



## Graduate Council Meeting Agenda

September 11, 2023 3:00 pm - 4:30 pm

Nelson Hall East Room 106

	Agenda Topic	Action Planned
1	<p><b>Welcome &amp; Announcements</b>  <b>Dr. Amy Sprowles</b>  <i>Faculty Associate Dean of Graduate &amp; Undergraduate Studies</i></p>	<p>Welcome, Introductions, and Structure of Meeting</p> <p>3-3:45 pm: Important information for supporting your students</p> <p>4:00-4:30 Open Conversation: your questions, thoughts, ideas and concerns</p>
2	<p><b>Thesis/Project Submission Reminders/Updates</b>  <b>Kyle Morgan</b> <i>Scholarly Communications and Digital Scholarship Librarian</i>  <i>The Press at Cal Poly Humboldt</i></p>	<p>The Fall 2023 submission deadline is <b>Monday, December 11, 2023</b>. Students will submit their thesis <a href="#">here</a>. Committee members will receive email requests to approve theses within 24 hours of submission (sooner for those students submitting on December 11). Committee members will have until December 12 to register their electronic approvals via Digital Commons.</p> <p>The deadline for submission for a courtesy review is <b>November 27, 2023</b>. Students should email their theses to <a href="mailto:cfr@humboldt.edu">cfr@humboldt.edu</a>.</p> <p><b>This <a href="#">Canvas formatting and accessibility workshop</a> is required.</b></p> <p>Students should use the pre-formatted <a href="#">thesis templates</a>. They can download the latest Microsoft Word software for free at the <a href="#">ITS software webpage</a>.</p> <p>We will be having a student training session in early November. However, if anyone has questions or would like to request an online consultation, please contact us at <a href="mailto:cfr@humboldt.edu">cfr@humboldt.edu</a>.</p>

3	<p><b>Graduate Continuous Enrollment</b>  <b>Melissa Tafoya</b>  <i>Office of the Registrar/Transfer &amp; Graduation Counselor</i>  <b>Terri Fisher</b>  <i>Graduate Studies</i></p>	<p>At this time in the semester, students are submitting their Advancement to Candidacy and Application for Graduation. Keep in mind that students must have earned at least 12 units as a graduate student and have a minimum 3.0 GPA to be eligible to advance. Please review the ATC packet carefully before approving. If the student isn't eligible to advance, has filled out the form incorrectly, or has errors in their course list, decline to sign rather than moving it forward. Make sure they've submitted the correct ATC according to their culminating experience. Look out for incorrect graduation dates (e.g. Spring 2023 instead of Spring 2024), missing receipt numbers for fees, common course list errors (e.g. lower division courses, too many thesis, project, field study units).</p> <p>Please remind your graduate students about maintaining continuous enrollment for Fall '23 (and all future semesters until degree requirements are complete). If your graduate students are eligible for Graduate Continuous Enrollment, they need to route the GCE Authorization form via Adobe Sign. Routing instructions and links to all graduate forms are at <a href="#">Graduate Studies Forms &amp; Policies</a>.</p> <p>Important reminder - Extended Education simply registers students in the course once their department and Graduate Studies has determined their eligibility for GCE. As such, inquiries should be directed to Graduate Studies.</p>
4	<p><b>Morgan McBroom</b>  <b>Valerie Sinco</b>  <i>Financial Aid Office Counselors</i>  <b>Terri Fisher</b>  <i>Graduate Studies</i></p>	<p>Graduate Federal Work Study Process (differs from the undergraduate process).</p> <p>Any graduate student interested in receiving financial assistance from the federal and/or state governments must first submit a free application for aid in order for eligibility to be determined. We encourage students to apply early and every year! The application period opens approx. every <b>October</b> and the priority deadline (for maximum aid consideration) is <b>March 2nd</b>.</p>
5	<p><b>Open Discussion- your questions, comments, thoughts, suggestions</b></p>	



## Deadlines

**September 18** - Last day to apply for graduation (with late fee) or change a graduation date and be guaranteed to have your name listed in the printed Fall 2023 commencement program. Last day to change your preferred name in Student Center to be used for the commencement program. (Must Have an eligible graduation date)

**September 19** - Deadline to begin documented grade appeal communication with faculty for the Spring 2023 semester. If an acceptable conclusion is not reached per policy, the deadline to submit a grade appeal webform is 11:59 p.m. on October 4th, 2023.

**October 16**- Last day to change registered class grading mode to CREDIT/NO CREDIT.

**October 23** - Last day to request permission to withdraw from fall semester and be eligible for a prorated refund, less \$20 per course and a \$27 administrative charge. Permission to withdraw and documentation of a serious & compelling reason is required. A grade of "W" will be recorded for each course. [After this date, students are not eligible for a refund of fees.

**October 30** - Last day to request permission to WITHDRAW from one, some, or all courses. Permission to withdraw and documentation of a serious and compelling reason is required. A grade of W will be recorded for each course. Not eligible for a refund. There is a \$20 per course charge, plus a \$27.00 administrative charge if withdrawing from all courses. After this date, withdrawal is not allowed, except for catastrophic reasons.

**November 27**- In order to meet all the requirements for Fall 2023 graduation date, you must submit your thesis/project for a format review to [cfr@humboldt.edu](mailto:cfr@humboldt.edu). Make sure that you have applied to [Advancement to Candidacy and Graduation](#). You are required to attend a training session or take the [online thesis training course through Canvas](#) to save hours of correcting format errors.

**December 11** - Fall 2023 Project/Thesis Deadline - Last day to submit final master's project or thesis for Fall 2023 graduation.

## Announcements:

[The Chancellor's Doctoral Incentive Program](#) (CDIP) aims to increase the number of individuals who demonstrate potential as doctoral students and who may be interested in applying for future CSU instructional faculty positions. This exemplary program has been in existence for over 20 years and has resulted in the hiring of over 600 CSU faculty members in a wide range of disciplines.

The 2023/24 cycle is closed. We will keep you updated as soon as we receive deadline information for the online application process for the 2024/24 submissions.

Congratulations to our 2023-24 Chancellor's Doctoral Incentive Program Scholars:  
Ivan Soto and Skye Choi. Be on the lookout for more information in our Fall Newsletter.

The logo for Cal Poly Humboldt. It features the words "Cal Poly" in a teal, sans-serif font, positioned above the word "Humboldt." which is in a larger, bold, dark teal serif font. The period at the end of "Humboldt." is also in the same dark teal color.