

# GRADUATE STUDENT HANDBOOK



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# GRADUATE STUDENT HANDBOOK



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.

The intention of this Handbook is 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 specific policies, procedures, and/or admissions requirements in addition to the University's requirements.

# WELCOME

## Welcome to Graduate Studies at CSUN!



We are delighted that you are planning to join the California State University Northridge Graduate student family! CSUN is a very special place for graduate studies. Many students come to CSUN for a graduate degree to help them get ahead in their current job or to create new job opportunities. Others come for master's programs that help to prepare them for doctoral studies. 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 in the classroom to their work in their respective fields.

Another unique characteristic of graduate studies at CSUN is that most of our graduate programs are relatively small while our campus is quite large. While CSUN graduate students get all of the benefits of studying at California's third largest graduate serving public university, they also get individual attention with our world-class faculty. At CSUN, your faculty will know your name and will encourage you to work beside them in their labs, classrooms and offices.

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 1<sup>st</sup> in the nation for the number of our students who go on to research doctorates in Psychology, 2<sup>nd</sup> in the nation for the number of students who continue on to research doctorates in Engineering and 5<sup>th</sup> in the nation for subsequent research doctorates in Biology. We're also proud of the fact that CSUN is ranked 10<sup>th</sup> in the nation for master's degrees awarded to Hispanic students. US News & World Report ranks our MBA and MSW programs amongst the best in the nation. We're proud of the excellence in our graduate programs and especially in our incredible graduate students. Welcome to the CSUN family.

Sincerely,

A handwritten signature in black ink that reads "Amy Levin".

**Amy Levin, Ph.D.**

*Assistant Vice President of Graduate Studies*

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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 in one of the many disciplines available at CSUN. The status of a graduate student can either be classified or conditionally classified, depending on whether or not a student has met university requirements. Graduate students in either category may enroll in 500, 600 and 700-level courses, although in some programs enrollment is limited to only classified students. Graduate students must follow a specific course of instruction identified to them by the graduate program coordinator and describe for the individual program on the Master's or Doctorates page.

### Admission to a Graduate Program

The Graduate Department reviews applications for requirements for admission into the graduate program. Some programs require a department application. The status of admitted students are as followed:

#### **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:

##### **1. Conditionally Classified Status**

Conditionally classified students are those who do not meet all admissions requirements upon admitting to the university. Students must achieve full Classified standing prior to completing more than 12 units of course work. University policy prohibits enrollment in culminating experience courses to conditionally classified students.

##### **2. Classified Status**

To be granted classified status, students must have **ALL** of the following:

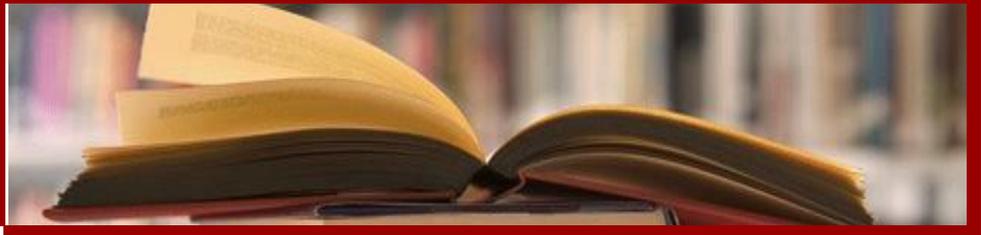
1. A 3.0 cumulative GPA or higher of all work taken as a CSUN graduate student.
2. Hold a Bachelor's degree from a regionally accredited institution (or its equivalent for international students).
3. Pass the Upper Division Writing Proficiency Exam (UDWPE) with a score of 8 or higher. Students who have fulfilled the Upper Division Writing Exam at another CSU campus may submit official notification of a passing score. Some programs may fulfill this requirement with an alternate examination. For instance, if the student earns a certain score in the Writing section of GRE or \* GMAT, UDWPE requirement can be waived by some departments.

**NOTE:** Once a conditionally classified student has met the requirements to officially Classified status, it is the responsibility of the student to notify their designated program graduate coordinator. The Graduate Coordinator will submit a "Request for Classification" Form to Graduate Evaluation Services at the Office of Graduate Studies. Completion of this process should happen as soon as the student meets the classification requirements listed above.

#### **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.

## Culminating Experience Enrollment



Satisfactory completion of a thesis, project, or comprehensive examination, defined as follows:

- A. A thesis 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 is required.
- B. 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.
- C. 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.

### **Comprehensive Examination Policy**

A comprehensive examination will test the range of subject matter covered in the student's graduate program. The purpose of the examination is to allow students to demonstrate their ability to integrate content, knowledge, independent thinking and critical analysis. Each master's program that offers a comprehensive examination option is required to maintain University-approved guidelines for the administration of the examination, and these guidelines are to be available on request. The following regulations apply in all cases:

- 1. A student must be classified before he or she can be given permission by the department to enroll in a comprehensive exam (697) course.
- 2. Students become eligible to attempt the examination during the semester in which all required coursework will be 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 program.
- 4. If the examination is not passed in the final semester in which the student will graduate, the student 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.
  - a. Students who fail the examination on the first attempt will be required to register for the examination again the next available term.
  - b. 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 the graduate coordinators once enrolled for the second attempt.
  - c. 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 department, a supplementary examination on any part or parts of the first examination that the student failed.
  - d. Failure of the second attempt of the comprehensive examination results in the disqualification from the program in that department.
  - e. Graduate coordinators will file the result of each examination with the Office of Graduate Studies.
  - f. Once students have chosen the option of the comprehensive exam and enrolled in (received a WU) or attempted the comprehensive examination and failed it (or any part), they are not eligible to change to any other option (e.g., thesis, dissertation or graduate project).
6. **At least three committee members must certify to the success or failure of the student in the examination.**

## Theses, Dissertation and Graduate Projects Rules and Procedures Policy

### The following rules apply to Theses and Graduate Projects:

1. A student must be classified before he or she can be given permission by the department to enroll in a Thesis/Project (698) course.
2. The Thesis 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 Associate Vice President of Research and Graduate Studies.
3. Students must contact their graduate coordinator to determine the maximum number of required culminating units.
4. Students must be registered during the semester in which they expect to graduate.
5. If a student fails to successfully complete/defend the Thesis/Dissertation or Graduate Project, or any part of it, the student will be disqualified from the master's program in the department and normally not allowed to take the Comprehensive Examination option, if that option exists.
6. Guidelines: The Thesis, Dissertation and Graduate Project must be prepared according to the guidelines set forth by the Office of Graduate Studies and available online. All Thesis, Dissertations, Graduate Projects or Abstracts must be uploaded through the Electronic Thesis and Dissertation website.
7. 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.

### 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 Committee. 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.

### Electronic Thesis and Dissertation System

After the student has formed his or her Committee, the student must register through the ETD website at [ETD Login](#). If a part-time faculty or an off-campus specialist is to serve on the committee, the student must upload their curricula vitae on the ETD website for approval by the student's Committee Chair, Graduate Coordinator and the Assistant Vice President of Graduate Studies. Using ETD, student theses are submitted to the Oviatt Library's online repository, Scholar Works. Once submitted to Scholar Works, the theses will be available and searchable online.

### Planning Form, Formatting & Deadlines

A planning form is required for all culminating experiences. For formatting guidelines and deadlines for all culminating experience types please check the [Graduate Studies and Thesis Dissertation webpage](#)

# Human & Animal Subjects Research



## What is human subject research?

Human subject research is the activities in which a researcher obtains information about a living person through the means of survey, interview, observation or experimentation. Activities of human subject research can 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 Protection 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 approval for all such activities 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, CSUN faculty, students, and staff must obtain approval BEFORE any research can begin. Federal regulations do not allow for retroactive human subjects approval after the work is 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 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](mailto: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 restricted from use 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 have sponsorship and approval 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 are 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 proposal. Delays in IRB approval occur when protocols are incorrect or incomplete. 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. Do not be afraid to ask questions! **For more information, please call (818) 677-2901 or email [irb@csun.edu](mailto: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](mailto: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 are located at [Travel Risk Webpage](#). 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 accompany the student's eTravel Travel Authorization documentation. Failure to do so may result in a rejection of the student's travel authorization.

***In the event that the traveler might need to cancel, they must notify Cyndi Paull at x6830 or [cyndi.paull@csun.edu](mailto: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 is bound, students must complete and print an Approval of Travel Request form at [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 [Travel Guidelines Webpage](#):

- 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)  
[Foreign Travel Insurance Webpage](#)
- 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***  
[Foreign Travel Webpage](#)

# Completing Your Master's or Doctoral Degree



## **Required Enrollment During Your Final Semester**

Enrollment is required in the semester during which the student plans to complete their graduate degree.

## **Online Application For Graduate Degree and Diploma**

*Note: A tutorial is also available online via the Graduate Studies webpage under the "Current Students" tab.*

[Tutorial to Apply for Graduation](#)

### **Who can apply to Graduate?**

- Students who have been classified
- Completed or in progress of completing 18 units

### **How do I apply to Graduate?**

- Apply to graduate online via your MyCSUN Portal.
- The fee to apply to graduate is \$47.  
*(You will be able to verify how your name will appear on your diploma as well as the correct address for your diploma to be mailed to.)*

Note: "How to Guide" is available for further guidance via this link:

[Online Graduation Application How to Guide](#)

### **When do I apply to Graduate?**

- The provided link includes the deadlines to Apply for Graduation: [Graduation Deadlines webpage](#)

### **What happens if I miss the deadline to apply?**

- Students MUST apply for the next available term and will be required enrollment using the Application for Graduation Date Change with \$8.00 processing fee. The form can be obtain from the Graduate Studies webpage.

### **What happens if I do not meet the requirements after applying to graduate?**

- If you need more time to complete degree requirements and have already submitted the Application for Graduate Degree and Diploma, you must submit a "Change of Date form" along with an \$8 processing fee. The form can be found on the CSUN Graduate Studies website under the "Forms" tab.

### **Graduating with Distinction**

- Graduate Master's students who obtain a 3.885 or higher in their formal program GPA will be graduated "With Distinction". This will appear on the official transcripts and the diploma. Master's students that graduate "With Distinction" are eligible to participate in Honors Convocation. Students can verify if they are eligible for distinction by viewing their DPR.

## 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 to prevent important letters and documents (e.g., your diploma!) being sent to the wrong place. CSUN will not be responsible for documents sent to outdated addresses in the CSUN database. To change your contact information, go to your myNorthridge portal within [CSUN Homepage](#), and then click the personal information tab.

The screenshot displays the myNorthridge portal interface. At the top, the 'myNorthridge' logo is on the left, and a search bar with the text 'Ask Matty a Question' and a 'matty' logo is on the right. Below the logo is a navigation bar with tabs: HOME (circled in green), ACADEMICS, SERVICES, ACTIVITIES, FINANCIAL MATTERS, MOBILE, and ADD PAGE. The main content area is divided into three columns:

- My Announcements:** A list of announcements with status indicators (0 New, 1 New, 0 New). Items include 'Urgent!', 'Academic Policy Updates', 'Fee Updates', 'New Resources', 'Tech Alerts', and 'Archived Announcements & Alerts'.
- Class Registration Tips:** A section with a video player showing the CSUN logo.
- My Current Classes:** A box stating 'You are not currently registered for any classes this semester'.
- My Checklist:** A central section with a '\*\*\* Attention \*\*\*' header. It includes a 'Student Account Summary' (no outstanding charges), 'Registration' information (before registering, resolve any holds), 'Summer Appt/Enrollment', and 'Incomplete Tasks' (Registration Holds for Spring 2017 and Fall 2016, and a registration hold for the Title 9 course). Below this is a 'My Status' section showing 'Student' and 'You are a Junior for the Spring Semester 2017. Your'.
- Quick Links:** A grid of icons for various services: ENROLL IN CLASSES, PAY ACCOUNT BALANCE, BUY/RENT TEXTBOOKS, CHECK GRADES, CSUN EMAIL, CLASS SCHEDULE, MOODLE, CANVAS, DEGREE PLANNING TOOLS, and SOLAR STUDENT CENTER (indicated by a green arrow).

# Academic Policies



A full explanation of the policies governing graduate students are in the university catalog: [University Catalog](#) . It is the responsibility of all graduate students to familiarize themselves with all of the policies governing their 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” will count 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. Receiving a “C” or better on the second attempt disqualifies the student from the program. A student may repeat a maximum of 6 units in the formal program (***program of study***) 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 accompany a course substitution to the Office of Graduate Studies for approval of the specific coursework.
2. Only graduate coursework with a grade “B” or better is eligible for transfer (CR/NC grading is not transferable).
3. No more than nine units in combination of transfer work, extension work or work completed prior to earning a Master’s or Doctoral Degree can count 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 are ineligible for validation 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 a student took the course(s) petitioned for transfer at an institution, where they received a degree, then the student must provide a memo from that institution certifying that the course(s) does not count 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 does not calculate in a student’s cumulative GPA and will not appear on the student’s CSUN transcript.

## **Upper Division Writing Proficiency Examination**

CSU requires all CSUN graduate students earning a degree 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 three or higher.

**NOTE: Scores are valid only up to 5 years from the date of the test.**

Graduate programs with existing requirements of higher GRE or UDWPE scores may continue to enforce those requirements.

Program	Test	Score	Section
Accountancy	GMAT	4	Analytical Writing Assessment
Taxation	GMAT	4	Analytical Writing Assessment
MBA	GMAT	4	Analytical Writing Assessment
EdD	GRE	3.5	Analytical Writing Assessment
DPT	GRE	3	Analytical Writing Assessment
All Other Master's Programs	GRE	3	Analytical Writing Assessment

## **Duration Policies**

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

Students must complete all requirements for their graduate degree within 7 calendar years from the date their admission date to a program, unless the graduate program coordinator specifies a lesser time. Courses completed more than 7 years prior to the date on which all requirements for the degree are completed will not count toward unit requirements unless the student can show current content knowledge in the outdated course(s) by written examination for each course in question. The Graduate Studies office will accept a maximum of nine units taken in residency at CSUN for validation. Validation has a duration of only one semester without exception. 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 do not qualify for validation.

### **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 receives an "RP" (Report in Progress) grade for work in progress. The "RP" changes to a "credit" or "letter" grade upon approval of the culminating experience. For more information, see [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. Although there is no mandatory formal approval, students should 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; or
2. Did not obtain disqualification 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 obtain removal 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 Symbols](#) 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 consideration for readmission to a Master's/Doctoral/Certificate Program must submit the Graduate Reinstatement form for the semester immediately following disqualification notification. Students receive the first disqualification letters via email after the posting of final grades. Students require approval from their Graduate Program Coordinator or Department Chair of the program. The student must then submit the completed form for processing to the Office of Graduate Studies (UN 275). Students should review the reinstatement form to view a deadline. 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 disqualified twice may not retake classes for 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**

An analysis of the student's cumulative GPA is necessary 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 on probation or receive disqualification must contact IESC at [International and Exchange Student Center](#) 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 not get 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 enrolling in another academic term. Information on canceling registration and withdrawal procedures is available from [Admissions and Records Late-Add-Drop Classes](#). Students who receive financial aid funds **must consult** with the [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 receiving financial aid but 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. Students must submit requests for complete medical withdrawals 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 should 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 are not eligible 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, policy permits partial medical withdrawals 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 of the withdrawal request not eligible for consideration.**

**International students with F or J visa status must contact IESC at [International and Exchange Student Center](#) 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

The educational process designed to promote safety and good citizenship and, when necessary, impose appropriate consequences addresses student behavior that is not consistent with the Student Conduct Code.

**The following are grounds upon which student discipline can be based:**

**For a complete list, please visit [Student Conduct Code](#)**

1. Dishonesty, including:
  - A. Cheating, plagiarism, or other forms of academic dishonesty with intent 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.

## 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) 677-4085 or visit: [Financial Aid](#). To apply for financial assistance, both continuing and entering students must complete the on-line Free Application for Federal Student Aid (FAFSA) between October 1<sup>st</sup> and March 2<sup>nd</sup> of every year to be considered for grant aid in the following year. To submit a FAFSA on-line, visit [Federal Student Aid](#)

### **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 [Apply for Financial Aid](#) in late March to view information about the summer aid process. Students must enroll in all summer classes by May 1<sup>st</sup> 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 [Scholarship](#) and also by completing the online scholarship database AcademicWorks at [MyMatador Scholarship](#)

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 [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 [Cost of 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 [What Affects My Aid?](#)

Financial aid recipients must complete loan exit counseling before they can receive their diploma. Student should visit [Federal Student Aid](#) 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 [Loans](#)

If additional funding beyond federal and state aid is needed, students may research Private Educational loan opportunities at [FINAID](#)

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 [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 [Financial Aid & Scholarship Department](#) The Financial Aid Office is located in the 1<sup>st</sup> floor lobby of Bayramian Hall.

For additional information about the federal student loan programs, visit [Loans](#)



**APPLY FOR  
FINANCIAL AID**



**COST OF  
ATTENDANCE**



**APPLY FOR  
SCHOLARSHIPS**



**FINANCIAL  
LITERACY**



**SATISFACTORY  
ACADEMIC PROGRESS**



**MPN AND  
LEC**

## Office of Graduate Studies Financial Opportunities



### 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 [California Pre-Doctoral Program](#) 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://The Chancellor's Doctoral Incentive Program \(CDIP\)](http://The Chancellor's Doctoral Incentive Program (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 [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 [Funding Process](#) or call (818) 677 2477.

# Graduate Studies 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://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! First and second place winners receive cash awards. 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. We invite each academic college 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. Its purpose is 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 takes place during the Summer and Winter at the Learning Resource Center.

For a full list of events please visit [Graduate Studies Events](#)

## 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 [Admissions and 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 [Associated Students](#)

### Associated Students Childcare Center

The Associated Students Childcare Center is located at 18343 Plummer St. in Northridge. The National Association for the Education of Young Children (NAEYC) accredits the facility. For more information, please call (818) 677-2012 or visit [Children's Center-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 [Career Center](#)

### 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 [Student Finance](#)

### 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 [Disability Resources and Educational Services](#)

### 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 [Student Travel & Academic Research \(STAR\)](#)

### **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 [International and Exchange Student Center](#) 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 [Klotz Student Health Center](#)

### **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 [Learning Resource Center](#)

### **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 [LinkedIn Learning](#)

### **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 [CSUN Bookstore](#)

### **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 [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 [NCOD: Deaf and Hard of Hearing Services](#)

### **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 [Oasis Wellness Center](#)

### **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 [Oviatt Library](#)

## **Parking**

Parking is available on campus with a semester or a daily parking permit. Daily permits available for purchase at one of the kiosks located in each parking structure. Semester may purchase permits online through myNorthridge portal. For more information about Parking Services, please call 818 677-2157 or visit [Parking Services](#)

## **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 [Pride Center](#)

## **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 [Transportation Services](#)

## **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 [Student Housing and Residential Life](#) 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 [Student Recreation Center](#) 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 [University Counseling Services](#)

## **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 [The Soraya](#)

## **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 [Veterans Resource Center](#)

## Graduate Students and the University Writing Center



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 or 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.

**Graduate students working on theses and dissertations** are highly 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 | [Learning Resource Center](#)

## 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 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 [CSUN Mobile App](#)

## Quick Links



### **Departments**

[Admission and Records Webpage](#)

[CSUN Virtual Software Library](#)

[Financial Aid Webpage](#)

[Graduate Studies Webpage](#)

### **Graduate Student Resources**

[Electronic Thesis/Dissertation \(ETD\) Login Webpage](#)

[Electronic Thesis/Dissertation Webpage](#)

[Graduate Studies Event Page](#)

[Graduate Policy](#)

### **Human Subjects (IRB)**

[Protection of Human Subjects Webpage](#)

[Animal Care and Use Webpage](#)

[Online Thesis Archive \(Scholar Works\) Webpage](#)

[Student Funding Webpage](#)

[University Catalog](#)

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