

## GRADUATE ADVISEMENT

The Department of Environmental and Occupational Health (EOH) offers the following information and advice to assist graduate students in effectively and efficiently obtaining their Master of Science degrees. We recommend that you seek advice from the Department Graduate Coordinator (Dr. John Schillinger in JD 1525, 818- 677-3449 or email) at least once each semester. We recommend that you check updated information also from the Graduate Studies Office ([www.csun.edu/graduatestudies](http://www.csun.edu/graduatestudies), 818- 677-2138). This office has developed a CSUN Graduate Student Information Handbook which is online ([http://www.csun.edu/graduatestudies/02\\_GraduateStudies/Documents/new-booklet.pdf](http://www.csun.edu/graduatestudies/02_GraduateStudies/Documents/new-booklet.pdf)). Detailed requirements are outlined in the University Catalog.

### Application Process

Applications are available online ([www.csumentor.edu/](http://www.csumentor.edu/)) and can be submitted at any time. You should allow several weeks for processing by Admissions & Records and for review by the Department of EOH. You will receive a copy of the form Graduate Admissions Evaluation /Change of Objective (Form 1295) which will indicate whether or not you have been accepted to the EOH MS program. It will also tell you whether you are admitted as a Classified Graduate student (meaning you have met all the requirements for admission) or as a Conditionally Classified Status Graduate student (meaning you must take specific coursework and/or the GRE or other requirements). The conditions will be listed on the form and must be completed before applying for Classified Status. You will be asked to respond to the University regarding your acceptance and intention to enroll to complete the application process.

### Request for Classification

When you have completed the conditional status requirements -- which may include the Graduate Record Exam (GRE), the Upper Division Writing Proficiency Exam, completing a BS degree, or Departmental qualifying courses -- you must have the Graduate Coordinator submit the Request for Classification Form (OGS 2) to the Office of Graduate Studies. The University requires the GRE if the student's overall undergraduate GPA is less than 3.00 -- and the Department has the option to require the GRE if GPA is above 3.00. If the GRE is required, you must score > 50<sup>th</sup> percentile on one of the three basic sections. You may retake the GRE exam. You must take the GRE before completing 12 units of the graduate program and must not take more than 12 units of the graduate program before becoming classified. A grade point average of >3.00 must be maintained in all courses including qualifying courses.

## **Advancement to Candidacy**

When you have been accepted as a Classified Graduate Student or when you have attained Classified Graduate Student status, you must file a Graduate Program (a plan of study) with your graduate advisor. This form lists all the courses required for the degree including electives chosen. It will also indicate whether the culminating graduate experience will be a thesis or a comprehensive exam.

## **Culminating Graduate Experience**

**Thesis:** If a thesis is chosen, a thesis committee must be established and a Thesis /Graduate Planning Form (OGS 9) submitted to the Graduate Coordinator. The student should develop a research proposal as part of the coursework in EOH 696B. The student may enroll in up to 6 units of 698, but must complete, file, and get approval of the final thesis within 2 years of enrolling in 698. A student must be registered during the semester when the thesis is submitted (even during summer). An SP enrollment is possible (see the Graduate Studies Handbook for Student Theses at [http://www.csun.edu/graduatestudies/02\\_GraduateStudies/Documents/Thesis%20Guidelines.doc](http://www.csun.edu/graduatestudies/02_GraduateStudies/Documents/Thesis%20Guidelines.doc))

**Comprehensive Exams:** If comprehensive examinations are chosen, the student must enroll in EOH 697 during his or her final semester. A multiple-choice exam will evaluate fundamental knowledge in Environmental Health; Occupational Health; Toxicology; Epidemiology; and Environmental Policy and Administration. Additional essay exam or exams are also required. For students choosing the Industrial Hygiene option for their degree, an additional exam covering Industrial Hygiene Evaluation and Control is required. If a passing score is not achieved, any exam may be retaken only once.

## **Other Rules and Regulations**

### **Electives**

Twelve units of electives are required which may be 400, 500, or 600 level courses. Courses in other departments are subject to Departmental approval. 400 level courses must include supplementary work assignments to receive graduate credit. One of the three electives must be chosen from EOH 560, EOH 565 and EOH 570 so that at least 21 units of the graduate program is at the 500 or 600 level.

### **Industrial Hygiene Option**

Students choosing the IH option must take EOH 466B,L, 466C, and EOH 465 as part of their graduate program. Their graduate seminars must also involve presentations and research in occupational health.

### **12 Unit Rule**

Conditionally Classified Graduate students may not take more than 12 units of their graduate program before becoming a Classified Graduate student.

### **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 course. A letter from the instructor verifying the competency and Department approval is required. A maximum of nine units taken in residency may be validated in this manner.

### **Course Substitutions**

If a change to the graduate program is needed, the student must fill out and submit a course substitution form (OSG 18) to Admissions and Records.

### **Transfer or Extension Courses**

Credit for work performed in extension or at another institution is subject to the approval of the EOH Graduate Coordinator.

### **Courses Taken Prior to Earning the Baccalaureate Degree**

A maximum of 9 units of credit earned at the 500 level during a student's final undergraduate semester at CSUN may be applied to a student's Masters Degree plan of study subject to Departmental approval. Requests for such credit are filed on a Graduate Petition Form (OSG 1).

### **Minimum Grade Requirement**

The EOH Department requires a B or better grade in all courses listed on the student's graduate program.

### **Repeat of Courses**

With prior permission of the Graduate Coordinator and/or Department Chair and Associate Vice President of Graduate Studies, Research and International Studies, a graduate student may repeat, for the purpose of improving the grade, up to 6 units of credit. Students must submit a Course Repeat Form (OSG 25) for approval by the third week of the semester in which the course is being repeated and show proof of enrollment at that time.

### **Academic Leave**

Graduate students in good standing may take a two-semester leave of absence. No formal approval is required.

### **Probation and Disqualification**

Students will be placed on academic probation whenever their grade point average (GPA) falls below a 3.0 in all units attempted since admission to the program. Failure to raise the GPA to 3.0 or above in the following semester will result in disqualification. Please check the University Catalog for readmission requirements.

### **Applying to Graduate**

Students should submit an Application to Graduate (AR 9090) one semester before the semester in which they plan to graduate. If that date should change, the student must submit a change of graduation date form (OSG 6).