

# Faculty Graduate Coordinators Guide



Cal Poly Humboldt  
Office of Graduate Studies

# Table of Contents

<b>Table of Contents</b>	<b>2</b>
<b>Welcome to Graduate Studies</b>	<b>4</b>
Graduate Studies Mission Statement	4
Office Information	4
<b>Graduate Council</b>	<b>4</b>
What is Graduate Council?	4
<b>Graduate Coordinator Responsibilities</b>	<b>5</b>
<b>Graduate Advisor Responsibilities</b>	<b>7</b>
<b>Training</b>	<b>8</b>
<b>Graduate Admissions Policies &amp; Procedures</b>	<b>8</b>
To Apply	8
International Students	9
<b>Financial Aid Options</b>	<b>9</b>
To Apply	9
Funding	9
Tuition Fee Waivers	10
<b>Academic Standing, Probation, &amp; Disqualification</b>	<b>10</b>
Good Academic Standing	10
Academic Probation & Disqualification	10
Readmission/Reinstatement	11
<b>Continuous Enrollment</b>	<b>11</b>
Continuous Enrollment Requirements	11
Matriculated Enrollment	12
Graduate Continuous Enrollment (GCE) through Extended Education	12
Educational Leave of Absence	12
<b>Forms &amp; Procedures</b>	<b>13</b>
Advancement to Candidacy	13
Denied Advancement to Candidacy Forms	13
Degree Check	14
Culminating Experience	14
Comprehensive Examination Completion Form	15
Request for Program Variation or Waiver Form	15
Addendum to Advancement to Candidacy	15

Educational Leave Agreement	15
Graduation Date Change Request	15
Graduate Continuous Enrollment Authorization Form	16
Digital Commons	16
Determining if Research Requires IRB Approval	16
Determining if Research Requires IACUC Approval	17
<b>Advising &amp; Mentoring Graduate Students</b>	<b>17</b>
Helping Your Students Plan Ahead	17
Making Expectations Explicit	18
<b>Graduate Studies Events, Awards, and Competitions</b>	<b>18</b>
CSU Research Competition	18
Ideafest	18
Patricia O. McConkey Outstanding Student Awards	18
The Commencement Ceremony	18
<b>Important University Contacts</b>	<b>19</b>

# Welcome to Graduate Studies

## Graduate Studies Mission Statement

The Cal Poly Humboldt Graduate Studies Office strives to offer students from diverse backgrounds an opportunity to achieve excellence in practice-oriented professional graduate programs, which place graduates into the workforce with the advanced knowledge and leadership skills necessary to prosper in an increasingly competitive global economy. Our goal is to inspire students to innovate and achieve excellence in their educational and professional career objectives at Humboldt and beyond.

## Office Information

Email: [hsugrad@humboldt.edu](mailto:hsugrad@humboldt.edu)

Phone: 707-826-5194

Office: Siemens hall room 217

Website: [gradprograms.humboldt.edu](http://gradprograms.humboldt.edu)

# Graduate Council

## What is Graduate Council?

**Purpose:** The purpose of the council is to discuss and approve such things as graduate program policy, program review, and the strategic plan for graduate education.

**Membership:** The Graduate Council consists of the Vice Provost, Academic Programs (Chair) and a faculty member (graduate coordinator) from each master's program. One student from each college may attend as a representative for all students within the college. If you are interested in being a representative, please contact your program's graduate coordinator. Appointments are for one year and student representatives should be available to attend each meeting.

**Meetings:** During the academic year, meetings are held on the first Monday of the month from 3:00 to 4:30 pm.

# Graduate Coordinator Responsibilities

## Student Enrollment Services

- Recruit graduate students
- Respond to phone and email inquiries about the program
- Coordinate the student selection and admission process
- Develop and maintain publicity, including websites
- Coordinate with Admissions and Records

## Coordination of Advising

- Oversee special meetings for new students
- Pre-candidacy advising
- Coordinate advising in the program with graduate faculty
- College Faculty Preparation Program coordination (and promotion) in the department e. Act as the first level in the grievance process
- Deal with immediate problems and refer students to other resources as needed

## Program Management

- Manage continuous enrollment at the department/program level
- Edit candidacy papers
- Review program forms
- Lead graduate faculty meetings
- Develop or work on policies having to do with graduate programs
- Manage internal campus resources to financially assist students: Out of state tuition waiver (EO 605) and Graduate Teaching Assistance Fee Waiver (EO 611)
- Promote adherence to state policies and Title 5
- Act as a mediator for problems between students and faculty
- Act as an advocate for students and graduate program(s)

## Advancement to Candidacy and Committee Membership

- Culminating experience: Oversee procedures related to administration and submission of thesis, project, portfolios, and exams.
- Develop and maintain Graduate Handbook (policies and procedures) for the Department
- Orient faculty to requirements of the graduate program(s)
- Coordinate awards: McConkey Award Nomination

## Culminating Experience Management

- Assist in forming graduate thesis and project committees
- Oversee procedures related to administration and submission of theses, projects, portfolios, and exams
- Read, make recommendations, and approve/disapprove all theses/projects

## **Curriculum Development and Oversight**

- Coordinate curriculum development and curricular changes
- Provide advice to the Library regarding selection and ongoing support of electronic materials

## **University-Level Graduate Involvement**

- Attend Graduate Council meetings once per month and additional subcommittee assignments such as Graduate Program Review
- Serve as liaison between the Office of Research and Graduate Studies and Departments
- Act as an advocate for students and graduate program(s)
- Program Review and Prioritization: Organize and guide the program review process, write program reviews, respond to committee evaluations of the review, and write the program prioritization report.

## **Program-Specific Tasks**

- Maintain program accreditation based on state and national standards
- Serve as a representative of the dean, ex officio for all graduate committees
- Coordinate library information issues
- Prepare for periodic program reviews
- Formulate end of semester student evaluations based on input from other faculty
- Teach “introduction to graduate studies” class in the fall
- Secure faculty to teach core courses and schedule rooms
- Manage colloquium series
- Chair meetings for faculty within the program
- Outreach to schools (teaching, internships)
- Coordinate departmental policy committees
- Write reference letters
- Create or supervise internships, field placements and/or traineeships
- Hire and oversee clinic director
- Chair weekly Counseling Curriculum Committee (1+ hour/week)
- Liaison with accrediting agencies (phone calls, emails, written reports)
- Liaison with state and national associated programs
- Monitor state and federal laws related to the profession



# Graduate Advisor Responsibilities

New graduate students are encouraged by Graduate Studies to make an appointment to meet with their assigned graduate program advisor as soon as possible. As a **graduate advisor**, you can make an enormous difference in the success of your graduate students. The most commonly heard complaint from graduate students regarding faculty interaction is the perceived lack of advising in the discipline. Responsibilities of a graduate advisor include the following:

## Meeting with Students

- Meet with each of your assigned graduate advisees each semester or, at a minimum, once per year to establish a semester-by-semester plan for timely degree completion. Require that students bring their unofficial transcripts to each advising session. Check for a pattern of incompletes, WU's, W's, grade changes and probation/subject to disqualification status.
- Review the Graduate Studies website with students.

## Review University Requirements

- Remind students that they are required to make continuous progress toward their degree each year. Programs may require students to complete specific courses or a specific number of units each semester. The university requires that Master's degree students enroll for a minimum of one unit per term for at least two terms per academic year (not including summer) until all degree requirements are complete. Students who do not enroll in a regular academic term, and who have not been granted a leave of absence, will be discontinued and are required to reapply for admission to the university and to the graduate program.

## Monitor Progress

- Every semester after the census, Graduate Studies sends progress data for current individual graduate students, grouped by their advisor as well as information on how to read the form. For each student, it lists the term of admission, registration status, the term in which they advanced to candidacy, when they applied for graduation, the term listed on their application for graduation as their intended graduation term, their GPA, the units in which they are registered this semester, the number of Extended Education units in which they are registered this semester (for continuous enrollment), and the total number of units they've earned so far—both in their program and total post-bac units within and outside their Master's program.
  - Graduate Coordinators are asked to get in touch with any student (and his/her advisor as appropriate) for any student who:
    - Has a substantial number of units (over half the units required in your program) without having advanced to candidacy. Work with them to determine what the barriers to candidacy are, discuss who can help overcome those barriers, and initiate the application.
    - Has data missing from this report, please follow up with Graduate

Studies or the Office of the Register to determine their current status. It could indicate they are not currently registered in any units or have been discontinued.

- Is approaching the published minimum number of units for your program, to be sure that they will not hit the 125% that will take them beyond the SUG and TA/GA waiver limits before completing the degree.

### **Encourage Student Participation**

- Encourage your graduate students to participate in the wide variety of graduate student workshops, competitions, events, programs, and showcase opportunities. Students may include participation in events and competitions in their résumés and/or curriculum vitae.
- Make sure that your graduate students are aware of the campus resources available. Student services include psychological services, student health services, graduate advisor support, non-credit exercise classes, childcare, and much more.

## **Training**

The Dean of Graduate Studies and staff will provide training about graduate policies and procedures in workshop format at the beginning of each Fall. Training is available for Graduate Coordinators, Chairs, and Advisors. We can also attend departmental meetings and student orientations to discuss policies and procedures and respond to any questions regarding admissions and current student procedures.

## **Graduate Admissions Policies & Procedures**

### **To Apply**

Students must complete the [Cal State Apply Graduate Application](#). Only one application per semester can be submitted. An application fee is required at time of application. Application Fee Waivers are not available. Approximately five business days after submitting an application the student will receive an email with information pertaining to MyHumboldt (the student portal).

For students to be considered for financial assistance offered by some programs, they must file a FAFSA (Free Application for Federal Student Aid) by March 2<sup>nd</sup>. Students can now file their FAFSA as early as October 1<sup>st</sup>, allowing them to use earlier income & tax information (rather than having to estimate for the following year). Students are advised to contact their department for details. FAFSA information/application is available through the [Cal State Apply website](#). For more information on how graduate students apply to Cal Poly Humboldt, please contact the Graduate Admissions Office by email at [grad-applicants@humboldt.edu](mailto:grad-applicants@humboldt.edu) or by phone at 707-826-6250.



## International Students

Graduate applicants are advised to contact their specific graduate program of interest directly for additional requirements, documents, minimum grade point averages, and application deadlines (for instance, applicants to some graduate programs must submit official GRE test results, and nearly all departments require a statement of objectives and three letters of recommendation). An international applicant may be admitted to a campus as an unclassified post-baccalaureate student if the applicant satisfies the requirements of each of the three following subdivisions:

- a) The applicant holds an acceptable bachelor's degree earned at an institution accredited by a regional accrediting association, or the applicant has completed equivalent academic preparation; **and**
- b) The applicant has satisfied any one of the following:
  - i) GPA of at least 2.5 in an acceptable earned bachelor's degree.
  - ii) GPA of at least 2.75 in the last 60 semester units (90 quarter units) attempted.
  - iii) The applicant holds an acceptable post-baccalaureate degree earned at an institution accredited by a regional accrediting association.
- c) The applicant was in good standing at the last institution of higher education attended. Master's applicants must satisfy admission requirements from both the major department and the Center for International Programs

## Financial Aid Options

### To Apply

Please encourage your students to talk to the Financial Aid Office directly if they have questions about their aid. Eligibility for aid can vary greatly between students, depending on their individual situation. The first step to receiving financial aid from Cal Poly Humboldt is filling out a Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov), beginning October 1 through March 2 every year that a student is interested in receiving financial assistance. Be sure students list Cal Poly Humboldt as one of their selected schools. Aid is limited for those already holding a bachelor's degree. In addition to unsubsidized loans, master's students may be eligible for a State University Grant (SUG) if their application is submitted by March 2. Federal Work Study may also be an option and is generally awarded to full-time students.

### Funding

There are other funding opportunities for graduate students outside of financial aid. The Office of Graduate Studies manages the following:

**CSU Chancellor's Pre-Doctoral Incentive Program:** CDIP is the largest program in the nation to provide financial assistance to doctoral students who show a strong promise of becoming candidates for CSU faculty positions. Participants may borrow \$30,000 during a 3 to 5 year period while enrolled in a Ph.D. program. If participants accept a faculty position at any CSU after graduation one-fifth of their loan is forgiven for each year of service in the CSU.

Application deadline information is available online.

**California Pre-Doctoral Scholars Program:** CPSP is designed to support the doctoral assistance of CSU students who have experienced economic disadvantages. A faculty member within their academic discipline sponsors upper-division undergraduate and graduate students who apply for this program. Selected Pre-Doctoral Scholars receive \$3,000 for one academic year to visit Ph.D. programs at universities throughout the U.S. and to attend a professional meeting or conference in their academic discipline. In addition, scholars may participate in a summer research program, with funding up to \$7,000, at a University of California campus or other top research universities.

## Tuition Fee Waivers

Two types of tuition waivers are available for graduate students:

**Tuition Fee Waivers for Non Resident Students:** To be eligible, students must enroll in a minimum of 10 units and display exceptional scholastic ability or prior scholastic achievement. Individual programs decide who receives the fee waiver allocation.

**Tuition Fee Waivers for Graduate Assistants and Teaching Associates (GA/TA):** To be considered for financial assistance offered by some programs, including GA/TA waivers, students need to have filed a FAFSA by March 2nd to be eligible for the waiver. Programs will forward the names of hired graduate TAs and GAs for the next academic year to the Graduate Studies Office **by April 15**. Once eligibility has been determined, Financial Aid will send names of students awarded a GA/TA tuition waiver to Graduate Studies, which will inform students and departments.

View the [Tuition Waiver Eligibility & Timeline \(pdf\)](#) for more information regarding deadlines.

## Academic Standing, Probation, & Disqualification

### Good Academic Standing

Graduate students whose Cal Poly Humboldt cumulative GPA and overall GPA are 3.0 or above are considered in good academic standing.

### Academic Probation & Disqualification

Graduate students, including those who are classified or conditionally classified, and credential seeking students will be placed on academic probation if their Cal Poly Humboldt cumulative grade point average falls below a 3.0 (B grade average). A graduate coordinator may also notify a student of academic probation or disqualification for failure to maintain a GPA of 3.0 or better in all courses taken to satisfy the requirements of the degree. Graduate students may be placed on probation and/or disqualified for failure to make adequate progress in the program, as defined by the requirements and policies of individual programs, by recommendation of the program faculty and graduate coordinator, and action of the graduate dean. While on academic probation if a graduate student or a credential student's cumulative GPA at Cal Poly Humboldt is below a 3.0 for a second consecutive term, the student will be academically disqualified.

Graduate students may be placed on probation and/or disqualified for failure to make adequate progress in the program, as defined by the requirements and policies of individual programs, by recommendation of the program faculty and graduate coordinator, and action of the graduate dean.

## **Readmission/Reinstatement**

Disqualified graduate students will not be allowed to register unless they are formally reinstated and/or readmitted to the university. Regularly enrolled students who are academically disqualified from Cal Poly Humboldt are not eligible to enroll in coursework through Extended Education.

**First Disqualification:** Students may be immediately reinstated to the university given a positive recommendation from the graduate program including an agreement by a graduate faculty member to serve as the student's advisor submitted to the Graduate Studies Office.

**Second Disqualification:** Students must take a minimum of one semester off before reapplying. Students may be required to take additional time off. Students may be readmitted to the university given a positive recommendation from the graduate program including an agreement by a graduate faculty member to serve as the student's advisor. Students will be required to provide a letter with a statement describing the reasons for the academic probation and a plan to address the underlying problems in order to increase the likelihood of success. Both documents will be forwarded to the Graduate Studies Office for processing. After the absence period, an admission application is required for reinstatement consideration. Cal Poly Humboldt reserves the right to accept applications for disqualified students during specified application terms only. Please contact the Admissions Office for more information.

**Third Disqualification:** No option to reapply to Cal Poly Humboldt. The student may complete coursework elsewhere and reapply to a different CSU campus.

View the [Disqualification Flow Chart \(pdf\)](#) for more information.

## **Continuous Enrollment**

### **Continuous Enrollment Requirements**

Graduate students are required to enroll for a minimum of one unit per term for at least two terms per academic year (fall, spring, summer) until their degree requirements are completed. Master's degree students who do not maintain continuous enrollment (two terms each academic year), and who have not been granted a leave of absence are required to reapply for admission to the university and to the graduate program. If readmitted, they will be subject to any new admission or degree requirements that have been approved since the student's first admission to the program.

## **Matriculated Enrollment**

If a graduate student has “substantial work” to do to complete their project/thesis they will register as a regularly enrolled student. The number of units registered for would be estimated based on the amount of work required and the extent of faculty involvement.

## **Graduate Continuous Enrollment (GCE) through Extended Education**

The minimum requirements to be eligible to enroll through extended education are that a student has advanced to candidacy, completed all the coursework required for their degree and has a current graduation date on file with the Office of the Registrar. Some departments allow graduate students to register for one unit of a discipline-specific x693 course through the College of eLearning & Extended Education.

Enrollment in the discipline-specific x693 course allows students to maintain continuous enrollment and to maintain their status in the master’s degree program. Additional requirements for registering through extended education vary by department.

- For example, in the Biological Sciences department graduate students must have completed all the requirements above and in addition have their thesis approved by their committee and graduate coordinator. They may register in one unit of BIOL x693 to return to campus the following semester to deliver their thesis presentation.
- Another example: Natural Resources allows graduate students to register through extended education after they have produced a complete first draft thesis and met the minimum requirements above.

Please refer to the [College of eLearning & Extended Education website](#) for more information.

## **Educational Leave of Absence**

An educational leave of absence must be requested if a student will not be attending Cal Poly Humboldt each semester. Students must attend at least one term prior to requesting a leave of absence. They can submit a request to the Office of Academic Programs by the published deadline. Please refer to the Calendar of Activities and Deadlines for the last day to file Educational Leave. Students must keep their Cal Poly Humboldt Preferred Email Address up-to-date. Cal Poly Humboldt will contact them via email with important registration information after their leave has ended. Please see the “Email Policy” in the university catalog.

The maximum duration of a single leave is one academic year; the total duration of combined leaves may not exceed 2 years. A leave of absence does not extend the seven-year time limit. If the leave changes a student’s date of graduation, a Graduation Date Change Request must be submitted. If the student is registered in any coursework in the semester for which they are requesting leave, they must officially drop the course using the Student Center. The instructor will not drop the class for them.

A leave of absence maintains continuing student status. This allows students to maintain catalog rights and eligibility to enroll for the term immediately after the expiration of the leave without reapplying to the university. Students are not eligible for any university resources or services

(computers, laboratories, the library, faculty supervision, etc.) while on leave. Therefore, students must be currently enrolled in order to present findings, submit their final thesis/project, and graduate. Enrollment through Extended Education may be possible.

## Forms & Procedures

Cal Poly Humboldt graduate students will need to have several important forms approved by their department, advisor, graduate coordinator, and the Graduate Dean to earn their degrees. For access to all of our forms and policies, visit our [website](#).

### Advancement to Candidacy

The Advancement to Candidacy document is a contract between the graduate student and Cal Poly Humboldt that details the requirements of their degree. Once a student's advancement to candidacy is approved, they are officially a candidate for a master's degree. It is the graduate advisor who formally approves students' programs of study, advises them on advancement to candidacy, considers their petitions to change majors, to add or drop courses, to apply for readmission, etc. In all of these matters, the advisor and/or graduate coordinator must judge whether the student's request is in order, is in the student's best interest, and is feasible under existing regulations.

**When to Apply:** There is no official deadline to advance to candidacy. It is recommended that students pursuing master's degrees apply for graduation by the census date of at least one semester before finishing all degree requirements. Early application ensures that the student will receive their degree check in time for adequate planning for their final semester(s) of enrollment.

**Eligibility:** The student must have "classified" standing, a GPA of 3.0 or better, completed 12 to 15 units of approved coursework for the master's program, have the approval of their advisor, committee, and graduate coordinator, and gain approval of plan to use humans or animals as subjects for research, if applicable.

**Proposed Graduate Course List:** The graduate Advisor is responsible for advising and assisting their graduate students with completing the Graduate Course List portion of the Candidacy application. The Candidacy form should not be signed off by the students Advisor until the course list and all other information has been reviewed and approved by the Advisor. For an example and more information regarding the course list and how to code courses correctly, please reference the [Course List Guide](#) found on our website under [Faculty References](#).

### Denied Advancement to Candidacy Forms

Some of the most common reasons for the return of Applications for Advancement to Candidacy are simple and easily fixed but can cause lengthy delays depending on how long it takes the student to respond to emails from Graduate Studies. Some of these reasons include the following:

- There were issues in the Adobe Sign process. Either the student did not fill out all the appropriate fields, sent the form to the wrong emails, ect. In this case, we will contact the student to correct the issue.

- The course list was coded incorrectly, totaled incorrectly, or incomplete. In this case, the student is referred back to their Advisor for revising their course list.
- If an IRB or IACUC were required for the student's research, a copy of the approval memo was not attached. We must have a copy of the approval given to the student granting them IRB or IACUC approval for their research.
- A receipt number or receipt copy is not included. We must have proof that the student has paid for graduation. If they have not yet done so, they must contact the Cashiers Office to pay this fee and provide us with a receipt copy or number.
- The application does not have all the signatures required before the Graduate Dean's approval (Advisor, Graduate Coordinator, and all other culminating experience Committee members).
- The student's GPA is below a 3.0

If you are unsure how to handle any part of the Advancement to Candidacy form or have questions about the requirements, please do not hesitate to contact the Graduate Studies Office at 707-826-5194 at [hsugrad@humboldt.edu](mailto:hsugrad@humboldt.edu). We are happy to answer any questions to ensure easy and straightforward processing of paperwork.

## **Degree Check**

Once a student's Application for Graduation is received, a degree check is prepared and sent to them and their Advisor. The degree check summarizes how degree requirements have been satisfied and lists any remaining requirements. You are encouraged to contact the Office of the Registrar if you have any questions about the degree check or need an update on a student's progress towards their degree objective.

## **Culminating Experience**

Master's degree students must complete an approved thesis, project, or comprehensive examination as defined by Title 5. It is the student's responsibility to determine from their advisor the departmental policy on theses, projects, or comprehensive exams. All culminating experiences for the Master's degree, regardless of specific form or discipline, must document the student's achievement of the program learning outcomes at an appropriate level. At least two faculty members must evaluate all theses, projects, and comprehensive examination responses. Master's theses and projects must be submitted in Digital Commons for approval by all committee members and the graduate coordinator. All committee members must review and submit their approval within 24 hours of the thesis submission deadline.

A digital copy of a graduate student's thesis or project will be archived and made accessible through the Cal Poly Humboldt Library. If required by a publisher, in consultation with the student's advisor, a one to five year embargo may be requested when appropriate. For example, a journal publisher may allow deposit of published articles into an institutional repository, but may place an embargo of one year before the article may be made publicly accessible. Such a postprint may be deposited into Digital Commons @ Cal Poly Humboldt as required for the degree, but no access to the item would be allowed for a period of one year. The final document's content must be checked very carefully. Any requests for editorial changes to a thesis/project after committee approval will be denied. Editorial changes include errors in punctuation and spelling, minor changes, or major changes to the interpretation of data or content.



There are three types of culminating experiences:

- **Thesis:** A thesis is the written product of a systematic study of a significant problem. It identifies the problem, states major assumptions, explains the significance of the undertaking, sets forth sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product displays originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the thesis is required.
- **Project:** A project is a significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written document that includes the project's significance, objectives, methodology and a conclusion or recommendation. An oral defense of the project may be required.
- **Comprehensive Examination:** A comprehensive examination assesses a student's ability to integrate knowledge of the area, show independent and critical thinking, and demonstrate mastery of the subject matter. The results evidence independent thinking, appropriate organization, critical analysis, and accuracy of documentation. Examination questions and responses are kept according to the CSU records retention policy.

## **Comprehensive Examination Completion Form**

Students will use this form if they are completing the Culminating Experience part of their degree with a Comprehensive Examination. This form verifies when, where, who supervised, and who reviewed the completion of the exam.

## **Request for Program Variation or Waiver Form**

This form will be used when a student would like to make changes to their degree courses or committee members after they have already advanced to Candidacy.

## **Addendum to Advancement to Candidacy**

Students will use this form only if they wish to change their culminating experience type (Master's thesis, project, or culminating examination).

## **Educational Leave Agreement**

Students will use this form to request a leave of absence. To be eligible and approved for a leave the student must have attended at least one term prior. This does not extend the 7-year limit.

## **Graduation Date Change Request**

This form on the Office of the Registrar's website allows students to change their graduation date. If a student does not intend on graduating in the term they originally filed with the University, they must complete this form to update it. A re-application to graduate fee will be assessed if the student changes his/her graduation date after the original expected graduation term has passed.

## Graduate Continuous Enrollment Authorization Form

This form is used for students who would like to request authorization to enroll in one unit of a discipline-specific x693 course through the College of Extended Education & Global Engagement. For further information, visit the [GCE website](#).

## Digital Commons

As a Committee Member, you will receive an email with a request to review a thesis/project. We advise students to submit early to allow the committee adequate time to review and approve their thesis/project. Follow the link provided in that email and sign in to your account on the Digital Commons @ Cal Poly Humboldt (BePress) website. From there, you will be able to download the student's thesis/project. You will be given the option to register an approval or rejection of the thesis/project for the current academic term. Once the graduate coordinator and all committee members have approved a thesis/project, the Scholarly Communications Office and the Graduate Dean will conduct the official final format review.

**Submission Deadlines:** Students must have their thesis/project approved by their committee members through Digital Commons within 24 hours of the submission date deadline. The Scholarly Communications Office offers optional courtesy format reviews for interested students. Because only minor changes will be allowed for the final format review, we highly recommend that students participate in the courtesy review in order to catch and alleviate any major format errors in their thesis/project document. The deadline to submit a thesis or project for a courtesy review is two weeks before the Monday of finals week for that term. The final thesis/project submission deadline is the Monday of that term's finals week at 5 pm. If a student misses this deadline, they will have to change their graduation date to the following term and resubmit.

## Determining if Research Requires IRB Approval

Cal Poly Humboldt is committed to promote, encourage, and facilitate academic and clinical research. The purpose of Cal Poly Humboldt's Policy for Protection of Human Subjects in Research is both to protect the rights and well-being of human subjects of research and to support the research efforts of Cal Poly Humboldt faculty and students. This policy encourages recognition of the basic ethical principles for the use of human subjects, respect for persons, beneficence, and justice.

If a student has a research project that includes humans or data on humans in any way, they must submit a proposal to the Committee for the Protection of Human Subjects in Research, also known as the Institutional Review Board (IRB). This will ensure that the project will not only comply with Federal regulations, it will also protect the rights and well beings of the subjects. It is mandated that all human subject researchers obtain approval before starting research and filing for Advancement to Candidacy. All research personnel, including students that have direct contact with research participants, must complete CITI training and be listed on the IRB application. For information on how to apply for IRB approval, please refer to the Cal Poly Humboldt [Institutional Review Board \(IRB\) website](#).

## Determining if Research Requires IACUC Approval

Use of animals in research is strictly regulated by institutional, state, and federal regulations. If your student intends to use animals as any part of their master's degree, they should become familiar with the required policies and procedures. Cal Poly Humboldt's Institutional Animal Care and Use Committee (IACUC) strives to facilitate the efforts by our faculty and students to produce quality research and teaching experiences. At the same time, they have been appointed by the University President to monitor and share the responsibility of ensuring that individuals associated with Cal Poly Humboldt who work with vertebrate animals do so in compliance with relevant state and federal laws.

Prior to initiating a research project involving animals or incorporating animals in a teaching program, the student and their advisor should review the laws that may regulate the work (note that individual students and their faculty advisors are held legally responsible for complying with these laws). The next stage of the process involves obtaining approval, and permits when necessary, from the appropriate governing bodies. Finally, the faculty member or student must submit a completed Section 5 protocol to the IACUC for in-house review. It is illegal to use animals for any purpose without first obtaining the necessary permits from federal and state agencies and without obtaining approval from the IACUC.

The protocol application form used by Cal Poly Humboldt is relatively short and, if sufficient time has been spent planning the research, takes only a short time to complete. The form is updated at irregular intervals. Please refer to the Cal Poly Humboldt [Institutional Animal Care and Use Committee website](#) for more information.

## Advising & Mentoring Graduate Students

### Helping Your Students Plan Ahead

As a graduate Advisor, you have the opportunity to have a very positive effect on graduate student completion rates by asking that your students meet with you at least once a semester. Please be sure to communicate the days and times of your scheduled weekly office hours with your advisees so that they know when they can reach you and come to your office for assistance.

**Annual Fall Graduate Student Orientation:** The Graduate Studies Office hosts a New Graduate Student Orientation at the beginning of each Fall semester. This orientation is designed to provide students with information on the processes and procedures of getting a Master's degree from Cal Poly Humboldt that they will experience. Orientation is not mandatory but is highly recommended for new students to make time to attend. Returning students are also welcome to attend. The first part of orientation consists of brief presentations from important departments on campus that graduate students will interact with during their time to degree. The second half of orientation is operated as a student resource fair where students can mingle with each other, learn about and ask questions about the campus resources that Cal Poly Humboldt offers students.

**Graduate Student Handbook:** The Cal Poly Humboldt [Graduate Student Handbook](#) is a resource that can be found on the Graduate Studies website for students to use and reference throughout their time at Cal Poly Humboldt. This handbook was developed by the Graduate Council to help graduate students at Cal Poly Humboldt successfully navigate their way through a Master's program. It includes information reproduced from various sources including the Cal Poly Humboldt catalog, faculty handbook and from numerous policy documents. It is important to remember that this handbook stipulates the minimum Cal Poly Humboldt requirements for completion of a master's degree, though some graduate programs have additional requirements beyond those covered herein.

## **Making Expectations Explicit**

It is important that the expectations of graduate students and the Advisor be clarified early and maintained consistently. This list of suggestions for discussion with your advisees is also available on the Graduate Studies webpage on the [Faculty and Staff Resources page](#).

# **Graduate Studies Events, Awards, and Competitions**

## **CSU Research Competition**

The CSU Student Research Competition is held to promote excellence in undergraduate and graduate research, scholarly and creative activity by recognizing outstanding student accomplishments throughout the twenty-three campuses of the California State University. Deadlines and announcements for this competition are communicated by our office annually. Information is also available on our website. Typically, the deadline for submissions is in the beginning of Spring Semester.

## **Ideafest**

The annual Ideafest event hosted in the Cal Poly Humboldt Library is focused on highlighting student research, performances, digital projects, and more. This is a great opportunity for graduate students to display their hard work and research findings and share it with the Cal Poly Humboldt community. For more information, visit [Ideafest's website](#).

## **Patricia O. McConkey Outstanding Student Awards**

The McConkey Outstanding Student Awards are given to students nominated by their graduate program department for exceptional scholarship and research. These students are recognized at the Outstanding Student Awards ceremony held at the end of each Spring semester and will graduate with distinction. If you have an exceptional student that you would like to recognize for this award keep an eye out for the collections announcement from Graduate Studies.

## **The Commencement Ceremony**

The Commencement ceremony is held at the end of each Spring semester. Students may participate in Commencement if they have received a degree from Cal Poly Humboldt during the past Summer or Fall semesters or if they have applied for graduation and expect to be awarded their degree at the end of the Spring, Summer or Fall semesters. During the Graduate student

Commencement, students will be presented with their Master's hoods. To walk in the Commencement ceremony students must register in advance on the [Commencement website](#).

**Degree Posting and Receiving a Diploma:** Students will receive a diploma cover during the commencement ceremony. After final semester grades are processed, degree checks are reviewed for all candidates for graduation for that term in the Office of the Registrar. After all degree requirements are satisfied, the student's degree will be posted to their academic record. Diplomas are printed and sent out to graduated students approximately three to four months after the end of the term they graduated.

## Important University Contacts

Department	Contact	Phone	E-Mail
Office of the Registrar	Melissa Tafoya	707-826-6208	melissa.tafoya@humboldt.edu
Digital Commons	Kyle Morgan	707-826-5602	cfr@humboldt.edu
IACUC (Research involving Vertebrate Animals)	IACUC, Forestry 106	707-826-3256	iacuc@humboldt.edu
IRB (Research on Human Subjects)	IRB, Student Business Services 427	707-826-5165	irb@humboldt.edu
Financial Aid	Kathryn (Katie) Kitchen	707-826-5373	kathryn.kitchen@humboldt.edu
	Peggy Metzger	707-826-5377	pmetzger@humboldt.edu
Graduate Admissions	Morgan Thornburg	707-826-6209	Morgan.Thornburg@humboldt.edu
International Admissions	Megan Mefford	707-826-4142	international@humboldt.edu
Graduate Studies	Terri Fisher	707-826-5194	hsugrad@humboldt.edu
Extended Ed	Summer Turner	707.826.5799	extended@humboldt.edu