

CSU FULLERTON
MASTER OF SCIENCE IN
GERONTOLOGY
Aging Studies Academic Program
<http://hss.fullerton.edu/agingstudies/>

GRADUATE HANDBOOK
2020-2021

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OFFICES

AGING STUDIES PROGRAM OFFICE

Location: H-424
Phone: (657) 278-7057

Academic Support Coordinator

Kim Bette
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Office: H-424
agingstudies@fullerton.edu
kbette@fullerton.edu

Program Coordinator

Dr. Laura Zettel-Watson
Phone: (657) 278-3898
Office: H-710H
lzettel-watson@fullerton.edu

Associate Program Coordinators

Dr. Barbara Cherry
Phone: (657)-278-2731
Office: H-735H
bcherry@fullerton.edu

Dr. Melanie Horn Maller
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mhornmaller@fullerton.edu

Academic Advisor

Karen Wong, M.S.G
Phone: (657)-278-4167
Office: H-424
kwong@fullerton.edu

Student Assistants

Phone: (657) 278-7057
Office: H-424
agingstudies@fullerton.edu

UNIVERSITY GRADUATE STUDIES OFFICE

Location: MH-112

Phone: (657) 278-2618

Assistant Vice President

Dr. Elaine Frey

Office: MH-112

Evaluation Technicians

Yessica Penate

Phone: (657) 278-4614

ypenate@fullerton.edu

Lynn Winter

Phone: (657) 278-3592

lwinter@fullerton.edu

AGING STUDIES PROGRAM -COUNCIL MEMBERS

Susan Cadwallader, Marketing

Email: scadwallader@fullerton.edu

Office: SGMH-5271

X7565

Dr. Cadwallader's research interests involve marketing education, non-profit marketing, implementation of strategies, and adoption of technology.

Barbara Cherry, Psychology

Email: bcherry@fullerton.edu

Office: H-735H

X2731

Research interests include memory and attention, cognitive aging, chronic pain, inter-hemispheric collaboration in younger and older adults, and longitudinal change in cognition.

Barbra Erickson, Anthropology

Email: beerickson@fullerton.edu

Office: MH-426E

X5697

Research interests include chronic illness, alternative therapies, cross-cultural comparison, and the impact of cultural beliefs and practices on aging.

Koren Fisher, Kinesiology

Email: kofisher@fullerton.edu

Office: KHS-226

X2603

Research Interests: Dr. Fisher is primarily interested in physical activity and sedentary behavior and their relationships with health, chronic disease risk factors, and health services utilization in community-dwelling older adults. She is also interested in the short and long term effects of physical activity interventions, including those involving high intensity and functional training methods used in athletic populations, on cardio- metabolic risk factors, quality of life, and health services utilization in older adults.

Janice Jeng, Osher Lifelong Learning Institute (OLLI)

Email: d-jjeng@sbcglobal.net

OLLI Vice President of External Relations, Chair of the OLLI – CSUF Collaboration

Kristin Kleinjans, Economics

Email: kkleinjans@fullerton.edu

Office: SGMH-3349

X8693

Dr. Kleinjans' interests include health and inequality, labor economics, and the economics of education. She has studied the manner in which different health insurance systems affect retirement behavior. She has also studied reasons for gender differences in educational and occupational choices.

Melanie Horn Mallers, Human Services

Email: mhornmallers@fullerton.edu

Office: EC-456

X3890

Dr. Horn Mallers research interests include stress and health across the lifespan, parent- child relationship quality; aging and technology; aging and health behaviors, nursing home residents and evacuation, and advocacy and consumer protection.

Joyce Ono, Osher Lifelong Learning Institute

Email: jkmcono@gmail.com

Office: RGC-006

X3198

President, Osher Lifelong Learning Institute (OLLI)

Mary Read, Counseling

Email: mread@fullerton.edu

Office: EC-484

X2167

Research interest: commitment to feminist theory and qualitative methods, as I believe that sharing the power generated by research is essential for social justice, and that hearing the voices of real people's lives-as-lived is the most natural source of knowledge. I am interested in many aspects of identity/identification, including professional/career identity, LGBT issues, and aging with dignity. I am also involved in projects in the areas of service learning, women's health, and disability issues.

Debbie Rose, Kinesiology

Email: drose@fullerton.edu

Office: KHS-245

X5846

Dr. Rose conducts research in the area of motor control and learning, and balance and mobility disorders, in particular. Dr. Rose is nationally and internationally recognized for her work in the area of fall risk reduction programming.

Eriko Self, Psychology

Email: eself@fullerton.edu

Office: H-810A

X8359

Dr. Self studies visual perception and color vision. A current research topic is the comparison of visual search performance between younger and older adults

Kathleen Wilson, Kinesiology

Email: kswilson@fullerton.edu

Office: KHS-220

X8329

Dr. Wilson's research encompasses social influences for physical activity in youth and older adults. She has studied the use of health-related social control by parents after their children experience an activity lapse. Other topics of interest include social influences of groups, friends, family, and significant others (e.g., physicians), and theories of physical activity adherence and maintenance are areas of interest.

Karen Wong, Gerontology/Sociology

Email: kwong@fullerton.edu

Office: H-424

X4167

Professor Wong's research interests include aging and dementia, health and illness, intergenerational relationships, age-related vision loss, and elder abuse

Laura Zettel-Watson, Psychology

Email: lzettel-watson@fullerton.edu

Office: H-710H

X3898

Dr. Zettel-Watson's research in the field of Gerontological Health Psychology includes a longitudinal study of the cognitive, physical, and social impacts of chronic pain conditions on aging adults. In addition, she examines daily-level drinking behaviors among aging adults, and the potential uses of everyday technology for enhancing the health and well-being of older adults.

AGING STUDIES PROGRAM -AFFILIATED FACULTY

Cheryl Alvarez, Gerontology

Email: chalvarez@fullerton.edu

Office: H-735B

X3729

David Cherin, Social Work

Email: dcherin@fullerton.edu

Office: EC-207K

X8481

Research interests include health care service delivery and child welfare. His work in health services focuses on service delivery systems in end-of-life care.

John Doyle, Human Services

Email: jdoyle@fullerton.edu

Office: EC-474

X2254

Academic Interests and Research Areas: cultural diversity competence, professional ethics in the helping professions, issues of development and aging over the lifecycle, developmental disabilities, technology in human services education, and technology in human services delivery.

Karen Fazio, Public Health/Gerontology

Email: kfazio@fullerton.edu

Office: H-735B

X3729

Karen Fazio's research interests include the impact of exercise on healthy aging, spirituality and the aging process, and family caregiver stress.

Sara Johnson, Anthropology

Email: sjohnson@fullerton.edu

Office: MH-426L

X5762

Research interest: Aging & the life course, societal transformation & the roles of the elderly.

Sang June Oh, Engineering

Email: sjoh@fullerton.edu

Office: CS-503

X7161

Research interests: control applications in biomedical engineering, assistive technology, and iterative learning and repetitive control design for aerospace applications.

Nilay Patel, Biology

Email: npatel@fullerton.edu

Office: DBH-111A

X2483

Research interests: Gene regulation of apolipoprotein E (apoE), role of apoE in Alzheimer's Disease.

Jennifer Piazza, Public Health

Email: jpiazza@fullerton.edu

Office: KHS-243

X7137

Research interests: developmental and health psychology, psychophysiology, stressor reactivity, aging and emotional experience

Carter Rakovski, Sociology

Email: crakovski@fullerton.edu

Office: CP-900-20

X2737

Research interests include Caring Labor, Gender and Work, Nursing Homes, HealthCare, Employment and Fibromyalgia.

Carl Renold, Human Services

Email: crenold@fullerton.edu

Office: EC-460

X5106

Research interests: Successful Aging, Survey Research, Technology and Aging, Autism and Asperger's Syndrome, and Caregiver Stress.

Adam Roberts, Psychology

Email: adamroberts@fullerton.edu Office: H-730F

X 4655

Research utilizes advanced microscopy combined with optogenetics to observe memory formation *in vivo*. Current projects are using light sensitive proteins to map and control memory-related neural circuits.

Nina Robson, Mechanical Engineering

Email: nrobson@fullerton.edu

Office: E-406

X 3723

Research is in the areas of Kinematics, Mechanism Design and Robotics/Bio-robotics.

Rose Sakamoto, Nursing

Email: rsakamoto@fullerton.edu

Office: EC-676

X7649

Office: RGC-18C

X3392

Research Interests include Preventive - Care/Lifestyle, Health Promotion /Disease Prevention; Nutritional Cardiovascular Epidemiology: Vitamin D; Aging, Care of Older Adults- Gerontology, desire to specialize in mental health issues: Depression/Dementia; Public Health: Health Disparities; College Health; Anti-Coagulation Specialist. Robust Aging Program Coordinator, Ruby Gerontology Department

James Santucci, Comparative Religion

Email: jsantucci@fullerton.edu

Office: UH-312

X3727

Research interests: Theosophy, the Theosophical Society, Vedic literature, Theravada Buddhism, and Samkhya.

Parvin Shahrestani, Biological Science

Email: pshahrestani@fullerton.edu

Office: MH-103E

X 4233

Research Interest: Evolutionary genomics, population genetics, experimental evolution, aging, immunity, *Drosophila melanogaster*.

Dominick Sturz, Public Health

Email: dsturz@fullerton.edu

Office: EC-475

X 3316

Professor Sturz's research interests include various domains of gerontology (particularly aging workers), spirituality and religiosity (especially in aging), mental health, and education of diverse student populations.

Stephanie Vaughn, Nursing

Email: svaughn@fullerton.edu

Office: EC-127B

X7927

Dr. Vaughn's research interests include stroke prevention behaviors, management of stroke sequela in both men and women, and social presence in online learning environments.

GENERAL INFORMATION ABOUT THE MASTER OF SCIENCE IN GERONTOLOGY

Gerontology, the study of aging, is a multidisciplinary field that appropriates methodology from multiple sciences, including, but not limited to, Biology, Economics, Psychology, Sociology, Human Services, and Public Health, in order to understand the aging process and effectively address its complexity. As life expectancy increases, so does the demand for professionals who comprehend the issues associated with aging and can apply this knowledge in serviceable ways.

The study of gerontology provides students with knowledge, skills, and critical thinking tools to appreciate the diverse concerns of adult development and aging. A background in Gerontology can therefore facilitate progress toward career and professional positions in the following arenas:

- Business
- Government
- Industry
- Public and Private Agencies
- Policy
- Health Agencies
- Human Services Research
- Education
- Entrepreneurial Ventures

The CSU Fullerton Master of Science in Gerontology Program is interdisciplinary, with a focus on administration and policy. Students are prepared for rewarding and challenging positions in program planning, evaluation, education, and administration. The Master's Program is also flexible: Required courses offered during late afternoons and evenings allow our students to pursue the degree full-time or part-time. In addition, students can choose electives from several disciplines to tailor their study plans to meet their career objectives.

ADMISSION TO THE PROGRAM

A link to the CSUF Graduate Student Handbook and CSUF Graduate Student Checklist can be found online at <http://hss.fullerton.edu/agingstudies//currentmsg/msgdocs.aspx>. Be sure to download both of these resources!

REQUIREMENTS FOR ADMISSION

To be admitted to the Master of Science Program in Gerontology, you must apply to both the University and the Aging Studies Program. The Aging Studies Academic Program requires the following:

- A bachelor's degree in Gerontology or a bachelor's degree in a related field with an undergraduate minor, certificate or emphasis in gerontology, or the equivalent
 - In the absence of these, the applicant must have 12 units of upper-division coursework in gerontology, or the equivalent, and have completed a statistics course.
- Successful completion of a statistics course (which may be taken during the first year of the Program)
- A grade point average of at least 3.0 in the last 60 units attempted and a grade point average of at least 3.0 in gerontology-related course work
- Three letters of recommendation
- A letter from the student stating their professional objectives

Completion of a Critical thinking Analysis (prompt and instructions provided by Program)

Interview with Aging Studies faculty members

In addition, the following factors will be taken into consideration:

- Previous paid or volunteer experience working with older adults
- Research experience

Applicants who have minimal deficiencies in these areas, but who are otherwise highly qualified, can be admitted to the Program as Conditionally Classified students. Conditionally Classified Status provides the student with an opportunity to remove these deficiencies, so that Classified Standing can be granted. Conditionally Classified students who have met the Program requirements will be granted Classified Status upon submission of an advisor-approved study plan to the Graduate Studies Office.

APPLICATION PROCEDURES

Applications should be submitted no later than July 1st for the fall semester and December 1st for the spring semester. (This deadline may be extended. Check the

CSUF Aging Studies website for updated information.)

ADMISSION TO THE UNIVERSITY

To apply for admission students must submit an application to the CAL State Apply Website – The steps are as follows:

1. Complete the application, and designate CSU, Fullerton to receive it.
2. Submit the application, following the directions on the website.

***For Linguistically Diverse Students:** CSUF now accepts the Pearson Test of English (along with TOEFL and IELTS) for foreign degree applicants. The University accepts a minimum PTE score of 58 for graduate applicants. The Master of Science in Gerontology Program accepts this minimum score as well.*

ADMISSION TO THE MASTER OF SCIENCE IN GERONTOLOGY PROGRAM

In addition, a Master of Science in Gerontology (MSG) Application must be submitted to the Aging Studies Academic Program Office (H-424). The steps are as follows:

1. Visit the CSU Fullerton Aging Studies website:
<http://hss.fullerton.edu/agingstudies/msgapply/applyreqs.aspx>
2. Download the MSG application materials.
3. Fill out the application.
4. Gather the materials listed on the application checklist (posted on the website).
5. Submit the application and requested materials to the address posted on the website.

REQUIRED MATERIALS

Students must submit a transcript from each college or university attended to the Office of Admissions and Records. All transcripts must be received directly from the issuing institutions and become official records of the university; such transcripts therefore cannot be returned or reissued. Foreign language transcripts must be accompanied by certified English translations.

Students must submit a complete set of unofficial transcripts, three letters of recommendation, and a written statement of professional objectives to the Aging Studies Academic Office. Recommendation letters should be addressed to:

Coordinator, Aging Studies Academic
Program Humanities Room 424
California State
University Fullerton, CA
92834

APPLYING TO MULTIPLE PROGRAMS THROUGH CSU MENTOR

If you have applied through Cal State Apply Website to a program other than Gerontology (Aging Studies), and you wish to apply to the Master of Science in Gerontology program, you must contact Admissions to have your application status updated on the Cal State Apply Website.

ADMISSION PROCEDURES

Following completion of the application procedures and subsequent review of the student's eligibility by the University Admissions Office and the Aging Studies Academic Program Coordinator, students will be notified by the Admissions Office concerning admission. Written notice from the Admissions Office is the only valid proof of admission.

If students do not meet all the published requirements (i.e., they do not have all the required undergraduate courses), they may be admitted with Conditionally Classified Standing pending completion of the indicated requirements. These requirements will be noted on the Graduate Department Recommendation Form. Upon admission, Conditionally Classified students will be notified regarding which courses should be taken in order to achieve Classified Standing.

REQUIREMENTS FOR THE DEGREE

The Master of Science in Gerontology requires 30 units of approved graduate work, consisting of a combination of core courses and electives.

It is important to consult with a Program Advisor during your first semester in the program.

GRADUATE STUDY PLAN

To be granted the Master of Science in Gerontology, students must complete an approved Graduate Study Plan. To create an approved Study Plan, students must meet with the Aging Studies Academic Program Advisor before the student completes nine units towards the Master's degree in Gerontology.

Acceptable transfer work from other institutions may be acknowledged by the Study Plan, but no more than nine units of postgraduate course work taken at CSU Fullerton prior to achievement of classified standing will be applied to a Graduate Study Plan.

Classified standing is granted when:

1. All prerequisites and/or deficiencies have been completed
2. The official study plan has been developed and signed by the Graduate Program Advisor and committee
3. The study plan is sent to the Graduate Studies Office and approved by the Associate Vice President of Academic Programs (or a designee)

Students will be sent a copy of the approved study plan by the Graduate Studies Office.

To be granted a Master of Science degree in Gerontology, students must be classified, apply for graduation (advance to candidacy), and complete the approved Graduate Study Plan.

REQUIRED CORE COURSES (15 UNITS)

Aging Studies 500 - Applied Gerontology/Professional Development (3)
Aging Studies 503 - Aging and Public Policy (3)
Aging Studies 507 - Biopsychosocial Perspectives in Aging (3)
Aging Studies 535 - Evaluation and Program Planning (3)
Aging Studies 595 - Gerontology Internship (3)

ELECTIVES (9 UNITS)

Please note that electives are subject to change by the Department who offers them.

Electives are offered directly through the Gerontology (Aging Studies) program or through other departments. Given that Gerontology is a multidisciplinary program, you are required to take, in addition to Gerontology-housed electives, electives from these other departments as well.

Please discuss this with the Aging Studies Program Advisor when developing your study plan. Electives include (in alphabetical order by Department or Program; see Catalog for most up-to-date offerings):

Anthropology 435 Anthropology of Death and Mortuary Practices (3)
Business Administration 410 Starting and Managing a Professional Practice/Small Business (3)
Chemistry 445 Nutritional Biochemistry (3)
Counseling 502 Career and Lifestyle Development (3)
Counseling 518 Human Development and Functioning (3)
Counseling 522 Techniques in Brief Treatment and Assessment (3)
Economics 506 Economics of Aging (3)
Finance 408 Retirement Planning (3)
Finance 410 Theory and Practice of Personal Financial Planning (3)
Finance 462 Life and Health Insurance (3)
Aging Studies 420 Aging and Dementia (3)
Aging Studies 425 Successful Aging and Gerotechnology (3)
Aging Studies 450 Applied Health Promotion in Aging Populations (3)
Aging Studies 462 Advanced Psychology of Aging (3)
Aging Studies 506 Economics of Aging (3)
Aging Studies 508 Social and Ethical Issues in Aging(3)
Aging Studies 525 Successful Aging and Gerotechnology (3)
Aging Studies 526 Administration and Systems Management (3)
Aging Studies 527 Aging: A Multigenerational Perspective: Advanced Social Work Practice (3)
Aging Studies 545 Nonprofit and Societal Marketing (3)
Health Science 401 Epidemiology (3)
Health Science 411 Promoting Health in Multicultural Populations (3)
Health Science 420 Chronic Disease Epidemiology (3)
Health Science 425 Alternative Healing Therapies

Health Science 440 Determinants of Health Behavior (3)
Health Science 450 Applied Health Promotion in Aging Populations (3)
Human Communication 478 Counseling in Communication Disorders (3)
Human Services 400 Ethical and Professional Issues in Human Services (3)
Human Services 410 Crisis Intervention for Para-Professionals (3)
Human Services 412 Gerontology in Human Services (3)
Human Services 420 Human Services Management (3)
Human Services 480 Case Analysis and Intervention Techniques (3)
Kinesiology 432 Applied Exercise Psychology (3)
Kinesiology 454 Physical Dimensions of Aging (3)
Kinesiology 455 Functional Performance Assessment and Programming for Older Adults (3)
Management 435 Management of Service Organizations (3)
Marketing 545 Nonprofit and Societal Marketing (3)
Marketing 596T Contemporary Topics in Marketing, 50+ Consumer Marketing (3)
Master of Social Work 516 Aging: A Multigenerational Perspective: Advanced Social Work Practice (3)
Master of Social Work 524 Aging: A Multigenerational Perspective: Policy and Social Work (3)
Philosophy 400 Ethical and Professional Issues in Human Services (3)
Philosophy 448 Death, Aging, and Meaning (3)
Political Science 526 Administration and Systems Management (3)
Psychology 415 Cognitive Processes (3)
Psychology 445 The Psychology of Dying, Death, and Bereavement (3)
Psychology 462 Advanced Psychology of Aging (3)
Psychology 474 Health Psychology (3)
Psychology 475 Psychopharmacology (3)
Psychology 520T Cognitive Neuroscience of Aging (3)
Sociology 443 Sociology of Aging (3)

TRANSFER COURSES

Graduate students can transfer as many units of prerequisite course work as needed. In addition, up to nine additional units of transfer course work may be counted towards the master's degree. This includes courses taken through Extended Education.

It is possible to count some upper-division, graduate-level, and professional-level certificate courses toward Program prerequisites. Such courses may also be accepted as substitutes for certain Program electives, provided that the courses have not been counted toward a baccalaureate degree. Students should consult with the Aging Studies Academic Program Coordinator for specifics.

INTERNSHIPS (AGNG 595)

You are required to complete one semester of internship units. An academic internship is a work-learning partnership between a student, the university, and a host company or organization that bears a direct relationship to a student's major and professional goals. The gerontology internship class is listed as AGNG 595 in the course catalog. This class is 3 units.

PROCESS

The Internship Class requires the approval of the Gerontology Internship Coordinator and registration with the CSUF Center for Internships and Community Service (CICE). Further information can be obtained by visiting <http://www.fullerton.edu/cice/students/>

You should register for the class as you would for any other class. The class is listed as AGNG 595. You should also contact the Aging Studies Internship Advisor ***after registering for the class through Titan Online*** to begin the process of locating a suitable location and completing the necessary forms.

TIMING

You will complete 120-150 internship hours at your desired location. This equates to 8+ hours per week at your internship site. Here is a link to a pdf file of the Internship Time Sheet that will be signed and approved by the supervisor at your internship site:
http://www.fullerton.edu/cice/_resources/pdfs/student/Timesheet.pdf

PLACEMENT

You should select an internship location that matches your interests.

Many sites are already approved as an internship location with the Center for Internships and Community Service.

If the site you have chosen is not yet approved, approval takes 2-3 weeks. You may contact the CICE Office for further information.

The Aging Studies Internship Coordinator will guide you with class registration, site location and site registration. You may locate your own internship location. Alternately, you will be matched with several potential locations that may suit your interests.

The CSUF Center for Internships & Community Engagement (CICE) is located in Langsdorf Hall 206
Phone: (657) 278-3746, E-mail: cice@fullerton.edu.

CULMINATING EXPERIENCE (6 UNITS)

Take BOTH of the following:

Aging Studies 593 – Research Methods in Gerontology, Project Development (3)

Aging Studies 594 – Research Methods in Gerontology, Completion of Master's Project (3)

Students will enroll in the 593/594 series during their last two semesters. The two courses focus on research processes and problems in gerontology with a more detailed study of applied research, including program evaluation in the field. Students use secondary data to engage in specific methods to explore and analyze an original and individual research question that culminates in a completed capstone master's project.

FINAL PROCEDURES

GRADUATION CHECK

Apply for graduation check before or during the first week of your final semester. Directions for applying can be found at https://www.fullerton.edu/graduate/current_students/graduation.php

Pay fee at Cashier's Office (UH-180) within 5 days of applying. There is an additional fee for late grad check applications.

CHANGE OF GRADUATION DATE

To change your graduation date, fill out an update card available at the Office of Graduate Studies (MH-112) and pay a fee at the Cashier's Office (UH-180).

GRADUATE STUDENT CHECKLIST

This Checklist describes your participation in the administrative process of receiving a Master of Science in Gerontology. Please check with the Graduate Advisor for further details.

- Action initiated by the student
- ◇ Action initiated by the university

ADMISSION TO GRADUATE STANDING: CONDITIONALLY CLASSIFIED

- Apply for admission.
- ◇ Receive application acknowledgment from the Admissions Office
- Request two sets of official transcripts of all previous college-level course work attempted be sent to the Admissions Office
- Provide the Gerontology Academic Program Office with three letters of

recommendation and a writing sample

- ◇ Recommendation for admission made by Department Graduate Program Advisor to Admissions Office
- ◇ Receive notification of admission from Admissions Office
- Attend a Gerontology Orientation/Advising Schedule.

GRADUATE STANDING: CLASSIFIED

- Complete any course prerequisites and/or remove deficiencies.
- Apply for classified standing prior to completion of nine units of study plan course work.
- Consult with Gerontology Program Advisor and develop official study plan.
- ◇ Recommendation for classified standing made by Graduate Advisor by sending the signed study plan to the Graduate Studies Office.
- ◇ Notification of classified standing granted is sent from Graduate Studies along with a copy of the approved study plan.
- If not received within a reasonable length of time, contact the Gerontology Graduate Advisor or the Graduate Studies Office.

COMPLETION OF REQUIREMENTS

- Apply for graduation prior to the beginning of the final semester. Specific deadlines are listed in the current Class Schedule and posted on the Graduate Studies website. The grad check form is available at the Admissions and Records Service Center and the Graduate Studies Office. A graduation processing and diploma fee of \$115 will be paid to the university cashier with the application for graduation.
- Consult the Department Graduate Program Advisor to confirm final requirements for degree.
- Complete all courses, internship, and capstone project.
- ◇ Final, approved study plan, with recommendation, sent by the Department Graduate Program Advisor to the Graduate Studies Office.
- ◇ A copy of the Grad Check Review Form is sent to the student showing the advisor's recommendation.
- ◇ Preliminary audit completed by Graduate Studies Office staff. The student's study plan is checked for pending grades and completion of any other requirements.
- Complete all general and specific requirements, other than final course examinations, by the last day of classes in order to assure granting of the degree by the end of the semester.
- ◇ Final verification of completion of requirements sent by the Graduate Studies Office staff to the registrar.
- ◇ Notification of award of degree received from registrar approximately ten weeks after the end of the semester.

COMMENCEMENT

Make appropriate arrangements for cap, gown and hood rental in the campus bookstore.

Commencement information sent by the College Dean's Office.

Information on **commencement** is available at <http://www.fullerton.edu/commencement/>.

GRADUATION REGALIA

Graduation Regalia (cap, gown, and hood) purchase can be arranged through the CSUF bookstore, Titan Shops. This should be done early during Spring semester to ensure receipt in time for graduation.

COMMENCEMENT CEREMONIES

Commencement Ceremonies are held once a year, at the end of the Spring Semester. Students who completed their degree the previous summer and fall semesters are invited to participate with the spring graduates. Although some students choose to “walk” (i.e., participate in graduation) before meeting all degree requirements, we encourage students to wait to walk until after they have finished.

CONTINUOUS ENROLLMENT AND LEAVE OF ABSENCE

CONTINUOUS ENROLLMENT

A graduate degree student is **required to maintain continuous enrollment** in every fall and spring semester from the beginning of the program of study until award of the degree. This policy is designed to eliminate the need for readmission to the university, provide opportunity for continuous use of facilities, including the library, and assure the development of an integrated program, which is adequately supervised and effectively completed within the time limitations allowed by regulations.

Unless granted an approved leave of absence, a graduate student who fails to register each semester has discontinued enrollment in the graduate degree program. In order to resume study, the student needs to reapply for admission to the university and the degree program and meet any changed or additional requirements approved in the interim.

A graduate student who finds it impossible to attend during a certain semester and is not eligible for a leave of absence must register in Graduate Studies 700. Registration in this course is restricted to conditionally classified or classified graduate students. It carries no unit credit and does not require class attendance. Registration in this course each semester (when no other course work is taken) will be necessary until award of the degree.

LEAVE OF ABSENCE

You may request a leave of absence for up to one year. Conditionally classified or classified graduate students qualify for a leave if they are in good academic standing and have completed at least six credit hours work toward the degree in residence at Cal State Fullerton. Forms to request a leave of absence are available at the Admissions and Records Service Center, in the Graduate Studies Office, and on the Graduate Studies website. Students are encouraged to submit requests for leave of absence prior to the start of the semester for which they are requesting a leave.

Any of the following circumstances may be grounds for requesting a leave of absence:

Illness or disability (permanent or temporary) or similar personal exigencies, including pregnancy, which make it impossible or inadvisable for a student to register for classes.

Activities that enhance a student's professional career objectives. Active duty in the armed forces of the United States.

Other reasons at the discretion of the director of Graduate Studies.

STUDY LOAD

To qualify for full-time enrollment certification by the university, graduate students must carry a study load of 12 units of course work a semester or nine units of which six are at the 500-level.

The maximum study load for students working toward a master's degree is 12 units per semester; in exceptional cases, a student may take more with the approval of the Graduate Program Advisor. Forms to request excess units are available in the Graduate Studies Office or on the Graduate Studies website.

GRADUATE ASSISTANTS

We do have a limited number of graduate assistant positions available each semester. You can drop off your resume at the Aging Studies Academic Program Office or with the Graduate Advisor. Positions are not carried over from semester to semester; students must apply each semester if they want to work as a graduate assistant.

COMMUNICATION

All CSU Fullerton students are given a CSU Fullerton e-mail account. E-mail is the primary mode of communication for both the University and the Aging Studies Academic Program. You must check your CSUF email account regularly, and you will be expected to know any information that is provided to you through CSUF e-mail.

POLICY ON CIVILITY

It is expected that everyone is treated with respect and that all communication and behavior is civil and respectful. See the [Cal State University Policy Page](#) for the CSU Fullerton policy on civility.

ACADEMIC EXCELLENCE

The faculty of the Aging Studies Academic Program have created these guidelines to specify and explain our shared standards and expectations that will be consistent across courses in the Gerontology Master of Science Program. These are intended to facilitate learning and help to guide your professional development.

LEARNING

Learning is collaboration between teachers and students; both have responsibilities to fulfill.

In order to benefit fully from a course, you must set aside adequate time to complete all of the reading and assignments and to prepare for quizzes and exams. The University recommends that you allocate approximately 9 hours per week of out-of-class time for each 3-unit course.

Faculty set aside time each week to meet with students during office hours. If you wish to meet with your faculty member, but are unable to attend scheduled office hours, contact him/her to schedule an alternative appointment. Because faculty members have other courses and scheduled activities, you may also need to adjust your schedule in order to arrange a meeting. With advance notice, faculty will be better able to schedule meetings at a time convenient for both professor and student.

Faculty will respond to your emails and phone messages in a timely manner during work hours. Check your course syllabus for faculty's preferred means of out-of-class communication.

PREPARATION, ATTENDANCE, AND PARTICIPATION

Regular preparation, attendance, and participation are prerequisites to effective learning.

Should you miss class, you remain responsible for learning course material presented during your absence. The faculty members believe that attendance in all courses in your study plan is conducive to the learning of each student. The learning that results from the interaction and sharing with other students is an important and integrative aspect of the learning process. For selected courses, group interaction is an integral part of the course. Check each course syllabus for participation requirements.

Class lectures and discussions require that all students are respectful of their peers and faculty:

Cell phones, pagers, or other noise-producing electronics must be silenced and put away prior to class. No texting is allowed while in class.

No lecture may be recorded on any electronic device without the consent of the professor.

Questions, conversation, and other discussion should be respectful at all times.

Arriving late to class and/or leaving early reduce your ability to learn and disrupt the learning of your classmates.

Laptops are permissible in class, unless otherwise indicated by the instructor, as long as they are used exclusively for class related activities. Checking email, websites and doing other work reduces your ability to learn and distracts other students.

Disruptive behavior will not be tolerated, and disruptive students may be asked to leave the class.

PROFESSIONAL STANDARDS OF GERONTOLOGICAL PRACTICE

Professional standards are to be maintained at all times whether in the classroom, on-line, or in the field. Professional behavior and personal accountability must be exhibited at all times.

Examples of non-professional behavior include use of abusive language, substance abuse (alcohol and drugs), and other behaviors, such as loss of emotional control or unprofessional interactions with classmates and faculty.

A student who demonstrates unprofessional or unethical behavior, or unsafe practice may be denied progression or may be dismissed from the program. Consider following the ethical recommendations set forward by the National Association of Professional Gerontologists, stated online at http://www.napgerontologists.org/code_of_ethics.html.

TECHNOLOGICAL COMPETENCE

All entering students are expected to be knowledgeable in the use of a personal computer (PC or Macintosh) prior to being admitted to the University. Entering students should have:

- The ability to use a PC to locate, create, move, copy, delete, name, rename, and save files and folders on hard drives and on secondary storage devices;

- The ability to use a word processing program that runs on a PC or Macintosh computer to create, edit, format, store, retrieve, and print documents;

- The ability to use an electronic mail system to receive, create, edit, print, save, and send an email message with and without an attached file; and

- The ability to use an Internet browser.

Students who do not meet the expected level of competency should contact the Academic Advisement Center at 657-278-3606.

TAKING INITIATIVE AND GETTING INVOLVED

Graduate school is an exciting journey! Your choices, attitude and effort will allow you to maximize the knowledge you acquire in graduate school. It is important to get involved with campus activities, clubs/organizations, leadership opportunities and internship learning opportunities. Your contributions in the Aging Studies Academic Program directly influence your academic experience.

Enjoy this time by immersing yourself in the many opportunities that surround you!

SELF-SUFFICIENCY

Graduate students are expected to be independent, self-motivated thinkers. Many of your questions are already answered within this handbook. You should keep this handbook in an accessible location and use it as a guide during your entire graduate school attendance. ***If you have any questions, consult your handbook first!!***

Other helpful locations to answer common student questions include:

Aging Studies Program Website: <http://hss.fullerton.edu/agingstudies/>

The CSUF Office of Graduate Studies: <http://www.fullerton.edu/graduate/>

SIGMA PHI OMEGA (SPO) HONOR SOCIETY

Sigma Phi Omega is a prestigious national academic honor and professional society in gerontology. Membership recognizes excellence of those who study gerontology and aging and the outstanding service of professionals who work with or on behalf of older persons.

APPLICATIONS

The CSUF SPO chapter is the Gamma Kappa Chapter. You will turn your application in to the SPO Advisor. Student membership is open to undergraduate minors and graduate majors in gerontology. Students must be in at least their second semester of study.

Undergraduate minors must have a GPA of at least a 3.3 and graduate majors must have a GPA of at least a 3.5. Click the link below for more detailed instructions on becoming a member:

<https://www.sigmaphiomega.org/become-a-member/>

EVENTS

SPO will hold 2-3 events per semester. Each event is tailored to meet the specific interests of the students. Events are held in the evening or afternoon to accommodate graduate student schedules.

CERTIFICATES & PIN

All members of SPO will receive a certificate and pin upon acceptance in the honor society. Members will be initiated into the honor society during the Aging Studies Honors and Awards Ceremony at the end of the academic year.

GRADUATING MEDALLION PRESTIGE

All graduating members of SPO will be distinguished with a SPO cord or medallion to signify their membership and prestigious standing in the gerontology honor society.

GERONTOLOGY LEADERSHIP

Students will have the opportunity to hold a leadership position with SPO. There are six student board members who hold the position for at least one year. Board members will organize semester events and become leaders in their cohort.

AGING STUDIES AWARDS AND SCHOLARSHIPS

Awards and Scholarships are regularly awarded to Gerontology and Aging Studies students. Please visit the Aging Studies website for more details.

BEVERLY & ARNOLD MILLER UNIVERSITY SCHOLARSHIPS IN GERONTOLOGY

This scholarship will be awarded to four or five top students, depending on enrollment status and available funding. Half of the scholarship is issued in the fall semester and half in the spring semester. Qualified students may have the award renewed for a second year based on demonstrated accomplishments as determined by the scholarship committee.

KIRT AND DONNA SPRADLIN SCHOLARSHIP IN GERONTOLOGY

This scholarship will be awarded to an upper division undergraduate student, a graduate student in Gerontology, and/or a student from the Center for Successful Aging. Awards depend on enrollment status and available funding. Half of the scholarship is issued in the fall semester and half in the spring semester. Criteria include academic achievement, professional promise, demonstrated interest in a career in the field of aging, and need.

MARY LOIS AYRES SCHOLARSHIP IN GERONTOLOGY

This scholarship will be awarded to an upper division undergraduate student with a concentration or minor in Gerontology and/or a first year graduate student in Gerontology. Awards depend on enrollment status and available funding. Half of the scholarship is issued in the fall semester and half in the spring semester. Criteria include academic achievement, professional promise, and demonstrated interest in a career in the field of aging.

The award is intended to defray costs associated with educational activities that are directly related to completion of a degree program. For instance, the funds could be used to defray the cost of books, research materials, or travel to present a paper or participate in a conference in Gerontology.

OSHER LIFELONG LEARNING INSTITUTE (OLLI) OUTSTANDING GRADUATE STUDENT AWARD

This award (approximately \$1000) will be offered to an MS Gerontology candidate graduating in May or who graduated in the preceding summer or fall semester at California State University, Fullerton. This award will come from a special account funded by contributions from OLLI members, and Sigma Phi Omega Membership is required.

8 TIPS FOR SUCCESS!

(1)

Get excited and be an independent, conscientious and motivated leader in gerontology.

(2)

Your Gerontology Handbook and the Graduate Student Handbook are your graduate school bibles!

(3)

Take the initiative to make the most out of your graduate school experience. The amount of effort you put into your college experience is equivalent to the type of experience you receive.

(4)

Get to know your professors and find a mentor who matches your interests. Getting to know your professors will also help you to identify faculty that may potentially serve on your thesis/project committee.

(5)

Choose your internships wisely; these often lead to career positions.

(6)

Gerontology is a small community. Networking with students, alumni and working professionals can get you ahead with your career objectives.

(7)

Become a leader in graduate school. Join the SPO board and make a difference to your field by bringing exposure and prestige to the gerontology discipline.

(8)

Complete your study plan during your second semester! This will help you to stay on- track for a timely graduation.

SUGGESTED RESOURCES

THE UNIVERSITY CATALOG

The University Catalog is the official document that contains university policies and procedures. The University Catalog in effect at the time you start your Bachelor's degree program at CSUF will serve as your foundation and guide to all critical university information. As a CSUF student, it is your responsibility to abide by the policies in the catalog. You can access the catalog electronically on the CSUF website at <http://catalog.fullerton.edu/>. You may also purchase a hard copy of the catalog through the Titan Shops Bookstore.

ON-CAMPUS RESOURCES

The campus has many resources available to help you become a successful graduate student. Listed below are some of the most helpful resources for you.

PEOPLE

Aging Studies Coordinator

Academic Advisor

Internship Coordinator

THE AGING STUDIES PROGRAM

Website: <http://hss.fullerton.edu/agingstudies/>

THE GRADUATE OFFICE

Website: <http://www.fullerton.edu/graduate/>

Listed on this site are important thesis dates, electronic graduate forms, instructions for applying for graduation, GS-700 enrollment and more.

THE CAREER CENTER

Website: <http://www.fullerton.edu/career/>

Resume Writing & Resume Critique: Quick 10 minute 'drive-thru' meeting or longer appointment meetings. Bring along your resume, cover letter or any career-related inquiries. To schedule an appointment call: (657) 278-3121.

THE UNIVERSITY LEARNING CENTER

Website: <http://www.fullerton.edu/ulc/>

Graduate Learning Specialists help graduate students develop strong academic skills. These skills include studying, presenting, writing, using citation styles and research strategies,

preparing for conferences, and more. For further information and to see a current list of workshops, visit the link above. We encourage you to note the variety of workshops available to help you hone your skills.

A GERONTOLOGY GRADUATE ASSISTANT

Email: agingstudies@fullerton.edu

Our gerontology graduate assistants are excellent tutors and writing coaches. You may contact them to schedule a tutoring appointment at the above e-mail address.

THE WRITING CENTER

Website: http://english.fullerton.edu/writing_center/

The Writing Center is a free campus resource. To ask questions or to schedule an appointment with a tutor, call (657) 278-3650.

THE POLLAK LIBRARY

Website: <http://www.library.fullerton.edu/>

Make an appointment to visit with a librarian if you need help with locating articles or books. Click on the 'Ask a Librarian' link on the left side of the library homepage. You can also connect with a live librarian 24 hours a day by clicking on the 'Click Here for Live Help' link on the right side of the library home page. For additional resources, visit the Services tab.

THE STUDENT HEALTH AND COUNSELING CENTER

Website: <http://www.fullerton.edu/shcc/>

Health services, counseling services, family pact, and health education

ONLINE RESOURCES

FOR CREATING WEB PAGES

[Evaluating Websites](#) (CSUF resource)

[Evaluating Websites](#) (Cornell University resource)

FOR EDITING PAPERS AND SELECTING REFERENCES

[Turnitin](#) (Online grammar check and grading tools)

[Distinguishing Scholarly Journals from Other Periodicals](#) (Cornell University resource)

APA RESOURCES

American Psychological Association (APA) Style is the format used for scholarly writing in all Gerontology and Aging Studies programs. Please familiarize yourself with APA 7th Edition guides because your papers will be held to these standards.

Below are additional resources provided to assist you in using the APA style properly.

[APA Jeopardy](#)

[Sample Paper](#)

[Sample Title Page for CSUF Assignments](#)

[Link to the APA Style Manual](#)

ACADEMIC STANDARDS FOR GRADUATE STUDENTS

GRADE POINT AVERAGE STANDARDS

A graduate degree student is expected to earn a 3.0 average in all units subsequent to admission to the program.

STUDY PLAN

The 30 semester units of approved study plan course work, including transfer work, required for the degree must be completed with a 3.0 (B) minimum grade-point average. Only grades of A, B, or B- are considered satisfactory for study plan courses. If a student receives a grade less than a B- on a study plan course, the course must be repeated and passed with a grade of B- or better. A course may be repeated only once.

If a student approaches the completion of the degree requirements with less than a 3.0 average, a request may be made for a change in the study plan to:

- a. Add no more than six units of course work in order to achieve at least a 3.0 grade-point average, or
- b. Repeat no more than six units of course work in which a C or lower was earned in order to achieve at least a 3.0 grade-point average.
- c. A combination of a. and b. equal to six units.

Requests for course work to be added to the study plan or to be repeated must be approved by the Graduate Program Advisor and Office of Graduate Studies prior to registration (see "Changes in Study Plan"). If the grade-point average at any time falls below such a level that it cannot be raised to a 3.0 within the prescribed limits of course work, this has the effect of disqualifying the student from the master's degree program. If permission is given to repeat a course, both grades are considered in computing grade-point averages. However, successful repetition of a course originally passed carries

no additional unit credit toward a degree. When a course is added, the original course stays on the study plan and both grades received shall be used in the calculation of the student's GPA.

PROBATION AND DISQUALIFICATION

PROBATION

A graduate student enrolled in a graduate degree program will be placed on academic probation if either the cumulative or the Study Plan grade-point average falls below 3.0. A graduate student may also be placed on probation for reasons other than cumulative and/or Study Plan grade-point average. This is known as **administrative-academic probation**. The reason for probation may include repeated withdrawal, failure to progress toward an educational objective, non-compliance with an academic requirement, failure to demonstrate a level of professional competence or fitness commensurate with the standards of the student's discipline, or inappropriate behavior as defined in the Student Bill of Rights and Responsibilities and in the Academic Dishonesty sections of this catalog (see "University Regulations").

Master's degree students will be allowed two semesters on academic probation before being subject to disqualification. MSG students may not have a grade point average below 3.0 in two successive terms. The MSG student will be placed on probation the first term in which their grade point average drops below 3.0; a grade point average below 3.0 in the next term is grounds for disqualification from the MSG program.

Students will remain on administrative-academic probation contingent upon conditions required for their continuing in the program. The Graduate Studies Office maintains a list of students on probation and subject to disqualification.

DISQUALIFICATION

The associate vice president, Academic Programs (or designee), in consultation with the student's Graduate Program Advisor, will disqualify a graduate student who is on probation if the student does not, or cannot, raise the Study Plan and cumulative grade-point average to 3.0 by the completion of the second regular semester following the semester in which the grade-point average fell below the minimum 3.0 standard. If a student's grade-point average becomes so low that it cannot be raised to 3.0 within the prescribed limits of course work, the student will be disqualified from the master's degree program.

Students placed on probation for reasons other than grade-point average will be disqualified if:

- The conditions for removal of administrative-academic probation are not met within the period specified.

- The student becomes subject to academic probation while on administrative-academic probation.

- The student is removed from administrative-academic probation and subsequently becomes

subject to administrative-academic probation for the same or similar reasons as originally placed on probation.

Disqualification removes a student from graduate standing and prevents further enrollment in university courses (except through University Extended Education). A student who has been disqualified from a master's degree program may not apply for readmission to that program. However, a student who has been disqualified from one degree program may apply for readmission to a different degree program. A readmitted student must file a new Study Plan that meets current requirements and policies. Any disqualified student who wishes to use previous course work must have it approved by the associate vice president, Academic Programs (or designee). Appeals related to graduate degree probation or disqualification should first be directed to the Department Graduate Program Advisor. Please contact the Graduate Studies Office for further information and procedures.

ACADEMIC INTEGRITY

The Aging Studies Academic Program adheres to the University definitions and policies regarding academic dishonesty.

WHAT IS ACADEMIC DISHONESTY?

What constitutes academic dishonesty at California State University, Fullerton is spelled out in UPS 300.021 Academic Dishonesty Policy. It includes, but is not limited to: plagiarism, cheating on exams, unauthorized collaboration and falsifying academic records. Abbreviated definitions follow:

PLAGIARISM

Using someone else's work in any academic assignment without appropriate acknowledgment (such as paraphrasing another's ideas or copying text, phrases or ideas from a book, journal, electronic source or another person's paper, without acknowledgment – quotation marks, indentation.)

CHEATING ON EXAMS

Unauthorized use of external assistance during an examination (such as using crib notes, talking with fellow students, or looking at another person's exam.)

UNAUTHORIZED COLLABORATION

Preparing academic assignments with another person without faculty authorization (such as discussing or sharing work on homework or projects.)

FALSIFYING ACADEMIC RECORDS

Alteration or misrepresentation of official or unofficial records including academic transcripts, applications for admission, exam papers, registration materials, medical excuses or lab attendance forms

WHAT ARE THE CONSEQUENCES?

In addition to a grade penalty ranging from "0" on an assignment to an "F" in the course, the student may also face the following sanctions: dismissal from an academic unit, revocation of admission, suspension from the university, revocation of degree and expulsion from the university.

WHAT CAN YOU DO?

If a student is accused of academic dishonesty, the student has an opportunity to meet with the faculty member to discuss the basis for the allegation. The faculty member may assess an academic penalty for the course and must report the action to the Dean of Students, Student Conduct. The faculty member or Student Conduct may recommend additional sanctions. The student may appeal the grade penalty under UPS 300.030 Academic Appeals Policy.

APPEALS REGARDING ACADEMIC DISHONESTY

When a faculty member(s) has alleged that a student, individually or as part of a group, has performed an act of academic dishonesty and has penalized the student for the act under UPS 300.021, Academic Dishonesty Policy, the student has a right to contest the allegations and/or the penalty. Because the university presumes that students act honestly, a charge of academic dishonesty will only be upheld if the faculty member provides a preponderance of the evidence to show that the student performed an act of academic dishonesty. Charges of academic dishonesty must be assessed on an individual basis.

SEXUAL HARASSMENT

POLICY STATEMENT

It is the policy of California State University, Fullerton and the California State University to maintain a working and learning environment free from sexual harassment of its students, employees and those who apply for student or employee status. Sexual harassment is illegal under Title VII of the Civil Rights Act of 1964, Title IX of the Higher Education Amendments of 1972, and the California Education Code 89535. Executive Order 345 Prohibition of Sexual Harassment also prohibits sexual harassment within the California State University System. The University will not tolerate sexual harassment and will take action to eliminate such behavior.

DEFINITION AND CONDITIONS OF SEXUAL HARASSMENT

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment;
4. Such conduct has the purpose or effect of interfering with a student's academic performance, creating an intimidating, hostile, offensive or otherwise adverse learning environment, or adversely affecting any student's access to campus programs, services and benefits.

POLICY IMPLEMENTATION AND DISSEMINATION

The President is responsible for the implementation of this policy, establishment of procedures for the resolution of complaints, and preparation of periodic status reports.

All supervisors and managers are responsible for the implementation of this policy and maintaining a working and learning environment free from sexual harassment.

This policy and a listing of offices designated to receive complaints shall be widely disseminated to all members of the university community and publicized in official campus publications.

The procedures shall conform to the following general principles:

1. The policy and procedures shall be enforced in a manner consistent with due process protections, including the right of any individual charged with a violation to notice and a hearing.
2. Confidentiality shall be of primary importance insofar as may be consistent with due process.
3. Informal resolution shall be the established practice for minor conflicts and disputes. Major disputes and recurring minor incidents of intentionally discriminatory behavior should be addressed through formal resolution.
4. Records shall be maintained which are adequate for statistical and policy review. Record

keeping must not be inconsistent with, and must not take priority over, confidentiality and a preference for informal dispute resolution.

5. Any member of the campus community may use the procedures except as other-wise provided for under an agreement between a collective bargaining unit and the university. Faculty, staff and administrative employees should refer to the appropriate collective bargaining agreement for filing complaints of harassment or Executive Order 419, and should contact any of these offices for assistance: Affirmative Action, Academic Affairs, or Human Resources.
6. Students and employees who knowingly file fraudulent complaints under this policy and implementing procedures are subject to disciplinary action.
7. Students and employees will not be subject to retaliation for filing legitimate complaints.

Effective: June 27, 1994

Supersedes: ASD 94-72 No
previous UPS

PROCEDURES FOR FILING A SEXUAL HARASSMENT COMPLAINT

In keeping with the guidelines set forth in UPS 240.100 Sexual Harassment Policy and the California State University's Executive Order 345 Prohibition of Sexual Harassment, the following procedures have been established by California State University, Fullerton to facilitate the resolution of situations or incidents of alleged sexual harassment.

SEXUAL HARASSMENT ADVISOR OR COUNSELOR CONTACT INFORMATION

Counseling and Psychological Services (Confidential Counseling) (657) 278-3040 Women's
Center, Confidential Counseling and Referrals (657) 278-3928 Diversity and Equity
Programs (657) 278-2425

HOW TO FILE A COMPLAINT AND WHAT TO EXPECT

Contact a Sexual Harassment Advisor or the Director of Diversity and Equity Programs to explore your options (informal resolution or formal complaint)

If you decide to file a formal complaint, obtain a copy of the Sexual Harassment Policy and Procedures, and a complaint form from the Office of Diversity and Equity Programs.

Complete the form and prepare a description of the incident(s) which includes a chronology, identifies the persons involved as well as naming witnesses, if any, to the incident(s). Attach the description to the complaint form.

Make an appointment with the Director of Diversity and Equity Programs to submit and discuss the complaint.

Within 5 calendar days of submitting a written complaint, you will be notified whether an investigation will be conducted.

If an investigation is conducted, the person(s) named in the complaint will be notified and provided a copy of the complaint.

When the investigation is completed, you will be notified of the complaint's resolution.

CONFIDENTIALITY

While investigations of alleged incidents of sexual harassment are confidential, individuals other than the immediate parties may be contacted during the fact-finding process. Everyone contacted is requested to cooperate fully and to refrain from discussing the case outside the formal process. The complainant may be required to legally affirm the complaint under oath.

COURSE AND FACULTY EVALUATION

At the end of each semester the student will be asked to evaluate the course and the faculty. Students will be asked to complete standardized forms from the University. Responses will be anonymous. The instructor will not receive the results until after the grades have been submitted for the semester. Constructive evaluation is valuable in modifying course content and instructor teaching methods. Faculty evaluations are utilized in the personnel review process for retention, promotion, and tenure. Students are encouraged to voice any concerns about a course to their instructor prior to the final evaluation.

LETTERS OF RECOMMENDATION

Faculty members write recommendations for students as a service; please follow these guidelines when asking faculty members for recommendations.

- Prior to requesting a recommendation, consider which faculty have personal knowledge of your strengths and can best address the substantive criteria of the application form.
- Request a recommendation from professors in a private setting.
- Follow application directions carefully. Complete any student portions of your application form.

- If the recommendations need to be mailed, provide stamped, addressed envelopes if applicable.
- Give the faculty adequate written information to complete the forms, including the due date, class and semester in which you had their course.
- Inquire whether the faculty would like to review your resume and a personal statement.
- Inquire how much time the faculty member needs to complete your recommendation.

Link for instructions on how to ask for a letter of recommendation:

<http://www.fullerton.edu/career/students/graduate-professional-school/requesting-letters-of-recommendation.php>

Example of letter of recommendation request:

Hello Dr. Weightlifter,

My name is Susie Susanheimer. I first met you when you taught me about weightlifting marshmallows in the Spring of 2019. I am now describing our relationship, the things you taught in the weightlifting marshmallows class, and what I learned from these things. I am also talking about the real world application of these things and how they have affected me.

The thing I am asking you for is relevant to that class and to our professional relationship because you are very cool and good at lifting marshmallows.

I am interested in applying to the Aging Studies Travel Scholarship for a Marshmallow Weightlifting competition. I am interested in studying the effects of marshmallow weightlifting on bone density in older adults. The due date is December 1st. I am asking you two months in advance of this due date and not two days before, because I understand that your time is valuable and you have many responsibilities. I also understand that you can refuse to write me a letter of recommendation, so I should be prepared to ask another person just in case.

Please let me know if you are comfortable with this request. I can meet with you to discuss this further at your convenience, during your office hours that are on Mondays from 6:00-9:00pm. I am really excited about the prospect of this travel scholarship for the marshmallow weightlifting competition, and I truly think I can make a difference in the field of gerontology and aging!

I have attached my (resume, work from your class, application to this scholarship) as well as the letter of recommendation form.

Thank you,
Susie Susanheimer
Marshmallow Weightlifting Enthusiast
Susiesusanheimer@gmail.com
Susiesusanheimer@csu.fullerton.edu
657-867-5309

GRADUATE STUDENT FORMS

FORMS AVAILABLE FROM THE GRADUATE STUDIES OFFICE

The following forms are available in the Graduate Studies Office, MH-103 or online at:
<https://www.fullerton.edu/graduate/academics/forms.php>

Application for Admission
Changes in Study Plan
Excess Units Request
GS 700 Request form
GS 700 Enrollment Instructions
Graduate Equity Application
Leave of Absence Request
Summer Completion Petition
Thesis Verification Form
Thesis Manual
Time Limit Extension Petition
Validation for Outdated Course Petition
Application for Graduate Check for Master's Degree (Also available in Admissions and Records)

FORMS AVAILABLE FROM THE AGING STUDIES ACADEMIC PROGRAM OFFICE

The following forms are available in the Aging Studies Academic Program Office, H-424.

Application for second semester of AGNG 595 Gerontology Internship
Application for AGNG 599 Independent Study
Study Plan Form

COURSE DESCRIPTIONS

Please see the most recent CSUF Catalog for available courses and descriptions.

<https://catalog.fullerton.edu>