



Using your CSU Employee Fee Waiver towards SFSU Certificates and Master's Degrees

Presented by Grad Studies & Human Resources

October 10, 2025





Graduate Studies at SF State

Khaled Ezzat

Associate Director of Enrollment & Curricular Engagement

khaled@sfsu.edu

October 10, 2025

Why Graduate School?

- 90+ Master's Programs, Doctoral Degrees, & Certificates
- Convenient San Francisco location, strong faculty mentorship
- Evening, part-time, and flexible learning options
- Opportunities for research, leadership, and professional growth

How This Helps Your Career ?

- Enhance professional skills relevant to your current role
- Open opportunities for promotion or leadership within CSU
- Gain expertise for career changes or advancement
- Broaden research, creative, and community engagement opportunities



Graduate Programs to Explore

Graduate Degree Programs

- 72 total graduate degrees, including EdD and joint PhD programs
- 3% (2 programs) are fully online
- 21% (15 programs) approved for hybrid delivery under Distance Education Authorization



Graduate Certificates

- 31 post-baccalaureate/graduate certificate programs
- 13% (4 programs) approved for hybrid delivery
- 9-12 units only
- Courses may be used to meet both a master's degree and a graduate certificate objectives provided they are acceptable toward the specific requirements of each program.

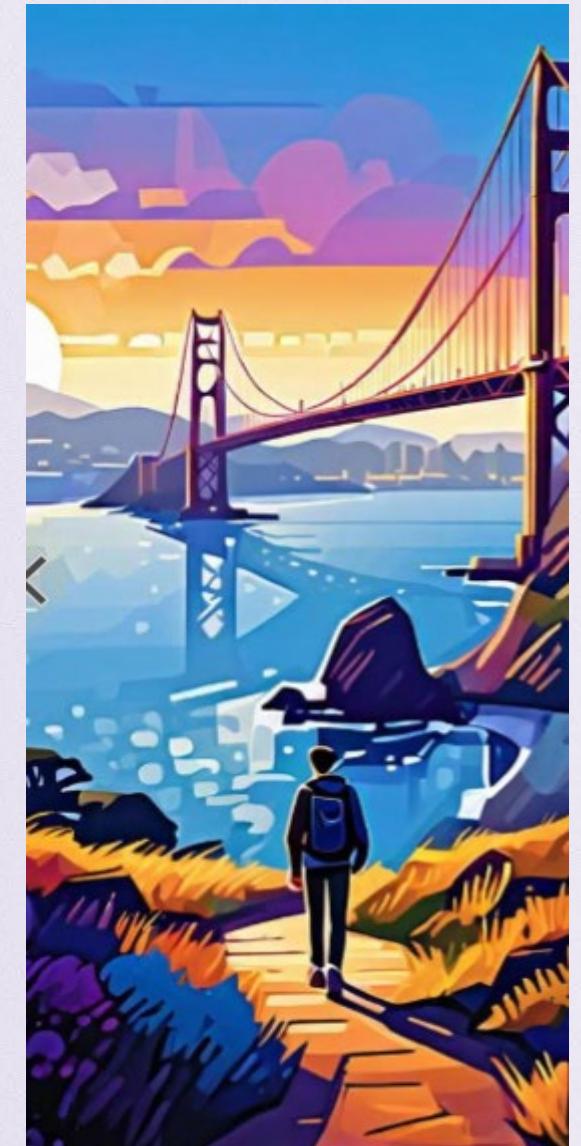


Graduate Course Delivery: Spring 2025

- 77% of graduate-level course sections were Face-to-Face (F2F)
- 15% were delivered fully online
- 8% were hybrid

Graduate Programs Examples

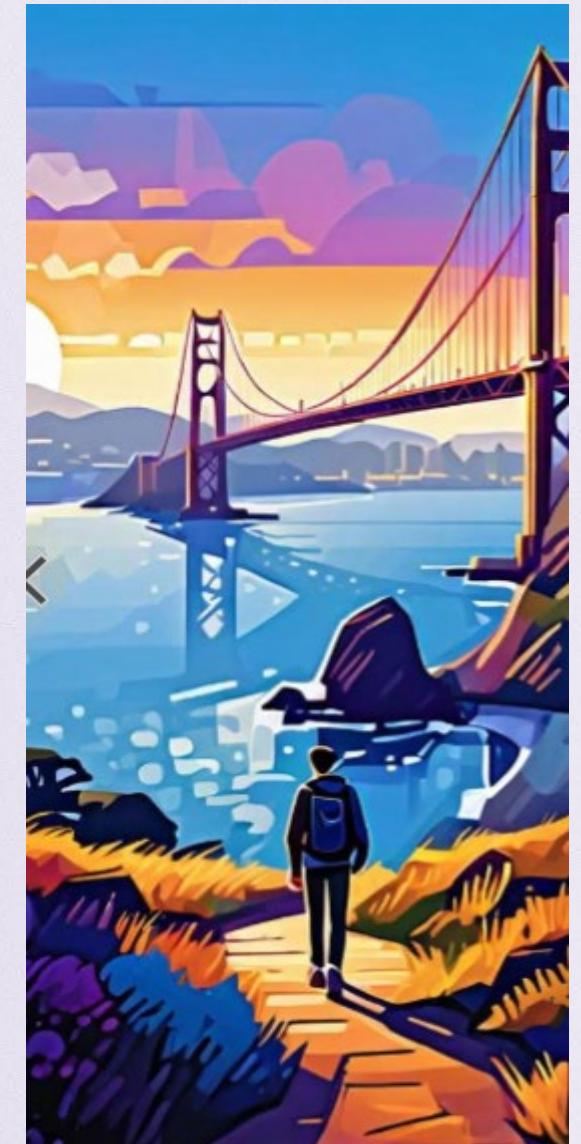
- Business: MBA, MSA, Accountancy programs
- Education: MA & Credential programs in Education
- Health & Social Sciences: Public Administration, Public Health, Psychology, Social Work & Counseling
- Liberal & Creative Arts: English, Cinema, Philosophy and Political Science
- Science & Engineering: Computer Science, Biology, Engineering, Environmental Science
- <https://grad.sfsu.edu/content/find-your-graduate-program>



Certificate Programs Examples

- Augmentative and Alternative Communications
- Autism Spectrum
- Business in Ethics & Compliance
- Business Principles
- Ethical Artificial Intelligence
- Ethnic Studies
- Finance
- Inclusive Early Childhood Practices
- International Business and Global Leadership
- Marketing in the Digital Economy
- Pre-Health Professions
- Sustainable Business
- Teaching English to Speakers of Other Languages
- Teaching of Composition
- Teaching Post-Secondary Reading

<https://grad.sfsu.edu/content/certificate-programs>



Grad/UnderGrad Certificate Highlight:

- The Certificate in Computational Linguistics is designed to provide academic training in the study of computational approaches to language analysis. The curriculum assumes no prior linguistic or programming knowledge and introduces students to a variety of computational methods and their theoretical underpinnings including: writing programs in Python to process raw texts (tokenization), discovering statistical patterns in linguistic data (frequency distribution), performing part-of-speech tagging, text segmentation, and classification,(context-free grammars, dependency grammars), extracting meaning from texts, and applying various machine learning methods to data mining.
- Webpage link: <https://english.sfsu.edu/certificates>
- Coordinator: Anastasia Smirnova
Email: smirnov@sfsu.edu
Phone: (415) 338-3102
Office: HUM 429



COMPUTATIONAL LINGUISTICS

The Certificate in Computational Linguistics is designed to provide academic training in the study of **Large Language Models**, like **ChatGPT** and **Generative AI** more broadly. The curriculum combines elementary linguistic theory with computational methodology in order to teach students how to effectively use novel technology and data analytics to solve important questions in a variety of applied contexts.

Curriculum emphasizes practical skills that translate well to a variety of professional contexts including tech and AI companies, prompt engineering, data science, and applied linguistic fields such as English and modern language curriculum development. **The curriculum assumes no prior linguistic or programming knowledge.**



FACULTY CONTACTS:

Dr. Jenny Lederer

- Associate Professor of Linguistics
- Linguistics Program Coordinator
- DEPARTMENT OF ENGLISH LANGUAGE & LITERATURE
- jlederer@sfsu.edu

Dr. Anastasia Smirnova

- Associate Professor of Linguistics
- Director, The Experimental and Computational Linguistics Ensemble Lab (ECOLE)
- DEPARTMENT OF ENGLISH LANGUAGE & LITERATURE
- smirnov@sfsu.edu



Application Process

Step 1: Apply via Cal State Apply

Step 2: Upload transcripts and required documents

- Transcripts from all previous institutions
- Personal statement
- Letters of recommendation
- Resume or CV
- GRE/GMAT Test scores (if required by program)

Step 3: Graduate Studies review

Step 4: Departmental review



Extended Profile

Please provide some additional information in order to set up your application.

The information below is provided to your program's admissions offices. Provide complete and accurate information here. For more information, visit the [Applicant Help Center](#).

Once you submit your application, you cannot edit this section.

* Indicates required field

1. Educational Goal

* What degree, credential, program or certificate are you applying for?

First Bachelor's Degree (Seeking your first bachelor's degree and have not earned a prior bachelor's degree)

Second Bachelor's Degree and Beyond (e.g. Master's, Teaching Credential, Certificate, Doctoral)

Dual Enrollment (I am a current high school student who is interested in taking college-level courses at a CSU campus before high school graduation)

* Please select one or more of the following degree goals.

Second Bachelor's Degree (already earned a bachelor's degree and are seeking another one)

Graduate (e.g. Master's, Doctoral) or Professional's Degree

Teaching and Service Credential Only (e.g. Single or Multiple Subject, Special Education, PPS, Librarian, Admin, CalStateTEACH)

Certificate

Cal State Apply

CALSTATE **APPLY**

My Application Add Program Submit Application Check Status

Add Programs

You must select at least one program to begin your application. Use the search filters below to locate programs by Campus Name, Start Term, Delivery, and Source. When using the Search field, results are limited to matching on program name or organization (i.e., Fullerton Undergraduate). You can add additional programs from the Add Program tab at any time before the submission deadline.

Find Program | View Selected Programs

Showing results for: Available Programs

Add	Program Name	Campus Name	Degree Type	Start Term	Academic Year	Location	Deadline
SAN FRANCISCO GRADUATE	Graduate Certificate in Ethical Artificial Intelligence	San Francisco State	Certificate	Spring	2026	Main Campus	10/01/2025

Filters

Search: ethical

Red arrow pointing to the search bar.

Yellow circle highlighting the 'San Francisco State' entry in the list.

My Application Add Program Submit Application Check Status

My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

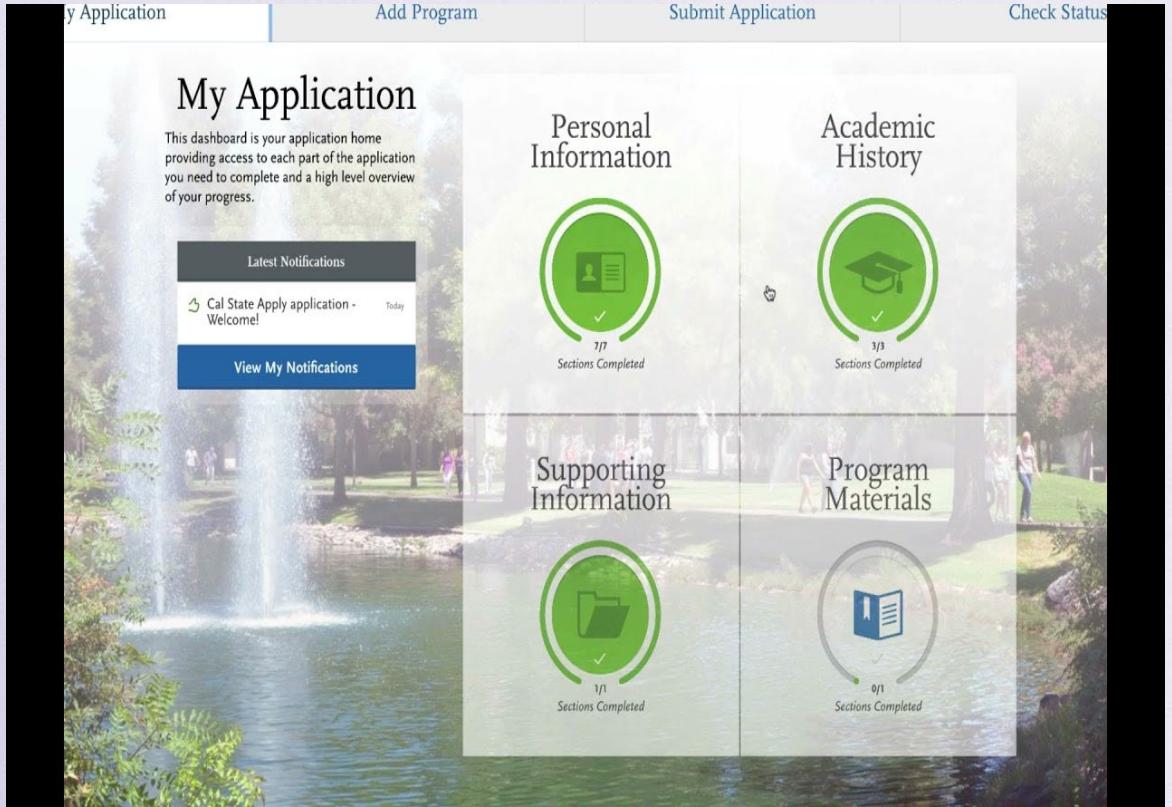
Latest Notifications

Cal State Apply application - Welcome! Today

[View My Notifications](#)

Personal Information Academic History Supporting Information Program Materials

Sections Completed Sections Completed Sections Completed Sections Completed



Letters of Recommendation

Who to Ask



Ask individuals who know you well and can write specifically about your abilities and potential. Consider supervisors from your career if you've been out of college for some time.

When to Ask



Request letters well in advance (1–2 months) of application deadlines.

What to Provide



CV or résumé; unofficial transcript.
List of awards, achievements, and any published papers.
A copy of your Statement of Purpose.

Etiquette



Always thank recommenders for their time and effort.
A handwritten note or an appreciative email is appropriate.

Follow-Up



Keep recommenders informed about your application process—especially if you're admitted.

Personal Statement Tips

Give yourself time to craft a quality statement

- Brainstorming
- Drafting
- Revising
- Proofreading

Emphasize your story from a positive personal perspective

- What is your hook? (Attention grabbing/opening statement)
- Dedicate most space in your essay to focusing on your qualifications rather than any deficits

Pay attention to the prompt

- Answer all parts of the prompt
- Adhere to word/page limits

Put your face on the page

- Tell a story
- Use specific examples
- Use action verbs
- Don't explain what the program is, tell them what the program means to you

Key Deadlines

- Spring 2026 applications: Open **August 1, 2025**
- Fall 2026 applications: Open **October 1, 2025**
- Application closing deadlines depends on the program. Please visit
<https://grad.sfsu.edu/content/admissions-deadlines>
- Not all program have Spring admission cycles





Graduate Preview Week featured 70+ events across 40+ graduate programs

- Tours of studios/labs and new facilities
- Social/hangout time with current grad students
- Faculty–student research presentations
- Department/school open houses
- General office hours
- Zoom overviews and program Q&As
- Student panels featuring current grad student
- Personal statements & letters of recommendation workshops
- Cal State Apply workshops

<https://grad.sfsu.edu/GradPreview>



Tuesday, October 21

EVENT HOST	EVENT TITLE DESCRIPTION	DATE & TIME	LOCATION	PROGRAM MATERIALS
Business	Everything You Always Wanted to Know About Graduate Business Programs but Were Afraid to Ask: Join a dynamic panel of faculty members from our graduate business programs including the MBA, MS in Accounting and Analytics (MSAA), MS in Business Analytics (MSBA), and MS in Quantitative Economics (MSQE). Panelists will respond to questions from both a moderator and the audience, offering insights into each program's unique strengths and opportunities.	Tuesday, October, 21 12 – 1 p.m. PDT	Zoom Link	Program Website
Education	Information session for MA in Early Childhood Education: Please join this online zoom meeting if you are interested in learning more about the MA program in Early Childhood Education in the Department of Elementary Education. We look forward to seeing you for this information session!	Tuesday, October, 21 5 – 6 p.m. PDT	Zoom meeting ID # 829 2380 2856 Password = ECE	Program Plan Sheet

Wednesday, October 22

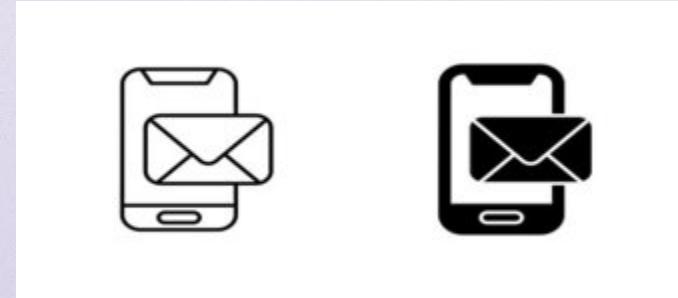
EVENT HOST	EVENT TITLE DESCRIPTION	DATE & TIME	LOCATION	PROGRAM MATERIALS
Math	Graduate Study in Mathematics and Statistical Data Science, All Your Questions Answered: Come to this interactive Zoom session where you can have all your questions answered about the MA in Mathematics and MS in Statistical Data Science at SFSU. Come meet the chair of the department and the graduate coordinators of the two programs.	Wednesday, October, 22 11 a.m. – 12 p.m. PDT	Zoom Link	Program Flyer 1 Program Flyer 2
Graduate Studies	Graduate Student Ambassador Panel: Join us for an insightful panel featuring current graduate student ambassadors who will share their experiences, offer tips for navigating graduate life, and answer your questions about academics, campus culture, and community. This is a great opportunity to hear firsthand what it's like to be a grad student and connect with peers who've been in your shoes.	Wednesday, October, 22 12 – 1 p.m. PDT	Zoom Link	
Graduate Studies	Master Your Path: Graduate School Application Readiness: Welcome to Master Your Path, the Division of Graduate Studies & Career Development Grad School Application Workshop. Come and learn how to apply and prepare your resume, letters of recommendations and statement of purpose.	Wednesday, October, 22 4 – 5 p.m. PDT	Zoom Registration Link	

Division of Graduate Studies



Zoom Drop-In

Tuesdays & Thursdays – 2pm to 4pm
Meeting ID: 878 0998 2201
PW:175016



Email: gradstudies@sfsu.edu
Phone: [\(415\) 338-2234](tel:(415)338-2234)
Monday -Friday
9am to 11am & 2pm to 4pm



Graduate Student Services
Administration Building, Room 254
Monday - Friday, 9am – 4:30pm

Dr. Noah Price
Associate Dean of Graduate Studies
& Career Development
nprice@sfsu.edu

Khaled Ezzat
Associate Director of Enrollment &
Curricular Engagement
khaled@sfsu.edu

Department of Equity, Leadership Studies, and Instructional Technologies

Graduate College of Education

Website: <https://elsit.sfsu.edu/>

MA in Equity and Social Justice Education

Almost Fully online

- **Examine Critical Issues.** Explore issues in equity and social justice education that are meaningful to you.
- **Learn Through Dialogue** – Experience participatory, interactive classes that connect theory to practice.
- **Lead for Change** – Prepare for impactful roles in colleges, universities, nonprofits, community organizations, and K-12 schools.

Contact:

Dr. Deborah Curtis (curtis@sfsu.edu)

Dr. Helen Hyun (hhh@sfsu.edu)

Dr. Doris Flowers (dflowers@sfsu.edu)

MA in Instructional Design and Technology

Fully online

- **What You'll Learn.** Design engaging, effective, and inclusive learning experiences for higher education, nonprofits, government agencies, and K-12 schools.
- **Core Topics Include:**
 - Learning theories and instructional design models
 - Needs assessment and program evaluation
 - Emerging technologies (AI, Augmented Reality/Virtual Reality, mobile learning)
 - Interactive e-learning, gamification and visual design
 - Accessibility and inclusive design

Contact: [Certificate in Learning Experience Design and Online Teaching \(fully online\)](#)

Dr. Zahira Merchant (zmerchant@sfsu.edu)

Dr. Brian Beatty (bjbeatty@sfsu.edu)

MA in Educational Administration and Leadership

Hybrid, on-campus, weekends

- Focuses on preparing administrators for TK-12 public school administrative positions

Contact:

Dr. Irina Okhremtchouk
(irinao@sfsu.edu)

Dr. Vincent Matthews
(vincentm@sfsu.edu)

Employee Fee Waiver Information

Yolanda (Lola) Thomas, SFSU Fee Waiver Coordinator
Human Resources
October 10, 2025



Please note: today's Fee Waiver information is limited to graduate degrees and certifications for employees.

For the full Fee Waiver presentation for your qualified Dependent to use towards their degree, please attend our Friday, November 7th presentation.

Find it on our [HR Events & Training](#) page to RSVP.

Pathways for using Employee Fee Waiver:

Work-Related:

- Update knowledge, skills and abilities, improve work performance, or to be prepared for job changes
- Employees are **not** matriculated students and are not working towards a degree
- Can be used for undergrad classes and towards certifications (except for classes at SFSU's College of Professional and Global Education and extended learning at other CSU campuses)

Career Development:

- Employees apply and are admitted to the CSU campus of their choice as matriculated students **working towards a degree**
- **** Grad school/Grad certificates only eligible by with this pathway**



Ready to consider Grad school?

- Meet with your **Appropriate Administrator** in advance to share your goals, as they will need to sign off on your Fee Waiver form.
- If your class schedule might affect the **operational needs of your department** (such as an in-person class during your work hours), discuss with your Appropriate Administrator. Release time is subject to their approval.
- Pay attention to **deadlines and registration timelines**.
- Once you're accepted into your Grad program, determine if you will attend one or two classes in your semester (or up to 6 units). Gather info on those classes to add to your Fee Waiver form.
- Meet with your **program graduate coordinator to determine which classes to take that semester**.
- **Submit your Fee Waiver forms:** ICDP form, Employee Fee Waiver form.
- Once forms are processed by Human Resources, the Registrar's and Bursar's team also do their part.
- In your Student Center app (on your Gateway), you can register for your class(es).



The logo of San Francisco State University, featuring a circular seal with the text "SAN FRANCISCO STATE UNIVERSITY" around the perimeter and a central emblem.

HUMAN RESOURCES

INDIVIDUAL CAREER DEVELOPMENT PLAN (ICDP)

Section 1: EMPLOYEE INFORMATION

Last Name	First Name	Email Address	SF State ID	Semester	Year
Classification/ Bargaining Unit		College or Department	Dept #	Campus Phone Number	

Section 2: ACADEMIC GOAL:

<input type="checkbox"/> Bachelor's Degree	Major:
<input type="checkbox"/> Master's Degree	Major:
<input type="checkbox"/> Doctoral Degree	Major:
<input type="checkbox"/> Teaching Credential	<input type="checkbox"/> Multiple <input type="checkbox"/> Single

Section 3: CAREER OBJECTIVE (reference - <http://www.calstate.edu/HRAdm/Classification/index.shtml>)

A. Career Objective:

B. Briefly describe the position within the CSU which you would ultimately like to have:

C. List any interim positions necessary to attain your overall career objectives:

D. How will the above stated objectives mutually benefit CSU and you?

Fee Waiver Forms needed for Human Resources:

1. Individual Career Development Form (ICDP)

* Submit it once for your program; kept on file four years

2. Employee Fee Waiver Form

* Submit it before each semester.

3. CSU Application Reimbursement Form

* for CSU Apply application

4. Fee Waiver Change of Course Form

* If you need to drop or change classes

The logo of San Francisco State University, featuring a circular seal with the text "SAN FRANCISCO STATE UNIVERSITY" around the perimeter and a central emblem.

EMPLOYEE FEE WAIVER PROGRAM

CHANGE OF COURSE(s)

Section 1: EMPLOYEE INFORMATION

Last Name	First Name	Email Address	SF State ID	Semester	Year
Classification/ Bargaining Unit		College or Department	Dept #	Campus Phone Number	

If employee has submitted an approved Fee Waiver Application to the Human Resources (HR) office, it is the employee's responsibility to notify HR and the *immediate supervisor* if he/she subsequently **withdraws** from courses or **enrolls** in classes other than those listed on the original fee waiver application.

Section 2: Please Indicate Semester:

<input type="checkbox"/> Fall 20	<input type="checkbox"/> Spring 20	<input type="checkbox"/> Summer 20
<input type="checkbox"/> I am withdrawing from all courses.		

I have added the following classes:

Section 3: Added Classes

Department	Course ID	Schedule No.	Course Title	Units	Days	Time	Check One Work Career
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

I have dropped the following classes.

Section 4: Dropped Classes

Department	Course ID	Course Title	Days	Time

Employee Signature _____ Date _____

Supervisors' Signature _____ Date _____

DocuSign Envelope ID: CEF75077D-B1D4-4A89-AD5C-626FD8B15B8E

California State University Application Fee Employee & Dependent Reimbursement Request

Document released by DGS on 07/01/2014
□ Proof of payment attached

Employee Information

Employee Name: _____

SF State ID: _____

Department/College: _____

Bargaining Unit: _____

Contact Information: _____ Employment time base: _____

Status: _____

Phone #: _____ Full time

Email: _____ Part time

Other: _____ Myself / Dependent

Permanent, Probationary

Temporary, Checked

Appointment End Date: _____

FERP

CSU Application Fee reimbursement is for _____

Campus ID: _____

Date of Birth: _____

(Dependent Child only)

Dependent Information (if applicable)

Name of Dependent: _____

Campus ID: _____

Relationship: _____

Spouse Domestic Partner* Dependent Child*

Date of Birth: _____

(Dependent Child only)

Course Information

Campus of Enrollment: _____

Coursework _____

Resident Status for Tuition Purposes: _____

SFUSD or _____

Undergraduate

Resident (In-State of CA)

Other CSU campus: _____

Graduate

Non-resident (Out-of-State of CA)

Credential

Doctorate

Non-resident (Out-of-State of CA)

Reimbursement Fee: _____

\$355

Fall

Spring

Reimbursement Fee: _____ \$370

Spring

Academic Year: _____

Term: Fall

Spring

Fee Information

By checking this box, I am confirming enrollment at SFUSD for an eligible dependent or myself.

*Attachment of application fee is required. Reimbursement will not be processed without this documentation. ***

Employee Signature _____

Date _____

To Be Completed By Fee Waiver Coordinator – Approval/Denial of Reimbursement

This reimbursement request is approved because the staff member or dependent meets the requirements

This reimbursement request is denied the following reasons: _____

Fee Waiver Coordinator Signature _____

Date _____

Formal email to benefits@sfsu.edu, fax to (415) 338-0527 or mail to 1600 Holloway Ave., ADM 250 SF, CA 94132

Reimbursements are processed after University Census each term – for Census dates, visit the Bursar's Office website at bursar.sfsu.edu. To check on the status of your request, call (415) 405-4004.

Please note:

- A separate Fee Waiver Form for Registration & Miscellaneous Fees must be submitted each semester employees or dependents are taking courses. See the SF State Fee Waiver page for submission deadlines.
- Only one application fee per academic year for any university in the CSU system is eligible for reimbursement.

Document Envelope ID: 50831867-881E-4D8C-9087-FD53737722A6

**SAN FRANCISCO
STATE UNIVERSITY**

HUMAN RESOURCES

EMPLOYEE Fee Waiver Application

Please Complete Application Online and Print

SECTION 1 - EMPLOYEE INFORMATION

REQUIRED*

Last Name _____ First Name _____ SF State Email Address _____ SF State ID _____ Semester _____ Year _____

Classification _____ Bargaining Unit _____ College or Department _____ Dept # _____ Campus Phone Number _____

Degree Earned _____ Institution _____ Date _____

Do you have an approved Individual Career Development Plan on file? _____ CSU Campus to Attend _____

Yes No If yes please indicate major: _____

SECTION 2 - LIST COURSES FOR WHICH YOU ARE ENROLLING

REQUIRED*

Department	Course ID	Schedule No.	Course Title	Units	Days	Time	Spec One Work Career
							Δ
							Δ
							Δ

Notes: Effective with the 2019-18 year, all graduate/doctorate level courses taken by employees or their dependents, which exceed the \$120 threshold will be taxable and withheld from the employee's pay warrant. Graduate courses deemed not related, pursuant to Internal Revenue Code Section 132(d), will be taxable and withheld from W-2 wages. Employees may consult a personal tax advisor to determine if courses taken are related or not related and the tax consequences of such courses taken. All undergraduate level courses taken by an employee's domestic partner through the CSU Fee Waiver program are also taxable.

SECTION 3 - JUSTIFICATION FOR COURSES

REQUIRED*

1. **WORK-RELATED** - courses which help an employee job, taken to enhance skills required to perform current job duties.
 CAREER - courses which help an employee job, taken in a college or at a vocational school or in the community. (CDP Form 105-B) briefly describe how this course work is related or part of your Individual Career Development Plan (ICDP).

SECTION 4 - EMPLOYEE AUTHORIZATION AND SIGNATURE

REQUIRED*

I, the undersigned, an employee of San Francisco State University, agree to provide information concerning my studies, activities and goals related to my enrollment in college courses. I understand that my enrollment in college courses will be reviewed by my supervisor and my participation is not mandatory by my employer. I certify that I have read the Fee Waiver Information Sheet for the current semester and am aware that I should become eligible to participate in the Fee Waiver Program if I meet the requirements accordingly. Registration fees and tuition are subject to change without advanced notice & are non-refundable. Courses will be taken under the Fee Waiver Program may not be credited.

Signature of Applicant _____ Date _____

SECTION 5 - APPROVAL OF SUPERVISOR:

REQUIRED*

Release Time _____ Δ Adjusted Work Schedules (attached HR Form 101)

Print Name of Supervisor _____ Signature of Supervisor _____ Date _____

SECTION 6 - APPROVAL OF DEPARTMENT ADMINISTRATOR (MPP Level Required):

REQUIRED*

Print Name & Title of Department Administrator/Dean _____ Signature of Administrator/Dean _____ Date _____

SECTION 7 - HUMAN RESOURCES APPROVAL

REQUIRED*

J DN SL _____ \$\$_ _____ No. of Units Eligible for: _____ FLSA Status: Exempt Non-Exempt

Status: Regular Probationary Temporary (Exp. _____) Time Base: Full-Time Part-Time Reviewed By: _____ Date: _____

Comments: _____

Approved by President's Designee _____ Date _____

"IF FILING DEAD LINE IS NOT MET OR FORM HAS INCOMPLETE INFORMATION APPLICATION WILL BE DENIED."

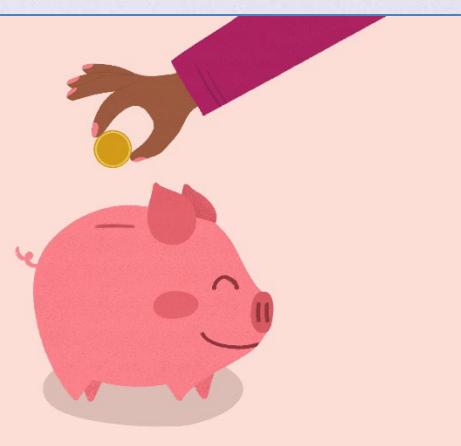
1600 Holloway Avenue, ADM 252 San Francisco, CA 94132-4252

Form #510-1-B Rev.06-2019

1.

2

3



Cost to Employees:

Classes at SFSU can be taken for less than \$10 per class

- Tuition is reduced for two courses or 6 units per semester, whichever is greater. If the unit/course limitation is exceeded, the employee must pay the difference in fees.
- Check the [Fee Schedule for your bargaining unit](#) for per-class costs and other anticipated fees.
- Fees that are reduced/waived include: Student Union Fee, Student Body Association Fee, Health Facilities Fee to \$1.00 each at SFSU.
- Costs are payable through your Student Center account or the Bursar's Office.
- Employees and Dependents taking graduate-level courses are subject to taxation.

Contact Information:

Lola Thomas, Fee Waiver Coordinator
Human Resources

Tel: 415.338.2683

Email: ythomas@sfsu.edu

Benefits: 415.405.4004

Email: benefits@sfsu.edu

HR Client Service Center (Fee Waiver Inquiry)

It's never too late to go back to school to earn any degree and/or earn additional certifications.



Your Employee Tuition Reduction/Fee Waiver program is one of our best employee benefits at the CSU!

We encourage you to use it for yourself or for your qualified Dependent at any CSU.

The value of this benefit:

- for you: life-long learning pays off in many ways.
- for your work: you get to re-live the student experience.
- for your dependent: save thousands towards their degree(s)

Questions?

Feel free to raise your hand or add to the Chat.



SAN FRANCISCO STATE UNIVERSITY

Thank you!