The College of Natural and Social Sciences' Graduate Handbook

for Faculty Advisors, Department Chairs,

Department Staff, and Graduate Students.

Please note that criteria and/or procedures in this handbook are subject to change. The criteria can be found in the University E-Catalog: https://ecatalog.calstatela.edu/

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INDEX:

Unit Requirement…….Page 4

Grade Point Average Requirement……...Page 4

Residence Requirement…….Page 4

Full-Time Unit Load for Graduate Students…….Page 4

Admissions into a Master's Program……Page 4

Special Action Admission……..Page 5

Qualifying Courses……..Page 5

Special Action Admission Requirements…….Page 5

Conditional Graduate Standing (G1)……..Page 6

Classification Graduate Standing (G2)..…….Page 6

Advancement to Candidacy (G3)…….Page 7

Course Substitutions……Page 7

Credit for Transfer Work ……..Page 8

Credit for Extension Courses…….Page 8

Transferring a Course from Cal State LA's Open University…….....Page 8

Credit by Examination……Page 9

Grade Point Average Requirement……..Page 9

Academic Probation for Postbaccalaureate and Graduate Students…….Page 9

Administrative-Academic Probation…….Page 9

Disqualification Regulations for Postbaccalaureate and Graduate Students……...Page 10

Program Change Limitation……..Page 11

Time Limitation (seven year rule)……..……....Page 11

Procedure for Time Limitations…….Page 11

Continuing Student Status and Leave of Absences…….Page 11

Adding a second Master Degree Program or Option……..……Page 12

GS-12 forms……..……Page 13

Enrolling in a Culminating Experience……..Page 13

Enrolling in UNIV 9000……Page 13

Policies on Change in Selection of Thesis or Comprehensive Exam Options..…….Page 13

Comprehensive Examination Taken "In Absentia"……..Page 14

Applying for Graduation……Page 14

Hiring Guidelines TAs and GAs……..Page 15

Graduate Resource Center……..Page 15

Link to the University Graduate Studies Handbook…….……Page 15

University Resources for Students……...……...Pages 15-19

Unit Requirement

Criteria from the Catalog
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

Criteria from the Catalog:
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

Criteria from the Catalog:
At least 21 semester units for the master's degree must be completed in residence at Cal State L.A.

Full-Time Unit Load for Graduate Students

Criteria from the Catalog:

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. Upon recommendation of a student's major department/division/school and approval by the appropriate college dean, a student enrolled in any of the following department/division/school courses may be certified as full-time with fewer than 8 units: 5960, 5970, 5990, 5995, 6990. 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 unit load criteria above are the same for international graduate students and for graduate students receiving financial aid.

Admissions into a Master's Program

The prospective student needs to apply to the University and the graduate program using the "Cal State Apply" online application. The prospective student should contact the department offering the master's degree program for more information about the application for the program. Both the department admission deadlines and "Cal State Apply" can be found at the admissions webpage: http://www.calstatela.edu/admissions

Special Action Admission Students:

Criteria from the catalog:

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.

Qualifying Courses

Criteria from the catalog:

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.

Special Action Admission Requirements:

1. **Applicants with GPAs below the required departmental admission GPA.**
   Student will need to be assigned a minimum of 9 units of qualifying courses. These courses may be used for the degree program, with department and college approval.

2. **Applicants who lack foundational coursework preparation for the degree.**
   - If the applicant is lacking coursework in lower division courses, it is recommended that they complete these courses before being admitted into the program (for example, completing these courses at a Community College or PAGE).
   - Applicants may be required to take up to 3 qualifying courses (maximum 10 units) after formal admissions into the program.

Procedure for Special Action Admission:

The Special Action Admission memo needs to be completed and approved the by Associate Dean of NSS and in some cases the Dean of Graduate Studies before the admission decision can be entered on GET for the applicant. The Admissions Committee will send a memo with the required material to the Associate Dean and cc Amy Miller. Upon college approval, the memo will then be forwarded to the Dean of Graduate Studies.

For applicants with undergraduate GPAs below 2.5, you will need to calculate their last 60 units to see if they meet the University requirements. Email the memo to nssgradstudies@calstatela.edu to request for special admission.

The memo must include the following information:

- Reason for the special action (i.e. GPA below department or UNIV requirements, lacking foundational coursework, degree from an unaccredited university, etc.). If the special action is for GPA, provide the applicant's GPA in the memo.
- Term and program degree the applicant is hoping to be admitted into.
- Answer to the question: "How will this student be successful in the program?" (see memo template).
- Specific plans to assist the student to be successful in your program.
- Exact qualifying courses the student needs to complete to be classified into your program. When will these qualifying courses be fulfilled (first or second semester after being admitted?). Will any of these qualifying courses be used for the degree program?

Conditional Graduate Standing (G1)

Procedure for conditional graduate standing:

All students admitted through Special Action Admission need to complete upper division qualifying courses. Once a student has completed their conditions for admissions, the faculty advisor needs to complete the GS-8 form and e-mail it to nssgradstudies@calstatela.edu .

Classification Graduate Standing (G2)

Criteria from the catalog

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 L.A. 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.

Procedure to classify a student:

Department advisor needs to email the completed GS-8 form to nssgradstudies@calstatela.edu

Advancement to Candidacy (G3)

Criteria from the catalog

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 in 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 (for international students who received degrees from institutions where the language of instruction was not in English)*
- *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 (i.e. 5990 in their discipline) or project units (i.e. 5995 in their discipline).

Procedure to advance a student to candidacy:

After the student has completed 12 units and GWAR (if applicable), complete the GS-10 form and send it to nssgradstudies@calstatela.edu. The GS-10 form must be submitted before students register for their 5960, 5990, or 5995 units. After the Associate Dean approves the GS-10 form, the Associate Dean's Assistant will email the form to the Records Office and cc the student, advisor, and Graduate Resource Center (GRC). Please note that once a student is advanced, they need to be continuously enrolled in classes. If the student cannot enroll in a semester, they will need to complete a Leave of Absence form.

Course Substitutions

Criteria from the catalog (see "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.*

Procedure for course substitutions:

A department faculty advisor can use the Advisor Request System (Request Type called **GS-5 GRAD Course Substitution)** on GET to request the course substitution. If the advisor has access to the authorized student exceptions page on GET, then they can add and delete courses themselves. The substitution needs to be entered on GET by the faculty advisor before the student earns a grade in the course they are trying to substitute. Any exceptions to the catalog requirement (i.e. course subs for 5960, 5970, 5950, 5990, 5995) need to be approved by the Associate Dean before the student is able to enrolls in the course.

Credit for Transfer Work

Criteria from the catalog

- *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 L.A. 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 L.A. 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.*

Procedure for transferring courses from other Universities:

The student will need to provide the faculty advisor with a course description of the course(s) they want to transfer to Cal State LA. The student should also submit unofficial transcripts to the advisor. Once the advisor determines the course(s) is transferrable, they need to use the Advisor Request System (Request Type called **GS-1A GRAD Transfer Eval**) on GET to enter the request for transfer.

Credit for Extension Courses

Criteria from the catalog (http://ecatalog.calstatela.edu/content.php?catoid=22&navoid=2140):
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.

Transferring a course from Cal State LA's Open University

If a student took a course through Cal State LA's Open University, the advisor needs to write a memo requesting that the student be allowed to move the Open University course from their Extended Education Career to their Graduate Career. If you know when the student received their undergraduate degree, please include that information on the memo to clarify that the course was not taken during the student's undergraduate degree. The memo needs to be sent to the NSS Associate Dean. Please email the memo to nssgradstudies@calstatela.edu .

Credit by Examination

The Credit by Examination form can be found at:
https://www.calstatela.edu/sites/default/files/groups/University%20Registrar/Docs/credit-by-exam.pdf

Please note that Credit by Examination courses count towards the 9 semester units (or 30% of program) of transferrable units that may be included on a master's degree study plan.

Grade Point Average Requirement

Criteria from the catalog

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.

Academic Probation for Postbaccalaureate and Graduate Students

Criteria from the catalog

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

- *Classified and conditionally classified graduate students are expected to maintain a B (3.0) grade point average in course work on their master's degree program and in all courses completed after admission to the program.*
- *Postbaccalaureate classified and postbaccalaureate unclassified students are expected to maintain a 2.5 grade point average in all course work taken after admission to Cal State L.A., whether or not the course work is taken at Cal State L.A.*

Administrative-Academic Probation

Criteria from the catalog

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.*

Procedure for Academic and/or Administrative Academic Probation:

If you have a graduate student with a program GPA below a 3.0, you need to e-mail nssgradstudies@calstatela.edu. When you e-mail, please provide the student's name and CIN. If you want to have a student placed on administrative probation, please provide NSS with a reason for the probation and the conditions the student would need to meet for the

removal of probation. It is the responsibility of the Dean's Office to place the student on probation.

Disqualification Regulations for Postbaccalaureate and Graduate Students

Criteria from the catalog

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 L.A. 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 twelth 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 L.A. without permission from the appropriate college graduate dean and may be denied admission to other educational programs operated or sponsored by the campus.*
- *Students who are enrolled in graduate degree programs, credential programs, and postbaccalaureate credit certificate programs are not eligible for Academic Renewal.*
- *Postbaccalaureate students who are pursuing a second or subsequent baccalaureate are subject to the same probation and disqualification standards as seniors. 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.*

Procedure for disqualification:

The NSS Dean's Office is responsible for sending the student a disqualification letter. The Dean's Office will also inform the University Registrar's Office. If a department knows of a student who is eligible for disqualification, they need to e-mail nssgradstudies@calstatela.edu the student's name and CIN.

Program Change Limitation

Criteria from the catalog:
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.

Time Limitation (seven-year rule)

Criteria from the catalog
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.

Procedures for Time Limitation:

If a course expires on a student's program, below are the student's options:
1) Retake the course that has expired
2) Enroll in another course (if approved by an advisor) and replace the expired course.
3) Enroll in a course through credit-by-exam.

Continuing Student Status and Leaves of Absence

Criteria from the catalog under "Registration"
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. Please see the Leaves of Absence form for additional instructions and information.

Please note: there is additional criteria for students who are Advanced to Candidacy (see below).

Procedure for continuing student status:

Conditionally classified and classified students must be enrolled in one of the two semesters during an academic year. For example, if a student registers for Fall semester 2021 they can take off the Spring semester 2022, and still be eligible to enroll for the next Fall semester 2022. However, if that student knows that they cannot register for next Fall semester, they will need to complete a leave of absence form.
Newly admitted graduate students are not eligible for a leave of absence the first semester of

attendance at Cal State LA. If they cannot attend the semester they are admitted, they will need to reapply for admissions into the program and university.

Advanced to Candidacy students MUST be enrolled every semester from the time they are advanced to candidacy until the time that they complete their degree. Please note that students cannot register for UNIV 9000 until after they register for all of their 5990 and 5970 units. If the student decides not to enroll in a semester, that student needs to complete a leave of absence before the deadline.

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

Criteria from the e-catalog:

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 L.A. 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 L.A. 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 L.A. may petition to apply for an identical degree at Cal State L.A. Students must provide extraordinary justification and receive approval of the department/division/school and college concerned before they may enter the program.

Procedure for adding a degree or option:

If a student would like to enroll in an additional Master's degree program, they will need to apply to the University through Cal State LA Apply. In addition, the student will need to complete the department admission application. The student cannot apply for two master programs for the same semester. Therefore, the student will need to apply for one program in Spring or Fall semester and the other program for the following Spring or Fall semester.

GS-12 forms

Criteria and procedure

Departments are no longer required to submit the GS-12 form and abstract to the NSS Dean's Office. Departments can use the GS-12 form for their own internal purposes if they choose to use the form.

Enrolling in a culminating experience

All students enrolling in comprehensive examination, project, portfolio, or thesis must have a 3.0 GPA in their program and be Advanced to Candidacy. Students must also adhere to any additional department, college, or university requirements. Departments are responsible for ensuring that students registering in a culminating experience meet all requirements. If a student enrolls in a culminating experience that they are not eligible for, that student may be dropped from their culminating experience. If a student enrolls in the comprehensive exam and fails it for the final time, the department needs to notify the college by emailing nssgradstudies@calstatela.edu. Please provide the name and CIN of the student.

Enrolling in UNIV 9000:

Information below is from the UNIV 9000 webpage:
(http://www.calstatela.edu/page/university-9000-univ-9000)

Registration in UNIV 9000 is restricted to graduate students who have been advanced to candidacy and have completed all coursework (including all allowable research units) but need additional time to complete their thesis, project or dissertation. If a student wishes to take a semester off before resuming coursework, she or he must take a Leave of Absence, not UNIV 9000.Although UNIV 9000 is a zero unit course, the fee is based on one unit of credit for payment purposes; no unit credit is added to the student's program or transcript. ***This course is not eligible for financial aid.***

Please note that student who register for UNIV 9000 may be required to start paying back student loans because UNIV 9000 is a zero-unit course.

Policy on Change in Selection of Thesis, Comprehensive Exam, and Project:

Comps: If a student takes the comps exam and does not pass it, they cannot change to another culminating experience.

Thesis: Once a student enrolls in thesis (5990) units, they cannot change to another culminating experience.

Project: Once a student enrolls in project units, they cannot change to another culminating experience.

Requests for exceptions have to be approved by the NSS Associate Dean.

Comprehensive Examination Taken "In Absentia"

In rare cases, a student may find it necessary to take his/her comprehensive examination in absentia. The department must notify the NSS Dean's Office (by e-mailing nssgradstudies@calstatela.edu) in advance of any student taking his/her comprehensive examinations in absentia. The student will need to secure a place (at another College or University, or at a professional proctoring center) to take the examination. The department should send the examination to the university or center with detailed instructions on how they want the examination administered. The university or center will need to send the examination back to the department. The student should not be sending the examination back themselves. In addition, the Report of Comprehensive Examination form should indicate clearly if a student took the examination in absentia.

Applying for Graduation:

Information below is from http://www.calstatela.edu/graduation

*The **Graduation Application** is used by the student to notify the university that they are ready to complete their degree program. All coursework for the degree program must be completed prior to the award date (end of graduation term). The student's record may not be altered following the awarding of the degree so it is critical that the **Graduation Application** be accurate at the time of filing.*

*A **Graduation Application** is filed once for a degree program. The student pays a $20 application and $10 diploma fee ($30 total) at the time of filing. Once the **Graduation Application** is filed it may be updated (e.g. change term, major, option, etc.) by using the **Request to Change Graduation Term** form and paying a $25 late filing fee.*

Procedure for applying to graduate:

You can find the graduation application and deadlines at the following website: http://www.calstatela.edu/graduation

The graduate student needs to complete the graduation application and have the faculty advisor sign off on the form. A copy of the graduation form must be submitted to the department office for the student's file. After the application form has been signed by the faculty advisor and a copy of it is given to the major department, the form needs to be taken to the Cashiers Office by the student. Before the faculty advisor signs off on the graduation application they need to log into GET and review the student's CAAR to check the following:

- Is the student listed under the correct option (if applicable)?
- Is the student's catalog date correct?
- Is the student advanced to candidacy?
- Have all necessary course substitutions been entered on CAAR?
- Has the student completed all or almost all of their coursework for their program?
- Will the courses the student is planning to enroll in for their last semester here fulfill any missing requirements that are listed on CAAR?
- Is the student's program GPA a 3.0 or above?

- Are the program units that the student has completed listed correctly on GET? Note: It is always good to hand count the units the student has completed for their program and compare those units with CAAR.

Hiring Guidelines for TAs and GAs

The guidelines for hiring GAs and TAs are listed at the link below.
https://www.calstatela.edu/sites/default/files/groups/Office%20of%20Faculty%20Affairs/guidelines_for_hiring_graduate_assistants_and_teaching_associates.pdf

Graduate Resource Center

The Graduate Resource Center (GRC) provides academic support, professional development, and community-building opportunities in a space dedicated to graduate students. The GRC guides students through writing, editing, and formatting the thesis and dissertation; assists in preparing their work for publication; hosts workshops and presentations to support students' academic and professional development; and acts as a general resource for graduate student needs. The GRC strives to provide graduate students with the tools required in the next steps of their academic and professional journeys.

http://www.calstatela.edu/graduateresourcecenter

Link to the University Graduate Studies Handbook

https://www.calstatela.edu/sites/default/files/groups/Office%20of%20Graduate%20Studies/grad-student-handbook_2021-2022.pdf

University Resources for Students

Academic and Student Support Resources

Dean of Students Office: www.calstatela.edu/deanofstudents
The Dean of Students Office provides co-curricular opportunities and resources for Cal State LA students. The Office also help students get connected with long-term and short-term resources. Resources includes: CARE Team, Food Pantry, CalFresh Outreach Center, Student Conduct, and Student Support.

The CARE Team: www.calstatela.edu/careteam
The CARE Team is a campus resource for students, faculty and staff who have concerns regarding alarming, problematic, and/or disruptive student behavior. The team responds to non-emergency concerns and uses a proactive approach to discuss potential problems, intervene early, and develop appropriate courses of action for referred students. The goal is to support students who may be in distress and/or whose behavior is of concern to others before they rise to crisis levels.

Student Conduct Office: www.calstatela.edu/studentconduct The purpose of the Student Conduct Office is to investigate and address student academic and non-academic behavior that is inconsistent with the Student Conduct Code through an educational process designed to foster the ethical development and personal integrity of students while holding them accountable for their actions. It is the goal of the office to articulate the standards of behavior expected within our University community, to protect and ensure a safe and healthy environment, and to implement a fair and educational process consistent with the educational mission of the University.

Financial Aid and Scholarships: www.calstatela.edu/financialaid
The Center for Student Financial Aid is committed to assisting current and prospective students with financial assistance available from federal, state and institutional sources for their attendance at Cal State L.A.

International Programs Office: www.calstatela.edu/international
The International Office resources are available to current international graduate and undergraduate students, visiting scholars, and those training through the College of Professional and Global Education's Study Abroad Programs. The staff of the International Office is here to help you maintain your visa status while studying, researching, and/or working on campus.

Office for Students with Disabilities: www.calstatela.edu/osd Services include: Accommodation Services, Alternative Testing, Alternative Media Production Center, Accessible Technology and Learning Center, deaf and hard of hearing services, and note-taking services. For a complete list of services, please visit their website.

Records and Enrollment:
www.calstatela.edu/registrar/records-enrollment
Services include: Grade processing & changes upon faculty request, certification of enrollment, verification of degrees, transcript requests, credit by exam requests, recording advanced placement (AP) credit, grant student requests for leaves of absence, academic renewals, disqualification & disenrollment.

University Library: www.calstatela.edu/library/
Services include**:** Research help & reference service, workshops & library classes, music and media lab, borrowing & course reserved, interlibrary loans, group study rooms, graduate cubicles, library lockers, computers, scanners, copying, printing, wireless access, and disability services.

University Tutorial Center: www.calstatela.edu/tutorialcenter
Free to all current Cal State LA students. Services include: Study skills workshops, online tutoring program, tutorial sessions.

University Writing Center: www.calstatela.edu/uwc
The Writing Center offers a variety of services to the entire CSULA student body. You can come in with any type of writing assignment at any stage of the process. We can help you understand the assignment, organize, and revise your paper.

Food, Housing, and Emergency Housing Resources:

CalFresh Outreach Center:
www.calstatela.edu/studentservices/calfresh
CalFresh Outreach Center assists students with filling out the Cal Fresh Program applications and explain the benefits and eligibility requirements for the Cal Fresh Program.

Food Pantry on Campus:
https://www.calstatela.edu/deanofstudents/cal-state-la-food-pantry
Students who are currently enrolled at Cal State LA are eligible to receive a bag of free groceries from the Food Pantry.

Emergency Grants: http://www.calstatela.edu/deanofstudents/emergency-financial-and-housing-assistance
Students can apply for a grant of up to $500 one time per semester through the Emergency Grant program. Please see website for details.

Emergency Housing: http://www.calstatela.edu/deanofstudents/emergency-financial-and-housing-assistance
The Emergency Housing program provides temporary housing on campus for up to 14 days.

Emergency Loans: http://www.calstatela.edu/deanofstudents/emergency-financial-and-housing-assistance
Student Financial Services offers a 30-day loan of up to $250 to assist students with unexpected financial needs. Student Financial Services will also refer students in need of additional support to the Office of the Dean of Students.

Housing and Resident Life: www.calstatela.edu/housing
Are you interested in living in a dorm on campus? Please contact the Housing and Resident Life Office for information on living on campus.

UAS Food Services: for a list of restaurants and cafés on campus, please visit:
https://www.calstatela.edu/dining-on-campus/hours-services

Health and Personal Well-Being Resources

Counseling and Psychological Services (CAPS): 2nd floor of the Student Health Center; www.calstatela.edu/studenthealthcenter/caps
Counseling and Psychological Services (CAPS) provides professional, non-judgmental help with your personal growth and psychological wellness. CAPS specializes in mental health services which can help you express thoughts and feelings, gain perspective, alleviate emotional symptoms, improve coping skills, and make healthy changes in your life.

Student Health Center: Located between the Career Development Center and the Rosser Hall building on campus; www.calstatela.edu/studenthealthcenter
Services include: Chiropractic clinic, dental clinic, family planning and emergency contraception,

health promotion and education, immunizations, laboratory, pharmacy and x-ray, massage therapy, nutrition clinic, optometry clinic, tuberculosis screening and counseling, victim assistance. For a complete list of services, please visit their website.

Public Safety Escort Service: Campus Police (building 46); (323) 343-3700; www.calstatela.edu/police/public-safety-escort-service
This University Police student-based program offers a personal public safety escort service for students, faculty, staff and visitors, 24-hours a day, 7 days a week. Using this free service at night and when walking to parking lots or Student Housing alone can greatly improve your personal safety. Please call (323) 343-3700 for more information.

Resource Centers:

Career Development Center (CDC): CDC (building 17) located between Student Health Center and the Physical Education Building; (www.calstatela.edu/univ/cdc The CDC assists students with finding on and off campus jobs; CDC also provides resources for students with self-assessments, researching careers, preparing for job searches and interviews. The CDC provides students with workshops on creating professional resumes, interviewing techniques, and other important information to assist students in their job searches.

Glazer Family Dreamers Resource Center: www.calstatela.edu/ab540
The Center strives to serve all undocumented students at Cal State LA. Services include: California Dream Act Information and Assistance, Scholarship Resources for Dreamers, Deferred Action (DACA) Information and Referrals, Student Support Group, Academic and Career Advising, Peer Mentor Advisors, etc. For a complete list of services, please visit their website.

Graduate Resource Center (GRC): Library North A124
www.calstatela.edu/graduateresourcecenter
GRC provides academic support, professional development, and community-building opportunities in a space dedicated to graduate students. The Resource Center guides students through the thesis and dissertation process and assist students in preparing their work for publication. The center serves as a general resource for graduate students.

Veterans Resource Center (VRC): www.calstatela.edu/vets
VRC provides programs and services that holistically support the academic and personal goals of military-connected (active duty, reservists, National Guard, veterans, and dependents) students.

Resources for Getting Involved on Campus

Associated Student, INC: www.asicalstatela.org/ ASI provides students with information on how to get involved on campus, student government, shared governance, and funding for clubs.

Center for Student Involvement:
https://www.calstatela.edu/studentservices/center-student-involvement
The Center for Student Involvement provides student leadership development initiatives, student organization recognition and development, and educational programs and recreational activities that foster campus engagement, personal growth and wellbeing, and student learning.

Cross-Cultural Center: www.calstatelausu.org/ccc
The Cross Cultural Centers provide an inclusive and friendly space that allows students to be themselves. The Cross-Cultural Center includes: Asian Pacific Islander Student Resource Center, Chicana/o Latina/o Student Resource Center, Pan African Student Resource Center, and Gender & Sexuality Resource Center, (as Women's resource Center), computers, support groups and workshops, study space, meeting space, Cultural Graduate Celebrations, etc.