GRADUATE STUDENT HANDBOOK

CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

WELCOME

Welcome to the Office of Graduate Studies at Cal State University, Los Angeles.

Cal State LA has almost 3,140 graduate students enrolled across six academic colleges offering 54 master's degree programs and three doctoral programs in a wide range of disciplines.

Graduate school is a transformative experience that builds upon your undergraduate education. Graduate students become critical thinkers, independent researchers, and, ultimately, experts in their chosen fields.

Cal State LA 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 coursework, 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, and if you have any questions along the way, please feel free to contact the Office of Graduate Studies staff. We're here to assist you through the entire process.

Karin Elliott Brown, Ph.D.
Dean, Graduate Studies

INTRODUCTION

This handbook contains information about important policies and services for graduate students, financing your education, and tips for success in your program.

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 also have additional policies or procedures; always seek advisement from your College and/or Department.

All official communication from the University to students will be sent to the student's assigned calstatela.edu email address. ***Please check your calstatela.edu email address on a regular basis!***

TABLE OF CONTENTS

Welcome 2

Introduction 3

Table of Contents 4

Office of Graduate Studies 7

- Overview 7
- Funding Opportunities 7
- New Graduate Student Orientation 8
- Thesis, Project, and Dissertation Guidelines 8
- Graduate Resource Center 9

University Catalog 10

- University Requirements for Master's Degree 10

General Graduate and Postbaccalaureate Information 11

- Introduction 11
- Objectives of Graduate Study 11
- Organization of Graduate Study at Cal State LA 11
- Graduate Studies Directory 13
- Characteristics of Master's Degrees 13

University Requirements for Master's Degree 17

- Minimum University Requirements 17
- Credit for Transfer Work 19
- Work Taken Before Approval of Program 19
- Credit for Extension Courses 20

Classified Graduate Standing 20
Other Graduate and Postbaccalaureate Regulations 21
Advancement to Candidacy to Undertake Culminating Experience 23
Culminating Experience: Exam, Thesis, or Project 24
Graduation 25
Requirements for Additional Master's Degrees or for an Additional Option within a Master's Degree 26
Procedures and Regulations 28
General Information 28
Schedule of Fees 28
Credit Cards 30
Refund of Mandatory Fees, Including Nonresident Tuition 30
Categories of Enrollment 32
Withdrawals and Leaves 33
Transcript of Academic Record 36
Grading System 36
Scholastic Status of Graduate and Postbaccalaureate Students 40
Student Conduct: Rights and Responsibilities 43
Grade Appeals/Academic Grievances 45
Non-Academic Student Grievances 46
Student Rights and Responsibilities 46
Additional Graduate and PostbaccalAureate Student Information 53
Use of Social Security Number 53
Full-Time Unit Load for Graduate Students 53
Credit by Examination 54

Foreign Language Proficiency Examinations 54
International Programs 54
Scholarships 55
Computing Facilities 55
Open Access Labs (OAL) 55
ITS Training Services 56
ITS Help Desk 56

OFFICE OF GRADUATE STUDIES

Overview

As a unit of the Division of Academic Affairs, the **Office of Graduate Studies** provides leadership and service to promote graduate studies and to provide research development support services to the university community. Special attention is given to interdisciplinary efforts that can contribute to leadership in a changing world.

The Office of Graduate Studies offers **funding opportunities**, hosts **New Graduate Student Orientation**, oversees the **thesis and dissertation submission process**, and is home to the **Graduate Resource Center**.

The Office of Graduate Studies is located in the **Graduate Resource Center**, in the north wing of the JFK Memorial Library (LIBN A124).

Funding Opportunities

The Office of Graduate Studies oversees and/or assists students with several **Student Support Programs**:

Graduate Equity Fellowship Program

These grants are designed to increase the number of graduate degrees awarded to economically disadvantaged CSU students, especially those graduate students that are underrepresented among graduate degree recipients in their discipline and to those who are disabled.

International Graduate Student Tuition Waiver Program

A limited number of non-resident tuition fee waivers or tuition fee reductions may be granted to non-resident graduate students who are either domestic non-resident students or citizens of a foreign country.

Travel Support for Conferences and Professional Development

The **Travel Support for Student Presentations (TSSP)** is a reimbursement program designed to encourage and assist Cal State LA graduate students whose work has been accepted into a professional/academic conference. **The Travel Support for Professional Development of Graduate Students (TSPD)** is a reimbursement program designed to encourage and assist Cal State LA graduate students to participate in professional development activities that will foster their educational and career goals.

Culminating Project Fund to Support Completion of Thesis, Creative Activity, or Dissertation Program

This fund is a reimbursement program designed to support Cal State LA graduate student research and/or scholarship conducted towards completing a thesis, creative activity, or dissertation. Students funded through this award will receive reimbursement for approved supplies, equipment, and services.

California Pre-Doctoral Scholars Program ("Sally Casanova Scholars")

The California Pre-Doctoral program is designed to increase diversity within the pool of university faculty by supporting the doctoral aspirations of students in the CSU.

Chancellor's Doctoral Incentive Program (CDIP)

The California State University (CSU) Chancellor's Doctoral Incentive Program (CDIP) aims to increase the number of promising doctoral students applying for future CSU instructional faculty positions by offering financial assistance in the form of a loan and mentorship by CSU faculty.

New Graduate Student Orientation

New Graduate Student Orientation is a chance for new graduate and post-baccalaureate students to learn about academic policies and procedures, connect with resources available on campus, and network with peers. Hosted by the Office of Graduate Studies and Graduate Resource Center, it is offered in the fall and spring.

This orientation is not mandatory, but students have found it extremely helpful. It is intended to complement, but not replace orientation sessions offered by departments, colleges, or the International Office.

Thesis, Project, and Dissertation Guidelines

The Office of Graduate Studies provides the submission guidelines and support for graduate students completing the thesis, project, or dissertation. Cal State LA no longer accepts hardbound copies of culminating projects; electronic theses and dissertations (ETD) are submitted digitally and are eventually available to Cal State LA students, staff, and faculty via the Library website.

Students are responsible for being aware of and meeting all deadlines, formatting requirements, and paperwork required for the completion and submission of their ETD. This information may be found on the **Thesis, Project, and Dissertation Guidelines** website.

Graduate Resource Center

The **Graduate Resource Center** provides academic support, professional development, and community-building opportunities in a space dedicated to graduate students. We strive to arm graduate students with the tools required in the next steps of their academic and professional journeys.

We guide students through writing, editing, and formatting the thesis and dissertation and assist in preparing their work for publication; host workshops and presentations to support students' academic and professional development; and act as a general resource for graduate student needs.

Thesis and Dissertation Support

Students who complete a culminating project, such as a thesis or dissertation, file their finished manuscript with the University via our office. Our staff assist students with the format review, and we provide additional support in the form of workshops.

Graduate Writing Support Program

The **Graduate Writing Support Program** facilitates academic and professional growth by promoting writing skills applicable to multiple genres and disciplines. We provide constructive criticism and suggestions for alternative approaches during consultations centered on higher-order writing concerns, such as focus, audience, organization, and development. We aim to assist students in further developing their writing skills through a continual evaluation of their behaviors and beliefs about writing.

UNIVERSITY CATALOG

Graduate students are governed by the University policies and regulations in effect at the time they achieve classified standing, as stated in the **University Catalog**, provided that they maintain continuous attendance for registration purposes. Graduate students will find the following pages in the University Catalog particularly useful and relevant:

- Index of Academic Degrees, Certificates, and Programs
- Graduate and Post-Baccalaureate Study: General Information
- General Graduate and Post-Baccalaureate Information
- University Requirements for Master's Degree
- Additional Graduate and Post-Baccalaureate Information
- Recognition of Academic Excellence
- Procedures and Regulations

The Charter College of Education oversees requirements for the degrees Doctor of Philosophy (Ph.D.) in Special Education and Doctor of Education (Ed.D.) in Educational Leadership. Additional information about these programs may be found at on the Charter College of Education website.

University Requirements for Master's Degree

All candidates for master's degrees at Cal State LA 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.

GENERAL GRADUATE AND POSTBACCALAUREATE INFORMATION

*This section is adapted from the **General Graduate and Postbaccalaureate Information** page of the University Catalog.*

Introduction

Graduate study has been a major part of the academic commitment of Cal State LA since its founding. Students who are engaged in graduate and postbaccalaureate study constitute approximately one fifth of the total student body.

Cal State LA offers Master of Arts and Master of Science degrees in a variety of majors, with opportunities for specialization through the selection of options or areas of emphasis within degree programs. Also offered are the Master of Biotec1hnology degree, Master of Business Administration degree, Master of Fine Arts degree in Art, Master of Fine Arts degree in Television, Film and Theatre, Master of Music, Master of Arts and Master of Science degrees with an Interdisciplinary Studies major, Master of Social Work, Doctorate in Education, Doctor of Nursing Practice, and the Doctor of Philosophy degree in Special Education. The complete list of graduate degrees offered appears at the front of this chapter.

Postbaccalaureate students also pursue teaching credentials, certificate programs, and personal enrichment courses.

Objectives of Graduate Study

Cal State LA's graduate programs are coherent patterns of study designed for a level of academic accomplishment substantially beyond that required for the baccalaureate. Graduate programs enable students to progress in their chosen vocation, to assume positions of leadership, and to contribute to the advancement of their profession. Graduate study helps students to develop greater awareness of themselves in relation to other people and cultures, both present and past, and to gain a better understanding of their particular profession. Completion of a master's degree program at Cal State LA also prepares students for further graduate study appropriate to their abilities and ambitions.

Organization of Graduate Study at Cal State LA

Graduate study at Cal State LA is organized and administered by each of the six Colleges within the University, with coordination provided by the Dean of Graduate Studies.

This Graduate and Postbaccalaureate Study section of the catalog describes the requirements, regulations, and procedures for engaging in graduate study. General University regulations and procedures that apply to postbaccalaureate or graduate students, including the grading system and the determination of scholastic status, are explained in the **Procedures and Regulations** chapter of the University catalog. Admission requirements and procedures are explained in the **Admissions** chapter.

Requirements for admission, advancement to classified graduate standing and candidacy, and graduation described in this section apply to all advanced degree programs. Any additional requirements are stated in the descriptions of the individual programs.

Each department/division/school that offers graduate degree programs and/or credential programs has a principal graduate adviser as well as credential advisers (when applicable). These advisers' names and phone numbers appear each semester in the *Schedule of Classes*, and students can make appointments to see them in their offices.

Graduate Studies Directory

Office of Graduate Studies

Associate Vice President and Dean of Graduate Studies	Karin Elliott Brown
Library North A124	(323) 343–3820
Coordinator, Graduate Resource Center	Andrew Chavez
Library North A124	(323) 343–3822
Office Manager	Veronica Ramirez
Library North A124	(323) 343–3820

College Graduate Deans

College of Arts and Letters

Associate Dean	Kevin Baaske
Music 232	(323) 343–4004

College of Business and Economics

Associate Dean	Angela Young
Simpson Tower F124	(323) 343–2800

Charter College of Education

Associate Dean	Diane Fazzi
King Hall D2070	(323) 343–4303

College of Engineering, Computer Science, and Technology

Associate Dean	Jane Dong
Engineering and Technology A237	(323) 343–4510

College of Health and Human Services

Associate Dean	Evaon Wong-Kim
Fine Arts 130	(323) 343–4600

College of Natural and Social Services

Associate Dean	Nancy McQueen
ASC, Wing B, 223	(323) 343–2007

Characteristics of Master's Degrees

Cal State LA offers the following master's and doctoral degrees: Master of Arts, Master of Biotechnology, Master of Business Administration, Master of Fine Arts, Master of Music,

Master of Science, Master of Social Work, Doctor of Education, Doctor of Nursing Practice, and Doctor of Philosophy. All master's and doctoral degrees require greater depth of study and increased demands on student intellectual or creative capacity than the baccalaureate. Characteristics of individual degrees are described below.

Specific information about admission requirements, curriculum, and graduation requirements for these programs is listed alphabetically by college and department/division/school in either the ***Academic Programs: College-based and University-wide*** chapter or in the ***Academic Programs: Department, Division, and Interdisciplinary Program-based*** chapter, both of which follow this chapter.

The Master of Arts (M.A.) degree provides a broadened cultural background in a recognized disciplinary field or improvement of professional competence.

The Master of Biotechnology (MBt) degree provides a program of professional preparation for both scientific and management positions in the biotechnology, medical device, and pharmaceutical industries.

The Master of Business Administration (M.B.A.) degree provides a program of professional preparation for management positions in business and industry.

The Master of Fine Arts (M.F.A.) degree in Art provides specialized training and education for artists and designers in design, computer graphics, painting and printmaking, sculpture, ceramics, textiles, and metalsmithing. The M.F.A. degree in Television, Film and Theatre prepares students for careers in performance/acting, production, and dramatic writing in the television, film and theatre industries. The MFA, along with extensive professional experience, also serves to prepare students to teach in these fields.

The Master of Music (M.M.) degree is a professional performance degree that prepares students for professional performance, for teaching in community colleges, and for advanced study.

The Master of Science (M.S.) degree provides the opportunity to improve professional competence in areas and approaches involving intense specialization.

The Master of Social Work (M.S.W.) degree provides a program of professional preparation for advanced entry into specialized social work practice where graduates will be able to provide effective services to individuals, families, groups, organizations, and communities.

Characteristics of Doctoral Degrees

The Doctor of Philosophy (Ph.D.) degree in Special Education, which provides advanced preparation in this diverse professional field, is offered jointly with the University of California, Los Angeles.

The Doctor of Education (Ed.D.) degree in Educational Administration and Leadership develops educational leaders for K-12 schools who can apply skills of analysis, inquiry, research and evaluation to advance educational practice and contribute to the study of education reform

The Doctor of Nursing Practice (DNP) degree in Educational Administration and Leadership is an applied doctorate in the areas of clinical practice, nursing leadership and nursing education.

Interdisciplinary Studies Master's Degrees

The Interdisciplinary Studies Master of Arts or Master of Science degree is a highly restricted interdisciplinary program for students whose professional or academic objectives are unique and cannot be met by existing master's degree offerings. It consists of an individual program of course offerings from at least two departments/divisions in related disciplines and must provide sharp focus and appropriate coherence. See the **Interdisciplinary Studies Master's Degree** section of the University Catalog.

Teaching Credentials

Teaching, specialist, and services credential programs are available to students who hold an acceptable baccalaureate. Students who seek teaching credentials must fulfill admission criteria and program requirements established by the Charter College of Education in accordance with the California Commission on Teacher Credentialing. Students who are admitted into a teaching credential program are referred to as postbaccalaureate classified students. Description of admission criteria and program requirements appear in the **Undergraduate Studies: General Information** chapter of the University Catalog and in the **Charter College of Education** section of the **Academic Programs: College-based and University-wide** chapter.

Credential Application Processing

Cal State LA charges a nonrefundable fee to cover part of the expenses of processing admission and credential applications. This fee is assessed in addition to, and separate from, the fee charged by the California Commission on Teacher Credentialing. For additional information, contact the Charter College of Education, Office for Student Services, King Hall D2078, or call the office at (323) 343-4320.

Credit Certificate Programs

Students who have a baccalaureate may be admitted to 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.

Individual admission and program requirements appear in academic department/division/school listings in the **Academic Degrees and Administrator Directories: Index of Academic Degrees, Certificates and Programs Listed by Degree** chapter.

UNIVERSITY REQUIREMENTS FOR MASTER'S DEGREE

*This section is adapted from the **University Requirements for Master's Degree** page of the University Catalog.*

Minimum University Requirements

All candidates for master's degrees at Cal State LA must fulfill the following minimum requirements:

Unit Requirement

Completion of at least 30 semester units in approved courses, of which at least half (15) must be graduate (5000-level) courses. Master's degree programs whose minimum total units are established at more than 30 semester units must include at least half of those units in courses at the graduate (5000) level.

Grade Point Average Requirement

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

Residence Requirement

At least 21 semester units for the master's degree completed in residence at Cal State LA.

Postbaccalaureate Writing Proficiency Requirement

Fulfillment of the Postbaccalaureate Writing Proficiency Requirement, as described later in this chapter.

Culminating Experience Requirement

A comprehensive examination or a thesis or project as described later in this chapter.

Completion of Program

Completion of a master's degree requires:

1. completion of the final approved study plan and any special department/division/school requirements, and

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

Time Limitation

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. In extraordinary circumstances, students may petition for, and the college may grant, permission to validate such an expired course by an examination given by, and with the concurrence of, the department/division/school that offers the course. An expired course taken at another institution may not be validated by examination.

Faculty Recommendation

Recommendation for the degree by the faculty.

Advisement. As the first step of registration, all students must obtain department/division/school approval of the courses selected for their study plan for each semester.

Prior to or early in their first semester, students should make an appointment with a graduate faculty adviser to develop a complete study plan for the degree. The approved master's degree study plan becomes the basis for evaluating the student's eligibility for receiving the degree. Changes in the study plan may be made only with the approval of the student's academic adviser and college graduate dean.

University Writing Requirements

All CSU students are required to demonstrate competence in writing as a requirement for all advanced degrees and all credentials

The Graduation Writing Assessment Requirement (GWAR) Graduate students are considered to have met the GWAR requirement upon admission to the University if they (1) earned a bachelor's degree or higher from an accredited college or university where English the primary medium of instruction; or (2) attained a score of 41 or better on the writing portion of the California Basic Educational Skills Test (CBEST) or a score of 4 on the analytic writing portion of the GRE or the GMAT.

Graduate students must satisfy this requirement before completing 12 semester units. Graduate students may take the writing proficiency exam once (UNIV 4000). Students who do not pass are required to pass the designated GWAR course (UNIV 4010). Students who

do not satisfy the GWAR requirement within their first 12 units may be subject to a registration hold.

Students must satisfy this Graduate Writing Requirement in order to be Advanced to Candidacy.

Credit for Transfer Work

To receive credit toward a master's degree for acceptable postbaccalaureate work taken at other colleges and universities, students must have official transcripts forwarded to the Office of Graduate Studies and must file a "Request for Records" (Form GS-1A) with their major department/division/school. Cal State LA will allow credit for work taken at another college or university only when it appears on the student's official transcript from that institution, is acceptable for master's degree credit at the offering institution, and is deemed appropriate to the student's master's degree program by the major department/division/school at Cal State LA. The following limitations and exclusions apply:

- For master's degrees that require 30 total semester units, no more than 9 semester units of acceptable transfer, extension and/or special session courses may be included on a master's degree study plan. For master's degrees that require more than 30 semester units, up to 30% of the total required units may consist of acceptable transfer, extension, and/or special session courses, if approved by the appropriate graduate/departmental adviser.

- No master's degree credit is allowed for directed teaching, 7000- or 8000-level courses, courses numbered below 4000, and courses taken at another accredited institution that would not be accepted toward a master's degree at that institution.

- Six semester units of 5000-level or other graduate courses taken through extension are eligible for master's degree credit.

Work Taken Before Approval of Program

No more than 9 semester units of acceptable course work completed before approval by the principal graduate adviser, major department/division/school, and college graduate dean may be included on a master's degree study plan. This includes acceptable transfer work. Credit for thesis (i.e., 5990), research (i.e., 5970), and comprehensive examinations (i.e., 5960) is not transferable. All other course work included on the master's degree study plan must be completed after approval by the principal graduate adviser, major department/division/school, and college graduate dean. This policy shall not apply to students admitted to a master's or doctorate degree program offered jointly with other educational institutions.

Credit for Extension Courses

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/school and college concerned.

Classified Graduate Standing

Requirements for Classified Graduate Standing

Once an applicant has been admitted to a graduate degree program the minimum University requirements for admission to classified graduate standing are as follows:

- Certification by the major department/division/school to the college graduate dean that all department/division/school admission requirements, procedures, and prerequisites have been completed.

- Filing of a master's degree study plan with the college graduate dean during the student's first semester of graduate enrollment at Cal State LA. The study plan must be approved by the principal graduate adviser and the major department/division/school. Any change in the study plan must be approved by the principal graduate adviser, the major department/division/school, and the college graduate dean before the completed courses are affected by the change. This includes courses in which a grade of Incomplete is received. Courses in which a grade of C- or lower was earned may not be removed from a Study Plan and these courses must be repeated with both grades contributing to the graduate grade point average.

Special Action Admission Students

Except for those who hold an advanced degree from an accredited institution, all students admitted by special action must complete a minimum of 10 semester units of upper division qualifying courses on a formally approved master's degree study plan with a minimum B (3.0) grade point average with the following conditions:

- The principal graduate adviser, major department/division/school, and college graduate dean must approve qualifying courses before the student completes them. Courses graded CR/NC may not be used on the qualifying study plan.

- Upon recommendation of the principal graduate adviser and the major department/division/school, and with the approval of the college graduate dean, qualifying courses may be waived for students whose postbaccalaureate work demonstrates promise of the scholarly ability required for graduate study. To be eligible for recommendation of such a waiver, a student must have completed, with a minimum B (3.0) overall grade point average, 10 or more semester units of upper

division or graduate level postbaccalaureate work at an accredited institution that is acceptable toward a master's degree at that institution.

- Failure to achieve a B (3.0) grade point average in qualifying courses will result in the student's termination from the degree program.

Other Graduate and Postbaccalaureate Regulations

Admission to 5000-Level Courses

Students admitted with postbaccalaureate classified, graduate classified, or graduate conditionally classified standing may enroll in 5000-level courses. The following exceptions and restrictions apply:

- Postbaccalaureate unclassified students may register for 5000-level courses if the department/division/school chair or director 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/school that offers the course.

- Undergraduate students may, with prior approval and subject to policies governing graduate credit for undergraduate students, enroll in up to 9 semester units of 4000 and 5000-level coursework. See section on **Graduate Credit for Undergraduate Students in this Catalog.**

- Matriculated Cal State LA students may not enroll in Open University courses. Students who are not matriculated at Cal State LA may enroll in 5000-level courses through the Open University (concurrent enrollment) Program administered by the College of Extended Studies and International Programs. These students must satisfy all prerequisites for the course and obtain the approval of the instructor and the chair of the department/division/school that offers the course.

- Colleges and departments/divisions may impose additional restrictions. For all programs, students may complete no more than 20% of their total units at the 5000 level before their principal graduate adviser, major department/division/school, and college graduate dean have formally approved their official master's degree study plan. In addition, all such students must either have completed the prerequisites for the course or demonstrated equivalent competency.

Enrollment in Degree Credit-Granting Classes through the College of Professional and Global Education

Students who are matriculated at the University in continuing status may enroll in, and earn residence credit for, courses that are offered through the College of Professional and Global Education in self-support special sessions. Any course or program offered in special sessions must, each time that it is offered, have the approval of the appropriate college

dean and the Provost and Vice President for Academic Affairs. Matriculated students at the University in continuing status may not enroll in degree credit-granting classes offered under state support and made available to students by the College of College of Professional and Global Education through Open University.

Courses Completed in Undergraduate Standing

Students can include no courses taken as an undergraduate on a master's degree program except as specifically provided for baccalaureate candidates in their final semester of undergraduate study.

Undergraduate Preparation

No credit toward a master's degree is allowed for course work taken to meet necessary undergraduate preparation for a master's degree program.

Course Additions/Deletions

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 master's degree study plan must be approved in advance by the principal graduate adviser, major department/division/school, and college graduate dean. When such a change has been approved, it becomes part of the master's degree study plan.

Program Change Limitation

No more than 6 semester units beyond the total number of units approved at the time a student achieves classified graduate standing may be added to a student's master's degree program.

Course Prerequisites and Corequisites

Students are responsible for fulfilling prerequisites and corequisites. The instructor and department/division/school have the authority to waive specific prerequisites and corequisites for students who have completed equivalent courses at another institution, who have had equivalent experience (such as work experience), or who possess the needed skills to proceed with the work of the course. Students should consult the instructor before registering to determine whether the course(s) or experience will justify waiver of the stated prerequisite(s) and/or corequisite(s).

Qualifying Courses

All qualifying courses that are otherwise eligible may be included in a master's degree study plan if recommended by the principal graduate adviser and major department/division/school and approved by the college graduate dean. Students must obtain approval to include qualifying courses on the master's degree study plan before they complete the courses.

Student Use of Human Subjects or Animals

Students, like all others in the University community, must follow established University and federal guidelines when using human subjects or animals either in research or as part of a course activity. Prior approval by the relevant campus committee must be obtained when necessary. For further information, contact the **Office of Research and Development**.

Graduate Grading System and Scholastic Status

NOTE: For an explanation of the grading system for graduate and postbaccalaureate students, see the charts labeled **Explanation of Graduate and Postbaccalaureate Grades** in the **Grading System** section of the **Procedures and Regulations** chapter of this catalog. For an explanation of the regulations about probation and disqualification, see the **Scholastic Status of Graduate and Postbaccalaureate Students** section in the same chapter.

Advancement to Candidacy to Undertake Culminating Experience

Advancement to candidacy is a part of the continual review of a student's progress and is not automatic. It is granted by the college graduate dean upon completion of the requirements listed below and upon the recommendation of the major department/division/school. It is the University prerequisite to enrolling for the thesis, project, and comprehensive examination; individual departments/divisions and colleges may have additional requirements.

Advancement to candidacy requires:

- Satisfaction of Graduation Writing Assessment Requirement.
- Classified graduate standing.
- An approved master's degree study plan on file in the college graduate studies office.
- Completion of a minimum of 12 semester units of the master's degree study plan with an overall B (3.0) grade point average or higher.
- Recommendation of the major department/division/school.
- Approval of the college graduate dean.

Only students who are advanced to candidacy are eligible to enroll for comprehensive examinations (i.e. 5960 in their major discipline) or for thesis or project units (i.e. 5990 in their discipline).

Culminating Experience: Exam, Thesis, or Project

Comprehensive Examinations

Each program that offers the comprehensive examination for the master's degree shall implement and maintain in writing explicit guidelines that address both content and procedures relating to the examination. All comprehensive examinations must conform to the following requirement of Title 5: "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/school 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/school, at least one semester in advance, their intent to take it, obtain department/division/school permission, and register for the comprehensive examination that carries the course number 5960 in their major discipline. Students who are not enrolled in any credit-bearing course during the semester 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 9000. 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 semester 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.

Thesis and Project Requirements

Students who choose to write a thesis or project as their master's degree culminating experience should consult the "Guide to Preparation of Master's Theses and Project Reports" on the **Thesis, Project Report, and Dissertation Guidelines** website. It provides information about the following: procedures, regulations, and responsibilities governing the master's thesis or project; general requirements for thesis preparation and acceptance; format requirements for the thesis; and special instructions for projects and project reports. In addition, students must obtain specific department/division/school requirements from their adviser.

Graduate students who complete research units (5970) and thesis or project units (5990) required for master's degrees must be regularly enrolled during any semester in which they use University facilities or consult with faculty. Students must also be enrolled during the semester they submit their thesis or project to the library and graduate.

Students who have exceeded the one calendar year time limitation associated with the SP grading symbol for research units (5970) must petition to register in UNIV 9000. Petition forms and instructions are available in college graduate studies offices and on the **College of Professional and Global Studies** website.

Students who have previously enrolled in all allowable research units (5970) and are not enrolled in any other credit-bearing courses or thesis or project units (5990) but who will use University facilities or consult with faculty must register in UNIV 9000.

To maintain residence requirements and continuing student registration privileges, graduate students who are not enrolled in credit-bearing course work must register for UNIV 9000.

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

Graduation

Application for Graduation (Degree Check)

Application for graduation (degree check) is made on a form that is available on the **Graduation Office** website or in Administration 409. Candidates must be granted permission to apply for graduation by their major department/division/school 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 on the **Graduation Office** website. Students who are enrolled in the semester they expect to graduate but do not meet the degree requirements may request to change their graduation term; payment of a late fee is required for this request. Students who do not complete requirements for the stated semester must file a new application by the deadline announced on the **Graduation Office** website.

Students will be granted no subject, unit, or grade credit for any course work they completed more than seven years before the date of issuance of their master's degree. Refer to *Time Limitation* under the heading ***Minimum University Requirements*** earlier in this chapter.

Commencement Exercises

Commencement Exercises are held annually at the end of the spring semester. Students who have completed degree requirements the previous fall, spring, or summer are eligible to participate in the ceremony along with those who will complete their work in the summer. 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/school offices and Enrollment Services, Administration 409.

During 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 on their permanent academic record.

Requirements for Additional Master's Degrees or for an Additional Option within a Master's Degree

NOTE: *This policy is currently under review by the Academic Senate.*

Students may work simultaneously on two master's degrees. Both degrees may be listed on the same diploma if the requirements for both degrees are completed in the same semester. Degrees completed in different semesters will be listed on separate diplomas.

Students who have earned a master's degree at Cal State LA and wish to obtain a subsequent master's degree or to add an additional option to a previously-completed master's degree from this University must complete an approved study plan of at least 30 semester units. At least half of the units must be new work not included on the previous degree or option. The remainder can be from the previous degree provided that the courses have been completed within seven years of the award date of the degree and are otherwise eligible for inclusion.

Students who are currently enrolled in a master's degree program at Cal State LA may concurrently complete an additional option under the same degree if the department/division/school and college concerned verify that the additional option requires significantly different knowledge, skill, and course work. The additional option must include a minimum of 15 semester units of course work that is specific to the option (not included in the previous option) and an appropriate culminating experience (thesis/project or comprehensive examination). An approved study plan for each option is required.

Students who have earned a master's degree at an institution other than Cal State LA may petition to apply for an identical degree at Cal State LA. Students must provide extraordinary justification and receive approval of the department/division/school and college concerned before they may enter the program.

PROCEDURES AND REGULATIONS

*This section is adapted from the **Procedures and Regulations** page of the University Catalog.*

General Information

Semester Units/Semester System

Cal State LA credits are expressed in semester units; one semester unit normally represents no less than one hour of class work and two or more hours of outside study per week for one semester. One semester unit is equivalent to 1.5 quarter units, and one quarter unit is equivalent to 0.67 semester units.

Campus Identification Number (CIN)

California State University, Los Angeles randomly assigns a nine-digit Campus Identification Number (CIN) to all students in the University. This number is used as a means of identifying records and offering services pertaining to students. The students' Social Security Number will continue to be retained for purposes of financial aid eligibility and other debts payable to the institution.

Registration

Continuing students at California State University, Los Angeles receive information regarding their registration appointment dates by logging into GET (Golden Eagle Territory). Additional information about registration procedures is provided in the Schedule of Classes, available online each semester before the registration period. Online registration (GET) is available to all eligible continuing students.

Students maintain their continuing student status for registration purposes only by attending at least one of the two semesters immediately preceding the semester in which they plan to enroll (excluding the summer term). Students who were admitted and enrolled in one of the last two semesters preceding the semester in which they plan to enroll will also maintain their continuing student status for registration purposes. Absence for more than one of any two consecutive semesters without an approved leave of absence will cancel continuing registration eligibility. See **Leaves of Absence** later in this chapter.

Schedule of Fees

CAUTION: All student fees are subject to change without advance notice. See the **Schedule of Classes** or the **online catalog** for most current fee listing.

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).

The costs of attendance at Cal State LA are found on the "**Cost of Attendance**" page of the Center for Student Financial Aid & Scholarships website.

Open University fees are found on the **Open University** website.

Fee Waivers and Exemptions

The California Education Code provides for the following nonresident tuition exemptions:

- Section 68075.7 — Nonresident students are exempt from paying nonresident tuition or any other fee that is exclusively applicable to nonresident students if they (1) reside in California, (2) meet the definition of "covered individual" as defined in subsection (c) of Section 3679 of Title 38 of the United States Code, as that provision read on July 1, 2015; and (3) are eligible for education benefits under either the federal Montgomery GI Bill-Active Duty program or the Post-9/11 GI Bill program.

- Section 68122 — Students who are victims of trafficking, domestic violence, and other serious crimes who have been granted T or U visa status are exempt from paying nonresident tuition if they (1) attended high school in California for three or more years; (2) graduated from a California high school or attained the equivalent; and (3) registered as an entering student or are currently enrolled at a CSU campus.

- Section 68130.5 — Students who are not residents of California are exempt from paying nonresident tuition if they (1) attended high school in California for three or more years; (2) graduated from a California high school or attained the equivalent; and (3) registered as an entering student or are currently enrolled at a CSU campus. In addition, students without lawful immigration status will be required to file an affidavit stating that they have filed an application to legalize their immigration status, or will file an application as soon as they are eligible to do so. This exemption from paying nonresident tuition does not apply to students who are nonimmigrant aliens within the meaning of 8 U.S.C. 1101(a)(15), except as provided by Section 68122 above.

Nonresident Teaching Credential Waiver

Nonresident tuition fees may be waived for persons who hold a valid California credential and are employed by a public school district in this state in a full-time position requiring certification. Eligible persons must meet at least one of the following conditions:

- hold a provisional credential and enroll in courses necessary to obtain another type of credential authorizing service in the public schools;
- hold a partial credential and enroll in courses necessary to fulfill postponed credential requirements; or
- enroll in courses necessary to fulfill requirements for a fifth year of study as prescribed at Cal State LA.

Credit Cards

Credit cards may be used for payment of student fees on-line at **CASHNet**.

Refund of Mandatory Fees, Including Nonresident Tuition

Regulations governing the refund of mandatory fees, including nonresident tuition, for students enrolling at the California State University are included in Section 41802 of Title 5, California Code of Regulations. For purposes of the refund policy, mandatory fees are defined as those systemwide and campus fees that are required to be paid in order to enroll in state-supported academic programs at the California State University. Refunds of fees and tuition charges for self-support, special session, and extended studies programs or courses at the California State University are governed by a separate policy established by the University, available from the College of Professional and Global Education.

In order to receive a full refund of mandatory fees, less an administrative charge established by the campus, including nonresident tuition, a student must cancel registration or drop all courses prior to the first day of instruction for the term. Information on procedures and deadlines for canceling registration and dropping classes is available in the Schedule of Classes.

For state-supported semesters, quarters, and non-standard terms or courses of four (4) weeks or more, a student who withdraws during the term in accordance with the university's established procedures or drops all courses prior to the campus-designated drop period will receive a refund of mandatory fees, including nonresident tuition, based on the portion of the term during which the student was enrolled. No student withdrawing after the 60 percent point in the term will be entitled to a refund of any mandatory fees or nonresident tuition.

A student who, within the campus designated drop period and in accordance with the campus procedures, drops units resulting in a lower tuition and/or mandatory fee

obligation shall be entitled to a refund of applicable tuition and mandatory fees less an administrative charge established by the campus.

For state-supported non-standard terms or courses of less than four (4) weeks, no refunds of mandatory fees and nonresident tuition will be made unless a student cancels registration or drops all classes in accordance with the university's established procedures and deadlines, prior to the first day of instruction for state-supported non-standard terms or courses or prior to the first meeting for courses of less than four (4) weeks.

Students will also receive a refund of mandatory fees, including nonresident tuition, under the following circumstances:

- The fees were assessed or collected in error;
- The University canceled the course for which the fees were assessed or collected;
- The University makes a delayed decision that the student was not eligible to enroll in the term for which mandatory fees were assessed and collected and the delayed decision was not due to incomplete or inaccurate information provided by the student; or
- The student was activated for compulsory military service.

Students who are not entitled to a refund as described above may petition the university for a refund demonstrating exceptional circumstances and the chief financial officer of the university or designee may authorize a refund if he or she determines that the fees and tuition were not earned by the university.

Information concerning any aspect of the refund of fees may be obtained from Student Financial Services, Administration 128, (323) 343-3630.

Disenrollment

Students who have a tuition and fees obligation to the University will be billed. Payment must be made by the due date printed on the billing statement. Failure to pay by the established deadline is cause for disenrollment because of incomplete payment of tuition and fees. Disenrollment means the permanent loss of credit for classes taken for the semester involved. There is no refund of any fees already paid for the semester involved.

Students who fail to complete all required subcollegiate ("remedial") courses during their first year at Cal State LA will be disenrolled from the University in compliance with the CSU Chancellor's Office Executive Order 665.

State University Installment Plan

The CSU is now authorized to collect State University Fee and Nonresident Tuition in installment payments. For additional information about this plan, please see the "**Student Loan Services and Collections**" in the Student Financial Services website.

Fees and Debts Owed to the Institution

Should a student or former student fail to pay a fee or a debt owed to the institution, the institution may "withhold permission to register, to use facilities for which a fee is authorized to be charged, to receive services, materials, food or merchandise or any combination of the above from any person owing a debt" until the debt is paid (see Title 5, California Code of Regulations, Sections 42380 and 42381).

Prospective students who register for courses offered by the University are obligated for the payment of fees associated with registration for those courses. Failure to cancel registration in any course for an academic term prior to the first day of the academic term gives rise to an obligation to pay student fees including any tuition for the reservation of space in the course.

The institution may withhold permission to register or to receive official transcripts of grades or other services offered by the institution from anyone owing fees or another debt to the institution. The institution may also report the debt to a credit bureau, offset the amount due against any future state tax refunds due the student, refer the debt to an outside collection agency and/or charge the student actual and reasonable collection costs, including reasonable attorney fees if litigation is necessary, in collecting any amount not paid when due.

If a person believes he or she does not owe all or part of an asserted unpaid obligation, that person may contact the campus cashier's office. The cashiers office, or another office on campus to which the cashiers office may refer the person, will review all pertinent information provided by the person and available to the campus and will advise the person of its conclusions.

Credit Cards

Credit cards may be used for payment of student fees on-line at **CASHNet**.

Categories of Enrollment

Credit by Examination

Credit by examination is restricted to undergraduate and graduate courses listed in this catalog. It is without unit limit, but does not count as residence credit. Such credit is not treated as part of the student's workload during a regular quarter and therefore does not require approval for excess study load. Grades received by examination are recorded as

final grades on the permanent academic record and are designated as earned through credit by examination.

Credit earned by examination at another accredited institution is accepted upon transfer, if the units have been accepted by the previous institution as equivalent to specific courses and are not in violation of any other regulations.

Open University

Enrollment through Open University, administered by the College of Professional and Global Education, permits nonmatriculated students to enroll in certain University classes on a space available basis; however, matriculated students in the University who are in continuing status (i.e., students who have registered for at least one of the previous two semesters) may not enroll in degree credit-granting classes offered under state support and made available to students by the College of Professional and Global Education through Open University.

Withdrawals and Leaves

Withdrawal from Courses

The last day of the semester on which a student may, with the approval of the instructor, add classes is the same day of the third week as the day of the week on which classes began.

Students may withdraw without restriction or grading penalty up to and including the sixth day of instruction. For this purpose, Saturday is not counted as a day of instruction. Students whose class meets weekly and whose first class is not held due to a University holiday shall be given one day after the first class meeting to withdraw. For this purpose, Saturday is not counted as a day of instruction.

In such cases, no record of individual course withdrawal appears on the permanent academic record.

Drops between the seventh day of instruction, as excepted above, and the end of the eleventh week of the semester are permitted only for serious and compelling reasons. The student must obtain the signatures of the course instructor and the department/division chair or school director on a drop request form, which shall state the reasons for the withdrawal. Undergraduate students shall not be allowed to withdraw from more than a total of 18 semester units attempted at Cal State LA except as specified below.

When circumstances clearly beyond the student's control such serious illness, accidents, job transfer, or military deployment are documented and used as a basis for the approval of withdrawal from all classes during this drop period, the units dropped under these circumstances shall not count against the 18 semester-unit maximum. Such exceptions to

this policy may be granted only with the additional approval by the appropriate college dean.

After the seventh week, withdrawals shall not be permitted except in cases when circumstances are clearly beyond the student's control and the student is not eligible for an incomplete. Withdrawals of this nature shall normally require withdrawal from all courses. For those courses in which sufficient work has been completed to permit an evaluation to be made, a course grade and credit may be assigned at the discretion of the faculty. The student must obtain the signatures of the instructor, the department/division chair or school director, and college dean. The student's record will note the withdrawal from the course with a "W." Such withdrawals will not count against the maximum 18 semester units.

There may arise circumstances where the department/division chair or school director may drop a student without first obtaining the instructor's signature, including when the student and the chair and/or director have been unable to contact the instructor after reasonable good faith effort. In these cases, the chair or director will notify the instructor of the action and its justification.

Cancellation of Registration or Withdrawal from the Institution

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term *are required* to follow the university's official withdrawal procedures. Failure to follow formal university procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on canceling registration and withdrawal procedures is available at Administration 146 or by writing a personal request to the Office of Enrollment Services.

Students who receive financial aid funds *must consult* with a financial aid officer prior to withdrawing from the university regarding any required return or repayment of grant or loan assistance received for that academic term or payment period. Students who have received financial aid and withdraw from the institution during the academic term or payment period may need to return or repay some or all of the funds received, which may result in a debt owed to the institution.

Credit Hour

As of July 1, 2011 federal law (Title 34, Code of Federal Regulations, sections 600.2 and 600.4) requires all accredited institutions to comply with the federal definition of the credit hour. For all CSU degree programs and courses bearing academic credit, the "credit hour" is defined as "the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours."

A credit hour is assumed to be a 50-minute period. In courses in which "seat time" does not apply, a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement.

Leaves of Absence

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. Petition forms are available at Administration 409.

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 2 semesters of leave of absence, subject to renewal for one additional year; an application must be filed to be considered for a renewal. Continuing students' allowed absence of 1 semester is included in these maximums. Summer and winter terms are not included in these totals. Graduate students who have advanced to candidacy must maintain continuous enrollment.

Students must obtain appropriate approvals and submit Leave of Absence form to the Records Office (ADM 409) at least one day prior to the start of instruction for the term your leave of absence will begin. Approval entitles students to continuing status for registration purposes if they return no later than the semester 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.

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

Transcript of Academic Record

A transcript of Cal State LA course work is issued upon request by the student. For the three options for ordering an official transcript and the accompanying charges, see **Records & Enrollment**.

Copies normally are mailed one week after receipt of request. However, requests that specify inclusion of grades just earned or verification of a degree just awarded cannot be filled until two to three weeks after the end of the semester.

Grading System

Graduate and Postbaccalaureate Grades

TRADITIONAL **A, A–, B+, B, B–, C+, C, C– , D+, D, D–, F.**	Letters A, A–, B+, B, B–, C+, and C indicate passing grades; letters C–, D+, D, D–, and F indicate failure.
NONTRADITIONAL **CR/NC**	CR, indicating passed with credit, is given for work taken by graduate and postbaccalaureate students, including 4000-level courses, that is equivalent to B or better. NC, indicating no credit, is given for work equivalent to B–, C+, C, C–, D+, D, D–, or F, for postbaccalaureate and graduate students A course in which a postbaccalaureate or graduate student earns a grade below B- must be repeated; grades from both the original course and the repeated course are used in computing the grade point average.
Note: Graduate students are required to maintain a GPA of 3.0 to remain in good standing. Thus, grades of B– or lower will accrue deficiency points because they are below a 3.0 GPA. Grades of C– and below are failing grades for a graduate student, and no credit is given. Students who accrue deficiency points with grades of B– and below, including failing grades, will be required to compensate for those deficiencies by attaining grades higher than B in a comparable number of units. Courses with failing grades of C– and below must be repeated for credit; courses with grades of B–, C+, and C receive credit and may not be repeated.	

Definitions of Administrative Grading Symbols

Marks other than letter grades used to indicate status in courses undertaken have the following meanings:

CR is used to denote "**passed with credit**" when no traditional letter grade is given, is assigned to undergraduate grades of C (grade point 2.0 or higher) or better and to graduate grades of B (grade point 3.0 or higher) or better. CR grades are not included in the calculation of the grade point average.

NC is used to denote "**no credit**" when no traditional letter grade is given, is assigned to undergraduate grades lower than C (grade point lower than 2.0) and to graduate grades lower than B (grade point lower than 3.0). NC grades are not included in the calculation of the grade point average.

RP (Report in Progress) is used for thesis, project, dissertation, and similar approved courses in which assigned work frequently extends beyond one academic term-and may include enrollment in more than one term. The RP indicates that the student's performance has been evaluated and found to be satisfactory but that further work must be completed before a final grade (or grades) can properly be assigned for any part of the course. Enrollment for more units of credit than the total number of units that can be applied toward the fulfillment of the student's educational objective is prohibited. The RP symbol shall be replaced with the appropriate final grade within one year of its assignment except for courses associated with the master's degree thesis (courses numbered 5970, 5980, 5990, and 9000) and with the doctoral dissertation (courses numbered 6980 and 6990) in which case the time limit shall be five years. An RP does not add earned units and does not affect grade point average calculations.

An RP that has not been replaced by a final grade within the prescribed time limit for the course shall be changed to NC. Extensions of time to remove RP grades may be granted by the Curriculum Subcommittee (for undergraduate courses) or the appropriate College Graduate Dean (for graduate courses) for contingencies such as-but not limited to-military service and health problems of an incapacitating nature verified by a physician's statement.

W (Withdrawal) indicates that a student was permitted to drop a course after the "no-record drop" deadline with the approval of the instructor and the department/division/school chair or director. The W carries no connotation of quality of student performance and is not used in calculating grade point averages.

RD (Report Delayed) this symbol is used exclusively by the Registrar when a delay in the reporting of a grade is caused by circumstances that are **beyond the student's control**. The symbol does not imply any academic evaluation. Any "RD" grade must be cleared before the degree can be awarded. Once the degree has been posted, no grade changes can be made to the record.

I (Incomplete) is an interim grade designed for students who are passing but who through extenuating circumstances have not been able to complete a portion of the work required for the course. An Incomplete grade shall be assigned at the discretion of the faculty member only when the faculty member concludes that a clearly identifiable portion of course requirements cannot be met within the academic term for unforeseen reasons. An Incomplete shall not be assigned when it is necessary for the student to attend a major

portion of the class when it is next offered. An Incomplete is also prohibited where the normal practice requires extension of course requirements beyond the close of the term, e.g., thesis or project type courses. In such cases, the use of the "RP" symbol is required.

A student may not re-enroll in a course for which he or she has received an "I" until that "I" has been converted to a grade other than "I"; e.g., A-F, IC.

It is the responsibility of the student to request a grade of Incomplete from the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the Incomplete.

The conditions for removal of the Incomplete including due date shall be specified in writing by the instructor and given to the student with a copy placed on file with the appropriate campus officer until the Incomplete is removed or the time limit for removal has passed. This "Incomplete Grade Agreement" must specify the outstanding course requirements and the final grade to be given based on the evaluation of the outstanding work. This time limitation applies whether or not the student maintains continuous attendance.

An Incomplete grade may be removed by completing the outstanding work by the date specified on the Incomplete Grade Agreement which shall be within one calendar year after the end of the quarter in which the Incomplete grade was assigned. An Incomplete that is made up within the time period allowed will be replaced on the student's permanent academic record by the letter grade earned followed by an indication that the original grade was an Incomplete and the date that the Incomplete was removed.

Where department policy requires assignment of final grades on the basis of multiple demonstrations of competency by the student, it may be appropriate for a faculty member to submit a letter grade to be assigned in the event the Incomplete is not made up within one year. If the Incomplete is not converted to a credit-bearing grade within the prescribed time limit, or any extension thereof, it shall be counted as a failing grade in calculating grade point average and progress points unless the faculty member has assigned another grade in accordance with campus policy. An Incomplete shall be converted to the appropriate grade or symbol within one year following the end of the term during which it was assigned. However an extension of the one-year time limit may be granted by petition for contingencies such as intervening military service or serious health or personal problems. Any petition for extension of time to remove an Incomplete must be filed within one calendar year immediately after the end of the term in which it was assigned. A petition must include documentation establishing the reasons the course could not be completed prior to the expiration of the initial one year period. Petitions must be signed by the course instructor with an indication whether the instructor recommends the petition be approved or denied. The final decision regarding extension of Incomplete grades rests with the Deans of Graduate or Undergraduate Studies, as appropriate.

An Incomplete that is not removed within the time period allowed will appear on the student's permanent academic record as an "Incomplete Charged" (see next).

IC (Incomplete Charged) indicates that an Incomplete has not been removed within the time period allowed and the grade for that course will appear on the student's permanent academic record as an "Incomplete Charged" and will be counted as an F in grade point average calculations, unless the student was enrolled on a credit/no credit basis, in which case the default grade will be a grade of No Credit (NC). An Incomplete that is not removed before the degree is awarded will be charged as an F in the grade point average calculations. Upon expiration of an Incomplete grade, unless the instructor has submitted a letter grade to be assigned upon expiration of the Incomplete, the student's permanent academic record will be modified to reflect the number of units attempted and zero units earned.

WU (Unauthorized Withdrawal) indicates that an enrolled student did not withdraw from the course but failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average this symbol is equivalent to an F.

Nontraditional Grading Options

Undergraduates may choose to receive grades on a nontraditional basis, either *A, B, C, NC,* or *CR/NC*, under specified conditions. Some courses are graded only nontraditionally, as shown in course descriptions. In addition, students in good standing who have completed at least 9 semester units at Cal State LA and students admitted with upper division standing may elect to have some courses graded on either the traditional or the nontraditional basis. *CR* and *NC* grades are not included in grade point average computations.

CR/NC Option. Courses for which a student may not elect to be graded on a CR/NC basis are those courses required in the student's major, minor, or credential program and other courses selected to meet general education requirements. A maximum of 30 semester units may be graded CR/NC, whether elected or designated. A maximum of 6 semester units elected CR/NC may be taken in any single semester.

A, B, C/NC Option. Courses for which a student may not elect to be graded *A, B, C/NC* are those required in the student's major, minor, or credential program; however, any general education or elective course may be taken with *A, B, C/NC* grading. A maximum of 30 semester units within the total degree program may be graded *A, B, C, NC,* whether elected or designated.

Students may elect to register for a course with a nontraditional grading option up to the last date in the semester to add classes. **The decision to elect an option is irrevocable**. Academic standards are identical for all students who are enrolled in a course, irrespective of the grading option. Instructors are not notified that students have elected nontraditional grading options in their courses; traditional grades are reported and are converted as needed to CR or NC by the Registrar.

Scholastic Status of Graduate and Postbaccalaureate Students

Grades Required for Credit

Graduate students are advised that they receive no credit for any course in which they do not earn a grade of C or higher. Grades of C- and below are considered failing grades in all graduate programs.

Grade Point Requirements

Graduate students are expected to maintain a B (3.0) average in all courses attempted at Cal State LA and any other college or university attended and to make satisfactory progress toward their academic objectives. Students who receive financial aid should inform themselves of additional criteria defining satisfactory progress by consulting the Center for Student Financial Aid.

Postbaccalaureate students are expected to maintain a 2.5 average in all courses attempted at Cal State LA and any other college or university attended and to make satisfactory progress toward their academic objectives.

Grade Point Average

The grade point average (GPA) is computed by dividing the total number of grade points earned by the total number of units taken for GPA. Grade points are assigned for each unit of course work undertaken, as indicated in the Explanation of Grades table below.

Thus, students who earn a grade of C in a 3-unit course have 3 grade points fewer than the number they would have earned with a grade of B and are, therefore, deficient 3 grade points from a B average (-3 grade points). Students who earn an A grade in a 3-unit course have 3 grade points more than they would have earned with a B grade (+3 grade points). The overall grade point deficiency or surplus can be computed by assigning the number of plus or minus grade points for each unit attempted and adding algebraically. CR and NC grades are not included in grade point average computations.

Grade Symbol	Explanation	Grade Points Earned
A	Superior	4.0 per unit value of course
A-	Very Good	3.7 per unit value of course
B+	Better Than Average	3.3 per unit value of course
B	Satisfactory/Average	3.0 per unit value of course
B-	Unsatisfactory	2.7 per unit value of course
C+	Unsatisfactory	2.3 per unit value of course
C	Unsatisfactory	2.0 per unit value of course
C-	Failing	1.7 per unit value of course
D+	Failing	1.3 per unit value of course
D	Failing	1.0 per unit value of course
D-	Failing	0.7 per unit value of course
F	Failing	0.0 per unit value of course

Academic Probation for Postbaccalaureate and Graduate Students

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

- 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 LA, whether or not the course work is taken at Cal State LA.

Administrative-Academic Probation

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

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

Disqualification Regulations for Postbaccalaureate and Graduate Students

Postbaccalaureate and graduate students who are on academic probation and who do not meet the requirements of their probation are subject to disqualification in accordance with the following guidelines:

- Classified and conditionally classified graduate students who are on academic probation are subject to disqualification from pursuing the master's degree program in which they were classified if after being placed on scholastic probation they do not raise their average to B (3.0) after completion of 12 semester units or two semesters 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 LA. IF they do not raise their average to 2.5 after completion of 12 semester units or two semesters in residence, whichever comes later.
- All units earned in the semester in which the twelfth unit is completed will be used in computing the grade point average.

- Students disqualified for scholarship deficiency may not enroll in any regular semester at Cal State LA 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. These are outlined in the Procedures and Regulations section near the front of this catalog.

The Office of the Chancellor has made provision whereby postbaccalaureate and graduate students who are on academic-administrative probation may be disqualified for any of the following reasons:

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

- Students become subject to academic probation while on administrative-academic probation.

- Students become subject to a new administrative-academic probation period for the same or similar reasons of a previous probationary period, although not currently in such status.

Student Conduct: Rights and Responsibilities

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 to contribute positively to student and university life.

Student behavior that is not consistent with the Student Conduct Code (Subsection 41301 of Title 5, *California Code of Regulations*) is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences. Reports of student misconduct should be directed to the Judicial Affairs Officer in the Student Affairs Building, Room 117. Please refer to Appendix E in the University Catalog for a detailed list of the grounds upon which student discipline can be based. Copies of the Student Conduct Code (aka Standards for Student Conduct) and the Student Conduct Procedures (CSU Executive Order 1043), which govern enforcement of

these regulations, are also available in the Student Affairs Building, Room 115A or online at the **Student Conduct Office** website.

Academic Honesty

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 one foundation for a society based on trust and honesty. Therefore, the University takes seriously its responsibility for academic honesty.

The following are included as violations of the Academic Honesty Policy (See Appendix D in the University Catalog):

- **Cheating**-the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means.
- **Plagiarism**-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.
- **Misrepresentation**-Knowingly furnishing false academic information to a University official, faculty member, or campus office.
- **Collusion**-Any student who intentionally helps another student perform any of the above acts of cheating, plagiarism or misrepresentation.

Academic Consequences

Faculty have the right to establish the standards by which the academic performance of students will be evaluated, including the consequences of students not meeting some portion or all of the academic requirements of a course through acts of cheating, plagiarism, misrepresentation or collusion. These consequences may include but are not limited to assigning a lowered grade, zero or "F" on an individual assignment, or lowering the student's grade or assigning an "F" in the course. Faculty may alternatively permit the student to repeat an assignment/test or complete and submit additional assignments.

Administrative Sanctions

Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage also violate the Student Conduct Code (Subsection 41301 of *Title 5, California Code of Regulations*). To that end, violations of the Academic Honesty Policy should also be reported to the Judicial Affairs Officer. The University can impose administrative sanctions in addition to academic consequences. As stipulated in Executive

Order 1043, Student Conduct Procedures, among other places, cheating, plagiarism, misrepresentation or collusion, in connection with an academic program or campus may warrant, but is not necessarily limited to Disciplinary Probation, Suspension or Expulsion. Repeat offenders will receive particular consideration for administrative sanctions. Please note that a record of all disciplinary charges, including cheating and plagiarism, will be maintained in the Judicial Affairs Office for a minimum of five years. Disciplinary files are separate from academic files and subject to disclosure to third parties by prior written consent of the student, or a court ordered subpoena.

Reporting Procedures

When satisfied that a reasonable evidentiary standard has been met and as soon as possible after discovering the alleged violation, the faculty member should arrange an office conference in order to inform the student of the allegations and the intended academic consequences of the violations. At the conference, the student should be informed of the supporting evidence, the intended consequences and the Academic Honesty Policy.

In the event that the student disputes the findings of academic dishonesty, he or she shall be given the opportunity to respond (orally or in writing). The faculty member must consider any information or evidence that the student presents during or after the conference, and determine whether or not such information or evidence mitigates or refutes the charge of academic dishonesty. In every case, the student shall have 10 days beyond the date of the conference to respond to the allegations, before a report is made to the University Judicial Affairs Office (as outlined in section III-3 of the Academic Honesty Policy).

Appeal Procedures

At the conference, the student should also be informed of the University's Grade Appeals/Academic Grievance Policy. Under that policy, the student may appeal the determination that he or she has committed academic dishonesty, the academic consequences stemming from such a determination or the administrative sanctions.

Please refer to the Academic Honesty Policy and the Grade Appeals/Academic Grievance Policy for complete procedures and details. Copies of these policies are available in the Student Affairs Building, Room 115A or online at the **Student Conduct Office** website.

Grade Appeals/Academic Grievances

Students wishing to appeal a course grade or other academic decision should refer to the Grade Appeals/Academic Grievance Policy. The purpose of this policy is to establish fair and equitable means by which matriculated students may appeal assigned course grades and other academic decisions. Non-Academic grievances filed by matriculated students should follow the procedures outlined in the Student Grievance Procedures.
Please refer to the Grade Appeals/Academic Grievances Policy for complete procedures

and details. Copies of this policy are available in Student Affairs, Room 115A or online at the **Student Conduct Office** website.

Non-Academic Student Grievances

A grievance is a formal complaint by a student arising from an 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. Student Grievance Procedures have been established to provide safeguards that protect the rights of all concerned parties and insure that grievances are handled fairly. These procedures are one channel for solving problems; however, they should not take the place of negotiating in good faith or open, honest communication.
To that end, students are expected to attempt to resolve the dispute informally before filing a formal grievance. The procedures and timelines for informal resolution are outlined in the Student Grievance Procedures. In the event that they are not able to resolve the matter informally, students may file a formal grievance to be considered by the University Student Grievance Committee (USGC). The formal grievance should be submitted to the Judicial Affairs Officer, located in the Student Affairs Building, Room 117.

Please refer to Appendix I in the University Catalog for a copy of the official Student Grievance Procedures. Copies of this policy are also available in Student Affairs, Room 115A or online at the **Student Conduct Office** website.

Student Rights and Responsibilities

The Statement of Student Rights and Responsibilities enumerates the rights guaranteed to, and the responsibilities of, all Cal State LA students. These include, but are not limited to Academic Advisement, Freedom of Expression, Academic Evaluation, Instructional Practice, Writing and Plagiarism, Access to Official Records and Information, Freedom of Information, Freedom of Access to Higher Education and Freedom of Association.
Please refer to Appendix J in the University Catalog for a copy of the official Statement of Student Rights and Responsibilities. Copies of this document are also available in the Student Affairs Building, Room 115A or online at the **Student Conduct Office** website.

Policy on the Prohibition of Sexual Harassment

California State University, Los Angeles, will take action to prevent and eliminate sexual harassment, as mandated by Chancellor's Executive Order No. 927.

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 that 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., employees, students, or applicants. 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 the Office for Equity and Diversity. 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: Office for Human Resources Management, Office for Equity and Diversity; Office of the Vice President for Student Affairs; University Counseling Center; and Women's Resource Center.

For questions about sexual harassment, please contact the Office for Equity and Diversity, Administration 606, (323) 343- 3040.

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

SEXUAL HARASSMENT COMPLAINT:

If you feel you have experienced sexual harassment, please make your concern known. You may file a complaint with the Office for Equity and Diversity located in Administration 606 or contact the Office at (323) 343–3040. All complaints of alleged sexual harassment are investigated according to guidelines established in Executive Order 1045, see OLD-Appendix L—CSU Systemwide Discrimination Policy for detailed information.

Your concerns will be investigated promptly, thoroughly, and objectively. If corrective action is appropriate, it will be taken. No action will be taken against you for filing your complaint, so long as you believe the complaint to be valid.

Campus Nonviolence Policy

California State University, Los Angeles is committed to creating and maintaining a working, learning, and social environment for all members of the University community that is free from violence.

Civility, understanding, and mutual respect toward all members of the University community are intrinsic to excellence in teaching and learning, to the existence of a safe and healthful workplace, and to maintenance of a campus culture and environment that serves the needs of its many constituencies. Threats of violence or acts of violence not only impact the individuals concerned, but also the mission of the University to foster higher education through open dialogue and the free exchange of ideas. The University prohibits and will take decisive action to eliminate verbal harassment, violent acts, threats of violence, or any other behavior that by intent, action, or outcome harms another person. Such conduct is subject to disciplinary action up to and including dismissal from employment, expulsion from the University, or civil or criminal prosecution as appropriate.

The University has no tolerance for violence against and by members of the University community. To fulfill this policy, the University will work to prevent violence from occurring and will ensure that federal and state laws, as well as University regulations prohibiting violence, are fully enforced. In determining whether conduct constitutes a credible threat or act of violence, the circumstances surrounding the conduct will be considered.

Established University faculty, staff, and student and Department of Public Safety procedures will serve as mechanisms for resolving situations of violence or threats of violence. Each allegation of violence or threat of violence will be taken seriously. Individuals are encouraged to report acts of violence, threats of violence, or any other behavior that by intent, act or outcome harms another person.

(Approved by the Cal State LA Academic Senate and President James M. Rosser, Summer 1996.)

Compliance with Americans with Disabilities Act (ADA)

California State University, Los Angeles, does not permit discrimination on the basis of disability in admission to, access to, or operation of its instruction, programs, services, or activities, or in its hiring and employment practices. Also, the University does not permit harassment based on a protected disability. In addition, the University does not permit discrimination or harassment based on an applicant's, employee's, or student's relationship with or association with anyone with a known protected disability.

Upon request, the University will consider reasonable accommodation(s) when needed to facilitate the participation of persons with protected disabilities. Reasonable accommodations will be considered to permit individuals with protected disabilities to: (a) complete the admission/ employment process; (b) perform essential job functions; (c)

participate in instruction, programs, services or activities; and, (d) enjoy other benefits and privileges of similarly-situated individuals without disabilities.

Questions, concerns, complaints and requests for reasonable accommodation or additional information may be forwarded to the Office for Equity and Diversity, the campus office assigned responsibility for compliance with the ADA. The **Office for Equity, Diversity, and Inclusion** is located in Administration 606 and is open Monday through Friday, 8:00 a.m. to 5:00 p.m., (323) 343-3040, or TDD: (323) 343-3670.

Familiarity with the institution's rules and regulations published in this catalog shall be the responsibility of each student and faculty member, and of those administrators concerned with academic matters.

Reasonable Academic Program Accommodations for Students with Disabilities & Guidance and Recommendations for Faculty and Staff Regarding Service Animals

Under Title II of the Americans with Disabilities Act (ADA) of 1990, as amended, and Sections 504 & 508 of the Rehabilitation Act of 1973, as amended, and Executive Order 926, California State University, Los Angeles, has the legal responsibility to provide reasonable academic adjustments and/or auxiliary aids to students with disabilities.

The University will provide reasonable academic adjustments and auxiliary aids to accommodate students with disabilities when appropriate. The process is outlined in the enclosed ***Procedure for Reasonable Academic Program Accommodations.*** The process calls for consultation between the student, OSD, program faculty, and University administrators in the approval and implementation of accommodations. While the development of the accommodation(s) is collaborative, the University emphasizes that an OSD-approved academic adjustment or auxiliary aid cannot be unilaterally denied to a student. For additional details please visit the "**Procedures for Requesting Services**" page of the Office for Students with Disabilities website.

The enclosed ***Guidance and Recommendations for Faculty and Staff Regarding Service Animals*** delineates the requirements for service animals and the utilization of assistance animals. In addition, there are helpful suggestions and resources for addressing concerns that may arise regarding the use of service animals in the classroom and other instructional settings.

Questions about the ADA, Sections 504 & 508, academic program adjustment procedures or the use of service animals should be directed to OSD (323)343-3140.

ADA Complaint

If you feel you have experienced discrimination or harassment due to your protected disability in connection with your association with the University, please make your

concerns known. You may file a complaint with the Office for Equity and Diversity, located in Administration 606. All complaints of discrimination based on a student's disability status, including denial of reasonable accommodation are investigated under the guidelines of Executive Order 1045, see OLD-Appendix L—CSU Systemwide Discrimination Policy for detailed information.

Your concerns will be treated carefully, and investigated promptly, thoroughly, and objectively. If corrective action is appropriate, it will be taken. No action will be taken against you for filing your complaint, so long as you believe the complaint to be valid.

Nondiscrimination Statement

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, religious creed, national origin, sex, ancestry, physical disability (including HIV and AIDS), mental disability, medical condition, pregnancy, age (over 40), marital status; political affiliation, sexual orientation, disabled veteran's status, recently separated veteran, armed forces services medal veteran and other protected veteran, or any other classification that precludes a person from consideration as an individual. Further, the University's commitment requires that no retaliation shall occur because an individual filed a complaint of discrimination or in some other way opposed discriminatory practices, or participated in an investigation related to such a complaint. This policy is in accord with Title VII of the Civil Rights Act of 1964, as amended, 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, the Vietnam Era Veterans' Readjustment Act of 1974, and related administrative regulations and executive orders. Inquiries concerning the application of Title IX, Sections 503 and 504, and other nondiscrimination laws may be referred to the Office for Equity and Diversity (Telephone: [323] 343–3040), the campus office assigned the administrative responsibility of reviewing such matters. Title IX inquiries may also be directed to the Regional Director of the Office for Civil Rights, Region IX, Old Federal Building, 50 United Nations Plaza, Room 239, San Francisco, CA 94102.

Discrimination Complaint

If you feel you have experienced discrimination or harassment due to race, color, religion, national origin, sex, sexual orientation, gender identification, marital status, pregnancy, age, disability, or veteran status in connection with your association with the University, please make your concerns known. You may file a complaint with the Office for Equity and Diversity, located in Administration 606. All complaints of discrimination, harassment and retaliation are investigated under the guidelines of Executive Order 1045, see OLD-Appendix L—CSU Systemwide Discrimination Policy for detailed information.

Your concerns will be treated carefully and be investigated promptly, thoroughly, and objectively. If corrective action is appropriate, it will be taken. No action will be taken against you for filing your complaint, so long as you believe the complaint to be valid.

Consensual Sexual Relations between Faculty and Students*

(Senate: 7/29/97; President: 12/4/97)

"Sexual relations between students and faculty members with whom they also have an academic or evaluative relationship are fraught with the potential for exploitation. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluative role, make voluntary consent by the student suspect. Even when both parties initially have consented, the development of a sexual relationship renders both the faculty member and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty members and students."

"In their relationships with students, members of the faculty are expected to be aware of their professional responsibilities and avoid apparent or actual conflict of interest, favoritism, or bias."

It is unprofessional conduct for a faculty member to engage in any sexual relationship with a student while he or she is enrolled in that faculty member's class, or if a faculty member is acting in any other capacity that may directly affect the student's academic career.

Failure to follow these standards will be grounds for investigation for disciplinary action.

> ** The language in quotation marks is the statement that was adopted by the 81st annual meeting of A.A.U.P.*

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 either the Institutional Review Board for research involving human subjects or the Institutional Animal Care and Use Committee for research involving animals must be obtained. The committees meet at regularly scheduled times and it is crucial to give notice of the impending research or course use as far in advance as possible.

For further information, please contact the Office of Research and Development (323) 343–3978 or visit its website.

Immigration Requirements for Licensure

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193), also known as the Welfare Reform Act, includes provisions to eliminate eligibility for federal and state public benefits for certain categories of lawful immigrants as well as benefits for all undocumented immigrants.

Students who will require a professional or commercial license provided by a local, state, or federal government agency in order to engage in an occupation for which the CSU may be training them must meet the immigration requirements of the new Personal Responsibility and Work Opportunity Reconciliation Act to achieve licensure. Information concerning the regulation is available from the International Office (323) 343–3170.

ADDITIONAL GRADUATE AND POSTBACCALAUREATE STUDENT INFORMATION

*This section is adapted from the **Additional Graduate and Postbaccalaureate Student Information** page of the University Catalog.*

Use of Social Security Number

Applicants are required to include their Social Security account number in designated places on CSU applications for admission pursuant to the authority contained in Title 5, *California Code of Regulations*, Section 41201. The Social Security account number is used as a means of identifying records pertaining to the student, as well as identifying the student for purposes of financial aid eligibility and disbursement and the repayment of financial aid and other debts payable to the institution. Effective Summer Quarter 2003 California State University, Los Angeles will randomly assign a nine-digit Campus Identification Number (CIN) to all students in the University. The Campus Identification Number (CIN) is used as the official means of student identification.

Full-Time Unit Load for Graduate Students

For full-time enrollment certification by the University, graduate students must carry a unit load of 8 units of approved prerequisite, corequisite, or graduate program courses. Graduate courses in the 5000 and 6000 number sequences are no longer weighted (x 1.5) when calculating enrollment status (e.g. full-time, half-time, etc.). Upon recommendation of their major department/division/school and approval by their appropriate college dean, students who are enrolled in any of the following department/division/school courses may be certified as full-time students with fewer than 8 units: 5960, 5970, 5990, 5995, 6990, (as of Fall 2017, 5980 and 9000 may no longer be certified as full-time with fewer than 8 units). The maximum unit load for students working towards a graduate degree is 16 units per semester. Authorization to enroll in more than 16 units requires a petition approved by the student's major department/division chair or school director and the appropriate college dean.

The U.S. Immigration and Naturalization Service (INS) requires an F-1 international (visa) graduate student to carry a minimum study load of 6 semester units of 5000-level courses or 8 semesters of 4000-level courses. International students must comply with all University and INS regulations.

Credit by Examination

Graduate students who are in good standing and are enrolled in one or more residence courses may request permission to receive credit for courses by examination. Graduate credit by examination is restricted to eligible 4000- and 5000-level courses listed in this catalog. It is without unit limit, but does not count as residence credit. Total credit earned for courses and examinations taken in Special Sessions may not exceed the limit established for Special Session study. See **University Requirements for Master's Degrees**.

Prior to taking the examination, students must obtain concurrent approval of the chair of the department/division/school concerned, and the instructor for the course. Forms for approval may be obtained from department/division/school offices. One copy of the approval to take the examination must be filed with Enrollment Services, Admin. 409, before the eighth week of the semester in which the examination is taken.

Foreign Language Proficiency Examinations

Modern Language Reading Examination

The Modern Language Reading Examination is included in Modern Language course listings as Modern Language (ML) 4010. Graduate students whose programs require that they pass the examination must obtain permission from the Department of Modern Languages and Literatures and pay an examination fee when they register for the examination. The fee must be paid each semester the examination is attempted. No other registration fees are required when the student registers only for the Modern Language Reading Examination, and students are not entitled to the same privileges and services as students enrolled in regular classes. Modern Language Reading Examination results are posted on students' academic record and appear on official transcripts. This exam is not given during the summer term.

If the Modern Language Reading examination is not offered in current or future terms, students should consult with the faculty graduate advisor in their department to learn how to otherwise meet the corresponding requirement.

International Programs

Graduate students may be eligible for study abroad under The California State University International Programs. Information about cooperating universities abroad, eligibility requirements, and application procedures appears under International Programs in the opening chapter of this catalog.

Scholarships

There are over 300 scholarships available to students who are currently attending Cal State LA. Available scholarships have a wide variety of criteria, and many are for undergraduate, graduate and certificate students enrolled with the University. Scholarships are based on such criteria as academic major, academic achievement, campus and/or community participation, financial need, or a variety of other purposes. Some scholarships will provide funding for student fees; others will support the cost of books, transportation and living expenses. Students who wish to be considered for all institutional scholarships for which they are qualified should consult the information on the "**Scholarships**" page of the Center for Student Financial Aid & Scholarships website.

Computing Facilities

Cal State LA provides the latest information technology resources to students, faculty and staff. Students have access to 217 electronic classrooms with networked computers, five student Open Access Labs, three training labs and many other "smart" rooms. Students also have access to a variety of state-of-the-art, campus-provided computers with more than 200 software packages, applications and plug-ins, including the latest web browsers. The campus wide wireless network (802.11a/b/g/n) provides anytime network access to University and Internet resources for laptops, iPads, smart phones and other electronic devices. Access is available inside all classroom buildings and from all outside areas where seating is available.

MyCalStateLA Identity is an online self-service offering many features designed to improve service and accessibility to information. This self-service automatically creates new network/e-mail accounts, issues new accounts and passwords online, resets passwords online and reduces the sign-on to GET, GETLA and other campus systems. MyCalStateLA Portal recognizes each user's MyCalStateLA Identity and opens access to e-mail, WebCT, Moodle, electronic Library resources, systems and targeted announcements based on the user's University role. MyCalStateLA Community enables faculty, administrators and campus group leaders to create their own communities of interest to share ideas and information.

The walk-up ITS Help Desk is available five days a week to assist students, faculty and staff with computer and network related problems: phone support is available after hours.

Open Access Labs (OAL)

Open Access Labs are available to students during daytime, evening and weekend hours. The labs are staffed by qualified student technology assistants who answer questions and provide assistance. The five OALs provide student access to a variety of services including: use of Windows and MAC computers; printing; informal lounge environment with wireless access. In addition, three of the labs also have smart rooms, which have the same equipment as the electronic classrooms, allowing students to practice their presentations.

There are also group study rooms in these three labs that allow students to work on collaborative projects within the lab setting.

Further information about the Open Access Labs can be obtained by visiting the **OAL** website.

ITS Training Services

ITS Training Program provides access to on-demand learning resources which deliver technology training to the Cal State LA community when and where they need it. ITS Training Program provides in-person training and step-by-step handouts on the use of computing systems, software and services provided by Information Technology Services (ITS). More information on training and workshops is available at "**ITS Training Program**" page of the ITS website.

ITS Help Desk

ITS Help Desk provides the campus community with friendly one-on-one technical assistance including support of campus e-mail, wireless Internet access, telecommunications and more. Additional information, including hours of availability for both walk up and phone service are available at the "**ITS Help Desk**" page of the ITS website.