New Graduate Program Coordinator Orientation

Thursday, September 27, 2018
12:00pm-2:00pm
Meeting Center (Formerly known as the Lower Commons) Eucalyptus Room

Agenda

1. Welcome
   a. Introduction of Graduate Studies Staff
   b. Extended office hours –
      i. Monday, Tuesday, & Friday: 8:00 a.m. to 5:00 p.m.
      ii. Wednesday & Thursday: 8:00 a.m. to 6:00 p.m.

2. Duties and Responsibilities - Pg.1 - Graduate Coordinator Handbook (GCH)

3. Cal State Apply – Program Materials (Fourth Quadrant)

4. Graduate Admissions (Pg. 5 – GCH)

5. Steps to Completing the Degree (Pg. 11 – GCH)

6. Graduate Approved Program Plan (Pg. 14 – GCH)

7. Culminating Experience and Continuous Enrollment (Pg. 15 – GCH)

8. Grad Check, Commencement Verification and Graduation (Pg. 17 – GCH)

9. Graduate Student Policies (Pg. 18 – GCH)

   a. Request for Leave of Absence
   b. Petition for Discount of Grade
   c. Petition for Simultaneous Enrollment
   d. Dropping a Course at the End of the Quarter
   e. Waiver of University Regulations

10. Annual Events (Pg. 20 – GCH)

11. Quarterly Workshops & Information Sessions (Pg. 21 – GCH)

12. Questions, Comments, or Concerns

Graduate Studies Probation/Dismissal Timeline

AY 2018 – 2019

Fall 2018

December 17th, 2018 – Fall 2018 Grades Available.

December 19th, 2018 – Probation/Dismissal Notification sent to program coordinator

January 2nd, 2019 – Probation/Dismissal Deadline

January 2nd, 2019 – January 4th, 2019 - Probation/Dismissal entered into PeopleSoft, letter mailed to students.

January 28th, 2019 – Fall 2019 Census date. No further Dismissals/Probations entered past this date without notifying appropriate offices.

Winter 2019

March 29th, 2019 – Winter Grades Available. *

April 2nd, 2019 – Probation/Dismissal Notification sent to program coordinator.

April 12th, 2019 – Probation/Dismissal Deadline

April 15th, 2019 – April 17th, 2019 – Probation/Dismissal entered into PeopleSoft and letter mailed to students.

April 22nd, 2019 – Spring 2019 Census. No further Dismissals/Probations entered past this date without notifying appropriate offices.

Spring 2019

June 24th, 2019 – Spring Grades Available.

June 26th, 2019 – Probation/Dismissal notification sent to program coordinator

July 5th, 2019 – Probation/Dismissal Deadline

July 8th, 2019 – July 10th, 2019 – Probation / Dismissal entered into PeopleSoft and letter mailed to students.

July 10th, 2019 – Spring Census Date. No further Dismissals/Probations entered past this date without notifying appropriate offices.

Please Note: Dates with * are approximations. Please refer to academic calendar at a later time for a final date.

THESIS/PROJECT/DISSERTATION WORKSHOPS & DEADLINES: 2018-2019

All workshops are held in the multipurpose rooms in the lower Commons. No registration required.

The Submission and Review Process Workshop is also available online at gradstudies.csusb.edu

Fall Quarter 2018

Avoiding Plagiarism Workshop
- Tuesday Oct. 9, 2018, 4:00 pm – 5:00 pm (Pine Room)
- Wednesday Oct. 10, 2018, 5:00 pm – 6:00 pm (Panorama Rm)

Submission and Review Process Workshop
- Tuesday, Oct. 16, 2018, 4:00 pm – 5:00 pm (Pine Room)

Fall 2018 Thesis, Project, and Dissertation Deadlines
- Consultations: Available Sept. 20 through Nov. 2, 2018
- Submission Deadline: November 9, 2018 by 5:00 pm
- Publication Deadline: November 30, 2018 by 5:00 pm

Winter Quarter 2019

Avoiding Plagiarism Workshop
- Tuesday, Jan. 22, 2019, 4:00 pm – 5:00 pm (Pine Room)
- Wednesday, Jan. 23, 2019, 5:00 pm – 6:00 pm (Pine Room)

Submission and Review Process Workshop
- Tuesday, January 29, 2019, 4:00 pm – 5:00 pm (Pine Room)

Winter 2019 Thesis, Project, and Dissertation Deadlines
- Consultations: Available January 7 through Feb. 15, 2019
- Submission Deadline: February 22, 2019 by 5:00 pm
- Publication Deadline: March 15, 2019 by 5:00 pm

Spring Quarter 2019

Avoiding Plagiarism Workshop
- Tuesday, April 16, 2019 4:00 pm – 5:00 pm (Pine Room)
- Wednesday, April 17, 2019 5:00 – 6:00 pm (Pine Room)

Submission and Review Process Workshop
- Tuesday, April 23, 2019 4:00 pm – 5:00 pm (Pine Room)

Spring 2019 Thesis, Project, and Dissertation Deadlines
- Consultations: Available April 2 through May 10, 2019
- Submission Deadline: May 17, 2019 by 5:00 pm
- Publication Deadline: June 7, 2019 by 5:00 pm

Summer Quarter 2019 (No workshops are held in summer)

Summer 2019 Thesis, Project, and Dissertation Deadlines
- Consultations: Available June 19 through August 1, 2019
- Submission Deadline: August 8, 2019 by 5:00 pm
- Publication Deadline: August 29, 2019 by 5:00 pm

Summer 2018 Thesis, Project, and Dissertation Deadlines
- Consultations: Available June 20 through August 2, 2018
- Submission Deadline: August 9, 2018 by 5:00 pm
- Publication Deadline: August 30, 2018 by 5:00 pm

Manuscript Review Process

Theses, projects, and dissertations are published online at CSUSB ScholarWorks. Please see our website for details on the review process and formatting requirements: gradstudies.csusb.edu

Consultations, Weeks 1-6 of Quarter

Students may make an appointment with a thesis reviewer to ask questions about formatting, citations, and the review process; please bring a paper copy of your manuscript. You may make up to two appointments; additional appointments will be scheduled if time permits. Appointments are limited to 20 minutes. **There will be no appointments after the 6th week of the quarter.**

Submission Deadline: End of 7th Week of Quarter

There are three steps to submitting a manuscript for review:

1. **Upload an electronic copy of the manuscript to CSUSB ScholarWorks**
2. **Pay the $30 Digital Archive and Review Fee via the Bursar's Office and receive two receipts (you may pay online or in person at UH 035)**
3. **Turn in the signed Committee Certification Form and the Digital Archive and Review Fee receipt**

Manuscripts will be reviewed once all steps are completed. It does not matter in what order you complete the steps. The committee certification form must be signed by all faculty on your committee – original signatures only – no copies, proxy signatures or faxed forms.

The manuscript will be checked for plagiarism and reviewed for formatting. If there are no corrections, the manuscript will be published on ScholarWorks. If corrections are required, you will receive an email listing the corrections. It is your responsibility to make the changes and resubmit the corrected manuscript to ScholarWorks. **Please submit as early in the quarter as possible – you do not need to wait until the deadline.**

Publication Deadline: End of 10th Week of Quarter

All manuscripts must be approved for publication (corrected) by the publication deadline. Students who do not make the deadline, as well as those whose manuscripts are rejected, must defer their graduation and resubmit next quarter.

CONTINUOUS ENROLLMENT PROCESS – GRADUATE STUDENTS
Student Information

WHO MAY ENROLL
University policy requires all graduate students to be continuously enrolled at the university each quarter until the awarding of the degree. However, graduate students are not required to be enrolled summer quarter unless they are submitting a thesis, project, or dissertation for review at Graduate Studies. Continuous enrollment can be met either by regular enrollment in California State University , San Bernardino courses, or by enrolling in Graduate Continuous Enrollment course offered through the College of Extended Learning. No credit is earned, however the student is allowed to maintain their status in their graduate degree program.

Project and Thesis Students
Students who have enrolled in the required number of project units but have not completed their project or thesis must maintain continuous enrollment by enrolling in 698 (zero units).

Comprehensive Exam Students
Students who have completed all coursework and are preparing for the comprehensive exam must remain in continuous enrollment by enrolling in 699 (zero units).

FEES
$260 per quarter

HOW TO ENROLL
Students will need to complete the "Non Credit Registration Form" and present to their respective academic college for approval. Upon approval from the College, students must submit the form and payment to the College of Extended Learning.

Three ways to register:
1. By mail, using the registration form; mail registration form to College of Extended Learning, 5500 University Parkway, San Bernardino, CA 92407.
2. In person, Monday to Thursday at the College of Extended Learning (Sierra Hall, Room 134); if paying with cash, please have exact amount.
3. By phone, by faxing the registration form to 909-537-5907. Once registration form is received, the student must call within 24 hours to pay course fee using a Visa, Mastercard, or American Express.

Late Registration
Students must register by the end of the third week of the quarter or a late fee will apply.

COLLEGE OF EXTENDED LEARNING CONTACT
LeSondra M. Jones, Program Coordinator, Professional and Continuing Education
Sierra Hall 134
Direct line: 909-537-3990

Term: ⬤Fall ⬤Winter ⬤Spring ⬤Summer 20_____

College of Extended Learning
Graduate Studies Comprehensive Examination Course
Non-Credit Registration Form

_____
Coyote ID #

Last Name	First Name	Middle Initial

Mailing Address (*Number, Street & Apt. or P.O. Box)*

City	State	Zip Code

_____   _____
       Date of Birth   Email Address

_____   _____
       Day Phone Number   Evening Phone

Class Title	Instructor	Rank	Course Fee
999-Comprehensive Examination (0 units)			$260 per quarter

_____   _____   _____
College & Dept.   Graduate Major   Major Code

Approved By:

_____   _____   _____
Graduate Dean/Chair/Program Coordinator   Dean/Chair/Coordinator Signature   Date

Payment & Registration Information

❖ **Payment by mail:** *Attach check/money order to registration form and make payable to CSUSB Extended Learning. Write your CSUSB Coyote ID on your check or Money Order. Return Payment with this form to "CSUSB – College of Extended Learning, 5500 University Pkwy, San Bernardino 92407-9984*

❖ **Payments made in Person:** Bring signed registration form and payment to College of Extended Learning, Sierra Hall 134.

❖ **Payments by phone:** You may fax/ email registration form to …. Once registration has been received you have 24 hours to call and pay course fees using a Visa, MasterCard, or American Express.

❖ **Refunds:** The course fee is non-refundable. Please make sure you have the appropriate approval prior to registering.

Term: ◯ Fall　　　◯ Winter　　　◯ Spring　　　◯ Summer　　　20_____

College of Extended Learning
Graduate Studies Continuous Enrollment
Non-Credit Registration Form

_____
Coyote ID #

Last Name	First Name	Middle Initial

Mailing Address (*Number, Street & Apt. or P.O. Box*)

City	State	Zip Code

_____　　　　　_____
　　　Date of Birth　　　　　　　　　　　　　　　Email Address

_____　　　　　_____
　　　Day Phone Number　　　　　　　　　　　　　Evening Phone

Class Title	Instructor	Rank	Course Fee
698-Continuous Enrollment for Graduate Candidacy Standing (0 units)			$260 per quarter

_____　　　　_____　　　　_____
College & Dept.　　　　　　　　Graduate Major　　　　　　　　Major Code

Approved By:

_____　　　_____　　　_____
Graduate Dean/Chair/Program Coordinator　　　Dean/Chair/Coordinator Signature　　　　　　Date

Payment & Registration Information

❖ **Payment by mail:** *Attach check/money order to registration form and make payable to CSUSB Extended Learning. Write your CSUSB Coyote ID on your check or Money Order. Return Payment with this form to "CSUSB – College of Extended Learning, 5500 University Pkwy, San Bernardino 92407-9984*

❖ **Payments made in Person:** Bring signed registration form and payment to College of Extended Learning, Sierra Hall 134.

❖ **Payments by phone:** You may fax/ email registration form to …. Once registration has been received you have 24 hours to call and pay course fees using a Visa, MasterCard, or American Express.

❖ **Refunds:** The course fee is non-refundable. Please make sure you have the appropriate approval prior to registering.

Commencement Timeline (Fall 2018)

October 1st, 2018 – WebComm registration opens to students at 8 am.

October 5th, 2018 – Eligibility List #1 sent to Coordinators via email.
October 10th, 2018 – Eligibility list #1 closes at 5:00 pm.

October 12th, 2018 – Eligibility List #2 sent to Coordinators via email.
October 17th, 2018 – Eligibility list #2 closes at 5:00 pm.

October 19th, 2018 – Eligibility List #3 sent to Coordinators via email.
October 24th, 2018 – Eligibility List #3 closes at 5:00 pm.

October 26th, 2018 – Eligibility List #4 sent to Coordinators via email.
October 31st, 2018 – Eligibility list #4 closes at 5:00 pm. Last day to have filed to have name included in program.

November 2nd, 2018 – Eligibility List #5 sent to Coordinators via email.
November 7th, 2018 – Eligibility list #5 closes at 5:00 pm.

November 9th, 2018 – Eligibility List #6 sent to Coordinators via email.
November 14th, 2018 – Eligibility list #6 closes at 5:00 pm.

November 16th, 2018 – WebComm registration closes to students at 5:00 pm.

December 4th, 2018 – Last day to register manually through Commencement Office. Students need to have actual check processed that day. Recommended that they file at least two weeks before this day.

December 8th, 2018 – Commencement.

Commencement Timeline (Spring 2019)

April 1st, 2019 – WebComm registration opens to students at 8 am. *

April 5th, 2019 – Eligibility List #1 sent to Coordinators via email.
April 10th, 2019 – Eligibility list #1 closes at 5:00 pm.

April 12th, 2019 – Eligibility List #2 sent to Coordinators via email.
April 17th, 2019 – Eligibility list #2 closes at 5:00 pm.

April 19th, 2019 – Eligibility List #3 sent to Coordinators via email.
April 24th, 2019 – Eligibility List #3 closes at 5:00 pm.

April 26th, 2019 – Eligibility List #4 sent to Coordinators via email.
May 1st, 2019 – Eligibility list #4 closes at 5:00 pm.

May 3rd, 2019 – Eligibility List #5 sent to Coordinators via email.
May 8th, 2019 – Eligibility list #5 closes at 5:00 pm.

May 9th, 2019 – **Last date to have name included in program***

May 10th, 2019 – Eligibility List #6 sent to Coordinators via email.
May 15th, 2019 – Eligibility list #6 closes at 5:00 pm.

May 17th, 2019 – Eligibility List #7 sent to Coordinators via email.
May 22nd, 2019 – Eligibility list #7 closes at 5:00 pm.

May 24th, 2019 – Eligibility List #8 sent to Coordinators via email.
May 29th, 2019 – Eligibility list #8 closes at 5:00 pm.

June 1st, 2019 – WebComm registration closes to students at 5:00 pm.*

June, 2019 – Please check with the commencement office to see last day students can be registered manually. Recommended that they file at least two weeks before this day. *

June 15th, 2019 – Commencement.

Please Note: Dates with * indicate estimated dates. Final dates are not available yet, these are approximations based off last year's schedule. For final dates, please contact the commencement office in Spring 2019 Quarter.

Leave of Absence

Advanced degree (master's, doctorate) and credential seeking students who plan to be absent from the university for one quarter or more must file a leave of absence to preserve their current catalog rights (Title 5, Article 5, See. 40401). A petition, available through the Office of the Dean of Graduate Studies, CH-123, (909) 537-5058, must be filed and approved.

With an approved leave of absence, the student may be absent from the campus without losing rights to the specific degree requirements for the catalog year in which they were admitted (Title 5, Article 5, Sec. 40401). Students who discontinue their studies without an approved leave must reapply to the university when they return and may lose their catalog rights.

The leave of absence policy covers interruptions which are involuntary (medical) or voluntary (military, personal or planned educational leave). Petitions for leaves of absence should be filed in advance of the interruption in enrollment. Medical and military leaves may be considered retroactively if supported by individual circumstances, but those leaves must be filed no later than census date of the first regular quarter of non-attendance. Personal and planned educational leaves cannot be retroactive since they constitute an agreement or "contract" which must be set in advance. The maximum duration for any leave is two calendar years.

 Note: Students who have completed all course work and are working on the thesis, project, or dissertation, or who are preparing for the comprehensive exam, must register each quarter for the appropriate continuous enrollment course required for their program until the degree is granted.

Leaves of absence will not be approved for students subject to disqualification or dismissal due to academic deficiencies or disciplinary action. Other students ineligible for leaves of absence are those who are not completing any degree applicable course work, those who are enrolling only in extension courses, those who are only auditing courses, and those who have not completed their first quarter in their current program.

Students who do not return to CSU, San Bernardino at the conclusion of their planned leaves and those who enroll elsewhere without permission of the Office of Records, Registration and Evaluations will be considered to have withdrawn for the university at the end of their last term of regular enrollment.

Types of Leaves and Requirements

 Medical Leave: Requests must be accompanied by a statement from a medical doctor verifying the reason for the leave and the length of recuperation. The statement should be on the doctor's letterhead. Leaves for pregnancy are restricted to the term of delivery unless verified medical circumstances indicate a longer time is required for recuperation. Exceptions to the two year limit may be granted under extenuating circumstances.

Military Leave: CSUSB supports students called to active duty in the U.S. Military. The Military Leave Policy and forms are available from the Veterans Success Center.

Planned Education Leave: Since students usually maintain their catalog rights, courses completed at other institutions must have received prior approval in order to count toward the degree program at CSU, San Bernardino. Therefore, a student must also file a concurrent enrollment form with the Office of Graduate Studies to obtain that approval. Failure to file a concurrent enrollment form may result in coursework not being accepted. Upon return, transcripts must be submitted showing the courses taken. A maximum of six (6) consecutive quarters may be approved. (Summer does not count as a quarter.)

Personal Leave: This option allows time to address personal matters and thus enhance the prospect of successful completion of the academic program. When completing the form, students should briefly describe the reasons for the proposed leave of absence.

Instructions:

1. Fill out the attached form and include any necessary documentation.
2. Submit the form to your graduate coordinator for review and signature. Your graduate coordinator will then send the form to Graduate Studies for the Dean of Graduate Studies to review.
3. Once the Dean has made a decision, you will be notified by email. A scanned copy of the Leave of Absence, with the Dean's decision noted, will be attached.
4. Return to the university by the end of your leave. Fill out the "Readmission from a Leave of Absence" form (available in the Records Office) and submit it to the Records Office. Students who do not return by the end of the approved leave will be discontinued. Contact the Office of Graduate Studies at (909) 537-5058 if you need to extend your leave.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
REQUEST FOR LEAVE OF ABSENCE
Leaves are required for any student who will be absent from the University for one quarter or more.

Name _____ Date _____

Address _____ Telephone _____

City, State _____ Zip Code _____ Coyote ID # _____

Coyote Email _____@coyote.csusb.edu

Last Term Completed: Fall _____ Winter _____ Spring _____ Year: _____

Term Leave will Start: Fall _____ Winter _____ Spring _____ Year: _____

I Plan to Return: Fall _____ Winter _____ Spring _____ Year: _____

Graduate Level:
_____ Postbaccalaureate Unclassified
_____ Postbaccalaureate Classified
_____ Conditionally Classified
_____ Classified

Current Graduate Program and Option: _____

Leave Applied for:

_____ **Medical Leave of Absence.** Requests must be accompanied by a statement from a medical doctor explaining why enrollment must be interrupted. A doctor's statement verifying the reason and the length of recuperation on the Doctor's letterhead must be attached. Leaves for pregnancy are restricted to the term of delivery unless verified medical circumstances indicate a longer time is required for recuperation. Exceptions to the two year limit may be granted under extenuating circumstances.

_____ **Military Leave of Absence.** Attach copy of military orders. A maximum of 12 consecutive quarters may be approved. (Summer does not count as a quarter.)

_____ **Planned Educational Leave.** Identify the institution you will attend and list the courses you plan to take. **Upon return, transcripts must be submitted showing the course taken.** A maximum of six (6) consecutive quarters may be approved. (Summer does not count as a quarter.)

_____ **Personal Leave:**

_____

_____

Note: All students returning from an approved leave of absence must submit a Readmission from a Leave of Absence form to the Records Office.

Department Certification - Required for all leaves.

_____
Program Coordinator

_____ Approved to return: _____ _____
        Qtr.   Year
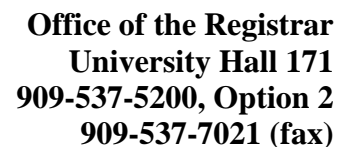
_____ Not Approved - Reason: _____

_____   _____
Date   Dean of Graduate Studies signature

Distribution: Records, Office of Graduate Studies, Graduate Coordinator, Program Office, Student   Updated 10/10

CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

READMISSION FROM A LEAVE OF ABSENCE

Name_____

Address_____

City/State_____

Zip Code _____

Term Returning_____

Coyote ID #_____

Telephone #_____

Major_____

CSUSB Email_____

I am returning from a leave of absence due to (check one):

○ **Personal**   ○ **Medical**   ○ **Military**   ○ **Approved Educational Leave**

Name & Location of Institution(s) Attended	Enrolled From Date		Enrolled To Date		# of Units Completed	Degree Received (if applicable)
For approved educational leave, list the colleges or universities attended during your absence at CSUSB.	Mo	Yr	Mo	Yr		

Please Note:
- Students who attended other institutions while on educational leave must provide official transcripts upon returning.
- Students returning within the boundaries of their leave will not have to complete another admission application or pay the application fee.

_____   _____
Signature of Student   **Date**

FOR OFFICE USE ONLY

Residency _____ Approved Return Term _____ Academic Status _____ Date _____

RLOA 03/15MKC

Repeating a Course (Discount of Grade Form)

Use this form when you have repeated a class and would like your current grade to replace your first attempt. When a discount of grade is approved, only the last grade earned shall apply to your cumulative postbaccalaureate grade point average. The first attempt will show on the transcript with the repeat (discount) noted.

Conditionally Classified, Classified and Credential Students may be permitted to repeat **one course** that was taken for graduate credit. Postbaccalaureate Unclassified Students who are not pursuing any degree objective are subject to the same repeat of courses regulations as undergraduates (up to 5 different classes).

Postbaccalaureate Unclassified Students who are taking courses that are not part of a graduate degree program and who are not pursuing any degree objective are subject to the same repeat of courses regulations as undergraduates (up to 5 different classes).

In all cases, the last grade earned will not replace the grade in the student's undergraduate record.

Instructions:

1. Complete and sign the "Discount of Grade" form
2. Obtain your Graduate Coordinator's signature. The form will then be forwarded to the Office of Graduate Studies for the Dean to review.
3. You will be notified of the Dean's decision via email. An electronic copy of the form will be attached for your records.

CSUSB Office of Graduate Studies

Chaparral Hall room 123

Phone: (909) 537-5058

California State University, San Bernardino (CSUSB)
Petition for Discount of Previous Grade
PLEASE TYPE OR PRINT CLEARLY

Name _____   Date _____

Street Address _____   Telephone ( ) _____

City, State, Zip _____   Coyote ID# _____

Coyote Email _____ @coyote.csusb.edu

Currently I am enrolled in (circle one):   MA   MS

And my major is: _____

I hearby petition for a discount of grade for:

Course Name and #: _____

First Taken: Quarter: _____   Year: _____   Grade Received: _____

Repeated: Quarter: _____   Year: _____   Grade Received: _____

Student's Statement (*Indicate why you feel this petition should be granted.*)

I certify that I have read the attached information sheet pertaining to the discount of previous grade that I am requesting, and have attached all pertinent information, in any, to support my request.

_____
Student's Signature

Program Certification

_____ Approved   _____ Not Approved
Reason:

_____
Graduate Program Coordinator's Signature

_____ Approved   _____ Not Approved
Reason:

_____   _____
Dean of Graduate Studies Signature   Date

Simultaneous Enrollment

If a student is registering for classes at CSUSB whose meeting times overlap, a petition for simultaneous enrollment must be completed. Without an approved petition, MyCoyote will not allow the student to register for both classes. Five signatures are required: the student, the Dean of Graduate Studies, the Graduate Coordinator, and both instructors.

 Instructions:

1. Fill out the attached petition.

2. Gather the necessary signatures.
   - Instructor for Course #1
   - Instructor for Course #2
   - Graduate Coordinator
   - Student

3. Each instructor must sign the form and explain how the course requirements will be met. This explanation should include the student's arrival and departure times and describe how missed work/class time will be made up.

4. The completed form is sent to Graduate Studies for the Dean to review.   After the Dean approves and signs the form, a copy is sent to the student and the original is sent to the Office of Records, Registration and Evaluations. Records will then enroll the student into the second course.

CSUSB Office of Graduate Studies

Chaparral Hall room 123

Phone: (909) 537-5058

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
POSTBACCALAUREATE / GRADUATE PETITION FOR SIMULTANEOUS ENROLLMENT

Name _____   Date _____

Street Address _____   Telephone ( ) _____

City, State, Zip _____   Coyote ID# _____

Coyote Email _____ @coyote.csusb.edu

What is your status as a graduate student?

_____ Unclassified POSTBACCALAUREATE not intending to apply to a graduate program.

_____ Have applied to a graduate program.

_____ Conditionally classified in a graduate/credential program.

_____ Classified in a graduate/credential program.

Enrolled in the following degree: _____

Course Overlap Information

Quarter: _____   Year: _____

1. Course #1: Meeting Time: _____ Days: M T W Th F   Time of Overlap: _____

   Course # and Name: _____   Class Schedule #: _____

   Instructor: _____

   Arrangements: (Explain how the student will meet the course requirements and days/times listed above):

   _____

   _____

2. Course #2: Meeting Time: _____ Days: M T W Th F   Time of Overlap: _____

   Course # and Name: _____   Class Schedule #: _____

   Instructor: _____

   Arrangements: (Explain how the student will meet the course requirements and days/times listed above):

   _____

Both Instructor's Verification (Approval) of Special Arrangements:

_____   _____
Instructor's Signature (Course #1)   Instructor's Signature (Course #2)

_____
Student's Signature

_____ Approved   _____ Not Approved   _____ Approved   _____ Not Approved

_____ _____   _____ _____
Date   Graduate Coordinator's Signature   Date   Dean of Graduate Studies

GRADUATE STUDENTS ONLY

CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

WITHDRAWAL PETITION FOR EXTENUATING CIRCUMSTANCES
During the 9th and 10th Weeks of the Quarter
Office of Graduate Studies – Chaparral Hall, Room 123 - (909) 537-5058

Name _____ Coyote ID# _____
    (Last)   (First)   (M)

Address _____ City/State _____ Zip Code_____

Phone (_____)_____ Program _____ CSUSB E-Mail
_____

Supporting medical, psychological or military documentation must be attached for all requests.
Employment-related reasons are not acceptable.
If you are a Financial Aid recipient and if the petition is approved, funds may have to be returned for the term in question if courses are withdrawn. We recommend that you CONSULT with the Financial Aid Office BEFORE submitting this petition.

I HEREBY PETITION TO WITHDRAW DUE TO <u>EXTENUATING CIRCUMSTANCES</u> DURING THE 9th & 10th WEEK OF THE CURRENT TERM

- I have discussed the above actions with my instructor(s) and it was determined that an Incomplete ("I") grade would not be possible. Please Initial _____

CLASS SECTION:

Quarter_____ Year_____
(List course(s) to be withdrawn below; ex: Acct 211)

Course _____   Course _____

Course _____   Course _____

Course _____   Course _____

STUDENT'S REASON FOR THE ABOVE REQUEST:

Student's Signature _____   Date_____

If more space is needed for your request, please attach additional information to this petition along with supporting documentation.

Dean of Graduate Studies: _____   Date_____

☐ **Approved**   ☐ **Disapproved - Reason:** _____

_____

DISTRIBUTION: *(White) Records, Registration & Evaluations;   (Yellow) Graduate Studies;*
(Pink) Dean of student's major;   (Goldenrod) Student

Rev. 6/10/10

For Office Use Only	
____ DWW	____ W
____ DWD	____ WX
____ DWOR	

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO POSTBACCALAUREATE/GRADUATE PETITION FOR WAIVER OF UNIVERSITY REGULATIONS

PLEASE READ THIS COVER SHEET BEFORE COMPLETING THE WAIVER

The petition may be used to waive the following university regulations:

Graduate Entrance Writing Requirement
(For those programs that have not yet established a Writing Requirement for Graduate Candidacy. Check with your program coordinator for eligibility to use the waiver.)

All graduate students pursuing or intending to pursue a specific graduate program on this campus, will be required to pass (or to have passed) the graduate entrance writing requirement before classification into a program. If you feel you have met the requirement and can supply documentation to support your claim, you may petition the Dean of Graduate Studies to consider a substitution. Please see the attached page entitled Acceptable Documentation for Petitions for Waiver of the Graduate Entrance Writing Requirement for acceptable documentation.

12 Unit Limit Prior to Classification

In accordance with University regulations, no more than 12 units of credit earned in unclassified or conditionally classified standing may be used to demonstrate fitness to complete the program OR may be counted toward meeting the requirements for a graduate degree. However, if you feel extenuating circumstances have precluded your classification in a more timely manner, you may petition the Dean of Graduate Studies to waive this requirement on your behalf.

In order for the Dean to evaluate your situation you must include in your request not only a complete statement of your situation, but also a statement of why it is critical for this requirement to be waived. Additional pages may be attached.

Seven Year Limit on Applicable Course Work

The graduate program you are pursuing must be completed within a seven year period (for some programs on this campus there are earlier completion requirements). No more than seven years may elapse between the time of registration for the earliest course listed on your program and the completion of all requirements for the degree. Courses taken at another university cannot be recertified. The maximum age limit for a course is twelve years since the course was first taken and only 2/3 of a program can be recertified. If you have course work that has surpassed the seven year limit, you may petition the Dean of Graduate Studies to waive this regulation.

In order for your petition to be approved you must have a written statement from a faculty member stating I HAVE EXAMINED THIS STUDENT AND FOUND THEM TO BE CURRENT IN THE SUBJECT MATTER OF (name of the course or courses being waived).

Extension of Time to Complete an Incomplete Grade

An incomplete grade must be made up within on calendar year immediately following the end of the term in which it was assigned. If it is necessary to extend this time limit, the student must obtain the consent of the instructor.

<u>Retroactive Withdrawal</u>   (Students must withdraw from all classes of the quarter)

Requests for withdrawal following the close of the quarter will be considered only for: accident or illness (physical or mental), serious personal or family problems, or military transfer.

Documentation is required. In addition, extenuating circumstances must be shown to have prevented withdrawal in a more timely fashion. The student must list each course number and obtain the instructor's signature for all courses they are attempting to withdraw from. Partial withdrawal of grades during a quarter is not permissible for any reason. All courses must be withdrawn and will be noted with a "W" on the official transcript. Lack of awareness of the withdrawal procedures is not an extenuating circumstance.

Employment-related reasons are acceptable only for withdrawals processed during the quarter in question. This withdrawal would be completed by filling out a "Drop After the Census Date" form.

<u>Instructions for completing the waiver</u>:

1.   Fill out the attached form

2.   Attach any and all documentation required for the student's request

3.   If any instructor's signatures are required, they must be obtained before this form is given to the graduate coordinator for their signature. (A petition will not be reviewed without the graduate coordinator's signature).

4.   Once the form has been filled out and signed with all the appropriate signatures this form will be returned to the Office of Graduate Studies for the Dean to review. If the form is missing any signatures or documentation - this form will be returned to the student's graduate program unreviewed.

Once the Dean of Graduate Studies signs the form a copy will be sent back to the student for their record. All documentation will be kept by the Graduate Studies Office. If writing samples have been submitted the student will be contacted to come to the office and pick up their waiver with the writing samples. Writing samples will be held for two weeks before being forwarded to the student's program office.

**Acceptable Documentation
for
Petitions for Waiver of the Graduate Entrance Writing Requirement**

Below is a list of the types of documentation students may submit in support of their petitions to waive the graduate entrance writing requirement. While a wide variety of documents is acceptable, all must show evidence of summary, synthesis, analysis, research and the proper citing of sources, the elements required by the WREE and 306.

Acceptable Documentation Includes:

1. **Dissertation or Master's Thesis from another university.**
    Student must submit a signed copy of the thesis or dissertation and a copy of their transcript showing completion of the degree.

2. **Senior Project, thesis or research project completed at another university.**
    The document must demonstrate knowledge of the style guide of the discipline and show evidence of summary, synthesis, analysis, research and the proper citing of sources. Students must submit a catalog description of the course and a copy of their transcript showing completion of the course for which the project was written.

3. **Upper-division and graduate writing courses taken at another institution.**
    Students must submit a copy of their transcript and a catalog description of the course. The catalog description must indicate that the course is required research-based writing. If the description does not, then students should provide the syllabus or a paper written for the course. RESEARCH PAPERS WRITTEN FOR CSUSB GRADUATE COURSES ARE NOT ACCEPTABLE.

4. **Published scholarly articles.**
    The article should show evidence of analysis/synthesis and documentation of sources. Unacceptable: articles written for such things a community newspapers and club, church or job newsletters which show no evidence of research-based analytical writing.

5. **A major study or report written as a part of the student's job responsibilities.**
    The report must demonstrate the elements of summary, synthesis, analysis, research and the proper citing of sources. Unacceptable: report which show no clear evidence of authorship and/or the student's contribution to the project.

6. **Upper-division writing requirement (UDWR) tests taken at other CSU's.**
    CSUSB accepts only three UDWR tests as equivalent to our WREE and 306: those from CSU Fresno, CSU Sacramento, and San Diego State University. At many other CSU's, the UDWR test is a minimum proficiency test or asks for impromptu, personal experience, non-text-based writing.

7. **The Writing Requirement Exemption Exam (WREE) and 306.**
    Students who cannot provide acceptable documentation, may satisfy the Graduate Entrance Writing Requirement by taking the Writing Requirement Exemption Exam (WREE) or 306, the upper-division writing course. To satisfy the writing requirement, students must earn a "B" or better in 306. *No waiver is needed when the WREE or 306 is taken.*

8. **Graduate Management Admissions Test (GMAT).**
    Students who score 5.0 or higher on the writing portion of the GMAT may waive the Graduate Entrance Writing Requirement.

9. **Graduate Record Examination (GRE)**
    Students who score 5.0 or higher on the writing portion of the GRE may waive the Graduate Entrance Writing Requirement.

(Approved by Graduate Council, 4/23/08)

California State University, San Bernardino (CSUSB)
Postbaccalaureate/Graduate Petition for Waiver of University Regulations
PLEASE TYPE OR PRINT CLEARLY

Name _____ Date _____

Street Address _____ Telephone ( ) _____

City, State, Zip _____ Coyote ID# _____

Coyote Email _____ @coyote.csusb.edu _____

I am enrolled in the following degree: _____

I hereby petition for waiver of the following University regulation:

_____ a. Waiver of the Graduate Entrance Writing Requirement. ***Documentation required.***
   If submitting a writing sample (please check one): ☐ I would like to be contacted to pick up my writing sample
   ☐ I would like Graduate Studies to recycle/shred my writing sample

_____ b. Waiver of the 12 unit limit prior to classification.

_____ c. Waiver of the 7 year limit on applicable coursework.
   Requires certification of currency by faculty member. See instructions for wording.
   *List all courses to be waived:*_____

_____ d. Extension of time to complete an incomplete course.

   Course number and title:_____ Incomplete received: Qtr:_____ Year:_____

   Instructor Signature_____ Extended to: Qtr:_____ Year:_____

_____ e. Retroactive Withdrawal for Qtr:_____ Year:_____ ***Documentation required.***

   List Courses: _____ _____
                                          Instructor's Signature

                 _____ _____
                                          Instructor's Signature

                 _____ _____
                                          Instructor's Signature

_____ f. Other: _____

Student's Statement.   (Indicate why you feel this petition should be granted. Attach additional page if necessary.)

I certify that I have read the attached information sheet pertaining to the waiver of University regulations that I am requesting, have attached all pertinent information and required documentation to support my request, and have obtained all necessary signatures of certification.

_____
Student's Signature

Program Certification.

_____
Graduate Program Coordinator's Signature

_____ Approved   _____ Not Approved

Reason:

_____   _____
Dean of Graduate Studies Signature   **Date**

Grants, Loans, and Fellowships

AY 2018-2019	Chancellor's Doctoral Incentive Program	California Pre-Doctoral Program	Graduate Equity Fellowship	Student Research and Travel(SRT) ASI and SSI
Purpose:	Increase the pool of individuals to teach in the California State University.	Designed to increase diversity by supporting the doctoral aspirations of students in the CSU.	Assist under-represented students in the completion of the master's degree at CSUSB.	Support research and travel related to academic growth and development
Award Type:	Loan of up to $10,000 per year. Max: $30,000	Up to $3,000	Up to $2,000	Up to $1,000.00
Deadline:	February 4, 2019 Annually	February 4, 2019 Annually	Annual filing process is from January 2 - March 1 Annually	Oct. 20, Nov. 20, Jan. 20 Feb. 20, March 20, April 20 May 20, June 20, August 20.
Eligibility:	New or continuing full-time students who will be in doctoral programs at accredited universities anywhere in the United States. Lecturers are eligible. U.S. citizenship is not required, but applicants must be eligible to work in the U.S.	Upper-division or master's degree students who are enrolled at a CSU institution and who will also be enrolled at a CSU campus for at least one semester or two (2) quarter terms. All applicants must be either U.S. citizens or permanent residents at the time of application.	Provides fellowships for economically disadvantaged CSU students who have had success in overcoming educational disadvantages and promotes faculty mentoring and research opportunities.	Undergraduate, postbac.,graduate and doctoral students. Must be enrolled during the quarter in which they are applying for funding. Must be in good academic standing. Undergraduates must have at least a 2.0 gpa and Graduates must have at least a 3.0 gpa.
NOT Eligible:	Probationary or tenured faculty members in the CSU. Students attending CSU Ed.D programs	Students interested in obtaining professional degrees (law, medicine, dentistry, pharmacy, or an MBA degree. Current or previous Pre-Doctoral Scholars		Students enroll through College of Extended Learning
How to Apply:	[CSU Website](#)	[Pre-Doc Application](#)	[Apply through Financial Aid](#)	[Student Research and Travel Application](#)

Graduate Studies Calendar 2018-2019

FALL 2018

September 2018

14	Graduate Student and Family Picnic 5:00pm-8:00pm
17	Convocation, Coussoulis Arena, 9:00am
26	Recruitment Fair: CSU Dominguez Hills
27	New Graduate Coordinator Orientation, GS Conference Room, 12:00pm-2:00pm
28	Graduate Student Orientation, SMSU, 5:00pm-8:00pm

October 2018

2	Recruitment Fair: CSU Northridge
4	Graduate Coordinator Meeting, Pine Room, 12:00pm – 2:00pm
4-8	Recruitment Fair: HACU
9	Avoiding Plagiarism Workshop
10	Avoiding Plagiarism Workshop
15	Recruitment Fair: UC Santa Cruz
16	Submission and Review Process Workshop
16	Recruitment Fair: SCCFHSI
18	Recruitment Fair: USC
21	Student Research and Travel Application Deadline
23	Recruitment Fair: CSU Los Angeles
24	Recruitment Fair: Alumni Relations
27	Recruitment Fair: CA Forum Diversity Fair
30	Recruitment Fair: LMU
31	Recruitment Fair: UCR

November 2018

2	Pre-Doctoral Information Session
2	Final Day of Thesis Consultations
5	Winter Application Deadline
5	Pre-Doctoral Information Session
5-9	Graduate Student Education Week
7	CSUSB Graduate Fair
9	Thesis Submission Deadline
10	3rd Annual Dreaming of Grad School Conference
16	Doctoral Incentive Program Information Session
19	Doctoral Incentive program Incentive Program
30	Thesis Publication Deadline

December 2018

8	Fall Commencement

<u>WINTER 2019</u>

January 2019

2   Graduate Equity Fellowship Scholarship 2019-2020 Opens (closes March 2nd)
17   Graduate Coordinator Meeting, Pine Room, 12:00pm – 2:00pm
22   Avoiding Plagiarism Workshop
23   Avoiding Plagiarism Workshop
25   Pre-Doctoral Program Workshop
29   Submission and Review Process Workshop

February 2019

3   Student Research and Travel Application Deadline
5   Doctoral Incentive Program Campus Deadline
13   Women in Academia Workshop
15   Final Day of Thesis Consultations
22   Thesis Submission Deadline

March 2019

2   Graduate Equity Fellowship Deadline
4   Spring Application Deadline
8   Doctoral Incentive Program Chancellor's Office Deadline
15   Thesis Publication Deadline

SPRING 2019

April 2019

11	Graduate Coordinator Meeting, Pine Room, 12:00pm – 2:00pm
16	Avoiding Plagiarism Workshop
17	Avoiding Plagiarism Workshop
19	Pass the Torch
23	Submission and Review Process Workshop
28	Student Research and Travel Application Deadline

May 2019

10	Final Day of Thesis Consultations
17	Thesis Submission Deadline

June 2019

7	Thesis Publication Deadline
16	Spring Commencement

SUMMER 2019

July 2019

7   Fall Application Deadline

August 2019

1   Final Day of Thesis Consultations

8   Thesis Submission Deadline

29   Thesis Publication Deadline