



Office of Graduate Studies



WE DEFINE THE *Future*

CSU San Bernardino Quarter to Semester Conversion Graduate Student Handbook

Office of Graduate Studies

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CSUSB'S Pledge to Graduate Students

As California State University, San Bernardino (CSUSB) is in the process of transforming from a quarter-based system to a semester-based system starting fall 2020, the University commits to a partnership with graduate students that promotes a successful transition. CSUSB pledges that there will be:

Quality of Academic Programs

The faculty will work collaboratively to ensure intellectual rigor, the quality of the academic programs, and the centrality of these programs to the academic mission of the university.

Transparency in Communications with Students

CSUSB will communicate collaboratively, regularly, and clearly with students regarding the decisions and outcomes of the semester conversion process. This will be accomplished through the academic graduate programs and the use of tools such as face to face meetings, the CSUSB website, advising, and social media.

Informed Advising

Graduate program coordinators/advisors and graduate program faculty will receive extensive professional learning opportunities regarding the Quarter to Semester (Q2S) process and strategies to support student progress towards a timely graduation.

Capitalizing on this knowledge, these individuals will collaborate with students to modify Graduate Approved Program Plans for timely graduation on the semester system.

Advising tools will be developed to inform students of the transition of courses from quarter to semester.

No Loss of Academic Progress

Students will not lose earned academic credit as the campus moves from a quarter to a semester calendar.

Quarter units will be converted to semester units as follows:

Number of quarter units X $\frac{2}{3}$ = Number of semester units

Example: 90 quarter units X $\frac{2}{3}$ = 60 semester units

No Increased Cost for Degree Completion*

Student tuition and fees under the semester system will not be greater than they would be under the quarter system for a two-semester academic year.

The total full-time cost of two semesters equals the full-time cost of three quarters.

Students have an equal responsibility to learn and understand the Q2S procedures and requirements. To fulfill their part in this semester conversion pledge, CSUSB students are expected to do the following:

Participate in Advising

Graduate students will collaborate with graduate program coordinators/advisors and graduate program faculty to develop graduation plans which will indicate how the remaining quarter units will be fulfilled with semester classes.

Students will meet regularly and follow plans developed with a graduate program coordinator/advisor or graduate program faculty.

Fulfill Degree Requirements

Students will meet the minimum grade, grade-point average, and graduation requirements for their program.

Students who are unable to fulfill these expectations may delay their time to graduation.

**California State University system-wide tuition fees may be adjusted as deemed necessary and authorized by the Board of Trustees.*

Overview of Semester Conversion

In response to a decision made by the CSU system, our university is transitioning its academic calendar to the semester system, beginning in Fall 2020. The expanded timeframe will provide additional study time and increased interaction with faculty while allowing for more in-depth projects, quality research, and expanded internship opportunities. This change will also better align CSUSB with other colleges and universities. It will offer greater opportunities for collaborative efforts with CSU-member institutions and provide an easier transition for those students entering from community colleges or other semester-based schools.

All CSUSB graduate students will create a program plan under the direction of their graduate coordinator and/or academic advisor that will provide a pathway for the graduate program whether the student starts the program on quarter or semester.

In this guide, you'll find resources that address your questions and concerns regarding the semester conversion process.

What's Changing in Fall 2020, and What's Staying the Same?

SEE AN
ADVISOR

QUARTER TO SEMESTER FACT SHEET



FALL 2020 WILL BE THE FIRST SEMESTER TERM

	QUARTERS	SEMESTERS
ACADEMIC YEAR	Fall, Winter, Spring	Fall, Spring
ACADEMIC YEAR DATES	Begins in September Ends in June	Begins in August Ends in May
TERM LENGTH	10 weeks of instruction	15 weeks of instruction
DEGREE APPLICABLE COURSE NUMBERING	100-999	1000-9999
MINIMUM UNITS TO GRADUATE	Bachelor's degree 180 quarter units	Bachelor's degree 120 semester units
RECOMMENDED CLASS LOAD TO GRADUATE WITH A BACHELOR'S DEGREE IN 2-YEARS (TRANSFERS) & 4-YEARS (FRESHMEN)	16 units per quarter approximately 4 classes	15 units per semester approximately 5 classes
TUITION	Annual tuition is divided into 3 quarters*	Annual tuition is divided into 2 semesters*
FINANCIAL AID	Annual award is divided into 3 quarters*	Annual award is divided into 2 semesters*
CLASS LEVEL	Freshman: 0 to 44.9 quarter units Sophomore: 45 to 89.9 quarter units Junior: 90 to 134.9 quarter units Senior: 135 and above quarter units	Freshman: 0 to 29.9 semester units Sophomore: 30 to 59.9 semester units Junior: 60 to 89.9 semester units Senior: 90 and above semester units
UNDERGRADUATE CLASS UNITS	Typically 4 quarter units for lecture and seminar courses	Typically 3 semester units for lecture and seminar courses
GRADUATE CLASS UNITS	Typically 4 quarter units for lecture and seminar courses	Varies, typically 3-4 units for lecture and seminar courses
CENSUS	15 th Calendar day of instruction	20 th Calendar day of instruction

ADDITIONAL INFORMATION:

To convert quarter units to semester units – multiply by .66667
e.g., 1 quarter unit = .66667 semester unit

*Optional terms not included

To learn more, visit csusb.edu/semester

What's Changing in Fall 2020, and What's Staying the Same?

QUARTERS vs. **SEMESTERS**

QUARTERS: FALL QUARTER, WINTER QUARTER, SPRING QUARTER. A QUARTER consists of 10 WEEKS OF CLASSES (1-10) and 1 FINALS WEEK. 4 TYPICALLY 4 HOURS PER WEEK PER CLASS. 16 UNITS PER QUARTER APPROXIMATELY 4 CLASSES. BACHELOR'S DEGREE MINIMUM 180 UNITS.

SEMESTERS: FALL SEMESTER, SPRING SEMESTER. A SEMESTER consists of 15 WEEKS OF CLASSES (1-15) and 1 FINALS WEEK. 3 TYPICALLY 3 HOURS PER WEEK PER CLASS. 15 UNITS PER QUARTER APPROXIMATELY 5 CLASSES. BACHELOR'S DEGREE MINIMUM 120 UNITS.

ANNUAL TUITION AND FINANCIAL AID IS DIVIDED INTO 3 QUARTERS: \$\$ QUARTER, \$\$ QUARTER, \$\$ QUARTER. BEGINS IN SEPTEMBER ENDS IN JUNE.

ANNUAL TUITION AND FINANCIAL AID IS DIVIDED INTO 2 SEMESTERS: \$\$\$ SEMESTER, \$\$\$ SEMESTER. BEGINS IN AUGUST ENDS IN MAY.

QUARTER TO SEMESTER CONVERSION WILL NOT AFFECT ANNUAL TUITION.

- Fall 2020: Aug. 24–Dec. 11; Spring 2021: Jan. 25–May 22
- Total academic year fees for two semesters will equal three quarters.
- Financial aid also disbursed twice a year.

Tuition Costs

Semester conversion will not affect overall annual tuition costs. However, on the semester calendar, you will pay twice a year instead of three times per year. The price per term will be higher than you're used to because it's being split into two instead of three. You will need to be more mindful of payment due dates. If you have difficulty meeting the payment deadlines, contact [Student Financial Services](#).

Financial Aid & Scholarships

Semester conversion will not affect the amount of financial aid you may receive. [Financial Aid & Scholarships](#) will continue to award you based on your Expected Family Contribution (EFC) as determined by the Free Application for Federal Student Aid (FAFSA). However, disbursement will happen twice a year instead of three times.

The refund process will remain the same. Your financial aid will be applied to your student account and any excess funds (refund) will be returned to you by direct deposit (if you are signed up for this service) or through the mail.

	Quarters	Semesters
Financial Aid Disbursement	Annual award is divided into three quarters	Annual award is divided into two semesters
Satisfactory Academic Progress Notification	Measured after Spring grades post	Measured after Spring grades post

Curriculum Changes and Course Numbering

Most quarter courses will be assigned new course numbers in semesters, and some may also have new course names. Semester courses will have a four-digit course number instead of three, which will help you see the difference. All quarter courses will have equivalent or corresponding semester courses. Please see your graduate coordinator or academic advisor to determine what these courses are.

The Conversion Guide is not meant to replace the academic plan you prepare in consultation with your academic advisor and/or graduate coordinator.

Conversion Guide Example Course List

TBD means that the quarter to semester equivalency is to be determined. Work with your academic advisor if you need to take a course that has this detail.

1 to 1: One quarter course has translated directly to one semester course.

1 to Many: One quarter course has become multiple semester courses. Pay special attention to the comments for these classes.

Many to 1: Many quarter classes have become one semester course. Pay special attention to the comments for these classes.

Quarter only: The course was only offered in quarters and there won't be a semester equivalent.

Semester only: The course has been newly created for semesters and that there isn't a quarter equivalent.

For more information about using the Conversion Guide, visit the Semester Conversion website. Questions? Contact your program coordinator.

Quarter to Semester Unit Conversion

What's changing in fall 2020, and what's staying the same?

Unit Requirement in Quarters	Unit Requirement in Semester
Most Majors: 45 units	Most Majors: 30 units

Semester Units = Quarter Units divided by 1.5
Quarter Units = Semester Units multiplied by 1.5

The amount of units required for a degree in the quarter system will change in the semester system. Units earned in the quarter system are converted to semester units by dividing the number of quarter units by 1.5. So, a 4-unit quarter class is equivalent to 2.67 units in the semester system.

You should work with your graduate program coordinator or advisor to decide if you should complete your degree requirements on your program's quarter curriculum, or if it is more advantageous to switch to completing your degree requirements on your program's semester curriculum when you graduate.

Another tool you might find useful is our [Q2S Calculator](#) where you can manually input your quarter units to convert to semester units.

Course Substitution

Students wishing to substitute coursework should contact their graduate program coordinator.

Your Semester Conversion Toolbox

Work with your graduate coordinator to draft your transition plan. To identify your graduate program coordinator, please refer to our [department contact list](#).

Refer to the [University Catalog](#) to find official university policy and course information.

Please see the [CSUSB Academic Calendar](#) website to find the most up-to-date academic calendar and plan ahead.

Use the [Semester Conversion](#) website to find conversion-related information and updates.

Peruse our [Special Events Calendar](#) to find upcoming events hosted by the Office of Graduate Studies.

Follow CSU San Bernardino Graduate Studies' social media accounts including [Facebook](#), [Twitter](#) and [Instagram](#) to get up-to-date news about semester conversion.

We are here to answer your questions! Please feel free to contact our Q2S Graduate Studies representatives:

Graduate Studies Representative	Coordinator Email	Phone Number
April Lane	ALane@csusb.edu	909-537-5058
Megan Kinnally	Megan.Kinnally@csusb.edu	909-537-5058
Diego Feliciano	diegokyle.feliciano0217@coyote.csusb.edu	909-537-5058

Advising and What's Next?

CSUSB has pledged that you will not lose any credits, have your time to graduation extended or experience any increased costs as a result of the conversion. However, you must also do your part to uphold this pledge.

You may be contacted by your graduate program coordinator via your CSUSB email address. It is very important that you respond to these messages in a timely manner, as they will give you important information on steps you need to take to make your transitional program plan. You should also continue to monitor your MyCoyote Student Portal for information of the conversion.

Once you create your transitional program plan and your graduate program coordinator approves it, it will be important to follow the plan. Any deviation from the plan on your part (i.e. failing a class, not taking courses in the sequence listed in your plan, etc.) will likely result in your graduation date being delayed.

If you have any questions about your graduate program curriculum or your transitional program plan, contact your graduate program coordinator. If you have any questions about Q2S, contact Diego Feliciano, our Q2S Graduate Assistant in the Office of Graduate Studies at diegokyle.feliciano0217@coyote.csusb.edu or call the Graduate Studies Office (909) 537-5058 to set up an appointment.

Directory

Departments	Phone Number
Office of Graduate Studies	909-537-5058
Office of the Registrar	Registration: 909-537-5200, Option 1 Records: 909-537-5200, Option 2
Financial Aid & Scholarships	909-537-5227
Student Financial Services	909-537-5162
Office of Student Research	909-537-3728

Graduate Program	Graduate Coordinator	Coordinator Email	Department Phone Number
Accountancy	Hang Pei	hang.pei@csusb.edu	909-537-5704
Applied Archaeology	Nicholas Jew	Nicholas.Jew@csusb.edu	909-537-5502
Studio Art (MFA)	Katherine Gray	kgray@csusb.edu	909-537-5802
Biology	Laura Newcomb	lnewcomb@csusb.edu	909-537-5305
Business Administration	Deloren West	dewest@csusb.edu	909-537-5703
Child Development	Amy Van Schagen	amy.vanschagen@csusb.edu	909-537-5570
Communication Studies,	Ahlam Muhtaseb	amuhtase@csusb.edu	909-537-5815
Computer Science	Kerstin Voigt Ernesto Gomez	kvoigt@csusb.edu ernesto@csusb.edu	909-537-5326
Counseling and Guidance	Lorraine Hedtke	lhedtke@csusb.edu	909-537-5609
Criminal Justice	Andrea Schoepfer	aschoepf@csusb.edu	909-537-5506
Earth and Environmental Sciences	Joan Fryxell	jfryxell@csusb.edu	909-537-5336
Education (Career & Technical)	Joe Scarcella	jscarcel@csusb.edu	909-537-5609
Education (Instructional Technology)	Eun-Ok Baek	ebaek@csusb.edu	909-537-5609
Education (STEM)	Xinying Yin	xyin@csusb.edu	909-537-5609
Education (Special Education)	Jemma Kim	jemma.kim@csusb.edu	909-537-5606

Educational (TESOL)	Susan Jindra	sjindra@csusb.edu	909-537-5609
Educational Administration	Susan Jindra	sjindra@csusb.edu	909-537-5609
Educational Leadership (Ed. D)	Lynne Diaz-Rico	diazrico@csusb.edu	909-537-5651
Education Specialist in School Psychology (Ed. S.)	Sharon Ward	sward@csusb.edu	909-537-5606
Special Education (MS)	Jemma Kim	jemma.kim@csusb.edu	909-537-5606
English: Applied Linguistics & Teaching English as a Second Language (TESL)	Parastou Feiz	pfeiz@csusb.edu	909-537-5824
English Composition	Karen Rowan	krowan@csusb.edu	909-537-5824
English Literature	Jessica Luck	jluck@csusb.edu	909-537-5824
Health Services Administration	Paulchris Okpala	paulchris.okpala@csusb.edu	909-537-5339
Information Systems & Technology	Erin Yela	eyela@csusb.edu	909-537-5723
Interdisciplinary Studies	Caroline Vickers	cvickers@csusb.edu	909-537-5058
Mathematics	Corey Dunn	cmdunn@csusb.edu	909-537-5361
National Security Studies, National Cybersecurity Studies	Mark Clark	mtclark@csusb.edu	909-537-5534
Nursing	Margaret Beaman	mbeaman@csusb.edu	909-537-5380
Psychological Science (MA)	John Clapper	jclappe@csusb.edu	909-537-5570
Psychology: Clinical/Counseling (MS)	David Chavez	dchavez@csusb.edu	909-537-5570
Psychology: Industrial/Organizational (MS)	Kenneth Shultz Janelle Gilbert	kshultz@csusb.edu	909-537-5570
Public Administration	Toni Ditty	tditty@csusb.edu	909-537-5758
Public Health	Salome Kapella-Mshigeni	Salome.Mshigeni@csusb.edu	909-537-5339
Rehabilitation Counseling	Connie McReynolds	cmcreyno@csusb.edu	909-537-5606
Social Sciences & Globalization	Jose Munoz	munoz@csusb.edu	909-537-5524
Social Work	Herb Shon	herb.shon@csusb.edu	909-537-5501
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