

Meeting Date	March 4, 2013	Time	3:00 – 4:30 p.m.
Meeting Location	NHE 106		

	Agenda Topic	Materials to Review/Background info	Action Planned
1	Approval of Notes		Approval of notes from 2/4/13
2	Combining Application for Advancement to Candidacy & Master's Degree Application for Graduation Time Certain: 3:00 p.m. Clint Rebik/Interim Registrar	Proposed form	Provide input on form and process
3	Priorities for Graduate Council progress - discussion	Graduate Council priorities for 12/13 AY <ol style="list-style-type: none"> 1. Implement and document assessment of student learning outcomes for graduate programs. 2. Electronic Thesis Submission - Determine options for theses and project submission in the absence of an approved binding fee. 3. Identify next actions to prepare for paperless applications (recommendation from last spring attached). 4. Analyze enrollment trends in graduate programs and implement recruitment strategies and resources. 5. Improve compliance with requirements and timely completion of degrees. 	Share information and determine next action for addressing priorities.
4	Setting limits - Requiring students to advance to candidacy by the time they've completed 15 units	Draft of language for the policy - Graduate students must advance to candidacy and apply for graduation by the time they have completed fifteen units.	Recommend policy to Academic Policies Committee
5	End of year Grad Party and Hooding Demo	We'd like to celebrate the accomplishments of the Masters recipients again this spring – and take the opportunity for a quick explanation of the hooding procedure to take a bit of the mystery out of the ceremony. We would like input on the best day/timeslot for the event.	Decide on day/timeslot that will work best for most students
6	Announcements & Reminders: Tuesday, April 30 is the deadline to submit mandatory format review Friday, May 10, 5:00 pm is the deadline to submit final version of thesis or project and approval form Grad Fair 2013 - University Center South Lounge March 27 & 28 10 a.m. – 3 p.m. Patricia O. McConkey Outstanding Graduate Student (Graduation with Distinction) Deadline: 1:00 pm on Friday, March 29th		Reminder that all projects and theses must be submitted electronically.

Application for Advancement to Candidacy and Graduation

Instructions: 1) Complete Student Information, proposed course list, program totals, and culminating experience sections. **Hand written forms will not be accepted.** 2) Print form. 3) Obtain approval signatures from your advisor/committee chair, committee members and program graduate coordinator. 4) Pay the graduation processing fee at Student Financial Services, SBS 285. 5) Deliver form to Academic Programs, Siemens Hall 217. **Note: No research may be conducted prior to approval of this application.**

Name		HSU ID Number	
Address			E-mail Address
City		State	
	Zip Code		
Country			

Note: The Office of the Registrar will mail your diploma to the home address in your **my Humboldt** profile.

Master of Business Administration
 Master of Arts
 Master of Science
 Master of Social Work

Major _____ Specialization _____

I. Proposed Graduate Course List

List the courses needed for your master's program only. (Consult your advisor/committee chair and the university catalog for specific program and general university requirements). *Leave grade blank if in progress.

Code descriptions are listed below. **Check all codes that apply.**

Add Row	Term	Subject/Number	Course Title	Units	Grade*	R	G	C	I	U	T,E,P	Registrar Use
+						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
+						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Program Total Units (*General requirements for masters degree programs as specified by Title 5. Discipline specific requirements are outlined in the program description section of the university catalog.)

Codes	Description	Requirements*	Totals	Registrar Use
R	Residency Requirement - Courses taken at HSU	21 or more units completed at HSU		
G	Graduate level courses (500s & 600s at HSU)	At least half the units must be at graduate level		
C + I	(C) Thesis and Project Units; (I) Independent Study, Directed Study, Field Problems, Research, Internship or Practicum Units	No more than 6 (C) units with a maximum of 9 units total (C) + (I)		
U	Upper Division Courses (300s, 400s, & 700s at HSU)			
T,E,P	(T) Transfer Units; (E) Extension Units; (P) Postbaccalaureate, Credential, Second BA/BS	No more than 9 units		
	Total G + (C + I) + U + (T,E,P)	Minimum of 30 units		

Name

HSU ID Number

Continue to the Culminating University Experience Section.

Name

HSU ID Number

Culminating University Experience

Comprehensive Exam

If culminating experience is a comprehensive exam, please skip to sections VII.

Project

Thesis

If culminating experience is a thesis or project complete all the following sections.

Thesis or Project Description

II. Title: Provide a tentative title for your thesis. It should be **concise** and **precise** so as to allow other researchers to correctly infer the topic of your research.

III. Problem or Project: State clearly the research problem you intend to investigate or the project you intend to conduct. You should be able to define your problem or project in no more than 100 words.

IV. Procedure or Method: Briefly describe how you plan to investigate the problem or conduct the project. Identify the types of information and approach you will use. 500 words (one page)

V. Use of Human Subjects

Does your research involve the use of human subjects? _____

If yes, you must obtain approval from the Humboldt State University Institutional Review Board before your application for Advancement to Candidacy can be submitted to Graduate Studies. Submit a copy of the IRB Approval Memo for your research along with this form.

Enter IRB Number.

VI. Use of Non-Human Vertebrates:

Does your research involve the use of non-human vertebrates? _____

If yes, you must obtain approval from the Humboldt State University Institutional Animal Care and Use Committee (IACUC) before your application for Advancement to Candidacy can be submitted to Graduate Studies. Submit a copy of the IACUC Final Committee Decision for your research along with this form.

Enter IACUC Number

Name

HSU ID Number

VII. Student Signature:

I understand that no research may be conducted before the Humboldt State University IACUC or IRB (as appropriate) has approved this research and that the HSU IACUC or IRB approval numbers must be indicated in the thesis or project. We further understand that the data collected by matriculated students prior to HSU IACUC or IRB approval CAN NOT be included in the thesis or project.

Signature

Date

VIII. Graduation

I plan to graduate (Term/Year) My current GPA is: (Must be 3.0 or better)

The graduation processing fee is \$56. Applications filed after the posted deadline are subject to a \$10.00 late fee. Please see the current **Calendar of Activities and Deadlines** for dates. You may pay your fees in person at Student Financial Services, SBS 285, or log into your Student Center to pay via CASHNet SmartPay. **NOTICE:** If you want to be excluded from the commencement list, please contact the Office of the Registrar (707-826-4101)

SmartPay Receipt #

If you need to change your graduation date, file a Graduation Date Change Request with the Office of the Registrar. There is a \$25 reapplication fee if you fail to notify the Office of the Registrar of the postponement until after that date has lapsed.

IX. Approvals:

Signatures constitute approval of thesis/project (if applicable) and course list contingent upon approval of Transfer and Graduate Counselor, Office of the Registrar. In my judgement this student has a reasonable expectation to graduate in the term specified above.

Committee Role:	Member Name:	Signature:	Date:
Advisor/Committee Chair			
Committee Member			
Committee Member			
Committee Member			
Graduate Coordinator			
Graduate Dean	Dr. Jená Burges		