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Master of Agricultural Education Handbook

This handbook is written as a guide to all students considering enrollment in the Master of Agricultural Education degree program. It is important to note that the policies and procedures contained herein are written to complement the university and college guidelines. Become familiar with the Graduate Studies information located in the Cal Poly Catalog or at the website http://grad.calpoly.edu/. The College of Agriculture, Food and Environmental Sciences (CAFS) also maintains a website of graduate information at http://cafes.calpoly.edu/grad-programs.

Steps for the Master’s Degree Candidate

1. Meet with a member of the faculty in Agricultural Education and Communication prior to applying to the university.
2. Apply to the university on-line at the graduate program website (www.esumentor.com). Applications for the program are only accepted for the Fall or Winter quarter. Be aware of all requirements (minimum grade point average, fulfilling graduate writing requirement, submission of transcripts, etc.).
3. Enroll in courses at Cal Poly once you receive notification of acceptance. Contact the Agricultural Education and Communication Department at (805) 756-2803 or visit with a faculty member in the department for advice on coursework your first quarter.
4. Select a graduate committee (chairperson plus two members).
5. Meet with the chair of the committee to draft a tentative Working Formal Study Plan.
6. Have a meeting of the graduate committee to approve the Working Study Plan.
7. Make sure that the Graduate Writing Requirement has been satisfied.
8. Complete coursework. As you approach completion of all courses, request that the Chair of the Committee complete the Advancement to Candidacy form.
9. Apply for graduation and order diploma, and cap and gown.
10. Arrange to take the comprehensive written examination.
11. Identify a date and time for the oral examination.
12. With the help of your committee chairperson, submit your Final Formal Study Plan.
13. Upload your AGED 539 Internship documentation to the Kennedy Library Digital Commons.
14. Participate in the commencement ceremonies.

* IMPORTANT NOTE: You are not considered a candidate for the Master of Agricultural Education degree until you have formally entered the university (Fall or Winter quarter only). Late Spring session courses (3-week courses) are open to anyone and do not constitute entry into the formal degree program, but courses can be accepted into the Master of Agricultural Education degree program.
Role of the Candidate

The following are the responsibilities of the candidate in the degree program:

1. Contact a faculty advisor in the Agricultural Education and Communication Department to establish a timeline for completing the degree. See Appendix B – "Worksheet for the Master of Agricultural Education Degree."

2. Apply to the university. The online graduate application and application fee information can be found at www.csumentor.edu/AdmissionApp/grad_apply.asp. See Appendix A – "Approximate Costs." Select the Chair of the Committee and identify committee members.

3. Maintain a working file with all paper work available when communicating with the Chair of the Committee. Finalize the proposed list of courses for completing the degree.

4. Develop a tentative Formal Study Plan during the summer session and acquire the signature of the Chair of the Committee.

5. Schedule committee meetings and examinations.

6. Regularly communicate with the Chair of the Committee.

7. Regularly communicate with committee members.

8. Propose curriculum changes (if necessary).

9. Acquire and complete the following:
   a. Committee membership for Master of Agricultural Education degree. See Appendix C – "Committee Membership for the Master of Agricultural Education Degree."
   b. Working Formal Study Plan (Approved by Committee). See Appendix D – "Working Formal Study Plan for the Master of Agricultural Education Degree."
   c. Petitions for Special Consideration (Approved by Chair of the Committee). See Appendix F – "Petition for Special Consideration."
   d. Notify Chair of the Committee to file Advancement to Candidacy. See Appendix G – "Advancement to Candidacy for the Master of Agricultural Education Degree."
   e. Submit a Final Formal Study Plan—See Appendix E - "Final Formal Study Plan."
   f. Request for Graduation Evaluation.

10. Propose a project to the Chair of the Committee at least two quarters prior to completion of degree requirements.

11. Submit the First Year Teacher Internship report to Digital Commons.

Role of the Chair of the Committee

The Chair of the Committee is accountable as follows:

1. Work with the candidate in developing a tentative Formal Study Plan and proposed timeline with the candidate to present for committee consideration.

2. Sign the working Formal Study Plan and forward a copy to the Graduate Coordinator for the College of Agriculture, Food and Environmental Sciences (CAFES).

3. Advise the candidate on issues relating to the degree program.

4. Monitor the progress of the candidate.

5. Coordinate the AGED 539 Internship program.

6. Assist the candidate with the submission of the final Formal Study Plan.

7. Submit the Advancement to Candidacy form at the request of the candidate.

8. Coordinate the written and oral examinations once the candidate sets dates.
9. Record the oral examination and retain a copy in the department office.
10. File the “Results of Final Examinations” documentation. See Appendix H – Results of Final Examinations for the Master of Agricultural Education Degree”.
11. Provide academic leadership for the committee.
12. Advise and approve Petitions for Special Consideration.

Role of the Committee
The committee serves in the following capacity:
1. Review the educational purpose of the candidate as it relates to the candidate’s career goal.
2. Provide direction to the curriculum design and approve of issues that result in the most successful educational experience for a candidate.
3. Approve the working Formal Study Plan.
4. Assist the candidate in issues relating to the completion of the degree.
5. Participate as advisor and instructor for Special Problems courses with appropriate departmental rubrics as developed by the committee.
6. If requested, submit questions for inclusion in the written examination.
7. Participate in the conduct and evaluation of the oral examination.

Graduate Committee Membership
Committees shall have at least three members and would be configured as follows:
1. Candidates who completed undergraduate studies at Cal Poly -
   - A member of the faculty in Agricultural Education and Communication will be selected as the chairperson (must be full-time tenured or tenure-track member of the faculty).
   - Committee members should represent at least two different departments of the university.
   - The candidate is responsible for obtaining signatures on the CAFES “Committee Membership for the Master of Agricultural Education Degree” form. (Appendix C)
2. For candidates from other institutions:
   - A member of the faculty in Agricultural Education and Communication will be selected as the chairperson (must be full-time tenured or tenure-track member of the faculty).
   - The chairperson of the committee should be established the first summer of classes and a tentative plan and timeline established.
   - Relationships should be cultivated with summer session faculty the first two summers to complete the committee. This varies with each individual candidate. A committee should be established as soon as possible.
   - The candidate is responsible for obtaining signatures on the CAFES “Committee Membership for the Master of Agricultural Education Degree” form. (Appendix C)

Graduate Committee Substitutions
Substitutions of members on committee need to have the approval of the Department Head, who also serves as the Graduate Coordinator for the Agricultural Education and Communication Department.

Core Courses
The core classes for “agricultural educators” include: AGED 539, AGED 520, and AGED 522. The AGED 520 and AGED 522 courses can be substituted with other graduate level courses, providing comparable courses were completed in program development and methods of teaching agricultural mechanics.
Degree Coursework
A minimum of 45 quarter-units are required for the degree. The core courses consist of 12 units as mentioned above. The remaining 33 units can be earned during any quarter at Cal Poly. For convenience to many of the practicing high school and community college teachers in the program, the Masters of Agricultural Education program typically offers “late spring” or summer quarter three-week courses. These summer/self-support courses are OPTIONAL for students who are matriculated into the Master’s Degree. All of the required coursework needed for the degree can be taken during fall, winter, and spring quarters.

Graduate Internship (AGED 539)
A graduate internship for “agricultural educators” is required by all candidates in the program. The expectations for fulfilling these requirements are delineated in . See Appendix I – “First Year Teacher Internship Proposal”. The Chair of the Committee shall coordinate the internship. Samples of topics could include, but not be limited to:

- A major revision of one of the 11 Quality Criteria
- Community Based Program Planning
- Certification
- Incentive Grant Review

A candidate who does not immediately enter into a career teaching agriculture can substitute non-agriculture or non-teaching employment for the “First Year Teacher Internship Program” requirement. The level of responsibility associated with the employment must meet or surpass the degree of employment expected of a graduate level student. The internship is expected to be conducted over a minimum of a one-year period of time. The internship must be pre-approved by the student’s graduate committee. A proposal outlining the internship should be presented to the graduate committee. The documentation required by the graduate committee to substantiate completion of the internship report should be provided to the Chair of the Committee at least two weeks prior to the oral examination for review by committee members.

Be sure to convert all documents to electronic format and upload to Kennedy Library Digital Commons.

Special Problem and Individual Study Courses
This Master of Agricultural Education degree program encourages agricultural educators to contribute in a significant way to the profession. Educators are expected to introduce innovations and updated information in developing curriculum, facilities, and program offerings. To allow flexibility in designing a program of study, the candidate can identify problems requiring the candidate’s attention and/or specify specific topics for independent study. Prior to enrolling in the course(s), the candidate should develop a proposal and submit it to the Chair of the Committee for approval. See Appendix J – “The Proposal”.

Formal Study Plan
1) The candidate and the Chair of the Committee shall develop a Working Formal Study Plan (Appendix D) with a minimum of 45-quarter units. At least 60% of the units (27) must be at the 500 level. A total of 12 graduate-level quarter units can be transferred from other institutions. If the candidate transfers 9 semester units (13 ¼ quarter units), the total for the Formal Study Plan would be 46 ½ units. The Working Formal Study Plan should
be filed according to university policy (i.e. by the end of the 1st quarter of the program). An exception for transfer students can apply, in which case it is recommended a Working Formal Study Plan be submitted by the end of the second quarter of graduate studies.

2) Committee members and the candidate must meet as a group to approve the candidate’s Working Formal Study Plan. All members must sign the Working Formal Study Plan at that time. The purpose of the meeting is to discuss the targeted career objective of the candidate, review the identified course work, advise the candidate on possible projects to consider for completing the degree requirements, and to determine the format and timing for the written and oral examination.

3) Cal Poly undergraduates may take courses in the 400 or 500 series for graduate credit while still undergraduates. If they subsequently enter a Cal Poly master’s or credential program, they may petition to have such course credit applied toward their master’s degree or credential program, if the units were not used for the baccalaureate degree. The mechanism for petitioning is a Graduate Petition for Special Consideration, with the signatures that correspond to the student's graduate program of study.

4) The Final Formal Study Plan needs to be submitted at the end of the program by the candidate and the committee chair.

Advisor/Chair of the Committee Signatures
Only the Chair of the Committee will sign forms for their candidates (other than the Formal Study Plan). Deviations from this can only occur in cases of emergency. The Master of Agricultural Education Graduate Coordinator will approve those instances deemed an emergency.

Written Examination Procedures
Development of Questions: Questions will be solicited and compiled by the Chair of the Committee. The examinations should be comprehensive. Questions shall be taken from the courses listed in the Formal Study Plan or developed by the candidate’s committee.
Test Procedures: Candidates are encouraged to complete the written examination using a word processor. The written examination may consist of four to six questions and must be conducted at Cal Poly. The Chair of the Committee can opt to have the written examination administered off-site should the travel to Cal Poly be deemed a hardship. In such cases, the written examination can be administered at a monitored site approved by the Chair of the Committee. A minimum of four hours of writing should be expected.
Evaluation of Questions - The person supplying the question(s) evaluates the written response by the candidate (usually within two weeks). If the candidate’s responses to the written examination are deemed unsatisfactory, the Chair of the Committee will notify the candidate and reschedule the examination (if necessary).
Documentation: Examinations are to be placed in the student’s permanent folder.
Timelines: The written examination will take place during the regular academic year (Fall, Winter, or Spring quarters).
Written Examination Materials: These materials shall be available for the committee members to review prior to conducting the oral examination.
Oral Examination Procedures

Professionalism: This is a formal evaluation and should be treated as such in terms of dress, promptness, behavior, appropriate material and attitude. Oral examinations are open to the public.

The Purpose and Function of the Oral Examination: The oral examination is intended to:

1. Provide an update of the candidate’s professional activities;
2. Assess the candidate’s degree of professional development/involvement;
3. Provide an opportunity to review the responses to the written examination;
4. Present information on their internships and other support documents.

Often faculty members who have submitted written questions and reviewed the responses are invited to attend.

In addition to the assessment function, the oral examination is viewed as a “professional capstone” experience for the candidate. The candidate shall receive the undivided attention of the committee members during the examination and, for most candidates, it is an excellent opportunity for personal interaction and quality time with three professionals. The committee may provide additional advice regarding a candidate’s professional development and growth plans.

Format: The question and answer period will go approximately 1-½ hours and may include, but not be limited to the following:

1. The candidate should give a brief overview of their professional accomplishments, program, and major projects related to the degree.
2. Committee members may have questions raised by responses to the written examination.
3. Philosophical, programmatic, leadership, curriculum, and other discussions may occur.
4. An opportunity for feedback from the candidate is often solicited.

The candidate is then excused at which time the committee will discuss the candidate’s performance and any advice that might be given. The candidate will be invited back in to hear the committee’s decision and advice. If a candidate is unsuccessful, the committee will inform him/her of the options that are available as determined by the committee. If additional requirements are imposed before another oral examination, these requirements should be placed in writing with copies sent to the candidate, committee members and the Masters of Agricultural Education Graduate Coordinator.

Documentation of the Oral Examination: The examination shall be recorded (voice) and the recording kept by the Department.

Timelines Between the Written and Oral Examinations: At least a two-week period of time is needed between the written and oral examination in order to allow for an evaluation of the written examination questions.

Timelines: The oral examination will take place during the academic year (Fall, Winter, and Spring quarters) at Cal Poly.
Electronic Copy of Graduate Internship Documents and Report
A hard copy of the documents supporting the completion of the internship must be submitted to the chair of the graduate committee prior to the issuance of a final grades for AgEd 539 and AgEd 500/580. Once approved by the Chair, the materials are to be uploaded, by the candidate, to the Kennedy Library Digital Commons website.

Annual Review of the Program and Recognition of Service
An annual review of the Master of Agricultural Education degree program is recommended. Any faculty member serving on a committee shall be invited to participate in the review process. The Department Head (Graduate Coordinator) of Agricultural Education and Communication will call the review session. The purpose of the discussion shall be to recommend changes in policies and procedures specific to this aspect of the program. Upon completion of a degree program it is highly recommended that the candidate and advisor send a letter thanking committee members for serving on the candidate’s committee.
APPENDICES

Printed copies of the forms in the appendices are available from the department office (room 10-244) or you can download most of the forms from the department website (www.aged.calpoly.edu). The forms in the appendices are not intended to be used as the original documents you file.
APPROXIMATE COSTS (BASED ON 2014-15 FEES)
The costs listed do not include the cost of food and lodging.

Candidates who completed the undergraduate degree at Cal Poly:
After a Cal Poly student finishes their credential they can usually complete the Master of Agricultural Education degree program within one to two Late Spring sessions. The cost per unit is approximately $300 ($1,800 for two courses during the three-week long period). The teaching internship requirement requires an additional quarter of enrollment in the Graduate Internship in Agricultural Education (AgEd 539). Regular quarter fees for six units or less are currently $2,303.

Candidates who completed undergraduate studies at other institutions:
These individuals can transfer in to the Master of Agricultural Education degree program 12-quarter units, with a minimum of 33 units remaining to complete the 45-unit requirement. Most candidates enroll as a regular student one regular quarter and take 12 to 15 units. The current cost for this is a $55 admission fee and $3,395 registration fee. This would leave 18 to 21 units to be taken through Late Spring Sessions ($1,800 for two courses during the three-week long period). The maximum number of units a student is allowed to take is six units per three-week period. The current cost is $300 per unit, which would result in a total cost of approximately $6,695 to $8,795.

More information on costs associated with graduate enrollment can be found at the graduate at the graduate program website http://grad.calpoly.edu/.
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo
Agricultural Education and Communication Department
College of Agriculture

Name ____________________________ Committee Chair: ________________________
SS # ____________________________ Members: ________________________________
Date: ____________________________

WORKSHEET FOR THE MASTER OF AGRICULTURAL EDUCATION DEGREE

I. Core Courses ................................................................. 12
   A. AGED 539 Graduate Internship in Agricultural Education 6
   B. AGED 520 Program Development in Agricultural Education 3
   C. AGED 522 Instructional Programs in Agricultural Mechanics 3

II. Restricted Electives ...................................................... 33
    (Any approved 400 and 500-level courses approved by the student’s
graduate committee. No fewer than 11 units must be at the 500 level.)


TOTAL MINIMUM UNITS ................. 45*

NOTES/ADDITIONAL REQUIREMENTS:
1. This worksheet is not your formal study plan!
2. Graduate writing requirement met by ____________________________.
3. All Agricultural Education students will be required to complete one year of successful teaching or
g graduate level internship prior to the final examinations.

* No less than 60% (27 units) of the number of units must be at the 500 level

BK1636
Appendix C
Graduate Committee Membership

Student Name __________________________ Date ________________

Student ID # __________________________ Phone __________________________

Address ________________________________

☐ Master of Agricultural Education  ☐ M.S. in Agribusiness  ☐ M.S. in Forestry Sciences

☐ Master of Professional Studies in Dairy Products Technology

Master of Science in Agriculture, with a specialization in:

☐ Agricultural Engineering Technology  ☐ Animal Science  ☐ Crop Science

☐ Dairy Products Technology  ☐ Environmental Horticultural Science  ☐ Food Science and Nutrition

☐ Irrigation  ☐ Plant Protection Science  ☐ Recreation, Parks, & Tourism Mgmt  ☐ Soil Science

COMMITTEE MEMBERSHIP:

Committee Chair, Department __________________________ Signature

Committee Member, Department __________________________ Signature

Committee Member, Department __________________________ Signature

The minimum requirements for a thesis and or project committee: 1) the thesis or project adviser must be a permanent, full-time faculty member from the student’s program; 2) the thesis/project adviser and the student recommend, for approval by the graduate coordinator and/or department head, a committee comprising at least three faculty members; 3) that two of these members, one of which will be the chair, be from the student’s Department.

If your committee membership does not comply with the requirements listed above, please explain:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Approval:

________________________________________

Associate Dean & Graduate Coordinator, CAFES
WORKING Formal Study Plan
Graduate Education, Science Building 52-E47

FIELDS ON THIS DOCUMENT SHOULD BE ENTERED IN ELECTRONIC FORM.

NAME: ___________________________ DATE: _______________________

STUDENT ID: _____________________ PHONE: ______________________

Academic Program: ___________________________
Specialization (if applicable): ___________________________
What degree will you earn?:

- [ ] MA
- [ ] MS
- [ ] BMS
- [ ] Other ___________________________

Note: All graduate students are required to maintain continuous enrollment from the time of first enrollment until the completion of their degree regardless of catalog cycle. Students who fail to fulfill the continuous enrollment requirement will not be permitted to graduate.

(student initials) (date)

1. STUDY PLAN

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**SUBTOTAL UNITS** 0

**COURSES DOUBLE COUNTED (BMS ONLY) - DO NOT LIST THESE COURSES ELSEWHERE**

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**SUBTOTAL UNITS** 0

**PROGRAM COURSES**

LIST ALL 400 LEVEL COURSES

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**SUBTOTAL UNITS** 0

Page 1 of 2
### List All 500 Level Courses

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(Office use only)

No fewer than half of the units required for the degree shall be 500 level. Only 9 units of thesis/project coursework are allowable toward plan.

### Subtotal Units

0

### Total Units in Plan

0

---

### 2. Culminating Experience

- [ ] Thesis
- [ ] Project
- [ ] Comprehensive Exam

Special Requirement (if applicable)

---

### 3. Approvals

1. Student Name
   - Printed Name
   - Initials
   - Date

2. Advisor Name
   - Printed Name
   - Initials
   - Date

3. Coordinator Name
   - Printed Name
   - Initials
   - Date

4. Department Head
   - Printed Name
   - Initials
   - Date

5. Dean Name
   - Printed Name
   - Initials
   - Date

6. GradEd Director
   - Printed Name
   - Initials
   - Date

This document is the WORKING version and must be submitted during the first quarter of your graduate coursework to the Graduate Education Office.

Please submit a signed/initialed copy to GradEd in Science Building 52-E47.

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Thesis/Comp:

- Other:
- FSP GPA:
- Dist:

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Page 2 of 2
APPENDIX E
## FINAL Formal Study Plan

### Graduate Education, Science Building 52-E47

**FIELDS ON THIS DOCUMENT SHOULD BE ENTERED IN ELECTRONIC FORM.**

**NAME:** ___________________________  **DATE:** ___________________________

**STUDENT ID:** ___________________________  **PHONE:** ___________________________

**Academic Program:** ___________________________

**Specialization (if applicable):** ___________________________

**What degree will you earn?:**

- [ ] MA
- [ ] MS
- [ ] BMS
- [ ] Other: ___________________________

### 1. GRADUATE ADMISSION

- Qtr/Yr first course was completed on plan? ___________________________
- Qtr/Yr 7 yr limit for degree completion? ___________________________

### 2. STUDY PLAN

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<td>SUBTOTAL UNITS</td>
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**COURSES DOUBLE COUNTED (BMS ONLY) - DO NOT LIST THESE COURSES ELSEWHERE**

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<th>Course</th>
<th>Units</th>
<th>Grade</th>
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**PROGRAM COURSES**

**LIST ALL 400 LEVEL COURSES**

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<th>Grade</th>
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(Office use only)

Page 1 of 2
### LIST ALL 500 LEVEL COURSES (Office use only)

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**No fewer than half of the units required for the degree shall be 500 level**

*Only 9 units of thesis/project coursework are allowable toward plan*

**SUBTOTAL UNITS** 0

**TOTAL UNITS IN PLAN:** 0

### 3. CULMINATING EXPERIENCE

- [ ] THESIS
- [ ] PROJECT
- [ ] COMPREHENSIVE EXAM

Special Requirement (if applicable)

### 4. APPROVALS

Note: All graduate students are required to maintain continuous enrollment from the time of first enrollment until the completion of their degree regardless of catalog cycle. Students who fail to fulfill the continuous enrollment requirement will not be permitted to graduate.

<table>
<thead>
<tr>
<th>(student initials)</th>
<th>(date)</th>
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1. Student Name
   - Printed Name
   - Initials
   - Date

2. Advisor Name
   - Printed Name
   - Initials
   - Date

3. Coordinator Name
   - Printed Name
   - Initials
   - Date

4. Department Head
   - Printed Name
   - Initials
   - Date

5. Dean Name
   - Printed Name
   - Initials
   - Date

6. GradEd Director
   - Printed Name
   - Initials
   - Date

This document is the **FINAL** version and must be submitted to the Graduate Education Office within the first three weeks of the quarter in which you graduate.

Submit a signed/initialled copy to GradEd in Science Building 52-E47.

<table>
<thead>
<tr>
<th>GWR:</th>
<th>ATC:</th>
<th>50% 500-level:</th>
<th>Res OK:</th>
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<tr>
<th>Thesis/Comp:</th>
<th>Other:</th>
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PETITION FOR SPECIAL CONSIDERATION
Graduate Education

Name ___________________________ Date ______________

Address ___________________________ Phone ___________________________

Student ID# ___________________________

Current academic program ___________________________

I. I am requesting special consideration for the following specific exception (describe exception requested and any dates, courses, or timelines that are pertinent):

__________________________________________________________________________

II. Reasons that justify requesting this special consideration are as follows:

__________________________________________________________________________

III. Student's Signature ___________________________ Date ______________

IV. Review by Evaluations Office:

☐ Yes ☐ No
This request meets with university catalog requirements

☐ Yes ☐ No
This request meets with State Administrative Code requirements

Comments: ___________________________________________________________

Evaluator's Signature ___________________________ Date ______________

V. Routing for academic approvals

Adviser ☐ Approve ☐ Disapprove Date ______________
Signature ______________

Coordinator ☐ Approve ☐ Disapprove Date ______________
Signature ______________

Dean ☐ Approve ☐ Disapprove Date ______________
Signature ______________

Graduate Education ☐ Approve ☐ Disapprove Date ______________
Signature ______________
ADVANCEMENT TO CANDIDACY
Graduate Education, Science Building 52-E47

Name: ___________________________ Date: ___________________________

Student ID#: ________________________ Cal Poly Email: ________________________

Academic Program:    ☐ MA ☐ MS ☐ BMS ☐ Joint Degree / Other: ________________________
Program/Major: ________________________

1. ADVANCEMENT PREREQUISITES

Check below to indicate that the following prerequisites to advancement to candidacy have been met and fill in the required information. This form should be submitted to the Graduate Education Office at least one quarter before you plan to complete your degree requirements.

1. A Working Formal Study Plan has been filed with GradEd. ☐ Yes ☐ No
2. The Graduation Writing Requirement has been satisfied. ☐ Yes ☐ No
3. My culminating experience will be: ☐ Thesis ☐ Project ☐ Exam

What is your anticipated graduation term? (☐ FALL ☐ WINTER ☐ SPRING ☐ SUMMER) YEAR: __________________________

2. COMMITTEE MEMBERSHIP

If the culminating experience requires a committee, please identify your committee members below. Your advisor should be the committee chair and must be a permanent full-time faculty member (Assistant, Associate, Professor) in the department associated with your degree. Other committee members must be approved by your advisor but can be outside of Cal Poly or in other departments. A committee must include a minimum of three (3) members.

______________________________ ______________________________
Committee Chair Name, Department Signature

______________________________ ______________________________
Committee Member Name, Department Signature

______________________________ ______________________________
Committee Member Name, Department Signature

______________________________ ______________________________
Committee Member Name, Department Signature

Note: All graduate students must maintain an overall GPA of 3.0 in their formal study plan courses in order to graduate. Also all students are required to maintain continuous enrollment from the time of first enrollment until the completion of their degree regardless of catalog cycle. Students who fail to fulfill the continuous enrollment requirement will not be permitted to graduate.

APPROVALS:

______________________________ ______________________________
Student ___________________________ Date ___________________________

______________________________ ______________________________
Advisor ___________________________ Date ___________________________

______________________________ ______________________________
Coordinator ___________________________ Date ___________________________

______________________________ ______________________________
Dept. Head ___________________________ Date ___________________________

______________________________ ______________________________
Dean ___________________________ Date ___________________________

______________________________ ______________________________
GradEd Director ___________________________ Date ___________________________
Master’s Thesis / Project / Exam Approval Form
Graduate Education, Science Building 52-E47
This form is required to document the approval process for a student culminating experience towards a master’s degree. Complete instructions are located on the Graduate Education Office’s website at http://www.grad.calpoly.edu

I. Student Information

Last/Family Name __________________________________________ First Name ____________________________ Middle Name ____________________________

Student ID# ____________________________ Cal Poly Email Address ____________________________

Daytime Phone ____________________________

Degree Objective ____________________________

College ____________________________ Date Submitted ____________________________

What are your next steps in your professional career? □ Industry □ Government □ Non-Profit □ PhD □ Other □ PBAC □ Unknown

*Please complete Sections II, III and IV if your culminating experience is a thesis or project. Complete Section V if your culminating experience is a comprehensive exam.

II. Thesis/Project Review and Acceptance (Original Signatures Required)

Thesis/Project Report Title

________________________________________________________________________

The final thesis/project report has been reviewed and accepted by:

Advisor/ COMMITTEE Chair, signature ____________________________ Printed name __________ Date __________

COMMITTEE MEMBER, signature ____________________________ Printed name ____________________________ Date __________

COMMITTEE MEMBER, signature ____________________________ Printed name ____________________________ Date __________

COMMITTEE MEMBER, signature ____________________________ Printed name ____________________________ Date __________

III. Student and Committee Agreement
My advisory committee and I agree that the above mentioned thesis/project document be placed in the DigitalCommons@CalPoly with the following status: (choose one)

□ Option 1: Provide open access (worldwide distribution) to the electronic thesis/project. (Most theses/projects fall in this category)

□ Option 2: Restrict access to the electronic thesis/project for a period of (select one): □ 1 year □ 3 years

Have you signed an NDA for your thesis or project? □ Yes □ No Reason: □ Patent □ Security □ Other: ____________________________

Page 1 of 2
Master’s Thesis / Project / Exam Approval Form
Graduate Education, Science 52-E47

IV. Student Agreement (Required only for students completing a thesis/project)
I certify that, if appropriate, I have obtained and attached hereto a written permission statement from
the owner(s) of each third party copyrighted matter to be included in my thesis or project, allowing
distribution as specified in this form. I certify that the version I submitted is the same as that approved
by my advisory committee.

I hereby grant California Polytechnic State University and its agents the non-exclusive license to archive
and make accessible, under the conditions specified in this form, my thesis now or hereafter known. I
retain all ownership rights to the copyright of this thesis. I also retain the right to use in future works
(such as in articles or books) all or part of this thesis.

*NOTE: All graduate students are required to maintain continuous enrollment from the time of first
enrollment until the completion of their degree regardless of catalog cycle. Students who fail to fulfill
the continuous enrollment requirement will not be permitted to graduate.

STUDENT

signature

Date

V. Comprehensive Exam
I certify that on ________________, the above-named student has satisfactorily completed the
comprehensive Master’s examination. A record of the examination questions and responses are being
maintained by the graduate coordinator for this program. Note that the Chancellor’s Office requires that
non-thesis oral presentations be recorded.

Exam Administrator

signature

Date

Graduate Coordinator

signature

Date

Only if Applicable:

Committee Member

signature

Date

Committee Member

signature

Date

Committee Member

signature

Date

Graduate Education Office

This copy of a thesis/project report has been reviewed and meets the format requirements established by the University. A fee
receipt is attached.

Graduate Education Office

signature

Review Completion Date

Graduation Date

Return your completed form to:
Graduate Education Office, Science Building 52-E47
California Polytechnic State University, San Luis Obispo CA 93407
Project Proposal
(to be completed in conjunction with AGED 539)

Quality Criteria Number Addressed: ____________.
Goal or Purpose of the Project:

Specific Objectives to Accomplish (Be as detailed as possible):

Estimated number of hours on this project: ________________.
Estimated expenditures ($) on this project (your costs) : ________________.
Proposed timeline for completion of the project:

Progress Report: How will you inform the Cal Poly faculty of your progress on a regular basis?

For Office Use Only:
Project Approved By: ________________________________.
Date of Approval: ________________________________.
Quarter student will enroll in AGED 539: ________________________________.
Proposal – Individual Study and Special Problems

Name:________________________________________
Address_____________________________________
Phone___________________________

Title:

Goal or Purpose:

Specific Objectives (What will you be doing and how what will the final product be?):

Estimated number of hours on this project:

Identify ways you will share the results/outcome with others (required to achieve a grade of “A”):

Estimated expenditures on this project (budget – identify sources):

Timeline (identify dates):

Begin the project:

Complete the project:

Provide progress reports to advisor:

Signature_________________________ Date_________________________

Approval by University Advisor_________________________________