CSUN GRADUATE STUDENT HANDBOOK
The Graduate Student Handbook is an excellent resource for perspective and current graduate students at CSUN. The Handbook is a comprehensive manual incorporating all the relevant information that graduate students need in order to make informed decisions and be successful.

This Handbook is intended to supplement the information found in the University Catalog. It discusses the minimum university requirements and policies that all graduate students must meet. Please note that many graduate programs have more specific policies, procedures, and/or admissions requirements.
Welcome to Graduate Studies at CSUN!

We’re delighted that you are planning to join our family or have already been admitted to CSUN - a very special place for graduate studies. Many students come to CSUN for a master’s degree to help them get ahead in their current job or to create new job opportunities. Others come for master’s programs that prepare them for doctoral programs. Others come for CSUN’s doctoral programs in Physical Therapy and Educational Leadership. Still others come to CSUN’s graduate programs for the sheer pleasure of studying one-on-one with our world-class faculty. Whatever your goals, we look forward to watching you shine at CSUN.

Why is CSUN a special place for graduate studies? One reason is our focus on relevance - both regional and international. Many of our graduate programs are specifically designed to address the needs of Southern California. Whether studying water availability in Geography, biotechnology in Engineering, or Autism in Psychology, graduate students at CSUN are learning the tools needed to solve problems in Southern California as well as in the world at large. And because so many of our graduate programs focus on real world issues, our students can readily apply what they’ve learned.

Another unique characteristic of graduate studies as CSUN is that most of our graduate programs are relatively small while our campus is very large. While CSUN graduate students get all of the benefits of studying at California’s third largest university, they also get individual attention with our world-class faculty. At CSUN, your faculty will know your name. They will see you as you, not as a number.

Finally, CSUN makes excellence accessible. Our tuition is significantly lower than other graduate schools and we offer extensive financial aid. Our excellence is nationally recognized. For example, CSUN has been ranked 1st in the nation for the number of our students who go onto research doctorates in Psychology, 2nd in the nation for the number of our students who continue onto research doctorates in Engineering and 5th in the nation for subsequent research doctorates in Biology. We’re also proud of the fact that CSUN is ranked 10th in the nation for master’s degrees awarded to Hispanic students. And in a final example, US News & World Reports ranks our MBA program amongst the best in the nation. We’re proud of the excellence in our graduate programs and our graduate students. Welcome to the CSUN family.

Sincerely Yours,

Crist Khachikian, Ph.D.
Associate Vice President of Research and Graduate Studies and Graduate Dean
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Graduate Status

A graduate student is one who has applied and received formal admission to a specific course of study that will lead to a master’s or doctorate degree in one of the many disciplines available at CSUN. Graduate status is subdivided into classified and conditionally classified standing, depending on whether or not certain University and program requirements have been met. Graduate students in either category may enroll in 500, 600 and 700-level courses, although in some programs enrollment is limited to the classified student. Graduate students must follow a specific course of instruction identified to them by the graduate program coordinator and described for the individual program on the Masters or Doctorates page.
University-Level Admission

Applicants are considered for admission to CSUN when they meet both university and individual program eligibility requirements. Admission to Graduate Programs is highly competitive. Meeting the minimum criteria is no guarantee of program admission.

To be admitted to a CSUN Master’s program, students must meet all of the following requirements:

A. Have a four-year baccalaureate degree or a post-baccalaureate degree from a regionally accredited institution;
B. Be in good academic standing at the last college or university attended;
C. Have satisfied one of the following conditions:
   1. Attained a GPA of at least 2.5 in a baccalaureate degree program,
   2. Attained a GPA of at least 2.5 in the last 60 semester (90 quarter) units attempted, or
   3. Hold a Post-Baccalaureate Degree earned at a regionally accredited institution; and
D. Meet the professional, personal, scholastic and other standards for graduate study, including qualifying examinations or other screening processes as appropriate campus authorities may prescribe. In unusual circumstances, a program may make exceptions to these criteria. Some programs require a higher GPA for admission.

Caveat:

E. Students may not seek a second Masters in the same degree program.
F. Students may not be enrolled in multiple graduate degree programs simultaneously. Upon completion of the first graduate degree, students must reapply to pursue an additional degree.

Program-Level Admission

The applications of students meeting University requirements for admission will be reviewed in the appropriate program. The program will determine whether the student meets requirements for admission to its Program. Some programs require a separate Departmental application. Students who meet program and University requirements will be admitted as either Conditionally Classified or Classified graduate students. If required, the Graduate Record Examination (GRE) should be taken prior to submission of ones application for a graduate program. GRE scores are only valid for 5 years. Applications for the GRE may be obtained from the Educational Testing Service (ETS) at www.ets.org. Applications for the Graduate Management Admission Test (GMAT), which is required of the graduate programs in Business, are available at www.mba.com. Most programs also require letters of recommendation and statements of purpose. Students should consult the graduate program in regards to additional program-specific requirements.

Admission to Graduate Programs is highly competitive. Meeting the minimum criteria is no guarantee of program admission.

Application Process

Students must apply through the CSUMentor website (http://www.csumentor.edu). The University sets a deadline for all graduate applications. Individual graduate programs may have earlier application filing dates. Additionally, some programs may accept applicants only for Fall (not Spring) admission. A list of deadlines can be found at https://secure.csumentor.edu/admissionapp/grad_apply.asp. For individual program filing requirements and deadlines, contact the program of interest at http://www.csun.edu/research-graduate-studies/graduate-programs-0.

For information on graduate programs administered through Tseng, students should go to: http://tsengcollege.csun.edu/programs/bydegree.
Students applying to graduate programs administered through Tseng College should apply through the Tseng web site at: http://tsengcollege.csun.edu/.

For information on CSUN doctoral programs, students should go to:
- Doctoral Program in Educational Leadership, PreK-12 and Community College cohorts (Ed.D.)
- Doctor of Physical Therapy Professional Degree (D.P.T.)

Applicants to master's and doctoral programs may need to submit an application to the University and an additional application to the Program. When graduate programs close their filing period earlier than the University application deadline, the student's supporting documents are due by the program deadline.

**International Graduate Admissions Criteria**

An international master’s (or post-baccalaureate graduate) student has completed a post-secondary degree equal to a U.S. bachelor's degree. Eligible graduate students may apply for admission to a master's or doctoral degree program at CSUN.

**Master’s programs by Options link:** [Master's degree programs]

**Doctoral Programs by Options Link:** [Doctoral programs]

**Two Application Processes:**

1. Applicants to master's and doctoral programs must typically apply to both the university and the academic department. Some departments may require a separate departmental application.
2. Please note that some graduate programs may have earlier filing deadlines than the university deadlines, or they may accept applications only for fall (not spring) admission.

As an international applicant to a CSUN master's or doctoral program, you will also need to meet any additional requirements for admission to the graduate program you wish to pursue. Please review these requirements by visiting the individual program website and contacting its graduate program coordinator.

**University-Level Admission Requirements for International Students**

International applicants to CSUN are required to submit the following:

Complete the “International Online Application” at [CSUMentor].

1. Complete the “International Online Application” at [CSUMentor].
2. A $55.00 (US currency) non-refundable processing fee payable to CSUN must accompany your application.
3. Results of the [Graduate Record Examination (GRE)] or other graduate examinations are required by some graduate programs. Scores must be sent directly to CSUN from the testing agency. Use CSUN school code [4707].
4. [Affidavit of Financial Support (.pdf)] and bank statement. Both pages of the financial affidavit and the bank statement may be emailed to your International Admissions advisor.
5. All OFFICIAL academic records including certificates, degrees or diplomas in original language of issue. Do not fax academic records. Applicants who have studied in the U.S. are required to have the institution(s) in the U.S. send official transcript(s) directly to CSUN.
6. Official English translations of all academic records including certificates, degrees or diplomas. Do Not Fax translations.

7. Send Official transcripts and translations directly to:

CSUN - Admissions and Records
Attention: International Admissions
18111 Nordhoff Street
Northridge, CA 91330-8207 U.S.A.

8. Submit a copy of your passport information page with documents.

9. Results of the Test of English as a Foreign Language (TOEFL) or other acceptable test (see table below). Scores must be sent directly to CSUN from the testing agency. Students may be exempt from the TOEFL or other English language exam if they have graduated from an accredited U.S. college or university.

**English Language Requirement for International Students**
The English language tests and minimum scores listed in the table below are accepted by CSUN for graduate applicants. Some graduate programs require a higher score for admission to an individual program; please check the department website.

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Minimum Score Required for Graduate Students</th>
<th>Send Score Directly to CSUN</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS - International English Language Test System</td>
<td>6.5 or higher</td>
<td>Have IELTS send a copy of your Test Report Form to CSUN.</td>
</tr>
<tr>
<td>PTE Academic - Pearson’s Test of English</td>
<td>58 or higher</td>
<td>Online through your PTE Academic Account</td>
</tr>
<tr>
<td></td>
<td>— Internet Based score: 79</td>
<td></td>
</tr>
<tr>
<td></td>
<td>— Paper-based score: 550</td>
<td></td>
</tr>
</tbody>
</table>

You may be exempt from the TOEFL or other English language exam if you have graduated from an accredited U.S. college or university.

**CSUN Intensive English Program and Conditional Admission**
An Intensive English Program (IEP) is offered through CSUN’s Tseng College of Extended Learning. The International Admissions Office works closely with the IEP office to offer "conditional admission" to academically eligible students enrolled in the IEP. Admission to the university is guaranteed once the student has completed the English language requirement (TOEFL or other acceptable test). Read more at Intensive English and University Pathways.

**After You Apply**
After you have applied to CSUN, make sure the rest of your application process go smoothly.

1. Watch for a letter in the mail from CSUN Admissions and Records confirming our receipt of your online CSUMentor application two to four weeks after you apply. The letter will contain your:

2. Nine-digit CSUN student identification number
1. CSUN User ID and Initial Password
2. Instructions to set up your CSUN account through myNorthridge Portal. See also account activation instructions.
3. Check your application status. Log into myNorthridge Portal, locate “My Checklist,” and review your complete and incomplete tasks such as missing transcripts. For help with the portal, see the How To Guides.
4. Check often for CSUN correspondence sent to your CSUN email address, by regular mail, and in myNorthridge Portal ("My Announcements").

Your academic records will be evaluated and forwarded to the graduate department for an admission decision. Reminder: Please be sure to check with your graduate department for additional requirements.

As soon as the graduate program has notified the Office of International Admissions of your admissibility to the university, you will be notified. If you are admitted, you'll need to take a few more steps. Read more at Admitted International Students
Admission to a Graduate Program

The applications of students meeting university requirements for admission will be reviewed in the appropriate graduate program. Some programs require a separate program application. The program will determine whether the student meets its requirements for admission. Students may be admitted as either Conditionally Classified or Classified graduate students.

Admission Status: Classified or Conditionally Classified
Knowing your classification status is vital as you begin your graduate degree. The two types of admission classifications are:

Conditionally Classified Status
Students who do not meet all admissions requirements may be accepted as conditionally classified students. In most programs, students must achieve full Classified standing prior to completing more than 12 units of graduate coursework. Conditionally classified students are typically prohibited from enrolling in culminating experience courses.

Classified Status
To be granted classified status, students must have all of the following:
1. A 3.0 cumulative GPA or higher of all work taken as a CSUN graduate student.
2. Hold an undergraduate degree (or its equivalent for international students) from a regionally accredited institution.
3. Score at or above the 50th percentile on any one of the three subject areas of the Graduate Record Examination (GRE) or a score of 4 or better on the GMAT. Some graduate programs may waive the GRE/GMAT requirement if a student’s undergraduate cumulative GPA is 3.0 or higher.
4. Pass the Upper Division Writing Proficiency Exam (UDWPE). Students who have fulfilled the Upper Division Writing Exam at another CSU campus may submit official notification of a passing score. See the “Policies” section in subsequent pages for additional information.

Once a conditionally classified student has met the requirements for classified status, it is the responsibility of the student to notify their graduate program coordinator. The coordinator must in turn notify Graduate Evaluation Services within the Office of Research and Graduate Studies by filing the “Request for Classification” Form. This process should be completed as soon as possible within the student’s first year of graduate studies.

Additional Note on GRE/GMAT Exam
Normally, the Graduate Record Examination (GRE) should be taken prior to submission of one’s application for a graduate program. Undergraduates should take the examination during the last semester of their senior year. GRE scores are only valid for 5 years. Applications for the GRE may be obtained from the Educational Testing Service (ETS) at www.ets.org. Applications for the Graduate Management Admission Test (GMAT), which is required of the graduate programs in Business, are available at www.mba.com.

Full/Part time Enrollment
Full time enrollment for graduate students requires a minimum of 8 units. Part time enrollment requires a minimum of 4 units in a student’s formal program (program of study). Students are responsible for ensuring that their own academic programs are accurate. Students are urged to act immediately to correct any enrollment discrepancies. Any enrollment discrepancies should be brought in person to the Office of Admissions and Records for correction.
Culminating Experience

A culminating experience is required for completion of a Master’s or Doctorate degree program. The university recognizes the following types of culminating experiences: Thesis/Dissertation, Project, and Comprehensive Examination. Each graduate program permits one or more of the culminating experiences as described below. Where more than one option is offered, the specific type of culminating experience must be identified on the student’s formal program (program of study).

Types of Culminating Experience

Thesis/Dissertation
A master’s thesis or doctoral dissertation is the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the thesis or dissertation is required.

Graduate Project
A project is a significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology and a conclusion or recommendation. An oral defense of the project may be required.

Joint Projects
A Joint project is comprised of no more than two students collaborating. A Joint Project requires an addendum, which must be turned in to the Graduate Studies Office. The addendum must identify the name(s) of co-author(s) and provide a detailed description of their responsibilities. The addendum must be approved by the students Project Committee members, Graduate Coordinator and Department Chair. This addendum form must be obtained at the Graduate Studies Office, UN 275.

A Joint Project Title page must also name the collaborating student. The Signature page, Dedication, Acknowledgement and Abstract is the student’s individual work. That is to say, these pages would not necessarily be identical to those submitted by the co-author/collaborating student as a part of his/her graduate project. The table of Contents marked in Roman numerals may vary in the co-authors’ project (i.e. one author may choose to add a dedication page, while the other can choose not to have a dedication). The chapters of the project (the headings and the content) that are a product of a joint work must be numbered in Arabic numerals (1, 2, 3, etc.) and must be identical in the projects submitted by both students.

Comprehensive Exam
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 evidences 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.
1. **Guidelines:** The thesis, dissertation project must be prepared according to the guidelines set forth by the Office of Graduate Studies and available online at www.csun.edu/research-graduate-studies/graduate-studies. All thesis, dissertations, and projects must be uploaded through the Electronic Thesis and Dissertation website.

2. The **master's thesis or doctoral dissertation** must be an individual effort. However, the university recognizes that there are circumstances that warrant group graduate projects. In such instances, a signed addendum by each student and by the culminating experience Committee Chair must be submitted to the Office of Graduate Studies. The addendum must identify the names of other authors and describe the project and responsibilities of each author. The division of responsibilities specified must be reviewed, endorsed and evaluated by the students’ Committee Chair, signed by each student and subsequently approved by the Assistant Vice President of Graduate Studies before students begin work on their group project.

3. Students must contact their Graduate Coordinator to determine the maximum number of required culminating units. Otherwise, students are able to determine the number of required culminating units by running their Degree Progress Report. To access your DPR, go to the Graduate Studies landing page, select the current student box, click the current student quick link toolbar (located on the left) and select the Degree Progress Report Tutorial document.

4. Students must contact their Graduate Coordinator to determine the maximum number of required culminating units. Otherwise, students are able to determine the number of required culminating units by running their Degree Progress Report. To access your DPR, go to the Graduate Studies landing page, select the current student box, click the current student quick link toolbar (located on the left) and select the Degree Progress Report Tutorial document.

5. Students must be registered during the semester in which they graduate.

6. If a student fails to successfully complete/defend the thesis, dissertation, or project, or any part of it, the student will be disqualified from their graduate program. Normally such a student is not allowed to take the Comprehensive Examination option, if that option exists.

7. **Two Year Time Limit:** Theses, dissertations and projects must be completed, filed and approved within two years of the first enrollment in the culminating experience. In some situations, a student is given an RP (Report in Progress) grade for work in progress. The “RP” will be converted to a “credit” or “letter” grade once the culminating experience has been approved.

8. **Committee:** A minimum of three individuals must serve on a student’s committee. Two of the committee members must be tenured or tenure-track CSUN faculty in the students program of study. The chair of the thesis committee must be a tenured or tenure-track CSUN faculty from the program. Faculty members participating in the Faculty Early Retirement Program (FERP) are considered active faculty members and, as such, can function as the thesis chair. Any part-time faculty or off-campus committee member must be a recognized expert in the subject matter of the thesis and must have a masters and/or doctoral degree in a related field. The student may have one part-time faculty or off-campus committee member. However, the part-time faculty or off-campus committee member cannot serve as the committee chair. The part-time faculty or off-campus committee member must meet all of the following minimal qualifications to participate on the committee:
   - Hold a M.A./ M.S. degree (many programs require a doctorate) in the field or in a related field.
   - Have experience in the topic or area of the student’s thesis/dissertation/project, such as employment with an established institution or agency as a staff member or consultant;
   - Demonstrate professional recognition through publications, reports, papers or membership in a national professional organization and/or working committees in his or her institution or agency.
   - Students cannot be related to any member of their thesis/dissertation committee.
Rules and Procedures for the Comprehensive Examination

Each master’s program that offers a comprehensive examination option is required to maintain university-approved guidelines for the administration of the examination. These guidelines are to be available upon request from each graduate program. The following regulations apply in all cases:

1. Only students in classified status can take the comprehensive exam.
2. Students become eligible to attempt the examination during the semester in which all required course work has been completed.
3. Ordinarily, the examination is given at least one month before the end of the semester. Arrangements to enroll and take the examination should be made with the student’s graduate program.
4. If the examination is not completed in the final semester, students must register again for the examination for the semester in which they plan to complete their degree. These additional units may not be counted as units toward the Master’s/Doctorate degree.
5. Students who fail the examination on the first attempt will be required to register for the examination again the next available term.
6. Students who fail the first attempt will be required to submit a Course Repeat Form to the Office of Graduate Studies with the approval of their Graduate Coordinator once enrolled for the second attempt.
7. The first attempt is defined as the complete comprehensive examination prescribed by the Program. The second attempt is defined as retaking the examination on the entire Program or, at the discretion of the graduate program, a supplementary examination on any part or parts of the first examination that the student failed.
8. Failure of the second attempt of the comprehensive examination results in disqualification from the program.
9. Graduate Coordinators will file the results of each examination with the Office of Graduate Studies.
10. Once students have chosen the option of the Comprehensive Exam and enrolled in and/or attempted the Comprehensive Examination and failed it (or any part), they normally are not eligible to change to a different culminating experience type.

Required Enrollment for Culminating Experience

Graduate students must have classified status before they can submit their thesis, dissertation, project or participate in their comprehensive exam. For thesis, dissertations, or projects, students must be registered during the semester they expect to graduate. For the comprehensive exam, students become eligible to attempt the examination during the semester in which all required course work has been completed.

Formatting & Deadlines

For formatting guidelines and deadlines for all culminating experience types please visit http://www.csun.edu/research-graduate-studies/thesisdissertation-and-graduate-project-deadlines.

Copyrighting

Under the Copyright Act of 1976, students’ manuscripts will automatically be copyrighted without notice or registration with the U.S. Copyright Office and no one can legally copy their work without consent for their lifetime plus 70 years. In order to register work with the Library of Congress, students may obtain the necessary forms and information from http://www.copyright.gov. If a student’s graduate work was supported by outside agencies, they may have special obligations with respect to copyrighting the thesis. Please consult the conditions pertaining to the award for further clarification.

Please visit the links below for further information:

- Copyright Overview
- Library Copyright and Use Policies
- US Copyright Law
- Copyright Charts & Tools
If students have questions about copyright law, they should be directed to the U.S. Copyright Office at 1-202-707-3000 or http://www.copyright.gov

**Electronic Thesis and Dissertation System (ETD)**

ETD stands for Electronic Thesis and Dissertation System. ETD is a web application designed to replace the thesis paperwork students must file with Graduate Studies. ETD also eliminates the need for students to print and bind copies of their theses. Using ETD student theses are submitted to the Oviatt Library's online repository, ScholarWorks. Once submitted to ScholarWorks, the theses will be available and searchable online. Once the student has formed his or her Committee, the student will need to register through the Electronic Thesis and Dissertation (ETD) website at https://www.metalab.csun.edu/etd.

**Scholar Works**

http://scholarworks.csun.edu ScholarWorks is an open access institutional repository. It currently showcases the work of CSUN's faculty and students, including theses, projects, dissertations, and faculty publications. For more information please visit the ScholarWorks Policies page or view the PDF version.
Human and Animal Subjects Research at CSUN for Graduate Students

Animal Subjects
Federal regulations require that all students conducting research that involves animal subjects MUST complete and receive approval for their research protocol BEFORE they begin their research. Research protocol forms, as well as copies of the federal guidelines for animal related research, may be downloaded at [http://www.csun.edu/research-graduate-studies/research-and-sponsored-projects](http://www.csun.edu/research-graduate-studies/research-and-sponsored-projects). For questions, please contact the Office of Research & Graduate Studies at (818) 677-2901.

Human Subjects
Some research conducted by graduate students will involve human subjects and thus will require review and approval by the CSUN Standing Advisory Committee for the Projection of Human Subjects (a.k.a., the Institutional Review Board, or IRB). Federal regulations from the U.S. Department of Health and Human Services require a local IRB to review all research involving human subjects BEFORE research begins. Research protocol forms, as well as copies of the federal guidelines for animal related research, may be downloaded at [http://www.csun.edu/research-graduate-studies/research-and-sponsored-projects](http://www.csun.edu/research-graduate-studies/research-and-sponsored-projects). For questions, please contact the Office of Research & Graduate Studies at (818) 677-2901.

What is human subjects review?
Human subjects research is defined as activities in which information is obtained about a living person through the means of survey, interview, observation or experimentation. Activities may also be considered human subjects research if they involve the analysis of previously collected human tissues, records, samples or other existing or secondary data collected from an individual. All such activities must be approved by the CSUN IRB prior to beginning any research recruitment, data collection, or data analysis.

Who must apply?
Faculty, students, and staff at CSUN. Graduate student theses, dissertations, and projects involving human subjects research must include the corresponding IRB approval number. Again, approval must be obtained BEFORE any research can begin. Federal regulations do not allow for human subjects approval after the work has been completed.

When must graduate students apply?
Some research activities that involve human participants are exempt from complete human subjects review. However, the CSUN IRB must determine whether or not the research fits the applicable federal exemption criteria. According to federal regulations, it is a conflict of interest for researchers to determine whether their own research is exempt. If you are even the slightest bit unsure whether your research is human subjects research, or whether might be exempt, or how to proceed if your graduate advisor has IRB approval but you do not, or if you have any other questions, please contact the CSUN IRB Compliance Officer: Daniel Rastein at Daniel.rastein@csun.edu or (818) 677-2901.

What happens if I conduct Human Research without IRB Approval?
You will place the university out of compliance with Federal requirements that regulate human subjects research. This can result in Federal or IRB actions that could prevent you, your Department/Division, or the university from conducting...
human subjects research. It will also jeopardize the Institution’s human research certification with the Office for Human Research Protections. Data collected without IRB approval cannot be used in class research, theses, graduate projects or dissertations and may ultimately prevent students from fulfilling graduation requirements.

What does submitting research for IRB review involve and how long does it take?
IRB submission is not a difficult process, but it does require some attention to detail. Here are the steps you and your advisor should take in submitting an IRB protocol:

1. Clearly outline the research study. At CSUN, all student IRB applications must be sponsored and approved by a faculty advisor or thesis committee before you submit your protocol.
2. Complete your IRB protocol application. Instructions and templates for the necessary documents can be found on the Research and Sponsored Projects website.

The IRB review process may take up to 4-6 weeks to complete depending on the nature of the research study that is being proposed. Below is schedule of submission deadlines and IRB committee meetings. After approval, students are notified via email of the outcome of the review.

Delays in IRB approval occur when protocols are filled out incorrectly or incompletely (e.g., missing consent forms, data collection instruments, letters of permission to collect data at a field site, etc.). Graduate students need to follow the instructions that accompany the IRB application. Should you or your graduate advisor have any questions about preparing your IRB application, please, contact the CSUN IRB Compliance Officer. Don’t be afraid to ask questions!

CSUN’s Human Subjects Website
http://www.csun.edu/research-graduate-studies/human-subjects-research

CSUN’s IRB Forms and Templates
http://www.csun.edu/research-graduate-studies/forms

U.S. Department of Health and Human Services, Human Subjects Research (45 CFR 46)
http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html

CSUN’s IRB Compliance Officer
Daniel Rastein
(818) 677-2901
Daniel.rastein@csun.edu

IRB Submission Deadlines & Meeting Dates
http://www.csun.edu/research-graduate-studies/submission-deadlines-and-meeting-dates

Summer Research
Researchers may submit protocols during June and July (6/1/14 – 7/31/14) on a rolling basis. There are no deadlines during these summer months. Protocols that are submitted between June 1st and July 31st will be reviewed on a first come first served basis.

FAQs about Submission Requirements:
Protocols are due by 5PM on the deadline day in University Hall 275
Number of copies required: 1 original signed protocol
Protocol packet must be collated and stapled, printed double sided is ok
International Student Research

Required Steps and Forms
The first step for approval of international student travel is the purchase of travel insurance. Information on these steps can be found at http://www.csun.edu/travel/risktravel. Please note: confirmation that insurance has been bound for a student’s trip is not an approval of travel. A copy of this email must be attached to the student’s eTravel Travel Authorization documentation. Failure to do so may result in a student’s travel authorization being rejected.

If travel is cancelled, the traveler must notify Cyndi Paull at x6830 or cyndi.paul@csun.edu as soon as possible to cancel coverage and avoid unnecessary premium costs billed to the department.

Once a student’s insurance has been bound, students must complete and print an Approval of Travel Request form at http://www.csun.edu/travel/guidelines. Students will need all the required signatures. If it is high hazard travel, this form will be required at the time of insurance purchase.

After student’s travel is approved, the Associate Dean of Tseng College needs to retain all the records for risk management purposes.

Record Retention: The Associate Dean of Tseng College will keep a copy of the following documents that can all be located at http://www.csun.edu/travel/guidelines:

- Cover letter explaining the purpose of the course
- Course Syllabus or Conference Schedule or Educational Objective
- International Travel Lodging information
- International Travel Itinerary
- Copy of Approval of Travel Request Form
- Student Air Travel Voluntary Participation (to be sent to each student)
- Foreign Travel Insurance Program (FTIP) Documentation (provided by Cyndi Paull) http://www.csun.edu/risk/foreign-travel-insurance
- Documentation of Pre-Departure Orientation completed by the faculty advisor (attached to this email)
- Individual Student information
  1. Name
  2. Contact Information
  3. Program
  4. Emergency contact information
  5. Insurance Information
  6. Date of Birth
  7. Student ID number
  8. Student Major

California State University, Northridge Pre-Departure Orientation Guidelines Students Traveling Internationally http://www.csun.edu/sites/default/files/pre-departure%20guidelines.pdf
Completing Your Master’s or Doctoral Degree

Required Enrollment During Your Final Semester
Enrollment is required in the semester during which the student’s graduate degree is awarded.

Steps to Graduate
*Master’s and Doctoral students can find a summary of their required steps to graduate at:*
http://www.csun.edu/research-graduate-studies

Deadlines for Submission of Your Degree Completion & Diploma Application
Students must submit a completed application for their master’s or doctoral degree and diploma during the semester before they intend to graduate. In addition, a $47.00 processing fee must accompany their application form. The specific deadlines for application submission appear in the chart below:

<table>
<thead>
<tr>
<th>Semester in which the Student Intends to Graduate</th>
<th>Form Submission Deadline (in the semester BEFORE intended graduation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring or Summer</td>
<td>1st Friday in October</td>
</tr>
<tr>
<td>Fall</td>
<td>1st Friday in March</td>
</tr>
</tbody>
</table>

*The application form for the master’s degree and diploma can be downloaded at:*

*The application form for the doctoral degree and diploma can be downloaded at:*

Master’s/Doctoral Degree Completion: Change of Date
If, after submission of the degree and diploma application, a student needs more time to complete his or her degree requirements, then that student must submit a “Change of Date form” along with an $8 processing fee.

*Change of Date Form*
http://www.csun.edu/sites/default/files/%20Graduate_Degree_Diploma_Date_Change.pdf

Credential Degree Request
Students graduating with a credential must submit a credential request form. Please read the instructions before submitting the request. Once the credential office receives the request, a Credential Advisor will run a DPR and will email you if any items are outstanding.

*Credential request form*
http://www.csun.edu/eisner-education/credential-office/program-completion-process

All Students are Responsible for updating their Personal Information in the CSUN Portal
All students are responsible for ensuring that CSUN has their current contact information. Whenever you move, change your phone number, or change your email address, please go into your myNorthridge portal and update your information. Otherwise, important letters and documents (e.g., your diploma!) will be mailed to the wrong place. CSUN cannot be held responsible for documents sent to outdated addresses if those addresses have not been updated in the CSUN database. To change your contact information, go to your myNorthridge portal within http://www.csun.edu/, and then click the personal information tab.
Policies

All full explanation of the policies governing graduate students can be found in the university catalog: [http://www.csun.edu/catalog/](http://www.csun.edu/catalog/). As a graduate student, it is your responsibility to familiarize yourself with all of the policies governing your graduate program.

Admissions Policies

**GPA Requirements for Graduate Program**

Students pursuing a Graduate Degree must maintain a minimum 3.0 ("B") GPA in the formal program (program of study) and in the cumulative GPA. No grade below a "C" can be counted in the formal program (program of study). Any grade of "C-" or below in the formal program (program of study) must be repeated after an approved course repeat form has been filed. If the student does not receive a "C" or better on the second attempt, the student will be disqualified from the program. A maximum of 6 units in the formal program (program of study) 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.

**Transfer work**

Credit for work performed in extension or at another regionally accredited institution is subject to the following limitations:

1. Transfer of work is subject to the approval of the graduate program coordinator and the Assistant Vice President of Graduate Studies. An unofficial transcript must be submitted with either the formal program (program of study) or course substitution to the Office of Graduate Studies for approval of the specific coursework.
2. Only graduate coursework with a grade “B” or better may be transferred (CR/NC grading is not transferable).
3. No more than 9 units in combination of transfer work, extension work or work completed prior to earning a Master’s or Doctoral Degree can be used toward a degree.
4. Both transfer and CSUN coursework may not exceed the 7-year time limit (see below).
5. Transfer courses and undergraduate CSUN course(s) petitioned to count for graduate studies coursework cannot be validated once a course exceeds the 7-year time limit.
6. Units transferred from a quarter institution will hold a lesser value (i.e. 4 quarter units= 2.67 semester units).
7. If the course(s) petitioned for transfer have been taken at an institution where a degree has been granted, then the student must provide a memo from that institution certifying that the course(s) was not counted toward a degree completion at the institution.

**Note:** If Graduate transfer coursework is approved to be used in substitution of CSUN coursework on a student’s program, it will only be calculated in the student’s formal program (program of study) GPA. Transfer work is not calculated in a student’s cumulative GPA and will not appear on the student’s CSUN transcript.

**Upper Division Writing Proficiency Examination**

All CSUN graduate students earning a degree are required by the CSU to satisfy the Graduate Writing Assessment Requirement (GWAR) prior to full classification. Graduate students who completed an undergraduate degree at any CSU since 1982 have automatically met this requirement because they were required to demonstrate writing proficiency in order to graduate. All other graduate students have been required to take the Upper Division Writing Proficiency Exam (UDWPE) and score an 8 or higher.

There are three paths to satisfy the GWAR requirement.

Students can:

1. Demonstrate that they earned an undergraduate degree at a CSU since 1982, or
2. Take the UDWPE and earn a score of 8 or higher, or
3. Take the GRE-A and earn a score of 3 or higher.

Graduate programs with existing requirements of higher GRE or UDWPE scores may continue to enforce those requirements.
### Program Test Score Section

<table>
<thead>
<tr>
<th>Program</th>
<th>Test</th>
<th>Score</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountancy</td>
<td>GMAT</td>
<td>4</td>
<td>Analytical Writing Assessment</td>
</tr>
<tr>
<td>Taxation</td>
<td>GMAT</td>
<td>4</td>
<td>Analytical Writing Assessment</td>
</tr>
<tr>
<td>MBA</td>
<td>GMAT</td>
<td>4</td>
<td>Analytical Writing Assessment</td>
</tr>
<tr>
<td>EdD</td>
<td>GRE</td>
<td>3.5</td>
<td>Analytical Writing Assessment</td>
</tr>
<tr>
<td>DPT</td>
<td>GRE</td>
<td>3</td>
<td>Analytical Writing Assessment</td>
</tr>
<tr>
<td>All Other Master’s Programs</td>
<td>GRE</td>
<td>3</td>
<td>Analytical Writing Assessment</td>
</tr>
</tbody>
</table>

### Duration Policies

**Time Limit for Completing (Graduate Policy)**

Students must complete all requirements for their graduate degree within 7 calendar years from the date they were admitted to a program, unless the graduate program coordinator specifies a lesser time. Courses that were completed more than 7 years prior to the date on which all requirements for the degree are completed cannot be counted toward unit requirements unless the student can show current content knowledge in the outdated course(s) by written examination for each course in question. A maximum of 9 units taken in residency at CSUN may be validated in this manner. Validation has a duration of only one semester and cannot be repeated. The instructor(s) who taught the outdated course(s), or a faculty member who has taught the same or closely related courses, must certify the student’s competency with a memorandum to the Assistant Vice President for Graduate Studies. Outdated courses taken at another institution may not be validated.

**Two Year Limit for Culminating Experience**

Time Limit: Theses and Projects must be completed, filed and approved within 2 years of the first enrollment in culminating experience. In some situations, a student is given an “RP” (Report in Progress) grade for work in progress (see [Grading System](#)). The “RP” will be converted to a “credit” or “letter” grade once the culminating experience has been approved.

**Academic Leave (leave of Absence) Graduate Policy**

Graduate students in good standing may take a two-semester leave of absence. Though no formal approval is required, it is suggested that students seek academic advisement. Graduate students in degree programs should contact their departments before the end of the second semester of leave of absence. Students who do not enroll by the third semester of leave of absence must reapply for admission.

The University will automatically place qualified resident and nonresident students on a leave of absence if they:

1. Were matriculated students in the semester immediately prior to the beginning of the leave;
2. Were not disqualified at the end of the semester.

*Foreign students with J or F visas are eligible for leave, but must request the prior approval of their international student advisor and apply for a leave of absence.*
Graduate Probation and Disqualification Policies

Academic Probation
Students enrolled in a Graduate Program (Certificate, Master’s, or Doctoral) will be placed on academic probation at the end of the semester when their cumulative GPA falls below 3.0. To be removed from probation, students must earn sufficient grade points in the following semester of enrollment to raise their cumulative GPA to 3.0 or above. Failure to do so will result in disqualification in the following semester. (Please refer to Grading in the Regulations section of the Catalog to determine grade points assigned per unit value of coursework.)

Disqualification
Students on probation are placed in disqualified status if, at the end of their next semester of enrollment, their cumulative GPA remains below 3.0.

Categories of Disqualification

First Disqualification
Upon a first disqualification, a graduate student who wishes to be considered for readmission to a Master’s/Doctoral/ Certificate Program must submit the Graduate Reinstatement form for the semester immediately following disqualification notification. First disqualification letters will be emailed to students after final grades are posted. The form should be submitted by students to their Graduate Program Coordinator or Department Chair of the program. The student must then submit the completed form for processing to Admissions and Records no later than the second Friday of the upcoming semester. Students who choose not to file a reinstatement form for the semester following first disqualification will be required to submit a new University application and fee in order to be considered for enrollment in any future semester.

Second Disqualification
Students who are disqualified a second time are not permitted to enroll in any CSUN courses for a minimum of three (3) years after the final day of the semester during which they received the second disqualification. Students who have been disqualified two times may not retake classes for the purpose of raising grades to avoid another disqualification. Three years from the final day of the semester during which the student received a second disqualification, the student may reapply to the University during the appropriate application-filing period. The student must provide evidence to the Graduate Program Coordinator or Department Chair that demonstrates acquired skills or achievements that support a successful return to the University. Students disqualified for a second time cannot take ANY CSUN courses; none through the Tseng College or any State supported programs. Disqualified students are also required to submit their DPR and unofficial transcripts with all reinstatement requests. To access your Degree Progress Report please visit http://www.csun.edu/anr/soc/guides/NavigateDPRMAP.html.

Readmission of Disqualified Graduate Students
The student’s cumulative GPA will be analyzed at the time of disqualification(s). If it is found to be arithmetically impossible for the disqualified student to bring their cumulative GPA to 3.0 or above within the parameters of the current course repeat policy, the disqualified student will not be readmitted to the University.

International students with F or J visa who are placed on probation or disqualification must contact IESC at www.csun.edu/international to learn of the impact to their student immigration status.

Final Disqualification
Students returning from a second disqualification that do not earn a minimum 3.0 cumulative and program GPA by the end of the first semester of reinstatement will receive a final disqualification. Furthermore, students returning from a second disqualification who fail to maintain a minimum cumulative and program 3.0 GPA in every semester following reinstatement will receive a final disqualification. Students receiving a final disqualification will be given no further opportunities for readmission.
Withdrawals (Graduate Policy)

Cancellation of Registration or Withdrawal from the University
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 from Admissions and Records. Students who receive financial aid funds must consult with the Financial Aid and Scholarships Department 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 a 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.

Medical Withdrawals
A medical withdrawal usually constitutes complete withdrawal from the university for the academic period in question. Requests for complete medical withdrawals should be submitted as soon as possible after the medical condition impairs the student’s ability to complete the coursework for which the student is registered. In cases of severe illness, the student is advised to provide written permission for a representative or, if mentally incapacitated, a student’s legal representative to request a withdrawal on the student’s behalf. Requests for conditions or circumstances that arise during the final three weeks of instruction, or thereafter, will only be considered in cases of severe illness or injury. Where medical evidence and the physical demands of a class overwhelmingly support withdrawal from only a portion of a student’s program of study, partial medical withdrawals will be permitted when there is a clear link between the class and the medical condition. Petitions requesting retroactive withdrawals beyond one year after the conclusion of the semester for which the withdrawal is requested will not be considered.

International students with F or J visa status must contact IESC at www.csun.edu/international before submitting a request for withdrawal to learn about the impact on their student immigration status.

Repeat of Courses (Graduate Policy)
Students must submit a Course Repeat Form with prior permission of the Graduate Coordinator/Department Chair and the Associate Vice President of Graduate Studies. A graduate student may repeat up to 6 units in which a grade of “B-” or below has been earned. In these cases, only the most recent grade will count. Students seeking a second Master’s Degree will be allowed to repeat up to 6 units in which a grade of “B-” or below has been earned. If a course is repeated, the second grade must replace the first grade, even when the second grade is lower.

Standards for Student Conduct

Campus Community Values
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 contribute positively to student and university life.

Grounds for Student Discipline
Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.
The following lists many of the grounds upon which student discipline can be based:

1. Dishonesty, including:
   A. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
   B. Furnishing false information to a University official, faculty member, or campus office.
   C. Forgery, alteration, or misuse of a University document, key, or identification instrument.
   D. Misrepresenting one’s self to be an authorized agent of the University or one of its auxiliaries.

2. Unauthorized entry into, presence in, use of, or misuse of University property.
3. Willful, material and substantial disruption or obstruction of a University-related activity or any on-campus activity.
4. Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.
5. Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.
6. Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.
7. Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
8. Hazing or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term “hazing” does not include customary athletic events or school sanctioned events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.
9. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.
10. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.
11. Theft of property or services from the University community, or misappropriation of University resources.
12. Unauthorized destruction or damage to University property or other property in the University community.
13. Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity.
14. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
15. Misuse of computer facilities or resources, including:
   A. Unauthorized entry into a file, for any purpose.
   B. Unauthorized transfer of a file.
   C. Use of another’s identification or password.
   D. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.
   E. Use of computing facilities and resources to send obscene or intimidating and abusive messages.
   F. Use of computing facilities and resources to interfere with normal University operations.
   G. Use of computing facilities and resources in violation of copyright laws.
   H. Violation of a campus computer use policy.
16. Violation of any published University policy, rule, regulation or presidential order.
17. Failure to comply with directions, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
18. Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.
19. Violation of the Student Conduct Procedures, including:
   A. Falsification, distortion, or misrepresentation of information related to a student discipline matter.
   B. Disruption or interference with the orderly progress of a student discipline proceeding.
   C. Initiation of a student discipline proceeding in bad faith.
   D. Attempting to discourage another from participating in the student discipline matter.
   E. Attempting to influence the impartiality of any participant in a student discipline matter.
   F. Verbal or physical harassment or intimidation of any participant in a student discipline matter.
   G. Failure to comply with the sanction(s) imposed under a student discipline proceeding.

20. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

Academic Dishonesty
The maintenance of academic integrity is the responsibility of each student within this University and the CSU system. Cheating or plagiarism in connection with an academic program at a CSU campus is listed in Section 41301, Title 5, California Code of Regulations as an offense for which a student may be expelled, suspended or given a less severe disciplinary sanction. Academic dishonesty is an especially serious offense and diminishes the quality of scholarship and defrauds those who depend on the integrity of the University's programs. Such dishonesty includes:

Cheating
Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise. Comments:
   1. Faculty members are encouraged to state in advance their policies and procedures concerning examinations and other academic exercises, as well as the use before examinations of shared study aids, examination files and other related materials and forms of assistance.
   2. Students completing any examination should assume that external assistance (e.g., books, notes, calculators, pagers, cell phones/cameras, PDAs, other electronic devices, conversation with others) is prohibited unless specifically authorized by the instructor.
   3. Students must not allow others to conduct research or prepare any work for them without advance authorization from the instructor. This includes but is not limited to the services of commercial term paper companies.
   4. Substantial portions of the same academic work may not be submitted for credit in more than one course without authorization.

Fabrication
1. Intentional falsification or invention of any information or citation in an academic exercise. Comments:
   2. "Invented" information may not be used in any laboratory experiment or other academic exercise without notice to and authorization from the instructor. It would be improper, for example, to analyze one sample in an experiment and covertly "invent" data based on that single experiment for several more required analyses.
   3. One should acknowledge reliance upon the actual source from which cited information was obtained. For example, a writer should not reproduce a quotation from a book review and indicate that the quotation was obtained from the book itself.
   4. Students who attempt to alter and resubmit returned academic work with intent to defraud the faculty member will be in violation of this section. For example, a student may not change an answer on a returned exam and then claim that they deserve additional credit.

Facilitating Academic Dishonesty
Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty. Comments: For example, one who knowingly allowed another to copy from his or her paper during an examination would be in violation of this section.
Plagiarism
Intentionally or knowingly representing the words, ideas or work of another as one’s own in any academic exercise.
Comments:

1. Direct Quotation: Every direct quotation must be identified by quotation marks, by appropriate indentation or by other means of identification and must be promptly cited in a footnote. Proper footnote style for any academic department is outlined by the “MLA Style Sheet” or K. L. Turabian’s A Manual for Writers of Term Papers, Theses and Dissertations. These and similar publications are available in the Matador Bookstore and at the reference desk of the Oviatt Library.

2. Paraphrase: Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part in your own words. To acknowledge a paraphrase properly, one might state: “to paraphrase Locke’s comment . . .” and conclude with a footnote identifying the exact reference. A footnote acknowledging only a directly quoted statement does not suffice to notify the reader of any preceding or succeeding paraphrased material.

3. Borrowed Facts or Information: Information obtained in one’s reading or research that is not common knowledge among students in the course must be acknowledged. Examples of common knowledge might include the names of leaders of prominent nations, basic scientific laws, etc. Materials that contribute only to one’s general understanding of the subject may be acknowledged in the bibliography and need not be immediately footnoted. One footnote is usually sufficient to acknowledge indebtedness when a number of connected sentences in the paper draw their special information from one source. When direct quotations are used, however, quotation marks must be inserted and prompt acknowledgment is required.
CSUN students have a right to work, live, and learn in an environment free from discrimination, harassment and retaliation. To that end, the Office of Equity & Diversity affirms CSUN’s commitment to diversity and inclusion, to the policies and practices that ensure equitable consideration and opportunity in education and employment, and to a culture that embraces a multiplicity of talents, knowledge, beliefs, abilities and experiences. We value inclusion as a necessary condition for achieving institutional excellence, and we strive to provide leadership that extends beyond the fulfillment of basic regulatory requirements. Every member of our campus community plays an integral role in contributing to our diversity and in addressing fundamental issues of bias and exclusion.

Campus Title IX Coordinator
Susan Hua Director, Office of Equity & Diversity www.csun.edu/eqd and www.csun.edu/shinealight 818-677-2077

The University has designated a Title IX Coordinator to monitor and oversee overall compliance with laws and policies related to nondiscrimination based on sex, gender identity/expression, and sexual orientation. The Campus Title IX Coordinator is available to explain and discuss: what constitutes sexual harassment and sexual/interpersonal violence, your right to file a university and criminal complaint (in cases of Sexual Violence); the University’s relevant complaint process, and your right to receive assistance with that process, including the investigation process; how confidentiality is handled; available resources, both on and off campus such as counseling and advocacy services, campus escorts, housing and academic accommodations. Find out more about your rights and options and how to help a friend at www.csun.edu/shinealight.

Sexual Harassment
Sexual harassment is a form of discrimination on the basis of sex or sexual orientation. It occurs when there is unwelcome verbal, non-verbal, or physical conduct of a sexual nature, and includes aggression, intimidation or hostility based on gender or sex-stereotyping, even if those acts are not of a sexual nature. Sexual harassment often involves coercive behavior and is not a matter of mutual choice or consent. Any student who engages in any form of sexual harassment in violation of this policy faces serious consequences and is subject to discipline, including suspension or expulsion from the CSU. Some examples of sexual harassment may include: repeated staring or leering at someone’s body; displaying or e-mailing sexually explicit cartoons or pictures; telling sexually explicit jokes or stories; unwanted hugging, patting, kissing, touching and other sexual advances; whistling at or rating men or women who walk by; sending unwanted suggestive text messages.

Sexual Violence
CSUN does not tolerate and strictly prohibits sexual violence in any form. Sexual violence means physical sexual acts such as sexual assault, sexual battery, rape, domestic violence, dating violence, and stalking perpetrated against an individual against his/her will and without affirmative consent or against an individual who is incapable of giving consent due to the use of drugs or alcohol, status as a minor, or disability. Any student who violates this policy prohibiting sexual violence will be subject to discipline, up to suspension and expulsion from the CSU. The University’s primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the survivor at fault for sexual violence. Survivors should not be deterred from reporting incidents of sexual violence out of concern that they might be disciplined for related violations of drug, alcohol or other University policies.
Discrimination, Harassment and Retaliation

CSUN is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. All students have the right to participate fully in university programs and activities free from discrimination, harassment and retaliation. The University will not tolerate behavior that denigrates, humiliates, or stigmatizes individuals on the basis of age, disability, ethnicity, gender, gender expression, gender identity, national origin, race, religion, sexual orientation, veteran status, or any other status protected by law. Any student who engages in discriminatory, harassing or retaliatory behavior in violation of this policy will face serious consequences and is subject to discipline.

The following kinds of behaviors are some examples of discrimination and harassment when they involve any of the protected statuses mentioned above: telling sexist jokes; using racial epithets; displaying or e-mailing racist cartoons or drawings; making fun of someone’s accent; mocking or teasing someone from a different religion or culture about the way s/he dresses or wears her/his hair; making threats; touching another person without her/his permission; using a symbol of culture in a way that mocks or belittles the culture; wearing or displaying emblems or symbols associated with hate crimes or a history of violence and oppression.

CSUN also prohibits retaliating against a person for participating in an investigation or for good faith reporting or opposing discrimination, harassment or retaliation. Students who believe they have been subjected to discrimination, harassment or retaliation should contact the Office of Equity and Diversity at (818) 677-2077.
Office of Financial Aid and Scholarship

CSUN administers a number of financial aid programs. For financial aid assistance contact the CSUN Financial Aid Office at (818) 677-3000 or visit: www.csun.edu/finaid. To apply for financial assistance, both continuing and entering students must complete the on-line Free Application for Federal Student Aid (FAFSA) between January 1st and March 2nd of every year to be considered for grant aid in the following year. To submit a FAFSA on-line, visit fafsa.gov.

NEW STUDENTS:
Should apply for aid as early as possible, even if you have not yet been admitted to your program. Aid applications are not processed until you are admitted into your program, but the application date will be used to determine eligibility for grants once you are admitted.

What aid is available for Graduate Students?
Federal Direct Unsubsidized loans up to $20,500 maximum annual eligibility and Federal Direct GRAD PLUS loans to cover the remaining unmet cost of attendance, if needed.

State University Grants (SUG). These grants for high need students are applied to the State Tuition Fee only. Funding is limited and based on application date and the Expected Family Contribution (EFC) calculated by the federal government based on information provided on the FAFSA application.

MBA Fee Grants are available for MBA students enrolled in MBA classes that are charged additional fees. The grant covers the additional unit charges. Funding is limited and based on application date and the Expected Family Contribution (EFC) calculated by the federal government based on information provided on the FAFSA application.

Doctoral Grants are available for students enrolled in the Education Doctoral and Physical Therapy Doctoral programs. Funding is limited and based on application date and the EFC calculated by the federal government based on information provided on the FAFSA application.

Summer funding is available on a limited basis. Students should check the financial aid website at csun.edu/financialaid/apply in late March to view information about the summer aid process. Students must enroll in all summer classes by May 1st to receive priority consideration for grant funding.

Scholarships are available through the University and from off-campus resources. All students are encouraged to research scholarship opportunities listed on the financial aid website at csun.edu/financialaid/scholarships and also by completing the STARS on-line scholarship application at https://csun.starscholarshiponline.com/STARS/Default.aspx. Students should also check with their Department about departmental scholarships.

General Requirements for financial aid and scholarship for Graduate Students
Graduate students must maintain at least half-time enrollment (4 units in their formal program (program of study) in 400 and/or 500+ level courses to qualify for aid. SUGs are prorated based on enrollment status. If awarded a SUG, students must maintain at least half-time enrollment. If the student is not enrolled at least halftime, the SUG will be canceled.

All financial aid recipients must meet financial aid Satisfactory Academic Progress (SAP) requirements for aid eligibility. For detailed information about SAP, see csun.edu/financialaid/satisfactory-academic-progress. It is the student’s responsibility to know the policy and to follow it as they plan and follow their program to graduation.
All financial aid funds and any outside resources that a graduate student may receive (such as scholarships, fellowships, fee sponsorships, fee waivers, etc.) must fit within the student’s annual cost of attendance for financial aid eligibility. For detailed information about financial aid cost of attendance, visit csun.edu/financialaid/cost-attendance.

Graduate students must be enrolled in graduate level coursework (500 level and above) required for degree to receive financial aid assistance. If a student’s program plan includes coursework at a level below 500 they must make sure that they take at least 4 units of graduate work in their formal program (program of study) at the same time to qualify for aid, and that it can fit within 125% of the required units for the Master’s or Doctoral degree they are pursuing. If students have been enrolled in more than one post baccalaureate program, units for all programs are counted towards the maximum attempted unit cap.

Should a student need to withdraw from their program, including medical withdrawals, they should check with the financial aid office about the impact of the withdrawal on their aid as they may be required to repay all or part of the aid they received. For additional information about what can affect aid, visit csun.edu/financialaid/what-affects-my-aid.

Financial aid recipients must complete loan exit counseling before they can receive their diploma. Student should visit http://www.studentloans.gov to access this. While completing loan exit counseling, students will receive information on repayment options, loan repayment charts, and deferment, forbearance, and loan cancelation options. Student rights and responsibilities as a loan borrower are included at the end of this communication.

If a student has questions, they should consult with a financial aid counselor.

**Additional Resources for Graduate Students**

For additional information about the federal loan programs, visit csun.edu/financialaid/loans.

If additional funding beyond federal and state aid is needed, students may research Private Educational loan opportunities at www.finaid.org.

Students should make sure to check their CSUN email and student portal regularly for information about their financial aid status, possible document requests, or to view their financial aid award. Students should make sure to respond to any document requests promptly. Typically, the financial aid document deadline is early June. The annual review for Satisfactory Academic Progress is completed in late June and appeals must be filed by a deadline in early July.

Preparing for the cost of a graduate education and managing the aid a student receives is very important. The Financial Aid Office offers a number of workshops each semester and a wealth of information can be found on the Financial Aid website at http://www.csun.edu/financialaid/money-management.

For additional information about the financial aid process at CSUN, please contact the Financial Aid Office at (818) 677-4085 or visit the financial aid website at www.csun.edu/financialaid. The Financial Aid Office is located in the 1st floor lobby of Bayramian Hall.

For additional information about the federal student loan programs, visit www.studentaid.gov
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 faculty members in their master's field of study; and Instructional Student Assistants, who provide counseling, grading, and/or tutoring services to departments or administrative offices. Contact your graduate advisor or department chair for more information.

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 predoctoral program provides:
- Travel funds for the student 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.
- Opportunity to apply to the Summer Research Internships 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 for more information.

Chancellor’s Doctoral Incentive Program
The Chancellor’s Doctoral Incentive Program is designed to increase the diversity of persons qualified to fill instructional faculty positions at California State University (CSU) campuses. 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 visit: http://www.calstate.edu/HR/CDIP.

Thesis / Project / Dissertation Support Awards
Funds are available for masters and doctoral students, working on projects, dissertations, and theses. Awards up to $1,000 may be provided to selected students, based on review of an application, which outlines the project, dissertation and thesis anticipated costs.

Financial Opportunities/Student Awards

Graduate Student Travel Award
Travel cost to a research site, supplies, minor equipment, recital costs and library searches are examples of expenditures. Students may only receive support once.
Graduate Student Travel Awards (Office of Graduate Studies)

The Office of Graduate Studies provides a limited number of travel awards (up to $400) for graduate students who are presenting a paper, poster or performance at a peer-reviewed professional conference. Please download and complete the application and return it to Gloria Rocklin via email at: gloria.rocklin@csun.edu.

Associated Student

Students must first seek funds from the Office of Associated Students (AS) Academically Related Reserves Account (ARRA). This program may cover expenditures such as conference registration fees, airfare, hotel and ground transportation. For more information, contact the accounting office of Associated Students at (818) 677-2477 or Apply for Travel and Academic Funding at: http://www.csun.edu/as/funding-process or stop by the A.S. accounting office, in the University Student Union.

International Student Travel steps

Required Steps and Forms

The first step for approval of international student travel is the purchase of travel insurance. Information on these steps can be found at http://www.csun.edu/travel/risktravel Please note: confirmation that insurance has been bound for a student’s trip is not an approval of travel. A copy of this email must be attached to the student’s eTravel Travel Authorization documentation. Failure to do so may result in a student’s travel authorization being rejected. If travel is cancelled, the traveler must notify Cyndi Paull at x6830 or cyndi.paull@csun.edu as soon as possible to cancel coverage and avoid unnecessary premium costs billed to the department.

Once a student’s insurance has been bound, students must complete and print an Approval of Travel Request form at http://www.csun.edu/travel/guidelines. Students will need all the required signatures. If it is high hazard travel, this form will be required at the time of insurance purchase. After student’s travel is approved, the Associate Dean of Tseng College needs to retain all the records for risk management purposes. Record Retention: The Associate Dean of Tseng College will keep a copy of the following documents that can all be located at http://www.csun.edu/travel/guidelines:

- Cover letter explaining the purpose of the course
- Course Syllabus or Conference Schedule or Educational Objective
- International Travel Lodging information
- International Travel Itinerary
- Copy of Approval of Travel Request Form
- Student Air Travel Voluntary Participation (to be sent to each student)
- Foreign Travel Insurance Program (FTIP) Documentation (provided by Cyndi Paull) http://www.csun.edu/risk/foreign-travel-insurance
- Documentation of Pre-Departure Orientation completed by the faculty advisor (attached to this email)
- Individual Student information
  9. Name
  10. Contact Information
  11. Program
  12. Emergency contact information
  13. Insurance Information
  14. Date of Birth
  15. Student ID number
  16. Student Major

California State University, Northridge Pre-Departure Orientation Guidelines Students Traveling Internationally http://www.csun.edu/sites/default/files/pre-departure%20guidelines.pdf
Graduate Student Awards and Events

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

- The Nathan O. Freedman Memorial Award for Outstanding Graduate Student: The determining factors for the award are based on a record of distinguished scholarship, a minimum GPA of 3.5, and contributions to the field. The award recipient will be announced at Honors Convocation.
- The Robert H. Schiffman Memorial Scholarship Award: Please call the graduate studies office for more information about the scholarship and when its offered at (818) 677-2138.
- The Association of Retired Faculty Memorial Award: The purpose of the award is to recognize and provide financial support to graduate students for excellent scholarship and creative activity. The award will support a project that is part of a master's program. Award criteria include a project description, two faculty letters of recommendation, and willingness to provide a brief presentation of the project at the ARF annual brunch.

The Graduate Office announces the eligibility requirements during the Spring semester. Please visit www.csun.edu/grip/graduatestudies for more information and to download applications.

Graduate Students Events

GRE Workshops
Do you still need to take the GRE? Free GRE workshops provided by Princeton Review are offered throughout the semester. Please call 818 677-2138 for more information.

Thesis/Dissertation Writing Workshops
The Office of Graduate Studies offers Saturday workshops devoted to thesis writing. Graduate students who are fully classified are encouraged to attend. Please call 818 677-2138 for more information.

CSUN Annual Student Research Symposium
This annual event highlights student research across all academic disciplines. The symposium takes place each February and applications to participate are due the previous December. If you do not present your first year, attend the event to support your fellow students! Cash awards are given to first and second place winners. Please call 818 677-2138 for more information.

Advancement to Graduate Education (AGE)
Thinking about pursuing a doctorate degree? The Advancement to Graduate Education (AGE) is an annual event in the fall term where students gain valuable information on how to successfully apply to a doctorate program. Students attend workshops where they gain information about the graduate admissions process, financing their education, test preparation exams, and much more. Admission is free and seating is limited. The AGE Conference is open to CSUN students only. Please call 818 677-2138 for more information.
Tips For Working With Faculty

How to be a Good Graduate Student Mentee
by Tess MS Neal and appearing in: Observer, Volume 24, No 2, February 2011
Association for Psychological Science

Mentoring relationships are the bedrock on which much of higher education is built. Mentoring reflects a relationship between an experienced professor (mentor) and a graduate student (mentee), in which the mentor provides the mentee with resources, expertise, skills, and perspectives related to personal development and career advancement. The mentee is not a passive vessel into which the mentor pours knowledge but rather is a collaborator who actively engages in learning and critically reflects on experiences (Zachary & Fischler, 2009). Mentoring relationships can be formal (the relationship between a professor and student) or informal (the relationship between older and younger students or senior and junior faculty). This article will focus on the formal relationship between faculty mentors and graduate student development.

Every mentoring relationship evolves through the phases of initiation, cultivation, separation, and redefinition (Kram, 1988). In the initiation phase, the foundation for later phases is established, and the interaction between the mentor and mentee at this stage may play a key role in determining the quality and duration of the relationship. During graduate school, the mentor can help the mentee understand formal and informal policies of their institutions, help mentees successfully complete degree requirements, and pass on valuable skills and knowledge. If your relationship with your mentor is healthy throughout graduate school, then the separation and redefinition phases can be beneficial in helping you define your professional self after graduate school. Your mentor can help you navigate doctoral program, post-doc and job applications, interview preparations, as well as provide guidance in the early stages of your career.

It is clear that healthy mentor/mentee relationships are important. Then the questions follow: How can I be a good mentee? What can I do to make the most of my relationship with my mentor? Mentees who are less knowledgeable about how to maximize the benefits of mentoring relationships receive less mentoring and are less satisfied with their mentoring relationships than are mentees who are better skilled at this task (Allen & Poteet, 1999). Allen and Poteet gathered information about important elements for successful mentor/mentee relationships. This is a summary what they found:

1. Establish an open communication system with reciprocal feedback
2. Set standards, goals, and expectations
3. Establish trust
4. Care for and enjoy each other
5. Allow mistakes
6. Participate willingly
7. Demonstrate flexibility
8. Consider constraints to mentoring
9. Learn from others
10. Work on common tasks
11. Be open and comfortable

The first three elements are arguably the most important. Establishing open communication is important for the success of any relationship. Being able to be appropriately assertive and to speak about what you need or what is not working for you is important for your own development, and sharing with your mentor what is working and what is going well goes a long way in maintaining a positive relationship. Setting goals and expectations is crucial for the success of the relationship. As early in your relationship as you can, speak with your mentor about what s/he expects from you and what s/he expects to provide you. If those expectations do not line up with your needs, speak candidly about what else you might need.

Scheduling a regular one-on-one meeting time — weekly is great, but during slower times in your academic career, monthly works well — will structure your relationship and will allow you to feel comfortable knowing that you have undivided attention. Without regular meeting times, you may find it harder to make continual progress on goals, and it may be more difficult to complete degree requirements on time.

When you enter into a relationship with a mentor, it is important that you trust the motivation, interest, and ability of your mentor. If you have reservations, you should seek an alternative program or mentor if you are still in the phase of searching for one. If you are already in a less-than-perfect mentoring relationship, you have the option of:
1. taking some time to examine yourself and your own behaviors to see how you might improve your relationship,
2. speaking openly and assertively with your mentor about your concerns about the relationship, and/or
3. seeking a new mentor.

Other advice for being a good mentee comes from Triple Creek Associates, a company that specializes in teaching skills to mentees who want to make the most of their mentoring relationships. The foundation of their advice rests on three “vital signs” of successful mentoring relationships: respect, responsiveness, and accountability.

1. **Respect**: Mutual respect is the starting and sustaining aspect of a successful mentoring relationship. Professional and personal appreciation of one another is core to enhancing learning.

2. **Responsiveness**: Your willingness to learn from your mentor and your mentor’s willingness to respond to your learning needs are important for successful collaboration.

3. **Accountability**: Once you and your mentor establish mutually held goals and expectations, keeping your agreements strengthens trust and helps maintain a positive relationship.

Establishing and cultivating a healthy mentoring relationship rests, to a large extent, in the hands of the mentee. Mentees who know what their own goals and expectations are and can communicate them clearly, who seek information about how to be successful in learning from mentors, and who carefully attend to maintaining a healthy relationship with their mentors may reap many benefits. If you find yourself in a situation where you are not satisfied with the quality of your mentoring relationship, take a critical and honest look at yourself and your behaviors. What might you be able to do to improve your relationship with your mentor? If you are satisfied with the quality of your relationship, take note of what is working. Then, use that knowledge to establish successful mentoring relationships with others in the future.

**References**


Student Services

Admission and Records
The Office of Admissions and Records is located in Bayramian Hall (BH 100). If you have any questions about your student records, test scores, or application, please call 818-677-3700 or visit http://www.csun.edu/admissions-records.

Associated Students
Associated Students is located in the University Student Union (USU 100). Associated Students offers services and information on discounted event tickets, restaurant discounts, monthly transit subsidies, cell phone bill discounts, exciting outdoor group adventures and funding for academic conference travel. For more information please contact 818-677-2477 or visit http://www.csun.edu/as.

Associated Students Childcare Center
The Associated Students Childcare Center is located at 18343 Plummer St. in Northridge. The facility is accredited by the National Association for the Education of Young Children (NAEYC). For more information please call (818) 677-2012 or visit http://www.csun.edu/as/childrens-center.

Career Center
The Career Center is located in Bayramian Hall (BH 413). The office offers services in career exploration, experiential learning, jobs and internship. For more information please call 818-677-2878 or visit www.csun.edu/career.

Cash Services
Cash Services is responsible for the collection of student payments, preparation of financial aid, loans and scholarship disbursements. Cash Services is located in the lobby of Bayramian Hall. If you have any questions about your award disbursement please call 818-677-8000 or visit http://www.csun.edu/stufin.

Disability Resources and Educational Services (DRES)
DRES provides student services, testing, training and education programs to students with disabilities. The Disability Resources and Educational Services (DRES) is located in Bayramian Hall (BH 110). For more information call 818-677-2684 or visit http://www.csun.edu/dres/.

Financial Aid & Scholarships
The Financial Aid and Scholarship department is dedicated to helping students pursue their education by awarding scholarships, grants, and other aid to assist with educational costs. The Financial Aid department is located in the lobby of Bayramian Hall. If you have any questions about financial aid, please call 818-677-4085 or visit http://www.csun.edu/financialaid. CSUN's online scholarship database, STARS Online, shows students what scholarships are available to them and allows them to apply for most scholarship opportunities. For more information, visit https://csun.starsscholarshipsonline.com/STARS/Default.aspx.

International & Exchange Student Center
The International and Exchange Student Center (IESC) provides services to newly admitted and continuing international F-1 and J-1 visa students, Fulbright students and participants of the study abroad program and National Student Exchange (NSE). For more information please visit http://www.csun.edu/international/ or visit their office in Bayramian Hall (BH150).

Klotz Student Health Center
The Klotz Student Health Center provides services at little or no cost to enrolled students. Physicians at the Health Center are board-certified in family medicine, internal medicine, sports medicine, gynecology and a variety of other areas. For more information please call 818-677-3666, 818-677-3692 TTY or visit http://www.csun.edu/shc/
Learning Resource Center
The Learning Resource Center mission is to help students improve their academic performance through a variety of learning programs including workshops, group tutoring, supplemental instruction classes and writing support for graduate students. Their office is located on the 3rd floor, East Wing in the Oviatt Library. For more information, please call 818-677-2033 or visit http://www.csun.edu/undergraduate-studies/learning-resource-center/programs.

Lynda.com
All students have access to a collection of 1,900+ video-based trainings and software. Students can access these training videos from their tablets, smartphones, or desktops. For more information please visit www.lynda.com.

Matador Bookstore
The Matador bookstore provides textbooks, supplies, and CSUN merchandise for students. Students can order textbooks online for store pickup or home delivery. At the Matador Bookstore, you can purchase bestsellers, classics, study aids, reference books, test preparation manuals, CDs, magazines, and more. As part of the myCSUNtablet initiative, the bookstore also offers discounts and payment plans to purchase a tablet device. For more information please contact the bookstore at (818) 677-2932 or visit http://www.matador.bkstr.com/.

Matador Patrol
The Matador Patrol is a student-operated public service organization under the guidance of the Department of Police Services. They provide free personal safety escorts during the semester for students, faculty, staff and visitors on campus. They are available Monday-Thursday from dusk to 11:00 p.m. For a free Personal Safety Escort call 818-677-2111 from any campus phone or visit http://www.csun.edu/police/matador-patrol.

National Center on Deafness
The National Center on Deafness department provides services to hard-of-hearing students who attend CSUN. Their services include interpreting, speech-to-text transcription, notetaking, tutoring, and academic advisement. The National Center on Deafness department is located in Jeanne Chisholm Hall. For more information please call 818-677-2054 or visit www.csun.edu/ncod/.

Oasis Wellness Center (Coming August 24, 2015)
The Oasis Wellness Center will be a welcoming destination where CSUN students can find serenity and relaxation. It will offer nutrition counseling, meditation, massages, acupuncture, nap pods and workshops focused on wellness and managing stress – all intended to promote student academic success. The Oasis Wellness Center will be located in the University Student Union. For more information please call (818) 677-491 or visit http://www.csun.edu/oasis

Oviatt Library
The Oviatt Library at CSUN provides educational services and resources to students and faculty. Its primary mission is to provide supplementary classroom material, promote independent learning, and facilitate student and faculty research. For more information about the Oviatt Library please call 816 677-2287 or visit http://library.csun.edu/About.

Parking
Parking is available on campus with a semester or a daily parking permit. Daily permits can be purchased at one of the kiosks located in each parking structure. Semester permits may be purchased online through myNorthridge portal. For more information about Parking Services, please call 818 677-2157 or visit http://www.csun.edu/parking/

Police Services
For more information, please call 818-677-2111 for 24 hours Police service, the Dispatch: 818-677-2111, or the Receptionist desk at 818-677-2266. In the event of an emergency, please dial 911.
Pride Center
The Pride Center is an educational outreach organization that supports lesbian, gay, bisexual, transgender and queer (LGBTQ) students. The Pride Center is located in the University Student Union Sol Center on the second floor. For more information please call 818-677-4355 or visit www.csun.edu/pride

Public Transportation
CSUN operates various transportation services to assist the campus community. Services include a campus shuttle system, transportation for persons with disabilities, electric vehicle charging stations, student carpool services, and a transit station. For more information please call 818-677-3946 or visit http://www.csun.edu/parking/transportation

Student Housing
Student Housing is a gateway to the complete California State University, Northridge experience. Convenience, safety, academic assistance and constant support are qualities that make living at CSUN a great choice. For more information please contact 818-677-2137 or visit www.csun.edu/housing. The student housing office is located at 17950 Lassen St.

Student Recreation Center
The rec center is a 138,000 square foot facility that offers a plethora of amenities including weight rooms, basketball courts, an in-door track, exercise classes as well as a pool. For more information please visit http://www.csun.edu/src or call 818-677-5434.

University Counseling Services
The University Counseling Department provides a variety of free services, including online assessments, personal counseling, group counseling, and outreach consultations for the CSUN community. The office is located in Bayramian Hall (BH520). For more information please call (818) 677-2366 or visit http://www.csun.edu/counseling

Valley Performing Arts Center
The Valley Performing Arts Center (VPAC) offers a vibrant and diverse performance program to the CSUN community. The VPAC is known for its commitment to bringing engaging professional performances of the highest caliber to its venue. For more information please contact 818-677-3000 or visit www.valleyperformingartscenter.org

Veteran Resource Center
The Veteran Resource Center offers services to students who are in active duty, Reserves and the National Guard. For more information please call 818-677-4672 or visit www.csun.edu/vrc

Student Essentials

CSUN ID Card
All incoming students are required to purchase a CSUN ID card. In order to purchase a CSUN ID, please bring $5.00 and an additional form of identification (valid drivers license, passport, or DMV ID card) to the Cash Services counter in Bayramian Hall Lobby. Please get your CSUN ID before classes start.

A CSUN ID Card is require to participate in the following:
• To complete university related transactions via Admission & Records, Cash Services and Financial Aid.
• To access the CSUN library.
• To access health services via the Student Health Center.
• To purchase discounted tickets from the ticket office.

CSUN Mobile Apps for Smart Phones
Download this app to your smart phone to gain immediate access to campus maps, course enrollment, directories, Moodle, and bill payment. For more info go to: http://www.csun.edu/it/csun-mobile-app.
Quick links

Admission and Records
http://www.csun.edu/admissions-records

CSUN Virtual Software Library
http://www.csun.edu/it/vsl

ETD (Thesis Upload site)
https://etd.csun.edu

Financial Aid
http://www.csun.edu/financialaid/

Graduate Studies page
http://www.csun.edu/research-graduate-studies/graduate-studies

Graduate Policies
http://www.csun.edu/research-graduate-studies/graduate-policies

Human Subjects (IRB)
http://www.csun.edu/research-graduate-studies/human-subjects-research
http://www.csun.edu/research-graduate-studies/animal-subjects-research

Online Thesis Archive (Scholar Works)
http://scholarworks.csun.edu

Student Financial Opportunities
http://www.csun.edu/research-graduate-studies/funding-sources

Student Awards
http://www.csun.edu/research-graduate-studies/student-awards

Thesis Information
http://www.csun.edu/research-graduate-studies/thesisdissertation-guidelines

University Catalog
http://catalog.csun.edu/graduate-programs/graduate-studies-research-and-international-programs/
The University Writing Center welcomes Graduate students writing abstracts, seminar papers, theses, research projects, and dissertations. We offer individual consultations as well as workshops on topics such as APA and MLA research formats, organizing the Literature Review, proofreading techniques, and writing Personal Statements.

1. **Schedule an individual consultation.**

Consultants work with you individually to help you communicate more effectively in writing. During the 30-minute appointment, a Consultant typically

- Asks what aspect of your writing you want to focus on (e.g., the organization, the clarity, a particularly troublesome part, the use of sources, addressing patterns of error, and so on).
- Reads over the draft, and asks questions, so you can see where may not be clear or complete.
- Works out strategies with you to address those concerns.

2. **Make a regular appointment with the same consultant.**

Work with someone who knows your concerns. You can make one appointment per week and can also come as a “walk-in.” Writing Center Consultants all have training in teaching writing. Some are M.A. students—most are writing faculty in CSUN’s English Department.

**Grad students working on theses and dissertations** are especially invited to meet with Dr. Terrie Mathis. Prof. Mathis has experience teaching academic writing for graduate students and linguistics. Prof. Mary Marca, who taught English classes at CSUN for more than 20 years, is also here to help you. Both have extensive experience working with English Language Learners.

Visit the LRC or call (818) 677-2033 to make your appointment.

3rd floor, East Wing of the Oviatt Library | (818) 677-2033 | [http://www.csun.edu/lrc](http://www.csun.edu/lrc)
STUDENT SCHEDULE PLANNER

1. LOGIN
   Log into myNorthridge at www.csun.edu
   Under Quick Links, select SOLAR Student Center.

2. CLICK "SCHEDULE PLANNER"
   Under Academics, select Schedule Planner.
   The "Instructions" page opens.
   Find "Get Started" to open Schedule Planner.

3. ADD COURSES
   To Take Next Term

4. ADD BREAKS
   To Block Off Times
   For No Class

5. GENERATE
   All Possible Schedules

6. VIEW
   To See Each Schedule

7. SEND TO SHOPPING CART
   From the "View" Screen, Click the "Shopping Cart" Button to Begin Registration!