The Graduate Student Handbook is an excellent resource for prospective 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 Report 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 & Graduate Studies and Graduate Dean
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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.

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. Students must achieve full Classified standing prior to completing more than 12 units of course work. Conditionally classified students are 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. 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 the student completes classification requirements.

Full/Part time Enrollment
Full time enrollment for graduate students requires a minimum of 8 units and part time enrollment requires a minimum of 4 units.
A culminating experience is required for completion of a Master’s or Doctorate degree program. 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. The university recognizes the following types:

**Thesis/Dissertation**
A thesis or 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 graduate 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.

**Comprehensive Exam**
A comprehensive exam 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.

**Rules and Procedures for Theses, Dissertations & Projects**

1. **Guidelines:** The thesis, dissertation project must be prepared according to the guidelines set forth by the Office of Graduate Studies and can be found on the Graduate Studies website [http://www.csun.edu/research-graduate-studies/graduate-studies](http://www.csun.edu/research-graduate-studies/graduate-studies). All theses, 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 (DPR).

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

5. 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.

6. **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.

**Thesis/Dissertation and Graduate Project Committee Selection**
A minimum of three individuals who do not have a conflict of interest with the student, must serve on a student’s committee. The chair of the committee must be a tenured or tenure-track faculty member of the department or academic degree granting program. The majority of members of the committee must be active members of the degree granting program. Active members include all tenured and tenure-track faculty and lecturers aligned with the degree granting program—as defined by the graduate coordinator. Faculty participating in the Faculty Early Retirement Program are considered active faculty members and, as such, can serve as either the chair or a committee member. Exceptions to the above policies require approval from the Graduate Studies
A minority of committee members may be drawn from outside the degree granting program, either from within or outside of the university. Like all committee members, such outside members must (a) have a terminal degree in a related field, or (b) have extensive experience in the topic, such as employment with an established institution or agency as a staff member or consultant, and (c) demonstrate professional recognition through publications, creative activities, reports, papers or membership in a national professional organization and/or working committees in his or her institution or agency. Individuals from outside the university must submit a CV to, and be approved by, the graduate coordinator of the department or degree granting program.

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 enroll in a comprehensive exam (697) course.
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 may not take the comprehensive examination more than twice.**
   - Students who fail the examination on the first attempt will be required to register for the examination again the next available term.
   - 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.
   - 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.
   - **Failure of the second attempt of the comprehensive examination results in disqualification from the program.**
   - Graduate Coordinators will file the results of each examination with the Office of Graduate Studies.
   - 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.
6. At least three committee members must certify to the success or failure of the student in the examination.

Required Enrollment for Culminating Experience
Graduate students must have classified status before they can enroll in their culminating experience. 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 https://www.csun.edu/research-graduate-studies/graduate-studies/thesisprojectdissertation-formatting-guidelines

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.

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.
What is human subject research?
Human subject 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. Some research conducted by graduate students will involve human subjects and thus will require review and approval by the CSUN Committee for 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 all such activities to be approved by the CSUN IRB before 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 subject 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, only the IRB may 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, 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 call (818) 677-2901 or email irb@csun.edu.

What happens if I conduct human subject research without IRB Approval?
You will place the university out of compliance with federal requirements that regulate human subject research. This can result in federal or IRB actions that could prevent you, your Department/Division, or the university from conducting human subject research. It will also jeopardize the Institution’s human research certification with the federal 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 Programs 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. Delays in IRB approval occur when protocols are filled out incorrectly or incompletely. Please 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. Don’t be afraid to ask questions! For more information, please call (818) 677-2901 or email irb@csun.edu.

Animal Subjects Research
Federal regulations also require that anyone conducting research that involves animal subjects MUST complete and receive approval for their research protocol BEFORE they begin their research. At CSUN, the Institutional Animal Care and Use Committee (IACUC) will only review applications submitted by faculty. If you are planning to do research with animals, please work with your faculty mentor to prepare an IACUC application well before your research begins. If you have questions about doing research with animals, please call (818) 677-2901 or email iacuc@csun.edu.
International Student Research & 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](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](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](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](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*

[https://www.csun.edu/risk/foreign-travel-insurance](https://www.csun.edu/risk/foreign-travel-insurance)
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:

https://www.csun.edu/research-graduate-studies/graduate-studies/steps-graduate-master-students
https://www.csun.edu/research-graduate-studies/graduate-studies/steps-graduate-doctoral-students

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 and doctoral degree and change of date form can be downloaded at:

https://www.csun.edu/research-graduate-studies/graduate-studies/graduate-student-forms

Note: 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.

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.
All full explanation of the policies governing graduate students can be found in the university catalog: https://catalog.csun.edu/graduate-studies/. As a graduate student, it is your responsibility to familiarize yourself with all of the policies governing your graduate program.

**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.

**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 and earn a score of 3 or higher.

**NOTE:** Scores are valid only up to 5 years from the date in which the test was taken.

Graduate programs with existing requirements of higher GRE or UDWPE scores may continue to enforce those requirements.
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. The "RP" will be converted to a “credit” or “letter” grade once the culminating experience has been approved.

For more information see [http://www.csun.edu/catalog/policies/grading-system-for-graduate-students/](http://www.csun.edu/catalog/policies/grading-system-for-graduate-students/)

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. Or 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 [https://catalog.csun.edu/policies/grading-symbols/](https://catalog.csun.edu/policies/grading-symbols/) 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.

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 http://www.csun.edu/admissions-records/late-add-drop-classes. Students who receive financial aid funds must consult with the http://www.csun.edu/catalog/?groups=financial-aid-and-scholarship-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 are grounds upon which student discipline can be based:
For a complete list, please visit https://catalog.csun.edu/policies/student-conduct-code/

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.
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
Intentional falsification or invention of any information or citation in an academic exercise. Comments:
1. “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.
2. 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.
3. 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 administers a number of financial aid programs. For financial aid assistance contact the CSUN Financial Aid Office at (818) 677-4085 or visit: https://www.csun.edu/financialaid. To apply for financial assistance, both continuing and entering students must complete the on-line Free Application for Federal Student Aid (FAFSA) between October 1st and March 2nd of every year to be considered for grant aid in the following year. To submit a FAFSA on-line, visit https://fafsa.ed.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 https://www.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 https://www.csun.edu/financialaid/scholarships and also by completing the online scholarship database AcademicWorks at https://csun.academicworks.com/users/sign_in. Students should also check with their Department about departmental scholarships.

**General Requirements for financial aid and scholarships 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. SUG is 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 https://www.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 https://www.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 140% 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 https://www.csun.edu/financialaid/what-affects-my-aid.

Financial aid recipients must complete loan exit counseling before they can receive their diploma. Student should visit https://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 https://www.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 May. 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 https://www.csun.edu/financialaid/financial-literacy-program.

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 https://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 https://www.csun.edu/financialaid/loans.
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 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/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.

Graduate Student Travel Award
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 note: Funding is limited to one award per semester. CSUN employees are not eligible, except TAs and GAs. For more information please visit https://www.csun.edu/research-graduate-studies/graduate-studies/graduate-student-travel-funding

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, please visit http://www.csun.edu/as/funding-process or call (818) 677 2477.
Graduate Student Awards and Events

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

1. The Nathan O. Freedman Memorial Award for Outstanding Graduate Student
2. The Robert H. Schiffman Memorial Scholarship Award
3. The Association of Retired Faculty Memorial Award

The Graduate Office announces the eligibility requirements during the spring semester. For more information, please visit https://www.csun.edu/research-graduate-studies/graduate-studies/graduate-student-awards

Graduate Events

Advancement to Graduate Education (AGE)
Thinking about pursuing a doctorate degree? Advancement to Graduate Education (AGE) is an annual event in the fall term where students gain valuable information on how to successfully apply to doctorate programs. 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.

CSUNposium
This annual event highlights student research across all academic disciplines. 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. To get detailed information about the application process and deadlines, please visit the website of the Office of Research and Graduate Studies.

Distinguished Thesis/Project Competition
The purpose of this award is to recognize and reward distinguished scholarship, research and creative activity at the master’s level. Each academic college is invited to nominate two theses/projects for consideration for this distinguished award. Two recipients will each receive $1500.

If you are interested in applying for this funding opportunity, please contact your department/graduate program.

GRE Workshops
Do you still need to take the GRE? The Office of Research and Graduate Studies is collaborating with Princeton Review to organize five FREE GRE workshops for CSUN students in the fall and spring. The duration of the workshops is three hours.

Graduate Student Orientation
The Graduate Student orientation is your first introduction to the CSUN campus. It is designed to increase your awareness of Academic rules, policies, special events and financial opportunities.

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.

Thesis/Dissertation/Project Writing Retreat
The Thesis/Dissertation Writing Retreat is a 4-day event for graduate students who want to improve their academic writing skills. The retreat offers a quiet working space and food. A writing expert will be available to assist students with questions. The retreat is scheduled during the Summer and Winter at the Learning Resource Center.

For a full list of events please visit https://www.csun.edu/research-graduate-studies/graduate-studies/events
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/.

Equity and Diversity
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.

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. 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://www.csun.edu/as/finance/star.
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 http://lynda.csun.edu

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, note taking, 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
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 818 677-2287 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 indoor 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

Younes and Soraya Nazarian Center for the Performing Arts
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
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.

**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.

**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 and 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)

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**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 driver’s 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 required 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](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://www.csun.edu/research-graduate-studies/graduate-studies/electronic-thesisdissertation

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

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

Graduate Policies
https://catalog.csun.edu/graduate-studies/

Human Subjects (IRB)
https://www.csun.edu/research-graduate-studies/research-sponsored-programs/irbhuman-subjects-research
https://www.csun.edu/research-graduate-studies/research-sponsored-programs/iacucanimal-subjects

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

Student Funding
https://www.csun.edu/research-graduate-studies/graduate-studies/student-funding

Student Events
https://www.csun.edu/research-graduate-studies/graduate-studies/events

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

University Catalog
https://catalog.csun.edu/