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The following is a list of student support services offered to graduate students:

### **ADMINISTRATIVE & SUPPORT UNITS**

A variety of units from across campus work together to advance quality graduate education that emphasizes student success. Predominant among them is the Office of Graduate Studies which is charged with fostering, maintaining, evaluating, and supporting all aspects of graduate education on the CSUC campus.

#### **1. Office of Graduate Studies:**

The prime directive of the [Office of Graduate Studies](#) (OGS) is to support students through all stages of their graduate careers. Often referred to as the “one-stop-shop” for all things related to graduate education or “the graduate university within the university,” the OGS dean and staff serve students from their first point of contact with our campus at recruitment or information fairs to their very last day at the graduate commencement ceremonies and beyond.

#### **A. Staff:**

##### ***Admission Coordinators***

The Admission Coordinators are usually potential students’ first contact with the university. They help to organize and attend recruitment and informational fairs; field applicants’ questions about the university and the application process; connect them to specific programs; and work individually with applicants struggling to complete the application.

##### ***Evaluators***

The Evaluators advise students about their progress toward graduation, notify them of their academic standing, and clear them for graduation. They assist students on academic probation to plan for successful reinstatement.

##### ***Administrative Assistants***

They answer all general questions about graduate education and direct students to the appropriate staff, program coordinators, or units for additional assistance. They assist students with the preparation and allocations of travel requests and reimbursement, fellowship funding, student research competition preparation, and leave of absence applications.

##### ***Human Subjects in Research & Institutional Animal Care & Use Administrative Assistant***

The Administrative Assistant advises students about the application and approval process, regulations, and compliance issues; and tracks students’ clearance applications, extension requests, post data collections forms, etc.

##### ***Thesis & Project Advisor/Editor***

Our advisor/editor meets individually with students and faculty advisers and holds open workshops to prepare students to successfully complete their theses and projects in

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accordance with university formatting and writing standards. The advisor/editor also works with students individually and in workshops to develop their research and writing skills.

### ***Dean***

The OGS dean advocates on behalf of graduate programs and graduate students to foster and maintain support for graduate education. The dean oversees the implementation of program policies and processes to help maintain high quality education for and service to our students. And the dean assesses and arbitrates student issues and assists the organization and operation of student events and student organizations.

### ***Fellowship Coordinator***

This faculty coordinator offers information and assistance to students seeking to apply to the California Pre-Doctoral Fellowship, the CSU Chancellor's Doctoral Incentive Program, and the Graduate Equity Fellowship program. The coordinator also serves as the advisor to the Grad Equity Fellows.

## **B. Funding**

The OGS also provides or coordinates fellowships, awards, grants, and other funding to support graduate students including:

[The Graduate Equity Fellowship](#) program (\$7,540/year/fellow)

[California Pre-Doctoral Fellowship](#) (\$3,000 per award)

[Chancellor's Doctoral Incentive Program](#) (\$30,000 per award)

[Outstanding Thesis Award](#) (\$500)

[Outstanding Project Award](#) (\$500)

Commencement Speakers Award (\$100 per speaker)

Academic & Performance Awards (\$1000 each)

Academic Excellence Awards (\$500-\$1,000 each)

[Research Awards](#) (\$300-\$500)

[Non-Resident Tuition Waivers](#) (\$3,500 each approx.)

[CSU, Chico Student Research Competition](#) Grants (\$100-\$250)

Statewide Student Research Travel Funding (\$1,200 each approx.)

Graduate Student Organizations' Support (\$1,500)

## **C. Writing and Research Support (by OGS specifically)**

### ***Writing Workshops***

The OGS Thesis Advisor/Editor prepares and delivers a series of workshops throughout the year to assist students with improving their writing confidence and abilities, overcoming writing procrastination, engaging in sustained writing practices, developing research skills, and preparing large research papers, theses, and projects.

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### ***Open Collaborative Writing Studio***

The Advisor/Editor facilitates a weekly collaborative writing group in the Rose Garden room of Meriam Library to help students make their academic writing a social, collaborative, and productive act.

### ***Classroom Workshops***

The Advisor/Editor works with graduate faculty to coordinate in-class thesis and project preparation courses concentrating on using the Graduate Guide to assist in formatting and organizing the thesis or project.

### ***The Graduate Guide***

[\*A Guide to Graduate Studies: Policies, Procedures, & Format\*](#) was developed by OGS to provide graduate students with important information that facilitates their progress to the master's degree. This includes an overview of rules, regulations, and policies, and necessary information for the preparation and submission of the final copy of the thesis or other culminating activities.

## **D. Organizations, Events, and Ceremonies (sponsored by OGS)**

### ***Graduate Council***

The GC is chaired by the dean of OGS and is comprised of the graduate program coordinators, an EPPC representative, and the graduate student president of the Council of Graduate Studies. They work on behalf of graduate students to enact, implement, and evaluate graduate policies and procedures that maintain quality graduate education.

### ***Council of Graduate Students (COGS)***

A slate of graduate students nominated and elected from the general graduate student body serve on this council as representatives of all graduate students. The president of COGS also serves as a member of the Graduate Council. COGS advocates for graduate students' interests; organizes academic forums, writing workshops, and career fairs; and coordinates fellowship and study sessions. They participate in new student orientation and act as mentors to graduate and undergraduate students.

### ***Master's Commencement Ceremonies and Receptions***

Every May, the OGS organizes, funds, and runs two official graduation ceremonies for students completing their degrees from all of our graduate programs. Each ceremony is followed by a celebratory reception for all administrator, faculty, and student participants and their families.

### ***New Graduate Student Orientation***

This orientation is hosted by OGS at the beginning of the fall semester to welcome new students to the university and to allow them to connect to other students, faculty advisors, and the campus services that support graduate students (the library, career center, student success centers, the Student Learning Center, Accessibility Resource Center, English as a Second Language Resource Center, and others).

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## **DEPARTMENT AND PROGRAM SUPPORT**

All graduate programs have a Faculty Graduate Coordinator and all students have a Faculty Advisory Committee. Other services and organizations are offered and differ from program to program.

### ***Faculty Graduate Program Coordinators***

Graduate Coordinators serve as the program and general advisors to each of their graduate students, offering program and curriculum planning and approval, course substitutions, overseeing academic progress, maintaining internship and service learning programs, and mediating student issues. They review and approval all plans for graduation and students' culminating activities. They oversee course scheduling, curriculum development, APR reports, accreditation reports, and assessment.

### ***Faculty Advisory Committees***

All graduate students have a two or three person committee, with a designated chair, to guide them to successful completion of their culminating activities. They also serve as research and teaching mentors and offer career development and service learning opportunities and advice.

### ***Office of International Education***

The director and staff of this office are dedicated to supporting international graduate students from the beginning of their contact with our campus at the recruitment and seeking information stage to managing the admissions and immigration processes to supporting their initial orientation and cultural adjustment to campus once they have arrived. They offer dedicated, culturally sensitive advisers determined to ensure positive experience for our international students.

### ***Meriam Library Research Librarians***

The faculty librarians work closely with graduate students through course trainings and individually to assist students to develop their research skills and projects. The librarians have specific discipline expertise and are assigned to certain departments.

### ***Meriam Library Rose Room Graduate Study Space***

The library has dedicated the Rose Room as a study space exclusively for graduate students in the evenings and on the weekends. The room is reserved for the Graduate Collaborative Writing Group and the Writing Workshops organized by the OGS.

### ***Teaching and Lab Assistantship training***

Programs offer teaching, lab, and instructional aid assistantships along with training, mentoring, and guidance. For example, the English Department offers courses, guidance and supervision by coordinators; and an internship with tenure-track faculty to learn syllabi design, lesson planning, assessment, culminating in independent teaching and ongoing mentoring.

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### [Business Student Success Center](#)

Housed in the College of Business, this center offers to graduate students tutoring services, professional development workshops; special activity grant club funding conference fees and travel and other activities; professional attire fund; and lunch with professor program.

### ***Graduate Guides***

In addition to the Graduate Guide produced by OGS, many departments provide handbooks offering additional guidance specific to their programs. See for example the MA in Anthropology guide or the MS in Electrical and Computer Engineering.

### ***Research Forums***

Various colleges and departments organize student events to showcase student research projects, for example, the BSS Annual Student Research Symposium, the HFA Symposium, the Natural Sciences Annual Research Poster Session, the Annual Biological Science Student Research Symposium, and Anthropology Forum.

## **OTHER SUPPORT AND SERVICES**

### [The English Graduate Student Council](#)

Comprised of graduate students from the English Department, this student council works to support and advocate on behalf of their peers. They organize and host a Fall Symposium every year open to student participants from our campus and other universities to share research and creative works.

### ***The Anthropology Graduate Student Association***

The purpose of this organization is to facilitate communication between students and faculty to promote educational and professional development for the graduate students in the Anthropology department. They collaborate with undergraduate organizations like the Chico Anthropological Society to develop community-based projects.

### ***Graduate Business Association***

This association provides graduate business students at CSUC with rewarding educational and social opportunities.

### [The AS Student Government](#)

This body serves as the official voice for the students at Chico State. Its elected student officers advocate on behalf of the student body, particularly concerning the ways in which student dollars are being spent to directly benefit students. In recent years, graduate students have served as the president or other representatives.

### [Accessibility Resource Center](#)

The ARC offers a wide range of services to ensure all students have access to all aspects of campus life.

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### [Career Center](#)

The Career Center offers one-on-one advising, multiple career fairs throughout the year, on-campus recruiting and interviews.

### [Counseling Center](#)

The Counseling Center offers free counseling to students looking for help with personal problems that are interfering with their academic progress, work, or general well-being.

### [English as a Second Language Resource Center](#)

The ESL Resource Center offers tutoring services to non-native English speakers seeking to improve their spoken and written English proficiency.

### ***Graduate School Fair***

Organized by the Career Center and attended by our graduate program representatives, attendees learn about a variety of graduate programs and their admissions processes.

### [Student Learning Center](#)

This crucial service offers to graduate students via drop-in or by appointment writing support, subject-area tutoring, math learning lab, and study skills workshops.