



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

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Associate Director of Enrollment & Curricular Engagement

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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

CERTIFICATE

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

④ Associate Professor of Linguistics

④ Linguistics Program Coordinator

④ DEPARTMENT OF ENGLISH
LANGUAGE & LITERATURE

④ lederer@sfsu.edu

Dr. Anastasia Smirnova

④ Associate Professor of Linguistics

④ Director, The Experimental
and Computational Linguistics
Ensemble Lab (ECOLE)

④ DEPARTMENT OF ENGLISH
LANGUAGE & LITERATURE

④ smirnov@sfsu.edu



Application Process

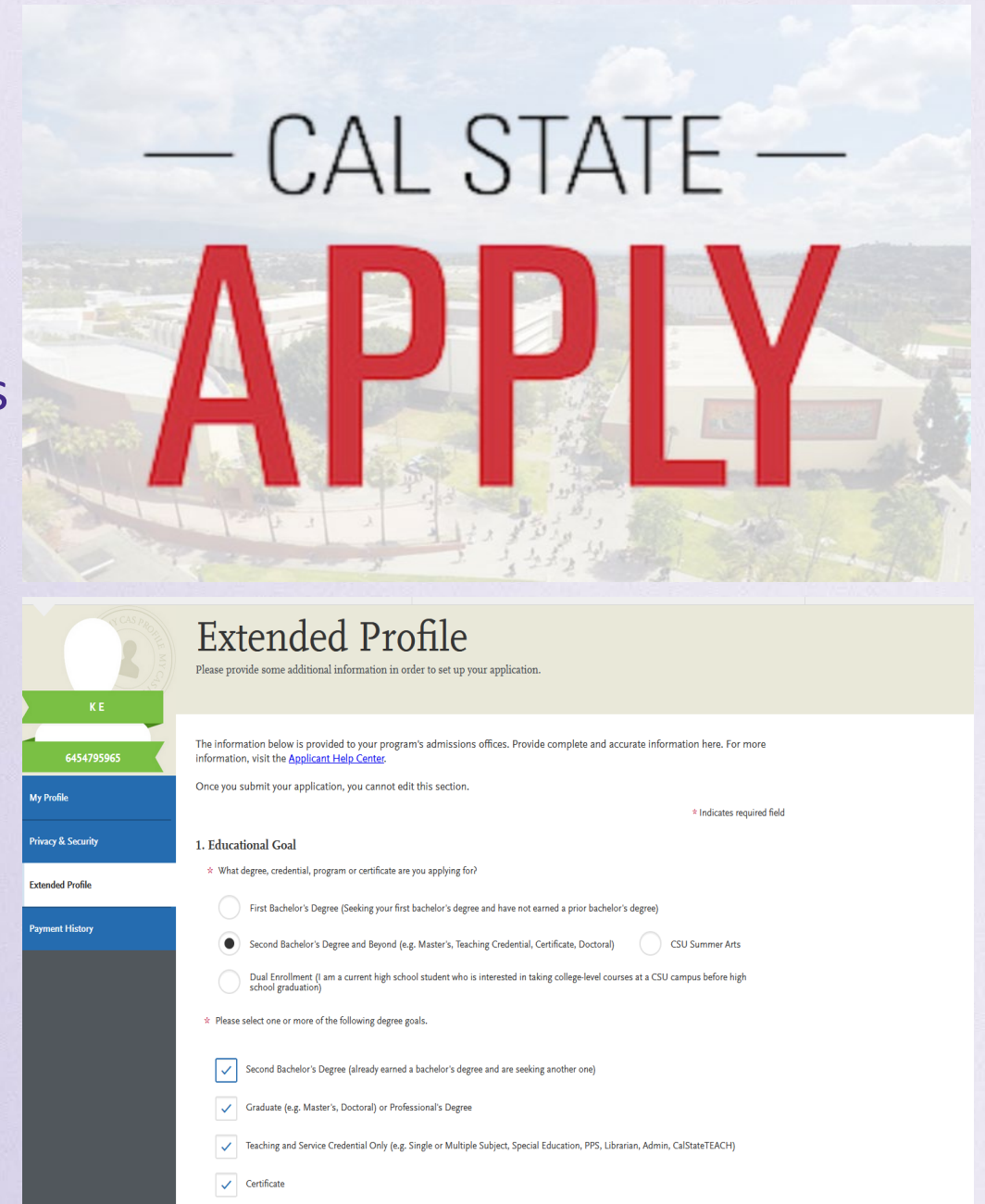
Step 1: Apply via Cal State Apply

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



The image shows the Cal State Apply logo at the top, featuring the text "— CAL STATE —" in black and "APPLY" in large red letters over a background of a university campus. Below the logo is a screenshot of the "Extended Profile" section of the application portal. The left sidebar contains navigation links: "My Profile", "Privacy & Security", "Extended Profile" (highlighted), and "Payment History". The main content area is titled "Extended Profile" and includes a sub-header "Please provide some additional information in order to set up your application." Below this, there is a section for "1. Educational Goal" with a list of options. The first option is "First Bachelor's Degree (Seeking your first bachelor's degree and have not earned a prior bachelor's degree)" with a radio button. The second option is "Second Bachelor's Degree and Beyond (e.g. Master's, Teaching Credential, Certificate, Doctoral)" with a radio button. The third option is "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)" with a radio button. The fourth option is "CSU Summer Arts" with a radio button. Below these options, there is a section for "Please select one or more of the following degree goals." with a list of checkboxes. The first checkbox is "Second Bachelor's Degree (already earned a bachelor's degree and are seeking another one)" and is checked. The second checkbox is "Graduate (e.g. Master's, Doctoral) or Professional's Degree" and is checked. The third checkbox is "Teaching and Service Credential Only (e.g. Single or Multiple Subject, Special Education, PPS, Librarian, Admin, CalStateTEACH)" and is checked. The fourth checkbox is "Certificate" and is checked.

— CAL STATE —
APPLY

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) ☐ CSU Summer Arts

☐ 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

CAL STATE APPLY

My Application

Add Program

Submit Application

Check Status

KE CAS ID: 65478965

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

ethical

Filters

+

Graduate Certificate in Ethical Artificial Intelligence

San Francisco State

Certificate

Spring

2026

Main Campus

10/01/2025

My Application

Add Program

Submit Application

Check Status

Latest Notifications

Cal State Apply application - Welcome! Today

View My Notifications

Personal Information

7/7 Sections Completed

Academic History

3/3 Sections Completed

Supporting Information

1/1 Sections Completed

Program Materials

0/1 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

Pay attention to the prompt

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

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

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



DEADLINE



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>



SCAN ME

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

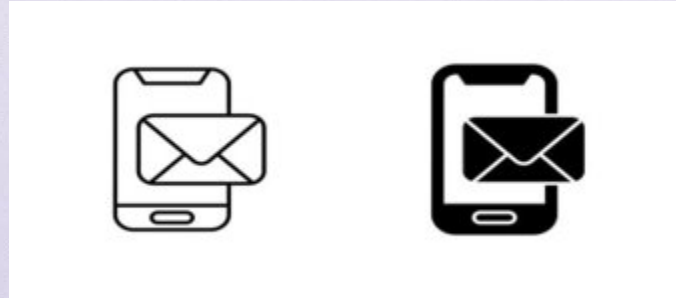
EVENT HOST	EVENT TITLE DESCRIPTION	DATE & TIME	LOCATION	PROGRAM MATERIALS
Math	Graduate Study in Mathematics and Statistical Data Science, All Your Questions Answered: Come to this interactive Zoom session where you can have all your questions answered about the MA in Mathematics and MS in Statistical 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 (h hh@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).

SAN FRANCISCO

STATE UNIVERSITY

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:

☐ Bachelor's Degree Major:
 ☐ Master's Degree Major:
 ☐ Doctoral Degree Major:
 ☐ Teaching Credential Multiple ☐ 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

SAN FRANCISCO

STATE UNIVERSITY

HUMAN RESOURCES

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	

Section 2: Please Indicate Semester:

☐ Fall 20 ☐ Spring 20 ☐ Summer 20

☐ 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"/> <input type="checkbox"/>

Section 4: Dropped Classes

Department	Course ID	Course Title	Days	Time

Section 5: CERTIFICATION – Employee

I understand that San Francisco State University cannot guarantee me a promotion or other advancement after my completion of this specific Individual Career Development Plan. I understand that I must meet the normal academic standards of San Francisco State University.

Employee Signature _____ Date: _____

Section 6: CAREER ADVISOR

Career Advisor Signature _____ Date: _____

Print Advisor's Name _____ Date: _____

Position of Advisor (Please Print) _____ Date: _____

Section 7: REVIEW FOR EMPLOYEE

Supervisor Signature _____ Date: _____

Department Administrator/Dean _____ Signature _____ Date: _____

Section 8: FEE WAIVER COORDINATOR

☐ Approved ☐ Denied

Signature of Fee Waiver Coordinator _____ Date: _____

SAN FRANCISCO

STATE UNIVERSITY

HUMAN RESOURCES

EMPLOYEE FEE WAIVER PROGRAM

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Section 7: REVIEW FOR EMPLOYEE

Supervisor Signature _____ Date: _____

Department Administrator/Dean _____ Signature _____ Date: _____

Section 8: FEE WAIVER COORDINATOR

☐ Approved ☐ Denied

Signature of Fee Waiver Coordinator _____ Date: _____

SAN FRANCISCO

STATE UNIVERSITY

HUMAN RESOURCES

EMPLOYEE FEE WAIVER PROGRAM

CHANGE OF COURSE(S)

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Department Administrator/Dean _____ Signature _____ Date: _____

Section 8: FEE WAIVER COORDINATOR

☐ Approved ☐ Denied

Signature of Fee Waiver Coordinator _____ Date: _____

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STATE UNIVERSITY

HUMAN RESOURCES

EMPLOYEE FEE WAIVER PROGRAM

CHANGE OF COURSE(S)

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Section 7: REVIEW FOR EMPLOYEE

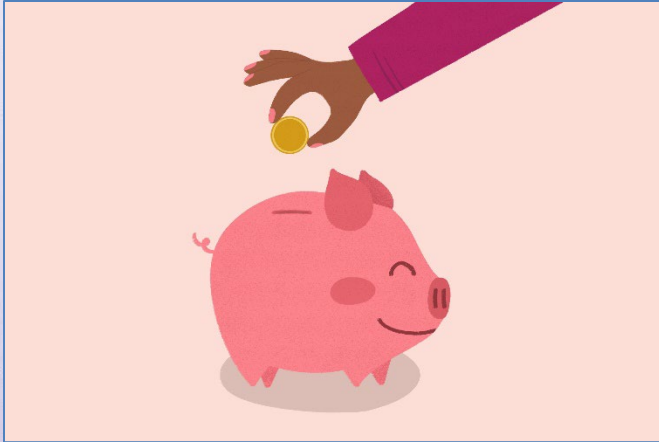
Supervisor Signature _____ Date: _____

Department Administrator/Dean _____ Signature _____ Date: _____

Section 8: FEE WAIVER COORDINATOR

☐ Approved ☐ Denied

Signature of Fee Waiver Coordinator _____ Date: _____



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 are that 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!