

GRADUATE EDUCATION HANDBOOK

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Policies and Guidelines
AY 2019-2020



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CAL POLY

California Polytechnic State University

San Luis Obispo, CA

Graduate Education

Handbook

**Policies and Guidelines for
Graduate Programs**

AY 2019-20

Graduate Education Office

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Cal Poly is in tiłhini, the Place of the Full Moon. We gratefully acknowledge, respect, and thank yak titʷu titʷu yak tiłhini, Northern Chumash Tribe of San Luis Obispo County and Region in whose homelands we are guests.





CAL POLY



Welcome to Cal Poly. We hope your time with us will challenge you to grow professionally and enrich your life personally. We look forward to supporting you in this process and hope this handbook will provide answers to your questions.

– Office of Graduate Education

CAL POLY GRADUATE EDUCATION MISSION STATEMENT

Achieve excellence in practice-oriented professional graduate programs which place graduates into the workforce with advanced knowledge and the leadership skills necessary to prosper in an increasingly competitive global economy. Inspire students to innovate and achieve excellence in their educational and professional career objectives.

INTRODUCTION

The California Polytechnic State University at San Luis Obispo, CA has more than 35 graduate programs. These programs offer Master's degrees, Post-baccalaureate Credentials (Education), and Graduate and Professional Certificates. For more information about Cal Poly's Graduate Education programs, please visit our website: www.grad.calpoly.edu or contact us via email: grad@calpoly.edu.

This handbook is intended to help guide graduate students, faculty, and staff through the many policies and processes that must be followed to successfully complete graduate work at Cal Poly, San Luis Obispo. It contains many of the official rules and regulations that govern the Cal Poly campus; a complete set of regulations can be found in the University Catalog. This handbook should serve to answer many of the questions that faculty, staff, and students encounter as they map out a pathway to degree completion.

Keep in mind that students themselves are ultimately responsible for the successful completion of all of the steps and documents required for graduation. This includes submitting all forms in a timely manner and adhering to university, college, and department requirements related to their degree program. This also means maintaining continuous enrollment until the completion of their degree. This handbook will assist students in achieving these goals and successfully completing their plan of study in a timely fashion.

Please contact the Graduate Education office at grad@calpoly.edu with any recommendations for additions or corrections to this handbook.

GRADUATE PROGRAM ADVISING

Each graduate program has a designated Graduate Coordinator who advises and assists students in developing a Formal Study Plan and can help guide students through the detailed steps required to complete their degrees. For a list of current Graduate Programs and designated Graduate Coordinators, go to: grad.calpoly.edu

General questions regarding Graduate Education can be emailed to the Graduate Education Office (grad@calpoly.edu), or an appointment can be made by calling (805) 756-2328. The Graduate Education office is located in Building 52, Room D27. Our normal business hours are Monday through Friday, 9:00am to 4:00pm.

Master's students should make an appointment with their Graduate Coordinator during their first quarter of enrollment in their program to develop a Working Formal Study Plan & Advancement to Candidacy (WFSP & ADV) for their Master's degree. The Working Formal Study Plan is an agreement between the student and the university on the specific coursework that must be completed in order to fulfill the requirements for the Master's degree. The Working Formal Study Plan & Advancement to Candidacy also fulfills the Advancement to Candidacy requirement. Completing the Advancement to Candidacy indicates that the student's program of study has been started, a culminating experience has been selected, the Graduation Writing Requirement (GWR) has been completed, and the student has demonstrated the academic potential for success. The WFSP & ADV must be submitted to the Graduate Education Office (Bldg. 52-D27) for review by the end of the 1st quarter of the student's Master's program. It is understood that changes may occur to this plan as students make progress toward their degree completion. Changes in the Working Formal Study Plan do not need to be submitted to the Graduate Education Office.

However, students must also submit a Final Formal Study Plan within the first 3 weeks of the quarter in which they expect to graduate. This Final Formal Study Plan must accurately reflect the courses that have been completed and will satisfy their program requirements.

Each Master's degree program has specific prerequisites; deficiencies in prerequisites must be defined by the Graduate Coordinator in the conditional acceptance offer, and the Graduate Coordinator is responsible for verifying prerequisite compliance prior to the submission of the Final Formal Study Plan. Prerequisite courses normally do not count toward fulfillment of the unit requirement for the degree. Departmental faculty advisors and Graduate Coordinators share the responsibility for advising Master's degree students throughout their graduate career. Students are urged to maintain a personal file of transcripts and other records of all undergraduate and graduate work undertaken, and to make this file available whenever they seek advising.

ADMISSIONS

An application for admission to a Master's program at Cal Poly, San Luis Obispo is available through www.calstate.edu/apply. The Cal State Apply system allows students to browse through general information about all of the CSU's twenty-three campuses. They can view multimedia campus program offerings, send and receive electronic responses to specific questions, and apply for admission and financial aid.

All graduate and post-baccalaureate applicants (e.g., Master's degrees, educational credentials, or graduate certificates) must file a complete graduate application and pay the \$70 nonrefundable application fee, as described on the Cal Poly Admissions website: <https://admissions.calpoly.edu/>. Applicants who completed undergraduate degree requirements on a CSU campus and graduate in the preceding term are also required to complete and submit an application and pay the \$70 nonrefundable application fee.

The CSU advises prospective students that they must supply complete and accurate information on the application for admission, residence questionnaire, and financial aid forms. Importantly, applicants must submit an official transcript to the Cal Poly Admissions Office directly from the degree-granting institution,

by the program deadline. Transcripts must be sent directly from the issuing institution to the Cal Poly Admissions Office. Do not send transcripts to the Graduate Education Office, Program College or Department Offices or directly to the Graduate Coordinator/Director. Applicants are encouraged to also send unofficial transcripts from ALL baccalaureate institutions where the applicant has been enrolled. Failure to provide complete, accurate, and authentic application documents may result in denial of admission, cancellation of academic credit, suspension, or expulsion (Section 41301, Article 1.1, Title 5, California Code of Regulations).

Applicants should be sure to set up their Cal Poly Portal when access is offered from the Cal Poly Admissions Office by email. The “To Do List” on the Cal Poly Portal should be checked periodically as this is how the Admissions Office will communicate with applicants and also advise if anything is pending (Official Transcript, for example) for the application to be complete.

Application Deadlines

Applicants for graduate programs should contact the Cal Poly Admissions Office (admissions.calpoly.edu) for program specific deadlines. Please note that applicants must have all their supporting documents (transcripts, letters of recommendation if solicited, test scores, etc.) submitted to Cal Poly by the application deadline. Extension to the application deadline will only be considered for the following three reasons: 1) personal medical issues, 2) military deployment, and 3) student-athletes with extenuating circumstances.

Admission Requirements

To qualify for admission to a master’s program at Cal Poly, an applicant must meet CA state requirements (Title 5), California State University requirements (Chancellor’s Office), Cal Poly University requirements (Catalog) and other criteria as prescribed by each graduate program.

California State University Requirements

<https://www2.calstate.edu/apply/graduate/getting-into-the-csu/Pages/admission-requirements.aspx>

The minimum requirements for admission to graduate or postbaccalaureate studies at a CSU campus are in accordance with university regulations as well as Title 5, chapter 1, subchapter 3 of the California Code of Regulations. Specifically, an applicant will qualify for admission if they:

- have completed a four-year college course of study and hold an acceptable baccalaureate;
- are in good academic standing at the last college or university attended;
- have attained a grade point average of at least 2.5 in an acceptable earned baccalaureate degree;
- have attained a grade point average of at least 2.5 (A = 4.0)
- meet the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations and specific course and/or grade prerequisites, as appropriate campus authorities may prescribe.

In unusual circumstances, a campus may make exceptions to these criteria. Graduate students must apply to the university AND to a specific graduate program.

English Language Requirements

All graduate and postbaccalaureate applicants, regardless of citizenship, whose preparatory education was principally in a language other than English, must demonstrate competence in English. Those who do not possess a bachelor's degree from a postsecondary institution where English is the principal language of instruction must receive a minimum score of 550 on the Test of English as a Foreign Language (TOEFL). Applicants taking the computer-based TOEFL must present a score of 213 or above. In the case of graduate admissions, the CSU minimum for the internet (TOEFL iBT) version of the TOEFL is 80.

Cal Poly Requirements

Graduate and postbaccalaureate admission requirements are detailed in the Cal Poly catalog: <http://catalog.calpoly.edu/graduateeducation/#thesisorprojectreportrequirements>

A student who meets the requirements for graduate and post-baccalaureate studies may be considered for admission in one of the four following categories:

- Graduate Classified: To pursue a graduate degree, applicants are required to fulfill all of the professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus.
- Graduate Conditionally Classified: Applicants may be admitted to a graduate degree program in this category if, in the opinion of appropriate campus authority, deficiencies can be remedied by additional preparation.
- Post-Baccalaureate Classified: Admission to an education credential program. Persons wishing to enroll in a credential or certificate program will be required to satisfy additional professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus.
- Post-Baccalaureate Unclassified: To enroll in graduate courses for professional or personal growth. Admission in this status does not constitute admission to, or assurance of consideration for admission to, any graduate degree or credential program. Only the Admissions Office can determine if an applicant can be admitted in this category.



Most Cal Poly graduate programs require applicants to complete the general GRE exam within the past five-years. However, exceptions may be granted to specific programs; check with the Graduate Education website for requirements for each program <http://grad.calpoly.edu/program/find.html> Applicants who earned a Cal Poly Bachelor's degree within the last seven years may be granted an exemption from the GRE requirement; however, specific programs may waive this exemption and require the GRE for all applicants. Please keep in mind that any applicant (external or Cal Poly undergraduate) with an undergraduate GPA of 2.5 or lower will be required to take the GRE and demonstrate results that are at the 50-percentile or higher (Quant, Verbal & Writing) to be considered for admission.

Requirements FAQs

- Do applicants who have a previous Master's degree need to take the GRE?

Yes, unless the Master's degree is from Cal Poly.

- If I have a Cal Poly Bachelor's degree from a program that is different from my Master's degree objective (e.g., BS Materials Engineering & MS Biomedical Engineering), do I need to take the GRE?

No. Unless the Graduate Coordinator for the Master's degree program requires it. Please check with the appropriate Graduate Coordinator.

GRE Requirements

All GRE exams must be completed within the past five-years by the applicant. While the Office of Graduate Education strongly urges all students to take the GRE as a means for demonstrating academic capabilities against a nationally normed standard, some Graduate programs wishing to request an exemption from the GRE requirement. In order for the GRE admission requirement to be considered for an exemption, the program must send a signed memo from their College Dean to the Dean of Graduate Education along with the rationale for supporting the request.

Conditional Acceptance

Conditional acceptance (graduate conditionally classified) to Cal Poly can only be based on identifying 12 or less units of undergraduate courses that must be taken while at Cal Poly, in addition to the 45 units required for the master's degree. These conditional courses must be taken for academic credit at Cal Poly, but are not counted as part of a student's Formal Study Plan. It is up to the graduate coordinator to verify that conditional courses have been successfully completed. If more than 12 units of undergraduate courses are necessary, then the applicant should be advised to complete these courses while not matriculated and then re-apply once they are completed. Note that conditional acceptance results in an applicant being admitted to Cal Poly; there is no process for identifying academic deficiencies that must be completed prior to admittance. The graduate program holds the responsibility of identifying any deficiencies in recommendations for conditional admissions, and the program holds the responsibility to ensure that the deficiencies are ameliorated.

Tuition

The cost of attending Cal Poly can be estimated using the tools available on the student accounts website: <https://afd.calpoly.edu/fees/> This includes tuition, fees, housing, dining and parking.

Residency

The laws of California distinguish between residents and nonresidents for tuition purposes. Tuition and fees are subject to state budget approval. Current fees, including non-resident tuition, can be found at: <https://afd.calpoly.edu/fees/>. State requirements to establish residency for tuition purposes are independent from those of other types of residency.

A resident for tuition purposes is someone who meets the requirements set forth in the California Educational Code, Section 68000-68084 and 68120-68134, and Title 5 of the California Code of Regulations, sections 41901-41915. Residency is determined after the student has been accepted for admissions, or upon request for a residency reclassification. The process for determining residence for tuition purposes is detail on the admissions website:

<https://admissions.calpoly.edu/applicants/mycalpoly/resinfo.html>.

Please contact the Admissions Office with any additional questions.

Application Process

Refer to the Cal Poly Admissions website: <https://admissions.calpoly.edu/applicants/graduate/>

In general, students are required to complete their application on or before April 1st for Fall admission for each academic year. However, each graduate program has their own admission deadline and details regarding admission deadlines can be found at the Admissions Office website admissions.calpoly.edu. Note that all documents must be submitted by the application deadline in order to be considered for admission.

Applicants for master's degree programs may only apply to one program at a time, and the application cannot be transferred to another program. If an applicant is denied admission to the program to which they applied, the following application cycle is the first opportunity to apply to another program.

Applications cannot be deferred from one quarter to another for any reason.

Students must have completed their bachelor's degree requirements by the beginning of their first quarter at Cal Poly and provide official transcripts verifying this by the end of their first quarter at Cal Poly or they will be dismissed.

Note that all official acceptance notifications can ONLY come from the Admissions Office. Any communication from a Graduate Coordinator is for informational purposes only. Graduate Coordinator's and programs do not have the authority to grant admission to graduate programs.



International Students

International applicants include those who hold U.S. visas as students, exchange visitors, or those in other non-immigrant classifications. As part of the California State University (CSU) system, Cal Poly must assess the academic preparation of international students and use separate requirements to confirm English language proficiency. International applicants, unless from one of the exempt countries, must satisfy the English language requirement by submitting either TOEFL or

IELTS exam scores with an acceptable score (minimum internet-based TOEFL score of 80 or IELTS of 6.5). It is recommended that International students complete their application 30-days before the deadline in order to facilitate a timely completion of transcript evaluation.

There are no conditional admittances for international students. International students cannot be admitted to Cal Poly and later prove their English proficiency. All international credentials must be evaluated by Cal Poly or one of these agencies: AACRAO, ACEI, WES, or IERF. An automatic waiver of TOEFL or IELTS will be given to graduate applicants who have earned an undergraduate degree from a U.S. institution of higher education. Proficiency in English must be demonstrated by taking TOEFL (Test of English as a Foreign Language) within the last 2 years with an internet score of 80 or greater or IELTS (International English Language Testing System) must be taken within 2 years with a score of 6.5 or greater. TOEFL or IELTS is required to issue an I20 visa.

For more information on international applicant requirements visit the following link:
http://admissions.calpoly.edu/applicants/international/toefl_ielts.html

If a graduate program is open for Fall, Winter or Spring applications, then Cal Poly will admit international students for any quarter. The Fall International Application deadlines are the same as those listed on the Cal Poly Admissions website and vary by program. For Winter the application deadline for international students is 9/1 and the Spring application deadline is 12/1. Due to the extra time involved in assessing international transcripts, it is recommended that international applicants submit their documentation 30-days previous to published deadlines.

In general, Cal Poly requests that all international credentials be evaluated by World Education Services, Inc. (WES).

Please note that international universities must be recognized by the International Association of Universities (<http://www.whed.net/home.php>) in order to be considered for admission to Cal Poly San Luis Obispo.

In India, the Institution must be 1) an accredited institution by India's National Assessment and Accreditation Council (NAAC) with a grade of A and 2) the degree must have earned a Division I classification score. Please note: this equivalency applies only to institutions accredited by the NAAC. It takes into consideration the relative standing of a university as reflected by the NAAC grade and the individual degree holder's performance as indicated by the classification score (standard grading system).

Middle East: University degree requires four years of study.

Canada: Three-year bachelor's degree from Quebec, four-year bachelor's degree from other provinces.

Latin America: University degree requiring four years of study.

Philippines: Four-year bachelor's degree.

Asian countries: University degree requiring four years of study.

African countries: Four-year bachelor's, bachelor's with honours, or maitrise

In order to study in the United States as an international student, applicants must document that they have sufficient



financial resources to complete their course of study. Applicants must prove that they have enough funds to cover all the costs associated with the first year of full-time study. Each CSU campus determines the typical costs for international students. This budget includes registration fees, housing, books, other living expenses and miscellaneous costs.

International students will need to have their financial institution provide a certification that they have at least the amount required available, or that funds are available from a reliable source. International students should not expect to work while in a Master's program to cover the cost of their education in the United States. Federal/state financial aid is not available for international students. Campus or private scholarships may be available for international students but are not sufficient to cover all expenses. No offers of financial support for international students are made prior to being offered admission.

Returning Students

Students who left Cal Poly prior to degree completion in good academic standing (3.0 or higher) and who wish to resume their former program at Cal Poly within 2-years can return to their program after submitting a paper CSU application and transcripts from any institutions attended after leaving Cal Poly. A returning student is one who has no enrollment record for 3 consecutive regular terms (Fall, Winter, Spring). If a student has missed 2 terms, the student may enroll without completing a returning student application. Once a student has missed 3 terms, a returning graduate student application must be completed.

The first step is to contact the Registrar's Office and request that they complete a former Returning Student Evaluation to assess the student's status towards degree completion requirements.

The second step is to contact the Graduate Coordinator to begin a dialogue about satisfying any requirements before submitting a returning student application. Approval from the graduate program for a student to return is documented by the completion of a Petition for Special Consideration, found on the Graduate Education website. The Petition for Special Consideration must be delivered to the Graduate Education Office with all required signatures completed.

The third step is to follow the process outlined on the Admissions website: <https://admissions.calpoly.edu/applicants/returning>

Applications for returning students are accepted according to the following deadlines:

TERM	APPLICATION POSTMARK DEADLINE
Fall Quarter	July 1st
Winter Quarter	October 1st
Spring Quarter	February 1st
Summer Quarter	Closed

Former graduate students who would like to return to their program after an absence of 2 or more years are encouraged to review the continuous enrollment policy and the 7-year completion policy found in this **v**. Students should contact the Office of Graduate Education if they suspect they will not be able to complete the graduate degree within 7 years from matriculation.

Student Athletes

Cal Poly has approved special consideration practices for the admission of sponsored athletes who can enhance the university community. In support of this goal, the Graduate Education and Admissions Offices will work closely with the Athletic Department to enable academically qualified athletes to be admitted in a timely manner to our master's degree programs. All graduate applicants must be recommended for admission by the program's Graduate Coordinator/Director and must meet all the acceptance standards outlined in the Graduate Education Handbook. Application deadlines may be extended when approved by the Dean of Graduate Education.

Admission to Graduate Certificate Programs

All applicants to a Graduate Certificate must file a complete application through Cal State Apply. Participants in Graduate Certificate programs must be matriculated into the University. Follow the process detailed in the Application Process section above. Note that applicants cannot be conditionally admitted to a Graduate Certificate program. Also, only 4 units can be transferred from another school to count towards a certificate. In general, Certificate Programs are not eligible for financial aid.

Admission to Professional Certificate Programs

Applicants to Professional Certificates do not apply through Cal State Apply. They are not officially matriculated into the University. All Professional Certificate programs are managed by the Extended Education Office. To apply follow the links listed on the Graduate Education webpage next to each Professional Certificate program. Again, applicants do not apply through Cal State Apply. Applications can be completed any time throughout the year. Check with the Extended Education Office for enrollment deadlines. Applicants must supply complete and accurate information along with un-official transcripts of all previous academic work attempted. Contact the Cal Poly Extended Education Office with any questions about the application process. Extended Education does not guarantee that Professional Certificate courses will be offered unless adequate enrollments are realized.



Please note due to the Federal Higher Education Act 2008, online course registrations from students residing in some states may also be subject to review based on the ongoing changes in distance education regulations. Please contact the Extended Education Office for further details.

Appeals of Admission Decisions

Cal Poly carefully reviews all denied applications. Therefore, for an appeal to have merit, it must bring to light new academic information as well as information pertaining to extenuating circumstances that were not present in the original application. This information must clearly show that the applicant has stronger

qualifications than had been earlier evidenced. Neither grades received in the current academic year nor mistakes made by the applicant on the application are a basis for an appeal or the reversal of a decision.

Submitting an Appeal

1. Send a signed letter to the Dean of Graduate Education requesting a reconsideration of the application. The letter must come from the applicant only and be postmarked no later than 15 days after receipt of the original admission decision. Note: letters submitted via email are not accepted and will not be considered. Identify the graduate program and the student identification number.

2. The letter must clearly outline the reasons for appealing the initial decision. The information presented should be new and compelling. The letter should not simply repeat information that had already been presented in the application.

3. Official GRE scores should be sent directly to Cal Poly Admissions and can provide a basis for consideration beyond undergraduate GPA.

4. Letters of recommendation, personal statements or essays cannot be submitted as part of an appeal.

It is usual practice to respond to appeals within 30 business days of the date they are received. While all appeals are reviewed on a case-by-case basis, the rate of a decision being reversed based upon an appeal has historically been very low. All appeal decisions are considered final.



All appeals should be addressed to:

Cal Poly State University
Graduate Education Office
1 Grand Avenue.
Building 52-D27
San Luis Obispo, CA 93407 U.S.A.
Attn: Admission Appeal

Second Master's Degree

A student can earn only one Master's degree in any one of the Colleges at Cal Poly. A student who wishes to complete a second Master's degree in another discipline, or two Master's degrees simultaneously, must complete all requirements for both degrees. No double counting of units is allowed. An existing concurrent program in Transportation Planning is the exception to this policy. To add a second Master's degree, a student must complete a [Postbaccalaureate Change of Objective](#) form and secure all of the required signatures from both Master's degree programs. The student must then submit the Postbaccalaureate

Change of Objective to the Graduate Education Office. Note that separate Formal Study Plans and Culminating Experience forms must be completed for each Master's degree program.

Admission to a Blended Program: Bachelor's + Master's Degrees

Blended Programs provide an accelerated route for a student to achieve their academic goals with the simultaneous conferring of both a Bachelor's and a Master's degree at the culmination of the Master's degree program. Blended Programs provide students with the possibility of applying 4XX/5XX level courses completed during their senior year to their graduate Formal Study Plan (if those courses are not part of their undergraduate requirements). Blended programs also allow students to seamlessly progress from undergraduate to graduate status without having to apply through Cal State Apply (thereby eliminating the need to pay the \$70 application fee).

Undergraduate students should meet with their target Graduate Program Coordinator once they reach junior status (before they have completed 91% of their undergraduate degree) to discuss and outline a Working Formal Study Plan. A Blended Programs Application Approval Form must be completed and submitted to the Graduate Education Office (follow the directions on the Graduate Education website). Note that a student is not officially accepted into a Blended Program until this form has been approved by the Graduate Education Office. Students can be accepted into Blended Programs during any Quarter of the Academic Year.

Once a student has been approved by the Graduate Education Office and their target Master's program to participate in a Blended Program, they must submit a Postbaccalaureate Change of Objective form (PBCO) to the Graduate Education Office **no later than the fourth week** of the quarter they complete 91% of their undergraduate degree (students should refer to their academic progress gauge in their Poly Profile to verify this percentage). The Postbaccalaureate Change of Objective is the official form that initiates a change in the student's standing—thereby transitioning the student from undergraduate to graduate standing. The Postbaccalaureate Change of Objective form will only be processed if the student has completed at least 91% of their undergraduate degree, successfully cleared their GWR milestone in their Poly Profile, and previously submitted an approved Blended Programs Application Approval Form. Finally, students must have a minimum of a 2.5 cumulative SLO GPA in order to be accepted to a Blended Program. Note that once students are admitted to graduate standing, they must maintain a 3.0 GPA or better in courses counting toward their graduate degree Formal Study Plan.

In addition, a student **must be at graduate status for a minimum of two quarters** before they can graduate. See the section in this handbook on Blended Programs for more information.

Coordinators: Rolling Admissions

Graduate Coordinators should check WebAdmit or Perceptive to see how their applicant pools are developing. They can recommend an applicant at any time. We strongly urge Coordinators to review applicants as they complete their applications and not to wait until the end of the application cycle. High quality applicants often apply early and need to make decisions as early as possible. Applications will be accepted up to the deadline listed for each program. Coordinators are asked to review and make recommendations for all applications within thirty days of completion. Some programs may elect to receive applicants for Fall, Winter and Spring quarters. International applicants will be accepted for Fall, Winter and Spring Quarters.

Communications

The Admissions Office must verify final transcripts, GPA requirements and residency status before an official acceptance notification can be sent to the applicant. All communications regarding acceptance must come from the Admission Office. Once an applicant's documentation has been verified by Admissions, an email message indicating ADMIT or DENY will be sent to the applicant.

If the recommendation from the Coordinator is to DENY the applicant, then a reason for the denial must be provided through Perceptive, in the "comments" field. The reason for denial will not be shared with the applicant.

Applicants that have not provided all required documentation by the Recommendation Deadline will be administratively withdrawn (Program Action: WADM)

FAQs of the Graduate Education website may be helpful for applicants and coordinators (grad.calpoly.edu).

REGISTRATION AND TUITION

Registration for classes is completed through a student's Cal Poly Portal, and the process depends on if the student's program is classified as **state-support** or **self-support**. Only the following programs are self-support: MS Fire Protection Engineering, MS Accounting, MS Taxation, MS Business Analytics, MS Economics, and MS Packaging Value Chain. All other programs are state-support.

For State-Support Programs: enrollment time periods are listed on the Registrar's website: <https://registrar.calpoly.edu/enrollment-appointments>

Registration for classes occurs through the [Cal Poly portal – Student Center](#)

For Self-Support Programs: registration time-lines are different, and occur via the Extended Education Office. Go to this website for more information: <http://extended.calpoly.edu/>

Typically, continuing graduate students register during Spring quarter, and new graduate students register during August for Fall enrollment. For questions or assistance with registration, please contact the Registrar's Office and the program Coordinator.

State-support programs pay tuition based on a CA state subsidized model. There is a fixed tuition for taking 6 units or less and a set tuition for more than 6-units. A full-time graduate student is defined as one taking 8 or more units in a quarter. Students receiving financial aid may need to meet different requirements to be considered full-time and should consult with the Financial Aid Office. Normally graduate students are not permitted to enroll in more than 22 units each quarter.

Self-support programs do not receive any CA subsidization, and tuition is based on the number of units taken for the program. Self-support programs have a business model that requires a certain number of students in order for the program to be financially viable.

DEGREE REQUIREMENTS

The following conditions and academic requirements are common to all Master's degrees:

- All graduate students must satisfy the Graduation Writing Requirement (EO 665) before the end of their first quarter of enrollment (before Advancement to Candidacy).
- All graduate students must submit an approved Working Formal Study Plan to the Graduate Education Office with a minimum of 45 quarter units (Title 5, Article 7, 40510 b.2.) before the twelfth unit of graduate

study is completed (before end of first quarter of enrollment). The Working Formal Study Plan also documents that the student has completed their Advancement to Candidacy requirements.

- All graduate students must maintain an overall grade point average of 3.0 (grade of B on a scale where A = 4.0) or better based on all courses listed in their Formal Study Plan. A course in which a 'CR' is assigned shall not be used in computing the grade point average. (Title 5, Article 7, 40510 b.4.) Only individual graded courses with C- (1.7) or higher can be included on their Formal Study Plan.
- All graduate students must maintain satisfactory scholarship and professional standards. Only those graduate students who continue to demonstrate a satisfactory level of scholastic competence and fitness, as determined by the appropriate university authorities, shall be eligible to continue in their graduate studies. Students whose performance is judged to be unsatisfactory by the authorities of the University may be required to withdraw from all graduate degree curricula offered by the University.
- All graduate students must successfully complete a culminating experience (thesis, project, and/or comprehensive examination). (Title 5, Article 7, 40510 b.3.) Requirements for a graduate program's culminating experience are detailed in the Cal Poly Catalog.
- All graduate students must complete all degree requirements within seven years (Title 5, Article 7, 40510 b.2.) of first matriculation into that program. Even if a student is admitted conditionally into a Master's degree-seeking program, their matriculation date serves as the beginning of their seven-year period.
- All graduate students may elect to meet the Cal Poly Catalog graduation requirements in effect at the time the student was admitted to graduate standing (conditional or classified), provided that continuous enrollment was maintained (AS-692-09). Or they can choose to follow the degree requirements detailed in the current Catalog; contact the Registrar's Office for more details.
- Graduate student may be required to make substitutions on their Formal Study Plan for discontinued courses. All substitutions must be approved by their Graduate Coordinator/Director and Department/Area Chair.
- Graduate level courses (500-level) must make up no fewer than 60% of the units required for their degree (Title 5, Article 7, 40510 b.2.B.). Students who matriculated into their graduate programs prior to Fall 2019 are responsible for ensuring that graduate level courses (500-level) make up no fewer than 50% of the units required for their degree. Students who elect to return to Cal Poly after discontinuation in their program will be held to the catalog requirements of their first quarter of matriculation. However, the returning student can choose to follow the degree requirements detailed in the current Catalog.
- No more than 9 units of student teaching can be applied to a student's Formal Study Plan.
- No more than 9 units shall be allowed for a thesis and/or project (Title 5, Article 7, b.2.C.) culminating experience.
- Beginning Fall 2019, thesis/project/exam courses must be completed while matriculated in a degree-seeking program and cannot be completed through Open University or GS 597. Students who matriculated into their Master's degree programs prior to Fall 2019 may elect to complete Master's Project or Master's Exam coursework through Open University. Master's Thesis coursework may not be completed through Open University regardless of matriculation date.
- Some programs/departments set limits on the number of units allowed in independent study courses. Typically, there is a 12-unit combined (400/500) maximum of independent study units allowed on a Formal Study Plan.
- A credential or certificate student may not change their degree objective to a Master's program using a Postbaccalaureate Change of Objective form. They must apply to the Master's program through Cal State Apply.

- All graduate students must be enrolled during the quarter they complete their degree requirements, including the culminating experience. If the student has completed all required coursework prior to the quarter of degree completion, the student must enroll in GS 597 to fulfill this requirement.
- A degree cannot be posted until the End of the Quarter (commencement date) in which a student completes all degree requirements. Note that Grade Change paperwork MUST accurately reflect the date that all work was completed. Grade change paperwork will determine the quarter to which a degree can be posted.

All of the requirements that apply to graduate students can be found here: <http://catalog.calpoly.edu/graduateeducation/#academicrequirementsandresponsibilitiestext>

Classified versus Unclassified

Classified includes any units completed while matriculated into a Master's, credential or graduate certificate program; along with any other units taken after a Bachelor's degree was awarded.

Unclassified includes any units completed prior to a Bachelor's degree being awarded. Up to 12 units completed while at the undergraduate level that are not utilized to satisfy a Bachelor's degree can be applied to a Master's degree.

Although resident vs. non-resident units are relatively easy to delineate, they overlap with the more confusing concept of Postbaccalaureate (PBAC) Classified and Unclassified. Please work with the Graduate Coordinator to complete a Working Formal Study Plan that includes units that can be applied toward the degree objective.

Note: if a student has no more than a combined total of 12 units from any undergraduate enrollment, transfer enrollment, or taken before being admitted into their current graduate program, they should be compliant with all of the universities policies.

The majority of the Formal Study Plan coursework should be taken while enrolled through Cal Poly's state-supported system (Title 5, Article 7, 40510.A). Cal Poly requires that at least 33 units of a 45-unit program must be completed while in residence at Cal Poly; a limit of 12 units out of residence can be taken. In programs with more than 45 units, an equivalent proportion (33/45 or 73%) of units must be taken in residence at Cal Poly.

In Residence

- Cal Poly undergraduate courses
- Cal Poly summer session ('S') courses (EO 1099 9.1 & 10.2)
- Only up to 12 units of Cal Poly Open University ('P') courses

Out of Residence (max 12 units)

- Extended Education ('E') courses (EO 1099 9.2)



- Credit by exam units
- Transfer units

The majority of Formal Study Plan coursework should be taken after having been matriculated at Cal Poly as a Graduate Classified or Graduate Conditionally Classified (both seeking a Master's degree), or Post-baccalaureate Classified (credential or graduate certificate) student. Therefore, only 12 units can be taken while unclassified, AND only 12 units can come from Cal Poly undergraduate units not needed to meet any baccalaureate degree requirements.

No more than 24 quarter units of approved Cal Poly Extended Education [a combination of Summer Session (S), Open University (P), or Special Session (E) courses] courses shall be accepted for the Master's degree. (EO 1099 10.1.2)

Courses Taken by Undergraduates for Graduate Credit

Cal Poly undergraduates may take courses in the 400 or 500 series for graduate credit while still matriculated as undergraduates. If they subsequently enter a Cal Poly Master's, credential, or academic certificate program, they may have such course credit applied toward that program only if the units were not used for the baccalaureate degree. Students must list these courses taken as an undergraduate in the appropriate place on the Formal Study Plan. No more than 12 units of Cal Poly undergraduate work is allowed on the Formal Study Plan. Cal Poly's Office of the Registrar will validate if Cal Poly undergraduate courses listed on the Formal Study Plan were not needed to meet any undergraduate degree requirement. However, students who want to use undergraduate courses from another institution must provide Cal Poly's Office of the



Registrar with an official letter from the other regionally accredited institution indicating that the coursework was not needed to meet any undergraduate degree requirement.

Time Limit for Degree Completion (The 7-Year Rule)

The time allowed to successfully complete all Master's requirements, including the Master's culminating experience, is 7 years (Title 5, Article 7, 40510 b.2.) from the time the student is matriculated (classified or conditionally classified) into their Master's degree program.

The University, at its option and in exceptional cases, may extend the 7-year time frame. Students who wish to extend the 7-year limit must submit a Petition for Special Consideration form to Graduate Education. The petition must include:

- An explanation of the reasons why the extension is necessary.
- Evidence to support the student's currency in the field of study.
- A copy of the student's Final Formal Study Plan that indicates any additional coursework that needs to be completed as part of the petition and which of those courses will be over seven years old at the proposed time of completion.
 - o If the extension is necessary for completion of the culminating experience, list the specific experience being used (thesis, project, or comprehensive exam).
 - o Indicate the current progress made on the culminating experience and when final degree requirement completion is expected.

The seven-year rule cannot be extended indefinitely; the student must specify in the petition what quarter and year they will be completing all degree requirements, thus indicating precisely how far the seven-year rule would be extended if the petition were approved.

PROCESS TO DEGREE COMPLETION

Registration & Full-time Status

For graduate students, full-time status is 8 units per quarter. However, graduate students may enroll in up to 16 units during their Cal Poly registration rotation period and up to 22 units (maximum) per quarter during open registration.

PolyPlanner

PolyPlanner is not currently equipped to track graduate courses. Monitoring degree applicable units and degree completion progress requires each graduate student to utilize their Working Formal Study Plan.

Steps to Graduation: Checklist & Forms

Students can refer to the following checklist to help ensure they are following all the steps required to complete their program:

☑ Checklist

1. Attend **Graduate Education Orientation** meeting Fall Quarter.

2. Meet with Graduate Coordinator and select a faculty advisor.

- Determine culminating experience: Thesis, Project, or Exam.
- Identify members of evaluation committee if necessary.
- Evaluate core curriculum and identify electives needed to achieve academic goals.

3. **Submit Working Formal Study Plan & Advancement to Candidacy**

- Must be submitted by end of 1st quarter in the program.
- Complete Graduation Writing Requirement (GWR) by end of 1st quarter. If Blended Program, GWR must be complete before filing Postbaccalaureate Change of Objective.
- Submission of the WFSP & ADV signifies Advancement to Candidacy (Title 5, Article 7, 40510a & 41011) and recognizes that the student has sufficiently demonstrated the ability to sustain a level of scholarly competence that should enable them to successfully complete degree requirements.

4. Submit **Application for Graduation**

- Must be submitted one quarter prior to the quarter that the student plans to graduate. For example, if the student plans to graduate in Spring quarter, they must submit this form by the end of Winter quarter. For graduation in Fall, please submit this form by the end of the previous Spring quarter. To ensure participation in both Fall and Spring Commencement Ceremonies, students can submit the Application for Graduation early.
- Can only be submitted once. Must accurately specify the student's quarter and year of degree completion.
- A [Graduate Programs Exit Survey](#) must be completed in order for the application to be processed. Student identity will be kept confidential. Only aggregate responses will be used to assess program performance.

5. Submit **Final Formal Study Plan**

- Must be submitted within the first 3 weeks of the beginning of the quarter in which the student plans to graduate.
- Must accurately list all courses that will count toward degree completion (see section on Degree Requirements).
- Used to determine final GPA.

6. Submit **Master's Culminating Experience Approval Form**

- There are separate forms for Theses, Projects, and Exams.
- Will only be accepted in the quarter in which the student is graduating.
- Must be submitted by the last day of the quarter (end of final exam week) in which the student intends to graduate.
- If submitting a thesis, refer to the Master's Thesis Submission Process at the Graduate Education website and below for more



details.

NOTE: Each of the forms identified in the checklist (**Bold & Underlined**) should be downloaded directly from the Graduate Education website at grad.calpoly.edu to ensure they are the most current versions. All non-DocuSign forms must be turned into the Graduate Education Office in Science Building 52, Room D27.

The Formal Study Plan

Each student should make an appointment with their Graduate Coordinator/Director during their first quarter of graduate study to develop a Working Formal Study Plan for their Master's degree. A Formal Study Plan is an agreement between the student and the college on the specific coursework to be completed in order to fulfill the curricular requirements for the Master's degree. The student should always consult with their advisor to ensure that only approved courses are selected, since departmental requirements vary and some courses are excluded or may not be offered. A copy of the study plan must be submitted to Graduate Education Office for review and final approval.

Courses below the 400-level may not constitute any part of the approved units on a Formal Study Plan (AS-313-89). However, in those programs where specific courses below the 400-level may be essential for a student's success, the student may be conditionally admitted to the program contingent upon completing those courses.

Do not list any prerequisite courses on the Formal Study Plan.

It is understood that changes may occur to the Working Formal Study Plan as students make progress with their studies; changes do not need to be submitted to the Graduate Education Office. However, students must submit a Final Formal Study Plan within the first 3 weeks of the quarter in which they expect to graduate. This Final Formal Study Plan must accurately reflect ALL the courses that have been completed that will count toward the completion of their degree requirements.

Advancement to Candidacy

Advancement to Candidacy (Title 5, Article 7, 40510a & 41011) recognizes that the student has to date sufficiently demonstrated the ability to operate at a level of scholarly competence that should be satisfactory for successful completion of the degree requirements. The student has identified their culminating event as a thesis, project, and/or comprehensive examination and established a faculty advisor. The student has also satisfied the Graduation Writing Requirement.

Advancement to Candidacy is part of the Working Formal Study Plan, and a student's signature on the form signifies understanding of the overall 3.0 GPA requirement and compliance with the Continuous Enrollment Policy.

Full-Time Graduate Student Status

A full-time graduate student is defined as one taking 8 or more units in a quarter. Students receiving financial aid may need to meet different requirements to be considered full-time and should consult with the Financial Aid Office. Normally students are not permitted to enroll in more than 22 units in any one quarter.

Enrollment in Graduate Courses

To enroll in a 500-level graduate course, a student must have post-baccalaureate standing, graduate standing, or the permission of the instructor. Undergraduate prerequisites are waived for 500-level courses. Note, prerequisites are not waived for 400-level courses; the student may need to get a permission number from their Graduate Coordinator or department administrator to enroll in 4XX classes. The maximum number of independent study units are defined by each program/department and are listed in the Cal Poly catalog; typically, the maximum is 12 units.

Courses Counted Toward Graduation and Credit/No Credit Grading

Only those letter-graded courses in which an A, B, or C is earned (C- is acceptable) count toward satisfying the total unit requirement for a graduate degree. Courses which are offered only on a credit/no credit basis also satisfy the unit requirement if a credit grade is earned. The equivalent of an A or a B is required to earn credit in such courses. Graduate students may elect to take courses that are not part of their formal program of study on a credit/no credit basis. Every class in the Formal Study Plan must have a grade of C- or higher. There can be no classes on the Formal Study Plan with a D+, D, or D-. If a student receives a D grade in a required class, the course can be retaken and both grades will be averaged into the Formal Study Plan GPA. There is no grade forgiveness for Master's students. However, if a course is not required, it can be removed from the FSP and replaced with a suitable alternative.

CULMINATING EXPERIENCES: THESIS, PROJECT, AND/OR EXAM

Culminating Experience

All graduate students must successfully complete the culminating experience required by their specific program (thesis, project, and/or comprehensive examination) to be granted a Master's degree (Title 5, Article 7, 40510 b.3.). The quality of work accomplished including written expression is the major consideration in judging the acceptability of the thesis, project, and/or comprehensive examination. Importantly, the degree award date is based on the submission date of the Master's Culminating Experience Approval Form to the Graduate Education Office. The form must be submitted by the end of business hours on the Friday of a quarter's final's week in order for the degree to be awarded in that quarter.



Archiving Culminating Experience Documentation

The American Association of Collegiate Registrars and Admissions Offices provide guidelines for retention and disposal of student records pertaining to post-baccalaureate culminating experiences. They recommend that evidence of completion be archived for 7-years. Theses are permanently stored in the Cal Poly Kennedy Library Digital Commons. Project reports must be kept by the advisor who approves the report. Exams both

written and oral must be kept by the faculty who certifies that the experience was passed. Oral exams must be recorded and digitally stored.

Export Law Compliance

The Office of Research and Economic Development (ORED) will work with all faculty advisors of thesis and projects to ensure that Cal Poly is in compliance with federal export laws. Under Federal Law, access to export controlled information or materials to those in the U.S. on a visa is considered to be an export (even though occurring within the U.S.), potentially requiring an export license, unless a particular authorized license exemption applies. The types of equipment and information involved in graduate research (laboratory or thesis) determines the potential likelihood of being subject to export restrictions (especially Engineering, Science/Math, Agriculture). Faculty should consult with ORED to make this determination.

Graduate student advisors in categories with a high likelihood of export restricted material/equipment should work with their College Dean's Office and ORED to determine if students should be allowed to work on impacted activities. The goal is to not adversely impact research or thesis activity, but to assure that the campus takes proper steps to comply with federal export law (e.g. licenses, if necessary)

Thesis Format

A thesis must be a cohesive document that defines an area of study along with its relevant background, theory for a solution, methods utilized to proving the theory, and a detailed discussion of results and conclusions. It must be an integrated document with chapters and sub-headings that support a continuous flow, complete with references that are consecutively numbered throughout the document. There must be enough detail in the methods section to replicate the work. A thesis is not a collation of separate articles each with their own introduction, methods, conclusions, and separate references.

Thesis ADA Compliance

The thesis author should work with the Cal Poly Kennedy Library to make sure that their work is ADA compliant. Making the thesis ADA accessible allows those using screen readers and other assistive computer technologies to read the student's thesis. This means that more people will be able to read the thesis online, therefore increasing the size of the student's audience and potential citations for the paper. To check a thesis, project, or dissertation for accessibility, it is recommended that the student use Word 2010 or Word 2013. These versions have a built-in accessibility checker. The student can learn about the accessibility checker from the Microsoft accessibility checker page (<https://support.office.com/en-us/article/use-the-accessibility-checker-to-find-accessibility-issues-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f?ui=en-US&rs=en-US&ad=US>). Microsoft also has how-to guides for creating accessible Word documents (<https://support.office.com/en-us/article/make-your-word-documents-accessible-d9bf3683-87ac-47ea-b91a-78dcacb3c66d?ui=en-US&rs=en-US&ad=US>)

After the student has validated that they have fixed all issues detected by the Word accessibility check, save the document as a PDF. Go to Adobe Acrobat Pro and check for accessibility. Adobe has created a how-to guide to create and verify PDF accessibility (<https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html>)

Once all edits required by a thesis committee and/or a faculty advisor are complete, the final version of the thesis must be uploaded to the Digital Commons. All Master's theses must go through the Graduate Education's thesis formatting and review process, wherein an editor reviews and provides the student with needed corrections. It is imperative that students respond in a timely matter to requests for modifications

to bring their theses into compliance. Upon completion of any corrections required by the editor, the thesis is approved and posted to the DigitalCommons@CalPoly, a digital archive for the University. A thesis is not posted to the Digital Commons until all edits requested are completed.

Thesis Requirements

A thesis is the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers conclusions or recommendations. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the thesis is required. A thesis must be authored by one and only one student. (Title 5, Article 7, 40510 b.3.A.)

Project Requirements

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 report that includes the project's significance, objectives, methodology, and a conclusion or recommendation. A project may be completed by a team of students, but each student must write an individual report that reflects their contribution to the project and how it meets the standards of a Master's thesis as described above. A project may be evaluated by oral defense, which must be documented. A project must be approved by a faculty advisor from the student's program. A project may also utilize a committee to evaluate the student's undertaking, and the committee should meet the same standards as a thesis committee. (Title 5, Article 7, 40510 b.3.B.) Project reports will not be reviewed by the Graduate Education office's thesis editor, do not have to comply with the thesis formatting guidelines, and will not be posted to the DigitalCommons@CalPoly.

Thesis or Project Advisor

The faculty member who serves as a graduate student's thesis or project advisor must meet the University's standards for teaching graduate courses. Graduate courses are normally taught by tenured/tenure-track faculty who demonstrate mastery of the topic by possession of the appropriate terminal degree.

Thesis/Project Committee

The following are requirements for the members of a thesis or project committee: 1) that the graduate student have a thesis/project advisor (committee chair) who is a permanent full-time faculty member from the student's program or from another closely-related program; 2) that the thesis/project advisor and the student recommend a thesis/project committee comprised of at least three members; 3) that the other two members may be from the student's program or from another department or college within Cal Poly. One of the two committee members (not the committee chair) may be from an organization that sponsored the thesis/project undertaking. Please note that a project does not require a committee; it is optional and should be decided by the student and their project advisor.

Comprehensive Examination

A comprehensive examination is one of the possible culminating experiences for a Master's degree and

assesses the student’s ability to integrate knowledge, show critical and independent thinking, and demonstrates a mastery of the subject matter. The results of the examination should provide documented evidence of these abilities and achievement. A record of the examination questions and responses shall be maintained by the Graduate Coordinator/Director for the program. It is the responsibility of the academic department supporting the graduate program to ensure that the comprehensive exam assesses all of the learning outcomes identified for the program. (Title 5, Article 7, 40510 b.3.C.).

Thesis Defense Checklist:

Student Checklist

- 1) Complete a draft of your thesis and submit to your advisor for review and feedback at least 1-quarter before the quarter you plan to graduate. Be sure to check the Master’s Thesis Formatting Guidelines available on the Graduate Education website, grad.calpoly.edu
- 2) Edit your thesis based on your advisor’s feedback and submit a copy to your committee members at least 2 weeks before your defense.
- 3) Schedule your defense date/time and reserve a conference room. You should schedule your defense at least three weeks before the end of the quarter in which you will be graduating.
- 4) Complete your oral defense and collect all edits/feedback from your committee and update your thesis. Make sure to download, print, and complete the Master’s Thesis Approval Form and have your committee members sign it. Remember to indicate on the form if you wish to restrict access to your thesis. Refer to the Master’s Thesis Submission Process on the Graduate Education website for more detailed instructions.
- 5) Obtain a Cashier’s receipt for the Digital Archiving Fee (thesis only) from the Administration Building Cashier’s Office and attach it to the Master’s Thesis Approval Form. You may also pay the archiving fee online and attach a copy of your confirmation email to the form. Turn in the form with attached receipt to the Graduate Education Office. The Graduate Education staff will review the form and verify that all required documentation has been submitted. The form is then forwarded to the Office of the Registrar (Evaluations) for review. The Registrar’s Office makes all final decisions regarding the granting of a degree and will notify the student when their degree is awarded.
- 6) Upload your thesis to the Digital Commons Library Archiving website. Refer again to grad.calpoly.edu. Once your thesis has been uploaded, an automatic notification will be sent to the Graduate Education thesis editor. After the editor has reviewed your thesis, you will be contacted with any necessary formatting edits. When all of the suggested edits have been made, the thesis editor will post (publish) your thesis to the Cal Poly Digital Commons.

Note: students must submit a Master’s Thesis Approval Form and upload the final version of their thesis to the Digital Commons by end of business hours on the following dates in order to be considered eligible to graduate in the quarter specified below, assuming all other academic requirements for the degree have been satisfied.

Deadlines for Theses Submissions via Digital Commons

Fall 2019	12/13/19
Winter 2020	3/20/20
Spring 2020	6/12/20
Summer 2020	9/4/20

Thesis Author's Rights

As the author of the thesis, you retain all rights to the work, granting the university a non-exclusive license upon deposit in the DigitalCommons@CalPoly. The license confirms that you, as the creator and contributor of your work, grant the university permission to share your work in an open-access digital environment, which is intended for educational purposes.

You and any co-authors retain all intellectual property rights to your work. If you submit material for which you do not own copyright, you must certify that you have obtained permission from the copyright owner to make your materials available online.

You are giving the university permission to make your work available to all users and to migrate it to accessible formats as necessary. Requests for use of your work for purposes other than education will be referred back to you as copyright holder.

Authors who wish to share their work for specific purposes while retaining their copyrights may do so by using an appropriate Creative Commons License.

For more information about author rights and sharing your research with other scholars, please see the Library's web pages on scholarly communication and copyright. No proprietary information should be included in a thesis.

<http://lib.calpoly.edu/collections/theses/>

Digital Commons: Open or Restricted Access to Thesis

Two levels of electronic distribution are available. A student, in concert with the advisor, may choose the level which fits the situation. Open Access (Worldwide) distribution is the first option and is recommended by the University and Library to make the information freely available worldwide. It should be noted that this Open Access option may be viewed by some book or journal publishers as publishing the work.

The second option is to embargo (restrict) the thesis for patent, proprietary, or data sensitivity reasons. The student, with the written approval of their advisor, may select "restricted access" distribution for the thesis. During the submission process, the student will have the ability to indicate the initial embargo time period. Theses holding the status of "Restricted Access" will receive a bibliographic record in the Library Catalog, and a brief bibliographic display will be available in the DigitalCommons@CalPoly. "Restricted Access" status is designed to secure the work, even disallowing access to the Cal Poly community. This procedure addresses situations such as when a patent application is planned or when proprietary or security interests are at stake. A thesis under the "Restricted Access" status will be placed on a secured server, but the file will not be made visible or available. Only the descriptive data (author, title, abstract, and basic information about the submission) will be publicly visible.

The status of "Restricted Access" will lapse after 1 year or 3 years depending on the restriction initially determined by the student and their advisor. The student may contact the Graduate Education Office to obtain an extension before the expiration of the initial restriction. After the restriction expires, the document will be moved into Open Access (Worldwide) distribution unless an exception has been granted by the department and/or college/school.

Please note: Kennedy Library's Interlibrary Services Department (ILS) receives national and international borrow requests for Cal Poly Theses & Projects. Open Access designated theses will be distributed to satisfy relevant borrow requests. Restricted Access theses will not be distributed through ILS until the restricted access time period lapses.

Research Involving Special Conditions

Research that involves the use of human subjects, vertebrate animals, hazardous materials, or information and materials subject to export-control regulations requires special campus review before the study begins. If a student's research involves any of these special conditions, they should check with their Graduate Coordinator and the Academic Department of their program for procedures.

Plagiarism

Plagiarism is a direct violation of intellectual and academic honesty. Although it exists in many forms, all plagiarism refers to the same act: representing somebody else's work as one's own. The most extreme forms of plagiarism are the use of a paper written by another person or obtained from a commercial source or use of a paper made up of passages copied word for word without acknowledgment. Paraphrasing another author's ideas or quoting even limited portions of their text without proper citation is also an act of plagiarism. Plagiarism will not be tolerated in this academic community. It will result in a failing grade for the assignment, exam, or task. It may result in a failing grade in the course. See the Cal Poly Office of Student Rights & Responsibilities for further information on plagiarism and disciplinary actions that may be taken. See the Academic Programs website: Academic Policies Cheating & Plagiarism, along with Academic Senate Resolution AS-722-10, Campus Administrative Manual, and Section 684.

ACADEMIC STANDING

It is expected that all Cal Poly students are enrolled for serious educational pursuits and that they conduct themselves so as to preserve an appropriate atmosphere of learning. It is also expected that all students who enroll at Cal Poly are willing to assume the responsibilities of citizenship in the campus community. Association in such a community is voluntary, and students may withdraw from their graduate programs any time they consider the obligations of membership disproportionate to the benefits. While enrolled, students are subject to campus authority that includes the prerogative of dismissing those whose conduct is inimical to the aims of an institution of higher education. While enrolled, students are subject to the regulations governing discipline stated in Education Code Section 66017 and in Title 5 of the California Code of Regulations, Sections 41301–41302, and to such rules and regulations as have been approved and promulgated by authority of the University President. Students are subject to other applicable regulations contained in the Cal Poly Catalog, Campus Administrative Policies, Standards for Student Conduct, Rights and Responsibilities, and in other official university publications, including the Cal Poly website.



Grades

Report in Progress (RP) Grades: The grade of RP is used in connection with courses that extend beyond one academic term. It indicates that work is in progress and has been evaluated and found to be satisfactory to date, but assignment of a grade must await completion of additional work. Work is to be completed within a time period stipulated by the instructor. The RP symbol shall be replaced with the appropriate final grade within one year for all courses or it will convert to an F for graded courses or NC for CR/NC-only courses.

There is an exception for graduate degree thesis or project courses (539/596/598/599) for which the time may be up to seven years, but may not exceed the overall time limit for completion of all Master's degree requirements (AS-647-06). Failure to complete the assigned culminating experience work will result in the RP, only in these courses, being converted to an NC (AS-443-95).

Earned D+ or Lower: If a student earns a D+ or lower, the course can be retaken with the permission of the course instructor. Both grades will then be averaged into the Formal Study Plan. Alternately, if the course is not required, it can be removed from the Formal Study Plan and replaced with a suitable alternative.

Repeating a Course: Students may enroll in a course for credit more than once only if the catalog course description states that the course may be repeated for credit. An exception to this policy allows the repeating of a course in cases where a grade of D or F was received. Unlike for undergraduates at Cal Poly, a graduate student repeating a course cannot qualify for the removal of a lower letter grade from the overall GPA calculation on the student's transcript. See the Earned D+ or Lower section above for more information.

Credit/No Credit Grading: Courses which are offered only on a credit/no credit basis also satisfy the unit requirement if a credit grade is earned. The equivalent of an A or a B (including a B-) is required to earn credit in such courses (AS-8-76). Graduate students may elect to take courses that are not part of their Formal Study Plan on a credit/no credit basis.

Grade Point Calculation for Graduate Degree

Satisfaction of the GPA requirement for the conferring of the Master's degree requires a GPA of 3.0 or more in the courses taken in the Formal Study Plan. Repeating a course does not remove a lower letter grade from the overall GPA calculation on the student's transcript.

Academic Probation

A student who is enrolled in a graduate degree program in conditionally classified or classified standing may be placed on academic probation for failure to maintain a cumulative grade point average of at least 3.0 (grade of B on a scale where A = 4.0) in all courses in the Formal Study Plan for the degree.

A student who has been admitted as post-baccalaureate classified in order to pursue a credential program shall be subject to academic probation for failure to maintain a cumulative grade point average of at least 3.0 in all units taken in the credential program.

A post-baccalaureate unclassified student (one who has not been admitted to either a credential or graduate degree program) shall be subject to academic probation for failure to maintain a cumulative grade point average of at least 2.5 in all units attempted subsequent to admission to post-baccalaureate standing.

Academic Disqualification

A graduate or post-baccalaureate student who has been placed on academic probation may be disqualified

from further attendance in a program by action of the Dean of the College (or the Dean's designate) in which the student is enrolled and in consultation with the Dean of Graduate Education for any of the following reasons:

1. The conditions for removal of academic probation are not met within the period specified.
2. The student goes on administrative probation while on academic probation.
3. The student is subject to administrative probation for the same or similar reason for which the student has been placed on academic probation previously, although not currently in such status.

When such action is taken, the student is notified by email from the Dean of College (or the Dean's designate). The notice should include an explanation of the basis for the action. Disqualification may be either from further registration in the program or from further enrollment at the University as determined by the Dean of Graduate Education.

Administrative Probation

A graduate student may be placed on administrative probation by action of the Dean of Graduate Education for any of the following reasons:

1. Withdrawal from all or a substantial portion of a program of study in two successive quarters or in any three quarters (Note: a student who is on an approved Leave of Absence is not subject to administrative probation for such withdrawal).
2. Repeated failure to make progress toward the stated degree or program objective when such failure appears to be due to circumstances within the control of the student.
3. Failure to comply, after due notice, with a CSU or university regulation which is routine for all students or a defined group of students (for example, failure to complete a required campus training or failure to comply with professional standards appropriate to the field of study).

When such action is taken, students will be notified via email and are provided with the conditions for removal from probation and the circumstances that would lead to disqualification, should probation not be removed.

Administrative Disqualification

A graduate student who has been placed on administrative probation may be disqualified from further attendance in a program by action of the Dean of Graduate Education in consultation with the Dean of College for any of the following reasons:

1. The conditions for removal of administrative probation are not met within the period specified.
2. The student goes on academic probation while on administrative probation.
3. The student is subject to administrative probation for the same or similar reason for which the student has been placed on academic probation previously, although not currently in such status.

When such action is taken, the student is notified via email from the Dean of Graduate Education; the notice will include an explanation of the basis for the action. Disqualification may be either from further registration in the program or from further enrollment at the University as determined by the Dean of Graduate Education.

Dismissal from University

This is an administrative action that prevents students from enrolling at Cal Poly for any future quarters. Dismissal may result from academic disqualification, administrative disqualification, or from a disciplinary action. The Registrar's Office handles dismissal from the university and will notify the student.

Discontinuation

Matriculated students who have not registered for three consecutive quarters and have not been on an approved Leave of Absence will be discontinued and will not be allowed to enroll. To enroll again, students must apply for readmission before the deadline dates listed below for each quarter. An application fee must accompany the application for readmission. <http://admissions.calpoly.edu/applicants/returning/>

In addition, if a student has been discontinued for more than 2 years or left the university in poor academic standing, then they must submit a Petition for Special Consideration to the Graduate Education Office officially requesting consideration to rejoin their program.

A graduate student who has been discontinued but has completed all required degree requirements except for their culminating experience (thesis, project, and/or exam) may be able to return to Cal Poly to receive their Master's degree without reapplying to their Master's program. The student is encouraged to speak directly with the Graduate Education Office for more information.

Application Deadlines for Returning Students

TERM	APPLICATION POSTMARK DEADLINE
Fall Quarter	July 1st
Winter Quarter	October 1st
Spring Quarter	February 1st
Summer Quarter	April 1st

GRADUATION WRITING REQUIREMENT

The Board of Trustees of the California State University has mandated that all students earning undergraduate or graduate degrees in the CSU must be certified as proficient in writing (EO 665-11). All Cal Poly students who are seeking a degree, including Master's degrees and teaching credentials, must fulfill the Graduation Writing Requirement (GWR). This degree requirement must be fulfilled before a diploma can be awarded.

Graduate students seeking a Master's degree or credential should fulfill the GWR during their first quarter at Cal Poly. Students who do not complete the GWR will not be Advanced to Candidacy. Also note that Blended Program students must satisfy the GWR before they transition to graduate standing.

Postbaccalaureate students may want to meet with an academic advisor before attempting to satisfy the requirement in case they meet alternate criteria for GWR substitution. For example, postbaccalaureate students who earned an undergraduate degree at an institution within the CSU or UC systems may request

that their profile be updated to reflect their GWR completion (contact the University Writing & Rhetoric Center Office). Additionally, graduate students who earned an undergraduate degree at a university outside the CSU or UC systems may be eligible for a GWR substitution based on alternate criteria. Postbaccalaureate students who have completed the GRE or GMAT exams in the last 2 years and earned a score a 4.5 or higher in the Writing section can request a GWR substitution. Please note that Cal Poly does not accept passing scores on the CBEST, CSET, TWE or TOEFL (international students) as substitution for the GWR.

Contact the Writing & Rhetoric Center for more details: <https://writingcenter.calpoly.edu/>

Graduate students who cannot submit materials suitable for GWR substitution should review their program requirements and determine which of the following GWR completion pathways is appropriate:

1. Pass the Writing Proficiency Exam (WPE). Details can be found on the Writing & Rhetoric Center's website: <https://writingcenter.calpoly.edu/content/gwr/wpe/wpe>

2. Earn both a grade of C or better (C- does not qualify) and a certification of writing proficiency based on a 500- to 800-word, in-class essay in a GWR-approved course selected from the eligible classes listed on PASS.

- Note: Although students can take the course on a CR/NC basis, they are discouraged from doing so because the student must then earn a B- or better instead of a C or better in order to earn GWR and course credit.

Further information on the GWR may be obtained from the Writing & Rhetoric Center at 805.756.2067 or on their webpage at <http://www.writingcenter.calpoly.edu/>.

CONTINUOUS ENROLLMENT

Effective Fall Quarter 2009, graduate students are required to maintain continuous enrollment from the time of first enrollment in a graduate program until completion of the degree (AS-692-09). Continuous enrollment is defined as being enrolled during Fall, Winter, and Spring quarters each year. Additionally, all graduate students must be enrolled in the quarter in which they graduate. Therefore, a student graduating Summer quarter must be enrolled during the Summer. Students can maintain continuous enrollment by enrolling in regular required coursework; obtaining approval for an Education or Medical Leave of Absence prior to the quarter when such a leave would begin; or registering in a special course designated for this purpose during quarters in which they are not regularly enrolled. The special course, GS 597, is listed in the University catalog and is taken through Cal Poly Extended Education. GS 597 is a one-unit course, offered credit/no credit. Credits in GS 597 do not count toward meeting degree requirements. Students who fail to fulfill the continuous enrollment requirement will not be permitted to graduate—even if all degree requirements have been completed—until payment has been made for all quarters of non-enrollment. This requirement is not retroactive to terms prior to Fall 2009.

There is no maximum (or cap) on the number of quarters that students will be responsible for maintaining continuous enrollment. Enrolling in one unit of GS 597 each quarter entitles students to use of the library, access to their Cal Poly portal, use of their Cal Poly email account, and access to their thesis advisor and committee members. In addition, they can procure a Cal Poly ID card and extracurricular services like the fitness center. The GS 597 fees are used to support graduate programs at Cal Poly.

For further information and a registration form, visit the Graduate Education website at: grad.calpoly.edu

Leaves of Absence

A Leave of Absence is granted if a student meets one of the eligibility factors (see below) and submits a Leave of Absence form with the required signatures and documentation to the Office of the Registrar before the student leaves the university. A Leave of Absence (LOA) indicates that a student is not subject to discontinuation and remains active in the university. However, a LOA cannot be granted retroactively. For graduate students, the LOA excuses the necessity for continuous enrollment, but it does not extend the 7-year rule for degree completion. If a student was discontinued but not granted a LOA, then they must re-apply to return to their program using the Returning Graduate Student admissions process (contact the Admissions Office) in order to register for classes again. The maximum length for a LOA is one academic year. Students should speak directly with the Student Advising Center <https://advising.calpoly.edu/advising-centers> to request a one academic year extension to their existing LOA.

- Eligibility factors for LOA
 - o Educational: co-op, internship, study abroad
 - o Medical: treatment of medical condition by doctor
 - o Military: deployment documentation required
 - o Personal: care of elder, child-birth

COMMENCEMENT

A student planning to participate in commencement must file an Application for Graduation with the Graduate Education Office the quarter before the student intends to participate in the appropriate commencement ceremony (either in December or June). A student cannot graduate without completing this form. It is available at www.grad.calpoly.edu. **Keep in mind that it is the student's responsibility to ensure that all of their necessary forms have been signed and approved before submitting them to the Graduate Education Office.**

Students can confirm that they will appear on the bookstore list (which allows them to purchase a cap and gown) and the Commencement Bulletin by checking their status on Poly Profile only after their Application for Graduation has been received and processed by the Office of the Registrar. On Poly Profile, under the Career Program Plan section and the Postbaccalaureate Graduate career, students will see an "Expected graduation is..." notation once their paperwork has been processed. Corresponding deadlines for these items are communicated to students via email from Graduate Education.

Note that, despite participation in commencement ceremonies, students are not official Cal Poly graduates until they have completed ALL degree requirements satisfactorily and have received a "Congratulations" email from the Office of the Registrar, Evaluations Unit.

Academic Excellence

Master's degree candidates who are academically in the top 10 percent of their program and are recommended by their Graduate Program Coordinator are eligible to be recognized for Academic Excellence. Nominations must be approved by the appropriate College Dean (or designee). If approved, the student will be permitted to wear "honor cords" at commencement. Note that Latin honors (summa, magna, cum laude) are only for undergraduate degrees.

Graduation with Distinction

Graduation with Distinction will be determined by the Registrar's Office after a student's Final Formal Study Plan has been reviewed and approved. It will NOT be awarded at the December or June Commencement Ceremonies. The designation will appear on a student's final transcript and diploma. The criterion for graduation with distinction is defined on the Office of Registrar's website and in the Cal Poly catalog: "a student whose grade point average is 3.75 or better may upon the recommendation of the College Dean be designated as 'Graduating with Distinction'."

Outstanding Graduate Student Awards (June Only Commencement Awards)

An Outstanding Graduate Student Award will be given to one student from each College/School (CAFES, CAED, CENG, CLA, CSM, OCOB, & SOE). Each Graduate Coordinator should recommend one student from their program to their College Associate Dean. The Associate Deans from each College should work with their Coordinators to establish a process for selecting their Outstanding Graduate Student.

Master's Degree candidates who have received degrees or who are receiving degrees between July 1, 2019, and June 30, 2020, are eligible for this award. The following criteria should be evaluated:

1. Academic achievements
2. Creative achievements
3. Scholarly and professional potential
4. Service to the university and community
5. Other notable or outstanding characteristics that demonstrate excellence

Final selections should be submitted to the Graduate Education Office. Results will be communicated before the June Commencement Ceremony, and awards will be presented at the Graduate Student Graduation Reception held each Spring.



FINANCIAL SUPPORT

Check out the cost of attending Cal Poly (<https://afd.calpoly.edu/fees/>) and look over the many types of financial aid that are available: <https://financialaid.calpoly.edu/>

In addition, the university has several financial support opportunities that students can apply for to receive financial support towards their educational goals. Students should contact their Graduate Coordinator or the Graduate Education Office to determine which program will provide the maximum benefit to their academic goals and support a timely completion of their degree.

- GA Appointments (Require program collaboration)
- Resident Tuition Waivers
- Non-resident Tuition Waivers
- Graduate Equity Fellowships

- Conference Presentation Awards
- California Pre-Doctoral Program
- Chancellor’s Doctoral Incentive Program

The expected outcomes of our financial support program are as follows:

- Enable top quality students to join and remain at Cal Poly by providing necessary financial support.
- Support the teacher-scholar model by enabling students to do creative works that are either published or presented at an appropriate conference.
- Enable graduate students to develop teaching skills and encourage them to enter the teaching profession at institutions of higher education.
- Provide an experience that deepens the student’s mastery of their field of study through the learn-by-doing experience.

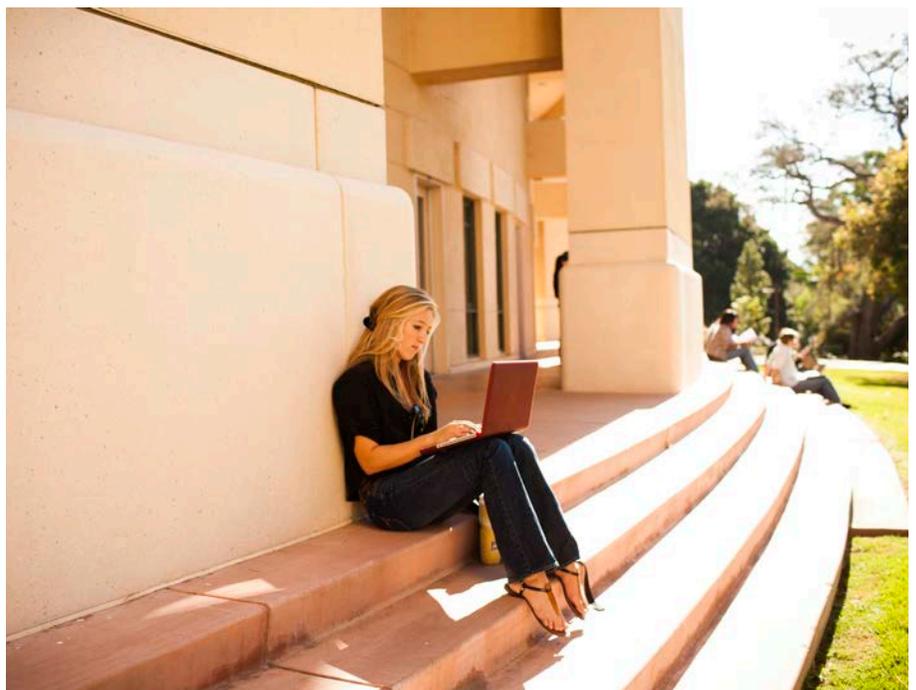
Criteria for receiving awards:

- Appointment will improve time-to-graduation.
- Must have filed a Working Formal Study Plan with the Graduate Education Office.
- GA appointments are limited to maximum of 3-quarters in any one academic year.
- GA appointments are stipends of \$2,000/quarter based on pay rate of 8 hours of work per week; note that the total collective work hours for a student cannot exceed 20 hours/week.
- Certificate and Credential Programs are not eligible for GA appointments.
- Self-support programs are not eligible for GA awards.
- Student must be enrolled on a full-time basis for each quarter they receive funds. Full-time status for graduate students is 8 units/quarter.
- Blended program students are not eligible until they complete their PBCO and transition to graduate status.

Students (newly admitted and currently enrolled) can apply for financial support by following the steps outline on the GradEd website: <http://grad.calpoly.edu>

Graduate Assistant Appointments

Cal Poly has a program that awards appointments for Graduate Assistant (GA) positions. Funds for the graduate student GA program are provided by Student Success fess managed through the Provost Office.



GA Appointments: provide research or instructional support for a specific faculty member. A student (newly admitted or currently enrolled) can apply for a position through the GradEd website: <http://grad.calpoly.edu/financial-resources/ga-program.html> once they have worked with their program to identify an opportunity that is supported by the program. Applications are accepted through the academic year, with most of the appointments assigned in the Spring for the following academic year. GA applicants must have a recommendation from a faculty advisor or Graduate Coordinator/Director and are evaluated and ranked by their corresponding College Associate Dean. The Graduate Education Office will make the final decision on all appointments. Typically, GA appointments are for an entire academic year.

CSU HR 2005-29: Under immediate supervision, the Graduate Assistant supports a regular faculty member with various professional and/or teaching duties associated with the subjects or programs in which the assistant is doing graduate work. This work should not take precedence over the student's successful completion of their graduate degree program.

The Graduate Assistant is distinguished from those classifications used for undergraduate student help in the instructional program (ISA) (e.g. those who perform clerical or other routine tasks such as grading examinations, recording grades, etc.), by the following:

- Graduate Assistants are provided part-time employment and practical experience in fields related to their advanced study.
- Graduate Assistants provide research assistance to faculty members.

Graduate Assistant work may involve supervising students in a classroom, workshop, or laboratory (where final responsibility for the class is vested in a member of the faculty); training students in the use of equipment or other resources; assisting faculty with research and preparation of course materials; participating in the evaluation of students' work; tutoring students; and other related work. Graduate Assistants are not responsible for the instructional content of a course, selecting student assignments, planning of examinations, determining the term grade for students, instructing the entire enrollment of a course, or providing the entire instruction of a group of students enrolled in a course. Graduate Assistants may not be employed to assist in a course in which they are enrolled, nor should they be consulted regarding the grading of their peers.

Qualifications: Knowledge of the subject matter of the discipline in which assigned. Ability to relate well to others within the academic environment. Ability to supervise, assist, and train undergraduate students. Ability to assist faculty in the completion of special projects or research within the discipline. Students enrolled in credential programs are not eligible for this position.

CSU Guidelines for Hiring GA and TA Positions

There are two different kinds of student employees: academic student employees and student assistants. An academic student employee is a student who is hired to do work that is academic in nature; that is, their primary work assignment must be related to a program of study offered in their University. There are three categories of academic student employment: Teaching Associates, Graduate Assistants, and Instructional Student Assistants. All other student employees (besides TAs, GAs, and ISAs) are simply student assistants (SAs).

A Teaching Associate is a graduate student hired to teach a course or laboratory in the same department in which they are enrolled in graduate study. (There may be exceptions to this for students in interdisciplinary programs, who may be hired to teach in disciplines related to their graduate studies.) The TA is the instructor of record, and has primary responsibility for the course, including grading. They work under the supervision

of a faculty member but are expected to have the expertise and independence to teach the (introductory-level) course. A TA must be admitted to or enrolled in the graduate program in which they teach.

A Graduate Assistant is a graduate student hired to assist one or more faculty members with professional or technical duties. This may include holding discussion sections related to a faculty member's course(s), holding office hours, providing tutoring, proctoring exams, running laboratory exercises, grading papers, serving as a research or laboratory assistant, and so forth. As with the TA, a GA's work assignment must be related to their graduate studies; however, the requirements of this classification are slightly looser. The GA may work in a department in which he or she is not enrolled in graduate studies, provided that the work they are hired to do is closely related to their own studies. For example, a student who is enrolled in mathematics may work as a GA in physics, and a student studying computer information systems might be hired to assist in a computer graphics course in the Art department. Similarly, a GA may be hired in an interdisciplinary department, even if that department does not offer a graduate degree program. In every case, however, the GA's work assignment should be related to their graduate study, and the GA must be enrolled during every quarter in which they work as a GA.

An Instructional Student Assistant is any student (graduate or undergraduate) who is hired to assist in an academic setting; ISA's may be hired to teach (though not to be an instructor of record for a course), grade, tutor, help out in laboratories, mentor other students, and the like. Unlike TAs and GAs, ISAs are not restricted in terms of the subject matter they are studying—that is, any student may be hired as an ISA in any department, provided that their work assignment is academic in nature and they are enrolled in some degree program during the term(s) in which they work as an ISA.

Classification Codes, Salary, and Work Hours: A classification code is a four-digit number that identifies the type of employee within the CMS ("PeopleSoft") system and on the Employee Transaction forms. Most classification codes have defined "classification standards" associated with them—these standards help determine whether or not a prospective employee qualifies for employment into this classification. The standards for a GA and a TA are defined by the Chancellor's Office (CO). Those standards can be found on the CO's website under Unit 11 (the bargaining unit for academic student employees). We highly recommended bookmarking this page: <http://www.calstate.edu/HRAdm/Classification/index.shtml>

Click on the pull-down menu under Unit 11 to see options for Graduate Assistant and Teaching Associate (as well as Instructional Student Assistant). These classification standards indicate the minimal qualifications required (e.g., admission to or enrollment in a degree-granting graduate program is required for both GA and TA employees). At the top of each classification standard, there are several classification codes—these will be the codes used to hire employees into these classifications.

The vast majority of Graduate Assistants will be hired into classification code 2355. GAs are typically hired to do a certain amount of work per week (e.g. 20 hours/week or less). Thus, a 20 hour/week assignment will be half-time. Note that "hours/week" is the anticipated average over the course of the quarter. A GA should expect to put in more hours during exam-grading periods and less in some other weeks. The Graduate Coordinator (and/or the department chair) responsible for hiring the student employees should provide a realistic estimate of the time required to do the tasks assigned to the GA and appoint them accordingly.

Most Teaching Associates will be hired into the 2354 classification code; in this classification, range1 indicates a TA enrolled in a Master's degree-granting program and range 2 indicates a TA enrolled in a doctorate program. Teaching Associates will generally be hired for a certain number of Weighted Teaching Units (or WTU), as they are assigned as instructors of record and each course they are assigned will have WTU associated with it.

Supervision and other Regulations: Both TAs and GAs are expected to work under the supervision of a

faculty member. The supervisor is responsible for overseeing the work of the student employee (including attention to such issues as whether or not the GA or TA is performing all required duties in a satisfactory manner, as well as serving as a mentor to the student employee with regards to such matters as appropriate grading standards, classroom management, avoidance of discrimination/bias towards students, etc.). At all times, the supervisor and the student must keep in mind that a student employee is to be a student first and foremost. Appointment as a GA or a TA should further, not hinder, a graduate student's training. For this reason, supervisors should pay attention to whether or not a student's employment is compatible with satisfactory progress in the degree program.

Resident Tuition Waivers

A limited number of resident tuition waivers are available for graduate students who are legal residents of the State of California. The waiver applies to CA state tuition only and does not cover University fees. Application for waivers should be completed through the Graduate Education website. The waivers are for graduate students enrolled in state supported graduate programs only, not for self-support (Fire Protection Engineering, Accounting, Tax, Business Analytics, Economics, Packing Value Chain) graduate programs. The criteria that should be addressed in the application include:

- Scholastic achievement including GPA, standardized test such as GRE, GMAT, etc., and honors/awards (only students with at least a 3.0 GPA overall will be considered).
- Significant accomplishments such as published research work.
- Recognition of excellence in the field by receipt of academic awards and activities in professional societies.
- Recommendation by the graduate program coordinator.

Tuition waivers will normally be for three consecutive quarters, beginning with the first term of enrollment (Fall). Recipients must be engaged in full-time studies toward their degree, which means enrollment in a minimum of 8 units per quarter. Recipients of CA State University Grants (SUG) are not eligible for a Tuition



Waiver. Applications are accepted anytime during the academic year.

Non-Resident Tuition Waivers

A limited number of non-resident tuition waivers are available for graduate students. The waiver is defined as a reduction in tuition for non-resident students to the California resident rate. The waivers provide financial support for highly qualified applicants from outside the State of California. Application for waivers should be completed through link provided on the Graduate Education website. The criteria that should be addressed in the application include:

- Scholastic achievement including GPA, standardized tests such as GRE, GMAT, etc., and honors/awards (only students with at least a 3.0 GPA overall will be considered).
- Significant accomplishments such as published research.
- Contribution the student would make to the program (e.g., bring ethnic, gender, geographical diversity, or unique background and skills).
- Significance of the waiver in the student's decision to enroll: e.g., financial need, personal circumstances, competitive offers.

Tuition waivers will normally be for three consecutive quarters, beginning with the first term of enrollment (Fall). The waivers are for graduate students enrolled in state supported graduate programs only, not self-support graduate programs. Recipients must be engaged in full-time studies toward their degree, which means enrollment in a minimum of 8 units per quarter. Applications must be submitted by April 1st each year for awards to be applied the following academic year.

Graduate Equity Fellowships

This program seeks to increase the diversity of students completing master's degree programs in the CSU. It provides fellowships for economically disadvantaged CSU students, especially from groups that are under-represented among graduate degree recipients in their areas of study.

Applications for this fellowship should be submitted online through the link provided on the GradEd website. A letter of recommendation from the Graduate Program Coordinator is required. The application cycle is May 1st through October 1st each year. A Free Application for Federal Student Aid (FAFSA) must have been filed 2 weeks before completion of the application to the Grad Equity Fellowship to ensure that the results are available for consideration for this fellowship.

Academic Qualifications: Applicants must either be making progress toward a master's degree or have been accepted to a master's program at Cal Poly and have satisfied all criteria for admission. For details concerning admission requirements, consult the current Cal Poly Catalog, or contact the graduate coordinator of the specific program. Fellowship recipients are required to maintain a grade point average of 3.0 or higher, and to engage in full-time studies toward the degree, which means enrolling in a minimum of eight units per quarter of 400/500 level courses.

Residency: Applicants must qualify as a California resident by meeting the CSU requirements for payment of in-state fees.

Financial Need: Applicants must demonstrate financial need by filing a Free Application for Federal Student Aid (FAFSA). Additional information can be obtained from the Cal Poly Financial Aid Office. Applicants must also comply with all standard requirements for receiving financial aid at Cal Poly.

Duration: The typical grant period for this award is 2 academic quarters in the same academic year of the application cycle. The award is normally distributed during the Winter and Spring quarters.

Graduate Presentation Awards

The Graduate Presentation Award provides financial support for graduate students who are presenting their thesis or research at a professional conference. This award is to help support conference registration fees, airfare, or lodging costs of up to \$500 per student per academic year. The student must be enrolled in at least 1 course at Cal Poly at the time of application. Travel must occur within the same academic year as the application is submitted. Participation at the conference must occur before the student graduates to be eligible for the award.

Qualifications

- Must be a full-time graduate student at Cal Poly.
- For conferences within the U.S. only, not international.
- Must be listed as an author on the paper/poster to be presented (not for just attending the conference); submit abstract.
- Travel covered: airfare, hotel, conference registration (no auto mileage or food).
- Email of approval from faculty thesis advisor.

The Office of Graduate Education will request a budget transfer and reimbursement to the student for eligible expenses will be managed by the program.

Application Instructions

Applications for the Graduate Presentation Award should be submitted by directions on the Graduate Education website.

State University Grants

These grants provide need-based awards to cover a portion of the State Tuition Fee for eligible undergraduate, graduate, and postbaccalaureate students who are California residents or are otherwise determined as eligible. Systemwide, the priority is to award a SUG at least equal to the amount of the State Tuition Fee (\$5,472 for undergraduates, \$6,348 for teaching credential and \$6,738 for graduate and postbaccalaureate students) to eligible students who apply for financial aid by March 2nd, who have an expected family contribution (EFC) of \$4,000 or less, and who are not receiving a Cal Grant or other award designated to cover fees. Funding for this program is limited. Students must reapply for consideration every year. State University Grant awards are limited based on the number of units a student has earned and published length of their academic program.

All graduate students who receive State University Grants, effective 2013 by CSU mandate: Master's level students who have earned more than 125% of units toward completion of their program/degree at the post baccalaureate level are no longer eligible to receive a State University Grant (SUG). For example, if the minimum units for the graduate program are 45, then a student may receive SUG funding for up to 57 units. Please note that the number of units subject to this 125% limitation includes any units that are part of conditional admittance requirements. Please contact the appropriate graduate coordinator to determine the number of conditional admit units (max 12 units) required to take as part of matriculation into the graduate program. Any questions regarding the terms of financial aid should be directed to the Financial Aid Office (Administration Building, Room 212) or call 805-756-2927.

California Pre-Doctoral Program

The California Pre-Doctoral program is designed to increase the diversity of the pool from which the California State University draws its faculty. It does so by supporting the doctoral aspirations of CSU students who have experienced economic and educational disadvantages. A special emphasis is placed on increasing the number of CSU students who enter graduate programs at one of the University of California campuses.

Each of the applicants selected will be designated a Sally Casanova Pre-Doctoral Scholar and will work closely with a CSU faculty sponsor to develop an overall plan which leads ultimately to enrollment in a doctoral program. The plan should be tailored to the specific goals and career objectives of the student.

In addition, the program provides: Travel Funds (\$3K) for the student and a faculty sponsor to visit U.S. doctoral-granting institutions and/or to attend a professional meeting appropriate to the student's development. Other related activities, such as student membership in professional organizations and subscriptions to journals, graduate school application and test fees, GRE preparation, and the cost of minor research materials.

A Summer Research Internship opportunity at a University of California campus or other major research university, fully funded (\$7K) by the Pre-Doctoral Program, so that the Scholar can participate in doctoral-level research prior to enrolling in a Ph.D. program.

Chancellor's Doctoral Incentive Program (CDIP)

This program provides student loans (up to \$30K) to a limited number of individuals pursuing full-time doctoral degrees at accredited universities throughout the United States. After participants receive their doctoral degrees and obtain a qualifying position in the CSU, a portion of their loan from this program will be forgiven every year.

Applications are typically due by February 1st and should be sent directly to the Dean of Graduate Education. More information can be found at: <http://www.calstate.edu/hr/dcdip/>

OPEN UNIVERSITY

Open University allows non-matriculated individuals paying self-support fees to enroll in state-supported course offerings on a space-available basis, after reasonable steps have been taken to provide full enrollment opportunity to eligible state-support matriculated students (Title 5 section 40202; EO 805). Keep in mind that non-matriculated students do not have access to the Cal Poly Health Center or Recreation Center and cannot receive state or federal financial aid.

Self-Support fees: instruction offered through Open University is typically \$349/unit for graduate level (5XX) courses. More details can be found at: <http://www.openuniversity.calpoly.edu/>

ACADEMIC RIGHTS AND RESPONSIBILITIES

Cal Poly is committed to creating and maintaining an intellectual community designed to promote educational goals. In this community, students are entitled to a classroom environment where they have

the academic freedom to express their ideas and opinions freely, to learn from competent and professional faculty, and to build critical thinking and reasoning skills. For a full statement of the policy regarding academic rights, see the section entitled Student Academic Rights & Responsibilities within Policies on the Rights and Responsibilities of Individuals.

ACADEMIC DISHONESTY

The value of an academic degree is based upon the reputation of the university. Tolerating academic misconduct ultimately harms that reputation. The Standards for Student Conduct require that students who witness academic dishonesty notify their instructor, Department Chair, or the Office of Student Rights & Responsibilities. Disciplinary sanctions can be imposed for “encouraging, permitting, or assisting another to do any act that could subject him or her to discipline” [Title 5, Article 2, Section 41301 (b) (20)].

Academic integrity is essential to the educational process. Traditional academic practices require that faculty members address cases of academic dishonesty in the classroom. Executive Order 1073, Article III, K, Cases Involving Academic Dishonesty, insists that, in addition, CSU faculty members report any infractions to a central location so that a student can be held accountable for multiple academic violations, and the campus can recognize any patterns of misconduct.

The resolution of academic dishonesty cases seeks a balance between encouraging a student’s professional development and upholding the standards of the academic community. The faculty member can recommend that OSRR either provide a written warning to the student or file formal charges. OSRR ultimately evaluates the merits of the allegation according to the student conduct process and determines appropriate sanctions, if warranted, based on the specific facts of the case.

GRADUATE PROGRAMS

Cal Poly has over thirty-five separate Master’s degree programs, and with the inclusion of specializations, there are a plethora of degree paths offered by the University. A complete listing of all of the graduate programs is maintained by the Graduate Education Office.

Blended Degree Programs

The academic objective of a Blended Program is to provide an accelerated route to degree completion by simultaneous awarding both Bachelor’s and Master’s degrees. Blended Programs provide students with the possibility of applying 4XX/5XX level courses completed during their senior year to their graduate Formal Study Plan (if those courses are not part of their undergraduate requirements). Blended Programs also enable students completing a thesis/project as their Master’s degree to extend their capstone senior project into a Master’s culminating event. All Blended Programs must follow the policies outlined in Cal Poly Academic Senate Resolution AS-877-19.

Cal Poly received permission from the CSU Chancellor’s Office (AA-2012-01) to offer Blended Programs that award a Bachelor’s degree and a Master’s degree at the same time. The Blended Programs started in 1998 and completed their Pilot Period in 2005. The Academic Programs and Graduate Education Offices at Cal Poly have approved several majors to be eligible to pursue a paired Bachelor’s and Master’s degree. Please contact the Graduate Education Office to confirm if degree objectives fit into one of these paired programs. Graduate Programs that want to request that a pairing of a Bachelor’s degree and a Master’s degree be eligible as a Blended Program must work with the Academic Affairs and the Graduate Education Offices to establish approval. The following table identifies the currently approved paired Blended Program offerings:

Cal Poly Graduate Programs		
Approved Blended Paired Programs		
5/17/2019		
CENG	Master's Degree	Bachelor's Degree
1	Aerospace Engineering	Aerospace Engineering
2	Biomedical Engineering	Biomedical Engineering
		Chemistry
		Electrical Engineering
		Mechanical Engineering
		Computer Engineering, CPE
		Materials Engineering
3	Civil & Environmental	Civil Engineering
		Environmental Engineering
4	Computer Science	Computer Science, CSC
		Computer Engineering, CPE
		Software Engineering, SE
5	Electrical Engineering	Electrical Engineering
		Computer Engineering, CPE
6	Industrial Engineering	Industrial Engineering
		Mechanical Engineering
		Materials Engineering, MATE
7	Mechanical Engineering	Mechanical Engineering
		Aerospace Engineering
8	Engineering Management	Industrial Engineering
	formerly Engineering w/ITM	Environmental Engineering
		Manufacturing Engineering
		Mechanical Engineering
CAED	Master's Degree	Bachelor's Degree
9	Architectural Engineering	Architectural Engineering
10	Architecture	Architecture
CSM	Master's Degree	Bachelor's Degree
11	Mathematics	Mathematics
12	Polymers & Coatings	Chemistry
		Materials Engineering, MATE
CAFES	Master's Degree	Bachelor's Degree
13	Food Science	Food Science w/ Advanced Food Science
	formerly Agriculture w/Food Science	Food Science w/ Applied Food Technology
CLA	Master's Degree	Bachelor's Degree
14	English	English
15	Public Policy	Political Science

Admission to a Blended Program: Students may be admitted to a Blended Program up to two years before their expected undergraduate graduation date during their third or fourth year of undergraduate study. Admission recommendation is determined at the program level with final approval from the Dean of Graduate Education and the Office of the Registrar. The student must submit a Blended Programs Application Approval Form to the Graduate Education Office (via DocuSign) once they have been accepted into the Blended Program. Please note: Acceptance into a Blended Program does not constitute a change in the student's status. Only once the student has submitted a Postbaccalaureate Change of Objective will they see a change in their student status. Until such a change occurs, the student is seen by Cal Poly's system as an undergraduate student only.

Transition to Graduate Standing: Students admitted to the Blended Program will maintain their undergraduate status until they have completed at least 91% of their undergraduate degree requirements. At the beginning of the first academic term in which the student will complete this percentage of their baccalaureate program, the student must file a Postbaccalaureate Change of Objective (PBCO) form. Once the form is processed, the student will transition to graduate status and incur the appropriate increase in tuition fees.

Students must complete the Graduate Writing Requirement before transitioning to graduate status. Additionally, students must have graduate standing for a minimum of two quarters before degree completion.

Double Counting Units: A student may apply any units that are in excess of the 180 required undergraduate degree units toward both their undergraduate and graduate degree requirements, up to a maximum of 9 units (double counted units). Not all Blended Programs allow double counting; the student must speak directly with their Graduate Coordinator to determine the appropriate number of units (if any) to double count.

Senior Project Requirements: Students in a Blended Program must complete all undergraduate requirements—including senior project requirements as detailed in the Cal Poly Catalog—along with the culminating experience required by the individual graduate program. In cases where the graduate culminating experience is a thesis or project, a student can align the objectives for this culminating experience with those of their senior project. The graduate thesis or project and the senior project must have separate course numbers, each with their own learning objectives and final deliverables.

Impact on Financial Aid: Students should check with their financial aid program to determine how transitioning to graduate status will impact their eligibility for financial aid.

Progress-to-degree on Cal Poly Portal: Please note: Once students transition to graduate status, they will lose access to their Degree Progress Report on their portal.

Co-Op Experiences: Blended students cannot file Leaves of Absence or leave for a Co-op during the first quarter they have reached graduate standing. If a student does not enroll in regular coursework during their first quarter at graduate standing, Cal Poly's system discontinues them as "no shows." All Blended students must enroll in coursework during their first quarter at graduate standing.

Graduate Status for minimum of 2-Quarters: All Blended students MUST be at graduate status for a minimum of 2 quarters before they are eligible to graduate.

Academic Units Required for Completion: Under Title V, a minimum of 225 total units are required (Bachelor's 180 + Master's 45) for receiving a combined (Blended) degree. A Blended Program can allow double counting equal to the number of units greater than 180, but not to exceed 9 units.

Process to Award Both Degrees: Students must submit the following forms to Graduate Education with the indicated approval signatures: Working Formal Study Plan & Advancement to Candidacy, Application for Graduation, Final Formal Study Plan, and a Master's Culminating Experience Approval Form (Thesis, Project, or Exam). When all requirements have been met for both degrees, the Office of Records re-opens undergraduate matriculation (secondary), posts the undergraduate degree, then completes graduate matriculation (primary). Both degrees are awarded at the same time and recognized at a graduation ceremony. If a student fails to complete their Master's requirements but completes all of their undergraduate degree requirements, the undergraduate matriculation can be re-opened in order to grant the Bachelor's degree. The student must submit a Postbaccalaureate Change of Objective and change their degree objective back to their undergraduate program. Graduate Coordinators should advise students to ensure that their study plans include completion of all undergraduate degree requirements, including required senior project courses. Any research work should be directed so that a student could submit a senior project report even if the effort does not result in a Master's thesis. Every effort must be made to enable students

to satisfy their undergraduate requirements in the event that they choose not to complete their Master's degree.

Cross Disciplinary Blended Applicants: Only students from approved degree pairings may apply to Blended Programs. Note that all Blended Programs must adhere to the CSU Coded Memorandum (AA-2012-01) objective of providing an accelerated pathway to a Master's degree. Accordingly, the combined program must only require those units essential to the primary degree path. Blended students must not be required to take any additional courses other than those identified in the Cal Poly Catalog for each degree.

Returning Blended Students: If a Blended student becomes discontinued and wants to return to complete either Bachelor's and/or Master's required coursework, then they must return into their undergraduate program. Once their Bachelor's degree requirements are satisfied, they can petition to transition to graduate standing using a Postbaccalaureate Change of Objective. Note: Discontinued Blended students cannot return as graduate students; they must first return as undergraduate students and reapply for the Blended Program: <http://admissions.calpoly.edu/applicants/returning/>

If upon returning the student enrolls in 599 or graduate level courses, they are responsible for paying continuous enrollment fees (GS597) for the period they were absent. If they enroll in undergrad courses ONLY, they are not required to pay continuous enrollment fees.

Requesting Approval for New/Pairing Blended Program

If an existing Master's degree program wishes to offer a Blended path option to students, then the Graduate Coordinator must work with the Department Chair/Area that oversees the undergraduate program to write a memo requesting the pairing of undergraduate and graduate degrees.

All of the information described below should be included in the memorandum. The memorandum should be sent to the Dean of Graduate Education and Associate Vice Provost for Academic Programs & Planning. The title of the memo should be "A Proposal for a new Blended Program in XXX from the College of YYY."

1. Faculty from the Department proposing the new Blended Program must document both undergraduate and graduate curriculums that a student would complete and explain how the combined degrees would provide an accelerated path for students to achieve their professional objectives.
 - a) Outline a typical graduate curriculum flowchart; indicate total number of units required (45 min.); identify the core required (23 units min.) and elective courses; be sure the Department is willing to offer sufficient courses to meet the requirements; if electives are from other departments, proposers must get a concurrence memo for those departments. Note that the number of 5XX courses required to be taught by the home department is a minimum of 27 units.
 - b) The combined units that a student must complete for both undergraduate and graduate degrees should not exceed the unit totals listed in the Cal Poly catalog for both degrees. (e.g. if the undergraduate degree is 180 units and the graduate degree is 45 units, then the Blended Program should not exceed 225 units).
 - c) Verify that all undergraduate requirements will be completed even if the graduate requirements are not completed.
 - d) Define the Master's culminating experience: thesis, project, or exam. If a thesis or project, then identify the faculty in the department who are willing to support the required research and serve as advisors. Indicate the sources of funding for supporting the research.
 - e) Define the acceptance criteria for admitting students and how applicants will be reviewed.

f) Indicate the number of anticipated enrolled students in the program for a typical academic year along with a projection for the next 3 academic years.

g) Identify a Graduate Coordinator/Director along with a commitment from the Department to provide assigned time for the role.

h) Identify the quarter/academic year that is being requested for the start of the Blended Program.

2. Departments supporting both undergraduate and graduate degrees must review and agree with the memorandum. The memorandum must be approved by the Department Chair/Area supporting the Bachelor's degree, the Department's curriculum committee, and College curriculum committee.

3. The College Dean must review and sign the memorandum. Please indicate if this Blended Program will have any impact on the college budget.

4. If there are any Course Modifications or New Course Proposals associated with the program, then the ASCC must review these per standard practices.

5. The Graduate Coordinator/Director must organize meetings to review the proposal with representatives from each of the following administrative offices: 1) Academic Programs & Planning, 2) Graduate Education, 3) Office of the Registrar, 4) Admissions, and 5) Financial Aid. Typically, Graduate Coordinators/Directors will start with a meeting between Academic Programs & Planning and Graduate Education.

6. Once the proposal is reviewed and approved by the Dean of Graduate Education and Associate Vice Provost for Academic Programs & Planning, then it will be sent to the Provost for review.

7. Following Provost approval, notification must be sent to the Chancellor's Office. Once the Chancellor's Office acknowledges the notification, the new blended pairing can formally be added to the CSU and Cal Poly databases.

Graduate Specializations

Specializations are defined as an aggregate of courses within a graduate degree program designed to give a student specialized knowledge, competence, or skill. As outlined in E.O. 1071, a specialization must be related to an approved graduate degree major program on campus by a common core requirement of at least 23 units. Completion of a specialization will be noted on the graduate student's transcript and will be shown on the diploma.

One Degree Title—One Curriculum—One Code: Campuses are to maintain the degree requirements associated with a degree program approved by the Chancellor's Office, and substantive curricular changes are to be approved by the campus curriculum approval process. To ensure the integrity of degree programs, each approved degree title is to be associated with only one set of curricular requirements. Requirements in addition to the core curriculum may be achieved through use of subprogram (a specialization) as noted in Executive Order 1071. The program core shall represent the majority (>50%) of required units so that the program's student learning outcomes can be achieved by all enrolled students, regardless of subprogram pursued.

De-Activation and Re-Activation of a Graduate Program

In the event that a College wishes to request the de-activation (stop admitting new students) of a graduate program, the Dean of the College must write a memo to the Dean of Graduate Education explaining the reason(s) for de-activation, such as 1) lack of enrollment, 2) inability of the department to offer adequate 5XX level courses, and/or 3) inability of faculty to support thesis research. Please specify the quarter/year

that the de-activation should begin. The following approvals should be included in the memo: Graduate Program Coordinator, Department Chair, and College Associate Dean. The memo will serve to let all relevant parties know of the request for de-activation so they can evaluate the impact of this decision. The Dean of Graduate Education will make the final decision on approving or denying the de-activation, and all impacted departments and offices will be notified (Admissions, Extended Education, and Vice Provost of Academic Programs). De-activation of a program means that no new applicants will be admitted to the program. The program is responsible to “teach out” any remaining students. The program’s deactivation will be updated in the current Cal Poly Catalog.

To request re-activating a graduate program, the Dean of the College must write a memo to the Dean of Graduate Education indicating how the factor(s) that led to the programs de-activation have changed along with a projection for enrollments for the next 3-years. Note that a program will not be re-activated until the Dean of Graduate Education has received approvals and comments from all of the involved parties. The Provost will make the final decision to approve or deny re-activating any program.

Discontinuation of a Graduate Program

Per Cal Poly AS-552-00 resolution, all graduate academic programs must be reviewed at least once every 6-years. During each review the graduate program must supply enrollment data for the previous years. If any program produces less than 6 Master’s degrees each academic year, then the program should be suspended and discontinued by the end of the next review cycle (per CSU AP 71-32).

In the event that a College wishes to discontinue a graduate program, then the procedures outlined in CSU AAP91-14 and EP&R 79-10 should be followed. The campus President must then inform the CSU Chancellor who will review and provide comments.

Teach Out Guidelines

Once the decision is made to not accept any new applicants (de-activation) into a Master’s program, a teach-out plan must be developed that ensures the last student admitted will be able to complete all degree requirements. The “teach out” will be implemented and monitored by the College Associate Dean and Dean of Graduate Education and shall include the following:

1. Preparation by Registrar’s Office of an official list of students enrolled in the program at the time of the discontinuation.
2. Departmental notification that the program is being discontinued by email to all students on the list (with copies to the College Dean and Dean of Graduate Education).
3. Students must be able to graduate under degree requirements stated in the Cal Poly Catalog for the year they entered Cal Poly, the year they began the program, or the year the program discontinuation was made.
4. Students who withdraw or take a Leave of Absence will be removed from the list of students completing this program. They will be notified by the Registrar of their change in status.
5. Careful academic advising must be provided to all students to assist them in completing the program in a timely manner.
6. Identify substitute courses on campus or include those of other universities that will be acceptable, especially those delivered online, to complete the degree.

Certificate Programs

A Certificate Program offers postbaccalaureate coursework leading to a specific, applied, and focused set of learning outcomes. It may be interdisciplinary and should have some professional application (e.g., enables professional licensing). A Certificate Program declares that a student has satisfactorily completed a sequence of advanced academic courses that provide instruction in a stand-alone, coherent body of specialized knowledge. It is designed to meet requirements for professional competence, expand access to specialized knowledge, or meet occupational needs for advanced interdisciplinary work. It consists of 12-24 quarter units (3-6 courses) and may be provided via Special Sessions (self-support) through Extended Education (see Executive Orders 1047 & 1099).

There are two different types of certificate programs offered by Cal Poly: **Graduate Certificates** and **Professional Certificates**. Both include courses that must be approved by the Academic Senate and are awarded with academic credit that is documented on a Cal Poly transcript. The main difference is that Graduate Certificates require students to be matriculated and Professional Certificates do not require matriculation.

PROFESSIONAL CERTIFICATES	GRADUATE CERTIFICATE PROGRAMS
<p>Definition</p> <ul style="list-style-type: none"> • A set of individual courses that can be taken in any sequence and provides expertise required in a professional field of employment. • Students must follow all of the guidelines for Special-Session or Open University courses (CSU EO-1047) 	<p>Definition</p> <ul style="list-style-type: none"> • is comprised of a set of courses that build upon each other to develop a deeper level of expertise in a field of study. • Students must follow all of the guidelines as described in AS-726-11 and AS-774-14.
<p>Approval Process</p> <ul style="list-style-type: none"> • A Professional Certificate must be approved by the Extended Education Office and does not require approval by the Academic Senate or Provost. • Professional Certificates will not be listed in the Cal Poly Catalog. • They will be promoted through Extended Education and may be included on College/ Department websites. • The Self-Support Data Form will be set up with Extended Education to launch the certificate • There is no CSU Program Degree Code or CIP code. 	<p>Approval Process</p> <ul style="list-style-type: none"> • The Graduate Certificate Program must be submitted through the Curriculum Management electronic workflow approval process. • The program must be approved by the Academic Senate and the Provost. • Graduate Certificate Programs will be listed in the Cal Poly Catalog. • The Self-Support Data Form will be set up with Academic Programs should be utilized to launch the new program • There is a CSU Degree Program Code & CIP Code.

Graduate Certificate: is comprised of a set of courses that build upon each other to develop a deeper level of expertise in a field of study. Students must follow all of the guidelines as described in AS-726-11 and AS-774-14. The Graduate Certificate requires that a student be matriculated through the Cal Poly Admissions Office to enroll in classes, and the certificate the student receives is awarded by the Registrar's Office.

Professional Certificate: is a set of individual courses that can be taken in any sequence and provides expertise required in a professional field of employment. Students must follow all the guidelines for Special-Session or Open University courses (CSU EO-1047). The Professional Certificate does not require a student to be matriculated, and courses are offered through the Extended Education Office. The Professional Certificate is awarded by the Extended Education Office.

AS Resolution AS-726-11 March 8, 2011

Specific Requirements for Certificate Programs:

- Admission to a Graduate Certificate program requires a Bachelor's degree from an accredited institution with a major in a relevant field of study. The applicant must have earned a GPA of at least 2.5 in the last degree completed.
- Admission to a Professional Certificate program requires consent of the instructor, and students must apply through Extended Education. Applications can be completed anytime throughout the year. Students can be concurrently matriculated in a Master's degree program at Cal Poly and a Professional Certificate program.
- A minimum GPA of 3.0 is required for successful completion of either a Professional or Graduate Certificate program. Students may not elect to take courses required for the certificate as credit/no credit. A certificate program must be completed within three years.
- Students who are enrolled in either Certificate programs are exempt from the continuous enrollment requirement for graduate students.
- There is no GWR requirement for either Certificate program.
- There are NO conditional admissions for either Certificate program.
- If either Certificate program utilizes online courses, international students must satisfy Cal Poly's English Language requirements, even if they do not need an F1 VISA to attend courses on campus.
- Students in either Certificate programs are not eligible for financial aid through Cal Poly.
- Students in a Graduate Certificate program must submit both a Final Formal Study Plan and an Application for Graduation to the Graduate Education Office to receive a certificate.
- For Graduate Certificate courses, no more than 30% of the course units can be taken while not matriculated (EO 1099).
- Only 4 units can be transferred from another school to count toward either Certificate program.
- No more than 24 units from Certificate(s) can be applied toward a Cal Poly Master's degree program.

Concurrent, Dual, and Joint Degree Programs

Concurrent Degrees: two different degree programs from the same campus are coupled by the university for the purposes of offering complementary learning experiences; students enroll simultaneously in both programs and are awarded two separate degrees upon completion of the required curriculum.

Dual Degree: two or more institutions collaborate to provide a single degree program curriculum, the

completion of which results in two or more degrees being awarded, one by each participating institution.

Joint Degree: multiple institutions collaborate to offer the curriculum required to earn a single degree that is awarded jointly by the partner institutions.

Elevating a Specialization to Full Degree Program

A specialization may be elevated into a stand-alone Master's program by submitting a request to the Vice Provost for Academic Programs and the Dean of Graduate Education. After review at the University level, the request must then be approved by the Chancellor's Office. An implementation proposal is required to elevate a formal specialization to a full degree program.

Each proposal must include, at a minimum:

1. A well-supported rationale for elevating the specialization to a full degree program;
2. Side-by-side comparison of the existing Master's degree that the specialization is part of along with the proposed new major, showing the catalog number, title, and number of units for all required and elective courses; the new program must have a significantly different set of course requirements (greater than 50% of the units) than the existing primary Master's degree; and
3. Evidence of a significantly greater campus/college commitment to the program than was required to establish it as a specialization area.

The elevation process requires department, college, and university-level review and approval. To merit approval, the new degree program must not have significant overlap with the requirements of the existing degree program from which it was derived. Executive Order No. 1071 <http://www.calstate.edu/EO/EO-1071.pdf> sets system wide policy on establishing options, concentrations, and other subprograms (specializations).

Minimum Enrollments

- Per the CO guidelines (AP 71-32) for a program to remain active it must have a minimum of 6 degrees completions each academic year. This data should be reviewed during each program review cycle.

CAL POLY'S COMMITMENT TO DIVERSITY AND INCLUSIVITY

At Cal Poly, we believe that academic freedom, a cornerstone value, is exercised best when there is understanding and respect for our diversity of experiences, identities, and world views. Consequently, we create learning environments that allow for meaningful development of self-awareness, knowledge, and skills alongside attention to others who may have experiences, worldviews, and values that are different from our own. In so doing, we encourage our students, faculty, and staff to seek out opportunities to engage with others who are both similar and different from them, thereby increasing their capacity for knowledge, empathy, and conscious participation in local and global communities.

In the spirit of educational equity, and in acknowledgement of the significant ways in which a university education can transform the lives of individuals and communities, we strive to increase the diversity at Cal Poly. As an institution that serves the state of California within a global context, we support the recruitment, retention, and success of talented students, faculty, and staff from across all societies, including people who are from historically and societally marginalized and underrepresented groups.

Cal Poly is an inclusive community that embraces differences in people and thoughts. By being open to new ideas and showing respect for diverse points of view, we support a climate that allows all students, faculty, and staff to feel valued, which in turn facilitates the recruitment and retention of a diverse campus population. We are a culturally invested university whose members take personal responsibility for fostering excellence in our own and others' endeavors. To this end, we support an increased awareness and understanding of how one's own identity facets (such as race, ethnicity, gender, sexual orientation, religion, age, disability, social class, and nation of origin) and the combinations of these identities and experiences that may accompany them can affect our different worldviews.

CAL POLY INTELLECTUAL PROPERTY POLICY

More details can be found at <https://research.calpoly.edu/policyIP>

Purpose: The University is committed to providing an intellectual environment in which all members of the academic community—whether they are faculty engaged in life-long professional development, students pursuing educational objectives, or staff dedicated to their own career goals—learn to the fullest extent possible. The University also recognizes and values creativity and innovation as part of this learning process. Similarly, the University recognizes the importance of, and wishes to encourage, the transfer of new knowledge, generated in the University, to the private sector for the public good. At the same time, as a publicly funded institution, the University must be a good steward of the public resources provided to it and must safeguard against the use of public funds for private gain.

Scope: This policy addresses the rights to, interest in, and protection and transfer of intellectual property created by University faculty, staff, and students. Issues not directly considered in this policy, including disagreements concerning its application or interpretation, will be addressed and resolved consistent with applicable law and collective bargaining agreements. In the event of a conflict between this policy and the collective bargaining agreements, the bargaining agreements shall prevail. Policies affecting the use of the University's names or symbols are covered elsewhere.

Governing Principles: The following principles underlie this policy and should guide its application and interpretation: Academic Freedom and Pre-eminence of Scholarly Activities. The missions of teaching and scholarship have preeminence over that of the transfer and commercialization of research results. The University's commitment to its educational mission is primary, and this policy does not diminish the right and obligation of faculty members to disseminate the results of research and creative activity for scholarly purposes.

Equity and Fair Play: This policy sets forth general principles and procedures, and it has not been designed to address every conceivable circumstance. Under principles of fair play, the inventor(s)/creator(s) and the University mutually operate so that no one will unfairly exploit inadvertent errors or omissions in the written policy. If the need for corrections or exceptions to this policy is identified, appropriate recommendations shall be made to the President.

Mutual Trust and Goodwill: Throughout all phases of the creation and implementation of this policy, it is assumed that all members of the University community will be guided by a sense of mutual trust and goodwill. In the event of future controversies regarding the rights to intellectual property, the commercialization of particular property, or in the interpretation of this policy, all parties should recognize that mutual trust and goodwill were fundamental tenets in the forging of this policy.

Faculty shared-Governance and Review: University faculty, through the Intellectual Property Review Committee (see 3A.2), shall play a primary role in the establishment and periodic revision of this policy, and in the review and recommendation of resolutions to disputes arising under it. This committee shall have a majority of members who are faculty without administrative appointments and shall be chaired by a faculty member.

Transparency: The principle of transparency promotes both the disclosure and avoidance of actual and apparent conflicts of interest associated with external commercial activities.

Reasonableness in Licensing: When the University owns intellectual property under this policy, the inventor or creator shall normally play an active role in the entire licensing process, including consultation and/or approval of licensing decisions, particularly where the inventor/creator has no financial interest in the licensee. Otherwise, such participation shall be consistent with conflict of interest regulations or University policy.

Policy Application: This policy takes effect immediately and supersedes all prior intellectual property policies.

CAL POLY’S COMMITMENT TO DATA SECURITY

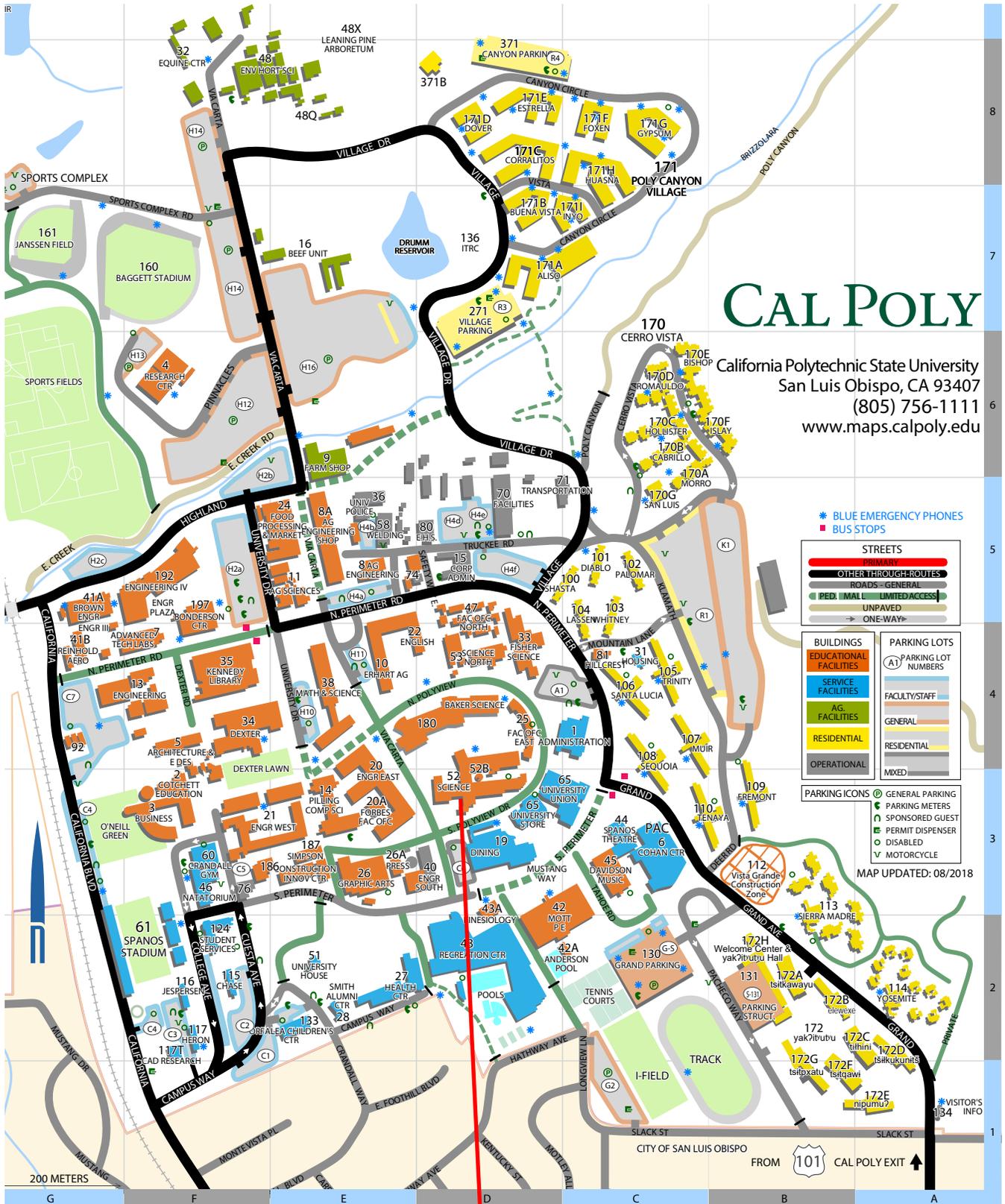
We all have a shared responsibility to protect the confidentiality, integrity and availability of Cal Poly information assets. The Information Security website is intended to provide Cal Poly community members with the tools and information to protect themselves, their computers and devices, and help prevent the unauthorized access to or use of University information.

Please be sure to follow all rules and policies provided at <https://security.calpoly.edu/>

UNIVERSITY CONTACTS AND INFORMATION RESOURCES

<p><u>Admissions Office</u> admissions@calpoly.edu international-admissions@calpoly.edu (805) 756-2311</p>	<p><u>Financial Aid Office</u> financialaid@calpoly.edu (805) 756-2927</p>
<p><u>ASI</u> www.asi.calpoly.edu (805) 756-1281</p>	<p><u>Graduate Education Office</u> grad@calpoly.edu (805) 756-2328</p>
<p><u>Campus Health & Wellbeing</u> health@calpoly.edu • Bldg. 27 (805) 756-1211</p>	<p><u>Kennedy Library</u> library@calpoly.edu (805) 756-5760</p>
<p><u>Career Services</u> careerservices@calpoly.edu (805) 756-2501</p>	<p><u>Office of the Registrar</u> evaluations@calpoly.edu (805) 756-2396</p>
<p><u>Children’s Center (ASI)</u> Bldg. 133 (805) 756-1267</p>	<p><u>Performing Arts Center</u> pacslo@calpoly.edu (805) 756-7222</p>
<p><u>Dean of Students</u> deanofstudents@calpoly.edu (805) 756-0327</p>	<p><u>Recreation Center (ASI)</u> Bldg. 43 (805) 756-1366</p>
<p><u>Disability Resource Center</u> drc@calpoly.edu (805) 756-1395</p>	<p><u>Transportation & Parking Services</u> parking@calpoly.edu (805) 756-6654</p>
<p><u>Extended Education</u> extended@calpoly.edu (805) 756-2053</p>	<p><u>Writing & Rhetoric Center</u> writingcenter@calpoly.edu (805) 756-1041</p>

CAL POLY CAMPUS MAP



CAL POLY

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