

**Fall 2020 Graduate Coordinator Meeting**  
**Thursday, September 10, 2020**  
**12:00pm to 2:00pm**  
**Zoom Meeting ID: 940 8344 2856 (Password: 75058)**

**Agenda**

- Welcome and Introduction - Caroline (12:05 p.m.)
  - Introduction of Graduate Studies Staff and Staff Updates
  - Virtual Office Hours –  
Monday - Friday: 8:00 a.m. to 5:00 p.m.  
Graduate Studies Website and Chat: <https://www.csusb.edu/graduate-studies>  
Phone: (909) 537-5058  
Email: [gradstud@csusb.edu](mailto:gradstud@csusb.edu)
  
- Digital Forms - April (12:10 p.m.)
  - [Waivers/Leaves/Other Forms](#) – AdobeSign forms – Now required. Discontinued students can contact me directly for assistance.
    - i. [How to Access Adobe Sign Forms](#)
  
- Recruitment – Erma (12:15 p.m.)
  - Pre-Doc and CDIP (begins in August. Encourage students to apply)
  - Fact Sheet/Grad Opportunities/Small Brochure
  - Weekly Marketing (Radius and Linked In)
  
- Marketing & Materials – Shelby (12:20 p.m.)
  - Thesis Review Deadlines - Fall
  - Online Change of Grade Quick Guide – For Instructors
  
- Cal State Apply & remote WebAdMIT training – Chris (12:25 p.m.)
  
- Enrollment/Applications – Caroline and Chris (12:30 p.m.)
  
- Graduate Enrollment Dashboard – Chris (12:35 p.m.)
  
- Admissions Team Reminders – Cece (12:45 p.m.)
  - Please review your applications as soon as possible
  - Please enter the reason in the Notes section of WebAdmit for denied applicants or those admitted Conditional Classified.
  - Please notify your students directly of their admission or denial. Graduate Studies does not include specific decision information in our general admission notifications.
  - Applicants that want to switch to a dual program (masters with credential) from a credential only program should do so *before registering for classes*. In order to change the program after a student has been admitted, the Registrar's Office will need to revoke their admission and have the student drop any registered class before doing so.
  - For admission issues, please email [Cecilia](#), [Mark](#) or [Lisa](#) directly.
  
- Students changing from quarter to semester catalog – April (12:50 p.m.)
  - Submit an updated program plan and a [COPA](#) (fee waived) to [Melissa Cobb](#)
  
- Suspension of Standardized Testing Requirements for spring 2021 – Caroline (12:55 p.m.)

- New Student Orientation Blackboard course – Caroline (1:00 p.m.)
  - [2020-2021 Graduate Student Orientation recording](#)
  
- Probation Timeline – Fall & Spring 2020-2021 – April (1:05 p.m.)
  - Fall 2020**
  - December 17, 2020 – [Fall](#) 2020 Grades Due.
  - December 23, 2020 – [Fall](#) 2020 Grades Available.
  - December 23, 2020 – January 5, 2021 – List of Probation/Dismissal students sent to program coordinators. **Response due by end of day, January 14, 2021.**
  - January 15, 2021 – January 20, 2021 - Probation/Dismissal entered into PeopleSoft, notifications emailed to students & program coordinators.
  
  - Spring 2021**
  - May 27, 2021 – [Spring](#) grades due.
  - June 3, 2021 – Spring grades available.
  - June 3 - 7, 2021 – List of Probation/Dismissal students sent to program coordinators. **Response due by end of day, June 14, 2021.**
  - June 15, 2021 – June 17, 2021 - Probation/Dismissal entered into PeopleSoft, notifications emailed to students & program coordinators.
  
- Workshops and Events - April/Megan/Erma/Shelby (1:10 p.m.)
  - [Upcoming Cal State Apply Information sessions](#)
    - October 1, 5 – 7 p.m. (Part of Graduate Education Week)
    - October 3, 10 a.m. – 12 p.m.
    - We offer at least two each month
  - [Graduate Education Week](#)
  - Graduate Program Information Session, October 1, 12 – 2 p.m. (See attached agenda)
  - [Career Center/Grad Expo Events](#)
  - [Three Minute Thesis](#) – rescheduled for spring 2022.
  - Virtual Coffee Chats
  - Taco Tuesdays
  - [Thesis/Dissertation workshops](#)
  
- Graduate Studies Weekly Roundup – Caroline (1:20 p.m.)
  
- Graduate Studies Newsletter – Shelby (1:25 p.m.)
  - Please submit stories/articles ideas
  
- Graduate Education Strategic Plan – Caroline (1:30 p.m.)
  
- Faculty and Students [Academic Research](#) Workshops –Caroline (1:35 p.m.)
  
- Holistic Admission – Caroline (1:40 p.m.)
  
- Thesis/project/dissertation committee policy and guidelines (1:45 p.m.)
  
- Graduate Coordinator Resources
  - [Graduate coordinator's Toolbox](#)
  - [Graduate Coordinator Meetings, Minutes, and Materials](#)



# Graduate Studies



California State University, San Bernardino graduate programs are led by faculty who are leaders in their fields, and many programs are ranked among the best in the nation. To ensure that our students earn more than a degree, the Office of Graduate Studies offers a range of opportunities so they can develop the leadership, communication and personal skills needed for a rewarding life and academic, research or professional career. At CSUSB, we define the future through our world-class, value-added graduate education.

## Our Students

### APPLICATIONS 2019-20

Total applications for master's and doctoral programs 1,904

### ACCEPTANCE RATES 2019-20

Master's and doctoral students accepted 1,193  
Percentage of applicants accepted 62.7%

### NEW STUDENT ENROLLMENT 2019-20

New students who are minorities\* 882  
New students from the Inland Empire 57%  
New students from outside the Inland Empire 78%  
New students from outside the Inland Empire 22%

### TOTAL GRADUATE STUDENT ENROLLMENT Fall 2019

1,832

Students who are minorities\*

45.4%

Students who are international

5.6%

### GRADUATE DEGREES AWARDED 2019-20

Graduate degrees awarded to students who are minorities\* 770  
52%

\*Minority category includes African Americans, American Indians, Hawaiian/Pacific Islanders, and Hispanics/Latinos.

# Support for Grad Students

## Advocating for Graduate Education

**Funding:** CSUSB graduate students are eligible for the State University Grant, the Graduate Equity Fellowship, the California Pre-Doctoral Program, the Chancellor's Doctoral Incentive Program, and Student Research and Travel funds.

**Graduate Resource Center:** The Graduate Resource Center is a space for graduate students to learn about the many resources available to them both on and off campus and to form community with other graduate students.

**Professional Development:** Professional Resource and Engagement Program (PREP) is a space for CSUSB graduate students to take advantage of free workshops to develop professionally and personally. Rigorous graduate programs at CSUSB engage students in a rich academic experience and allows them to develop a high level of expertise. PREP prepares students to articulate how their academic expertise aligns with their personal and professional development. The academic journey is as personal as one's professional persona. PREP offers a selection of seven categories: Communication and Writing; Innovation; Leadership and Career Development; Financial Well-being; Research; Teaching and Mentorship; and Wellness.

**Communication:** The Office of Graduate Studies sends the Graduate Studies Weekly Roundup, a weekly digest of campus resources, events and news relevant to graduate students, as well as several social media pages, groups to facilitate conversation among grad students, and a bi-annual newsletter.

**The Graduate Writing Center:** The writing needs of graduate students are different from the needs of undergraduate students. Whether graduate students are writing conference abstracts, publishable papers, or theses, the Graduate Writing Center has the support they need.

**Quality and Assessment:** Through constant assessment, CSUSB ensures that we continue to offer innovative, high quality graduate education programs. The Office of Graduate Studies, in collaboration with faculty program coordinators, oversees graduate students' educations from application to graduation.

**Diversity:** The Office of Graduate Studies provides generative leadership in promoting the excellence of graduate and professional education through advancing diversity and inclusion reflective of a pluralistic society and global community.

## CSUSB Graduate Students...

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- Represent the next generation of world-class local, regional, national and global leaders in innovation, business and academics.
- Fulfill a regional and national need for a highly-educated workforce that fosters economic growth and contributes to solving the world's major challenges.
- Collaborate with CSUSB professors on publications and grants to drive innovation and discovery and bring new ideas to the marketplace.
- Serve as research and teaching assistants and role models for thousands of CSUSB undergraduates each year, in the classroom and the lab.
- Choose from more than 50 graduate and certificate programs across five academic colleges.
- Have a significant presence at CSUSB: about one in ten students at CSUSB are graduate students.
- Publish and present scholarly works – many CSUSB graduate students author or co-author publications or conference presentations.
- Continue on to prestigious doctoral programs after completing master's degrees at CSUSB.
- Work as interns in businesses and organizations across the Inland Empire and beyond.
- Contribute to the local community through community service projects.
- Are supported by the Office of Student Research to engage in innovative research projects.
- Advocate for graduate education through the Graduate Student Society as well as other clubs and organizations.
- Form community with each other through Office of Graduate Studies events, mixers and workshops.
- Are often first-generation college students: 59% of CSUSB graduate students are first generation college students.



**Graduate  
Studies**

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College of Education 356, CSUSB  
San Bernardino, CA 92407



WE DEFINE THE  
*Future*

# Learn More. Earn More.

People with master's degrees make an average of \$2.6 million over a lifetime, compared to those with bachelor's degrees who make an average of \$2.2 million. That's a difference of \$400,000.

- You can't be a marine biologist, social worker, psychologist, school administrator, or a local government manager without a graduate degree. Many fields require – or strongly encourage – master's degrees. Fields such as education pay more to employees with graduate degrees.
- While much of your undergraduate experience is about learning, your graduate education will be about doing, researching, teaching, creating, and innovating.
- You can change the world. CSUSB graduate students and alumni are making their communities even better places to live. You'll find CSUSB graduate alumni among distinguished authors, local and state politicians, business leaders, performers, and community activists.

## Bachelor's Degree

- Also called a baccalaureate
- Means you have a broad base of knowledge and skills in a specific area
- Requires four to five years of study. Includes general education classes (such as math and English composition), a major (a focused area of study) and electives

Examples of bachelor's degrees:

- Bachelor of arts degrees (B.A.) - awarded in the humanities and arts
- Bachelor of science degrees (B.S.) - awarded in sciences
- Bachelor of fine arts (B.F.A.) – awarded in fine arts such as drama or music
- Your area of study or degree program is noted on your transcript (the official record of your grades), such as a "bachelor of arts (English)."

## Master's Degree

- Means you have gained more depth of knowledge in your field of study
- Requires approximately two years of study beyond the bachelor's degree
- Some programs require you to research, write and submit a thesis or research paper to graduate

Examples of master's degrees:

- Master of science degree (M.S.)
- Master of arts degree (M.A.)
- Master of public health (M.P.H.)
- Master of business administration (M.B.A.)
- Master of public administration (M.P.A.)
- Master of fine arts (M.F.A.) – the highest degree awarded in fine arts

# 7 Things To Do Now

Graduate school is all about exploring what you love. Whether it's psychology, literature, computer science or archaeology in graduate school, you will become an expert in your subject area. The best way to prepare is to discover what fascinates you. Explore. Do. Learn. Expand your world.

1. Tour the CSUSB campus. Visit the library. Hang out in the SMSU. Picture yourself in college.
2. Get a summer internship in an area of interest. Work as a camp counselor. Volunteer at a food bank. Help out in a research lab.
3. Interview someone in a field that interests you. Talk with a social worker. Chat with a coffee shop owner.
4. Use the internet. Visit the Smithsonian Institution website. Take an online language course.
5. Take the most challenging courses you can – Advanced Placement, honors – and keep your grades up.
6. Participate in the arts. Visit a museum. Attend a performance at CSUSB or in your community. Watch a documentary. Go to a poetry slam.
7. Read. Read the news, classic novels, contemporary nonfiction, plays, poetry, science fiction. Learn about the world around you.

## High School Diploma

Accounting Clerk  
Child Care Worker  
Nurse Aide  
Office Clerk  
Computer Repair Technician  
Waitperson/Cook

## Bachelor's Degree

Accountant  
Preschool Teacher  
Human Service Worker  
Nurse  
Officer Manager  
Computer Systems Administrator  
Chef

## Master's Degree

Financial Analyst  
K-12 /Community College Teacher  
Social Worker  
School Counselor  
Nurse Manager or Supervisor  
Company Owner  
Epidemiologist  
Computer Systems Analyst  
Restaurant Owner  
Archaeologist  
Local Government Manager  
Talent Management Specialist  
School Principal

- CSUSB offers more than 50 graduate and certificate programs across five colleges.
- Graduate students make up over 10% of all CSUSB students.
- To ensure that our students earn more than a degree, the CSUSB Office of Graduate Studies offers a range of opportunities so they can develop the leadership, communication and personal skills needed for a rewarding life and academic, research or professional career. At our Cal State Apply and Personal Statement Information Sessions, undergraduates and returning students set goals and craft their applications.
- CSUSB graduate students work as teaching assistants, research assistants, and as support staff on campus.
- CSUSB offers support for graduate students through the Graduate Resource Center and the Graduate Writing Center.

### CSUSB Office of Graduate Studies

College of Education, Room 356  
(909) 537-5058  
gradadmissions@csusb.edu  
gradrecruitment@csusb.edu  
<https://www.csusb.edu/graduate-studies>



## Graduate Studies



@csusbgradstud

## Fall 2020 Thesis/Project/Dissertation Deadlines

- **Consultation Deadline: Friday, November 6<sup>th</sup>.** Meet with a thesis reviewer to review your formatting by this date. Consultations are optional.
- **Submission Deadline: Monday, November 9<sup>th</sup>.** Turn in the Committee Certification Form at Graduate Studies, upload your manuscript on Scholarworks, and pay the Digital Archive and Review fee by this date.
- **Publication Deadline: Friday, December 4<sup>th</sup>.** Complete all corrections for publication by this date. Do not wait until the publication deadline to submit your corrections. Allow several days for each review.

[Additional Deadline Information](#)

[Thesis Review Process](#)

## Fall 2020 Thesis/Project/Dissertation Workshops

### Submission and Review Process Workshops

These workshops will describe the electronic submission and review process, required forms, deadlines, general formatting requirements, and using Turnitin.com.

- Tuesday, Sept. 15th, 12:00 – 1:00 via Zoom
  - [Sept. 15th Workshop Registration](#)
- Wednesday, Sept. 16th, 5:00 – 6:00 pm via Zoom
  - [Sept. 16th Workshop Registration](#)
- Tuesday, November 3rd, 12:00 – 1:00 pm via Zoom
  - [Nov. 3rd Workshop Registration](#)
- Wednesday, November 4th, 5:00 – 6:00 pm via Zoom
  - [Nov. 4th Workshop Registration](#)

### Formatting Workshops – **New!**

This hands-on Microsoft Word workshop offers a step-by-step guide on how to use the Graduate Studies formatting template. Learn to format headings, chapter titles, and generate a table of contents.

- Thursday, Oct. 15, 12:00 – 1:00 pm via Zoom
  - [Oct. 15th Formatting Workshop Registration](#)
- Wednesday, Oct. 21, 5:00 – 6:00 pm via Zoom
  - [Oct. 21 Formatting Workshop Registration](#)

## Progress of New Graduate Enrollment (Fall 2020)

*Data as of Sep-09-20*

Total Applications			Completed Applications			Admitted		
<b>+14%</b>			<b>+19%</b>			<b>+25%</b>		
Fall 2019 (Sep-11-19)	Fall 2019 (at CENSUS)	<b>Fall 2020 (Sep-09-20)</b>	Fall 2019 (Sep-11-19)	Fall 2019 (at CENSUS)	<b>Fall 2020 (Sep-09-20)</b>	Fall 2019 (Sep-11-19)	Fall 2019 (at CENSUS)	<b>Fall 2020 (Sep-09-20)</b>
1,897	1,901	<u>2,166</u>	1,765	1,779	<u>2,092</u>	1,148	1,170	<u>1,434</u>

  

New Enrollment			Total Enrollment		
<b>+20%</b>			<b>+3%</b>		
Fall 2019 (Sep-11-19)	Fall 2019 (at CENSUS)	<b>Fall 2020 (Sep-09-20)</b>	Fall 2019 (Sep-11-19)	Fall 2019 (at CENSUS)	<b>Fall 2020 (Sep-09-20)</b>
883	888	<u>1,063</u>	2,600	2,455	<u>2,688</u>

**Remark:** The number of applications includes both returning and new students.



Fall 2020

Graduate Programs

Data as of Sep-09-20

Program	WebAdMIT <sup>(a)</sup>		Total Applications <sup>(b)</sup>			Completed Applications <sup>(c)</sup>			Department Review <sup>(d)</sup>			Admitted <sup>(e)</sup>			New Enrollment <sup>(f)</sup>			Total Enrollment <sup>(g)</sup>			
	In Progress	Complete	Fall 2019	Fall 2020	% Change	Fall 2019	Fall 2020	% Change	Fall 2019	Fall 2020	% Change	Fall 2019	Fall 2020	% Change	Fall 2019	Fall 2020	% Change	Fall 2019	Fall 2020	% Change	
			9/11/2019	9/9/2020		9/11/2019	9/9/2020		9/11/2019	9/9/2020		9/11/2019	9/9/2020		9/11/2019	9/9/2020		9/11/2019	9/9/2020		
<b>College of Arts &amp; Letters</b>	Communication Studies	34	26	33	27	-18%	30	25	-17%	5	1	-80%	23	13	-43%	17	11	-35%	41	37	-10%
	English and Writing Studies	74	31	22	33	50%	20	32	60%	0	1	-	19	26	37%	18	22	22%	95	107	13%
	Spanish	17	16	14	16	14%	14	16	14%	0	0	-	12	15	25%	10	13	30%	31	34	10%
	Studio Art	21	14	11	14	27%	11	14	27%	2	0	-100%	5	7	40%	5	3	-40%	13	10	-23%
<b>Total</b>		146	87	80	90	13%	75	87	16%	7	2	-71%	59	61	3%	50	49	-2%	180	188	4%
<b>Jack H. Brown College of Business &amp; Public Administration</b>	Accountancy	71	31	38	37	-3%	35	34	-3%	1	1	0%	32	28	-13%	21	18	-14%	54	48	-11%
	Business Administration	382	164	166	159	-4%	145	149	3%	20	6	-70%	88	118	34%	54	82	52%	257	223	-13%
	Entrepreneurship and Innovation <sup>New</sup>	37	20	0	20	-	0	20	-	0	0	-	0	18	-	0	10	-		10	-
	Information Systems and Technology	116	99	93	97	4%	82	88	7%	20	3	-85%	54	66	22%	24	30	25%	47	69	47%
	Public Administration	183	133	158	135	-15%	151	133	-12%	5	2	-60%	134	102	-24%	108	75	-31%	318	293	-8%
<b>Total</b>		789	447	455	448	-2%	413	424	3%	46	12	-74%	308	332	8%	207	215	4%	676	643	-5%
<b>College of Education</b>	Counseling	131	107	106	100	-6%	106	100	-6%	0	0	-	73	44	-40%	66	39	-41%	165	147	-11%
	Career and Technical Education	8	13	16	14	-13%	16	14	-13%	1	0	-100%	13	14	8%	10	13	30%	31	36	16%
	Instructional Design and Technology	19	23	21	21	0%	20	21	5%	3	0	-100%	15	20	33%	11	16	45%	51	55	8%
	Teaching English to Speakers of Other Languages (TESOL)	37	16	31	17	-45%	30	16	-47%	1	2	100%	27	14	-48%	17	7	-59%	71	49	-31%
	Science, Technology, Engineering, and Mathematics Education			8			7			3			4			4			12	10	-17%
	Education																		12	5	-58%
	Educational Administration	42	15	29	17	-41%	27	17	-37%	0	0	-	26	16	-38%	24	15	-38%	57	47	-18%
	Educational Leadership	52	33	23	32	39%	23	30	30%	2	2	0%	17	23	35%	12	19	58%	80	74	-8%
	School Psychology	44	60	51	60	18%	51	60	18%	1	0	-100%	33	32	-3%	27	29	7%	66	77	17%
	Special Education	44	72	37	74	100%	37	73	97%	1	3	200%	35	66	89%	33	61	85%	77	96	25%
	Rehabilitation Counseling	43	32	25	41	64%	24	40	67%	1	0	-100%	22	33	50%	18	25	39%	43	53	23%
<b>Total</b>		420	371	347	376	8%	341	371	9%	13	7	-46%	265	262	-1%	222	224	1%	665	649	-2%
<b>College of Natural Sciences</b>	Biology	60	16	24	16	-33%	21	16	-24%	3	0	-100%	9	9	0%	7	7	0%	33	39	18%
	Computer Science	190	123	121	117	-3%	88	100	14%	0	2	0%	31	59	90%	2	8	300%	19	31	63%
	Environmental Sciences	32	10	6	10	67%	5	10	100%	2	0	-100%	1	5	400%	0	3	-	6	8	33%
	Geology	8	1	10	1	-90%	10	1	-90%	2	0	-100%	6	1	-83%	5	1	-80%	8	10	25%
	Health Services Administration	39	18	38	17	-55%	34	16	-53%	4	0	-100%	22	15	-32%	12	13	8%	36	34	-6%
	Mathematics	30	21	25	22	-12%	23	22	-4%	2	0	-100%	9	20	122%	6	11	83%	50	49	-2%
	Nursing	76	13	10	14	40%	9	14	56%	2	0	-100%	5	14	180%	5	10	100%	34	22	-35%
	Public Health	79	47	49	47	-4%	45	43	-4%	9	1	-89%	27	33	22%	18	19	6%	33	40	21%
<b>Total</b>		514	249	283	244	-14%	235	222	-6%	24	3	-88%	110	156	42%	55	72	31%	219	233	6%
<b>College of Social &amp; Behavioral Sciences</b>	Applied Archaeology	16	15	15	14	-7%	15	14	-7%	5	0	-100%	7	11	57%	7	10	43%	22	29	32%
	Child Development	49	20	22	20	-9%	19	19	0%	1	0	-100%	14	12	-14%	13	10	-23%	40	44	10%
	Criminal Justice	54	17	9	17	89%	9	17	89%	0	0	-	9	13	44%	7	9	29%	29	26	-10%
	History <sup>New</sup>	15	16	0	16	-	0	16	-	0	0	-	0	16	-	0	14	-		14	-
	National Cyber Security Studies	14	9	8	9	13%	7	9	29%	1	0	-100%	2	9	350%	1	6	500%	13	14	8%
	National Security Studies	12	18	10	18	80%	7	18	157%	0	0	-	3	18	500%	3	14	367%	18	25	39%
	Psychological Science	34	37	27	36	33%	23	36	57%	2	0	-100%	8	12	50%	5	8	60%	30	31	3%
	Clinical/Counseling Psychology	81	98	78	95	22%	72	92	28%	0	11	-	11	12	9%	11	12	9%	23	26	13%
	Industrial and Organizational Psychology	34	35	57	35	-39%	54	35	-35%	2	0	-100%	20	12	-40%	10	11	10%	42	43	2%
	Social Sciences and Globalization	24	18	18	15	-17%	17	15	-12%	0	0	-	9	15	67%	4	13	225%	16	21	31%
	Social Work	268	192	177	191	8%	177	185	5%	2	0	-100%	89	97	9%	82	72	-12%	193	184	-5%
	Social Work and Public Administration Concurrent Degrees	26	10	8	9	13%	8	9	13%	0	1	-	5	6	20%	5	6	20%	13	12	-8%
<b>Total</b>		627	485	429	475	11%	408	465	14%	13	12	-8%	177	233	32%	148	185	25%	439	469	7%
<b>University Studies</b>	Interdisciplinary Studies	7	0	1	0	-100%	0	0	-	0	0	-	0	0	-	0	0	-	7	3	-57%
<b>Total</b>		7	0	1	0	-100%	0	0	-	0	0	-	0	0	-	0	0	-	7	3	-57%
<b>Grand Total</b>		2,503	1,639	1,595	1,633	2%	1,472	1,569	7%	103	36	-65%	919	1,044	14%	682	745	9%	2,186	2,185	0%

Graduate Programs (CEGE)

Data as of Sep-09-20

Program	WebAdMIT <sup>(a)</sup>		Total Applications <sup>(b)</sup>			Completed Applications <sup>(c)</sup>			Department Review <sup>(d)</sup>			Admitted <sup>(e)</sup>			New Enrollment <sup>(f)</sup>			Total Enrollment <sup>(g)</sup>			
	In Progress	Complete	Fall 2019	Fall 2020	% Change	Fall 2019	Fall 2020	% Change	Fall 2019	Fall 2020	% Change	Fall 2019	Fall 2020	% Change	Fall 2019	Fall 2020	% Change	Fall 2019	Fall 2020	% Change	
			9/11/2019	9/9/2020		9/11/2019	9/9/2020		9/11/2019	9/9/2020		9/11/2019	9/9/2020		9/11/2019	9/9/2020		9/11/2019	9/9/2020		
<b>College of Extended and Global Education</b>	Business Administration Online for Executive	93	57	41	53	29%	38	48	26%	3	1	-67%	32	45	41%	23	31	35%	125	126	1%
	Finance <sup>New</sup>	34	13	0	16	-	0	14	-	0	1	-	0	12	-	0	9	-		9	-
	Online Criminal Justice 2nd BA Program	5	2	4	2	-50%	4	2	-50%	0	0	-	4	0	-100%	0	0	-100%	9	5	-44%
	Social Work - Pathway Distance Education	258	102	93	99	6%	93	96	3%	0	0	-	33	35	6%	26	27	4%	68	73	7%
<b>Grand Total</b>		390	174	138	170	23%	135	160	19%	3	2	-33%	69	92	33%	51	67	31%	202	213	5%

## Credential Programs

Data as of Sep-09-20

College of Education	Program	WebAdMIT <sup>(a)</sup>		Total Applications <sup>(b)</sup>			Completed Applications <sup>(c)</sup>			Department Review <sup>(d)</sup>			Admitted <sup>(e)</sup>			New Enrollment <sup>(f)</sup>			Total Enrollment <sup>(g)</sup>		
		In Progress	Complete	Fall 2019	Fall 2020	% Change	Fall 2019	Fall 2020	% Change	Fall 2019	Fall 2020	% Change	Fall 2019	Fall 2020	% Change	Fall 2019	Fall 2020	% Change	Fall 2019	Fall 2020	% Change
				9/11/2019	9/9/2020		9/11/2019	9/9/2020		9/11/2019	9/9/2020		9/11/2019	9/9/2020		9/11/2019	9/9/2020		9/11/2019	9/9/2020	
	Single Subject (100)	215	284	154	273	77%	151	272	80%	13	33	154%	130	215	65%	120	184	53%	156	213	37%
	Multiple Subject (200)	148	126	57	125	119%	56	125	123%	7	21	200%	42	95	126%	40	86	115%	75	109	45%
	Designated Subjects Career and Technical Education (CTE) for Applicants who hold a Bachelor Degree (CTE) (300)	30	15	0	14	-	0	14	-	0	0	-	0	13	-	0	0	-	16	17	6%
	Education Specialist: Early Childhood Special Education (436)	25	8	19	11	-42%	19	11	-42%	2	0	-100%	17	10	-41%	12	7	-42%	42	36	-14%
	Education Specialist: Mild/Moderate Disabilities (481)	25	44	23	39	70%	23	39	70%	3	8	167%	18	29	61%	16	18	13%	61	56	-8%
	Education Specialist: Moderate/Severe Disabilities (482)	11	18	11	18	64%	11	18	64%	1	0	-100%	10	16	60%	6	14	133%	18	28	56%
	Adapted Physical Education Added Authorization (490)	7	1	1	1	0%	1	1	0%	0	0	-	1	1	0%	0	1	-	7	5	-29%
	Preliminary Administrative Services (501)	13	14	10	12	20%	9	12	33%	0	0	-	7	11	57%	6	8	33%	13	9	-31%
	School Counseling Credential																		5	1	-80%
	Pupil Personnel Services: School Psychology (804)	28	2	0	2	-	0	2	-	0	1	-	0	0	-	0	0	-	1	8	700%
<b>Grand Total</b>		<b>502</b>	<b>512</b>	<b>275</b>	<b>495</b>	<b>80%</b>	<b>270</b>	<b>494</b>	<b>83%</b>	<b>26</b>	<b>63</b>	<b>142%</b>	<b>225</b>	<b>390</b>	<b>73%</b>	<b>200</b>	<b>318</b>	<b>59%</b>	<b>394</b>	<b>482</b>	<b>22%</b>

## Post-Bac Programs

Data as of Sep-09-20

Program	Program	WebAdMIT <sup>(a)</sup>		Total Applications <sup>(b)</sup>			Completed Applications <sup>(c)</sup>			Department Review <sup>(d)</sup>			Admitted <sup>(e)</sup>			New Enrollment <sup>(f)</sup>			Total Enrollment <sup>(g)</sup>		
		In Progress	Complete	Fall 2019	Fall 2020	% Change	Fall 2019	Fall 2020	% Change	Fall 2019	Fall 2020	% Change	Fall 2019	Fall 2020	% Change	Fall 2019	Fall 2020	% Change	Fall 2019	Fall 2020	% Change
				9/11/2019	9/9/2020		9/11/2019	9/9/2020		9/11/2019	9/9/2020		9/11/2019	9/9/2020		9/11/2019	9/9/2020		9/11/2019	9/9/2020	
	Pre-Nursing	41	39	21	37	76%	18	28	56%	2	0	-100%	1	0	-100%	0	0	-	8	3	-63%
	RN to BSN (PostBac)	0	1	6	1	-83%	5	1	-80%	0	0	-	3	0	-100%	1	0	-100%	1	13	1200%
	Others																		11	5	-55%
<b>Grand Total</b>		<b>41</b>	<b>40</b>	<b>27</b>	<b>38</b>	<b>41%</b>	<b>23</b>	<b>29</b>	<b>26%</b>	<b>2</b>	<b>0</b>	<b>-100%</b>	<b>4</b>	<b>0</b>	<b>-100%</b>	<b>1</b>	<b>0</b>	<b>-100%</b>	<b>20</b>	<b>21</b>	<b>5%</b>

**Legend:**

- (a) Number of applications in WebAdMIT (Cal State Apply) application platform
- (b) Total applications that have been submitted and downloaded to PeopleSoft database for admissions review
- (c) Applications that have all required transcripts and are in the review process
- (d) Completed applications that are at the department level for review
- (e) Completed applications that are admitted to the program
- (f) Newly admitted applicants who enroll for classes in Fall 2020
- (g) Total enrollment includes new and continuing students

## Graduate Studies Probation Timeline

AY 2020-2021

### **Fall 2020**

**December 17, 2020** – Fall 2020 Grades Due.

**December 23, 2020** – Fall 2020 Grades Available.

**December 23, 2020 – January 5, 2021** – List of Probation/Dismissal students sent to program coordinators. **Response due by end of day, January 14, 2021.**

**January 15, 2021 – January 20, 2021** - Probation/Dismissal entered into PeopleSoft, notifications emailed to students & program coordinators.

### **Spring 2021**

**May 27, 2021** – Spring grades due.

**June 3, 2021** – Spring grades available.

**June 3 - 7, 2021** – List of Probation/Dismissal students sent to program coordinators. **Response due by end of day, June 14, 2021.**

**June 15, 2021 – June 17, 2021** - Probation/Dismissal entered into PeopleSoft, notifications emailed to students & program coordinators.



# GRADUATE EDUCATION WEEK 2020

September 28 - October 2

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## Join us for:

- Networking Mixers
- Funding Opportunities
- How to Build Mentorships
- Developing your Personal Brand
- Learnings to Balance Priorities
- Women in Academia Discussion Panel
- How to Confront Impostor Syndrome
- And More!

## Register Here



Or use this QR code  
to register  
for the event.



Contact Graduate Studies for more information: 909-537-5058

## Graduate Education Week: 2020

### Monday, September 28<sup>th</sup>, 2020

12:00 PM – 2:00 PM	Graduate Student Networking and Personal Branding Mixer <ul style="list-style-type: none"><li><a href="https://csusb.zoom.us/j/93924702593">https://csusb.zoom.us/j/93924702593</a></li></ul>
5:00 PM – 6:00 PM	Graduate Studies Open House & Staff Meet n' Greet <ul style="list-style-type: none"><li><a href="https://csusb.zoom.us/j/91851326101">https://csusb.zoom.us/j/91851326101</a></li></ul>

### Tuesday, September 29<sup>th</sup>, 2020

11:00 AM – 12:00 PM	Yoga <ul style="list-style-type: none"><li>Yoga by Vivienne: <a href="https://csusb.zoom.us/meeting/register/tJlodO-urDMiG9wd0Hyokr3S-Ym5CLYVK4K_">https://csusb.zoom.us/meeting/register/tJlodO-urDMiG9wd0Hyokr3S-Ym5CLYVK4K_</a></li></ul>
12:00 PM – 1:00 PM	Life Happens: Balancing Priorities in a Virtual Setting <ul style="list-style-type: none"><li><a href="https://csusb.zoom.us/j/91293929326">https://csusb.zoom.us/j/91293929326</a></li></ul>

### Wednesday, September 30<sup>th</sup>, 2020

11:00 AM – 12:00 PM	Thesis Formatting and Submission Workshop <ul style="list-style-type: none"><li><a href="https://csusb.zoom.us/j/99386237337">https://csusb.zoom.us/j/99386237337</a></li></ul>
12:00 PM – 1:00 PM	Confronting Imposter Syndrome <ul style="list-style-type: none"><li><a href="https://csusb.zoom.us/j/93857667075">https://csusb.zoom.us/j/93857667075</a></li></ul>
3:00 PM – 4:00 PM	Student Research and Travel Grant Workshop <ul style="list-style-type: none"><li><a href="https://csusb.zoom.us/j/94888068270">https://csusb.zoom.us/j/94888068270</a></li></ul>
5:00 PM – 7:00 PM	Funding Your Graduate Student Education <ul style="list-style-type: none"><li><a href="https://csusb.zoom.us/meeting/register/tJckcOqurjlvEtzPQc2oq422wUqmo-9xg52_">https://csusb.zoom.us/meeting/register/tJckcOqurjlvEtzPQc2oq422wUqmo-9xg52_</a></li></ul>

### Thursday, October 1<sup>st</sup>, 2020

12:00 PM – 2:00 PM	Graduate Program Information Session <ul style="list-style-type: none"><li><a href="https://csusb.zoom.us/j/97400400521">https://csusb.zoom.us/j/97400400521</a></li></ul>
2:00 PM – 3:00 PM	Resume 101 <ul style="list-style-type: none"><li><a href="https://csusb.zoom.us/j/97059961395">https://csusb.zoom.us/j/97059961395</a></li></ul>
3:00 PM – 4:00 PM	Building Mentor Relationships <ul style="list-style-type: none"><li><a href="https://csusb.zoom.us/j/98463561371">https://csusb.zoom.us/j/98463561371</a></li></ul>
5:00 PM – 7:00 PM	Graduate Application Information Session <ul style="list-style-type: none"><li><a href="https://csusb.zoom.us/meeting/register/tJ0rfuGtpjouH9FWQbVenUDDNqVP9zvUI6kZ">https://csusb.zoom.us/meeting/register/tJ0rfuGtpjouH9FWQbVenUDDNqVP9zvUI6kZ</a></li></ul>

### Friday, October 2<sup>nd</sup>, 2020

10:00 AM – 12:00 PM	Outstanding Thesis Awardees + Thesis Readers Recognition Ceremony <ul style="list-style-type: none"><li><a href="https://csusb.zoom.us/j/92994182530">https://csusb.zoom.us/j/92994182530</a></li></ul>
12:00 PM – 1:00 PM	Women in Academia Discussion Panel <ul style="list-style-type: none"><li><a href="https://csusb.zoom.us/j/97970720490">https://csusb.zoom.us/j/97970720490</a></li></ul>

# Graduate Program Information Session



## Please join the Office of Graduate Studies for a Graduate Program Information Session!

Come meet the coordinators of our  
graduate programs to inquire about:

- Program Descriptions
- Application Requirements
- How to Submit a Competitive Application
- And more!

Join us on **October 1st**  
from 12:00PM-2:00PM  
via Zoom:



Use the QR code  
or click [here](#) to register  
for the event.

# **VIRTUAL COFFEE CHAT**

## **OFFICE OF GRADUATE STUDIES**



Meet with a current graduate student and learn more about graduate programs at CSUSB Office of Graduate Studies. Grab your cup of coffee and join us online.

**PLEASE RSVP IN  
ADVANCE BELOW**

**AUGUST 20TH  
9AM -10AM**





Graduate  
Studies

# Taco Tuesday Drop-In Session

9AM and 1PM



**Tuesday is our favorite day of the week, for obvious reasons... Taco Tuesday!**  
**It's time to do Taco Tuesday the quarantine way - from home!**

Schedule your own personal virtual visit and get a taste of life at CSUSB Office of Graduate Studies! Come engage with staff, find answers to your questions, and learn more about upcoming events. Zoom Code- 977 4546 0292- Tuesdays through December 8<sup>th</sup>. (Drop-In 9-10 am and 1-2 pm).No RSVP required.





## Holistic Admissions: Priorities for CSUSB Graduate Programs

The following principles and practices are recommended by the [Council of Graduate Schools](#).



### First Principles:

- 1. Diversity is essential to the overall success of graduate programs.** All students in a program, regardless of background, benefit from taking part in a learning environment that reflects various kinds of diversity.
- 2. It is critical to think beyond the admissions process when developing strategies for diversity and inclusion.** Ideally, recruitment processes, admissions processes, and strategies for supporting student success should be mutually reinforcing.
- 3. Holistic review processes are most likely to be successful when well-aligned with a graduate institution's mission and with the goals of particular master's, doctoral, and professional graduate programs.**



### Promising Practices:

We encourage graduate programs to:

- 1. Demonstrate a clear commitment to excellence through diversity.** Engage in discussions with campus leaders about making this a priority, and consider how policies and requirements might be leveraged to enact change.
- 2. Gather and analyze department-specific data on graduate admissions. Programs can use these data to:**
  - identify gender- and race-based patterns in admitted and rejected student characteristics.
  - test whether evidence of student outcomes supports prevailing assumptions about who is likely to succeed (those with a certain GPA or standardized test score, for example).
- 3. Provide faculty members who make admissions decisions with the context needed to evaluate students appropriately. In particular,**
  - provide additional information to the reviewers of applicant files to help them contextualize key criteria.
- 4. Provide faculty with information on the appropriate use of the Graduate Record Exam (GRE).** The Educational Testing Service offers materials designed to help reviewers avoid “mistakes” in using the GRE ([www.ets.org/gre/bestpractices](http://www.ets.org/gre/bestpractices)), such as adding scores together and using cut-off scores.
- 5. Support communication and alliances between faculty and the graduate recruitment specialist to ensure that admissions and recruitment efforts are well-aligned.** Faculty in graduate programs and the graduate recruitment specialist may have opportunities to observe aspects of an applicant that the other group has not; communication can yield a more complete picture of an individual.
- 7. Provide faculty with rubrics for evaluating applicants so that admissions criteria are more transparent and consistently applied.** Rubrics have the added benefits of making evaluation processes more efficient and allowing faculty to more easily compare their assessments.

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Holistic review has been associated with a number of challenges for graduate institutions that might be summarized as falling into the categories of traditions and time constraints.



**Traditions:** Holistic review processes may challenge the culture of programs by questioning long-held customs, habits, and notions of merit.



**Time Constraints:** Holistic admissions processes are often perceived to add time and complexity to the work of admissions committees. Establishing cut scores for GPA's and standardized tests is among the methods used by some programs to winnow down applicant pools and make admissions processes more “efficient.” Yet such

practices may work against efficiency in the long run if a department or program does not admit the candidates most likely to remain in and succeed in a program, and cut scores on standardized tests are statistically inappropriate. These practices also violate the recommended uses of test scores (ETS, 2015a).

## **Thesis/Project/Dissertation Committee Policy and Guidelines**

### **Office of Graduate Studies**

### **California State University, San Bernardino**

**[Approved by Graduate Council, 6/1/20]**

It is the purpose of this document to set forth policies for the functioning of thesis, project, and dissertation committees appointed at California State University, San Bernardino, in order to maintain high standards of quality in the conduct of graduate student research and writing and to provide guidelines for the orderly transfer of members' responsibilities if this should become necessary.

Insofar as it is judged the academic obligation and expectation of all tenure line faculty to serve on graduate thesis, project, and dissertation committees, this work in turn is recognized by the university in support of tenure and promotion, and individual faculty mentorship is publicized through listings and published records of the abstracts and theses/projects/dissertations at a national level.

The following policy and guidelines have been established for faculty members at California State University, San Bernardino who direct theses, projects, and dissertations. Exceptions to all of the guidelines noted below shall be approved by the graduate coordinator and graduate dean.

### **Thesis/Project/Dissertation Committees**

Thesis/project/dissertation committees have an established place in the academic world and play a vital role in the guidance and direction of graduate student research. One member of the committee, the chairperson, has a more formal administrative relationship with the student because of the way the university recognizes the chairperson's responsibilities. On occasion, the roles of the chairperson and the committee members require clarification.

## 1.0 Thesis/Project/Dissertation Committee Structure

### 1.1 Number of Members

- 1.11 Each master's thesis or project committee shall be composed of a minimum of two members, and a dissertation committee shall be composed of a minimum of three members.
- 1.12 Under extenuating circumstances (e.g., member's death or sudden leave), to be noted by the graduate program coordinator in a letter to the graduate dean, an individual student in the final stages of the thesis/project/dissertation may request to complete the culminating experiences with only the chairperson of the committee as reader for the thesis or project and with two readers for the dissertation.
- 1.13 A third and/or fourth member may be added to the committee when deemed appropriate/necessary to provide required expertise.

### 1.2 Committee Membership

- 1.21 At least one of the required committee members, including the chair, shall be tenure line faculty of the student's degree program. Only tenure line faculty in the student's degree program are allowed to chair a thesis.
- 1.22 Faculty Early Retirement Program (FERP) faculty members may participate on thesis/project/dissertation committees as second or third readers, with the stipulation that they demonstrate a personal commitment to function in this capacity. Faculty members whose status has been terminated due to retirement or who are in FERP status may complete outstanding examining committee, thesis committee, and advising assignments as chair if they wish to do so, but they may not accept new assignments to chair such committees. Note: In order for the thesis/project/dissertation committee to function as required, the program must appoint FERP faculty serving on these committees as adjunct faculty during each of the academic terms in which they have inactive status.
- 1.23 An individual who possesses requisite expertise, but who is not a member of the tenure line faculty in the student's program, may serve as a third reader on a thesis or dissertation committee with the approval of the department chair. This may include part-time and adjunct faculty, retired program faculty, faculty from other programs or universities, and community professionals with the approval of the department chair.

- 1.24 Each graduate program committee may establish additional procedures for the appointment of thesis/project/dissertation committee members. It is recommended that these procedures be published and be made available to incoming graduate students and new faculty members.
- 1.25 The committee chair shall be a tenure line faculty member from the student's program. A tenure line faculty member from another department may assume the role of committee chair only if eligible for and appropriately appointed as program faculty in the student's degree program.
- 1.26 For the doctorate degree, the committee chair must be a tenure line faculty member in the doctoral program and possess requisite knowledge and experience in discipline-based research theory and methodologies at the doctoral level, knowledge of the requirements for doctoral dissertations in the discipline, and a demonstrated ability to successfully direct others in research activities.
- 1.27 Each graduate program should establish a reasonable maximum for the number of theses/projects/dissertations an individual faculty member may supervise simultaneously.
- 1.28 The department chair should ensure that work of the thesis, project, or dissertation committee chair is calculated as part of the faculty's required regular workload.
- Interdisciplinary Studies:** As representatives of the departments related to the student's fields of interest, the interdisciplinary studies student's program committee, approved by the graduate dean, will also serve as the thesis committee for the student.

## 2.0 Thesis Committee Responsibilities

### 2.1 The Committee as a Whole

- 2.11 The initial responsibility of the committee is to meet and determine the feasibility of the topic and the thesis/project/dissertation plan or proposal, and to permit the student to proceed only after such determination has been made. The committee shall sign off on the student's plan or proposal and a copy should be kept in the student's file in the department. The signing of this document signifies that the student has permission to proceed with the study as outlined in the plan.

Academic Affairs  
*Office of Graduate Studies*

- 2.12 The committee is responsible for assuring that the student is familiar with and has received copies of appropriate university policies concerning the handling of dangerous materials, laboratory and fieldwork safety, and maintenance of standards of quality, ethics, and professional performance. The committee (chair) should inform the student regarding proprietary interests and ownership of data or research product as appropriate, and reach agreement about these issues. Formal written agreements may be desirable or even mandatory when patent-related issues may arise. This needs to be done as early in the process as possible, preferably at the time the proposal is accepted.
- 2.13 The committee shall determine whether the student's research is subject to the university policy on research on human or animal subjects and advise the student accordingly.
- 2.14 The committee shall determine the adequacy of the bibliography.
- 2.15 The committee shall review and approve the methodology and any instrument or questionnaire used in data collection.
- 2.16 Committee members are responsible for reviewing thesis and dissertation drafts, and providing feedback in a timely manner. Depending on circumstances, there should be no more than a four-week turnaround review time for each of the committee members to review the manuscript for a thesis, project, or dissertation. The responsibility of the committee as a whole is to examine the student's work and to meet and make a final determination of the acceptability of the thesis/project/dissertation, and to arrange for any oral defense in accordance with written department policies.
- 2.17 It is the policy of this university to make all theses/projects/dissertations available to the public through the library and through established academic abstracting services. On rare occasions, committee members shall assist the graduate dean in determining the need for and recommending the withholding of material for publication for a specified period of time, not to exceed one calendar year.
- 2.18 It shall be the responsibility of the student to observe graduate deadlines for the submission of final and publication copies of the thesis/project/dissertation. A reasonable amount of time (not more than four weeks) should be allowed for each of the committee members to review the manuscript. The student should also submit revisions to committee members in a reasonable amount of time (not more than four weeks).

## **2.2 The Chairperson**

- 2.21 The student and the committee chairperson, insofar as it is possible, should arrive at an agreement on an approximate time schedule, including meetings of the committee, for the accomplishment of thesis/project/dissertation-related work for each semester or term that the student is engaged in such work.
- 2.22 The chair shall have primary responsibility for the supervision of the student's work, setting deadlines, and guiding the student's progress. The chair shall share the schedule with all committee members. The thesis/project/dissertation chair shall assume the role of "principal investigator"(PI) on the IRB protocol when the student's research involves human subjects or on the IACUC protocol when the student's research involves animal subjects, and shall ensure that university policies in this area are carefully observed. The role of PI on an IRB or IACUC protocol is distinct from authorship. The student must be the sole author of the thesis. Agreements between students and faculty mentors around authorship and ownership of data pertaining to the thesis topic for publication(s) after the thesis has been submitted should be completed at the time of proposal acceptance or as soon as possible thereafter.
- 2.23 The chair shall inform the student of university regulations regarding the need to maintain continuous enrollment while working on the thesis/project/dissertation, and the zero-unit policy requiring enrollment in a continuous enrollment course either stateside or through the College of Extended and Global Education.
- 2.24 The chair shall inform the student of the university's guidelines for thesis preparation and shall encourage attendance at a thesis workshop as early as possible in the student's thesis process.
- 2.25 In consultation with the other members of the committee, the chair shall determine the final grade on the thesis/project/dissertation and see that it is properly reported to the Office of the Registrar.
- 2.26 The chair is responsible for evaluating the student's progress before assigning a grade for thesis/project/dissertation units. (The "RP" grade is automatically assigned unless a student is not making significant progress, in which case an "I" grade may be assigned.)
- 2.27 The chair shall inform the student of the style manual or journal style required by the department for formatting the reference list or bibliography.

### **3.0 Vacancies and Replacements**

- 3.1** If any committee member anticipates an extended but temporary absence during the time the student is working on the thesis/project/dissertation, he or she should arrange for means of communicating during this leave, or designate an appropriate temporary/permanent substitute.
- 3.2** The determination to make a change in committee chair or membership must be reported on a Change in Master's Thesis Committee form, submitted to the Office of Graduate Studies, and must be approved by the graduate program coordinator and department chair. A change in the committee chair requires a letter of justification from the department chair at the time the Change in Master's Thesis Committee form is submitted, as stated on the form. Faculty members who are replaced must be so informed by the department chair.
- 3.3** If the chairperson is unexpectedly absent or absent due to planned sabbatical/retirement at the time the student completes the thesis/project/dissertation, the department chair may act for the committee chair, in consultation with the absent chair or other committee members.

### **4.0 Disputes**

- 4.1** In the event that a dispute or disagreement arises between a student and a member of the committee or between members of the committee while in the process of completing the thesis prior to the issuance of the thesis/project/dissertation grade, the committee chairperson shall call a meeting of the committee and the student for the purpose of resolving the problem. If the dispute cannot be resolved through the process in 4.1, or if the proposed solution is unacceptable to the student or one of the committee members, the disagreeing party or the department chairperson may request that the graduate committee of the student's department/program review the problem and recommend a solution.
- 4.2** If the dispute cannot be resolved through the process in 4.1, or if the proposed solution is unacceptable to the student or one of the committee members, the disagreeing party or the department chairperson may request that the graduate committee of the student's department/program review the problem and recommend a solution.
- 4.3** If the problem cannot be resolved at the department level through 4.1 or 4.2, the dispute



should be appealed to the college or school dean. This will be the final level of appeal.

- 4.4** If the dispute is pertaining to the final grade on a thesis, project, or dissertation required for graduation, then students shall adhere to the academic grievance procedures delineated in [FAM 803.65](#).

### **5.0 Termination of the Committee**

- 5.1** The committee shall have discharged its obligations when the final manuscript has been approved by the Graduate Dean, each member has signed the approval page for the publication copy of the thesis/project/dissertation, and the thesis/project/dissertation grade is recorded.
- 5.2** In the event a student does not register for thesis/project/dissertation or fails to maintain an active status within one semester or term after official acceptance by a thesis/project/dissertation committee, the committee chairperson has the option of dissolving the committee, in which case a new committee must be secured and approved before registration can be authorized.
- 5.3** If a student must suspend work on the thesis/project/dissertation for educational reasons acceptable to the committee chairperson, the student should obtain a planned educational leave of absence. These leaves may be approved for two to four semesters. If the leave is approved, the committee shall continue its existence until the student returns.

The Office of Graduate Studies strongly encourages departments to develop formal written agreements pertaining to the production of peer reviewed publications on the topic of the thesis/project/dissertation subsequent to the submission of the thesis/project/dissertation for degree completion including determinations of authorship and authorship order. Additionally, departments are strongly encouraged to develop formal written agreements pertaining to rights to and access to data used for the purpose of theses/projects/dissertations. Such formal written agreements should be completed at the time the thesis/project/dissertation proposal is accepted or as soon as possible thereafter.

Thesis Committee Policy and Guidelines  
Revised by Caroline H. Vickers, 6/1/20  
Approved by the Graduate Council on 6/1/20