, or by simply typing cc.csusm.edu into your browser's address field. Logging in to Cougar Courses uses the same credentials as you do for MyCSUSM.

### Campus ID

As an active student, staff, or faculty member, it is recommended (but not required) that you have a CSUSM Campus ID on file. CSUSM utilizes a digital form of Campus ID accessed from the CSUSM Campus App from your smartphone, or as a physical card, if you so choose to have an actual printed/plastic card.

Your Campus ID is for campus identification only, however, it may also serve as a form of student identification for vendors who offer discounts. The Campus ID is used to check-in for appointments, serves as your library card, facilitates your entry to CSUSM campus events, and use of services such as Paw Print.

Some campus resources are only available with a validated Campus ID. To have your ID validated, ask for the validation sticker from the ID Card Office, located at the Student Technology Help Desk (2nd floor entrance of the Kellogg Library building). This location is also where new ID cards are issued.
A complete overview on Campus ID cards is available on IITS’s page: CSUSM’s Campus ID.

**Student Resources and Support**

Review the most current online Academic Calendar for University and Graduate Studies deadlines each semester. Also, check your department’s website for program-specific deadlines.

**Campus Recreation**

Campus Recreation is vital to the culture of the evolving CSUSM community and is dedicated to promoting holistic wellness and enriching the CSUSM experience by providing inclusive recreational services, facilities and opportunities.

Campus Recreation offers students an array of intramural activities, sports clubs, outdoor adventures, as well as a schedule for group fitness classes.

**Career Center**

The Career Center offers services that aspire to allow all CSUSM alumni to attain career fulfillment and empower students and alumni to design and manage their career paths with clarity, competence, and confidence. Other services within the Career Center include Handshake, Cougar Connect, and Cougar Career Closet.

**Handshake:** A free Career Center tool available to all CSUSM students and alumni (for six months after graduation), as well as all Alumni Association members. Students/Alumni use Handshake to make appointments, search for jobs, RSVP for events, resume/cover letter critiques and more!

**Cougar Connect:** CSUSM's Mentorship Program connects you with alumni, faculty, and staff to help you succeed before, during, and after college through connections and community.

**Cougar Career Closet:** A resource for students in need of professional attire for occasions such as a job interview. Members of the CSUSM campus and the surrounding community donate gently used business attire to benefit hard working students like you. These items are cleaned, organized, and made ready to help you dress for success. Bring your Campus ID to the Career Closet and “shop” for free.
Contact the Career Center by phone at 760-750-4900, by e-mail at careers@csusm.edu, or by stopping in at Craven Hall 1400.

Center for Children and Families

As the on-campus childcare center at CSUSM, the Center for Children and Families (CCF) delivers convenient, quality child care to the students, faculty, and staff of CSUSM, as well as families in the larger community. CCF provides childcare and preschool education to children from six weeks to five years old with low teacher-student ratios. The Center's research-based curriculum, Guided Discovery, is focused on play, which means that children learn through stimulating and age-appropriate games and activities.

Contact the Center for Children and Families by phone at 760-750-8750.

Cougar Care Network

Cougar Care Network (CCN) provides information, connection to resources, advocacy, and support for students dealing with personal, academic, financial or other challenges which may adversely affect their academic success and/or collegiate experience. CCN should be contacted about individuals who may be exhibiting behaviors of concern in relation to their personal, physical or emotional wellbeing. The CCN website lists the different areas in which it can provide support as well as a FAQs section that answers questions about how to know if CCN can help you.

Contact the Cougar Care Network by phone at 760-750-7627, by e-mail at ccn@csusm.edu, or by stopping in the Dean of Students Office in University Student Union (USU) 3500.

Cougar Pantry

The Cougar Pantry serves all CSUSM students in an effort to decrease food insecurity on campus. The pantry stocks a variety of dry and canned goods, limited produce, milk, and toiletries. A service and initiative of the ASI Board of Directors, the Cougar Pantry is managed by a team of students, interns, volunteers, and staff.

Each currently enrolled CSUSM student can visit the pantry once a week with no appointment OR make an appointment online. To utilize the pantry, bring your Campus ID to scan before “shopping” and a reusable bag to carry your goods.

Contact the Cougar Pantry by e-mail at cougarpantry@csusm.edu.
Disability Support Services

The Office of Disability Support Services (DSS) is designated to provide services and accommodations to students with disabilities to ensure that they have both equal opportunity and access in their educational pursuits.

Contact Disability Support Services by phone at 760-750-4905, by e-mail at dss@csusm.edu, or by stopping in at Craven Hall 4200 and 4300.

DREAMer Resource Office

The DREAMER Resource Office provides a welcoming and safe atmosphere and serves as a resource for our undocumented students. We facilitate the process of finding solutions to challenges students face due to their immigration status. The DREAMer Resource Office helps undocumented students overcome barriers to the achievement of their academic and professional goals as well as their personal well-being.

Contact the DREAMer Resource Office by phone at 760-750-4863, by e-mail at dreamers@csusm.edu, or by stopping in at Craven Hall 4100J.

Faculty Office Hours

Faculty members maintain regular office hours and meeting with the instructor of a particular course can help you to answer questions, solve problems, prepare for tests, or find additional resources if needed. Information about faculty office hours can be obtained from the course syllabus, the department office, the instructor, or your department’s website.

Gender Equity Center

The Gender Equity Center strives to develop and maintain inclusive and validating environments at CSU San Marcos with a focus on topics and issues broadly related to the experiences of women, trans and non-binary students, parenting students, and the impacts of sexism and misogyny.

We build communities by upholding a brave space; fostering dialogue about gender equity and social justice; and providing resources for students to achieve their goals.

Contact the Gender Equity Center by phone at 760-750-4988, by e-mail at gec@csusm.edu, or by stopping in at USU 320.
Graduate Representatives Council (GRC)

The Graduate Representatives Council (GRC) is a student-lead council which brings a unified voice to graduate students and provides support for graduate student issues and concerns in collaboration with the Office of Graduate Studies and Research (OGSR). In addition, the Dean of OGSR, Dr. Charles De Leone, may seek advice from the GRC regarding graduate student issues that would benefit from the council’s feedback to provide student-driven solutions.

Contact the Graduate Representatives Council by e-mail at csusmgrc@gmail.com.

Graduate Coordinator/Director:

Each graduate program has a graduate coordinator or director who is your first point of contact for graduate studies related inquiries. This person helps you plan and organize your progress as a graduate student from admissions to graduation. Contact your graduate coordinator about items such as forming your thesis or project committee, how to request leaves of absence or withdrawals, etc.

Contact your coordinator or director by phone or email. You can find this information on the Programs contact page at www.csusm.edu/gradstudies.

International Student Services

International Student Services operates within the Office of Global Studies, which works to internationalize the Cal State San Marcos educational experience through a wide variety of initiatives.

As an international student at CSU San Marcos you have many services and opportunities available to you. You also have some special regulations that apply only to international students. Please be sure you understand these regulations, and if you have any questions contact our International Student Advisor, Danielle McMartin.

The International Student Advisor is the primary contact for all international students. All questions and problems should be directed to the International Student Advisor. The International Student Advisor assists international students with a variety of services including visa matters, academic problems, adjustment issues, and family emergencies.
Contact the International Student Advisor by phone at 760-750-4090, by e-mail at intl@csusm.edu, or by stopping in the Office of Global Education, ELB 588.

LGBTQA Pride Center

The LGBTQA Pride Center (PC) is an inclusive space which promotes positive interactions in a diverse environment. The PC strives to provide a space that celebrates and affirms students who identify with all genders and sexualities in the LGBTQ community and their allies.

Contact the LGBTQA Pride Center by phone at 760-750-3077, by e-mail at pride@csusm.edu, or by stopping in at University Student Union 3100.

Media Equipment Check-out

Media equipment, laptops, and iPads, among other items, are available for checkout from the Student Technology Help Desk. Students, faculty, & staff must present their CSUSM ID or digital ID (CSUSM app). Equipment types have varying lengths of checkout periods. These items are available for campus-related projects and are available on a first-come, first-serve basis. The check-out time for most items is one week (some items are available on a 3-hour basis).

Contact the Student Technology Help Desk by phone at 760-750-4790 or by stopping in at the 2nd floor of Kellogg Library.

Office of Graduate Studies and Research

The Office of Graduate Studies and Research (OGSR) encompasses both Graduate Studies and Research components. The office promotes graduate education; supports the campus community in their research, scholarship, and creative activities; advances inclusivity; and fosters innovative, compliant, and sustainable research projects in an environment of academic excellence. California State University San Marcos recognized student research as an integral part of student learning. CSUSM is continually exploring new ways to provide opportunities to students and faculty to expand research opportunities and to provide resources for presenting, distributing, and disseminating student research.

For students, OGSR supports CSUSM grad students with navigating student resources and services, as well as both undergrad and grad students in completing research in their field.
Contact the Office of Graduate Studies and Research by phone at 760-750-4066, by e-mail at ogsr@csusm.edu, or by stopping in at Craven Hall 5102.

For Graduate Studies specific inquiries, contact the Graduate Studies Coordinator at gradstudies@csusm.edu.

Student Health and Counseling Services

Student Health and Counseling Services (SHCS) is committed to recognizing the health needs of our diverse student population and promoting the social, emotional, and physical well-being of our students so that they may achieve their academic goals. SHCS embraces a holistic and collaborative approach to healthcare by offering primary care, preventive services, wellness education, and mental health services to the CSUSM community. SHCS offers quality healthcare provided by a multidisciplinary team of medical and mental health professionals and support staff who are trained to assist students with their health and wellness related needs.

Contact Student Health and Counseling Services by phone at 760-750-4915, by e-mail at shcs@csusm.edu, or by stopping by the SHCS building located across the University Student Union at Chavez Circle.

University Police Department (UPD)

Working 24 hours a day, 365 days a year, UPD officers enforce all California Penal and Vehicle Codes on and around campus. UPD officers also assist the sheriff’s department with any campus-affiliated calls within the City of San Marcos. We maintain a safe academic environment by being a proactive police force working closely with students, staff, faculty, and community members alike.

Contact the DREAMer Resource Office by phone at 760-750-4567, by e-mail at dreamers@csusm.edu, or by stopping in at Craven Hall 4100J.

Veterans Services

The Veteran Services team is comprised of faculty and staff, all military-connected and mostly veterans, serving our student veterans, active duty, and family members in a number of ways. They are dedicated to ensuring the successful transition of our students into meaningful careers.
Veteran Services provides opportunities for mentorship and professional development; networking and portfolio building; and to meet with VA claims representatives.

*Contact Veterans Services by phone at 760-750-4827, by e-mail at veterans@csusm.edu, or by stopping in at the Veterans Center adjacent to Markstein Hall.*

**Writing Center**

The Writing Center’s mission is to be a welcoming learning environment where certified student consultants offer constructive guidance to all writers of all levels at all stages of the writing process. Through one-on-one or small group sessions, students and consultants discuss various strategies, instill confidence, provide resources, and encourage critical thinking.

Students can work on any aspect of a piece of writing - from the very beginning until just before it is done - including but not limited to getting started, developing thesis statements, organizing ideas, revising and/or polishing. Consultants do this by reviewing the prompt, asking guiding questions, and providing non-judgmental feedback.

*Contact the Writing Center by phone at 760-750-4168, by e-mail at writing@csusm.edu, or by stopping in at Extended Learning Building 273.*

**Graduate Student Life**

**Graduate Studies Orientation**

The Graduate Studies Orientation provides graduate students with the opportunity to meet and mingle with other students both in and across several of the graduate programs offered at CSUSM. Students are also able to attend a campus tour and the resource fair, where students learn about campus resources including thesis services, financial aid, and research support.

**Symposium on Student Research, Creative Activities, & Innovation**

Each year CSUSM hosts an annual symposium for undergraduate and graduate scholarly activities. This symposium promotes excellence by recognizing outstanding student accomplishments across the disciplines at CSUSM. Students’ research projects can be independent study or class projects that meet the research criteria for the competition.
Up to ten finalists receive cash awards and paid travel expenses to compete against fellow CSU students from the twenty-three campuses at the statewide competition.

**Student Poster Showcase**

The Student Poster Showcase is hosted at the end of the fall semester to promote student research and creative activity accomplishments. This free research activity is open to all CSUSM students and provides a valuable opportunity for students to present their work in a non-competitive environment.

Through the use of both poster and digital presentations students are given the opportunity to interact with faculty and other students outside of the classroom. Students can add this resume building experience to employment and graduate school applications.

**Student Travel Resources**

The Graduate Research Dissemination fund is designed to help graduate students capitalize on scholarship and creative activity completed at CSUSM. Examples of appropriate activities include support for travel to a conference at which a student's paper or poster has been accepted. Students are eligible one-time only in their graduate studies career, depending on available funds.

**Campus Life**

**Arts & Lectures**

Each year, Arts & Lectures engages the support and advice of CSUSM faculty, staff, students and the community in developing a series of events including lectures across various fields, film/video screenings, visual art talks, dance and theatre performances, music concerts, scientific discussions, book readings and more. The series has become an integral part of campus life and offers eye-opening perspectives on multiple topics, issues and disciplines by bringing in exceptional guests who are experts in various fields creatively and intellectually.
**Associated Student, Inc.**

Associated Students, Inc. (ASI) is a non-profit, student-run auxiliary of CSUSM. ASI serves, engages, and empowers students, and is the official voice to express student opinions, foster awareness of student issues, and protect the rights and interests of students. ASI also delivers programs which promote a campus climate that meets the educational, social, and cultural well-being of all students.

As a primary entity of campus life, ASI affords students a variety of ways to serve their communities, engage in the diverse life of the University, and empower themselves as student leaders who leave their legacies at Cal State San Marcos.

**Campus Dining**

There are a variety of dining options located in both sides of the University Student Union Building. In the USU Food Court, located in the USU side closest to the Library, the dining options are WOW American Grill, Panda Express, SubConnection, and Caliente. Market at the Union and Crash’s Café and Bakery are both located in the other side of the USU, closest to Science Hall 2.

There are also two spots for coffee on campus: Starbucks, located next to the Library entrance off of Kellogg Plaza, and Campus Coffee, located in Founder’s Plaza in front of Science Hall 1.

**CSUSM Athletics**

CSUSM Athletics strives to build and maintain a successful, balanced athletic program that is consistent with the goals of the University. The Department of Athletics is committed to advancing academic and athletic excellence, while enhancing student lives and promoting Cal State San Marcos. See their Full calendar for all upcoming sporting events.

**CSUSM University Library**

The University Library is an essential partner in teaching and learning, research, and community engagement at CSUSM. The Library collaborates with CSUSM’s diverse campus community to ensure user-centered learning experiences, welcoming environments, and accessible information resources in order to facilitate scholarly inquiry and prepare students to be critical thinkers who are engaged members of their local, regional, and global communities.
The Library’s website is a helpful tool whether you need assistance with research, or are looking for a particular book, but it also makes accessible the other services offered in the Kellogg Library building.

**School of Arts**

The School of Arts (SofA) at CSUSM provides a community in which artists, scholars, and students actively engage in developing artistic practices, critical thinking, cultural intelligence and creativity. Throughout the year, students in every discipline perform in an array of different ways. Keep an eye on the News & Events tabs for Arts, Media, and Design; Music; Theater Arts; and Dance Studies to see when these performances take place.

**Financial Opportunities**

If you have any questions about Financial Aid opportunities offered through CSUSM, contact the Office of financial Aid and Scholarships by phone at 760-750-4850, by e-mail at finaid@csusm.edu, or by stopping in Craven Hall 3700, Located off the Tukwut Courtyard.

When applying for Financial Aid, often the first step is to complete a Free Application for Federal Student Aid (FAFSA) form at studentaid.ed.gov.

**California Pre-Doctoral Program (Sally Casanova Scholarship)**

The California Pre-Doctoral Program awards funds to a limited number of juniors, seniors and graduate students in the CSU system. These funds are designed to enable current students to explore and prepare to succeed in doctoral programs in their chosen field of study. The Office of Graduate Studies and Research has a page on their website that is dedicated to the application steps.

**Chancellor's Doctoral Incentive Program (CDIP)**

The California State University (CSU) Chancellor’s Doctoral Incentive Program (CDIP) provides an opportunity for exceptional who aspire to join the CSU faculty ranks. More than half of CDIP scholars who completed their doctorates have obtained faculty positions at a CSU campus. Scholars are supported during their doctoral studies with mentoring, financial support, and professional development opportunities. The Office of
Graduate Studies and Research has a page on their website that is dedicated to the application steps.

**State University Grant**

The State University Grant (SUG) is a resident grant designated to pay a portion of your tuition and fees. SUG is available to California residents who are enrolled at least half time and pay California State University basic tuition fees as an undergraduate, graduate, or teaching credential student. It is recommended to apply early - complete your FAFSA and all requested documentation as soon as possible. All Californian applicants will be considered automatically, but not all eligible students will receive SUG due to limited funds.

**Teacher Education Assistance for College and Higher Education (TEACH) Grant Program**

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides funds to students who are completing or who plan to complete coursework that is required to begin a career in teaching, and agree to teach full time for at least four years at an elementary school, secondary school, or educational service agency that serves students from low-income families and to meet other requirements.

**Graduate Studies Policies**

**Admission to the University**

Graduate and post-baccalaureate students may apply to CSUSM for a degree objective, a credential or certificate objective, or where approved may have no program objective. To be considered for admission, students at the time of enrollment should have completed a four-year college course of study and hold an acceptable baccalaureate degree from an accredited institution, or the equivalent academic preparation as determined by appropriate campus authorities. Students seeking admission should be in good academic standing at the last college or university attended, with a grade point average of at least 2.5 on the last degree completed or in the last 60 semester (90 quarter) units attempted. They should also satisfactorily meet the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations, as appropriate campus authorities may prescribe.
Admission to Department or Program

Students meeting the above university requirements and desiring admission to a master’s program must also be reviewed and accepted in the appropriate department. All programs may require a separate application in addition to the university application. Students who meet the minimum requirements for graduate and post-baccalaureate studies may be considered for admission in one of the four following categories:

**Graduate Classified**: Students in this category are admitted without conditions because they fulfill all of the professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus.

**Graduate Conditionally Classified**: Students may be admitted to a graduate degree program in this category if application deficiencies may be remedied by additional preparation.

**Post Baccalaureate Classified**: Students admitted in this category applied and were accepted in an education credential program and must satisfy additional professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus.

**Post Baccalaureate Unclassified**: Students admitted in this category wish to enroll in undergraduate courses as preparation for advanced degree programs or to enroll in graduate courses for professional or personal growth.

Concurrent Master’s Degree Credit

A CSUSM undergraduate student who has not completed the requirements of the baccalaureate prior to enrolling in a CSUSM master’s program may request concurrent master's degree credit for graduate level courses. The undergraduate student may submit the request form for concurrent master’s degree credit provided that they have a baccalaureate degree graduation application filed with the Office of the Registrar, they submit an application for a master’s program for a term following the term in which the student graduated with a baccalaureate degree, and are within 12 units of completing a baccalaureate degree.
Withdrawal Policy

You must formally withdraw from a course either before the Add/Drop period ends or by completing an Official Petition to Withdraw, otherwise you may receive a WU on your permanent record, which is the equivalent to an “F.”

Withdrawal Periods

Students may withdraw on or before the Add/Drop deadline and the dropped class will not appear on their permanent records.

Students may withdraw after the Add/Drop deadline and on or before the 19th day of the semester and receive the symbol “W” on their permanent records.

Withdrawals after the 19th day of instruction and prior to the 12th week of instruction are permissible only for serious and compelling reasons such as an extended absence from the course due to a verifiable accident, illness, or personal problem; a death in the immediate family; or a necessary change in employment that affects the student’s ability to attend class. Withdrawals during this period must have approval signatures from the Course Instructor, Department Chair, and Dean/Director of the College/School offering the course (or designee) on the Official Petition to Withdraw. Upon withdrawal approval, the symbol “W” will appear on the student’s permanent record.

Withdrawals after the Twelfth Week or Retroactive Withdrawal are seldom granted. Students are expected to formally withdraw from classes or the University prior to the end of the twelfth week of instruction if work, personal, or health reasons interfere with class attendance or ability to complete work or exams.

Other Administrative Symbols:

I (Incomplete): The symbol I signifies that a portion of required coursework was not completed within the prescribed time due to unforeseen, yet fully justified, reasons and that there is still a possibility of earning credit. It is the student’s responsibility to initiate the process by notifying their instructor about their intentions and following the process to its completion. An incomplete must be made up within one calendar year immediately following the term in which it was assigned.

W (Withdrawal): You will be assigned a W for a course if you withdraw after the drop deadline and file the appropriate petition. A W is not counted in your GPA.
**WU (Withdrawal Unauthorized):** If you withdraw from a course without submitting an official withdrawal petition, you will receive a WU symbol. The WU symbol counts as an “F” for GPA calculation.

**SP (Satisfactory Progress):** This symbol signifies that the student’s work is satisfactory to date, but the assignment of a precise grade must await the completion of additional coursework. Students must complete the work within the time specified and must not exceed one calendar year from first enrollment.

# Special Considerations

## Graduate Student Course Load

Graduate Students enrolled in nine (9) or more units in the fall and spring semesters are considered full-time students.

## Graduation Writing Assessment Requirement – Graduate Level

Students enrolled in master’s programs at CSUSM must fulfill the Graduation Writing Assessment Requirement: Graduate Level (GWARGL) before advancing to candidacy. There are two ways to satisfy the GWARGL. Students may either submit an acceptable standardized test score, such as the Analytical Writing subtest of the Graduate Management Admissions Test (GMAT) or the Graduate Record Examinations (GRE), or a paper that receives a passing score. Each master’s program determines what is passing for the standardized tests and papers, so contact your program to see what is considered a passing score.

## Repeat of Graduate Courses

Students may repeat a course for the sake of improving an earlier, unsatisfactory attempt, and, under certain circumstances, request to have their earlier grade ignored in the computation of their GPA. There are eight policies regarding repeating a course at CSUSM and they are listed under *Special Regulations and Requirements for Graduate Students* in the catalog.
Academic Standing

Graduate students must be continuously enrolled in classes unless the graduate program granted an Authorized Request for Graduate Student Leave of Absence and filed it with the Office of Registration and Records.

Leave of Absence

Authorized Leave of Absences (LOA) only excuse up to 2 semesters, and students who do not maintain continuous enrollment are dropped from the program and must reapply to the university and graduate program to be considered for reinstatement. Students may obtain an authorized LOA if the student is in good academic standing, has completed at least six credit hours of CSUSM coursework toward the graduate degree, and has filed a completed Request for Graduate Student Leave of Absence form.

Requirements for the master’s degree are to be finished within five (5) years following admission as a Conditionally Classified or Classified graduate student at CSUSM. Authorized leaves of absence do not extend the time limit for completion of the master’s degree.

Academic Probation

A student will be placed on academic probation if, during any academic term, the student fails to maintain a cumulative grade point average (GPA) of at least 3.0 in all units attempted subsequent to admission to the program. Academic probation may be placed on a student if they withdraw from all or a substantial portion of a program of studies in two successive terms or in any three terms, do not show progress toward the stated degree or other program objective, or if they fail to comply with an academic requirement or regulation.

The student will be notified of probation status promptly and will be provided the conditions for removal from probation as well as the circumstances that would lead to disqualification. It is up to the student to work with the program coordinator to develop a plan for remediation, including a timeline for completion.

Disqualification

A student who has been placed on administrative probation may be disqualified from further attendance if the conditions in the remediation plan are not met within the specified timeline, the student becomes subject to academic probation while on
academic probation, or if the student becomes subject to administrative probation for the same or similar reason for which they have been placed on administrative probation previously.

Disqualification may be either from further registration in a particular program or from further enrollment at the campus, as determined by the Dean of Graduate Studies. A student disqualified for academic deficiency may not enroll in any regular session of the campus without permission from the appropriate campus authority and may be denied admission to other educational programs operated or sponsored by the campus.

Reinstatement

If the student is disqualified, either academically or administratively, they may petition for reinstatement. Reinstatement will be approved only if the student is able to provide compelling evidence of their ability to complete the degree. If the candidate is disqualified a second time, reinstatement will normally not be considered.

Master’s students should submit a petition requesting reinstatement to the Dean of Graduate Studies. The petition, along with a recommendation from the student’s graduate coordinator, will be forwarded to the reinstatement subcommittee of the Graduate Studies Committee. The subcommittee will make recommendations to the Dean of Graduate Studies, who has final authority to approve reinstatement.

Advancing to Candidacy

Each program has specific steps the student must complete to Advance to Candidacy. For example, they have to pass the GWAR and propose their thesis/project idea. Some departments or programs may require that students have a certain GPA, finished a certain number of units, and must not be on probation.

Since each program is different, students should check with their graduate coordinator to see what the program requires of them.
The Culminating Experience

Every master’s degree program is required to include a culminating experience. The form of this experience differs according to degree programs, but all master’s students must satisfactorily complete either a thesis, a project or a comprehensive examination.

A finished master’s thesis or master’s project is a scholarly work that is the product of extensive research and related preparation. The University will make master’s theses and master’s projects publicly available online in the University’s institutional repository, ScholarWorks at CSUSM. Electronic theses and projects provide increased visibility of research produced at the University. The immediate and widespread availability provides worldwide access to scholarship.

Human and Animal Protections

If your research involves human participants or animals, you are required to submit an Institutional Review Board and/or Institutional Animal Care and Use Committee research application so that the committee can determine the appropriate level of review.

Institutional Review Board

The role of the Institutional Review Board (IRB) is to review all proposed research by CSUSM faculty, students, and staff involving human subjects to ensure that subjects (meaning research participants) are treated ethically and that their rights and welfare are adequately protected.

All research activities involving the use of human subjects must be reviewed and approved by the IRB before data collection can begin. It is recommended that you submit your IRB application at least 3 months before you plan to collect data. If your Culminating Experience project includes research with human subjects, consult your thesis chair or faculty advisor for assistance with your IRB application.

Contact the Institutional Review Board office by phone at 760-750-4029 or by e-mail at irb@csusm.edu
Institutional Animal Care and Use Committee

The Institutional Animal Care and Use Committee (IACUC) is responsible for oversight of the animal care and use program and its components as described in the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals and the Guide for the Care and Use of Laboratory Animals, which is known simply as the Guide.

Contact the Institutional Animal Care and Use Committee by e-mail at iacuc@csusm.edu