

**CALIFORNIA STATE UNIVERSITY NORTHRIDGE**

**GRADUATE  
STUDENT  
INFORMATION  
BOOKLET**



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## 1. INTRODUCTION

**C**alifornia State University, Northridge (CSUN) offers more than forty-eight graduate degrees. Students may also pursue the Multiple Subject, Single Subject or Education Specialist (Special Education) Credential. For more information about graduate degrees offered at CSUN, please visit [www.csun.edu/graduatestudies](http://www.csun.edu/graduatestudies) or contact the Office of Graduate Studies at (818) 677-2138.

This booklet is meant to provide information about eligibility, program fulfillment, and the degree process. It is not an official source for rules and regulations governing the graduate experience on this campus; the University catalog serves that purpose.

## 2. STUDENT ADVISEMENT

For each of the graduate programs there is a designated faculty advisor, the Graduate Coordinator, who can advise and assist you in constructing a graduate program. The Graduate Coordinators have program brochures, which address the specific degree requirements. Detailed requirements for each graduate program are also outlined in the University Catalog. For a list of Graduate Coordinators, visit: [http://www.csun.edu/graduatestudies/02\\_GraduateStudies/01\\_GeneralInformation.html](http://www.csun.edu/graduatestudies/02_GraduateStudies/01_GeneralInformation.html)

## 3. GRADUATE PROCESS

### a) Overview

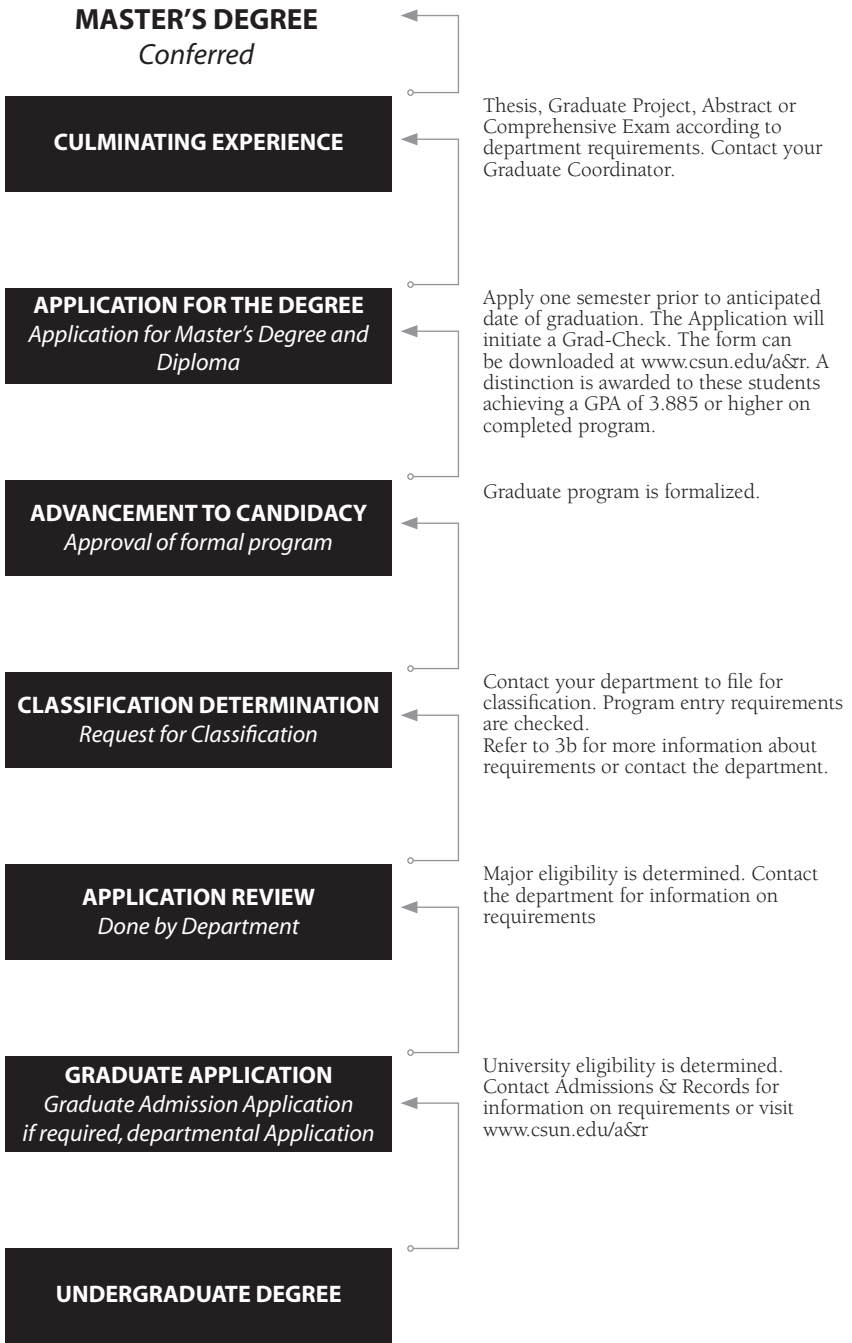
The graduate process consists of the following steps (see Graduate Admission Application)

- Classification
- Submit Formal Program for Approval
- Culminating experience (thesis, project, abstract or comprehensive exam)

### b) Graduate Status

You may be admitted as a graduate student in one of three categories:

- classified
- conditionally classified
- credential



## **Classified**

Classified graduate students are those who have met all criteria for classification in their respective programs. The criteria for classification may be more stringent in some departments, but are never less than the minimum criteria listed below.

*You must fulfill one or more of the following criteria:*

- An undergraduate degree from an accredited institution with a grade point average of 3.0 or better.
- A graduate degree from an accredited institution.
- Appropriate scores on GRE, GMAT, MAT or other acceptable examinations as required by graduate department.
- A satisfactory performance on a departmental admissions assessment approved by the University (e.g., art, music, theatre).
- In addition, a passing score on the Upper Division Writing Proficiency Examination is required for classification.

The Graduate Coordinator can inform you of the specific requirements for Classified Status in your program.

## **Conditionally Classified**

A conditionally classified graduate student has been accepted into a degree program but has not yet met all classification criteria. You must request classification with the 'Request for Classification' form available from the Graduate Coordinator.

## **Post baccalaureate Classified (Credential Program)**

A post baccalaureate classified student is one who has been accepted to a credential program in the College of Education. All credential students are advised to contact the Credentials Preparation Office at (818) 677-2586, [www.csun.edu/education/cred/](http://www.csun.edu/education/cred/)

## **c) Advancement to Candidacy**

You and the department Graduate Coordinator will prepare your formal program at the time of classification. Once your program is approved and filed with graduate evaluations services, you are advanced to candidacy. The next step will vary depending on

your culminating experience. Please seek advice from your graduate coordinator. When a thesis is involved, the student must file the Thesis/Graduate Project Planning Form with Graduate Evaluation Services (818-677-4800). Format guidelines for the preparation of theses or projects are available in the Graduate Studies Office, University Hall 265, or at [www.csun.edu/graduatestudies](http://www.csun.edu/graduatestudies)

#### **d) Human and Animal Subjects in a Student Thesis or Project**

All students conducting research which involve humans or animals must complete a protocol form. Protocol forms, as well as copies of the federal guidelines for both human and animal related research may be downloaded from our website: [www.csun.edu/research](http://www.csun.edu/research), or for questions, contact the Office of Research & Sponsored Projects at (818) 677-2901.

### **4. RULES AND REGULATIONS**

Full explanations of the following rules and regulations can be found in the current University Catalog. As a graduate student, it is your responsibility to know the rules and regulations governing your graduate program.

#### **a) GPA Requirements for Graduate Programs**

Students pursuing a Graduate Degree must maintain a minimum 3.0 (B) average in the formal program and the cumulative grade point average once admitted to the program. No grade below a “C” can be counted in the formal program. Any grade of “C-“ or below in the formal program must be repeated after an approved course repeat has been filed. If the student does not receive a “C” or better on the 2<sup>nd</sup> attempt, the student will be disqualified from the program. A maximum of 6 units in the formal program may be repeated at the graduate level. The repeat grade will appear on the transcript. Departments may have higher standards that take precedence over the university policy.

#### **b) 7-year rule**

Courses completed more than seven years prior to the date on which all requirements for the degree are met cannot be counted to meet unit requirements unless the student can show competency in the content of the outdated courses. Course validation requires departmental approval. A maximum of nine units taken in residency at CSUN may be validated in this manner.

### **c) 12-unit rule**

No more than 12 units of course work approved for your program are to be completed prior to classification.

### **d) Upper Division Writing Proficiency Examination**

The Upper Division Writing Proficiency Examination is a classification criterion. For testing information, call (818) 677-3303.

### **e) Improving your Grade Point Average (GPA)**

With prior permission, graduate students are allowed to repeat up to 6 units for the purpose of improving their grade point average. Students must file the Course Repeat Form with departmental approval to have the original grade replaced on the transcript.

### **f) Incomplete Grade (“I”)**

An incomplete grade (“I”) is converted to a fail (“F”) if no other grade is submitted within two semesters from the end of the semester in which the incomplete grade was assigned. An unauthorized withdrawal (“U”) has the immediate effect of an “F” grade in GPA computation.

### **g) Probation and Disqualification**

Students enrolled in a degree program will be placed on academic probation whenever their grade point average (GPA) falls below 3.0 in all units attempted since admission to the program. To be removed from probation, students must earn sufficient grade points in the following semester of enrollment to raise their GPA to 3.0 or above. Failure to do so will result in disqualification.

If a disqualified graduate student wishes to be considered for readmission to a Master’s program, disqualification forms must be submitted for the semester immediately following disqualification notification. Disqualification materials are mailed to students after final grades are posted. The materials are submitted through the departmental Graduate Coordinator. Students who choose not to file readmission forms for the semester following disqualification will be required to submit both the disqualification materials and a new University application and fee in order to enroll in any future semester.

Similar provisions to those stated above apply to Post-baccalaureate, Unclassified and Postbaccalaureate, Credential students, except that the required maintenance GPAs are 2.50 and 2.75 respectively.

#### **h) Academic Leave**

Students in good standing may take a two-semester leave of absence. Though no formal approval is required, it is suggested that students contact their Graduate Coordinator for academic advisement.

#### **i) Other rules and regulations**

Further information concerning the above rules and regulations can be obtained from the current University Catalog, the Graduate Coordinators, or the Office of Graduate Studies, Research and International programs, University Hall 265; (818) 677-2138 or (818) 677-4800.

### **5. FINANCIAL AID, AWARDS AND COMPETITIONS**

#### **a) Financial Aid**

California State University, Northridge administers a number of financial aid programs. To apply for financial assistance, both continuing and entering students must complete a Free Application for Federal Student Aid (FAFSA). Please contact the Financial Aid office at (818) 677-3000 or visit:

[www.csun.edu/finaid](http://www.csun.edu/finaid) for more information.

#### **b) Need-based support**

For information, contact the Office of Financial Aid.

#### **c) Merit Based support**

Each year, scholarships are awarded by CSUN Scholarship Committee to continuing CSUN students based on academic excellence and need. Contact the Office of Financial Aid at (818) 677-3000.

#### **d) Teaching / Research / Graduate Assistantships**

California State University, Northridge offers a wide variety of opportunities for graduate students to become academic student employees in their specific advanced fields of study. The three categories of academic student employees covered by the Unit 11 contract are: Teaching Associates, who gain practical experience through teaching university courses; Graduate Assistants, who provide professional and technical support to regular faculty members in their master's field of study; and Instructional Student Assistants, who provide counseling, grading, and/or tutoring services to different departments or administrative offices. Contact your graduate advisor or department chair.

### **e) Graduate Equity Fellowship**

The CSU Graduate Equity Fellowship provides financial assistance ranging from \$500 to \$4,500 for economically disadvantaged students enrolled full-time (6 units) in a graduate program. Awards are made based on academic excellence and need. A FAFSA must be on file with the CSUN Financial Aid Office. Contact the office of Graduate Studies at (818) 677-2138 for more information.

### **f) California Pre-Doctoral Program**

The California Pre-doctoral Program is designed to increase the pool of potential faculty by supporting the doctoral aspirations of CSU students who have experienced economic and educational disadvantages. The program is open to junior, senior and graduate students that are enrolled in a degree-seeking program at any one of the CSU campuses. Applicants must also be U.S. citizens or permanent residents. The program is designed for students interested in research doctorates. Students interested in professional degrees (law, medicine, dentistry, etc.) are not eligible.

*The program provides:*

- Travel funds for the student and the faculty sponsor to visit U.S. doctoral granting institutions and also funds to attend professional meetings.
- Funds for other related activities, such as student membership, subscriptions to journals, graduate school application and test fees.
- Summer Research Internships-opportunity to apply for a fully funded internship for the student to participate in doctoral-level research.

Each applicant must have a faculty sponsor who will be available for the duration of the plan specified in the application. The selected scholars will receive notification by June.

Contact the Office of Graduate Studies at (818) 677-2138 or visit [www.calstate.edu/predoc](http://www.calstate.edu/predoc) for more information.

### **g) Forgivable Loan Program**

The Forgivable Loan Program is designed to increase the diversity of persons qualified to fill instructional faculty positions at campuses of the California State University (CSU). The program offers financial

support to doctoral degree candidates who are interested in a teaching career at a CSU campus. Contact the Office of Graduate Studies at (818) 677-2138 or for more information, visit: <http://www.calstate.edu/HR/FLP>

#### **h) Thesis / Project / Performance Grant**

Funds are available for graduate students working on research projects, artistic performances, and theses. Awards up to \$1,000 may be provided to selected students. The Graduate Office announces this program in the Fall semester. Contact the Office of Graduate Studies at (818) 677-2138 for more information.

#### **i) Graduate Awards**

The Office of Graduate Studies recognizes academic excellence and personal achievement by offering three Graduate Awards:

1. The President's Associates Outstanding Graduate Student Award
2. The Robert H. Schiffman Memorial Scholarship Award, and
3. The Association of Retired Faculty Memorial Award

The Graduate Office announces the eligibility requirements during the Spring semester. The recipients of the awards are announced at Honors Convocation. Please visit [www.csun.edu/graduatestudies](http://www.csun.edu/graduatestudies) for more information and to download applications.

## **QUICKLINKS**

**Admissions and Records, Online Forms**

[www.csun.edu/a&r](http://www.csun.edu/a&r)

**To access your CSUN records**

[www.csun.edu/portal/index.fcgi](http://www.csun.edu/portal/index.fcgi)

**Financial Aid Information**

[www.csun.edu/finaid](http://www.csun.edu/finaid)

**Graduate Student Information**

[www.csun.edu/graduatestudies](http://www.csun.edu/graduatestudies)

**Web-based email for CSUN students**

<https://www.csun.edu/webmail>

**Library**

<http://library.csun.edu>

**Associated Students**

[www.csunas.org](http://www.csunas.org)

**Contact Information**

Graduate Studies, Research & International Programs

(818) 677-2138

[www.csun.edu/graduatestudies](http://www.csun.edu/graduatestudies)

**Graduate Evaluations**

(818) 677-4800