

Me	eting Date February 4	, 2013 <b>Time</b> 3:00 – 4:3	0 p.m.	
	Agenda Topic	Materials to Review/Background info	Action Planned	
1	Approval of Notes	Attached	Approval of notes from 11/5/12	
2	Graduate Student Information and Progress Reports	IRP report on the status of current students sent 1/31 to graduate coordinators and deans	Discuss ways of using the info on the lists to improve achievement of milestones & completion for grad students	
3	Web page application information consistency, and LOR submission – Cynthia Werner	Cynthia will provide handout with recommended verbiage for web page application instructions.	Discussion regarding consistency among Graduate Program websites for Humboldt State University application instructions.	
4	Extended Education Enrollment requirements for graduate students	<ul> <li>Enrollment option is available after a student has: (catalog and grad handbook) <ul> <li>Advancement to Candidacy;</li> <li>Completion of all coursework required for the degree; and</li> <li>Submission of an application for graduation.</li> </ul> </li> <li>Further expansion approved by GC on 4-30-07 <ul> <li>Obtain permission from the Graduate Coordinator</li> <li>Obtain permission from Graduate Dean Graduate Continuous Enrollment form attached</li> </ul> </li> </ul>	Review revision to form; suggest additional material or changes	
5	Announcements & Reminders: McCrone Fellowship Deadline Electronic Thesis Submission update Spring GC meeting dates: February 4 – March 4 – April 8 – May 6 – Vacancy for a Student Representative for spring semester Fellowship & Scholarship deadlines: CSU Chancellor's Doctoral Incentive Program 5:00 pm Monday, February 4 2013/2014 Pre-Doctoral Program Monday, 5:00 pm February 4	Updated Thesis/Project Approval Form attached		
	27 <sup>th</sup> Annual CSU Student Research Competition, 5:00 pm Wednesday February 22 Patricia O. McConkey Outstanding Graduate Student <u>1:00</u> pm Friday, March 2, Nonresident Graduate student fee waiver allocation for 13/14 AY sent via email 1/29 GA/TA Tuition Waiver (E0611)	Tuition Waiver Eligibility and Timelines attached		

HUMBOLDT STATE UNIVERSITY

Graduate Studies, SH 217 (707) 826-3949

## Thesis / Project Approval Form

This form is required to initiate thesis or project review and approval by the University. 1) Complete the student information in **section I**. 2) Print form. 3) Obtain approval signatures from your advisor/committee chair, committee members and program graduate coordinator. 4) Deliver form to Academic Programs, SH 217 **I. Student Information** (*typed*)

Name					HSU ID Number		
Address					Phone Number		
City		State	Zip Code		Email Address		
Degree	- *				Graduation Date	×	
Title							
	e read and agree to the term	ns of the H	SU Humboldt Digit	al Schol	ar Non-Exclusive Dis	tribution License	
	research will be submitted for						
	publisher requires an embargo			. Please title, a	note, the descriptive uthor and abstract wil	information such as Il be publicly available.	
II. Review and Acceptance - Required Original Signatures							
We certify that we have read this document and that it conforms to standards of scholarly presentation and is fully							
acceptab	ble, in scope and quality, as a t	hesis or pro	ject for the degree l				
				] Thesis	successfully defended	J:	
Advisor/	Committee Chair Signature		Advisor/Commit	Advisor/Committee Chair (typed or printed) Date		Date	
Committ	ee Member Signature		Constitution Marine	(tr	d an uninted)	Data	
Committ	lee member signature		Committee Member <i>(typed or printed)</i> Date				
Committ	ee Member Signature	14	Committee Mem	ber (type	ed or printed)	Date	
<u>.</u>					- 		
Committ	tee Member Signature		Committee Mem	nber (type	ed or printed)	Date	
III. Pro	gram Graduate Coordir	nator					
Graduate	e Coordinator Signature		Graduate Coordi	inator (ty	ped or printed)	Date	
IV. Gra	duate Studies			-			
			Graduate Dean S	ignature	5	Date	
This t	hesis/project was reviewed and r	neets the HS	U format requirement	ts	Entered in PeopleS	oft	
Title matches advancement to candidacy paperwork or title changed with a request for program waiver or variation form							



Request Graduate Continuous Enrollment through Extended Education

#### **Student Information**

Name	HSU ID Number							
Address	Phone							
City State Zip Code	E-mail address							
Date of Advancement to Candidacy								
Masters Degree Application for Graduation submitted for:								
	Term/Year							
Course Information								
x693 Graduate Continuous Enrollment	Term/Year							

### **Approval Signatures**

The minimum requirements to be eligible to enroll through extended education are advancement to candidacy; completion of all the coursework required for the degree; and submission of an application for graduation. Additional requirements for registering through Extended Education vary by program.

Advisor/Committee Chair

Advisor/Committee Chair Name (typed or printed)

Graduate Coordinator

Graduate Coordinator Name (typed or printed)

# Tuition Waiver Eligibility and Timelines

## Tuition waivers for Nonresident graduate students (E0605)

The Office of Academic Programs – Graduate Studies will issue the specific credit-unit allocations for the following academic year by March 1. Programs are expected to submit the names of their awardees to the Office of Academic Programs – Graduate Studies by April 1 and the office will notify the students. Awardees must send written or email commitments to Graduate Studies by May 15, for the following academic year.

### Tuition waivers for Graduate Assistants and Teaching Associates (E0611)

Students must file a FAFSA no later than March 15. Only students who do not receive a State University Grant (SUG) or other tuition coverage are eligible for a TA tuition waiver. Students must be appointed at a minimum of 15 hours/week as a Graduate Assistant (Class Code 2355) or a minimum of 2 WTU's as a Teaching Associate (Class Code 2353 or 2354). Students who have exceeded the graduate unit cap are not eligible for tuition waivers. See "Graduate Unit Cap" in the Humboldt State University <u>2012-13 Financial Aid Award Guide</u>. For questions, please refer students to their financial aid counselor. Link to <u>Financial Aid Staff Directory</u>

Programs will forward the names of graduate TAs and GAs for the next academic year to the Financial Aid Office by April 1. Once eligibility has been determined, Financial Aid will send names of students awarded a GA/TA tuition waiver to the Office of Academic Programs – Graduate Studies, which will inform students and departments. This process will be completed by the end of finals week.

Allocations made each spring will assume full-time support for the next two semesters. Departments are responsible for verifying the students' employment and their enrollment in program-relevant coursework within the first two weeks of each semester, and they will inform Financial Aid about the level of support appropriate for each TA.

GA/TA tuition waiver recipients who enroll for six or fewer total units (at least two of which must be related to their academic program) will be funded for half-time enrollment. GA/TA tuition waiver recipients who enroll for seven or more total units (at least seven of which must be related to their academic program) will be funded for full-time enrollment.