

**Graduate Student Handbook
Department of Geological Sciences
California State University, Fullerton
(updated 8/27/25)**

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The Study Plan and TDA

The study plan is an informal plan of study.

Your Faculty and Graduate Advisors will guide you in developing your study plan, selecting and proposing a thesis or project topic, and carrying out the related research.

Progress toward your degree can be tracked through your **TDA** (Titan Degree Audit)

General Requirements

To earn a master's degree in Geology, you must meet the following requirements:

1. Complete a minimum of 30 approved semester units.
2. At least 21 semester units must be taken in residence. Transfer credits and Cal State Fullerton extension credits do not count as residence units.
3. Only 400- or 500-level courses may be included on the graduate Study Plan. In a 400-level course, graduate students must complete additional assignments as set by the instructor. University policy prohibits 300-level courses on graduate Study Plans.
4. 21 units must be at the 500 level.
5. No more than 9 units of post-baccalaureate work taken at Cal State Fullerton before admission to the approved graduate program.
6. No more than 6 units from outside the GEOL department.
7. No more than 6 units for a thesis or project.
8. Maximum of 6 units of independent study (3 units each from GEOL 593 and GEOL 599).
9. Courses taken to meet prerequisite requirements cannot be used toward the degree.
10. The following are not allowed: correspondence courses, credit by examination, or similar formats.
11. Courses with nontraditional grades (e.g., CR, S, P) are not allowed.
12. Each course on the TDA must be completed with a grade of C (2.0) or better.
13. Maintain a minimum GPA of 3.0 (B) in all courses used to satisfy degree requirements.
14. Complete all Study Plan courses within 5 years, or within 7 years with an approved extension. The time limit begins with the earliest course on the Study Plan.
15. All courses must be taken after the baccalaureate (or post-baccalaureate credit granted).
16. No courses already credited toward another degree may be counted.
17. Complete a final evaluation, which may include a thesis (with a defense) or a project (with a presentation).

Course Requirements

Required Courses (5 units)

- GEOL 500 Advanced Concepts in Geology (3)
- GEOL 590 Graduate Seminar (1,1) – must be taken twice for 1 unit each time

Focus and Breadth Courses (18-21 units)

Adviser-approved 400- or 500-level geology courses. Up to a maximum of 6 units may be approved 400- or 500-level courses taken in related-field departments. A maximum of 3 units of Geol 599 (Independent Study) and a maximum of 3 units of 593 (directed study) may be taken.

Thesis or Project Courses

Thesis (3-6 units – includes oral defense)

GEOL 598 Thesis (3-6)

Project (3- 6 units – includes presentation)

GEOL 597 Project (3-6)

Transfer and Undergraduate Credits

Transfer Credit Policy

Graduate students may request to apply limited transfer coursework toward unit requirements for a graduate degree, subject to these provisions:

1. Each transferred course must:
 - a. Be from an accredited college or university;
 - b. Be acceptable for credit toward a graduate degree at that institution;
 - c. Have a grade of “B” (3.0) or better;
 - d. Not have been used for another earned degree (graduate or undergraduate);
 - e. Have been completed within the five-year limit for the CSUF graduate degree.
2. For the master’s degree, at least 21 semester units or half the program’s required units (whichever is greater) must be taken in residence.
3. Approval from the graduate program adviser and the associate vice president, Academic Programs (or designee) is required. Coursework from another institution after CSUF admission is rarely accepted and only with prior approval.
4. Approved transfer units and grade points are entered on the CSUF transcript at classification or graduation. Quarter-system units count as two-thirds of a semester unit when accepted.

Undergraduate Credit Policy

A master’s student may petition for up to nine units of postgraduate credit for 400- or 500-level coursework taken at CSUF during the undergraduate degree if:

1. The coursework was not used for the baccalaureate degree (including major, minor, or concentration);
2. It was taken within 12 months prior to graduation;
3. Each course earned a “B” (3.0) or better.

Petition forms are available at the Admissions and Records Service Center. If approved, the transcript will reflect the credit. Use of postgraduate coursework on a graduate Study Plan follows all graduate degree regulations and requires approval by the graduate program adviser, the graduate committee, and the associate vice president, Academic Programs (or designee).

Department Continuous Enrollment Requirement

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 to 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 (**GRAD 700**, see below). 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 no other course work is taken will be necessary until award of the degree

Leave of Absence

Graduate degree or credential students may request a leave of absence for up to one year, though a leave of absence is not normally granted for more than one semester. Conditionally classified or classified graduate students qualify for a leave if they are in good academic standing and have completed at least six units (if a master's student) or eight units (if a doctoral student) of work toward the degree in residence at Cal State Fullerton. Students with a credential-only objective qualify if they have completed at least one semester of coursework in good academic standing. Forms to request a leave of absence are available at the Graduate Studies Office and on the Graduate Studies Office 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 one 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. severe financial hardship; or
5. other reasons at the discretion of the associate vice president, Academic Programs.

After review by the Graduate Studies Office, the academic unit (where applicable), and the Registrar's Office, a response is mailed to the student.

A first-time leave of absence of one semester only will normally be granted upon request for students who qualify and will not require an application for readmission to the University. Registration for the semester following the leave will be available to the student.

Students requesting a subsequent leave or a leave longer than one semester are required to provide appropriate substantial documentation (e.g., doctor's recommendation, verification of employment). Such requests must also be endorsed by the graduate program adviser.

A leave granted to a degree objective student preserves the election of curriculum rights regarding catalog requirements. However, leaves of absence do not change the time limit for completion of the degree. For credential students, a leave granted by the University does not exempt them from new requirements imposed by the State regardless of the catalog year and also does not extend time limitations imposed by the State for completing specific teaching credential requirements.

Maintenance of Good Standing

Grade point average requirements

A grade-point average (grade points divided by units attempted) of at least **3.0** is required for graduation with a master's degree. This grade-point average applies to:

- All 400- and 500-level units attempted subsequent to admission to a degree program and
- All units required on the student's graduate Study Plan including transfer courses. Each course on the Study Plan must be completed with a grade of "C" (2.0) or better.

A degree student may request a change in the Study Plan in order to raise the Study Plan grade-point average by:

- Adding no more than six units of approved course work, or
- Repeating no more than six units of course work in which a "C" (2.0) or lower was earned, or
- A combination of 1. and 2. not to exceed six units.

Requests to add courses to the Study Plan, repeat courses, or add courses to raise the overall grade-point average, must be approved by the graduate program adviser and the Associate Vice President, Academic Programs (or designee) prior to registration.

When a course is added or repeated, the original course remains on the Study Plan and on the student's transcript and both grades are used in calculating the student's grade-point average. A grade-point average of at least 2.5 is required for continuing status as a credential, certificate or undeclared postbaccalaureate student.

Repeated courses: If a grade less than "C" (2.0) is received in a Study Plan course, the course must be repeated and passed with a grade of "C" (2.0) or better. A course may be repeated only once. If a course is repeated, both grades are included when computing the student's Study Plan and cumulative Cal State Fullerton grade-point average. Repetition of a course carries no additional unit credit toward the degree; however, the additional units are included in the cumulative units shown on the Cal State Fullerton transcript.

In extenuating circumstances, the student may petition the associate vice president, Academic Programs (or designee) to add another course to the approved program with the unit value equivalent to that of the course in which the unsatisfactory grade was received.

Successful repetition of a course originally passed carries no additional unit credit toward a degree.

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**.

Master's 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:

- 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 departmental graduate program adviser. Please contact the Graduate Studies Office for further information and procedures.

MS Completion Time Limit

All requirements for the master's degree, including all course work on the student's study plan, normally should be completed within five years. This time limit begins with the semester of the earliest course used on the student's study plan and consists of a total of ten (10) consecutive semesters. When individual circumstances warrant, this time limit may be extended for up to two years (four additional consecutive semesters).

A student may request an extension of the five-year time limit by filing a petition with the Graduate Studies Office. The petition must contain a full explanation of the circumstances that prevented completion of the degree requirements within the normal five-year limit and must be approved (signed) by the graduate program adviser, the chair of the appropriate graduate committee and the director of Graduate Studies. Approvals for extension must be obtained prior to the expiration of the five-year limit. [The Time Limit Extension Petition](#)

Outdated course work (course work older than the student's approved time limit; i.e., five or seven years) should be repeated. However, a maximum of nine (9) units of course work may be exempt from repetition if course content can be validated. Validation is allowed at the discretion of the graduate program adviser, the academic unit offering the subject course, and the associate vice president. Copies of the "Petition for Validating Outdated Course Work" may be obtained from the Graduate Studies Office or [Online](#).

Validation must be accomplished by passing a written comprehensive test of the materials covered by the course being validated or by some equivalent method with prior approval of both the graduate program adviser and the associate vice president, Academic Programs. Courses completed more than ten years prior to completion of requirements for the degree are not eligible for validation. Any outdated course work that cannot be validated either because of a denial of the petition or because it is in excess of the nine units allowed for validation, must be repeated or updated through enrollment in additional Study Plan course work. If course work is repeated or additional course work is required to update, those units and grades will be added to the Study Plan. **Outdated transfer course work cannot be validated.**

GRAD-700

Graduate students must maintain continuous enrollment throughout their time in the Master's program at CSU Fullerton. This means that once a student is admitted to the Geology Department's graduate program, they cannot take a semester off without officially obtaining a leave of absence from the University. Students enroll through regular university registration procedures and pay standard graduate student fees while completing Study Plan courses and while working on and completing their thesis.

A student may enroll in GRAD-700 either through regular registration or through Extended Education when they are in the final stages of producing their written thesis. This option allows students to maintain continuous enrollment while completing the final phase of the graduate program.

If enrollment in GRAD-700 is through regular university registration, the student pays full fees and receives all student benefits. If enrollment is through Extended Education, the student pays a reduced fee and receives no university benefits other than library privileges. The main advantage of Extended Education enrollment is the lower cost, and this is the most common choice for Geology graduate students.

Enrollment in GRAD-700 is not automatic and requires both departmental and university approval. The following conditions must be met for departmental approval:

1. **Study Plan** – All coursework on the TDA must be completed and graded. Letter grades are required for all courses except GEOL 593, 597, 598, and 599, which may have RP grades. Any incomplete grades must be resolved before enrolling in GRAD-700.
2. **Laboratory and Field Work** – All thesis-related lab and field work must be completed. The student should not be collecting new data for thesis research.
3. **Use of Facilities** – The student should not require access to departmental or university services or facilities (e.g., computers, lab equipment, field gear) beyond library resources.
4. **Adviser Assistance** – The need for assistance from the thesis adviser and committee should be minimal, limited to producing the final written thesis.

GEOL MS Project Option

A CSUF Department of Geological Sciences MS project requires original research. Original research includes the collection and analysis of new data *or* a new analysis of existing data.

A CSUF Department of Geological Sciences MS project requires that you analyze data in ways that contribute to collective knowledge about a geological problem, process, or question.

Required Products.

1. GEOL MS project submitted to the department with a signed cover sheet.
2. Presentation at Research Day during the last semester

GEOL MS Thesis Option

Faculty Advisor and Thesis Committee

During your first semester in our graduate program, you should select your Faculty Advisor (many students have already selected an advisor at the time they are admitted). Once you have a Faculty Advisor and have decided on a general thesis topic, you will need to establish a thesis committee with at least three members.

Your Thesis Committee must consist of at least three members (including your advisor) who should be chosen in consultation with your advisor. Both your faculty advisor and one additional committee member must be from the Department of Geological Sciences. A third member of the committee may be from another related department at CSUF. If you desire, a qualified person who is not a CSUF faculty member may serve as a Visiting Examiner on your Thesis Committee. This person will count as a fourth committee member.

The committee should ideally be viewed as an additional resource during the conduct of your research. Committee members are often chosen to provide expertise that complements yourself and your advisor. Committee members should be kept apprised of the status of your research, through either informal one-on-one discussions or formal meetings of your entire thesis committee. Your Thesis Committee will serve as the examiners during your Thesis Defense. Ultimately, they are the ones who determine whether your research is worthy of a Masters Degree, so it is in your best interest to keep them informed on your degree progress.

The committee is responsible for approving your proposal by completing a Thesis Committee Approval Form. **This form must be completed prior to registering for your third unit of GEOL 598.** Once you have completed the form and obtained signatures from each committee member including your Faculty Advisor, submit this form to the Geological Sciences department office. **Any subsequent changes to your committee must be made by filing a new Thesis Committee Form, and checking the “Change to Existing Committee” box.**

Thesis Proposal

A well-conceived and designed proposal is a critical prerequisite to a successful research project. The proposal should describe in a clear fashion the nature of the problem to be addressed and how the scientific method will be used to answer the research questions. A good proposal is a sort of roadmap that describes how you are going to complete your project. A good proposal should also convince the reader that this research is important, and worthy of support (both financially and morally). Assume the reader of the proposal will be professional geoscientists who may not have expertise in your research area.

Each proposal will be different, but all proposals should contain the following information (even if organized differently than below).

Title Page

The first page of the proposal should be a cover page that contains the title of your project, your name, the name of your advisor or advisors, and the date.

Abstract

This should be a 250 word maximum statement of your project, including all the important content from the proposal. Someone should be able to grasp in a general way the nature of your proposal from this abstract. Write this LAST, after you have completed your proposal.

Introduction

Some proposals may have separate "Introduction" and "Previous Work" sections, whereas others may combine the two into a longer introductory section. How you organize yours will depend mostly on the nature of your project. In this section you should clearly state the scientific question being considered in your research and the hypotheses you will be testing. You should also discuss the possible outcomes of your research and how they might support/refute your hypotheses. Depending on the type of research you are doing, you might include something about the geographic area you will be working, and the significance of your research to the broader geoscience community.

Previous Work/Background

This section may include a more expanded discussion of the nature of the problem, and it should contain a review of any previous work that is specifically relevant to your project. Unresolved questions that may be answered by your work should be highlighted here. Again, in some cases this information may be included in a longer introduction. This section is important because it will demonstrate that you have done the background literature reading necessary to begin your research. If your research will be done in a particular geographic area, you may want to include a subsection on "geologic setting" or "tectonic setting" or something similar.

Proposal (Work Plan and Methodology)

This section is the real "nuts-and-bolts" part of your proposal. Here you describe as clearly as you can exactly what you plan to do, and how this work will help to answer the research questions. Try to be as specific about your plan as possible. (e.g., How much field work and when? How many thin sections? What kinds of analyses? How many analyses? How many streams to sample?, etc.). Also include a specific list and description of the deliverables (e.g. data sets, maps, etc.) that your research will generate.

Proposed Budget

The budget should be on a separate page. Include here estimates of the costs of all components of your project (field work, thin sections, maps, analyses, mileage, expendable supplies, film, lodging, etc.). Your advisor may help you with this section. You should also indicate the proposed source(s) of funds (if any).

Timeline

In this section, indicate, using a calendar format, or table the detailed timeline for completion of your project. Do not include any times in the past (the proposal should be done before any parts of the project!)! This timeline will show the reader that you have thought through the actual “doing” of this project, and you have estimated that you will be able to complete this project in a timely manner.

References

You must list all references cited in your proposal. Your proposal should cite all the sources from the literature that are relevant to your project. This list should include publications from peer-reviewed scientific journals. A short reference list is a sign of a poorly researched project. Use the format of the GSA Bulletin when you cite and list references (available at <http://www.geosociety.org/pubs/0208bulguid.pdf>), or use another similar guide that your advisor may suggest.

Figures

Figures are an essential component of all proposals. All figures should be of the highest quality possible, and must include a caption. Simply Xeroxing a figure from some other publication usually is not appropriate. Figures adapted from other sources must include a reference to that source. Smaller figures may be placed floating within the text, but large figures should be placed on their own page within or at the end of the text.

Format

The final proposal must be typed, double-spaced, and paginated. Use a 1" margin everywhere. Use a 10-12 point font. Section headings, as outlined above, must be present. Some guidelines concerning length: as long as it needs to be, but no longer! Five pages is probably too short, more than 15 pages probably is too long.

Thesis Guidelines

The Master's Thesis constitutes the "final report" of your thesis research. It should be a professionally written and illustrated, fully referenced description of your research.

In collaboration with your Faculty Advisor and Thesis Committee, you need to decide on the format your thesis will take. You may choose a "traditional" format that includes a multi-chapter document that is typically 40 to 100 pages long. Many students now prefer to prepare their thesis as a publication-ready document that follows the format of an appropriate peer-reviewed scientific journal. This choice makes it simple to submit your thesis for publication. In either case, ***your thesis must conform to the published University Guidelines:***

<https://www.fullerton.edu/graduate/current/thesis.html>

MS Thesis Timeline

Time During Last Semester	Milestone
Week 1 (or before)	Obtain a University Thesis Manual from the Office of Graduate Studies (MH-112)
Weeks 1 - 6	Finish writing thesis. Have your faculty advisor read and edit initial drafts and figures.
Week 7 (8 weeks before last day of classes)	Submit an acceptable draft of the thesis (one that your faculty advisor has read and approved) to your thesis committee. This is usually in Early March (October for Fall graduation) .
Week 8 - 9	Thesis committee reads thesis and returns it to you for final editing by end of week 9. While your committee reads your thesis, you should prepare the thesis defense talk including appropriate illustrations.
Week 10	Schedule the thesis defense (at least two weeks before the scheduled defense date).
Week 11	Stage your Thesis Defense
Weeks 11 - 12	Final editing of thesis (incorporating any changes suggested during your defense) and preparation of the final draft that is in the proper format outlined in the University Thesis Manual.
Week 12 or 13	Submit thesis to the Office of Graduate Studies for reading by the University Thesis Reader. See important dates at https://www.fullerton.edu/graduate/current/thesis.html

MS Thesis Defense

The thesis defense is the culmination of your MS program. It consists of a public presentation of the results of your Master's Thesis and is a celebration of your hard work. The following guidelines must be followed:

- The thesis defense should be scheduled only after consultation with your Faculty Advisor and once your thesis committee has approved an acceptable draft of the MS thesis.
- An acceptable draft (one that has undergone an initial review by your Faculty Advisor) should be submitted to your Thesis Committee at least 6 weeks prior to the last day of classes of the semester in which you plan to graduate. The committee should read the thesis and return it within 2 weeks. If substantial changes or additions are required, 6 weeks may not be enough time.
- All thesis defenses must be scheduled during a regular semester, including finals week. The Graduate Committee must approve exceptions, such as summer session defenses, in writing.
- The date and time of the thesis defense is determined in consultation with the thesis committee. Every effort should be made to schedule the defense at a time that is convenient for the committee, faculty, and students of the department.
- A defense should be scheduled with the department no less than 2 weeks before the date of the defense. A Thesis Defense Scheduling Form must be completed and submitted to the Department, with the thesis abstract attached. The Department Secretary will distribute and post flyers announcing the date and time of the defense.
- The thesis defense should begin with a 30-50 minute, professionally illustrated, rehearsed presentation of the thesis, followed by a 10-15 minute question and answer period. This portion is open to the public.
- After the public presentation and question period, the room will be cleared except for the student and the thesis committee. Committee members may then ask private questions and suggest additions or changes to the thesis before the final draft is completed. The length of this private session will be determined by the committee.
- Immediately following the defense, the committee will vote on the outcome and discuss any final revisions that must be made to the thesis.
- The committee will report the outcome on the Department Thesis Approval Form. In addition, the Faculty Advisor should complete the official university Thesis Approval Form available from the Graduate Studies Office.
- If the committee determines that the student has not passed the defense, a new defense may be scheduled no sooner than 6 months from the first defense. A second failure is final.

Funding Your Thesis/Project

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

The Department of Geological Sciences typically employs several graduate teaching assistants to teach lower division geology laboratories. Research assistantships funded by faculty research grants may also be available. We have a very limited number of non-resident tuition waivers for graduate students from out-of-state.

Teaching Assistants

Incoming students who are interested in a Teaching Assistantship (TA) should indicate this desire when applying for admission to the Department. The Department only considers TA applications during the application cycle for Fall admission (see the Department Grad Application). Students who apply for aid in this manner will receive their TA offer at the same time as their admission decision.

Although TAs are usually assigned to incoming students, the Department recognizes that existing students (in particular non-traditional students) may wish to teach a limited number of classes in the later stages of their thesis work. For instance, many students near the end of their thesis work develop an interest in teaching at the High School or Community College level. A Teaching Assistantship will often help these students explore this interest.

Any currently-enrolled student interested in an opportunity to teach a class should discuss this with his/her Thesis Advisor. The student, in consultation with his/her Thesis Advisor, should then fill out the departmental form “*Departmental Application for T.A. Support for Continuing Master's Degree Students in Geological Sciences*” found on the Department of Geological Sciences website. If approved, the Chair will include you in the class scheduling for the following semester.

You should consider submitting grant proposals during your first year as a graduate student at CSUF. Research grants not only can serve as a source of funds for you to conduct your research, but they can also help you focus and sharpen your research goals. Ask your thesis advisor about potential programs.

Appendix 1 - Glossary of Terms

Faculty Advisor: A faculty member of the Department of Geological Sciences who is chosen by the student. The Faculty Advisor supervises the development of the student's study plan, research, and writing and editing of the MS Thesis. The Faculty Advisor also acts as the chair of the student's Thesis Committee.

Thesis Committee: A committee of at least three full-time Faculty members at CSUF, two of which (including the Faculty Advisor) must be from the Department of Geological Sciences. A fourth member of the committee may be a CSUF faculty member, a faculty member from a related department in CSUF, a faculty member from another university, or a professional geologist working in government or industry.

Graduate Advisor: The Geological Sciences faculty member who is chair of the Graduate Committee.

Graduate Committee: A committee of the Department of Geological Sciences that supervises the graduate program in geology (see Thesis Committee).

Deficiencies: Upon admission to our program, the Graduate Committee may determine that a student must complete certain coursework that would ordinarily be required prior to admission. A student may also be admitted with a deficient GPA (either in geology, related fields, or overall. Additional course work (or repeated course work) must be taken in order to raise the GPA to the published minimums. Any deficiencies must be completed prior to submitting a study plan (and before completing more than 13 units of graduate course work).

Study Plan: An informal plan that outlines the coursework that will be taken to fulfill the requirements for the MS degree.

Appendix 2 – Forms

All forms can be found at:

<https://www.fullerton.edu/geology/student-resources/>

Appendix 3 –Teaching Assistant Evaluation

Teaching assistantships (TA) at CSUF Geological Sciences are renewable annually. These renewals are based on two main areas: performance as a TA and progress toward the completion of the Master of Science degree (MS). Demand for TA positions is high and thus are not generally extended beyond the two-year initial commitment.

The form used for in-person evaluations is on the next page.

Department of Geological Sciences
Evaluation of Teaching Associates, Graduate Assistants, and Instructional Student Assistants

SEMESTER

Name of Assistant _____

Class Visitor _____

COURSE _____

Type of Assistant:

Teaching Associate (TA) _____

Instructional Student Assistant (ISA) _____

Graduate Assistant (GA) _____

	Above Satisfactory	Satisfactory	Needs Improvement	Unsatisfactory	Not applicable
Understanding of course objectives					
Willingness to help students					
Clarity of explanation					
Knowledge of subject					
Was prepared for class and/or field activities					
Enthusiasm					
Dependability (only if you visit more than once)					
Initiative					
Maintenance of good working conditions in lab					
Professionalism					
Met the expectations of the position					

Class visitor recommends reappointment next semester/year? Yes _____ No _____

Thesis Advisor affirms satisfactory progress towards the MS and recommend reappointment next semester/year? Yes _____ No _____

Grad Committee recommends reappointment next semester/year? Yes _____ No _____

Suggestions for new assignment:

Additional comments:

Department Chair Decision: Rehire _____

Do Not Rehire _____

Reason (if not rehire):