2026-2027 Graduate Studies HANDBOOK



California State University SAN MARCOS

Division of Academic Affairs
GRADUATE STUDIES & RESEARCH

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Greetings Graduate Students!

Welcome to California State University San Marcos! We are thrilled that you've chosen to pursue your graduate education at CSUSM and to become part of our dynamic and diverse campus community. Our university is proud to offer high-quality graduate programs led by dedicated and accomplished faculty who are committed to supporting your academic and professional goals.

This Graduate Student Handbook is designed to help you navigate your academic journey. Inside, you'll find important information about university policies, graduate education requirements, and key timelines. It is essential to review and understand these policies as you progress through your program. This handbook should be used in conjunction with the University Catalog and your specific graduate program's guidelines. In addition, regular communication with your graduate program coordinator and faculty advisor is vital to ensure you're on track to meet all degree requirements.

The Office of Graduate Studies and Research (OGSR) is here to support your success. We partner with graduate programs across campus to provide guidance, resources, and opportunities—ranging from conference funding and CSU-wide events to academic workshops and scholarships. We encourage you to make the most of these resources throughout your time here.

We are committed to fostering a strong culture and community of graduate education at CSUSM. I invite you to get involved with the Graduate Representatives Council and contribute to building a vibrant and supportive environment for all graduate students.

I look forward to celebrating your achievements!

Charles De Leone, Ph.D.
Dean, Graduate Studies and Research

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For questions or additional information regarding the **Graduate Studies Handbook**, please contact the **Office of Graduate Studies and Research** at gradstudies@csusm.edu

ADVISING AND REGISTRATION

Advising

Graduate students are encouraged to communicate regularly with their advisors to ensure successful progression through their respective programs.

Graduate Coordinator (Program Coordinator)

Though the responsibilities of Graduate Coordinators may vary slightly among departments, they typically are responsible for overseeing graduate student admissions, program development, and are responsible for knowing graduate student policies and information. Graduate Coordinators are a graduate student's first point of contact should a graduate student have any questions. They work closely with the Office of Graduate Studies and Research (OGSR) on a wide range of matters surrounding the graduate student lifecycle.

Thesis/Project Chair (Advisor)

Your Chair is the faculty member who is the key individual to supervise the preparation and completion of your thesis or project. The Chairperson has the primary responsibility of assuring that the work of the Committee effectively fulfills both the expectations of service to the student and service to the academic discipline or disciplines and professional fields of practice involved.

Office of Graduate Studies and Research (OGSR) Team

The OGSR Team helps graduate students by providing support, information, and assistance to aid them in navigating through administrative policies. OGSR also serves as a resource for Graduate Coordinators and program faculty.

Registration and Scheduling

Academic Calendar

The *Academic Calendar* is a schedule of all the events that occur in an academic year including the final exam period, holidays, and the last day of the semester. Click on the link to access the current, past, and future Academic Calendars.

University Catalog

The *University Catalog* is revised and updated annually. Within the catalog are policies, major requirements, and course descriptions - all of which may affect graduation requirements. However, students' individual graduation requirements are not subject to these annual updates; in fact, students who remain continuously enrolled maintain rights to a particular set of graduation requirements, which is referred to as *catalog rights*. Click on the link to access the current, past, and future University Catalogs.

Course Registration

Most graduate students will self-register for classes online, from any computer with Internet access, at home or on campus through MyCSUSM. Your specific Enrollment Window will be viewable in MyCSUSM. Continuing students typically register in November for the spring semester and in April for the fall semester. New students will register before the beginning of the term but should check with their programs if they should self-register or if the program will have them registered for courses. Students should refer to their admission letter and the online Registration Calendar for more details.

Students are responsible for ensuring correct registration for all classes. Please see program handbook for further details.

Late Course Add Request

Faculty and Dean (or Dean's designee) approval is required to enroll in a class after the add/drop period. Email approval from faculty and Department Chairs are accepted in lieu of a signature on the printed form.

Students must submit a Late Enrollment Petition form and email the completed/approved form to registrar@csusm.edu. Please submit all the information in one email. Requests with all the required information will be processed in 5-7 business days of receipt.

Due to processing time constraints, we strongly recommend exercising caution when considering late enrollment petitions for courses that are 8 weeks or shorter. There is no guarantee that such petitions will be processed in time for students to be officially enrolled and gain access to course materials. As a result, students may be unable to complete the required coursework. The inability to complete coursework due to delayed enrollment will not be considered a valid reason for approving late or retroactive withdrawal petitions.

Withdrawal Policy for Graduate and Postbaccalaureate Students

Students may remove themselves from a course through two means: drops and withdrawals. These are similar in that both are the result of a student officially ending their attendance in a course, but drops leave no record on a student's transcript, and withdrawals result in a grade of W on the transcript. There may be serious academic and financial consequences for drops and withdrawals, especially for withdrawals. Students are strongly encouraged to speak to their academic advisor, the Financial Aid Office, and Student Financial Services to discuss academic and financial implications of withdrawals.

The university may also remove a student from a course administratively, resulting in a drop. This type of a drop is known as an Administrative Drop and may occur when enrollment in a course is contingent upon attendance and/or satisfying enrollment requirements.

Drops

Students may use the online registration system to drop courses through the end of the drop deadline which will immediately make available space in the course. Through the end of the drop period, students may drop courses in the online student portal, and no record of the course will appear on the student transcript.

Withdrawals

Beginning the day after the drop period, students may request to withdraw from courses by submitting a withdrawal petition for approval to the Registrar.

Withdrawal Eligibility

Students may withdraw from no more than 18 semester-units attempted at CSUSM during each of their respective undergraduate, credential, or graduate studies. Individual graduate programs may elect to establish more restrictive limits on the total number of semester-units allowed for withdrawal. The maximum allowable units for withdrawal applies to coursework taken in matriculated status and any courses taken through Extended Learning or Open University (regardless of matriculation status).

1. Withdrawals for Specific Circumstances (*see below*) are excluded from the 18 semester-unit limits.
2. Withdrawals from coursework during the Spring 2020 and Fall 2021 semesters do not count toward the 18 semester-unit limits

Procedures for Dropping or Withdrawing from Courses

Students should first consult with their faculty advisors, the Office of Graduate Studies and Research, the Office of Enrollment Management Services Operations/Registrar's Office, or the Class Schedule for current course withdrawal procedures.

Graduate students may submit a Withdrawal Petition using one of the following methods:

1. Submit the online Withdrawal Petition located in MyCSUSM under the Academic section of the Student Center. The petition must include a statement of withdrawal as well as any other applicable supporting documentation. As part of the review, the graduate or credential program coordinator will be contacted for approval. Detailed instructions on how to submit via MyCSUSM can be found here.
2. Submit a PDF Withdrawal Petition Form that includes the graduate or credential program coordinator's signature. The completed form along with a statement of withdrawal and any other applicable supporting documentation should be emailed to gradstudies@csusm.edu

Mid-Session Withdrawal

Withdrawals on or after the census date (or the end of approximately the first 25% of the course) and prior to the last 20% of instruction may be approved only for serious and compelling reasons. Permission to withdraw during this time from graduate or credential courses shall be granted only with the approval of the appropriate graduate or credential Program Chair or Director or the Dean of Graduate Studies (or designee).

Late and Retroactive Withdrawal

Withdrawals during the final 20% of instruction are seldom granted and petitions are only accepted up to one year from the end of the semester. Only in extraordinary circumstances, might a petition be considered after one year. Students are expected to formally withdraw from classes or the university prior to the end of the 12th week of instruction if work, personal, or health reasons interfere with class attendance or ability to complete work or exams.

a. Withdrawals from classes or the university during the final 20% of the course will be considered only for accident, serious physical or mental illness, or serious personal or family problems where the cause of withdrawal is due to circumstances clearly beyond the student's control as determined by the academic administrator appointed by the President, and the assignment of an Incomplete grade (I) is not practicable. In addition, extenuating circumstances must be shown to have prevented withdrawal in a timelier fashion.
b. Requests for permission to withdraw during the final 20% must be approved by the academic administrator appointed by the President. Permission to withdraw during this time from graduate or credential courses shall be

granted only with the approval of the appropriate graduate or credential program coordinator (e.g., Chair or Director) and the Dean of Graduate Studies (or designee).

c. Documentation. Withdrawals during the final 20% of instruction must be for verifiable reasons and require appropriate documentation.

Deadlines	***Requirements and Procedures***
Drop: Up to the day before census (approximately first 25% of course).	▪ Student may use my.csusm.edu or visit Cougar Central if assistance is required. ▪ No record of the course appears on student records. ▪ No signature approval required.
Mid-Session Withdrawal: From census (approximately first 25% of course) and prior to last 20% of instruction	▪ Student may use my.csusm.edu or visit Cougar Central if assistance is required. ▪ Serious and compelling reasons ▪ A grade of "W" appears on student records. ▪ Graduate: Approval from appropriate graduate or credential Program Chair or Director, or the Dean of Graduate Studies (or designee) ▪ Complete Withdrawal Petition
Late and Retroactive Withdrawal: From the final 20% of instruction and up to one year after the end of the session	▪ Accident or serious physical or mental illness, or serious personal or family problems. Cause of withdrawal is due to circumstances clearly beyond the student's control. ▪ Graduate: Approval from appropriate graduate or credential program coordinator (e.g. Chair or Director) and the Dean of Graduate Studies (or designee) ▪ Documentation required ▪ Complete Withdrawal Petition ▪ A grade of "W" appears on student records.
▪ *Deadlines are strictly enforced. Students wishing to petition for an exception to a deadline based on circumstances beyond their control may do so in writing on a petition form available in Cougar Central.* ▪ *The symbol "W" indicates that the student was permitted to withdraw from the course after the__(day/week) of instruction with the approval of appropriate campus officials. It carries no connotation of quality of student performance and is not used in calculating grade point average or progress points.*	

Serious and Compelling Reasons

Serious and Compelling:

- An extended absence due to a verifiable accident, illness, or personal problem serious enough to cause withdrawal from the university.

- An extended absence due to a death in the immediate family. This applies to absences exceeding a week due to family affairs that must be attended to by the student.
- A necessary change in employment status which interferes with the student's ability to attend class. The student's employer must verify this change in employment status in writing for the term in which the withdrawal is being requested.
- Other unusual or very special cases, considered on their own merit.

Not serious and Compelling:

- Grade anticipated in class is not sufficiently high, or student is doing failing work.
- Failure to attend class, complete assignments, or take a test.
- Dissatisfaction with course material, instructional method, or instructor.
- Class is harder than expected.
- Pressure of other classes, participation in social activities, or simple lack of motivation.
- A change of major.

Withdrawal Unauthorized (WU)

The symbol WU shall be used where a student, who is enrolled on the census date, does not officially withdraw from a course but stops attending or participating before the end of week 9 or the first 60% of the course. Its most common use is in those instances where a student has not completed sufficient course assignments or participated in sufficient course activity to make it possible, in the opinion of the instructor, to report satisfactory or unsatisfactory completion of the class by use of the letter grade (A-F).

The instructor shall report the last known date of attendance by the student. If the last day of attendance is within the add/drop period, procedures for administrative course drop should be followed (see the Drop and Withdrawal Policy). If a WU grade is assigned, the last date of attendance should be between census and the end of week 9 or the first 60% of the course. If an F is used, the last date of attendance should be between week 10 and the last day or final exam of the course (or the last 40% of the course). The symbol WU shall be identified in the transcript legend and shall be counted as units attempted but not passed in computing the grade point average. In courses which are graded Credit/No Credit or in cases where the student has elected Credit/No Credit evaluation, use of the symbol WU is inappropriate and NC shall be used instead.

Student Attendance and Administrative Drop

A. Students registered in a course but not present at the first class meeting, or who do not demonstrate participation during the add period will not be guaranteed a place in the class. Administrative Drop is a procedure that offers instructors the option of making

enrollment in a course contingent upon the following:

1. the student's attendance at specified class meetings, and/or
2. proof of having satisfied the Enrollment Requirements.

B. To ensure that other students have access to unused enrollment opportunities, instructors have the option of making enrollment in a course contingent upon attendance at the first class meeting, or any other class meetings during the first two weeks of classes. Instructors therefore may initiate an Administrative Drop if this attendance policy is not adhered to by students.

C. For an Administrative Drop to occur, instructors must send the request to the Office of the Registrar at least two working days before the end of the add/drop deadline.

D. Per section II.A.4. of the Course Repeat and GPA Adjustment Policy (APC 309-06): Students will be administratively dropped from courses for which the student has earned a grade of "C" or better, "CR," or a grade of "I." This situation occurs when a student has registered to repeat a course before the grade in the original enrollment has been recorded.

E. Notice in the Catalog - Students who are unable to attend the first class meeting, or other class meetings where attendance is required for enrollment, must contact their instructor in advance to make sure the instructor is aware that they wish to remain enrolled in the course. Instructors may determine if extenuating circumstances made it impossible for students who missed the required class meeting(s) to make the required contact. Instructors who wish to make enrollment contingent upon attendance at class meetings beyond the first class meeting must inform students of the attendance requirement at the first class meeting. Students may also be administratively dropped for having not met the course enrollment requirements. Instructors are not required to drop students for absence or failure to meet enrollment requirements; therefore, students should not assume that they will be administratively dropped and should confirm their registration status prior to the adds deadline.

Even in an asynchronous online class, if you do not meet attendance/assignment deadline requirements set by the instructor, you may be administratively dropped. Be sure to log into Cougar Courses the first day of class (or the first day of the semester) to review the syllabus and any materials posted by your instructor to ensure that you meet attendance requirements.

Note: Academic Programs operated through Extended Learning have refund policies that do not necessarily coincide with the University Add/Drop period. In addition, courses that are less than 16 weeks will have a different refund policy. Please refer to that terms Enrollment Calendar and Extended Learning for specific details.

EVALUATION OF ACADEMIC PERFORMANCE

Graduate Learning Outcomes (GLOs)

California State University San Marcos offers innovative graduate programs that integrate the latest technologies and most recent research in each field of study to prepare graduate students for advanced positions in a variety of disciplines. Graduate students are also provided support and resources to pursue further educational goals, such as doctoral study.

Graduate students make up a distinctive and highly valued segment of the university community. Graduate programs support the goal of CSU San Marcos in educating a diverse student population for leadership roles in the twenty-first century.

Overall, graduates of the programs will have the knowledge and skills to make contributions to their discipline and to meet the needs of society. Specifically, upon completing their program, graduate students will be innovative practitioners with the ability to:

1. Apply advanced knowledge, skills, and values appropriate to the discipline.
2. Articulate and address critical issues in their field of study.
3. Create, analyze, and think critically at an advanced level.
4. Master new and various methods and technologies as appropriate to the discipline.
5. Communicate, at an advanced level, in oral and/or written form.
6. Recognize, at an advanced level, the importance of standards of academic and professional integrity.

Academic Requirements Reports (ARR)

Students have access to all their academic information and progress through the Academic Requirements Report (AAR) found in the Student Center of their on-line MyCSUSM account. The ARR lists all your program requirements needed to complete your degree and students are encouraged to run the report often to ensure timely progression.

For assistance or correction on the ARR, please contact your Graduate Coordinator.

Grading System

Students can view official grades on MyCSUSM after grades have been made official for that term.

Definitions of Letter Grades for Graduate Students

A (Excellent): Performance of the student has been at the highest level, showing sustained excellence in meeting all course objectives and exhibiting an unusual degree of intellectual initiative.

B (Good): Performance of the student has been at a high level, showing consistent and effective achievement in meeting course objectives.

C (Satisfactory): Performance of the student has been at an adequate level, meeting the basic objectives of the course.

F (Failing): Performance of the student has been such that minimum course requirements have not been met.

Plus/Minus Grading: The use of plus/minus grading is not required. It is used at the discretion of the individual instructor. The following decimal values of plus/minus grades are used in the calculation of grade point averages:

A = 4.0	C+ = 2.3
A- = 3.7	C = 2.0
B+ = 3.3	C- = 1.7
B = 3.0	F = 0
B- = 2.7	

Nontraditional Grading for Graduate Students

CR (Credit): Awarded for grades equivalent to B- or better.

NC (No Credit): Awarded for grades equivalent to C+ or less.

I (Incomplete Authorized): The symbol I signifies that a portion of required coursework was not completed within the prescribed time due to unforeseen, yet fully justified, reasons

and that there is still a possibility of earning credit. It is the student's responsibility to initiate the process by notifying their instructor about their intentions and following the process to its completion. An incomplete must normally be made up within one calendar year immediately following the term in which it was assigned.

IC (Incomplete Charged): The IC symbol is used when a student who received an authorized incomplete fails to complete the required coursework within the allowed time limit. The IC replaces the I and is counted as a failing grade for grade point average and progress point computation. Note that the IC is not used if the course

was taken for Credit/No Credit or if the faculty member assigns a specific letter grade at the time the Incomplete is assigned (see Incomplete Authorized).

RP (Report in Progress): The RP symbol is used in connection with courses that extend beyond one academic term. It indicates that work is in progress, but that assignment of a final grade must await completion of additional work. Except for graduate degree theses and projects, work is to be completed within one calendar year immediately following the end of the term in which the RP was assigned. Failure to complete the coursework within the prescribed time period will result in the RP being changed to an F (or NC, if the class was taken for Credit/No Credit). In graduate thesis and project courses, the RP grade will not change to an F or NC until the student has exceeded the time-to-degree limit of the graduate program.

W (Withdrawal): You will be assigned a W for a course if you withdraw after the drop deadline and file the appropriate petition. A W is not counted in your GPA.

WU (Withdrawal Unauthorized): If you withdraw from a course without submitting an official withdrawal petition, you will receive a WU symbol. The WU symbol counts as an "F" for GPA calculation.

SP (Satisfactory Progress): This symbol signifies that the student's work is satisfactory to date, but the assignment of a precise grade must await the completion of additional coursework. Students must complete the work within the time specified and must not exceed one calendar year from first enrollment.

Grade Point Average (GPA)

The grade point average (GPA) is a measure of academic scholarship and performance. The grade point average is computed by multiplying the number of units earned by the quality-point value of the grade assigned. The total quality points are then divided by the number of units attempted.

A minimum grade point average GPA of 3.0 (i.e. a B grade) is required in order to graduate and maintain good academic standing.

Changing Grading Option to Credit/No Credit

Only with Program Approval may students change the grading option of a course from letter grade to Credit/No Credit (if course grading is not restricted) or vice versa during the add/drop period only. Once the credit/no credit option is exercised, it cannot be reversed for a letter grade after the add/drop deadline. Refer to the add/drop schedule for dates.

Incomplete Requests

If unforeseen circumstances prohibit a student from completing work in a semester, they may request an Incomplete ("I" grade) from the instructor. The decision to assign an incomplete grade is up to the instructor. As stated in the policy, this grade is to be used *"when the faculty member concludes that a clearly identifiable portion of course requirements cannot be met within the academic term for unforeseen reasons."* It is important to note that an Incomplete shall not be assigned when it is necessary for the student to attend a major portion of the class when it is next offered.

If approved, the instructor and the student may complete the online Incomplete Grade agreement that includes a description of the remaining work to be completed. Once the work is done and evaluated, the instructor may submit an online grade change to remove the Incomplete.

In addition:

- A student may not re-enroll in a course for which he or she has received an "I" until that "I" has been converted to a grade other than "I"; e.g., A-F, IC.
- An Incomplete shall be converted to the appropriate grade or symbol within one year following the end of the term during which it was assigned provided; this will be the "grade without further work" indicated in the agreement, if provided by the instructor **OR** if no "grade without further work" is provided, a grade of Incomplete Charged ("IC"), which is equivalent to an "F"
- An extension of the one-year time limit may be granted by petition for contingencies such as intervening military service and serious health or personal problems.
- A student may graduate with a grade of "I" if not required for graduation

Refer to the Office of the Registrar's page for instructions on how to complete the Incomplete Grade Agreements as well as additional information about the Incomplete grade process.

Grade Changes

The University recognizes the prerogative of the faculty to set standards of performance and to apply them to individual students. The University will seek to correct injustices to students, but at the same time, believes that the instructor's judgment at the time the original grade is assigned is better than a later reconsideration of an individual case. Equity to all students is of fundamental concern.

A change of grade may occur only in cases of clerical error or where the instructor reevaluates the original course assignments of a student and discovers an error in the original evaluation. A clerical error is an error made by the instructor or an assistant in calculating or recording the grade. A change of grade shall not occur as a consequence of

the acceptance of additional work or re-examination beyond the specified course requirements.

Student Course Grade Appeals Process

A student must initiate contact with the instructor during the first couple of weeks of classes of the regular semester following the award of the grade. If the instructor determines that there is a valid basis for the change, a Change of Grade form shall be used to notify the Office of Enrollment Management Services Operations. Forms are not to be handled by the student. If the instructor determines that there is not a valid basis for the change, and denies the student's request, the instructor's decision can be appealed to the instructor's Department Chair and then the appropriate College Dean. Meetings with the instructor of record, Department Chair, and College Dean are considered a part of the informal resolution process in a grade appeal. If resolution is not met through these channels, the decision can be appealed to the Student Grade Appeal Committee in cases where the student believes a grade was issued on the basis of capricious or prejudicial treatment by the instructor.

If a student decides to file a formal grade appeal, the grade appeal must be submitted electronically and received by the university no later than March 29 (for courses taken during the previous Fall semester) or October 29 (for Spring and Summer semesters). Students who decide to file a formal grade appeal must review and follow the Grade Appeal Policy and Procedure.

Sealed Academic Record

After a student has graduated, the academic record is sealed and no further changes, additions, adjustments, or amendments will be considered other than corrections of data-entry errors. Students are advised to verify all appropriate grade changes, GPA adjustments, and academic renewal petitions, have been filed and processed prior to applying for graduation.

Application for Graduation

The degree is granted upon completion of all requirements by the graduation date. Students not completing the requirements must reapply for graduation. Graduation requirements will be determined by the continuous enrollment regulations defined in the University Catalog.

Graduation is not automatic upon the completion of requirements. *Students who intend to graduate must take the initiative to apply*. The Graduation Application Deadlines are:

Spring/Summer Graduation: March 15th
Fall Graduation: November 1st

To apply for graduation, log-in to your Student Center and locate the "apply for graduation" field under Academics. Follow the prompts and select the appropriate term for graduation.

To cancel your application for graduation, submit the online form found at https://www.csusm.edu/enroll/graduation/cancel-graduation.html

Diploma

Diplomas will be mailed 10-12 weeks after your degree is conferred (you will receive an email notifying you of your degree conferral).

Your diploma will include your primary name as it appears in your official academic record. You can find the primary name in the Personal Information section of the Student Center (see below). If your primary name is not correct, please use the Name Change form for updates. Your diploma will be mailed to your **mailing address** listed in your Student Center. To ensure receipt of your diploma, verify your mailing address in MyCSUSM.

Transcripts

Official transcripts contain course work taken at CSUSM (including Open University, and any credit courses taken through Extended Learning). All transcript requests may be submitted in your Student Center in MyCSUSM.

Students who lost access and need a password reset can refer to the Password Support Guide page for assistance. If you need further assistance, please contact the Student Technology Help Desk at 760-750-6505 or techsupport@csusm.edu.

For additional information regarding Transcripts, please visit the Office of the Registrar's website.

GRADUATE AND POSTBACCALAUREATE PROGRAM REQUIREMENTS

Master's Advancement to Candidacy

Each program has specific steps the student must complete to Advance to Candidacy. For example, they must propose their thesis/project idea. Some departments or programs may require that students have a certain GPA or have finished a certain number of units. However, students may not Advance if they are on Academic or Administrative Notice.

Since each program is different, students should check with their graduate coordinator to see what the program requires of them.

Thesis and Culminating Experience Requirement

Every master's degree program is required to include a culminating experience. The form of this experience differs according to degree programs, but all master's students must satisfactorily complete either a thesis, a project, or a comprehensive examination.

> A thesis is a written product of the systematic study of a significant problem. It clearly identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, provides an analysis of the data, and offers a conclusion or recommendation.
>
> 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 document that includes the project's significance, objectives, methodology, and a conclusion or recommendation.
>
> 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.

A finished master's thesis or master's project is a scholarly work that is the product of extensive research and related preparation. The University will make master's theses and master's projects publicly available online in the University's institutional repository,

ScholarWorks at CSUSM. Electronic theses and projects provide increased visibility of research produced at the University. The immediate and widespread availability provides worldwide access to scholarship.

Master's Thesis and Project Committee Composition

All members of the thesis or project committee will be individuals with advanced degrees and/or relevant professional experience. Appointments to a thesis or project committee must not constitute Conflicts of Interest, which includes conflicts outlined in the Conflicts of Interest Appendix to the Policy on Ethical Conduct and relationships prohibited by the Systemwide Policy Prohibiting Discrimination, Harassment & Retaliation, Sexual Misconduct, Dating & Domestic Violence, & Stalking Against Students (Executive Order 1097).

Thesis Committee

Each thesis committee will have a minimum of two members.

1. The chair of the thesis committee will typically be a tenure line CSUSM faculty member who ensures that the thesis conforms to program and university standards. The chair must have knowledge and expertise in the field of study and is responsible for the intellectual integrity, rigor, and quality of research.
2. The thesis chair and the coordinator/director of the graduate program must approve the composition of the thesis committee.
3. A department/program may have a policy to allow exceptions to the requirement that the thesis chair be a tenure line faculty member. Any such exceptions must be approved by the coordinator/director of the graduate program and the Dean of Graduate Studies and Research. Exceptions will be granted only if the thesis chair is a CSUSM-contracted lecturer holding a terminal degree in the field of study.

Project Committee

Each project committee will have a minimum of two members, one of whom must be a tenure line CSUSM faculty member.

1. The chair of the project committee will normally be a tenure line faculty member, who ensures the culminating project conforms to program and university standards. The chair must have knowledge and expertise in the field of study and is responsible for the intellectual integrity, rigor, and quality of the project.
2. The coordinator/director of the graduate program must approve the composition of the project committee or delegate the approval of its composition to an appropriate faculty member.
3. Any exceptions to the project chair being a tenure line faculty member must be approved by the coordinator/director of the graduate program and the Dean of Graduate Studies and Research. Exceptions will be granted only when the non-

tenure track individual has unique knowledge and expertise which will enhance the quality of the project.

Individual programs may have more stringent guidelines for thesis and project committee membership, as approved by the Dean of Graduate Studies and Research.

Master's Thesis/Project Submission Guide

An Electronic Thesis-Dissertation (ETD) is the electronic version of a thesis, project, or dissertation. Instead of being printed and bound, the file is converted to a Portable Document Format (PDF) and submitted to the University Library. The Library preserves and archives the PDF, and makes it available online through ScholarWorks at CSUSM, our Institutional Repository. The student's original research is produced, submitted, and accessed in electronic format.

The Library has created an extensive Submission Guide on their website. This provides a step-by-step guideline on how to submit a thesis, project or dissertation.

GRAD E699 - Graduate Standing Continuation

The GRAD E699 course provides the continuation of graduate standing for students finalizing culminating activities (thesis, project, or comprehensive exam). It is only for students who have completed all of their graduate coursework, including the for-credit supervised thesis/project coursework called for in their respective graduate programs. Students enrolled in GRAD E699 should need no more than minimal faculty supervision. Students who are still working closely with an advisor (e.g., thesis/ project requires extensive work and supervision) should enroll in their respective department's graduate-level independent study course, rather than GRAD E699.

GRAD E699 is a non-unit bearing course but it allows students active status to submit their culminating experience and graduate that term. GRAD E699 cannot be repeated.

Contact the Office of Graduate Studies and Research (OGSR) at gradstudies@csusm.edu for questions and enrollment.

Human and Animal Protections

If your research involves human participants or animals, you are required to submit an Institutional Review Board and/or Institutional Animal Care and Use Committee research application so that the committee can determine the appropriate level of review.

Institutional Review Board (IRB)

The role of the Institutional Review Board (IRB) is to review all proposed research by CSUSM faculty, students, and staff involving human subjects to ensure that subjects (meaning research participants) are treated ethically and that their rights and welfare are adequately protected.

All research activities involving the use of human subjects must be reviewed and approved by the IRB before data collection can begin. It is recommended that you submit your IRB application at least 3 months before you plan to collect data. If your Culminating Experience project includes research with human subjects, consult your thesis chair or faculty advisor for assistance with your IRB application.

Contact the Institutional Review Board office by phone at 760-750-4029 or by e-mail at irb@csusm.edu

Institutional Animal Care and Use Committee

The Institutional Animal Care and Use Committee (IACUC) is responsible for oversight of the animal care and use program and its components as described in the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals and the *Guide for the Care and Use of Laboratory Animals*, which is known simply as the *Guide*.

Contact the Institutional Animal Care and Use Committee by e-mail at iacuc@csusm.edu

POLICIES FOR GRADUATE AND POSTBACCALAUREATE STUDENTS

Residency Requirement and Maximum Course Transfer Units

Residency Requirement

No less than 21 semester units shall be completed in residence for a Master's program.

At least 80% of the total units required for the doctoral program must be completed in residence.

Graduate Transfer Credit and Stipulations

Each program may dictate the maximum number of units they will allow; however, the student must meet the mandatory unit residency requirement at CSUSM.

If the units were earned at an institution that is on the quarter system, all quarter units accepted for transfer will be converted to semester units (Quarter Units ÷ 1.5 = Semester Units)

To be transferable, the coursework must have been taken at a regionally accredited U.S. university, or accredited international institution, whether through regular session, special session, online programs, or extension. Any approved transferred course must have an earned a grade of "C" or better, however programs may require a higher grade.

Courses must not have been used for professional development and must have been taken within five years from the time of posting of the grade for the course to the date of conferral of the graduate degree from CSUSM.

No courses may be transferred into the graduate program if taken during the undergraduate career at another institution. Similarly, courses in a graduate (master's, PhD, or other) degree program in which the degree was awarded also cannot be transferred for credit.

Any student wishing to have transfer units evaluated should submit a Course Transfer Packet to their Graduate Coordinator which includes:

- Program Transfer Coursework Form
- Syllabi from courses requested
- Unofficial transcripts from the institution where the units were earned

The Graduate Coordinator will notify OGSR of any accepted transfer units and forward copies of the signed/approved Course Transfer Packet. OGSR will work with the Registrar's Office to have the units applied to the student's file. The Graduate Coordinator will then complete a Course Directive for the transferred unit to meet the program requirements.

Continuous Enrollment Requirement and Time-Limit to Degree

Conditionally Classified or Classified graduate students must be continuously enrolled unless an authorized Request for Graduate Student Leave of Absence has been granted by the program and filed with the Office of Registration and Records. Students who do not maintain continuous enrollment are dropped from the graduate program and must reapply to the university and the graduate program to be considered for reinstatement.

Requirements for the master's degree are to be finished within five (5) years following admission as a Conditionally Classified or Classified graduate student at CSUSM.

Requirements for the doctorate degree are to be finished within eight (8) years following admission as a Conditionally Classified or Classified doctoral student at CSUSM.

Authorized leaves of absence do not extend the time limit for completion of the master's or doctorate degree.

Graduate and Postbaccalaureate Student Leave of Absence

Authorized Leave of Absences (LOA) only excuse up to 2 semesters, and students who do not maintain continuous enrollment are dropped from the program and must reapply to the university and graduate program to be considered for reinstatement. Students may obtain an authorized LOA if the student is in good academic standing, have completed at least six credit hours of CSUSM coursework toward the graduate degree, received program approval, and have filed a completed Request for Graduate Student Leave of Absence form.

Graduate and Postbaccalaureate Course Repeat Policy

When students repeat a course for the sake of improving upon an earlier, unsatisfactory performance, they may, under certain circumstances, request to have the earlier grade ignored in the computation of their grade point average (GPA). The following policies, applying only to coursework completed at Cal State San Marcos, outline the circumstances under which undergraduate and graduate students may request adjustment of the GPA.

The policies apply to:

1. Graduate students repeating courses for credit toward their program; and
2. Post-baccalaureate students repeating courses for credit toward a teaching credential or a post-baccalaureate certificate of advanced study; and
3. Students whose program consists of at least 50% of courses at the 500-level or above.
4. Students in a blended (4+1) program after they have been moved to graduate status.

Definitions

GPA Adjustment: The repetition of a course for either Grade Forgiveness or Grade Averaging.

Grade Forgiveness: The repetition of a course for the sake of improving upon an earlier unsatisfactory performance in which the new grade replaces the old grade in the calculation of the student's grade point average (GPA).

Grade Averaging: The repetition of a course for the sake of improving upon an earlier unsatisfactory performance in which the new grade does not replace the old grade(s) in the calculation of the student's GPA, and instead all grades are used in the GPA calculation. Courses are repeated for Grade Averaging after the limit of repetitions for Grade Forgiveness has been exhausted.

Courses that May be Repeated

1. A course may be repeated only with the permission of the graduate coordinator and when it is consistent with program policy. Students may be administratively dropped from repeated courses if they do not get the approval of their graduate coordinator. Usually, the repeated course should be the same as the initial course. However, the graduate coordinator may approve an alternative course if the original course is not offered when needed (as determined by the graduate coordinator).
2. If a student wishes to register for the course again only to refresh knowledge and not for grade adjustment, then they may do so enrolling with an audit and, therefore, not for grade adjustment.
3. Courses designated in the catalog as "may be repeated" can be repeated up to the maximum indicated in the course description and all grades received will be included in the calculation of the grade point average. Students may obtain permission from the program coordinator to have a subsequent attempt of such a course used for grade forgiveness instead. When such a course is repeated for grade forgiveness, the completion of the course will not result in the earning of additional units of credit.
4. Students may be permitted by the graduate coordinator to repeat a course taken as an undergraduate. This is not considered a case of grade adjustment since the grade of the original course is not used in post-baccalaureate or graduate GPA calculations. The grade earned in the repeated course will not replace the grade in the undergraduate records. The grade obtained in such a course will affect the cumulative GPA in the same manner as a normal course taken while enrolled in the program. However, the grade obtained will not affect the program GPA unless the units earned are approved by the graduate coordinator to satisfy a requirement for the degree.
5. Repetition of courses taken when the student was an undergraduate.

    - Students may be permitted by the graduate coordinator to repeat a course taken as an undergraduate. The grade earned in the repeated course will not replace the grade in the undergraduate records and this is not considered a case of grade adjustment. The grade obtained in the repeated course will affect the cumulative GPA in the same manner as a normal course taken

while enrolled in the program. But it will affect the program GPA only if the units earned are approved by the graduate coordinator to satisfy a requirement for the degree.

- A student in a blended program may need to repeat an undergraduate course to satisfy a requirement for the undergraduate degree. The grade earned in the repeated course can be used to satisfy the undergraduate degree requirement, but it will not be included in either the student's undergraduate GPA calculation, cumulative GPA in the graduate career, or the graduate program GPA.

6. Repeated courses that are not taken to satisfy requirements for the degree (other than those described in item number 5 immediately above) will affect the cumulative GPA in the manner described below (*Course Grades Forgiven or Averaged*). However, the grade obtained will not affect the program GPA.

Which Course Grades Are Forgiven, And Which Course Grades Are Averaged?

1. A maximum of nine (9) semester units of repeated coursework can be used for grade forgiveness while in a given program. Other repeated coursework will be for grade averaging. A program may impose a stricter limit allowing a smaller maximum number of units for grade forgiveness.
2. Upon completion of grades, the student system will automatically identify all repeated courses and apply grade forgiveness and grade averaging. Typically grade forgiveness will be applied to the repeated courses unless this would exceed the unit limit for grade forgiveness, in which case grade averaging will be applied instead.
3. Students may see on their transcripts which courses have been selected for grade forgiveness and grade averaging. Students who believe that they would be better served by a different choice of courses for grade forgiveness may submit a request to the Registrar to have a repeat with forgiveness transferred from one course to a different course. These requests must be made prior to completion of the program.

Graduate Student Course Load

Graduate students who are enrolled in nine (9) units or more in a fall or spring semester are classified as full-time. Graduate students who hold a University assistantship requiring one-third time services or more are considered full-time when enrolled in six (6) units during an academic term.

Concurrent Master's Degree Credit

A CSUSM undergraduate student who has not completed the requirements of the baccalaureate prior to enrolling in a CSUSM master's program may request concurrent master's degree credit for graduate level courses.

I. STIPULATIONS FOR REQUESTING CONCURRENT CREDIT

A. An undergraduate student may request concurrent master's degree credit provided that the following conditions are met:

   i. The student has a current graduation application for a baccalaureate degree on file with the Office of Registration and Records.
   ii. The student submits a University Graduate Student Application form for a Master's Program for a term subsequent to the term in which the bachelor's degree is to be earned.

B. The student is within 12 units of completing a baccalaureate degree **and** in the final semester of baccalaureate studies as specified in the graduation application.

II. APPROVAL PROCESS

The following steps must be undertaken to approve and grant a request:

A. The Graduate Coordinator of the Master's program for which the master's degree credit will be applied must approve the request.
B. An approved request must be submitted to the Office of Registration and Records by the third week of the semester in which the concurrent master's degree credit will be earned.

III. LIMITATIONS

A. Concurrent master's degree credit may only be granted for the semester in which the requirements for the undergraduate degree are completed. If a student does not complete the requirements for the baccalaureate degree, any completed master's level units will become undergraduate units.
B. Only 500- or 600-level courses will be considered for master's degree credit. Concurrent master's credit cannot be counted toward both undergraduate and graduate degrees.
C. Total concurrent master's degree credit may not exceed 9 units. Individual master's programs may make exceptions to this limit.

Note: Authorization for concurrent credit does not guarantee acceptance into a Master's program.

Use of Undergraduate Courses in Master's Degree Programs

Master's students may not count any course at the 300-level or lower toward fulfillment of Master's degree requirements, nor may courses which bear General Education credit be counted toward Master's degree requirements.

Only with prior, case-by-case approval of the graduate program offering the degree may Master's students, on an individual basis, count a 400-level, non-General Education course toward the Master's degree requirements.

Under no circumstances may a Master's student apply more than nine (9) units of 400-level coursework toward fulfillment of Master's degree requirements.

ACADEMIC NOTICE, DISQUALIFICATION, AND REINSTATEMENT

It is the policy of California State University San Marcos to place graduate students on academic or administrative notice when their overall work is less than satisfactory, as reflected in a deficient cumulative grade point average, or other failure to make adequate academic progress. Graduate students are dismissed from the university through academic or administrative disqualification when the conditions needed to achieve good standing are not met in a timely fashion. Consideration for reinstatement is provided through a petition process.

A student will be placed on Academic Notice if, during any academic term, the student fails to maintain a cumulative grade point average (GPA) of at least 3.0 in all units attempted subsequent to admission to the program.

Academic and Administrative Notice

A. A student will be placed on Academic Notice if, during any academic term, the student fails to maintain a cumulative grade point average (GPA) of at least 3.0 in all units attempted subsequent to admission to the program.

B. A student may also be placed on Administrative Notice by the Dean of Graduate Studies for any of the following reasons:

    1. Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms. (Note: A student whose withdrawal is directly associated with a chronic or recurring medical condition, or its treatment is not to be subject to administrative notice for such withdrawal).

2. Repeated failure to progress toward the stated degree objective or other program objective, including that resulting from assignment of 15 units of No Credit, when such failure appears to be due to circumstances within the control of the student.
3. Failure to comply, after due notice, with an academic requirement or regulation, as defined by campus policy, which is routine for all students or a defined group of students (examples: failure to complete a required examination, failure to complete a required practicum, failure to comply with professional standards appropriate to the field of study, failure to complete a specified number of units as a condition for receiving student financial aid or making satisfactory progress in the academic program).

C. The student shall be advised of academic notice status promptly and shall be provided with the conditions for removal from academic notice and the circumstances that would lead to disqualification, should academic notice not be removed. Notification shall occur through one of the following actions, as appropriate:

    1. Students whose GPA places them on academic notice shall be informed in writing by the department/program's graduate coordinator, or designee, prior to the beginning of the next term (with a copy provided to the Dean of Graduate Studies).
    2. Students shall be placed on administrative notice by the Dean of Graduate Studies, following consultation with the program/department. The student shall be informed in writing by the graduate dean (with a copy provided to the department/program).

    The Dean of Graduate Studies shall inform Registration and Records when students have been placed on or removed from administrative notice status so that student records can be updated.

D. When a student is placed on academic or administrative notice, they must work with the program coordinator to develop a plan for remediation, including a timeline for completion. In the case of administrative notice, the remediation plan must be approved by the Dean of Graduate Studies, who will send a letter to the student documenting the plan.

E. Without the approval of the Dean of Graduate Studies, a student cannot be advanced to candidacy if they are on either academic or administrative notice.

Disqualification

A. A student who has been placed on academic or administrative notice may be disqualified from further attendance by the Dean of Graduate Studies if:
   1. The conditions in the remediation plan are not met within the specified timeline; or
   2. The student becomes subject to academic notice while on administrative notice; or
   3. If the student becomes subject to administrative notice for the same or similar reason for which they have been placed on administrative notice previously.

   When such action is taken the student shall receive written notification including an explanation of the basis for the action.

B. In addition, the Dean of Graduate Studies, in consultation with the graduate program coordinator, may disqualify a student who at any time during enrollment has demonstrated behavior so contrary to the standards of the profession for which the student is preparing as to render them unfit for the profession. In such cases, disqualification will occur immediately upon notice to the student, which shall include an explanation of the basis for the action, and the campus may require the student to discontinue enrollment as of the date of the notification.

C. Disqualification may be either from further registration in a particular program or from further enrollment at the campus, as determined by the Dean of Graduate Studies. A student disqualified for academic deficiency may not enroll in any regular session of the campus without permission from the appropriate campus authority, and may be denied admission to other educational programs operated or sponsored by the campus.

D. In the event that a student fails the thesis/project defense, the student may repeat the thesis/project defense once. Failure at the second thesis/project defense will result in disqualification from a program. The thesis/project committee will specify the time period and/or conditions of the repeated defense.

E. A student may repeat a comprehensive examination once. Failure of the second comprehensive examination results in disqualification from a program. The comprehensive exam committee will specify the time period and/or conditions of the repeated examination.

F. Students who are disqualified at the end of an enrollment period should be notified by the Dean of Graduate Studies before the beginning of the next consecutive regular enrollment period. Students disqualified at the beginning of a summer enrollment break should be notified at least one month before the start of the fall term. In cases where a student ordinarily would be disqualified at the end of a term, save for the fact that it is not possible to make timely notification, the student may be advised that the disqualification is to be effective at the end of the next term.

Such notification should include any conditions that, if met, would result in permission to continue in enrollment. Failure to notify students does not create the right of a student to continue enrollment.

Reinstatement Process

If the student is disqualified, either academically or administratively, they may petition for reinstatement. Reinstatement must be based upon evidence that the causes of previous low achievement have been removed. Reinstatement will be approved only if the student is able to provide compelling evidence of their ability to complete the degree. If the student is disqualified a second time, reinstatement will normally not be considered.

Master's students should submit a petition (with the Reinstatement Petition Form) requesting reinstatement to the Dean of Graduate Studies. The petition, along with a recommendation from the student's graduate coordinator, will be forwarded to the reinstatement subcommittee of the Graduate Studies Council. The subcommittee will make recommendations to the Dean of Graduate Studies, who has final authority to approve reinstatement. The size of the reinstatement subcommittee may vary, depending on the volume of applications, but shall have one member representing each college at a minimum. The subcommittee must evaluate the probable impact of any medical condition on previous unsatisfactory performance. If the student is approved for reinstatement, the Dean of Graduate Studies will send a letter granting reinstatement that specifies the conditions and time frame for achieving good standing. Students must achieve good standing to advance to candidacy and to be eligible to graduate.

Exclusions

Administrative notice, disqualification and reinstatement for students in College of Education, Health, and Human Services professionally-accredited graduate and teacher credential programs are handled by a separate process inside the College and are not governed by this document. Note that this exclusion pertains only to administrative notice, disqualification and reinstatement arising under section I.B.3.

STUDENT RIGHTS AND RESPONSIBILITIES

CSUSM Standards for Student Conduct

Campus and 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. Please review the Standards for Student Conduct for grounds upon which student discipline can be based.

Academic Freedom

Education depends upon the free expression and exchange of ideas in the search for truth. Academic freedom is the freedom to express any view, popular or unpopular, and to defend that point of view in open exchange. The University supports freedom of speech, inquiry, and expression for all members of its faculty, students, and staff in both curricular and co-curricular activities. All members of the Cal State San Marcos faculty shall have full academic freedom, and the University endorses the general principles of academic freedom outlined in the AAUP Statement (1940) of Principles of Academic Freedom and Tenure.

The principles of academic freedom require their application to both teaching and research. Research cannot fulfill its fundamental purpose of advancing knowledge unless it is done in an environment supportive of academic freedom. Academic freedom is essential to the classroom, as a protection of the rights of the teacher and of the student. All those engaged in research are entitled to full freedom in research and in the publication of results, legal requirements, and recognized standards of their profession. Teachers are entitled to freedom in the classroom in presenting material related to the content of the course, but shall refrain from insisting that students or others accept any controversial point of view as authoritative.

Cal State San Marcos members have the right to speak and write as citizens in any forum, free from institutional censorship or discipline. However, they should apply the best standards of their profession and make every effort to indicate that they are speaking as individuals and not as representatives of the University. As members of the academic community, they should also remember that freedom of expression and thought equally carry with them certain duties and obligations. Academic freedom does not extend, for example, to any kind of abuse or infringement of the rights of others. Academic freedom focuses on the obligation to ask difficult and meaningful questions and to pursue the truths of those inquiries wherever the pursuit of truth leads. Academic freedom must not be trivialized nor equated with other freedoms of expression important and constitutionally guaranteed.

Academic Honesty

Each student shall maintain academic honesty in the conduct of his or her studies and other learning activities at CSUSM. The integrity of this academic institution, and the quality of the education provided in its degree programs, are based on the principle of academic honesty.

The maintenance of academic integrity and quality education is the responsibility of each student within this university and the California State University system. Cheating and plagiarism in connection with an academic program at a campus is listed in Section 41301, *Title 5, California Code of Regulations*, as an offense for which a student may be expelled, suspended, put on notice, or given a less severe disciplinary sanction.

Please review the University Catalog for the full policy on Academic Honesty.

Civility Campaign

The Civility Campaign defines civility to reflect the community values of CSUSM. The university strives to be a community demonstrating respect for oneself and for others, treatment of others with dignity, and behaviors which promote a physically and psychologically safe, secure and supportive climate enabling all community members to engage as full and active participants where the free flow of ideas is encouraged and affirmed. The campus definition of Civility is as follows "Conducting oneself with care, respect, and empathy while acknowledging the culture and humanity of others." We invite everyone to join the Civility Campaign by taking the Civility Pledge.

For more information, contact the Office of the Dean of Students via email at civility@csusm.edu

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, is a federal law that regulates the privacy of student records. FERPA applies to all educational institutions that receive Department of Education funds, and, thus, applies to public and private colleges and universities alike.

FERPA delineates rights and responsibilities of students and universities regarding student records. Rights assigned to parents in K-12 education transition to students once students enroll in higher education, regardless of the student's age.

Students have the right to access their educational records, to request their records be amended, and to exercise specific types of control over the disclosure of their records to third parties.
For additional information, please review the FERPA website.

Discrimination, Harassment and Retaliation

CSUSM is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. We embrace and encourage our community differences in Age, Disability (physical and mental), Gender (or sex), Gender Identity (including transgender), Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color or ancestry), Religion (or Religious Creed), Sexual Orientation, sex stereotype, and Veteran or Military Status, and other characteristics that make our community unique.

All individuals have the right to participate fully in CSUSM programs and activities free from Discrimination, Harassment, and Retaliation. The CSU prohibits Harassment of any kind, including Sexual Harassment, as well as Sexual Misconduct, Dating and Domestic Violence, and Stalking. Such misconduct violates University policy and may also violate state or federal law.
If you feel you have experienced Discrimination, Harassment, or Retaliation, you have the right to file a complaint. To learn more about CSUSM's policies and procedures please review the Discrimination, Harassment, and Retaliation website.

CSU San Marcos has designated a Discrimination, Harassment and Retaliation (DHR) Administrator to respond to the needs of the campus community on the basis of administering Executive Orders 1095, 1096, and 1097. The CSUSM DHR Administrator, or their designee, is responsible for responding to all reports related to, and coordinate compliance with, the laws prohibiting such matters.

To contact their office, please call 760-750-6020 or stop by Administrative Building 3200.

GRADUATE SCHOLARSHIPS AND FUNDING OPPORTUNITIES

Chancellor's Doctoral Incentive Program (CDIP)

The California State University (CSU) Chancellor's Doctoral Incentive Program (CDIP) provides an opportunity for exceptional who aspire to join the CSU faculty ranks. More than half of CDIP scholars who completed their doctorates have obtained faculty positions at a CSU campus. Scholars are supported during their doctoral studies with mentoring, financial support, and professional development opportunities. Visit the CDIP website for additional information including application deadlines and instructions.

California Pre-Doctoral Program (Sally Casanova Scholarship)

The California Pre-Doctoral Program awards funds to a limited number of juniors, seniors, and graduate students in the CSU system. These funds are designed to enable current students to explore and prepare to succeed in doctoral programs in their chosen field of study. Visit the California Pre-Doctoral Program website for additional information including application deadlines and instructions.

Graduate Research Dissemination Fund

The Graduate Research Dissemination Fund is designed to help graduate students capitalize on scholarship and creative activity completed at Cal State San Marcos. Appropriate activities include support for travel to a conference at which a student's paper or poster has been accepted, page charges for publication of a paper (in appropriate fields), and other activities designed to help disseminate the results of student research and creative activities.

- Funds are distributed on a first-come, first-served basis, until funds for the current year run out
- Students may only receive one award during their Master's career (in order to extend the funds to many students)
- Potential sources of other support will be taken into account in determining the size of the award
- Group projects as well as individual projects may be funded

Students interested in applying may visit the Fund's website.

State University Grant

The State University Grant (SUG) is a resident grant designated to pay a portion of your tuition and fees. SUG is available to California residents who are enrolled at least half time and pay California State University basic tuition fees as an undergraduate, graduate, or teaching credential student. It is recommended to apply early - complete your FAFSA and all requested documentation as soon as possible. All Californian applicants will be

considered automatically, but not all eligible students will receive SUG due to limited funds

Contact the Financial Aid and Scholarships Office via email at finaid@csusm.edu or phone at 760-750-4850 for questions.

Teacher Education Assistance for College and Higher Education (TEACH)

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides funds to students who are completing or who plan to complete coursework that is required to begin a career in teaching, and agree to teach full time for at least four years at an elementary school, secondary school, or educational service agency that serves students from low-income families and to meet other requirements.

Contact the Financial Aid and Scholarships Office via email at finaid@csusm.edu or phone at 760-750-4850 for questions.

STUDENT RESOURCES AND SUPPORT

Technology

Instructional and Information Technology Services (IITS)

Instructional and Information Technology Services (IITS) provides technical support to our students and campus community with CougarApps, Email, MyCSUSM Student Center, Office 365, and more.

Contact IITS by phone at 760-750-4790, by e-mail at techsupport@csusm.edu , or by stopping in at the 2nd floor of Kellogg Library.

CSUSM Email (Microsoft Outlook) Access

Your e-mail will be generated after you've accepted your admissions offer .Once your campus email account has been activated, you will use the same password that is used for all other campus systems/computers. If you are trying to login to your campus e-mail for the first time but are not able to, contact the Student Technology Help Desk (techsupport@csusm.edu).

Once you have access, it is important to regularly monitor the Inbox for important campus messages. All communications from the University will be sent to your campus email address. You can access your campus e-mail from the CSUSM homepage, by clicking on Campus Apps, and selecting Student Email.

MyCSUSM

MyCSUSM is an online one stop, self-service portal that provides integrated services to our students, faculty, and staff. It provides authentication for our students to check their to-do list, update personal data, register and drop classes, view financial aid status, pay fees, and view grades. MyCSUSM is accessible virtually 24 hours a day, with limited interruptions.

Once you get the email from the Student Technology Help Desk confirming the student email, you will be able to log in and begin using MyCSUSM. Your username is everything before the @ in your student email, and your password is whatever you chose when you reset your password to first access your e-mail. After setup your username and password are set up, you will be able to access a variety of CSUSM resources with this login info such as MyCSUSM, Campus EMail, Cougar Courses, and more.

DUO

DUO multi-factor authentication (MFA) is an additional method of verifying your identity and protecting your information when you log into CSUSM systems and websites. All students, staff, and faculty accessing CSUSM systems and application are required to use multi-factor authentication. Visit the IITS website for instructions on how to set up DUO.

Cougar Courses

Our course management system, known as Cougar Courses, is built on Canvas, an open-source learning platform that is used globally. When you officially register for a course, you are automatically enrolled into the course container within a couple of hours.

Cougar Courses acts as the conduit between students and their instructors. Your instructors use CC to post their syllabus, class assignments, and several other materials for the class.

You can access Cougar Courses from the CSUSM homepage, by clicking on Campus Apps, and selecting Cougar Courses, or by simply typing https://cc.csusm.edu/ into your browser's address field. Logging in to Cougar Courses uses the same credentials as you do for MyCSUSM.

Campus ID

As an active student, staff, or faculty member, it is recommended (but not required) that you have a CSUSM Campus ID on file. CSUSM utilizes a digital form of Campus ID accessed from the CSUSM Campus App from your smartphone, or as a physical card, if you so choose to have an actual printed/plastic card.

Your Campus ID is for campus identification only, however, it may also serve as a form of student identification for vendors who offer discounts. The Campus ID is used to check-in for appointments, serves as your library card, facilitates your entry to CSUSM campus events, and use of services such as Paw Print.

Some campus resources are only available with a validated Campus ID. To have your ID validated, ask for the validation sticker from the ID Card Office, located at the Student Technology Help Desk 2nd floor entrance of the Kellogg Library building. This location is also where new ID cards are issued.

To access the digital Campus ID, simply open up the Campus Mobile App and tap on **"VIEW ID"** from the home screen. Your Campus ID also includes your 9-digit CSUSM ID Number visible for easy access in case you ever forget and need it quickly.

To start using your Campus ID, you need to have a photo on file, as the ID Card services will not work without one. The digital Campus ID is free and you can upload your photo online, or choose to have a physical card printed for a nominal processing fee of $5.

A complete overview on Campus ID cards is available on the Campus ID Photo website.

Media Equipment Check-Out

Media equipment, laptops, and iPads, among other items, are available for checkout from the Student Technology Help Desk. Students, faculty, and staff must present their CSUSM ID or digital ID (via CSUSM app). Equipment types have varying lengths of checkout periods. These items are available for campus-related projects and are available on a first-come, first-serve basis. The check-out time for most items is one-week (some items are available on a 3-hour basis).

Contact the Student Technology Help Desk by phone at 760+750-4790 or by stopping in at the 2nd floor of Kellogg Library.

Wellness

Campus Recreation

Campus Recreation is vital to the culture of the evolving CSUSM community and is dedicated to promoting holistic wellness and enriching the CSUSM experience by providing inclusive recreational services, facilities and opportunities.

Campus Recreation offers students an array of intramural activities, sports clubs, outdoor adventures, as well as a schedule for group fitness classes.

Contact Campus Recreation by phone at 760-750-6009, by e-mail at campusrec@csusm.edu, or by stopping in at Clarke Field House 108.

Cougar Care Network (CCN)

Cougar Care Network (CCN) provides information, connection to resources, advocacy, and support for students dealing with personal, academic, financial or other challenges which may adversely affect their academic success and/or collegiate experience. CCN should be contacted about individuals who may be exhibiting behaviors of concern in relation to their personal, physical or emotional wellbeing. The CCN website lists the different areas in which it can provide support as well as a FAQs section that answers questions about how to know if CCN can help you.

Contact the Cougar Care Network by phone at 760-750-7627, by e-mail at ccn@csusm.edu, or by stopping in the Dean of Students Office in University Student Union 3500

Cougar Pantry

The Cougar Pantry serves all CSUSM students in an effort to decrease food insecurity on campus. The pantry stocks a variety of dry and canned goods, limited produce, milk, and toiletries. A service and initiative of the ASI Board of Directors, the Cougar Pantry is managed by a team of students, interns, volunteers, and staff.

Each currently enrolled CSUSM student can visit the pantry once a week with no appointment OR make an appointment online. To utilize the pantry, bring your Campus ID to scan before “shopping” and a reusable bag to carry your goods.

Contact the Cougar Pantry by e-mail at cougarpantry@csusm.edu.

Disability Student Services (DSS)

The Office of Disability Support Services (DSS) is designated to provide services and accommodations to students with disabilities to ensure that they have both equal opportunity and access in their educational pursuits.

Contact Disability Support Services by phone at 760-750-4905, by e-mail at dss@csusm.edu, or by stopping in at Administrative Building 4200 and 4300.

Student Health and Counseling Services (SHCS)

Student Health and Counseling Services (SHCS) is committed to recognizing the health needs of our diverse student population and promoting the social, emotional, and physical well-being of our students so that they may achieve their academic goals. SHCS embraces a holistic and collaborative approach to healthcare by offering primary care, preventive services, wellness education, and mental health services to the CSUSM community. SHCS offers quality healthcare provided by a multidisciplinary team of medical and mental health professionals and support staff who are trained to assist students with their health and wellness related needs.

Contact Student Health and Counseling Services by phone at 760-750-4915, by e-mail at shcs@csusm.edu, or by stopping by the SHCS building located across the University Student Union at Chavez Circle.

Campus Life

APIDA Student Center

The Asian & Pacific Islander & Desi American (APIDA) Student Life Center affirms the cultural and linguistic diversity of APIDA students and provides a welcoming, inclusive space where students feel a sense of belonging. APIDA aspires to build strong connections with all students, faculty, and staff while offering a space for all to be seen, celebrated, understood, and valued.

Contact the APIDA Student Center by e-mail to amurraycruz@csusm.edu

Arts & Lectures

Each year, Arts & Lectures engages the support and advice of CSUSM faculty, staff, students and the community in developing a series of events including lectures across various fields, film/video screenings, visual art talks, dance and theatre performances, music concerts, scientific discussions, book readings and more. The series has become an integral part of campus life and offers eye-opening perspectives on multiple topics, issues and disciplines by bringing in exceptional guests who are experts in various fields creatively and intellectually.

Athletics

CSUSM Athletics strives to build and maintain a successful, balanced athletic program that is consistent with the goals of the University. The Department of Athletics is committed to advancing academic and athletic excellence, while enhancing student lives and promoting Cal State San Marcos. See their Full calendar for all upcoming sporting events.

Associated Students, Inc.

Established in 1991, Associated Students, Inc. (ASI) is a non-profit, student-run auxiliary of California State University San Marcos (CSUSM). ASI's mission is concise yet impactful: To serve, engage and empower students. ASI is the official voice to express student opinions, foster awareness of student issues, and protect the rights and interests of students. ASI also delivers programs which promote a campus climate that meets the educational, social, and cultural well-being of all students. ASI is comprised of student-focused entities, each with a unique statement of purpose in service of the mission. The efforts, initiatives, and programs of these entities are supported by the ASI corporate office and the ASI design team.

As a primary entity of campus life, ASI affords students a variety of ways to serve their communities, engage in the diverse life of the University, and empower themselves as a student leaders who leave their legacies at Cal State San Marcos.

Students involved in ASI serve CSUSM students by engaging in lobbying for student concerns at local and state levels, planning and delivering social, educational, recreational, and cultural programming, participating in student leadership retreats, and advocating for social justice throughout our communities.

Contact Associated Students, Inc. by phone at 760-750-4990, by e-mail at asi@csusm.edu.

Black Student Center

The Black Student Center promotes the academic, cultural, social, and political consciousness of students of African descent by actively engaging in institutional partnerships that will result in the overall increase of student recruitment, active member participation, retention, and graduation rates.

Contact the Black Student Center by phone at 760-750-3675, by e-mail at BSC@csusm.edu, or by stopping in at University Student Union 4200.

California Indian Culture and Sovereignty Center (CICSC)

The California Indian Culture and Sovereignty Center (CICSC) fosters collaborative research and community service relationships between the faculty, staff, and students of CSU San Marcos and members of Tribal communities, for the purpose of developing and conducting research projects that support the maintenance of sovereignty and culture within those communities.

Contact the California Indian Culture and Sovereignty Center by e-mail at cicsc@csusm.edu

Cross-Cultural Center

As the first of the Student Life Centers established at CSUSM in 2003, the Cross-Cultural Center encourages identity exploration by challenging students to think critically about social justice issues and appreciate differences. Their programs promote the development of cultural intelligence, examine various forms of activism, and train students for campus leadership, community engagement, and social change. They create a space for marginalized communities to belong and support efforts for them to achieve their fullest potential for academic success.

Contact the Cross-Cultural Center by phone at 760-750-4958, by e-mail at ccc@csusm.edu, or by stopping in at University Student Union 3400.

Graduate Representatives Council (GRC)

The Graduate Representatives Council (GRC) is a student-lead council which brings a unified voice to graduate students and provides support for graduate student issues and concerns in collaboration with the Office of Graduate Studies and Research (OGSR).

In addition, the Dean of OGSR, Dr. Charles De Leone, may seek advice from the GRC regarding graduate student issues that would benefit from the council's feedback to provide student-driven solutions.

Contact the Graduate Representatives Council by e-mail at csusmgrc@gmail.com

Grad Slam

Each year the Graduate Representative Council hosts an annual Grad Slam for both undergraduate and graduate students to participate in. Through Grad Slam, students get the opportunity to present their research in a professional and competitive setting.

Presentations from all disciplines are invited. Both undergraduate students and graduate students are welcome to participate. Research completed during the prior spring and fall

semesters are eligible to apply. Student participants will make 1 presentation slide and give a 3-minute oral presentation before juries of professional experts from major corporations, foundations, public agencies, and colleges and universities in California.

For more information, contact the GRC by e-mail at csusmgrc@gmail.com

Latin@ Center

Established in the fall of 2015, the Latin@/x Center at California State University San Marcos provides programming and services that are relevant and responsive to Latin@/x student needs. The Center serves as resource to the campus community and celebrates and enhances the understanding of the vast and extensive Latin@/x culture.

Contact the Latin@ Center by phone at 760-750-3670, by e-mail at latinocenter@csusm.edu, or by stopping in at University Student Union 3300.

Pride Center

The Pride Center (PC) is an inclusive space which promotes positive interactions in a diverse environment. The PC strives to provide a space that celebrates and affirms students who identify with all genders and sexualities in the LGBTQ community and their allies.

Contact the LGBTQA Pride Center by phone at 760-750-3077, by e-mail at pride@csusm.edu, or by stopping in at University Student Union 3100.

Student Life and Involvement Center

The Student Leadership & Involvement Center (SLIC) develops students' capacity to lead and initiate positive social change. Through inclusive programs, we engage students in leadership and co-curricular opportunities that foster the Tukwut experience.

Contact the Student Life and Involvement Center by phone at 760-750-4970, by e-mail at slic@csusm.edu or by stopping in at University Student Union 3600.

Symposium on Student Research, Creative Activities, and Innovation

Each year CSUSM hosts an annual symposium for undergraduate and graduate scholarly activities. This symposium promotes excellence by recognizing outstanding student accomplishments across the disciplines at CSUSM. Students' research projects can be independent study or class projects that meet the research criteria for the competition.

Up to ten finalists receive cash awards and paid travel expenses to compete against fellow CSU students from the twenty-three campuses at the statewide competition. Visit OGSR's site for additional information.

Student Poster Showcase

The Student Poster Showcase is hosted at the end of the fall semester to promote student research and creative activity accomplishments. This free research activity is open to all CSUSM students and provides a valuable opportunity for students to present their work in a non-competitive environment.

Through the use of both poster and digital presentations students are given the opportunity to interact with faculty and other students outside of the classroom. Students can add this resume building experience to employment and graduate school applications. Visit the Student Poster Showcase site for additional information.

Women and Gender Equity Center

The Women and Gender Equity Center strives to develop and maintain inclusive and validating environments at CSU San Marcos with a focus on topics and issues broadly related to the experiences of women, trans and non-binary students, parenting students, and the impacts of sexism and misogyny.

They build communities by upholding a brave space; fostering dialogue about gender equity and social justice; and providing resources for students to achieve their goals.

Contact the Women and Gender Equity Center by phone at 760-750-4988, by e-mail at wgec@csusm.edu or by stopping in at University Student Union 3200.

Student Support and Campus Services

Campus Dining

There are a variety of dining options located in both sides of the University Student Union. In the USU Food Court, located in the USU side closest to the Library, the dining options are Hilltop Bistro Grille, Panda Express, Get Fresh, and Qdoba. USU Market at the Union and Crash's Café and Market are both located in the other side of the USU, closest to Science Hall 2.

There are also two spots for coffee on campus: Starbucks, located next to the Library entrance off of Kellogg Plaza, and Campus Coffee, located in Founder's Plaza in front of Science Hall 1.

The Quad also offers Campus Way Café – an all-you-care-to-eat community dining space where students can enjoy a nutritious and delicious meal with friends as part of their campus experience.

Career Center

The Career Center offers services that aspire to allow all CSUSM alumni to attain career fulfillment and empower students and alumni to design and manage their career paths with clarity, competence, and confidence. Other services within the Career Center include Handshake, Cougar Connect, and Cougar Career Closet.

> **Handshake**: A free Career Center tool available to all CSUSM students and alumni (for six months after graduation), as well as all Alumni Association members. Students/Alumni use Handshake to make appointments, search for jobs, RSVP for events, resume/cover letter critiques and more!
>
> **Cougar Connect**: CSUSM's Mentorship Program connects you with alumni, faculty, and staff to help you succeed before, during, and after college through connections and community.
>
> **Cougar Career Closet:** A resource for students in need of professional attire for occasions such as a job interview. Members of the CSUSM campus and the surrounding community donate gently used business attire to benefit hard working students like you. These items are cleaned, organized, and made ready to help you dress for success. Bring your Campus ID to the Career Closet and "shop" for free.

Contact the Career Center by phone at 760-750-4900, by email at careers@csusm.edu, or by stopping in at Administrative Building 1400.

Center for Children and Families (CCF)

As the on-campus childcare center at CSUSM, the Center for Children and Families (CCF) delivers convenient, quality childcare to the students, faculty, and staff of CSUSM, as well as families in the larger community. CCF provides childcare and preschool education to children from six weeks to five years old with low teacher-student ratios. The Center's research-based curriculum, Guided Discovery, is focused on play, which means that children learn through stimulating and age-appropriate games and activities.

Contact the Center for Children and Families by phone at 760-750-8750, by email at nkeim@csusm.edu, or by stopping in at 453 La Moree Road.

COMPASS Center

The COMPASS Center is open to all students—regardless of race, ethnicity, national origin, sex, or gender. Our programs and services support immigration-impacted students, including undocumented students, those from mixed-status families, TPS holders, visa holders, refugees, and others navigating complex immigration systems.

Contact the COMPASS Center by phone at 760-750-4863, by e-mail at compass@csusm.edu, or by stopping in at Kellogg Library 1103

Dean of Students Office

The Dean of Students Office serves as an advocate and a centralized resource for connecting students with appropriate services across campus and in the community.

Contact the Dean of Students Office by phone at 760-750-4935, by e-mail at dos@csusm.edu, or by stopping in at University Student Union 3500.

Extended Learning (EL)

Extended Learning (EL) extends the academic and instructional resources of the University to the global community, and expands access for audiences that the University may not reach through traditional channels. Extended Learning develops and delivers quality, transformative educational programs, which are designed to anticipate and respond to the educational needs of diverse populations.

Contact EL by phone at 760-750-4020, by e-mail at el@csusm.edu , or by stopping in at the Extended Learning Building.

Faculty Office Hours

Faculty members maintain regular office hours and meeting with the instructor of a particular course can help you to answer questions, solve problems, prepare for tests, or find additional resources if needed. Information about faculty office hours can be obtained from the course syllabus, the department office, the instructor, or your department's website.

International Student Services

International Student Services operates within the Office of Global Studies, which works to internationalize the Cal State San Marcos educational experience through a wide variety of initiatives.

As an international student at CSU San Marcos you have many services and opportunities available to you. You also have some special regulations that apply only to international students. Please be sure you understand these regulations, and if you have any questions contact our Director of Global Education, Danielle McMartin.

Contact the International Student Services by phone at 760-750-4090, by e-mail at intl@csusm.edu, or by stopping in the Office of Global Education, ELB 588.

Office of Financial Aid and Scholarships

The mission of the Office of Financial Aid and Scholarships at California State University San Marcos is to provide access to postsecondary education by eliminating or reducing financial barriers to your academic success. You have made an important decision and one of the most important financial investments you will make in your lifetime: a college education. This investment includes planning your college affairs and finances, allowing you the opportunity to focus your attention on your learning experiences.

We believe that you will find the our office to be your financial resource center. Our office has a committed team of professionals who are here to work in partnership with you to help you understand and manage your college expenses, identify ways to meet those expenses, and keep you up-to-date with information that can assist you and your family in ways to realize your goals.

Contact the Office of Financial Aid and Scholarships by phone at 760-750-4850, by e-mail at finaid@csusm.edu, or by stopping in at Cougar Central (3rd floor of Administrative Building).

Office of the Registrar

The Office of the Registrar provides an important link between the academic policies of CSUSM and our academic departments and students. A university registrar maintains the academic records of all registered students by providing services including:

- Verifying student status
- Confirming graduation and issuing diplomas
- Providing transcripts
- Providing enrollment periods to students to enroll in classes

Contact the Office of the Registrar by phone at 760-750-4814, by e-mail at registrar@csusm.edu , or by stopping in at Cougar Central (3rd floor of Administrative Building).

Parking and Commuter Services

Parking and Commuter Services provides an array of options and support for students, faculty, and staff. Such services include:

- Parking Permits (including Carpool Permits)
- Bicyclists amenities including free bicycle registration, bicycle racks with building accessibility, bike lockers, tire air pumps, and bike locks for loan
- Discounted Transit Passes through the mobile app PRONTO
- Vanpooling services through their our partnership with Commute with Enterprise
- Designated Clean Air Vehicle (CAV) Parking spaces for Clean Air Vehicles located in Parking Lot F and the 1st floor of Parking Structure 1
- Electric vehicle charging stations through ChargePoint on the 1st floor along the east side of Parking Structure 1 (a fee of $0.39/kWh)

Contact Parking and Commuter Services by phone at 760-750-7500, by e-mail at parking@csusm.edu, or by stopping in at the University Police Building.

University Bookstore

The University Store and CSUSM Bookstore provide a wide array of products and services both in store and online, including new and used traditional, rental and e-Book textbooks for classes. Additional offerings are special class orders, reference books, class related office supplies, educationally priced software, and Cal State San Marcos emblematic apparel and gifts.

Contact the University Bookstore by phone at 760-750-4700, by email at SM8617@bncollege.com or by stopping in at the University Commons.

University Library

The University Library is an essential partner in teaching and learning, research, and community engagement at CSUSM. They collaborate with our diverse campus community to ensure user-centered learning experiences, welcoming environments, and accessible information resources in order to facilitate scholarly inquiry and prepare students to be critical thinkers who are engaged members of their local, regional, and global communities. They provide services around:

- Library Reserves
- Media Library

- Interlibrary Loan
- Thesis Submission
- Group Study Room Reservations
- Computer Lab
- And more.

Contact the University Library by phone at 760-750-750-4348 or by stopping in at Kellogg Library.

University Police Department (UPD)

Working 24 hours a day, 365 days a year, UPD officers enforce all California Penal and Vehicle Codes on and around campus. UPD officers also assist the sheriff's department with any campus-affiliated calls within the City of San Marcos. We maintain a safe academic environment by being a proactive police force working closely with students, staff, faculty, and community members alike.

Contact UPD by phone at 760-750-4567, by e-mail at dispatch@csusm.edu, or by stopping in at 425 La Moree Road, San Marcos, CA 92078

Veterans Services

The Veterans Services team is comprised of faculty and staff, all military-connected and mostly veterans, serving our student veterans, active duty, and family members in a number of ways. They are dedicated to ensuring the successful transition of our students into meaningful careers. Veteran Services provides opportunities for mentorship and professional development; networking and portfolio building; and to meet with VA claims representatives.

Contact Veterans Services by phone at 760-750-4827, by e-mail at veterans@csusm.edu, or by stopping in at the Epstein Family Veterans Center.

Writing Center

The Writing Center's mission is to be a welcoming learning environment where certified student consultants offer constructive guidance to all writers of all levels at all stages of the writing process. Through one-on-one or small group sessions, students and consultants discuss various strategies, instill confidence, provide resources, and encourage critical thinking.

Students can work on any aspect of a piece of writing - from the very beginning until just before it is done - including but not limited to getting started, developing thesis statements, organizing ideas, revising and/or polishing. Consultants do this by reviewing the prompt, asking guiding questions, and providing non-judgmental feedback.

Contact the Writing Center by phone at 760-750-4168, by e-mail at writing@csusm.edu , or by stopping in at Extended Learning Building 273.

FORMS

Click each link below to download the corresponding file.

Concurrent Postbaccalaureate Credit Request

GRAD E699 Enrollment

Late Enrollment Petition

Leave of Absence

Request for Extension on Five-Year Time Limit to Degree

Withdrawal Petition