

GradGuide

SAN FRANCISCO STATE UNIVERSITY



August 2020

Dear graduate students and graduate education community,

Congratulations on your decision to pursue graduate study in these incredibly challenging times. The Division of Graduate Studies is here to help you now, and we will be there for you on the other side of this crisis. While most of your instruction and access to student services will be remote, we are fully operational and committed to assist you in your progress towards your graduate degree.

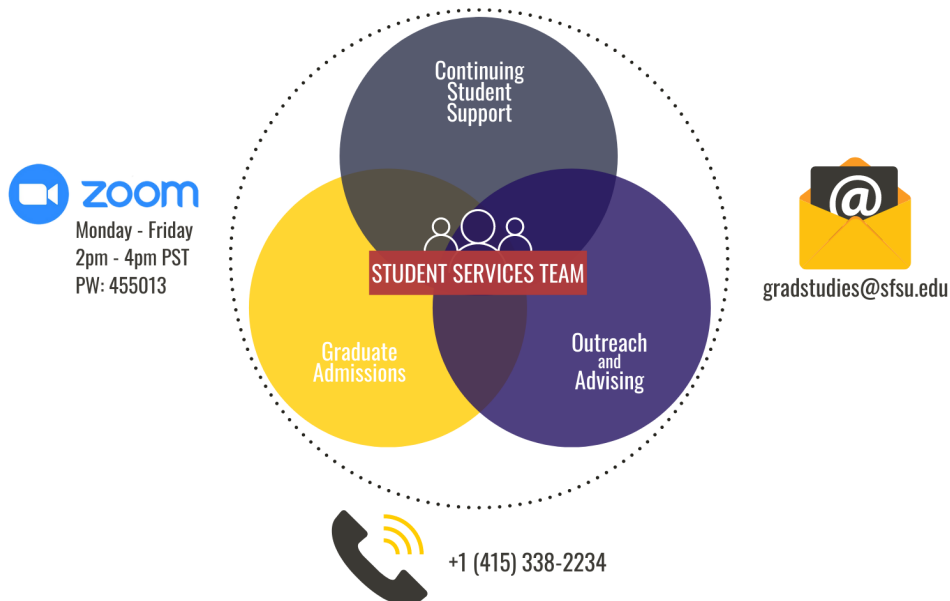
The *GradGuide* outlines your responsibilities as a graduate student, policies and procedures, and provides a list of useful resources. Should there be any changes to our processes due to evolving local, national and federal responses to Covid-19, we will be sure to let you know. Please bookmark our website: grad.sfsu.edu.

Important points for Fall 2020:

Graduate Student Services

You will engage with the Division of Graduate Studies team in a variety of policies and procedures outlined in the *GradGuide*. We are committed to accommodating you in this remote, virtual environment.

Virtual GradStop Student Services



Fall 2020 Campus Closure

[Closure Updates](#)

Most of the San Francisco State University campus facilities will be closed through the Fall 2020 semester; however, in the event you must come to campus, social distancing, and face coverings are required. SFSU is developing an app and a process to implement self-health check for each visitor.

The latest guidance and ordinances from the State of California, the City and County of San Francisco and the [San Francisco Department of Public Health](#) will guide the decision-making process, with the understanding that our plans may be subject to change, based on the unpredictable environment surrounding the COVID-19 public health crisis.

Quality of Teaching & Online Support

[FAQs](#)

The Center for Equity and Excellence in Teaching and Learning (CEETL) supports faculty transitioning their courses to quality remote, online, hybrid and HyFlex modalities. San Francisco State University is committed to delivering a comprehensive educational experience and support services and activities to all our students, regardless of the mode of instruction.

Academic Technology Support

[Student Technology Quick Guide](#)

[Best practices for Zoom](#)

[Internet Access Resources](#)

[Academic Technology \(AT\) Service Status](#)

On behalf of the Graduate Studies team, have a great semester! Do not hesitate to drop-in to our Zoom office hours. We would love to meet you.

Sincerely,



Sophie Clavier, PhD
Dean, Division of Graduate Studies



Noah Price
Associate Dean, Division of Graduate Studies

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The SF State GradGuide

Welcome to Graduate Studies

Message from the Dean of Graduate Studies

On behalf of the entire Division of Graduate Studies team, I would like to welcome and congratulate our new graduate students. We are thrilled that you have decided to join our outstanding community of past and present students from around the globe. We aim to provide you with an education that will allow you to thrive academically, professionally, and personally.

The Division of Graduate Studies is committed to providing an inclusive and welcoming environment that enhances the mission of San Francisco State to foster excellence and equity and, to offering resources and programs that will well prepare you for your chosen careers and/or advanced degrees.

To ease your transition into your graduate education, I invite you to browse around and familiarize yourself with policies and procedures included in this GradGuide, and to attend the continuing student workshops listed on our website.

Remember that everyone on the Graduate Studies team, including myself, is here as a resource for you and your success!

Sincerely,



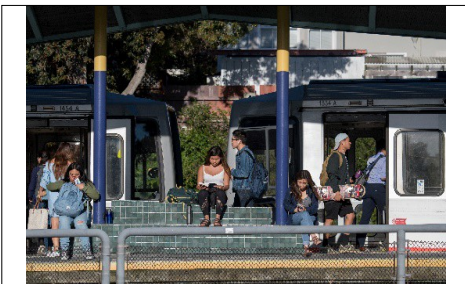
Sophie Clavier, Ph.D.
Dean of Graduate Studies



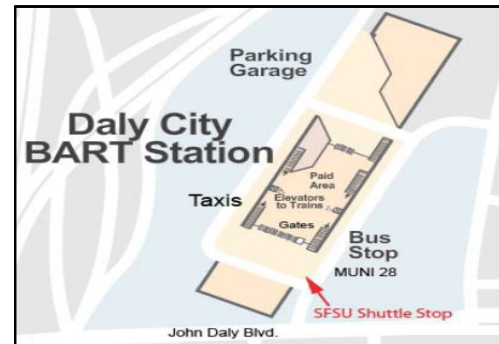
Auto: If you drive or car share, parking is difficult but possible. On-campus parking is available in Lots 20 and 25 for \$5 for two hours or \$8 for the day. Daily permits expire at midnight. Two-day permits are available for \$16. Exact change is required; pay stations do not give change. Pay stations take bills, debit, or credit cards, and the SF State OneCard. Pay stations will accept \$1, \$5, and \$10 bills; they do not accept coins. Semester permits are available on a first-come, first-serve basis. During the day, one- or two-hour street parking is available on the surrounding streets. Be sure to check signs and meters for the hours of operations on weekends; it varies by neighborhood. For more information on parking and directions, check the website: <http://parking.sfsu.edu/>.

CARE Safety Program: In the evening, walk in groups to your car off campus or in the garage or use the campus safety CARE service to reach your car if it is parked on or near campus. Call (415) 338-7200 from any yellow or blue campus phone.

Public Transportation: The campus can be reached via MUNI (M, 57, 28, 28R, and 29 lines) and BART through connections with the greater Bay Area transit systems. Route maps and Clipper Cards (check for the new discount) are available in the César Chavez Student Center. For more information on transit lines and schedules, visit: www.511.org.



SF State Shuttle Service: The SF State Shuttle Service is available to and from Daly City BART from Monday through Thursday 7:00 a.m. to 10:30 p.m., and Friday 7:00 a.m. to 7:15 p.m. during the fall and spring semesters. Stops are located at the Daly City BART Station near the bus bay on the east side of the station and on 19th Avenue next to the Muni Stop in front of the HSS building. The Shuttle Service is not available in the summer session.



Bike Barn: Bicycle riders can lock their bikes safely in the Bike Barn, which is located in Lot 6 under the Gym. The facility is open Monday through Thursday, from 7:30 a.m. to 10 p.m., and on Friday, 7:30 a.m. to 5 p.m. Several bicycle racks may be found throughout campus. For more information on biking to SF State, please visit: <https://parking.sfsu.edu/biking/bike-barn-parking>

Note: Parking bikes against railings is prohibited for safety reasons and to comply with the Americans with Disabilities Act. Bikes locked to lamp posts, railings, and fixtures will be ticketed and removed by the campus police. There is no biking, skateboarding, skating, or scooter riding on campus grounds.

I.D. Cards, University Password, and Email

<http://www.sfsu.edu/online/troubletips.htm>.

OneCard: You must have a “OneCard” photo ID with your student ID number to access the library and other student services. The OneCard office is located at One Stop in the Student Services Building (SSB). It is open Monday through Friday, 10 a.m. to 2 p.m. OneCard will include a transit pass with unlimited rides on SF Muni trains and buses (excluding cable cars) with a 25% discount on all BART rides to and from Daly City Station. For more information visit <https://onecard.sfsu.edu/>.

SF State Password: You must have a student ID number and an SF State password to access your *Student Center* through SF State Gateway, where you can register for classes, view your grades, apply for graduation, and access other relevant information. Your SF State password is a secure password created by you that is used with the SF State ID to keep your personal information private. Create your SF State password at: <https://cel.sfsu.edu/register/password>.

If you forget your password, go to login assistance at:

Email: You must obtain an SF State email address by accessing the SF State E-mail Account Services website at: <http://www.sfsu.edu/login.htm>. SF State email is free to all active students and alumni. To sign up for your account, click login and follow the instruction

Important Note on Email Communication:

All Division of Graduate Studies information, deadlines, and notifications will be sent to your SF State email address only. If you choose to use another email address, you should set your system to forward the SF State notifications and set your email parameters to accept SF State emails as “not junk.” The SF State email is excellent for preventing transmission of viruses and it filters out most spam email.

Student Resources and Support

Student Resources

University Bulletin: The current SF State *Bulletin* is available online only at <http://bulletin.sfsu.edu/>. Print out and retain the sections on Graduate policies and the requirements for your degree program for your entry or “*Bulletin Year*” at SFSU. See Section “Special Considerations” for complete information on your *Bulletin* or degree evaluation rights. Check with your faculty advisor, department staff or the online *Bulletin* for any changes in the curriculum that may occur. It is your responsibility to remain informed.

Academic Calendar: Each semester, review the most current online academic calendar for University and Graduate Studies deadlines and the final examination schedule. See: <http://www.sfsu.edu/deptpage/acal4.htm>. Departments have earlier deadlines than Graduate Studies. Also, check your department’s website for program-specific deadlines

Graduate Academic Forms: Most forms for Continuing Graduate Students are found on the Grad Studies website at: <http://grad.sfsu.edu/content/graduate-forms>. Forms for grade changes, course and University withdrawal are at: <http://registrar.sfsu.edu/forms>.

Class Schedule: The online Class Schedule is updated weekly during the registration period. Class registration is managed by the Registrar. Students are assigned registration times for priority and final registration periods. Find the class schedule here: <https://webapps.sfsu.edu/public/classservices/classsearch>.

Student Information Online:

The *SF State Gateway & Student Center* is your one-stop shop to view and manage your academics, financial aid, contact information, and much more.

SF State Gateway

To access the Student Center, login to the *SF State Gateway/MySFSU* (<https://gateway.sfsu.edu/>) and select Schedule/Classes under the STUDENT heading.

In the Student Center, you can view your registration appointment (during enrollment periods), class schedule, student status, finances, financial aid, and holds.

Student Center

Visit <http://cms.sfsu.edu/content/student-center> for more information about the online Student Center services.

The numbered sections below correspond to the numbered areas in the Student Center screenshot to the right.

1. Academics

Under the Student Center tab Academics header, view your registration information for the current term, class schedule, grades, and apply for graduation.

2. Finances

Review your financial activity, outstanding obligations, and pay fees. Enroll in Direct Deposit to receive electronic disbursements, view all charges, payments, and financial aid activity (financial aid awards, and accept or decline financial aid offers).

3. Personal Information

Displays your current Contact Information. Be sure to update and change your address and phone number. Update or add your diploma name and address if it varies from university records.

4. Holds & Alerts

Select "details" for any holds that appear in this section. Follow all instructions associated with each hold.

5. To Do List

The *To Do List* section displays items that you must complete and requires your immediate attention. Select "details" for each *To Do* item to finalize your university admission or manage outstanding degree requirements.

6. Milestones

Select "details" for the status of each Milestone. Milestones are steps to a degree such as the *Advancement to Candidacy (ATC)* or *Proposal for Culminating Experience (PCE)* that must be met for the award of the degree. Remember to click on the *details* for the status of your Milestones.

7. Enrollment Dates

Displays your specific registration dates for classes for current and upcoming semesters.

8. Important Links

Provides links to useful websites. These links will change throughout the academic year. Read the Student Center guides and training materials to get the most out of our online student information management system.

The screenshot shows the SF State Student Center dashboard. It features a navigation bar with 'Academics', 'Finances', 'Personal Information', and 'Admissions'. The main content area is divided into several sections, each with a numbered callout:

- 1. Academics:** Includes a search bar, a message 'You are not enrolled in classes.', and a 'SEARCH FOR CLASSES' button.
- 2. Finances:** Includes a 'My Account' section with links for 'Account Inquiry', 'Enroll in Direct Deposit', and 'Financial Aid'.
- 3. Personal Information:** Includes a 'Contact Information' section with fields for 'Mailing Address', 'Address 2', 'Home Phone', and 'SFSU Email'.
- 4. Holds:** Includes a 'CEL 499 Course Requirement' with a 'details >' link.
- 5. To Do List:** Includes a 'Format Check Required' with a 'more >' link.
- 6. Milestones:** Includes a '998 Thesis Proposal Advancement to Candidacy' with a 'details >' link.
- 7. Enrollment Dates:** Includes a 'Summer 2015 Term' and 'Fall 2015 Term' section with 'Academic Regular Session' dates and 'Enrollment Appointment(s)'.
- 8. Important Links:** Includes a 'Register to Vote' link and a message 'You do not have any pending applications at this time.'

Student Resources and Support Continued

Graduate Workshops: Graduate workshops on continuing student processes are held throughout the year. Dates are posted on the Graduate Studies website at: <http://grad.sfsu.edu>.

One Stop: The One Stop Services Center staff in SSB provide assistance with registration, financial aid, and disability services. Hours are Monday through Friday 8:30 a.m. - 5 p.m.

GradStop: GradStop is located on the second floor of the Administration Building, Room 250. Students can drop in to ask general questions about graduate policies, procedures, and form submission. Hours are Monday through Friday, 9 a.m. to 5 p.m. Contact by phone at (415) 338-2234; fax (415) 405-0340; or email gradstdy@sfsu.edu.

Graduate Advisors: Please see page 12 for more information regarding advising provided by the Division of Graduate Studies or visit our website: <http://grad.sfsu.edu/content/advising>

Faculty Office Hours: Faculty members maintain regular office hours. 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. If you need more than a 15-minute session, arrange the meeting in advance.

Faculty Advisor: One of the most important steps in planning and organizing your program is meeting with your faculty advisor. Most departments have an orientation or a graduate student handbook. Check with your department office to determine how program advisors are assigned. Obtain the name of your assigned advisor and a copy of the program handbook. Once you identify your advisor, make an appointment to set up your course of study from your first semester to graduation. Although you or the program faculty may change some courses as you progress, establishing a semester-by-semester plan will help you focus. Bring a copy of the Graduate Approved Plan at the back of this *GradGuide* when you meet with your advisor.

International Student Support: International students on F-1 and J-1 visas should seek advising and support from the Office of International Programs in the Village at Centennial Square, Building C, (415) 338-1293 or visit their website at: <http://oip.sfsu.edu/>.

Student Health Services: The SHS provides health care services to all registered students. Services include urgent care, primary

health care, and women's medicine. Other specialty services, such as physical therapy, require a minimal fee. The SHS is open throughout the academic year with limited hours during summer. For an appointment, call (415) 338-1251. The SHS program does not cover hospital or other specialty services; therefore, all students should carry comprehensive health care insurance. For information about hours, immunizations, and available health insurance plans, go to <http://health.sfsu.edu/>.

Dream Resource Center: The DRC supports the undocumented student population including those who may or may not qualify for AB 540. The DRC is located in Mary Park Hall lounge area. For more information visit <http://undocugators.sfsu.edu/> or call (415) 405-3505.

Disability Programs & Resource Center (DPRC): Students with disabilities that require accommodations must register for services in SSB 110. If you need services, contact DPRC as soon as you come to campus or support may not be available. Contact DPRC by phone or TYY at (415) 338-2472, or by email at dprc@sfsu.edu.

Psychological Support Services: All matriculated students have access to short-term individual, group counseling or psychological support. The Counseling and Psychological Services Center is located in SSB 208. Appointments can be made in person or by phone at (415) 338-2208. Counseling services can also be obtained through the Counseling Clinic in Burk Hall (BH) 117, or the Psychology Clinic housed in the Ethnic Studies & Psychology Building (EP), Room 240. Both clinics are staffed by interns who are supervised by clinical faculty.

Student Success Program: This program addresses students' learning goals and potential challenges to academic achievement. The SSP helps students to stay in school and graduate. Also, the program helps students develop tools to handle the stresses of academic and personal life. Please contact the Counseling and Psychological Services Center at (415) 338-2208 for program information.

CEASE (Creating Empowerment through Alcohol and Substance Abuse Education): Students concerned about alcohol or drug use/abuse can receive support through CEASE located in SSB 205. For a referral to on-campus 12-step recovery programs, call (415) 338-7339.

The Sexual Abuse Free Environment: SAFE place is located in SSB 205. The center staff offers crisis intervention and referrals in cases of sexual violence, harassment, and relationship violence for women and men. For more information, call (415) 338-2819, or visit <http://psyservs.sfsu.edu/content/safe-place>.

University Police Department: Call 911 for emergencies, and (415) 338-7200 for all non-emergencies. Yellow and blue courtesy phones are located throughout campus.

Veterans Corner: Active duty personnel, veterans, reservists, and dependents of service-related disabled or deceased veterans are encouraged to visit the Veterans Corner to learn more about the educational benefits at SF State. Veterans may contact the Vet Center at (415) 338-2336 or email veterans@sfsu.edu. Also, please visit: <https://veterans.sfsu.edu/content/welcome-veterans>

Pride at SF State: Pride at SF State is a committee of faculty, staff, and students that is committed to making San Francisco State University a safe and welcoming community for people of all sexualities and gender identities. For a list of LGBTQQIA resources on and off campus, please visit: <http://safezone.sfsu.edu/>

Child Care: The fee-based Associated Students Early Childhood Education Center provides SF State students with year-round state-of-the-art and developmentally appropriate campus childcare program for children six months to five years. Center hours are from 7:30 a.m. to 5:30 p.m.; for more information, call (415) 338-2403. Also, please visit the Children's Campus website at: <http://asi.sfsu.edu/asprograms/eccc/>.

Graduate Student Life

Graduate Student Connections: Graduate students can connect with other students through the Graduate Student Association by liking their Facebook Page at <https://www.facebook.com/sfsugsa>. Students may also choose to follow Graduate Studies on the social media accounts listed below:

Twitter: <https://twitter.com/sfstategradstudy?lang=en>

Facebook: <https://www.facebook.com/SF-State-Graduate-Studies-119091008138161/>

Instagram: @sfstategradstudies

<https://www.instagram.com/Sfstategradstudies/>

Performing or Visual Arts: The College of Liberal & Creative Arts presents musical events and recitals, dance, theater, and art productions each semester, many of which are free to students. A calendar of events is available at: <http://lca.sfsu.edu/>

Campus Recreation: Provides exciting and fun sport, fitness, and informal recreation opportunities for students. For more information, visit: <http://campusrec.sfsu.edu/>

Mashouf Wellness Center: Opened fall 2017 this brand new gym and fitness center offers an array of equipment, facilities, group fitness classes, and programs for students to enjoy. Please visit: <https://campusrec.sfsu.edu/programs> for more information.

University Athletics: Information about University athletic events can be found at: <http://www.sfstategators.com/>.

Graduate Student Events

California State University Student Research Competition

Each spring semester, the CSU Student Research Competition provides an opportunity for both undergraduate and graduate students to present their outstanding research projects and creative works in a refereed or formal academic competition. Students who are currently enrolled, as well as those who graduated in the previous spring, summer, or fall semesters, are eligible. The system-wide competition is held at a different CSU campus in May of each year, and the application deadlines are in mid-February. SF State Dean of Graduate Studies selects up to 10 campus winners to compete in the system-wide competition. SF State students have done very well in this competition in the past. Winners receive cash awards.

Graduate Research and Creative Works Showcase

Held each spring, the Graduate Research and Creative Works Showcase is an annual exhibition of the diverse work of SF State's innovative and talented graduate students. Student presentations are typically in the form of a poster display that depicts the purpose, design, methods and results of their research or creative project.

Participants and their faculty mentors are also invited to attend a buffet reception following the showcase where registered students are eligible to win raffle prizes.

Graduate Student Award for Distinguished Achievement

This award is conferred on master's and doctoral students who have a distinguished record of academic performance, discipline-related scholarship, and degree-related service in their field of study. Students are selected based on criteria that include academic performance, scholarly work, and meritorious service. Criteria utilized vary from discipline to discipline, consistent with standards of excellence. Award selections are made each spring by the faculty of each department. Recipients are honored at the Graduate Recognition Ceremony in May and are issued an Award of Achievement, which is noted on the recipient's transcript. You can find more information about these events by visiting: <http://grad.sfsu.edu/>.

You can find more information about these events and the Graduate Student Association by visiting: <http://grad.sfsu.edu/>.



Financing Your Education

Graduate students applying for financial aid or a scholarship should contact the Office of Student Financial Aid at One Stop or by email at: finaid@sfsu.edu. To be eligible for financial aid, a student must be a U.S. citizen or permanent resident of the U.S. and a state resident if applying for California state aid. Graduate students are eligible to receive aid only until they earn 75 semester units. Some types of financial aid have specific restrictions; please consult the Financial Aid Office for questions regarding your Financial Aid Award Offer.

To apply for aid, a student should complete a *Free Application for Federal Student Aid (FAFSA)* form online at <http://www.fafsa.ed.gov> or <http://studentaid.ed.gov>.

Federal Work-Study: Graduate students are eligible for the Federal Work-Study Program. A Work Study award is an offer to seek a part-time job through the Work Study program. You will receive Work Study funds only after you locate a job and begin working. See: <https://financialaid.sfsu.edu/newemployment>

Graduate Assistantships or Teaching Associate Positions: Many departments offer funded graduate assistant, research assistant, or graduate teaching associate positions. Students should check with their department or college office for information about available positions. No *FAFSA* is required.

Academic Works Scholarship System: SF State's new database makes it easier for you to find campus scholarships. The database allows current and prospective students to search for scholarships and automatically matches students to campus scholarships for which they may be eligible and recommends scholarships they should consider. Start your search at <https://sfsu.academicworks.com/>. Listed below are two funding opportunities that may be of special interest to graduate students:

- **Graduate Equity Fellowship:** Graduate Studies offers the Graduate Equity Fellowship, which ranges up to \$3,500 per annum and up to \$5,000 for students in doctoral programs. The application deadline is usually May 1. For more information visit <https://sfsu.academicworks.com/opportunities/8672>
- **San Francisco Alumni Association Scholarships:** The alumni association offers several annual scholarships. Please visit the association website at <https://sfsu.academicworks.com/opportunities/11102> or call (415) 338-2217 for more information.

Fellowships Office:

The Fellowships Office is available to assist San Francisco State students and recent alumni in applying for nationally competitive fellowships, as well as California State University system wide awards such as the California Pre-Doctoral Program and Chancellor's Doctoral Incentive Program. Fellowships may provide generous funding for graduate studies, research experience or prestigious internships in the U.S. or abroad.

To learn more, visit the [Graduate Fellowships Hub](#). To gain an understanding of fellowship opportunities, see *Fellowships Explained*, the experience of applying for a fellowship, and how to become a strong fellowship candidate. To search for fellowship opportunities by your discipline or identity, visit the Search For Fellowships page. If you would like to make an appointment to pursue a particular fellowship, or to discuss fellowship opportunities, email the Director of the Fellowships Office, Dr. Joy Viveros, for an appointment. Please wait to contact the Fellowships office until you are enrolled and attending classes, and then email Dr. Viveros with all your available times to meet for two weeks out.

Progress Toward Degree

You are required to make progress toward your degree every semester you are enrolled. If you are not enrolled for two consecutive semesters or more, you are not considered a matriculated student, and you must reapply for admission. Readmission is not guaranteed. See page 11 for details.

Are You Working? All graduate students must make progress toward their degree each year. At a minimum, that means completion of no fewer than two courses per year. Most graduate students are working part- or full-time. Set your priorities when beginning a graduate program. Very few students can successfully work a 40-hour week, complete nine units of graduate coursework, and maintain the mandatory 3.0 GPA. For students with family obligations, the responsibilities and expectations can be even greater. Make a commitment to plan your course of study carefully during your first year so that all deadlines are met. Expect to complete all work and graduate in two to four years. Complete the educational planning sheet included with this handbook (located in back).

Seven-Year Rule

Time Limit to Complete Degree Requirements:

Most professional programs are cohorted and require that students maintain continuous enrollment throughout their programs and complete courses in sequence as required for licensure or certification. Some graduate programs expect students to complete their degree in five years or less. No more than seven years may elapse in any program between the semester you are first admitted to your degree program and completion of your degree requirements. Students will receive a *Seven-Year Time Limit* warning after five years in a program. After seven years have elapsed, your enrollment in the University may be terminated, and coursework will expire. In documented unusual circumstances, you may be granted a one-time only extension to complete your degree requirements. Extension approval is not guaranteed. To request this extension, you must do the following:

1. If you are no longer a matriculated student (two semesters have lapsed without enrollment), consult with Graduate Studies regarding readmission
2. Submit a formal petition to the Dean of Graduate Studies and include how recertification for the expired coursework will be completed:
 - **Written examination:** A memo from the department that includes evaluators name, questions, and results of the examination(s) upon submission.
 - **Professional Activity:** Demonstrating currency in the field with professional experience. Attach the current resume/CV and personal statement related to career experience and how the professional activity supports the currency of each expired course.
 - **Course Repeats:** Substitution or repeating coursework listed on ATC form.

Academic Resources

iLearn (<http://ilearn.sfsu.edu>):

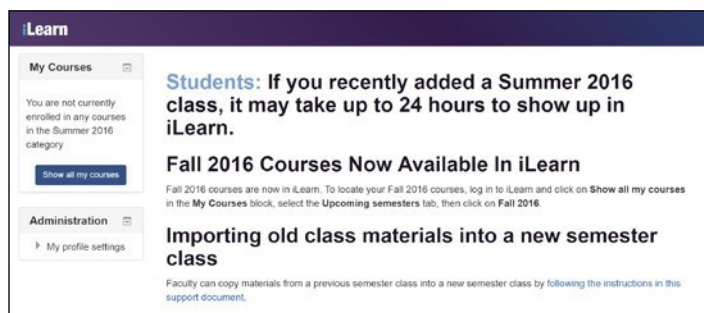
iLearn is a learning management system that SFSU has adopted to enhance online student learning and collaboration. Whether an instructor uses iLearn to supplement a course or teach an entire class online, instructors may customize their use of iLearn features by mixing and matching technology that best fits the course objectives and student needs by:

- Providing online resources
- Facilitating student interaction and collaboration
- Assessing student performance and gathering student feedback

For Library hours, check the Library home page or call the recording at (415) 338-1841. When classes are in session, a section of the Library is open 24 hours.

Other useful numbers:

- Library Information: (415)338-1854
- Library Research Assistance: (415) 338-1974
- Library Accounts Information: (415) 338-1552



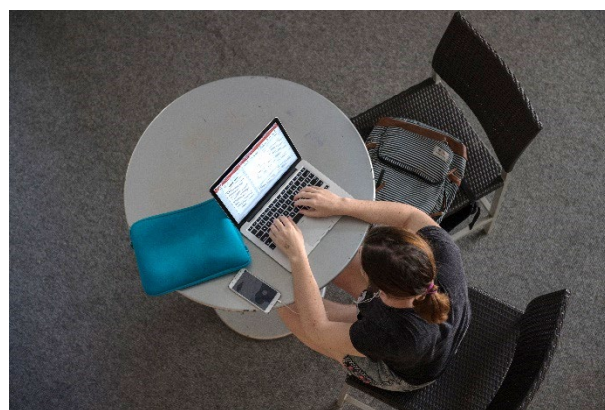
J. Paul Leonard Library:

Seventy-five percent of the collections are housed in an on-site automated Library Retrieval System (LRS), and the remainder of the collections is in open stack areas. Request LRS items in the online catalog and pick them up at the Book Checkout & Pickup on the first floor.

Library Resources and Services:

Find information resources and library services by accessing the website at <http://library.sfsu.edu/>. Use one of the largest collections of electronic databases and electronic journals among the CSU libraries. In many cases, the complete article is available online.

- Search the library catalog and request items from the collection. Request books from other libraries and they will be delivered to campus at no charge.
- Request articles for electronic delivery. They are usually available electronically at no charge. Access electronic resources provided by the Library 24 hours a day using your Library PIN.
- The Faculty/Graduate Reading Room is located on the fourth floor in Room 490. This room is dedicated to faculty and graduate students who need a quiet readingspace.
- Online required readings for courses are available on the course iLearn page; print (hard copy) reserves, with short check out periods, are at the Book Checkout Desk.
- Get specialized research advice from online research guides, send an email to a library faculty subject specialist, or use instant messaging during the hours the library is open. Connect from the Library home page.



Admission Status

Your admission status is stated in the Admission Letter you received from Graduate Studies. It is important for you to know your status and its implications. Applicants to post-baccalaureate study must file an application and be accepted to each program to be eligible to earn a degree, certificate, or credential. Retroactive admission and/or award of degree credential or certificate is prohibited for students who complete coursework in a program to which they have not been admitted.

Contingent Admittance: You were admitted before your undergraduate degree was earned or posted on your transcript. You must forward your official transcript (with degree posted) to Graduate Studies before the end of the fourth week of enrollment. If you do not do so, your admission will be canceled; you will be removed from the program, and will have to reapply for admission as a graduate student. Any units taken for post-baccalaureate credit will be lost.

Graduate Conditionally Classified: Graduate students are admitted with the stipulation that they must make progress toward the degree each year. Also, your department may specify that you must complete specific prerequisites, examinations (such as the GRE or GMAT), or demonstrate competence in English speaking and writing within the discipline. If you do not meet the conditions set for admission, you may be declassified from your program. **Note:** Students who have not met Level 1 Pre-admission Writing Requirements must do so no later than the end of the first semester; some programs, however, permit completion by the end of the second semester. (See page 10 for more information on Level 1 and Level 2 Writing Requirements.)

Graduate Classified: You have been admitted without conditions or have completed all conditions required at the time of admission.

Postbaccalaureate Classified: You were admitted to earn a credential or a specialized certificate required for professional advancement. You may not pursue or earn a master's degree in this status. To enter a master's degree program, you must formally apply via Cal State Apply and to the degree program.

Graduate Courses Taken as an Undergraduate at SF State: No more than 12 units of graduate or 9 units of undergraduate coursework may be counted toward your graduate program if permitted by the graduate department. The units applied to the graduate degree must be taken in your last semester and in excess of those required for the bachelor's degree. Units counted toward the undergraduate degree may not be applied toward a graduate degree. SF State courses taken for graduate credit while earning the bachelor's degree must be identified on the baccalaureate application for degree or requested by submitting the Petition for Waiver of Graduate Program Regulations.

Transfer Credit from Other Institutions: A maximum of six semester units, or proportionally more for programs that exceed 30 units, can be transferred if approved by the department and the Division of Graduate Studies. Transfer units cannot have been used for a previous degree. Transfer units must not exceed the 7-year limit at the time of graduation (no exceptions).

Note: The 6-unit maximum includes the total combination of units granted for transfer credit, SF State College of Extended Learning (CEL) work and credit by examination. Extension credit from other universities is not accepted for transfer credit. It is the obligation of the student, their advisor, and graduate coordinator to determine if proposed transferred courses meet eligibility requirements for the department, university, and *Advancement to Candidacy (ATC)*. Students transferring quarter units should note that these units will be converted to semester units (i.e. 3 quarter units equal 2.7 semester units).

Concurrent Master's Degrees

Students planning to complete two degrees must work with the Dean of Graduate Studies to facilitate this process. Students seeking admission for concurrent enrollment in a second graduate degree must be in good standing and must apply to the second degree and be accepted by the department. Courses cannot be double-counted for two degrees. Financial Aid may be limited for students earning a second degree. Students must finish both degrees within seven years from admission to the first program.

Registration

The Registrar manages class registration online. For problems with class registration, contact One Stop. The Graduate Studies office does not manage registration issues.

Register for Class: Log on to your Student Center through SF State Gateway, and click on Schedule/Classes for your 24-Hour Priority Registration at: http://www.sfsu.edu/online/clssch_reg.htm

Late Add Deadline: You will not be allowed to add a course after the stipulated deadline because the University receives no funding for you. You may refer to *SF State Gateway*, check the current SF State *Bulletin*, or the Online Academic Calendar to review withdrawal/add deadlines.

Withdrawal Policy: You must formally withdraw from a course either online through your *Student Center* or by petition. Do not assume that a faculty member has withdrawn you if you do not attend or stopped attending class. Check your class enrollment status online. You will be not be withdrawn by the instructor if you do not attend the first day of class. If you do not formally withdraw from a class you will earn a "WU" which is calculated for the GPA as an "F."

Special Considerations

Bulletin Rights: The *Bulletin* is your comprehensive guide to University rules and regulations. You must meet the program requirements published in the *Bulletin* in the academic year for which you are admitted, or the semester your *ATC* is approved. In some cases, due to resource issues, a required course will not be offered. If the notice is in writing, your *Bulletin* "rights" can be amended with course substitutions.

Note: If you leave the University for two consecutive semesters or more and apply to return, your *Bulletin* Rights will be for the term of your new admission cycle.

Academic Load: Full-time study for graduate students during the fall and spring semesters is defined as follows:

- For payment of full-time fees, 6.1 units and above
- For those receiving financial aid, 8 units and above
- For international students, 8 units and above
- Typical full-time load, 9-12 units per semester

For part-time and full-time fees, visit the Bursar's website at: <http://bursar.sfsu.edu/>

Note: Students who are veterans or dependents of veterans, contact the Financial Aid office at One Stop for required unit loads.

Exceeding Full-time Course Load: Except for a few professional programs, you must obtain permission from your advisor to take more than 16 units during a semester. Requests to exceed 16 units must be made in Graduate Studies with the *Request to Exceed Regular Academic Unit Load* form (found on the Graduate Studies website at: <http://grad.sfsu.edu/sites/default/files/forms/exceed-units.pdf>). You will be administratively dropped from any excess units if you exceed 18 units. The maximum unit load for all summer sessions is 11 units.

Grades

The performance expectations for graduate students are significantly higher than for undergraduate students. Graduate students must maintain a GPA of 3.0 in every semester of attendance. The graduate GPA is computed on all courses taken in post-undergraduate standing even if the courses cannot be applied to the degree.

- **Class Attendance:** Class attendance may be considered when assigning grades. Check the class syllabus for expectations.
- **Academic Grades:** A through F & Credit (CR) or No Credit (NC). If the course is rated for CR/NC only, you may not take it for a grade. If the course is letter grade only, you may not take it for CR/NC. For courses that are letter grade or CR/NC, you must indicate online by the deadline that you wish to take the course for CR/NC. CR/NC options are under department review and the allowable numbers are limited. Once you have selected the grading method in an optional grade class, you cannot change back.
- **Other Grades:**
 - **I (Incomplete):** To be granted an “I,” you must have completed 75 percent of the coursework and be in good standing. The remaining coursework must be completed within 12 calendar months’ time unless the faculty member stipulates an earlier date. You must sign a contract with the instructor to be given an incomplete. The “I” automatically converts to an “IC” if you do not complete the required work. The “IC” is counted as an “F” for GPA calculation.
 - **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. If you withdraw before the third week, no “W” will show on your transcript.
 - **WU (Withdrawal Unauthorized):** You will be assigned a “WU” if you do not withdraw online or by petition and do not complete the coursework. This is counted as an “F.” The “WU” is counted as an “F” for GPA calculation.
 - **RP (Report in Progress):** Assigned for culminating experience or clinical courses that extend across more than one semester. This grade must be changed to a “CR” in order to graduate. It is your responsibility to follow up with the instructor about submitting a grade change when you complete your work.
 - **RD (Report Delayed):** The instructor has not turned in a grade. You must meet with the instructor to determine any corrective action. You cannot graduate with an “RD” on the *ATC* form.

Repeat of Courses: A graduate student who has received a grade of B- or higher, or a grade of CR, may not repeat the course to increase the GPA. Some courses are designed to be repeated for credit, check the current SF State Bulletin or your department for course information. A graduate student may be able to repeat a course if the student earned less than a “B-.” Be aware that both grades remain on the transcript and the GPA for both courses is averaged for the overall GPA. The higher grade is used on the *Advancement to Candidacy* form (*ATC*).

Written English Proficiency Requirement

Each graduate student must demonstrate the ability to write English correctly and effectively. To ensure that each graduate student has the required proficiency in written English, two distinct assessments are made by the major department: Level One and Level Two.

Level One: The Level One requirement must be met prior to admission or enroll in a required writing intensive course by the department in the first semester. Typical Level One written requirements may include a 4 or above on the Analytical Writing section of the GRE or GMAT, a placement exam, a written work, or a portfolio of work. Requirements for each program area must be obtained from the major department.

If you did not meet Level One proficiency prior to admission, you have been admitted conditionally and are required to take specific courses to develop writing skills in English at a level acceptable to the major department. You should meet Level One written English proficiency within your first semester and no later than your second semester. Your faculty will determine what courses or actions you must take. See the Graduate Studies website for graduate writing courses offered by the College of Extended Learning (CEL). If you do not meet the writing competency conditions stated in your admission letter, you will be subject to dismissal from your program.

Units required to complete Level One competency cannot be counted on your *Advancement to Candidacy (ATC)* form.



Level Two: The Level Two writing requirement is determined by the department/program and is usually associated with completion of the Culminating Experience or may be related to a designated course.

Satisfactory Academic Progress (Progress Toward Degree/Probation/Disqualification)

Satisfactory Academic Progress:

You are required to make progress toward your degree every semester you are enrolled. If you are not enrolled for two consecutive semesters or more, you must reapply for admission to the University and the program. If you have taken more than 125% of units required for the degree (e.g. more than 36 units for a 30-unit degree) or you are not taking courses required for the degree, you are ineligible for a State University Grant (SUG). If you have taken more than 150% of units required for the degree or you are not taking courses required for the degree, may be ineligible for financial aid and you may be academically or administratively disqualified. Make sure that you discuss with your faculty advisor whether you should be taking courses outside of those required for the degree. See:

<http://financialaid.sfsu.edu/newsapu>

Check your online transcript EVERY semester to make sure your grades are correct. To make satisfactory progress toward your degree, you must earn a 3.0 GPA in all courses taken at SF State as a graduate student. You will be placed on academic probation if your overall or semester GPA is below 3.0. You will be disqualified and subject to dismissal if your GPA falls below a 3.0 in **two consecutive** semesters.

- Grades of "C-" or lower do not meet program requirements and cannot be included on your *Advancement to Candidacy (ATC)* form.
- If you must repeat a course required for the degree, the two grades will appear on the transcript and the GPA will reflect an average grade for the two courses. Units are counted only once to meet program unit requirements. **Most programs do not permit students to repeat elective courses to improve the grade.**

Academic Probation: If your overall SF State or semester grade point average falls below 3.0 (B), the Registrar will place an academic hold on your record and you will not be allowed to enroll in Early Priority Registration for the following semester. You and your graduate coordinator will receive notification by email of your probationary standing and must do the following:

- Download the Mandatory Probation Advising Form on the Graduate Studies website at: <http://grad.sfsu.edu/sites/default/files/forms/mandatory-grad-probation-advising.pdf> and complete all sections.
- Knowing your grade point deficit number will help you determine what you need to accomplish to get back in good academic standing. Read the instructions before attempting to calculate the deficiency at: <http://grad.sfsu.edu/content/gpa-calculators>
- Complete the chart using information from your unofficial transcript and the calculator will determine the grade points you must earn in order for you to be removed from probation.
- In the following example, the student has a grade point deficit of -9. The student must: 1) take three 3-unit courses and earn an A in each (3+3+3=9 grade points); or 2) take one 3-unit course and earn an A and take three 3-unit courses and earn an A- in each (3+2+2+2=9 grade points).

Note: A "B" grade will not help you raise your GPA. Grades must be "B+" or higher.

Units	Grade Point Needed	Points	Grade Point Deficit	Clear
33	99.0	90	-9.0	Clear

Table look-up to maintain 3.0 GPA required for Graduate Studies

Grade/Unit	5 Units	4 Units	3 Units	2 Units	1 Units	G R A
A	+5	+4	+3	+2	+1	
A-	+3.5	+2.8	+2.1	+1.4	+0.7	
B+	+1.5	+1.2	+0.9	+0.6	+0.3	
B	0	0	0	0	0	

After the Registrar publishes grades at the end of the semester in which you are on probation, one of two actions will occur:

- If you attain a 3.0 in the overall and semester GPA, you will be eligible to register for classes in the Final Priority Registration period.
- If you do not attain a 3.0 GPA in the overall or semester GPA, you will be disqualified and will not be allowed to register in the Final Priority Registration period.

Disqualification: If you are disqualified from the graduate degree and/or credential program and from further enrollment in the University, you may file for reinstatement by completing the *Petition for Reinstatement Following Disqualification* and meeting with your advisor, graduate coordinator, or department chair. The advisor may "clear" you to continue the program for one semester or "deny" the option to continue in the program. Faculty have the right to deny your petition if it is determined that you would be unable to raise the overall or semester GPA to a 3.0 in one semester.

If you are reinstated, you must meet the stipulated requirements or conditions set forth by the faculty advisor. You will not be allowed to enroll in classes for the following semester until grades have been posted. Following posting of grades, one of two actions will be taken:

- If you attain a 3.0 in the overall and semester GPA, you will be allowed to register for classes in the Final Priority Registration period.
- If you do not meet the 3.0 GPA requirement, you may be disqualified and will not be permitted to continue in your program.

Satisfactory Academic Progress continued

Steps Toward Readmission Eligibility After Disqualification:

If you are disqualified after grades are posted for the semester in which you were reinstated, you should discuss with your faculty advisor what measures, if any, can be taken to become eligible for readmission. You cannot continue in the program or be admitted to another program while your GPA is below 3.0. If you need to improve your GPA for readmission, you can do so by enrolling through the College of Extended Learning (CEL) and completing coursework to help raise your overall GPA to meet the minimum standard of 3.0. **You are not guaranteed readmission to a program even if you have improved your GPA.**

Please Note: Coursework not related to your field of study, lower division courses, or coursework completed at another university or college cannot be used to improve your GPA once you are on probation or disqualified.

Graduate Advising and Counseling Resources: If your pattern of academic performance is below what is expected of a graduate student, the Graduate Studies office recommends that you take action. *First, meet with your academic advisor in your department*, and discuss ways to improve your performance, then either:

- Make an appointment with a **Graduate Studies Advisor in ADM 254 (415-338-7155, gradadv@sfsu.edu)**, who will work with you directly on issues interfering with your performance. Advising hours and appointment information are posted online <http://grad.sfsu.edu/content/advising> and/or,
- Work with a counselor in the Office of Counseling and Psychological Services (Student Services, 2ND Floor, Office 208), particularly if you are dealing with significant personal issues affecting your performance. All students have access to this service for a limited number of sessions. If further support is needed, you will be provided referrals. Visit their website for more information: <http://psyservs.sfsu.edu/>; and/or,
- Consider taking off one semester only for an academic “break” before continuing in the program and starting remediation of your GPA.

Declassification from the Degree Program: A student may be declassified (dropped) from a graduate program for a number of reasons including, but not restricted to, failure to make progress toward the degree as determined by the department/program; failure to meet grade requirements to maintain good academic standing; or unprofessional conduct and/or behavioral issues that interfere with the learning of others. The department/program faculty has the responsibility to determine if the student is unable of completing degree requirements. Students may be declassified even if the GPA is above a 3.0. (See Bulletin for process at: <http://bulletin.sfsu.edu/>)

San Francisco State University | A-Z

Academic Bulletin [2019-2020]

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How can a San Francisco State Graduate Advisor assist you?

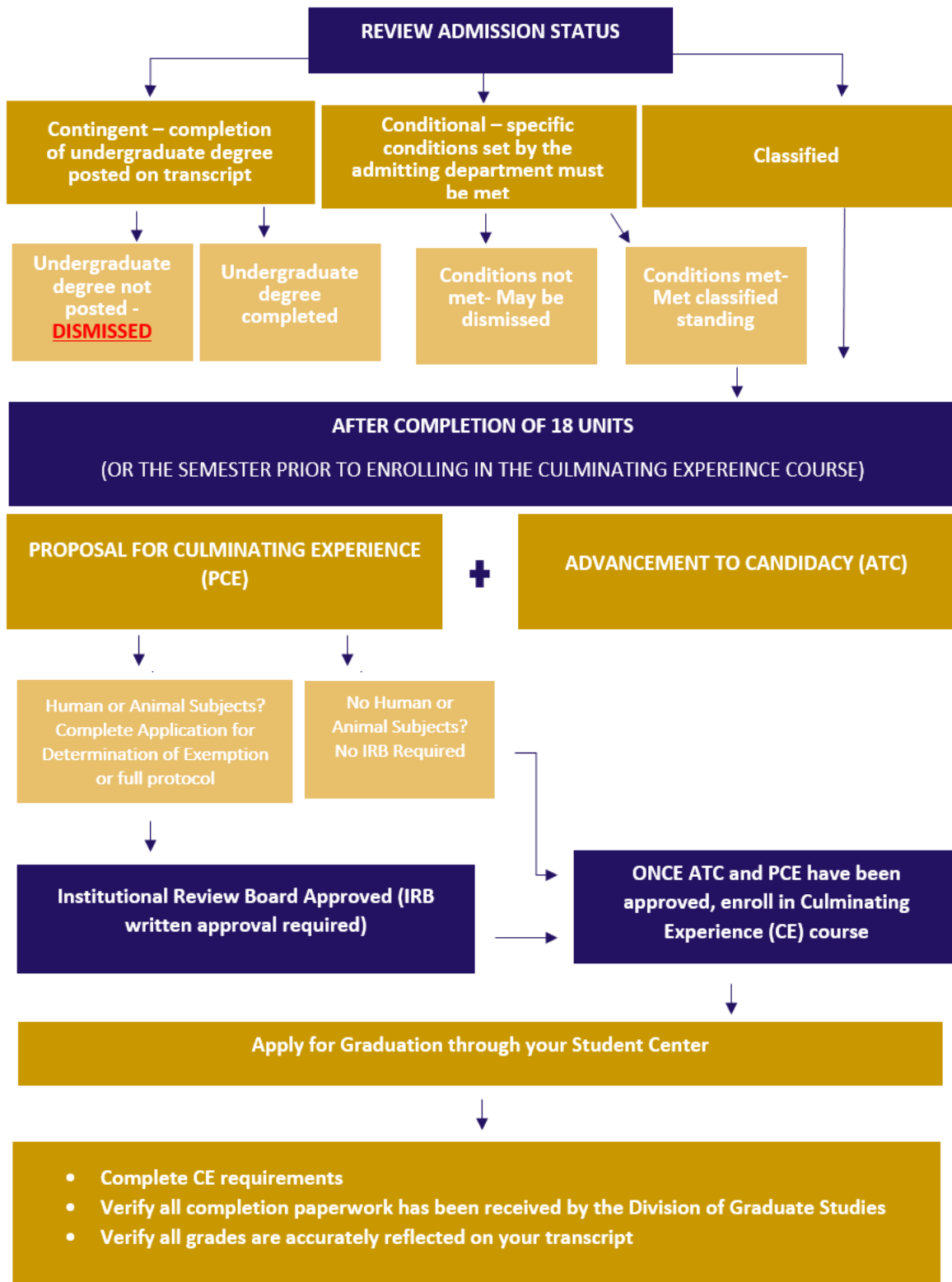
The Division of Graduate Studies offers counseling and advising on a wide range of issues ranging from admission to graduation. Whether you are a prospective student, a current student, or a graduate student, we are here to help you.

Services Offered

- **Program exploration:** Selecting a graduate program, Grade Point Average (GPA) calculations
- **Graduate school application support:** Admissions policies, domestic application procedures, re-applying to the university, University policies and procedures
- **Career exploration:** Career exploration, resumes, cover letters, post-graduate applications and essays
- **Continuing Student Issues:** Program withdrawal/transfer, policies and procedures
- **Probation Guidance & Support:** Academic planning and GPA analysis, personal and academic stress

International Students

Summary of Steps to Master's or Doctoral Degree



Advancement to Candidacy

Completing your *Advancement to Candidacy (ATC)* form is a required step toward graduation. The *ATC* must be approved and signed by your graduate advisor and graduate coordinator before it is submitted to Graduate Studies for evaluation and approval.

Completing the *ATC* Form

ATC forms are online at:

<http://grad.sfsu.edu/content/advancement-to-candidacy>. For most programs, *ATCs* are pre-filled with the program requirements. After ensuring that the *ATC* is appropriate for your *Bulletin* year, enter specific courses where a choice is offered, and complete all sections, including computation of the total units. If your program does not have a customized *ATC* on the website, you can complete the generic *ATC*. You must complete the form online and submit to the Division of Graduate Studies.

Degree Progress Report (DPR)

The Degree Progress Report is an advising document created to inform students how courses have been accepted toward their degree requirements. Students should review their DPR and *ATC* form after each semester's grades are recorded in order to monitor progress towards degree and to resolve errors and/or complete deficiencies.

DPRs can be found by logging onto the SF State Gateway (<http://gateway.sfsu.edu>) and going to the Student Center.

ATC Requirements

The *ATC* is a list of all courses required by the department/program to earn the degree. *Ed.D. students must follow the doctoral requirements listed in their program handbook. The requirements for the *ATC* are:

- A minimum of 30 semester units, or more as required by your program.
- At least 18 units of coursework, or proportionally more, taken within the department offering the degree program.
- At least 50% of the units must be from exclusively graduate level courses. Most programs require more units to be taken at this level.
- Another 20% of the units may be from either exclusively graduate or paired courses (mixed graduate/undergraduate courses). In a paired course, you must enroll in the graduate level of the course, which is 700 and above.
- A final 30% of the units on the *ATC* may be from exclusively graduate courses; the graduate section of the paired courses; or upper division undergraduate courses. If enrolled in undergraduate courses, you must complete additional coursework as specified by the instructor. No lower division coursework is allowed.
- No more than 30% of coursework may be taken for credit/no credit.
- A maximum of 6 semester units that include any combination of extension work, credit by examination, and/or transfer work for a 30-unit program (proportionally more for longer programs).

- A maximum of 12 units from an SF State-sponsored graduate international exchange program in a 30-unit degree program (or proportionally more), if accepted by the department and the Dean of Graduate Studies. *Exchange work must be at the graduate level.* Students using 12 units of exchange work on their *ATC* may not, in addition, use any transfer work, extension, or credit by examination. Graduate students enrolling in exchange programs must submit the *Academic Approval Form: SF State Exchange* (obtain from the Office of International Programs and document that coursework is at the graduate level BEFORE enrolling in the foreign university).
- No more than six units of 899 work, or more than six semester units of credit in experimental courses. Undergraduate 699 courses are not allowed on the *ATC*.
- A maximum of four student-teaching units—graduate level and applicable to the discipline.
- No prerequisite coursework is allowed.

Transfer Credit from Other Institutions: Transferring graduate units from another university to SF State must be approved by the department and the Division of Graduate Studies (see p. 9). You must submit the *Transfer Unit Evaluation* form to the Graduate Studies office, along with an official transcript from the other institution. It is best to have the transfer request evaluated at the time of admission or no later than your first semester. The coursework cannot have been completed more than seven years prior to the intended semester of graduation. Once expired, transfer units cannot be used toward a degree at SFSU. Refer to <http://grad.sfsu.edu/content/current-students/transfer-unit-evaluation>.

Filing Your *ATC*

- Submit the *ATC* after completing 18 units toward your degree objective and no later than your last 6 units and before enrolling in your Culminating Experience.
- The *ATC* must be signed by your advisor and graduate coordinator before it is submitted to Graduate Studies for final approval.
- You must report any proposed changes in your course of study to Graduate Studies using the *Petition for ATC Substitution*. *Core course substitutions require a Waiver of Graduate Program Regulations*. Requests for substituting, adding, or removing courses must be approved by the department and the Division of Graduate Studies.
- If you have conditional admission status, a signed *ATC* will mean that all outstanding conditions have been met.
- Your *ATC* remains valid only if you maintain continuous enrollment in the University as defined in the *Bulletin*. If re-admitted after an absence, you must complete a new *ATC* that meets current curricular requirements.
- You must complete all required coursework, the written English requirement, and the Culminating Experience within the seven-year time limit or within the number of years stipulated for your program.

Culminating Experience

The *California Code of Regulations, Title 5*, states that graduate students must complete a culminating experience, which may include a thesis, special project, comprehensive examination, or a combination of the above. Your department faculty members determine the type of culminating experience allowed in your major. The culminating experience is usually begun after you have completed all or the majority of your coursework. Check your department or program manuals or consult your faculty advisor to determine your options.

You may obtain the *Proposal for Culminating Experience* forms online at <http://grad.sfsu.edu/content/culminating-experience>. Review the procedures and then select the appropriate form for your specific requirement.

Types of Culminating Experience

The culminating experience process is associated with a specific graduate course determined by the degree program faculty. Upon completion of the course, students must *follow steps to submit Thesis, Dissertation or Written Creative Work to the Library, &/* or verify that their department has submitted a *Report of Completion* on their behalf. The ATC will determine which completion verification is needed.

The courses are:

890 – Culminating Experience Seminar: Offered only by selected programs. A *Report of Completion* is signed by the supervising committee upon successful completion.

892 – Supervised Field Internship: Upon completion of the internship, students must submit a comprehensive report to their department. An oral defense may be required. A *Report of Completion* is signed by the supervising committee upon successful completion.

893 – Written Creative Work: This culminating experience is available only to students in Creative Writing. Written Creative Work Guidelines manual and sample pages may be downloaded from <http://grad.sfsu.edu/content/current-students/thesis>. Students must follow steps to submit Written Creative Work to the Library. <http://grad.sfsu.edu/content/thesis-dissertation-guidelines>

894 – Creative Work Project: This project is usually a Creative Arts endeavor, such as a group of paintings, a film, curriculum design, learning module or design project. A written component is required. An oral defense may be required. A *Report of Completion* is signed by the supervising committee upon successful completion. Music Composition students must also follow steps to *submit their Creative Work Project to the library*: <http://grad.sfsu.edu/content/thesis-dissertation-guidelines>

895 – Field Study/Applied Research Project: The field study or research project must show evidence of the application of knowledge and techniques learned in your field of study. The study or project must be described in a written document which includes the significance, objectives, methodology, and conclusions. A *Report of Completion* is signed by the supervising committee upon successful completion.

896EX - Comprehensive Examination: For oral and/or written exams. A *Report of Completion* is signed by the supervising committee upon successful completion.

898 – Thesis: The thesis is a written product of an original study that demonstrates clarity of purpose, critical and independent thinking with accurate and thorough documentation. In most cases, an oral defense is required. The *Thesis Guidelines* manual and sample pages may be downloaded from: <http://grad.sfsu.edu/content/thesis-dissertation-guidelines>

Students must complete all steps for Thesis/ Dissertation/ Written Creative Work submission (preliminary format check and accessibility check) by the "Format Check Deadline" <https://grad.sfsu.edu/content/continuing-student-deadlines>



998 – Dissertation: This is required only for the Ed.D. program. See the Thesis/Dissertation Guidelines for the format requirements for the dissertation.

Courses **893, 898 and 998** may require a Report of Completion for an oral defense in addition to the Thesis submission. The Report of Completion is only available electronically through DocuSign (initiated by Graduate Studies and routed to faculty).

Oral Defense: Along with the completion of your culminating experience, you may have to pass successfully an oral defense of your work. This is either “pass” or “fail” and the date of completion must be met on or before the deadline date posted on the Graduate Studies deadlines page to meet all graduation requirements.

Deadlines for Submission of Proposal

The Registrar will block admission to a culminating experience class until both the *Culminating Experience Proposal* and the *ATC* have been approved by Graduate Studies. It is very important to submit your proposal early in the semester prior to the one in which you plan to take the course, especially if your research involves human volunteers or animal subjects. The following deadlines have been established to allow sufficient time for proposals to go through the complete approval process.

- For enrollment in the Fall semester: April 1st.
- For enrollment in the Spring semester: November 1st.

These are consistent deadline dates that do not vary year to year. If the date falls on a weekend or holiday, the due date is the next day that campus is open.



Continuous Enrollment Requirements and Your Culminating Experience

After you have registered for the Culminating Experience course, you will not be required to enroll again during the following semester; this is a one-semester *grace* period while working on the Culminating Experience. If you do not complete the Culminating Experience within the two semesters allotted, Master’s students are required to maintain continuous enrollment through the College of Extended Learning (CEL) 499 course or through a regular university course required by your department until you earn your degree. You are not eligible for financial aid when you enroll in CEL. The seven-year “time to degree” rule will be in effect. If you are taking Comprehensive Written and/or Oral Exams for your Culminating Experience, you are expected to complete the exam no later than the end of the semester following successful completion of all courses listed on your *ATC*. After that *grace* semester, you will be required to enroll in CEL. To register for the CEL course, use the step-by-step slideshow found here: <http://grad.sfsu.edu/content/continuing-students>

Dates of Completion:

All thesis/dissertation/written creative work formatting must be complete by the last day of instruction. Culminating Experiences and all other requirements must be met by the last day of final examinations. All dates of completion are posted on Graduate Studies webpage at: <http://grad.sfsu.edu/content/continuing-student-deadlines>

Culminating Experience Checklist

- **Choose the Type of Culminating Experience.** Talk with faculty members in your area of study about the kind of project or work you would like to undertake. Make sure that the faculty members have a knowledge base in your field of interest and that they will have the time to work with you.
- **Choose your Culminating Experience Committee.** This is a critical step as you prepare for your Culminating Experience.
 - You must select two tenured/tenure-track faculty members from your department as your first two faculty advisors.
 - You may select a lecturer or outside faculty as a third member, provided their *curriculum vitae* is on file with the Graduate Studies office.
 - In unusual cases, the Dean of Graduate Studies may approve a faculty member outside of your major department to serve as one of the two primary committee members.
 - Check to make sure faculty will be available during the time period you plan to work on your culminating experience. If the faculty member leaves, goes on sabbatical, or retires, you may need to reconstitute your committee, and new faculty members often have different expectations.
 - Be mindful of your committee members' schedules. Few faculty members are available for support during the winter or summer session. If you plan to defend your thesis or submit your culminating experience during the winter or summer, you must obtain the faculty member's agreement in WRITING to work with you to assure completion.
- **Determine if Human or Animal Research Approval is required.** Review the criteria at: <https://research.sfsu.edu/protocol>. If human/animal research approval is required, read all the requirements for submission of your research protocol. (See Human and Animal Protections, Page 18).
- **Complete the Culminating Experience Proposal Form.** Go to <http://grad.sfsu.edu/content/culminating-experience> to select and complete the required form.
 - No handwritten forms are accepted. Download and complete the form on the computer and print it out for signatures.
 - Complete the "Brief Statement of Project" section carefully so that your intentions are clear.
- Fill out and sign the Plan for Completion. Include the name, department and academic rank of your committee members (professor, associate professor, assistant professor, or lecturer). Also, include the committee chair's email address.
- Do not attach a copy of the research or project proposal that you may have completed for a research class.
- If you are doing research involving humans or vertebrate animals, additional documentation is required, as listed on Page 2 of the Proposal form.
- **Obtain all required signatures.** All members of the committee, as well as the department chair or graduate coordinator, must sign. Your committee chair must also check the boxes indicating availability during summer months and winter break. Graduate Studies will accept by email signed and scanned Proposals for Culminating Experience forms (PCEs) that are sent directly from your department's Graduate Coordinator or Department Chair.
- **Attach any required documents.**
 - If your project involves research with humans, animals, cells or tissues, you must attach documentation of review by ORSP - Human and Animal Protections.
 - If you are participating in a joint project (no more than three students), you must submit your proposals together, including an attachment detailing the individual research elements and written components for which each student will be responsible. The attachment must be signed by each student and the committee chair.
 - If a lecturer or off-campus faculty is serving on your committee, attach a current *curriculum vitae*.
- **Receive Culminating Experience Approval.** You must receive approval from Graduate Studies to begin your Culminating Experience class. Check the status of your proposal on *SF State Gateway*.
 - The Registrar will block admission to a Culminating Experience class until approval is received. Therefore, it is crucial for you to submit your proposal early in the semester before you plan to take this course.
 - If your project involves human or animal research, you **MAY NOT** begin the research until you have received full written approval from ORSP - Human and Animal Protections.
- **Changes to the Culminating Experience Project.** If you make any changes to your project after it has been approved, you will need to submit one of the following forms, available at <http://grad.sfsu.edu/content/grad-forms>
 - For changes of wording to your title, submit the *Title Change for Culminating Experience* form.
 - For changes to your supervising committee, submit the *Petition for Committee Revision* form.
 - For any other changes, including topic or research methods, submit a new *Culminating Experience Proposal*, indicating the project is "Revised."
- **Submit proof of completion.** When your culminating experience is finished, submit a *Report of Completion* (for 890, 892, 894, 895, 896EX) and send your thesis, dissertation or written creative work (for 893, 898, 998 and Music Composition 894) to the Graduate Studies for format review and approval to submit your *Thesis, Dissertation or Written Creative Work* to the Library.
 - If you take more than one semester to complete your project, be sure that your committee chair submits a grade change to CR for the semester you finish your work.



Submission of Thesis, Dissertation or Written Creative Work

Master's Thesis: Not all master's programs require a thesis (898). If a thesis is required, or if you select the thesis option, contact your advisor to review all program expectations, including style manual preference, and related information. Most departments have a graduate student handbook. Be sure to read the handbook before starting the writing process. Many departments require an oral defense of the thesis. Be sure to check carefully your department's policies concerning the thesis defense.

Dissertation: The Ed.D. program requires a dissertation (998).

Written Creative Work: Creative Writing is the only program that requires a Written Creative Work (893). Music Composition is the only Creative Work Project (894) that requires a format review as detailed below.

Format Review and Submission

1. Detailed formatting instructions and pre-formatted, fillable, sample template are online at the Graduate Studies website under Current Student: <https://grad.sfsu.edu/content/thesis-dissertation-guidelines>
2. Preliminary Format Check
 - Students can email a Word Document of the Thesis/Dissertation/ Written Creative Work to Graduate Studies for a preliminary format check.
 - [If revisions are required] Graduate Studies will return the thesis by email, along with comments on required changes. Students must make the required changes and email the final accessible PDF to Graduate Studies.
 - [If approved] Graduate Studies will notify students by email with final instructions.
3. Preparing for Final Submission
 - Student must title the Thesis/ Dissertation/ Written Creative Work as: Full Name Student ID_Dept_Thesis/Dissert_WCW
 - The Certification of Approval requires signatures. Please obtain the signatures on a Word or PDF Document separate from the Thesis/ Dissertation/ Written Creative Work. The signed document will need to be uploaded for submission separately.
 - Make sure the Certification of Approval pages on the Thesis/ Dissertation/ Written Creative Work do not have signatures.
 - If placing an embargo on the thesis, make sure to discuss it with your Committee Chair before submission.
4. Submit the Thesis/ Dissertation/ Written Creative Work directly to the Library
 - Go to: Digital Scholarship Center's (Thesis/ Dissertation/ Written Creative Work) Submission form
 - Student will need upload the completed and accessible Thesis/ Dissertation/ Written Creative Work (Word Document) as well as the signed Certification of Approval.

Note: To obtain signatures on Certification of Approval Page:

Certification of Approval page requires signatures from your committee members.

Graduate Studies will accept: Wet/scanned signatures, DocuSign, or other electronic signatures (such as Adobe). If faculty need additional assistance, they may reach out to a [Graduate Program Specialist](#).

Human and Animal Protections

The Office of Research and Sponsored Programs (ORSP) - Human and Animal Protections (HAP) is responsible for protecting the rights of human research participants and the welfare of animal subjects used in research by SFSU faculty, staff, or students. Ethical principles and federal/state regulations provide the guidelines for committee review of all research protocols involving human volunteers or animal subjects.

Human research, regulated through the SFSU *Institutional Review Board (IRB)*, may include the use of surveys, interviews, observations or experimentation, to obtain information about individuals, or may involve the analysis of previously collected human records, samples, tissues, or other existing or secondary data.

Animal research, regulated through the SFSU *Institutional Animal Care and Use Committee (IACUC)*, may include activities involving live vertebrate animals, or the use of tissues or other samples.

Human and Animal Protections (HAP) within the *Office of Research and Sponsored Programs (ORSP)*, may require you to submit an IRB and/or IACUC research protocol, or may determine that your activity does not require IRB or IACUC approval.

The Research Protocol

The research protocol is separate and distinct from the *Culminating Experience Proposal*. The *CE Proposal* describes the overall project for Graduate Studies. The *Research Protocol* informs the Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC) how the researcher intends to work with the human volunteers or animal subjects.

The research protocol states:

- The purpose of the research
- A brief review of the academic literature
- Methodology or theory behind the project
- Procedures in which the participants or subjects will engage
- Risks and benefits of the research to the participants or subjects
- Process of acquiring or recruiting participants or subjects
- Process of obtaining informed consent from human volunteers

Stem Cell Research: If you are conducting stem cell research, you may need further review, including documentation regarding the source of the stem cells and details of the research. You can contact ORSP-HAP at protocol@sfsu.edu for more information.

The Process

The ORSP-HAP office staff will determine if your protocol needs review by the IRB committee or if it can be reviewed administratively by the HAP director. The office staff will also process the Animal Subject protocols and refer them to the IACUC for review.

The review cycle for both human and animal research protocols may take 6-12 weeks, depending on the number of protocols in process at the time, and on how long it takes you to reply to the office's requests for revisions.

Application for Determination of Exemption

ORSP – Human and Animal Protections has an online application for determining exemption from IRB review (ADE), which enables you to submit your project description online to determine if it qualifies for exemption or exception from review. If you are not sure if your project requires review, please submit this before completing your Proposal for Culminating Experience. Please visit:

https://research.sfsu.edu/protocol/require_review

Human and Animal Protections Website

The ORSP – Human and Animal Protections website <http://research.sfsu.edu/protocol/> includes a section called “Does My Research Require Review,” which will help you determine if your project is considered human or animal research.

The website also provides links to important forms, guidelines, online training and information on the protocol review process for both human participants and animal subjects.

PLEASE NOTE:

Under no circumstances may you begin any research activities involving human volunteers or animal subjects without receiving an official approval letter from The Office of Research and Sponsored Programs - Human and Animal Protections. The approval letter will arrive by email from: protocol@sfsu.edu.

Submit a research protocol well ahead of any deadlines for beginning the research. Reviewers may require you to make changes in the protocol before the research can be approved. Be sure to respond promptly to any requests for revisions.

If you begin your research before receiving notice of approval, the Human and Animal Protections Office will withdraw your protocol and it will not be approved.

ORSP - Human and Animal Protections uses email for all communications with researchers. Be sure to include a current SF State email address on the *Protocol Approval Form* and inform the office immediately of any changes.

ORSP – HAP contact information is:
Email: protocol@sfsu.edu Phone: (415) 338-1093
Office: ADM 469



Preparing for Your Future

Applying for Jobs: For most graduates, finding a job is the next step. This is a difficult task, but resourcefulness, networking, and persistence will help you land the best job possible. You might not get your dream job right away, so be open to other opportunities such as internships and volunteer work. These opportunities may open the doors to stable employment and will expand your network in the field of your choice. The key to attaining a job in your field is knowing your value and casting a wide net, which your graduate degree will prepare you to do!*

Applying for Doctoral Programs: When applying to doctoral programs, research the program focus and faculty interests. Find programs that align with your values, research goals, and faculty research areas. Research the program requirements and deadlines; submit your applications on time.*

Résumés and Cover Letters: A résumé and cover letter are well-structured presentations of your skills, accomplishments and work history. Every time you apply for a job, your résumé and cover letter should be specific and tailored to that role. If you need help constructing a résumé, make an appointment with a graduate advisor in the Division of Graduate Studies by emailing your request to gradadv@sfsu.edu. They can provide you with assistance with résumés, cover letters, and general job search strategies.



*All doctoral programs and an increasing number of jobs require that you submit official, unopened transcripts. It would be easier to order transcripts before you leave campus for years.

Letters of Recommendation

Requesting Letters of Recommendation: Many internships, employers and schools require letters of recommendation. To ensure that you receive a glowing letter, use the tips below to help your recommender write a strong support letter.

Be sure to provide your recommender with the following:

1. *A courtesy meeting.* We strongly suggest that you meet with any academic or professional references to tell them more about you and your academic program. This will allow them to personalize the recommendation for you and explain why you are a great candidate. Be sure to provide them with your most current name, phone number or e-mail address for follow-up.

2. *Information about you.* Although the recommender has agreed to write a recommendation, you should still provide him/her with some information about you. In what capacity do you know the recommender (class, internship, lab, etc.)? When did you meet the instructor? What grade did you receive in their course? What was your program GPA? Did you write a paper or complete a project for the faculty member? If so, state what you did. Did you have a difficult semester? How did you overcome that semester and improve? What are you working on? What are your goals? What are some of your biggest accomplishments? This information will help your recommender when writing the letter.

3. *Materials Requested.* Remember you asked them to write about you—provide them with the information they need to do so! Some recommenders may request that you submit additional materials so that they can successfully write a complete letter on your behalf.

Some things they may request are a short personal statement, résumé or CV, writing sample, and unofficial transcripts. Be sure to provide your recommender with a folder with all the information and due date so that they can keep the material you give them in one place.

4. *The submission process.* Does your letter of recommendation need to be submitted online, mailed, or part of a larger packet? These are details that the recommender should know. If it is an on-line process, provide your recommender with the necessary steps to complete the online process because it requires more time to respond. If your letter needs to be mailed, provide your recommender with a typed, addressed, and stamped envelope.

Letter of Recommendation Tips:

1. Provide faculty with sufficient time to write a letter of recommendation. Give your recommender three to four weeks to write your letter of recommendation. This is a process that should not be rushed. To facilitate a response, give a deadline one week ahead of your planned application submission date.

2. Only ask for a letter from someone with whom you have a positive relationship. Do not ask faculty whose course you have not taken or in whose class you received a poor grade. Do not ask a program chair or dean to write a letter if you did not work with the person directly.

3. Remember to provide the recommender or faculty with a friendly reminder. Although you have provided them with a deadline date, a friendly reminder will help them complete and submit on time.

Completion Checklist: Admission to Graduation

To Do: Your First Semester

- Download current SF State *Bulletin*, Graduate Studies *GradGuide*, and visit the Graduate Studies website.
- Obtain department graduate program manual for your area of study.
- Meet with your Graduate Coordinator and/or program advisor.
 - Name _____
 - Email _____
- Estimate plan of coursework from first semester to graduation (check course rotations).
- Make preliminary decision about expected date of graduation.
- Estimate from current deadlines listed on Graduate Studies website when you will need to:
 - 1) Submit *Advancement to Candidacy*, 2) Submit *Proposal for Culminating Experience* (with *Human or Animal Research Protocol* if needed), and 3) Enroll in Culminating Experience (CE) Course.
- Identify major or department advisor.
 - Name _____
 - Email _____

To Do: Each Semester Until You Graduate

- Check online Class Schedule or Academic Calendar. Mark dates on your calendar.
 - Class Schedule: <https://webapps.sfsu.edu/public/classservices/classsearch>
 - Academic Calendar: <https://webapps.sfsu.edu/public/webcal/acadcalendar>
- Meet with advisor or graduate coordinator (at least once every semester)
- Adjust estimates of time to graduation and plan for *ATC/PCE*, *CE enrollment*, and/or *Application for Award of Graduate Degree*.

To Do: Before the Semester You Plan to Enroll in Your Culminating Experience

- Submit *ATC*, if not earlier. Date Submitted: _____
- Submit *PCE* (and obtain approval for human/animal research from Office of Research and Sponsored Programs-Human and Animal Protections, if required).
 - Date Submitted: _____
- Keep copies of all documents submitted to your department and Graduate Studies.

To Do: After *ATC* and *PCE* (and *IRB Protocol* if necessary) are approved

- Enroll in Culminating Experience course (890, 892, 893, 894, 895, 896EXM, 898, 998).
- If you do not complete the CE course within two semesters, enroll in either CEL 499 or regular university course as advised by your department each fall and spring semester until finished.

To Do: Your Last Semester

- Submit *Application for Award of Graduate Degree*. See the Graduate Studies website for important graduation deadlines.
- Complete and submit Culminating Experience: Thesis, Dissertation, Written Creative Work, and/or Report of Completion form.
- Review *ATC* form and unofficial transcript to determine if all curriculum and additional degree requirements have been satisfied.
- Request your department to submit a *Change of Grade* form if Culminating Experience extended over one semester.

Graduate Approved Plan

Estimated Semester of Graduation _____

Dates to submit: *ATC form* *Culminating Experience Proposal* *Application for Award of Degree*

Semester I: fall <input type="checkbox"/> spring <input type="checkbox"/> summer <input type="checkbox"/>			Semester II: fall <input type="checkbox"/> spring <input type="checkbox"/> summer <input type="checkbox"/>		
Course #	Course Title	Units	Course #	Course Title	Units
Total ATC units:			Total ATC units:		

Semester III: fall <input type="checkbox"/> spring <input type="checkbox"/> summer <input type="checkbox"/>			Semester IV: fall <input type="checkbox"/> spring <input type="checkbox"/> summer <input type="checkbox"/>		
Course #	Course Title	Units	Course #	Course Title	Units
Total ATC units:			Total ATC units:		

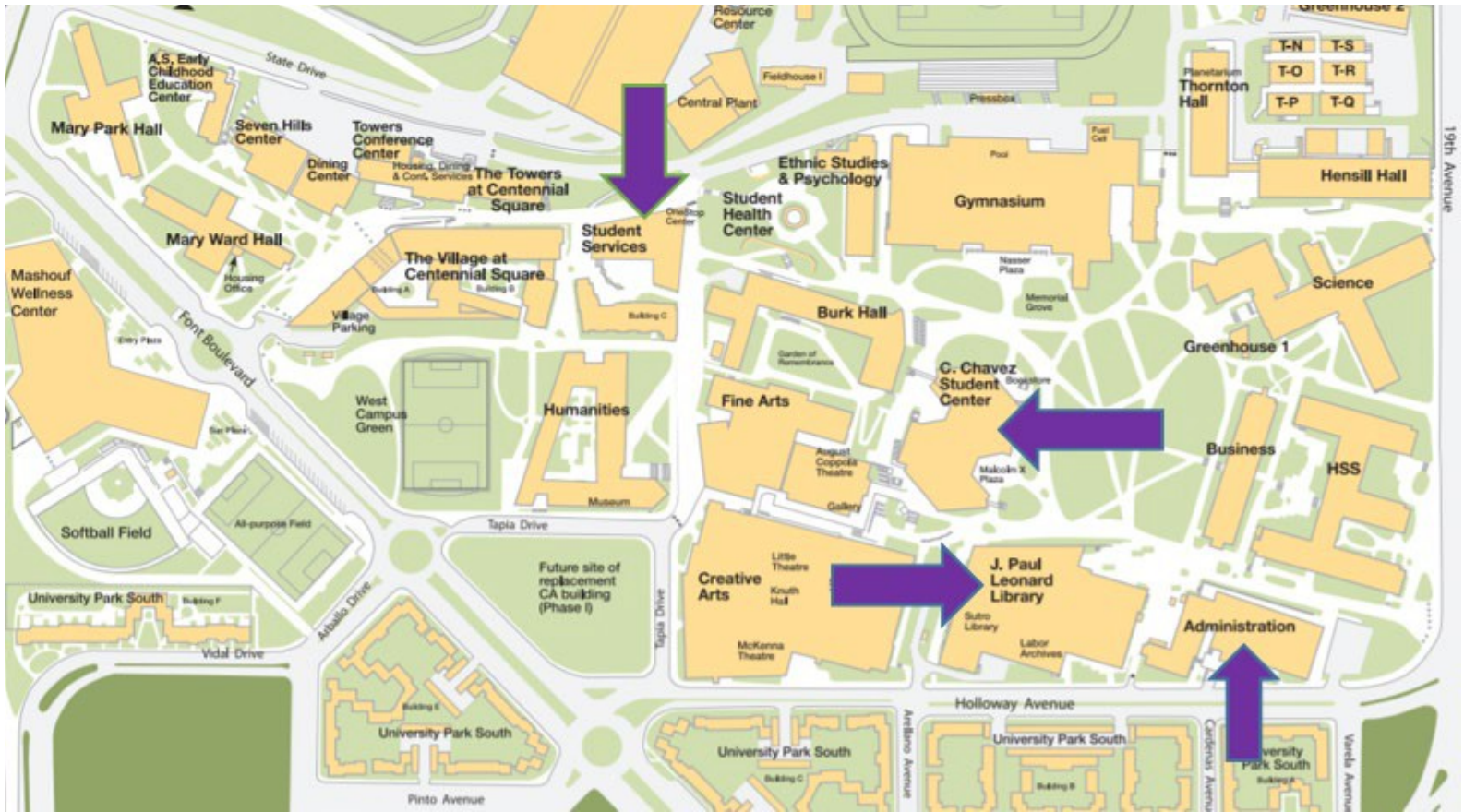
Semester V: fall <input type="checkbox"/> spring <input type="checkbox"/> summer <input type="checkbox"/>			Semester VI: fall <input type="checkbox"/> spring <input type="checkbox"/> summer <input type="checkbox"/>		
Course #	Course Title	Units	Course #	Course Title	Units
Total ATC units:			Total ATC units:		

Culminating Experience

Do not leave the University without completing your culminating experience. The most common cause of not completing a graduate degree is not finishing the final project.

Apply for Graduation in Last Semester

SAN FRANCISCO STATE UNIVERSITY CAMPUS MAP



The Academic Colleges of San Francisco State University

[The Lam Family College of Business](#)

Eugene Sivadas, PhD, Dean
Administrative Office: Business 321

[The Graduate College of Education](#)

Cynthia Grutzik, PhD, Dean
Administrative Office: Burk Hall 501

[The College of Ethnic Studies](#)

Amy Sueyoshi, PhD, Dean
Administrative Office: Ethnic Studies & Psychology 121

[The College of Health & Social Sciences](#)

Alvin Alvarez, PhD, Dean
Administrative Office: HSS 204

[The College of Liberal & Creative Arts](#)

Andrew Harris, PhD, Dean
Administrative Office: Humanities 484

[The College of Science & Engineering](#)

Carmen Domingo PhD, Dean
Administrative Office: Thornton Hall 323

Your College: _____ Your Department: _____ Your Department Chair: _____ Administrative Office: _____ Phone: _____ Email: _____

Quick Reference List for Student Question and Concerns

Phone: (415) 338-2032 | Email: vpsaem@sfsu.edu | Web: vpsaem.sfsu.edu

Student Services Building, Suite 403

Question/Concern About...	Contact
AB 540/California Dream Act/Undocumented students <i>Support and financial aid for immigrants & undocumented students</i>	Luis De Paz Fernandez , Dream Resource Coordinator (415) 405-3503, dreamers@sfsu.edu
Academic advising <i>Non-major degree requirements, remediation, undecided/returning students</i>	Herman Lee , Director, Undergraduate Advising (415) 338-2101, advising.sfsu.edu/inquiry
Academic accommodations; accessibility <i>ADA/Section 504 advocacy/services for students & employees; consultations; assistance/service animals;</i>	Wendy Tobias , Director, Disability Programs & Resource Center (415) 338-2472, dprc@sfsu.edu
Admissions – graduate/professional programs <i>Admissions requirements, application procedures</i>	Sophie Clavier , Dean, Graduate Studies (415) 338-2234, gradstdy@sfsu.edu
Admissions – undergraduate programs <i>Admission requirements, application procedures</i>	Camille Rieck-Armstrong , Outreach & Undergraduate Admission (415) 338-7212, carieck@sfsu.edu
Alcohol & other drug education/prevention; other health issues <i>Reducing high-risk drinking & associated health risks; drug addiction/abuse</i>	Karen Boyce , Director, Health Promotion & Wellness (415) 338-1203, hpw@sfsu.edu
Associated Students <i>Student government, student-run programs & services, student center</i>	Horace Montgomery , Interim Executive Director, Associated Students (415) 338-1044, interimed@asi.sfsu.edu
Athletics – intercollegiate <i>Sports programs, athletic aid, game schedules, student-athlete eligibility</i>	Stephanie Shrieve-Hawkins , Director, Intercollegiate Athletics (415) 338-2218, mgrady@sfsu.edu
Basic needs <i>Case management for food & housing insecurity, HOPE Crisis Fund, etc.</i>	Dean-on-Call – available Monday thru Friday, 8 AM – 5 PM (415) 338-2032, dos@sfsu.edu
Behavior/conduct of students <i>Disruptive behavior, academic dishonesty, incivility, conduct violations</i>	Kelly Thibault , Interim Director, Office of Student Conduct (415) 405-3960, conduct@sfsu.edu
Bookstore <i>Textbooks, testing supplies, school apparel, etc.</i>	Cameron Casey , Store Manager, Campus Store (415) 338-2665, sfsu@bkstr.com
Career development services <i>Career exploration, job-search/interview preparation, resume writing, graduate/professional school planning, etc.</i>	Cori Miller , Associate Director, Career Services & Leadership Development (415) 338-1764, csls@sfsu.edu
Child care services	<ul style="list-style-type: none"> • Faculty & Staff: Anna Tobin-Wallis, Director, Children's Campus (415) 405-4011, children@sfsu.edu • Students: Erica Almaguer, Director, Early Childhood Education Center (415) 338-2403, ecec@asi.sfsu.edu
Commencement/graduation <i>Application for graduation, commencement ceremonies</i>	<ul style="list-style-type: none"> • Application for Graduation: registrar.sfsu.edu/help • Commencement Ceremony: Nicole Lange, Director, Special Events, (415) 405-4078, commence@sfsu.edu
Counseling & mental health services <i>Mental health care, psychological/psychiatric concerns, depression & suicide, healthy relationships, support groups, etc.</i>	Yolanda Gamboa , Assistant Director for Clinical Services, Counseling & Psychological Services (415) 338-2208, psyservs.sfsu.edu
Dean of Students <i>Student advocacy/support, basic needs, complaint resolution, etc.</i>	Danny Glassmann , Dean of Students (415) 338-3888, dos@sfsu.edu
Diversity, equity, inclusion & social justice <i>Educational programs, training and outreach to improve campus climate and promote equity/inclusion, inclusive of all identities and their intersection</i>	Dr. Frederick Smith , Assistant Vice President for Equity & Community Inclusion and Chief Diversity Officer, (415) 338-7290, equity@sfsu.edu
Discrimination, harassment & retaliation <i>Complaints/inquiries by students, employees, or 3rd parties due to any protected class (gender, race, religion, disability, sexual orientation, etc.)</i>	Katon Dalton , Manager, Equity Programs & Compliance (415) 338-2032, vpsaem@sfsu.edu
Early Start <i>Assistance with math & English college requirements</i>	Andrew Brosnan , Developmental Studies Director (415) 338-7156, abrosnan@sfsu.edu
Educational Opportunity Program (EOP) <i>Advising, tutoring, mentoring, workshops, summer bridge</i>	Oscar Gardea , Director, Educational Opportunity Program (415) 338-1646, eop@sfsu.edu
Fee payment (Bursar) <i>Tuition, fees, refunds, payment</i>	Jackie Green , University Bursar (415) 338-2630, bursar@sfsu.edu
Family Education Rights & Privacy Act (FERPA) <i>Privacy of student records, release of student records</i>	Margo Landy , University Registrar (415) 338-3982, registrar.sfsu.edu/help
Financial aid; scholarships <i>Grants, loans, State University Grants (SUG), scholarships, work-study, Pell</i>	Jimmie Wilder , Interim Director, Office of Student Financial aid (415) 338-7000, finaid@sfsu.edu

Question/Concern About...	Contact
Foster youth (Guardian Scholars) <i>Support services for current and former foster youth</i>	Xochitl Sanchez , Associate Director, Educational Opportunity Program (415) 405-0546, gsp@sfsu.edu
General Education <i>Baccalaureate degree requirements, degree pathways</i>	Lori Beth Way , Dean, Undergraduate Education & Academic Planning (415) 338-2206, ugs@sfsu.edu
Grades <i>Submitting grades, change of grades, etc.</i>	Margo Landy , University Registrar (415) 338-3982, registrar.sfsu.edu/help
Health – medical care services <i>Cold care, flu shots, immunizations, well-woman care, family planning</i>	Roger Elrod , Director, Student Health Services (415) 338-1251, shsdir@sfsu.edu
Housing, residential life & residential dining services <i>Residence hall applications, residential life programs, board plans, emergency housing</i>	Philippe Cumia , Director, Student Housing, (415) 338-1067, housing@sfsu.edu David Rourke , Director, Residential Life, (415) 405-2227, reslife@sfsu.edu
International students <i>Transition to US, SEVIS compliance, intercultural education</i>	Marilyn Jackson , Director, Office of International Programs (415) 338-1293, oip@sfsu.edu
LGBTQ <i>Resources for lesbian/gay/bisexual/transgender issues, coming out, etc.</i>	Queer & Trans Resource Center, Associated Students (415) 338-2457, eros@asi.sfsu.edu
Library <i>Interlibrary loan, journals, library research skills</i>	Deborah Masters , University Librarian (415) 338-1854, library@sfsu.edu
New student programs, orientation, first-year experience <i>Transition to college services for new, transfer & freshmen students</i>	Chris Trudell , Manager, First-Year Experience (415) 338-2526, nsp@sfsu.edu
Parking & transportation <i>Transit services, parking, biking, visitor info, RideMatch/ZipCar, etc.</i>	Joy Manaiois , Director of Operations & Finance, Division of Campus Safety (415) 338-1441, parking@sfsu.edu
Registration & transcripts <i>Add/drop, permission numbers, degree progress reports, transcripts, etc.</i>	Margo Landy , University Registrar (415) 338-3982, registrar.sfsu.edu/help
Recreation & intramural sports <i>Intramural sport programs, club sports, physical recreation, fitness, etc.</i>	Pam Su , Director, Campus Recreation (415) 405-9355, recsfsu.edu
Safety & security <i>Crime alerts, crime prevention, parking & transportation, campus safety, Clery reporting, CARE Escort Program, emergency response, etc.</i>	Reggie Parson , Interim Assistant Vice President & Chief of Police, Division of Campus Safety <ul style="list-style-type: none"> • Non-emergencies: (415) 338-7200 (24-hour), upd@sfsu.edu • Emergencies: 911 on-campus phone, (415) 338-2222 off-campus phone
Service learning <i>Community service learning, internships, civic engagement</i>	Institute for Civic & Community Engagement (ICCE) (415) 338-6419, icce@sfsu.edu
Sexual assault/rape/domestic violence advocacy & support <i>Confidential assistance/advocacy and support for victims/survivors</i>	Stacy Peterson Manager, The SAFE Place (415) 338-2208, smpeterson@sfsu.edu
Sexual harassment/sexual violence policy & prevention <i>Reducing violence, Title IX compliance, CSU Executive Orders, etc.</i>	For prevention: Karen Boyce , Director, Health Promotion & Wellness, (415) 338-1203, hpw@sfsu.edu For policy: Title IX Coordinator, (415) 338-2032, vpsaem@sfsu.edu
Student employment <i>Campus student employment, payroll, I-9 verification, etc.</i>	Melissa Landeros , Assistant to the Dean of Students (415) 338-3888, dos@sfsu.edu
Student life & student engagement <i>Clubs/organizations, student activities/events, leadership development, etc.</i>	Mia Reisweber , Interim Associate Director, Student Activities & Events, (415) 338-1761, sicc@sfsu.edu
Student outreach & recruitment <i>Campus tours, outreach to HS/community colleges, pre-admission advising</i>	Shanice Robinson , Director, Student Outreach Services (415) 338-2355, outreach@sfsu.edu
Study abroad <i>International student exchange experiences</i>	Noah Kuchins , Assistant Director, Office of International Programs (415) 338-1293, studyabroad@sfsu.edu
Technology support <i>Email access, SF State Gateway, WI-FI access, computer support, iLearn</i>	ITS Service Desk , (415) 338-1420, service@sfsu.edu iLearn Help Desk , (415) 405-5555, ilearn@sfsu.edu
Veteran student services <i>Certification of educational benefits, academic support coordination, etc.</i>	Rogelio Manaiois , Veterans Services Manager (415) 338-2336, veterans@sfsu.edu
Women's advocacy, resources & support <i>Advocacy & programs on issues related to women & gender equity</i>	Women's Center, Associated Students (415) 338-2486, womencenter@asi.sfsu.edu



San Francisco State University
Division of Graduate Studies
1600 Holloway Avenue, ADM 250
San Francisco, CA 94132

Phone: (415) 338-2234
Email: gradstdy@sfsu.edu
<http://grad.sfsu.edu/>