

Meeting Date		February 3, 2014	Time	3:00 – 4:30 p.m.
	Agenda Topic	Materials to Review/Background info	Action Planned	
1	Approval of Notes		Approval of notes from 12/2/13 meeting.	
2	Limits on Graduate Tuition Waivers		Share criteria for GA/TA Waiver limits for academic year 14/15.	
3	Christian Guillen/Transfer & Graduation Counselor Office of the Registrar		Discussion- 1) Committee chair/advisor and the ability for department ASC's to change advisor information in PS. 2) Degree Deficiencies for graduate students.	
4	Administrative Academic Probation and Disqualification	Attached draft of the policy, currently under development in APC	Input from Graduate Council on the draft policy	
5	Graduate progress to degree- Information on individual students arranged by advisor; for review and help in development of timelines and milestone requirements	IRP report on the status of current students will be sent to graduate coordinators and deans;	Share outreach efforts and their effectiveness.	
6	FAFSA deadline March 2 http://www.humboldt.edu/finaid/faq.html#18	<p>From Financial Aid website: <i>March 2 is the deadline for submitting a Federal Application for Free Student Aid (FAFSA) to the California Student Aid Commission and receiving priority status for certain HSU aid and HSU scholarships. However, we recommend that you file as early as possible after January 1.</i></p> <p><i>We recommend you verify, by April 30, that the FAFSA you submitted has been received by HSU from the office of Federal Student Aid. You may do this by logging in to myHumboldt. If we have received your FAFSA, you will be able to view either outstanding document requirements on your "To Do List," or view your award via the "View Financial Aid" link. You may use this site to monitor your HSU aid application, including aid status, requested documents and awards.</i></p> <p><i>If you miss these priority deadlines, you are further down the financial aid recipient line. This does not make you ineligible for aid, but can reduce your overall award package as limited funds are exhausted early. Early filers, and those who provide requested verification documents speedily, receive award offers more quickly. This provides the family with more time to make necessary decisions and financial plans.</i></p>	Please remind all faculty, graduate students, and (especially) prospective grad students to file their FAFSA by the deadline.	

6	<p>News & Announcements: Spring 2014 Graduation Deadlines: Friday, February 14, 2014: deadline to apply for Spring 2014 graduation to have student name listed in commencement program. Monday, May 12, 2014: Deadline for mandatory format check for projects and theses (May 10th falls on a weekend, the deadline is extended to the 12th) Monday, May 23, 2014: deadline to submit final version of thesis or project and approval form with original signatures Patricia O. McConkey Outstanding Graduate Student Awards Deadline: March 27, 2014 by 1 PM</p> <p>Spring 2014 Meeting Schedule February 3 March 3 April 7 May 5</p> <p>CSU Chancellor's Doctoral Incentive Program Deadline: Friday, February 14, 2014 California Pre-Doctoral Program Deadline: Friday, February 14, 2014</p> <p>Laura Weare/ Financial Aid Counselor for Graduate Students weare@humboldt.edu Ext. 5367</p>	Attached	
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ADMINISTRATIVE-ACADEMIC PROBATION

A student may be placed on administrative-academic probation by the Office of the Registrar for any of the following reasons:

1. Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms. (Note: A student whose withdrawal is directly associated with a chronic or recurring medical condition or its treatment is not to be subject to administrative-academic probation for such withdrawal.)
2. Repeated failure to progress toward the stated degree objective or other program objective, including that resulting from assignment of 15 units of NC (No Credit), when such failure appears to be due to circumstances within the control of the student.
3. Failure to comply, after due notice, with an academic requirement or regulation, as defined by campus policy which is routine for all students or a defined group of students (examples: failure to complete a required CSU or campus examination, failure to complete a required practicum, failure to comply with professional standards appropriate to the field of study, failure to complete a specified number of units as a condition for receiving student financial aid or making satisfactory progress in the academic program).

ADMINISTRATIVE-ACADEMIC DISQUALIFICATION

A student who has been placed on administrative-academic probation may be disqualified if any of the following occur:

1. The conditions for removal of administrative-academic probation are not met within the period specified.
2. The student becomes subject to academic probation while on administrative-academic probation.
3. The student becomes subject to administrative-academic probation for the same or similar reason that the student has previously been placed on administrative-academic probation, although the student is not currently in such status.

When such action is taken, the student shall receive written notification including an explanation of the basis for the action.

SPECIAL CASES OF ADMINISTRATIVE-ACADEMIC DISQUALIFICATION

In addition, an appropriate campus administrator in consultation with the academic department, Dean of the College and/or other appropriate parties, may disqualify a student who, at any time during enrollment in a program leading to licensure or credential, has demonstrated behavior so contrary to the standards and criteria of the profession for which the student is preparing as to render the student unfit for the profession. In such cases, disqualification will occur immediately upon notice to the student, which shall include an explanation of the basis for the action, and the campus may require the student to discontinue enrollment as of the date of the notification.

CONSEQUENCES OF DISQUALIFICATION

Students who have been disqualified, either academically or administratively may not enroll in any regular campus session (e.g., open university), and may be denied admission to other educational programs operated or sponsored by the University.

REINSTATEMENT

Students who have been disqualified under this policy may petition for reinstatement. Reinstatement will be approved only if compelling evidence is provided, indicating their ability to complete the degree program. Students who petition for reinstatement and have not attended for more than one regular term must also apply for admission to the University, meeting all deadlines and requirements for admissions eligibility. [See reinstatement procedure described under Academic Disqualification.]

GRADUATE ADMINISTRATIVE-ACADEMIC PROBATION

All of the above stated reasons for administrative-academic probation shall apply to graduate students. In addition:

1. Students may be placed on administrative-academic probation by the Dean of Graduate Studies, following consultation with the program/department, for failure to comply, after due notice, with a university requirement or regulation, as defined by campus or program policy which is routine for all students or a defined group of students (e.g., demonstrating consistently disruptive, hostile, or abusive behavior; failure to advance to candidacy; failure to abide by standards set by approved external placements, etc.) . The probationary student shall be informed in writing by the graduate dean (with a copy provided to the department/ program).
2. The Dean of Graduate Studies shall inform the Office of the Registrar when students have been placed on or removed from administrative-academic probationary status so that student records can be updated. When a student is placed on academic or administrative-academic probation, the student must work with the program coordinator to develop a plan for remediation, including a timeline for completion. In the case of administrative-academic probation, the remediation plan must be approved by the Dean of Graduate Studies, who will send a letter to the student documenting the plan. A student cannot be advanced to candidacy or continue in candidate status if the student is on either academic or administrative-academic probation.

DISQUALIFICATION

A student who has been placed on administrative-academic probation may be disqualified from further attendance by the Dean of Graduate Studies if any of the conditions for disqualification above apply. In addition:

In the event that a student fails the thesis/project defense, the student may repeat the thesis/project defense once. Failure at the second thesis/project defense will result in disqualification from a program. The thesis/project committee will specify the time period and/or conditions of the repeated defense. A student may repeat a comprehensive examination once. Failure of the second comprehensive examination results in disqualification from a program. The comprehensive exam committee will specify the time period and/or conditions of the repeated examination. Students who are disqualified at the end of an enrollment period should be notified by the Dean of Graduate Studies before the beginning of the next consecutive regular enrollment period. Students disqualified at the beginning of a summer enrollment break should be notified at least one month before the start of the fall term. In cases where a student ordinarily would be disqualified at the end of a term, save for the fact that it is not possible to make timely notification, the student may be advised that the disqualification is to be effective at the end of the next term. Such notification should include any conditions which, if met, would result in permission to continue in

enrollment. Inability to contact a student does not create the right of a student to continue enrollment.

REINSTATEMENT

If the student is disqualified, either academically or administratively, the student may petition for reinstatement. Reinstatement must be based upon evidence that the causes of previous low achievement have been removed. Reinstatement will be approved only if the student is able to provide compelling evidence of the student's ability to complete the degree. If the candidate is disqualified a second time, reinstatement will normally not be considered. Students who petition for reinstatement must also apply for admission to the University, meeting all deadlines and requirements for admissions eligibility. Students should submit a petition requesting reinstatement to the Dean of Graduate Studies. The petition, along with recommendations from the student's graduate coordinator, department chair, and thesis committee, will be forwarded to the Dean of Graduate Studies, who has final authority to approve reinstatement in consultation with program faculty and other appropriate personnel. These letters must evaluate the probable impact of circumstances beyond the student's control (e.g., an unresponsive or unreasonable thesis chair) on previous unsatisfactory performance. If the student is approved for reinstatement, the Dean of Graduate Studies will send a letter granting reinstatement that specifies the conditions and time frame for achieving good standing. Students must achieve good standing to advance to candidacy and to be eligible to graduate. Reinstatement for credential students may be handled by a separate process and thus not governed by this document.

Patricia O. McConkey Outstanding Graduate Student Awards Announcement

January 30, 2014

Dear Faculty,

The Office of Academic Programs and Undergraduate / Graduate Studies is pleased to announce the 2013-2014 **Patricia O. McConkey Outstanding Graduate Student Awards/Graduation with Distinction**. These awards recognize the outstanding graduating student graduating with a master's degree from each program. Unlike previous years, there will be multiple McConkey awards; each program will select an awardee. Students who will have completed a master's degree between May 2013 and May 2014 are eligible.

Procedures for Selection of Awardees

1. Only one student from each program/option may be selected for the McConkey Outstanding Student/Graduation with Distinction award. If a graduate program has more than one "option," each option may select an Outstanding Student.
2. Each program/option is responsible for soliciting nominations and selecting its McConkey Outstanding Student. Only truly outstanding students should be selected; if no exceptional students graduate from a program in a given year, then none should receive the award.
3. The nominees should be judged on the following general criteria:
 - Academic Performance
 - a minimum GPA of 3.5 at the time of nomination
 - Academic Citizenship during graduate studies at HSU
 - based on a qualitative evaluation of the student's teaching effectiveness, leadership, and/or collaboration among peers, demonstrated through activities such as committee service, volunteerism, presentations, publications or performances, and the student's service to the:
 - Department
 - College
 - University
 - Community
 - Profession
 - Quality of Culminating Experience
 - based on evaluation of the student's thesis, project, or comprehensive exam.

Deadline: **March 27, 2014 by 1 p.m.** Submit the name of the selected student to the Office of Academic Programs and Undergraduate / Graduate Studies, Siemens Hall 217A.

Graduation with Distinction

Students who receive the award will “graduate with distinction.” This title will appear on official HSU transcripts. Recipients will be invited to attend the Outstanding Students Award Ceremony and Reception (Recognizing Students Who Make a Difference) held in the spring at HSU and will receive a certificate of award. Recipients are also allowed to purchase a gold stole for commencement that identifies them as graduating with distinction.