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Master of Science in Gerontology

Gerontology, the scientific study of aging, is multidisciplinary using methods from a variety of academic fields including: biology, economics, psychology, sociology, human services, and health/fitness to understand and cope with the aging process. With life expectancy increasing, there is a growing demand for professionals in a variety of fields to meet the challenge for trained gerontologists.

The study of gerontology provides students with knowledge, skills and critical thinking ability to appreciate the complexity of issues related to adult development and aging. Gerontology education allows students to apply for a variety of career and professional positions in business, government, industry, public and private agencies, health and human services, research and education, and entrepreneurial endeavors.

The Master of Science in Gerontology is an interdisciplinary program 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 flexible with required courses offered late afternoons and evenings allowing a student 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 personal career objectives.

The academic gerontology program at Cal State Fullerton maintains a close affiliation with the Institute of Gerontology at the Ruby Gerontology Center located on the Fullerton campus. Established in 1988, the Ruby Gerontology Center has been a hallmark of the university's commitment to programs and research related to issues on aging. The Institute of Gerontology advances successful aging practices through education, research and community service. The Institute disseminates information pertaining to gerontology, generates multi- and interdisciplinary research and projects, and advocates public discussion on policies related to aging.

It is important that students meet with the graduate adviser during the first semester in the program. Prior to completing nine units towards the Master's degree in Gerontology students must meet with the Gerontology Academic Program Coordinator to develop a study plan. **No more than nine units of postgraduate work taken at California State University, Fullerton prior to classified standing will be applied to a master's degree study plan.** Any acceptable transfer work is excluded from the nine units permitted.

Classified standing is granted when (1) all prerequisites and/or deficiencies have been satisfactorily completed, (2) the official study plan has been developed and signed by the graduate program advisor and committee, and (3) the study plan is sent to the Graduate Studies Office and approved by the associate vice president, Academic Programs (or designee). Students will be sent a copy of the approved study plan by the Graduate Studies Office.

To be granted a Master's degree in Gerontology students must have been classified, applied for graduation (advanced to candidacy), and completed the approved graduate study plan.

Admissions Requirements

In order to be admitted to the Master's degree program in Gerontology students need to submit an application to the University and a Gerontology Program Application form along with two copies of transcripts from all institutions attended. The Gerontology Academic Program requires the following to be met:

- A bachelor's degree in gerontology or in a related field with an undergraduate minor, certificate or emphasis in gerontology, or the equivalent. In the absence of these, the applicant should have the following 12 units of upper-division course work in gerontology or their equivalent: Biology 306, Biology of Aging (3 units); Kinesiology 454, Physical Dimensions of Aging (3 units); Psychology 362, Psychology of Aging (3 units); Sociology 443, Sociology of Aging (3 units);
- Completion of Psychology 201 or Sociology 303, or an equivalent statistics course;
- A grade point average of at least 3.0 in the last 60 units attempted and at least a grade point average of 3.0 in gerontology-related course work;
- Three letters of recommendation;
- A letter from the student stating their professional objectives.

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

- Previous paid or volunteer experience in working with older adults;
- Research experience.

Applicants who have minimal deficiencies in these requirements, but who are otherwise highly qualified, can be admitted in Conditionally Classified standing, with provisions made to remove deficiencies prior to the granting of Classified standing. Students who have met the requirements for Conditionally Classified standing will be granted Classified standing upon submission of an adviser-approved study plan to the Graduate Studies Office.

Application Procedures

To apply for admission students must submit an application via the Web by going to www.csumentor.edu/ or www.calstate.edu Complete the application form, submit official copies of all transcripts and pay the processing fee. The student will designate CSU, Fullerton to receive it. Submit it by following the directions on the website.

Students must submit two copies of the 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.

The student will also complete the Gerontology Application Form. The student will request three reference letters and write a goal statement of professional objectives be sent to the Gerontology Academic Program Office. You will find the Gerontology Program Application by going to hss.fullerton.edu/gerontology.

The Gerontology Application Form, the three letters of recommendation and a statement of professional objectives should be addressed to:

Gerontology Academic Program Office
California State University, Fullerton
CP-900
P.O. Box 6846
Fullerton, CA 92834-6846

Students should submit their application no later than March 1 for the fall semester and October 1 for the spring semester. The deadlines may be extended.

Admission Procedures

Following completion of the application procedures and subsequent review of the student's eligibility by the Admissions Office and the Gerontology 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 conditional classified standing pending completion of deficiency requirements. These requirements will be noted on the Graduate Department Recommendation form and students will be notified of what they need to take in order to clear these deficiencies when they are admitted.

Requirements for the Degree

The Master of Science in Gerontology requires 30 units of approved graduate work. Each student, in consultation with the program coordinator, will develop a formal study plan that will include:

Required Core Courses (12 units)

Gerontology 500 Processes of Adult Development and Aging (3 units)
Gerontology 501 Research Methods in Gerontology (3 units)
Gerontology 503 Aging and Public Policy (3 units)
Gerontology 595 Gerontology Internship (3 units) (May be repeated once for credit)

Gerontology Electives (6-9 units)

Gerontology 420 Aging and Dementia
Gerontology 504T Selected Topics in Gerontology (3 units)

Gerontology 506 Economics and Aging (3 units)
Gerontology 507 Professional Issues in Gerontology (3 units)
Gerontology 508 Social Ethics and Aging (3 units)
Gerontology 526 Administration and System Management in Programs for Older Adults (3 units)
Gerontology 599 Independent Study (3 units)

Multi disciplinary Electives (6-9 units)

Afro Ethnic Studies 401 (Special course only); Anthropology 408; Anthropology 504T;
Comparative Religion 402; Counseling 475T [Older Adults]; Health Science 450; History 413 ;
Gerontology 420; Kinesiology 454; Kinesiology 455; Kinesiology 473; Philosophy 448; Political
Science 426 (Special Course Only); Political Science 526; Psychology 520T [Cognitive Aging];
Psychology 543; Sociology 433; Sociology 443; Sociology 460; Sociology 501T [Life Span
Development]; Women's Studies 410.

It is possible to count some upper-division, graduate-level, and professional-level certificate courses towards prerequisites or as substitutes for electives in the gerontology master's program provided that those courses have not been counted towards a baccalaureate degree. Students should consult with the Gerontology Academic Program Coordinator about specific situations.

Thesis, Project or Comprehensive Exam (0-6 units)

Gerontology 597 Project (3-6 units)
Gerontology 598 Thesis (3-6 units)

Prior to being allowed to register for Gero 597 or 598 a student must fill out an application form, available in the Gerontology Graduate Program Office, and have it signed by the faculty member supervising the work and the Gerontology Graduate adviser. This form then must be turned in to the Gerontology Graduate Program Office. Once this form has been filled out and approved, a permit will be issued for you to register for the course.

If a project or thesis is not included on a student's study plan, an additional 3-6 units of elective courses and a comprehensive exam must be successfully completed.

A thesis is a manuscript that reports on an investigation into a hypothesis using the scientific method. A project is a report that describes the project's goals, design and outcomes in a comprehensive fashion. The amount of work required is equivalent.

Project and thesis advisers should be identified early. For a thesis, there is a committee chair and two additional advisers. An off-campus professional may serve on a student's committee as the fourth member. For a project, there is usually a principal adviser and at least two extra readers. Any full-time CSUF faculty member can serve as the committee chair or principal adviser - usually one with an interest and special expertise in the students area of investigation. Many faculty members prefer that a student take a class from them before they will agree to be the adviser. It is the student's responsibility to obtain agreements from advisers to serve.

Transfer Courses

Graduate students can transfer as many units of prerequisite course work as they need. 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.

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.

Students who may have completed all course work, but who may not have satisfactorily completed a comprehensive examination or other requirement, are expected to maintain continuous enrollment until award of the degree.

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 in each semester when on 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:

1. 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.
2. Activities that enhance a student's professional career objectives.

3. Active duty in the armed forces of the United States.
4. 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 in 500-level courses.

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 adviser. 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 pick up an application from the Gerontology Program office or the Graduate Adviser. Positions are not carried over from semester to semester, students must apply each semester they want to work as a graduate assistant.

Student Clubs

The Student Association for Gerontology Education (SAGE) is a student operated organization that provides opportunities to become involved in research, conferences and service activities. SAGE is intended to provide a strong network of students, faculty and professionals in the community. Any interested student can join SAGE.

Sigma Phi Omega is the national academic honor and professional society in gerontology. Sigma Phi Omega seeks to promote scholarship, professionalism, friendship and service to older persons, and to recognize exemplary attainment in gerontology/aging studies and related fields. Membership through the Cal State Fullerton Chapter, Gamma Kappa, is open to undergraduate and graduate students who are majoring or minoring in gerontology/aging studies and related fields, and who are in at least their second term of enrollment. A graduate student must have at least a 3.5 GPA.

Scholarships

Beverly and Arnold Miller University Scholarship in Gerontology

These awards, about \$1,500 (full time) or \$1000 (part time), are open to continuing junior, senior or graduate students in gerontology with a specialization in older adult health/wellness. Criteria

include academic achievement, professional promise and demonstrated interest in a career in the area of older adult health/wellness.

Kirt and Donna Spradlin Scholarship in Gerontology

This award, about \$1500 (full time) or \$1000 (part time) are open to continuing graduate students in Gerontology. Criteria include academic achievement, professional promise, and demonstrated interest in a career in the field of aging.

Mary Lois Ayers Scholarship in Gerontology

This award, about \$1500 (full time) or \$1000 (part time) are open to first year graduate students in Gerontology. Criteria include academic achievement, professional promise, and demonstrated interest in a career in the field of aging.

OLLI (Osher Lifelong Learning Institute) Outstanding Graduate Student Award

This award , approximately \$500, will be offered each June to a MS Gerontology candidate graduating in June or having graduated the preceding Summer or Fall semester at California State University, Fullerton.

More information on these scholarships can be found in the Gerontology Graduate Program Office or <http://www.fullerton.edu/financialaid/scholar/hssbody.htm>.

Graduate Courses in Gerontology

GERO 410 Women, Health and Aging

Description: (Same as Women's Studies 410) **Units:** (3)

GERO 413 Oral History/Guided Autobiography

Description: (Same as History 413.) **Units:** (3)

GERO 420 Aging and Dementia

Description: Prerequisites: completion of GE section I; satisfied the upper-division writing requirement; Psychology 201 or Sociology 303 or equivalent; or classified graduate standing. Physiological, psychological, social, economic aspects of dementia; its impact on the individual, family and society, with an emphasis on Alzheimer's disease. **Units:** (3)

GERO 500 Process of Adult Development and Aging

Description: Prerequisite: admission to M.S. in Gerontology degree program or consent of instructor. Overview of theory and research on biological, psychological, and social changes that accompany adult development and aging. May include a service learning component. **Units:** (3)

GERO 501 Research Methods in Gerontology

Description: Prerequisite: admission to M.S. in Gerontology or consent of instructor. Overview of research processes and problems in gerontology; more detailed study of applied research, including program evaluation in the field of gerontology. **Units:** (3)

GERO 503 Aging and Public Policy

Description: Prerequisites: Gerontology 500, Sociology 443, Political Science 309 or 315, or classified graduate student status. Origin, development, and overview of public policies affecting older persons, families, and service providers. Political administrative, advocacy, and private sector involvements in employment, retirement, income security, health care, social services, and housing of older persons. May include a service learning component. (Same as Political Science 503 and Sociology 503) **Units:** (3)

GERO 504T Selected Topics in Gerontology

Description: Prerequisites: classified status in the M.S. in Gerontology Program or consent of instructor. A detailed examination of a selected area of gerontology. Emphasis will be both on the relevant literature and on the preparation, presentation (oral and written), and discussion of research papers. May be repeated once for credit with a different topic. **Units:** (3)

GERO 506 Economics of Aging

Description: Prerequisites: admission into the Gerontology M.S. Program or classified BAE status and Gerontology 501 or Economics 340 or consent of instructor. Economic consequences of population aging and the economic status of the aged. Income adequacy in old age: dependency, work income, retirement planning, social security, employer-sponsored pensions, and financing health care. Economic security today and tomorrow. International comparisons. (Same as Economics 506) **Units:** (3)

GERO 507 Professional Issues in Gerontology

Description: Prerequisite: classified graduate student status. An introduction to the concepts, attitudes, knowledge, skills and ethical issues upon which professional practice in gerontology is based. **Units:** (3)

GERO 508 Social and Ethical Issues in Aging

Description: Prerequisite: Graduate standing in Gerontology, Sociology, or Public Health or consent of instructor. Analysis of social and ethical issues facing an aging society. Review of ethical terminology, ethical decision making and social implications of ethical issues related to such topics as nursing homes, caregiving, suicide and intergenerational equality. (Same as Sociology 508.) **Units:** (3)

GERO 526 Administration and Systems Management

Description: Prerequisites: Same as Political Science 526. Management oriented analysis of organizational behavior. Treatments of decision making, leadership, communication, group dynamics and ethical aspects of organization. Includes application of theories of administration and systems management to public and volunteer programs and services (Same as Political Science 526). **Units:** (3)

GERO 595 Gerontology Internship

Description: Prerequisites: classified status in the M.S. in Gerontology degree program and consent of instructor and Program Coordinator. Supervised experience in organizations that serve older adults and their families. May be repeated once for credit. **Units:** (3)

GERO 597 Project

Description: Prerequisites: classified status in the M.S. in Gerontology Program and consent of instructor and Program Coordinator. Under the direction of a faculty member, a topic that integrates learning in the program with an applied area of student interests will be selected, and a major project on the topic will be developed and submitted. **Units:** (3)

GERO 598 Thesis

Description: Prerequisites: classified status in the M.S. in Gerontology degree program and consent of instructor and Program Coordinator. Individual research under supervision, reported in a thesis and defended successfully in an oral examination conducted by a faculty thesis committee. **Units:** (3)

GERO 599 Independent Study

Description: Prerequisites: completion of the M.S. in Gerontology core courses or consent of instructor and Program Coordinator. Individualized study with an instructor whose recognized interests are in the area of the planned study. Conferences with the instructor as necessary and the work will culminate in one or more papers. May be repeated once for credit. **Units:** (1-3)

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 C are considered satisfactory for study plan courses. If a student receives a grade less than a C on a study plan course, the course must be repeated and passed with a grade of C 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 adviser 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. Reasons for this administrative-academic probation 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 the University Catalog (see "University Regulations").

Graduate degree students will be allowed two semesters on academic probation before being subject to disqualification. 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 adviser, 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:

1. The conditions for removal of administrative- academic probation are not met within the period specified.
2. The student becomes subject to academic probation while on administrative- academic probation.
3. 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 Extension). 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 adviser. Please contact the Graduate Studies Office for further information and procedures.

Theses and Projects

Definition

A thesis is defined as the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product demonstrates originality, critical and independent thinking, appropriate organization and format, and thorough documentation.

A project is a significant undertaking appropriate to the fine and applied arts or to professional fields. It also evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology and a conclusion or recommendation.

General Regulations

Of the 30 semester units of approved course work required for the master's degree, no more than six are allowed for a thesis.

When a thesis is chosen, the Pollak Library will be provided with an approved original in the approved binding and an acceptable microfilm of the thesis. An abstract accompanies the thesis and will normally be published in the University Microfilms International Journal, Masters Abstracts. Copies are thereby made available for order by interested scholars.

An approved copy of the thesis or project will also be required by the Gerontogoy Academic Program Office. When a project is chosen, the project is also filed in the Gerontology Academic Program Office.

A thesis committee is composed of a minimum of three faculty members who supervise and approve the thesis. A qualified person who is not a regular Cal State University faculty member may serve as a visiting examiner and join in the approval of the thesis. This person serves as the fourth member of the committee.

Title to theses passes to the university upon their acceptance by the evaluating faculty. Variations from procedures and regulations should be referred to the Office of Graduate Studies for review.

Format Guidelines and Style Manuals

All-university format guidelines are included in a thesis manual that has been developed to assist you in preparation of a thesis. Copies are available in the Office of Graduate Studies and on the Graduate Studies website <http://www.fullerton.edu/graduate/>. It is your responsibility to make certain that the requirements are met. You are strongly advised to become familiar with the instructions in the manual. Theses from the library or departmental offices should not be used as examples of correct format.

The student makes all necessary arrangements for preparing the thesis for final approval. A list of independent word processing professionals is available in the Office of Graduate Studies. The University Career Center also maintains a listing of students and others who have indicated their availability for word processing assignments.

Deadlines

Adequate time should be allowed for typing, reading and approval by the adviser, the committee members, and the university thesis reader. Specific deadlines are listed each semester on the Graduate Studies website at <http://www.fullerton.edu/graduate/>. Ample time should be allowed for any special arrangements, such as duplication of the thesis by the campus bookstore or elsewhere, prior to the deadline.

The final version of the thesis should be submitted to the student's committee for final review and approval at least six weeks prior to the last day of classes. The deadline for submission to the university thesis reader is two weeks prior to the last day of classes.

For summer completion, the student should check with the academic unit and the Graduate Studies Office for appropriate deadlines. Theses are reviewed by the university thesis reader in the order in which they are received by the Graduate Studies Office.

The Graduate Studies Office must receive notification from the campus bookstore (Titan Shops Copy Center) that the thesis has been received for binding and microfilming by the official graduation date for each semester.

Final Procedures

1. **Approval Signatures:** When the final draft is completed, the student obtains signatures on the approval page of all of the members of the committee. If there is a disagreement within the committee concerning the acceptability of the thesis, the approving signatures of a majority of the committee will be sufficient. Nonavailability of one member of the committee is not an adequate reason for acceptance of signatures by less than the full committee. No changes or additions will be allowed after the final signatures have been obtained.

The title/approval page may be photocopied onto the correct paper stock; however, the signatures must be original. Photocopied signatures are not acceptable for binding or microfilming. The signatures must be in black ink. The student should arrange for at least three original title pages to be signed by the committee members. One original is submitted to the bookstore with the thesis or project; the other originals may be used as the student's personal copy or for the departmental copy, if required.

2. **University Thesis Reader:** The thesis is ready for review by the university thesis reader after the faculty have signed off and the thesis has been produced in its final form. One unbound copy of the thesis including the original approval page is taken to the Graduate Studies Office for review by the thesis reader for conformity to all-university format guidelines. The thesis submitted to the Graduate Studies Office for review may be

photocopied or printed on plain, unlined, white paper; however, the title/approval page should be on the correct paper stock. The student will be notified of any revisions or corrections that need to be made. Final approval on format is given by the thesis reader on the "Thesis Approval Form" that is submitted with the thesis. The form is available in the Graduate Studies Office or on the website.

3. **Binding and Microfilming:** The student takes the approved copy of the thesis, the signed title and approval page, and the signed Thesis Approval Form to the campus bookstore and pays the appropriate fees (currently \$155 plus \$65 if copyright is desired). The bookstore arranges for the binding of the thesis by a local bindery and other services by University Microfilms International (UMI). Once submitted and receipted, the thesis may not be withdrawn by the student from the campus bookstore. The campus bookstore sends the approved original (including the original signed approval page) to University Microfilms International for filming and publication of the abstract, and upon its return sends it to the bindery.

An agreement is completed for UMI to publish the abstract in Masters Abstracts, prepare a microfilm negative, and sell microfilm, photocopies and papers in electronic format to interested scholars. Arrangements for copyrighting are also possible through UMI.

4. *Notification for Award of the Degree:* The grade for the thesis is reported in the usual manner to the registrar by the appropriate faculty. The bookstore notifies the Graduate Studies Office that the approved thesis has been deposited, the fees paid, and the agreement for microfilming and publication of the abstract completed by the student.
5. **Depositing of Thesis in Library:** When the thesis is returned by the bindery, the bound copy is sent by the university bookstore to the library for circulation. One set of the slides or separately mounted illustrative material is housed with the bound copy.

Graduate Student Checklist

Λ Action initiated by the student (as indicated below)

Ψ Action initiated by the university

1. Admission to Graduate Standing: Conditionally Classified

Λ Apply for admission and declare objective.

Ψ Receive application acknowledgment from the Admissions Office

Λ Request two sets of official transcripts of all previous college-level course work attempted be sent to the Admissions Office

Λ Provide the Sociology Department Graduate Coordinator three letters of recommendation and a writing sample

Ψ Recommendation for admission made by departmental graduate program adviser to Admissions Office

Ψ Receive notification of admission from Admissions Office

Λ Make an appointment with the Sociology Department Graduate Coordinator to discuss your academic program.

2. Graduate Standing: Classified

Λ Complete any course prerequisites and/or remove deficiencies.

Λ Apply for classified standing prior to completion of nine units of study plan course work.

Λ Consult Sociology Department Graduate Coordinator for advisement, including development of an official study plan.

Ψ Recommendation for classified standing made by graduate adviser by sending the signed study plan to the Graduate Studies Office.

Ψ Notification of classified standing granted is sent from Graduate Studies along with a copy of the approved study plan.

Λ If not received within a reasonable length of time, contact the Sociology Department Graduate adviser or the Graduate Studies Office.

3. Completion of Requirements

- Λ Apply for graduate 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.
- Λ Consult the departmental graduate program adviser to confirm final requirements for the degree.
- Λ Sign up for Comprehensive Exam prior to your final semester if you are taking this option.
- Λ Complete thesis or project if you are taking this option.
- Λ Obtain committee approval for thesis, project or results of comprehensive exam(s)
- Λ If applicable, submit thesis to university thesis reader by deadlines listed in the Class Schedule and on the Graduate Studies website
- Ψ Thesis reader signs "Thesis Approval Form".
- Λ Take approved copy of thesis with "Thesis Approval Form" to the bookstore (Titan Shops Copy Center) and make arrangements for binding, microfilming and publication of the abstract. The cost is currently \$155 plus \$65 if copyright is desired.
- Ψ Final, approved study plan, with recommendation, sent by the department graduate program adviser to the Graduate Studies Office
- Ψ A copy of the Grad Check Review Form is sent to the student showing the adviser's recommendation.
- Ψ Preliminary audit completed by Graduate Studies Office staff. The student's study plan is checked for pending grades, and completion of any other requirements.
- Λ Deposit approved copy of thesis or project in academic department
- Λ 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.
- Ψ Final verification of completion of requirements sent by the Graduate Studies Office staff to the registrar.
- Ψ Notification of award of degree received from registrar approximately ten weeks after the end of the semester.

4. Commencement

- Λ Make appropriate arrangements for cap, gown and hood rental in the campus bookstore.
- Ψ Commencement information sent by the College Dean's Office

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 California Education Code Section 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.

Guidelines for Establishing Campus

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 otherwise 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.

Talk with a Sexual Harassment Advisor or Counselor in:

Counseling and Psychological Services (Confidential Counseling) (714) 278-3121

Women's Center, Confidential counseling and Referrals) (714) 278-3928

Diversity and Equity Programs (714) 278-3951

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.

Graduate Student Forms

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

- 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 Approval 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)

The following forms are available in the Gerontology Department Office, H-730I.

- † Application for Soci 595 Gerontology Internship
- † Application for Soci 597 Project
- † Application for Soci 598 Thesis
- † Application for Soci 599 Independent Study in Gerontology
- † Study Plan Form

Appendix

Study Plan Form

Request for Excess Units Form

Request for Change in Study Plan Form

Request for Leave of Absence Form

Continuous Enrollment Policy and Procedures

Student Instructions for GS-700 Enrollment

GS 700 Extended Education Enrollment Request Form

Application for Gero 597 Project

Application for Gero 598 Thesis

Application for Gero 599 Independent Study

2006-2007 Graduate Equity Fellowship

Graduate Equity Fellowship Application Form