Winter Graduate Coordinator Meeting
Thursday, January 16, 2020
12:00 pm to 2:00 pm
FCE

Agenda

1. Welcome and Introduction 12:00 p.m.
   a. Introduction of Graduate Studies Staff and Staff Updates
   b. Extended office hours—
      i. Monday - Thursday: 8:00 a.m. to 6:00 p.m.
      ii. Friday: 8:00 a.m. to 5:00 p.m.

2. Recruitment 12:05 p.m.
   a. Updating recruitment materials for semester conversion. Please send any updates to
      your materials to Shelby Reeder by February 15, 2020
   b. Pictures for new fact sheets (i.e. Alumni or faculty)
   c. Share upcoming conferences, exhibiting and information that I can attend and share to
      prospective students
   d. Social Media marketing (Department updates, stipends and information sessions
   e. Apply to Graduate School Week, Tabling in spring, and Information Sessions – Dates?

3. Cal State Apply 12:15 p.m.
   a. If your program will be offered in spring 2021, please work with Chris Songsittichok to
      update the deadline and program materials by June 30, 2020.

4. Discussion of graduate program deadlines 12:20 p.m.

5. Enrollment/Applications— Winter and Spring 12:30 p.m.

6. Q2S 12:35 p.m.
   a. Updated Graduate Studies Forms
      i. Waiver forms
      ii. LOAs
   b. Check your program websites to be sure references to quarters are removed.
      Change to term or semester.


8. Graduate Equity Fellowship 12:50 p.m.

9. Probation/Dismissal 12:55 p.m.
   a. Policy
   b. Timelines

10. California Predoctoral Fellowship and Chancellor’s Doctoral Incentive Program 1:00 p.m.
11. Graduate Education Week – Recap
   1:10 p.m.

12. Three Minute Thesis
    a. Handout
    b. Example
   1:20 p.m.

13. PREP (Professional Resource and Engagement Programs)
   1:30 p.m.

14. Graduate Studies Newsletter
   1:40 p.m.

15. Graduate Education Strategic Plan
   1:45 p.m.
# Progress of New Graduate Enrollment (Winter 2020)

Data as of Jan-14-20

<table>
<thead>
<tr>
<th>Total Applications (downloaded)</th>
<th>Winter 2019 (as of Jan-14-19)</th>
<th>Winter 2020 (As of Jan-14-20)</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>513</td>
<td>322</td>
<td>-37%</td>
</tr>
<tr>
<td>Winter 2019 at CENSUS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>504</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed Applications (In the Review Process)</td>
<td>Winter 2019 (as of Jan-14-19)</td>
<td>Winter 2020 (As of Jan-14-20)</td>
<td>% Change</td>
</tr>
<tr>
<td></td>
<td>414</td>
<td>300</td>
<td>-28%</td>
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<tr>
<td>Winter 2019 at CENSUS</td>
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<td></td>
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<tr>
<td></td>
<td>405</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admitted</td>
<td>Winter 2019 (as of Jan-14-19)</td>
<td>Winter 2020 (As of Jan-14-20)</td>
<td>% Change</td>
</tr>
<tr>
<td></td>
<td>263</td>
<td>220</td>
<td>-16%</td>
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<tr>
<td>Winter 2019 at CENSUS</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>254</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Enrollment</td>
<td>Winter 2019 (as of Jan-14-19)</td>
<td>Winter 2020 (As of Jan-14-20)</td>
<td>% Change</td>
</tr>
<tr>
<td></td>
<td>211</td>
<td>171</td>
<td>-19%</td>
</tr>
<tr>
<td>Winter 2019 at CENSUS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>211</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Enrollment</td>
<td>Winter 2019 (as of Jan-14-19)</td>
<td>Winter 2020 (As of Jan-14-20)</td>
<td>% Change</td>
</tr>
<tr>
<td></td>
<td>2,375</td>
<td>2,491</td>
<td>5%</td>
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<tr>
<td>Winter 2019 at CENSUS</td>
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<tr>
<td></td>
<td>2,376</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remark: The number of applications includes both returning and new students.
## Winter 2020

**Graduate Programs**

**Date as of Jan 14-20**

<table>
<thead>
<tr>
<th>Program</th>
<th>Concentration</th>
<th>In Progress</th>
<th>Complete</th>
<th>Vandal hardships</th>
<th>Vandal applications</th>
<th>Complied applications</th>
<th>Department Review</th>
<th>Admittance</th>
<th>New Enrolment</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Arts &amp; Letters</td>
<td>Communication Studies</td>
<td>1</td>
<td>0</td>
<td>-100</td>
<td>1</td>
<td>0</td>
<td>-100</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>English Composition, MA</td>
<td>2</td>
<td>1</td>
<td>-100</td>
<td>1</td>
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<td>-100</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>Spanish, MA</td>
<td>3</td>
<td>2</td>
<td>-100</td>
<td>1</td>
<td>0</td>
<td>-100</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Studio Art &amp; Design, MFA</td>
<td>3</td>
<td>2</td>
<td>-100</td>
<td>1</td>
<td>0</td>
<td>-100</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>10</td>
<td>8</td>
<td>0</td>
<td>-100</td>
<td>4</td>
<td>0</td>
<td>-100</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

| Jack H. Brown College of Business & Public Administration | Accounting, MSA | 16 | 6 | -63  | 10 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Business Administration, MSA | 12 | 5 | -75  | 6 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Business Intelligence and Information Technology | 10 | 4 | -50  | 5 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Cyber Security | 12 | 4 | -75  | 6 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Cybersecurity | 12 | 3 | -92  | 5 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Marketing | 17 | 4 | -65  | 9 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Marketing | 6 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Information Systems & Technology, MS | 10 | 6 | -60  | 5 | 0 | -100 | 0 | 0 | 0 | 0 |
| Public Administration, MFA | Public Administration, MFA | 17 | 11 | 72  | 10 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Cyber Security | 3 | 2 | -33  | 1 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Leadership | 11 | 4 | 72  | 9 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Public Financial Management | 6 | 3 | 50  | 2 | 0 | -100 | 0 | 0 | 0 | 0 |
| Total | 204 | 166 | 15  | -12%  | 120 | 0 | -100 | 0 | 0 | 0 | 0 |

| College of Education | Counseling and Guidance, MSA | 4 | 2 | -50  | 2 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Education, MA | 8 | 6 | 50  | 3 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Education, MA | 3 | 2 | -33  | 1 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Educational Leadership, ELE | 2 | 2 | -33  | 1 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Educational Leadership, ELE | 8 | 11 | 58  | 10 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Educational Leadership, ELE | 11 | 6 | 55  | 6 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Educational Leadership, ELE | 16 | 4 | 30  | 4 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Education Specialist in School Psychology, EdS | 35 | 22 | 63  | 15 | 0 | -100 | 0 | 0 | 0 | 0 |
| Total | 204 | 166 | 15  | -12%  | 120 | 0 | -100 | 0 | 0 | 0 | 0 |

| College of Natural Sciences | Biology, MS | 20 | 10 | 50  | 9 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Computer Science, MS | 70 | 35 | 50  | 19 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Earth and Environmental Sciences, MS | 4 | 0 | 100  | 2 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Mathematics, MA | 14 | 8 | 57  | 7 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Mathematics, MA | 5 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Mathematics, MA | 5 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Mathematics, MA | 14 | 9 | 64  | 7 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Mathematics, MA | 14 | 9 | 64  | 7 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Mathematics, MA | 14 | 9 | 64  | 7 | 0 | -100 | 0 | 0 | 0 | 0 |
| Total | 204 | 166 | 15  | -12%  | 120 | 0 | -100 | 0 | 0 | 0 | 0 |

| College of Social & Behavioral Sciences | Anthropology, MA | 60 | 57 | 95  | 37 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Child Development, MA | 12 | 3 | 25  | 2 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Criminal Justice, MA | 24 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Educational Psychology, MA | 12 | 3 | 25  | 2 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Psychology, MA | 8 | 4 | 50  | 3 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Psychology, MA | 4 | 0 | 100  | 2 | 0 | -100 | 0 | 0 | 0 | 0 |
| | Public Health, MPH | 4 | 3 | 75  | 2 | 0 | -100 | 0 | 0 | 0 | 0 |
| Total | 204 | 166 | 15  | -12%  | 120 | 0 | -100 | 0 | 0 | 0 | 0 |

| Total | 608 | 513 | 21  | -4%  | 209 | 0 | -100 | 0 | 0 | 0 | 0 |
### Graduate Programs (CEGE)

**Data as of Jan-16-20**

<table>
<thead>
<tr>
<th>Program</th>
<th>Concentration</th>
<th>Completed Applications</th>
<th>Department Review</th>
<th>Admitted</th>
<th>New Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2019</td>
<td>2020</td>
<td>% Change</td>
<td>2019</td>
</tr>
<tr>
<td>College of Extended and Global Education</td>
<td>MBA Online for Professionals</td>
<td>43.0</td>
<td>18.0</td>
<td>-57%</td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>Online Criminal Justice 2nd BA Program</td>
<td>0.0</td>
<td>0.0</td>
<td>-100%</td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>Social Work, BA</td>
<td>0.0</td>
<td>0.0</td>
<td>-100%</td>
<td>0.0</td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td>43.0</td>
<td>18.0</td>
<td>-57%</td>
<td>0.0</td>
</tr>
</tbody>
</table>

### Credentialed Programs

**Data as of Jan-16-20**

<table>
<thead>
<tr>
<th>Program</th>
<th>Concentration</th>
<th>Completed Applications</th>
<th>Department Review</th>
<th>Admitted</th>
<th>New Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2019</td>
<td>2020</td>
<td>% Change</td>
<td>2019</td>
</tr>
<tr>
<td>College of Education</td>
<td>Social Work</td>
<td>21.0</td>
<td>19.0</td>
<td>-10%</td>
<td>6.0</td>
</tr>
<tr>
<td></td>
<td>Multiple Subject</td>
<td>15.0</td>
<td>24.0</td>
<td>60%</td>
<td>17.0</td>
</tr>
<tr>
<td></td>
<td>Designated Subjects</td>
<td>10.0</td>
<td>6.0</td>
<td>-40%</td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>Education Specialist</td>
<td>1.0</td>
<td>1.0</td>
<td>0%</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Froth Childhood Mental Health</td>
<td>16.0</td>
<td>14.0</td>
<td>-13%</td>
<td>5.0</td>
</tr>
<tr>
<td></td>
<td>Moderate/Severe Disabilities</td>
<td>12.0</td>
<td>8.0</td>
<td>-33%</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Admissions Enrollment</td>
<td>7.0</td>
<td>1.0</td>
<td>-86%</td>
<td>0.0</td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td>54.0</td>
<td>30.0</td>
<td>-44%</td>
<td>14.0</td>
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</table>

### Post-Bac Programs

**Data as of Feb-22-19**

<table>
<thead>
<tr>
<th>Program</th>
<th>Concentration</th>
<th>Completed Applications</th>
<th>Department Review</th>
<th>Admitted</th>
<th>New Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2019</td>
<td>2020</td>
<td>% Change</td>
<td>2019</td>
</tr>
<tr>
<td>Administration</td>
<td>0.0</td>
<td>0.0</td>
<td>-100%</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Bioinformatics</td>
<td>0.0</td>
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<td>-100%</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Biology</td>
<td>0.0</td>
<td>0.0</td>
<td>-100%</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Computer Science &amp; Engineering</td>
<td>0.0</td>
<td>0.0</td>
<td>-100%</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Counselling</td>
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<td>-100%</td>
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<td>Dental</td>
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<td>-100%</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Engineering</td>
<td>0.0</td>
<td>0.0</td>
<td>-100%</td>
<td>0.0</td>
<td>0.0</td>
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<tr>
<td>French</td>
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<td>0.0</td>
<td>-100%</td>
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</tr>
<tr>
<td>Pre-Nursing (Pre-BAC)</td>
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<td>-100%</td>
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</tr>
<tr>
<td>Pre-BBA (Pre-BAC)</td>
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<td>-100%</td>
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</tr>
<tr>
<td>Psychology</td>
<td>0.0</td>
<td>0.0</td>
<td>-100%</td>
<td>0.0</td>
<td>0.0</td>
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<tr>
<td>Grand Total</td>
<td></td>
<td>0.0</td>
<td>7.0</td>
<td>-100%</td>
<td>0.0</td>
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</tbody>
</table>

**Legend:**
- (a) Number of applications in WebAdmit (EOL@Shore Apts) submission platform
- (b) Total applications that have been submitted and downloaded to Popplet to determine for admissions review
- (c) Applicants that meet all required transcripts and are in the review process
- (d) Applicants that are at the department level for review
- (e) Applicants that are admitted to the program
- (f) Newly admitted applicants who enroll for classes in Winter 2020
- (g) Total enrolment includes new and continuing students
## Progress of New Graduate Enrollment (Spring 2020)

*Data as of Jan-14-20*

<table>
<thead>
<tr>
<th>Total Applications (downloaded)</th>
<th>Spring 2019 (as of Jan-14-19)</th>
<th>Spring 2020 (As of Jan-14-20)</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>144</td>
<td>106</td>
<td>-26%</td>
</tr>
<tr>
<td>Spring 2019 at CENSUS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>288</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed Applications (In the Review Process)</td>
<td>Spring 2019 (as of Jan-14-19)</td>
<td>Spring 2020 (As of Jan-14-20)</td>
<td>% Change</td>
</tr>
<tr>
<td></td>
<td>91</td>
<td>76</td>
<td>-16%</td>
</tr>
<tr>
<td>Spring 2019 at CENSUS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>235</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admitted</td>
<td>Spring 2019 (as of Jan-14-19)</td>
<td>Spring 2020 (As of Jan-14-20)</td>
<td>% Change</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>24</td>
<td>4%</td>
</tr>
<tr>
<td>Spring 2019 at CENSUS</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>146</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Enrollment</td>
<td>Spring 2019 (as of Jan-14-19)</td>
<td>Spring 2020 (As of Jan-14-20)</td>
<td>% Change</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Spring 2019 at CENSUS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>123</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Enrollment</td>
<td>Spring 2019 (as of Jan-14-19)</td>
<td>Spring 2020 (As of Jan-14-20)</td>
<td>% Change</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Spring 2019 at CENSUS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2,300</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Remark:** The number of applications includes both returning and new students.
<table>
<thead>
<tr>
<th>Program</th>
<th>Concentration</th>
</tr>
</thead>
</table>
| College of Arts & Letters | Communication Studies
|                | Integrated Marketing Communication
|                | English Composition
|                | Spanish
| Total          | 22            |
| John H. Roan College of Business & Public Administration | Accounting, MSA
|                | Professional Accounting - Revenue & MSA
|                | Business Administration, MPA
|                | Information Systems & Technology, MS
|                | Public Administration, MPA
| Total          | 35            |
| College of Education | Counseling and Guidance, M.S.
|                | Education, MA
|                | Educational Administration, MA
|                | Educational Leadership, Ed.D
|                | Educational Leadership
|                | Educational Leadership, E.D.
| Total          | 14            |
| College of Natural Sciences | Biology, M.S.
|                | Earth and Environmental Sciences, M.S.
|                | Health Services Administration, M.S.
|                | Mathematics, M.A.
| Total          | 12            |
| College of Social & Behavioral Sciences | Applied Archeology, MA
|                | Applied Archeology
|                | Child Development, MA
|                | Criminal Justice, MA
|                | Health Services Administration
|                | Psychology, MA
|                | Psychology, M.S.
|                | Social Sciences & Disibility, MA
|                | Social Work, MSW
| Total          | 12            |
| Total          | 203           |
### Graduate Programs (CEGE)

**Data as of Jan 20-20**

<table>
<thead>
<tr>
<th>Program</th>
<th>Concentration</th>
<th>Total Applications</th>
<th>Completed Applications</th>
<th>Department Review</th>
<th>Admitted</th>
<th>New Enrollment</th>
<th>Total Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Education and Global Education</td>
<td>Business Administration Online, MBA MBA Online for Professionals</td>
<td>37</td>
<td>3</td>
<td>2</td>
<td>-50%</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Online Criminal Justice 2nd BA Program Online Criminal Justice 2nd BA Program</td>
<td>3</td>
<td>0</td>
<td>2</td>
<td>-100%</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Social Work, MSW Social Work - Pathway Distance Education</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td>40</td>
<td>3</td>
<td>2</td>
<td>-93%</td>
<td>0</td>
<td>-</td>
</tr>
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</table>

### Credential Programs

**Data as of Jan 20-20**

<table>
<thead>
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<th>Program</th>
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<th>Completed Applications</th>
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### Post-Bac Programs

**Data as of Feb 22-19**

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<th>Concentration</th>
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<th>Completed Applications</th>
<th>Department Review</th>
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<th>Total Enrollment</th>
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</table>

### Legend

- Total Applications: Number of applications in WebAdmit/GraduateOne application platform
- Total applications that have been submitted and downloaded to PopSoft database for admissions review
- Applications that have been requested to be reviewed by the program director
- Completed applications that are in the department level for review
- Completed applications that are eligible for full review
- Completed applications that are eligible for admission to the program
- Newly admitted applicants who enrolled for classes in Spring 2020
- Total enrollment includes new and continuing students

- **Grad Total**: Graduate Total
- **Cred Total**: Credential Total
- **Post Bac Total**: Post-Bac Total
Leave of Absence

Advanced degree (master's, doctorate) and credential seeking students who plan to be absent from the university for one term 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, CE 356, (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 term 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 term 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 term 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 the Registrar 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 (4 consecutive semesters) may be approved. (Summer does not count as a term.)

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. Students returning from a leave of absence earlier than the date approved must complete a “Readmission from a Leave of Absence” form and submit it to the Office of the Registrar. 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 term or more.

Name _________________________________ Date _________________________________
Address __________________________________ Telephone _______________________
City, State _______________________________ Zip Code ___________________________
Coyote ID# ________________________________________________________________
Campus Email ______________________________________________________________

Last Term Completed (e.g., Spring 2019) ________________________________
Term Leave Will Start (e.g., Fall 2019) ________________________________
Returning Term (e.g., Fall 2020) _________________________________________

Graduate Level (check one): [ ] Postbaccalaureate Unclassified [ ] Postbaccalaureate Classified
[ ] Conditionally Classified [ ] Classified

Current Graduate Program and Option: _________________________________________

Type of Leave Requested:

[ ] 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 (8 consecutive semesters) may be approved.

[ ] 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 6 consecutive quarters (4 consecutive semesters) may be approved. (Summer does not count as a term.)

[ ] Personal Leave:
________________________________________________________________________
________________________________________________________________________

Note: All students returning from an approved leave of absence earlier than stated above must submit a Readmission form to the Office of the Registrar.

Department Certification – Required for all leaves.

Program Coordinator (Print) ______________________________________________________________________

[ ] Approved to return: ____ _____ Term _____ Year

Program Coordinator (Sign) ______________________________________________________________________

[ ] Not Approved – Reason: ______________________________________________________________________

Date _________________________________________________________________________________________

Dean of Graduate Studies Signature ______________________________________________________________________

Updated 10/3/2019
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: www.csusb.edu/graduate-studies

**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. 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.
THESIS/PROJECT/DISSERTATION DEADLINES: 2019-2020

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

Fall 2019 Thesis, Project, and Dissertation Deadlines
- Consultations: Available Sept. 19 through Nov. 1, 2019
- Submission Deadline: November 8, 2019 by 5:00 pm
- Publication Deadline: December 2, 2019 by 5:00 pm

Winter 2020 Thesis, Project, and Dissertation Deadlines
- Consultations: Available January 6 - February 14, 2020
- Submission Deadline: February 21, 2020 by 5:00 pm
- Publication Deadline March 13, 2020 by 5:00 pm

Spring 2020 Thesis, Project, and Dissertation Deadlines
- Consultations: Available April 1 - May 8, 2020
- Submission Deadline: May 15, 2020 by 5:00 pm
- Publication Deadline: June 5, 2020 by 5:00 pm

Summer 2020: No Thesis/Project/Dissertation Submissions
CSUSB OFFICE OF
GRADUATE STUDIES

GRADUATE
EQUITY
FELLOWSHIP
INFORMATION
SESSION

The Graduate Equity Fellowship seeks to increase the diversity of students completing graduate degree programs at the CSU, encourages continuation toward doctoral programs, and promotes consideration of university faculty careers. It provides fellowships for economically disadvantaged CSU students who have had success in overcoming educational disadvantages and promotes faculty mentoring and research opportunities.

CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO
Office of Graduate Studies

WORKSHOP DATES

DATES: Thursday, January 30th, 2020
Wednesday, February 12th, 2020

TIME: 5:00 - 6:00 PM

LOCATION: CE-202

The information session will include:
- Eligibility
- How to apply
- Your personal statement
- Letters of recommendation
- Graduate Studies Fellows campus community outreach

For more information or special accommodations, please contact April Lane in the Office of Graduate Studies:
(909) 537-5058
Graduate Studies Probation/Dismissal Timeline

AY 2019 – 2020

**Winter 2020**

*March 24, 2019* – Winter Grades Due.


*April 2, 2020* – List of Probation/Dismissal students sent to program coordinators.

*April 9, 2020* – *April 13, 2020* - Probation/Dismissal entered into PeopleSoft, letters mailed/emails sent to students/program coordinators.

**Spring 2020**

*June 16, 2020* – Spring Grades Due.

*June 22, 2020* – Spring Grades Available.

*June 24, 2020* – List of Probation/Dismissal students sent to program coordinators.

*July 1, 2020* – *July 7, 2020* – Probation/Dismissal (for fall 2020) entered into PeopleSoft, letters mailed/emails sent to students/program coordinators.
"This year has been truly transformative in various ways, as a person, student and as a member of the CSU and Latino community. Throughout this past year, I have experienced great personal growth, I have become more professional and confident in myself as a person and as a scholar."

Cinthia Campos
California State University, Los Angeles
2017-18 Scholar
Current Ph.D. student in Archaeology at Binghamton University

For more information you may contact your campus Graduate Studies Office or your campus Pre-Doctoral Coordinator.

www.calstate.edu/predoc

The Pre-Doctoral application may be downloaded from www.calstate.edu/predoc/apply or obtained from your campus coordinator.

DIRECTOR
Dr. Maridith A. Janssen
California Pre-Doctoral Program
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210
mjanssen@calstate.edu
Phone: (562) 951-4706

PROGRAM ADMINISTRATOR
Jenny Baik
jbaik@calstate.edu
Phone: (562) 951-4304

The California Pre-Doctoral Program is designed to increase diversity within the pool of university faculty by supporting the doctoral aspirations of students in the CSU.
THE CALIFORNIA PRE-DOCTORAL PROGRAM

The California Pre-Doctoral Program awards funds to a limited amount of juniors, seniors, and graduate students in the CSU system. These funds are designed to enable current students to explore and prepare to succeed in doctoral programs in their chosen field of study. Students who are chosen for this prestigious award are designated Sally Casanova Scholars as a tribute to Dr. Sally Casanova, for whom the Pre-Doctoral scholarship is named.

Applicants to the California Pre-Doctoral Program must be upper-division or master’s degree students who are enrolled at a CSU institution as of Spring term and who will also be enrolled at a CSU campus for at least one semester, or two quarter terms, of the following academic year.

Applicants must be enrolled in a matriculated degree program at a California State University campus at the time of application. Current or previous Pre-Doctoral Scholars are not eligible to reapply. Each applicant must have a faculty sponsor from the student’s home campus who will be available for the duration of the plan specified in the application. The program is designed for students interested in obtaining a research doctorate. International students or students interested in obtaining a professional degree (law, medicine, dentistry, pharmacy), or an MBA degree, for example, are not eligible.

CSU faculty members are an integral component of this program and will work closely with Sally Casanova Scholars to plan for graduate studies.

Any CSU faculty member may identify and sponsor promising upper-division undergraduate or master’s degree students to the Pre-Doctoral Program. As a student advisor, the faculty member may guide the scholar through the program, or accompany them to UC and other doctoral-granting campuses for site visits. In addition, advisors may take students to national symposia, or professional meetings, exposing them to their field of interest. The advisor may also help acquaint applicants with information about academic careers, identify appropriate journal subscriptions and learning experiences, as well as ensure that they are prepared for doctoral study.

SUMMER RESEARCH EXPERIENCE FOR PRE-DOCTORAL SCHOLARS

The California Pre-Doctoral Program provides scholars with an opportunity to participate in a fully funded summer research experience at a University of California campus or other U.S. major research university. This allows the scholar to participate in doctoral-level research prior to enrolling in a Ph.D. program.

Past recipients of summer research experiences speak enthusiastically about how exciting and valuable the experience was for them. They particularly emphasize how these experiences connected them with essential contacts who helped with graduate school admissions or the assembling of dissertation committees. These experiences also aided Scholars in assessing their readiness for, and expectations concerning, doctoral study.

“Being a Sally Casanova scholar made me feel secure and comfortable and I was able to significantly reduce my stress, a factor that is very prevalent during the application process.”

Hugo Sanchez Hernandez
California State University, Long Beach
2017-18 Scholar
Current Ph.D. student in Psychology at UC Irvine

“The Sally Casanova scholarship has played a tremendous role in my academic and professional development. Not only has this program molded me into a competitive applicant, but it has also assisted me with my transition into a doctoral program with summer research funding. As a student with a physical disability, it has been a true benefit and privilege to partake in such a prestigious program.”

Marina Nakhla
California State University, Northridge
2017-18 Scholar
Current Ph.D. student in Clinical Psychology/Neuropsychology at UC San Diego/San Diego State University

SALLY CASANOVA SCHOLARS WILL RECEIVE FUNDING FOR ACTIVITIES SUCH AS:

- Visits to doctoral-granting institutions to explore opportunities for doctoral study.
- Travel to national symposia or professional meetings in their chosen field, and other related activities such as membership in professional organizations and journal subscriptions.
- Graduate school applications and test fees.
- Participating in a summer research experience at a doctoral-granting institution to receive exposure to the world of research in their chosen field.
ABOUT THE CALIFORNIA STATE UNIVERSITY

- 1 in 10 California employees is a CSU graduate.
- The CSU awards nearly half of the state’s Bachelor’s degrees.
- The CSU spans 800 miles, from San Diego to Humboldt.
- The CSU features 21 Hispanic-Serving Institutions.
- The CSU features 14 Asian American and Native American Pacific Islander-Serving Institutions.
- More than one-third of the CSU’s entering freshmen are among the first generation of their families to attend college.

23 campuses across the state of California
The CSU educates 484,000 students every year
110,000+ students graduate from the CSU annually

SUPPORTING FUTURE CSU FACULTY

"The CDIP loan has provided me financial and social support throughout my doctoral program. I have presented at conferences, attended summer research institutes, and participated in community engagement with underrepresented minorities and undocumented individuals. These experiences have contributed to data for my dissertation and research collaborations with faculty members.

Victoria Thomas
Ph.D. Candidate, Communication Studies
University of Washington"

THE CHANCELLOR’S DOCTORAL INCENTIVE PROGRAM

Commitment to excellence with diversity

Want to be a California State University professor?
CDIP CAN HELP

READY TO LEARN MORE?

Visit CALSTATE.EDU/CDIP or call us at (562) 951-4424.

Data reported as of July 2018

"The CDIP was a wonderful experience for me. My CSU Faculty Mentor counseled me as I selected Johns Hopkins School of Public Health for my Ph.D. He mentored me through my post-doctoral fellowship at the Oregon National Research Center as well.

Dr. Kelly Young
Professor, Biological Sciences
CSU Long Beach"

CSU The California State University
CHANCELLOR’S DOCTORAL INCENTIVE PROGRAM
What is CDIP?

The California State University (CSU) Chancellor’s Doctoral Incentive Program (CDIP) provides an opportunity for exceptional students interested in teaching in the CSU to receive comprehensive support during their doctoral studies. The CSU has an ambitious goal of increasing graduation rates for all students while eliminating opportunity and achievement gaps. Fundamental to meeting this goal is supporting efforts to create a qualified and diverse faculty to meet the needs of the most ethnically and economically diverse student body in the nation.

CDIP is committed to supporting promising doctoral students who aspire to join the CSU faculty ranks. Since 1987, CDIP has served over 2,175 doctoral students. More than half (60%) of CDIP scholars who completed their doctorates have obtained faculty positions at a CSU campus. Scholars are supported during their doctoral studies with (1) mentoring, (2) financial support, and (3) professional development opportunities.

CDIP OFFERS:

- Mentorship by CSU Faculty.
- A subsidized educational loan of up to $30,000 with potential for loan cancellation.*
- An annual Mini-Grant Program, which funds collaborative activities of CDIP Scholars and their CSU Faculty Mentors, including research supplies, small equipment, computer programs, software, books, journal subscriptions and research-related travels.
- A bi-annual Travel Grant Program, which funds CDIP Scholars’ and their CSU Faculty Mentors’ travel for participation in professional meetings and conferences as well as workshops.
- Potential for loan cancellation if employed in an instructional position at a CSU following completion of the doctoral program.*

*CDIP does not guarantee employment at a CSU campus. For more information, visit calstate.edu/cdip.

WHO IS ELIGIBLE?

- Full-time doctoral students currently enrolled in an accredited program in the U.S. or undergraduate and master’s level graduate students currently applying to an accredited doctoral program in the U.S.
- A strong desire to teach the diverse student body at the CSU.
- Applicant does not have to be a CSU student, but must have a CSU Faculty Mentor.
- U.S. citizenship is not required, but applicants must be eligible to work in the U.S. for CSU faculty positions.

Contact the CDIP Office for more information.

CDIP BY THE NUMBERS

$51
million
loaned since 1987

2,100+
documental
scholars have
participated

62%
of CDIP scholars
have successfully
earned their
docentral degree

60%
of scholars have
obtained instructional
faculty positions at
a CSU after earning
their doctoral degree

$567,000+
avowed throng
the Mini Grant and
Travel Grant Program
since 2010
THE CALIFORNIA PRE-DOCTORAL PROGRAM

Commitment to Excellence with Diversity
History

California Pre-Doctoral Program:
- In our 30\textsuperscript{th} year!
- Founded in 1989, by the CSU and UC
- Funded by the CSU from the California Lottery Fund
- Goal: To increase the diversity of the pool of newly minted PhD’s from which the CSU draws its faculty.
Program Statistics

- 2,254 Scholars since 1989
- 42 percent of each cohort end up in fully funded Ph.D. programs
- Since 2014-15 AY, average of 12 Sally Casanova scholars are admitted each year into a Ph.D. program at a UC campus
- Since 2013-14 AY, 24.7 percent of Sally Casanova Scholars receive funding for their Ph.D. program through the Chancellor’s Doctoral Incentive Program
Program Details

• Supports the doctoral aspirations of CSU students who have experienced economic and educational disadvantages

• Special emphasis is placed on increasing the number of CSU students who enter Ph.D. programs at one of the University of California campuses

• Applicants who are selected are designated a Sally Casanova Pre-Doctoral Scholar and will work closely with a CSU faculty mentor

• The Scholar and mentor will develop an overall plan that leads to enrollment in a doctoral program
The Program Provides

- *Travel Funds* for the student to visit U.S. doctoral-granting institutions and/or to attend professional meetings appropriate to the student's development.

- *Development Funds* for other related activities, such as student membership in professional organizations, subscriptions to academic journals, graduate school applications and test fees, GRE preparation, and the cost of minor research materials, for example.

- A *Summer Research Experience* opportunity at a University of California campus or other U.S. major research university, fully funded by the Pre-Doctoral Program, so that the scholar can participate in doctoral-level research prior to applying to a Ph.D. program.
Participant Eligibility

- Applicants to the California Pre-Doctoral Program must be upper-division or master's degree students who are enrolled at a CSU institution as of Spring 2020 and who will also be enrolled at a CSU campus for at least one semester (or two (2) quarter terms) of the academic year 2020-2021.

- All CSU students may apply. Current or previous Pre-Doctoral Scholars are not eligible to re-apply. Each applicant must have a faculty sponsor from the student’s home campus who will be available for the duration of the plan specified in the application. The program is designed for students interested in obtaining research doctorates.

- Ineligible students include: International students and students interested in obtaining professional masters or doctoral degrees (law, medicine, dentistry, pharmacy, or an MBA degree, for example)
Application Details

- Only applications that have been viewed and approved by the campus coordinator are eligible for submission.
- Components of the application include:
  - Personal Information
  - Educational Information
  - Three Essays
  - Faculty Mentor Letter of Recommendation
  - Student Budget Plan
  - Transcripts
Selection Criteria

- Applicants will be selected on the basis of three major criteria: potential for success in completing a doctoral program, probable effectiveness of the student/faculty plan, and level of economic and educational disadvantage.

- If you are interested in applying, you must immediately contact your campus Pre-Doctoral Coordinator for further information. Your approved online application, including transcripts, projected budget, faculty mentor letter of recommendation, and your essays, must be submitted electronically by no later than 11:59 P.M. on Friday, February 28, 2020, or the date set by your campus coordinator (whichever comes first). You can only gain access to the online submission process after being approved by your campus coordinator. **Be sure to check with your Campus Pre-Doctoral Program Coordinator for the internal campus deadline.**
Important Dates

• Early December 2019: Application period opens with sample paper copy of the application available on the Pre-Doc website
• Early January 2020: Interested students must meet with campus coordinator
• February 2020: Applications due via the online site
• Mid-March, 2020: Applicants are informed of the status of their application (accepted for review or declined)
• March/April 2020: Applications are reviewed and scored
• May 2020: Eligibility of potential scholars are verified
• June 2020: Applicants who are selected as Sally Casanova Scholars and Honorable Mentions are identified
Additional Information

- California Pre-Doctoral Website:  
  [http://www.calstate.edu/predoc](http://www.calstate.edu/predoc)

- Staff
  - Dr. Maridith Janssen, Director
  - Christopher Murphy, Diversity Program’s Administrator
  - Lauren Dalupan, Program Coordinator

- Phone: 562-951-4304
What is the Chancellor's Doctoral Incentive Program (CDIP)?

- Established in 1987 to increase the number of promising doctoral students interested in applying for future CSU instructional faculty positions.

- Provides financial support (loans) to full-time graduate students pursuing doctoral degrees at accredited universities throughout the United States.

- The CDIP loan will be forgiven at the rate of 20% for every year of the CSU employment after participants receive their doctoral degrees and obtain a qualifying instructional position in the CSU.
CDIP can help you succeed!

- Loans up to $10,000 per year with a maximum amount of $30,000 over the duration of your doctoral study.

- Loans obtained through the program are repayable over a 15-year period, commencing one year after completion of, or withdrawal from, full-time doctoral study.

- Partial-time teaching in the CSU may also be considered for partial loan forgiveness.

Eligibility

- Applicants are not required to have attended the CSU or to have been accepted in a doctoral program at the time of the application.

- New or continuing full-time students who will be in doctoral programs at accredited universities anywhere in the United States.

- Open to all graduate students at accredited institutions who are not probationary or tenured faculty members in the CSU. Lecturers are eligible and encouraged to apply.

- Enrollment or employment in the California State University is not required for loan approval. However, approximately one-fourth of the awards are expected to be made to individuals who have served in CSU positions.

- U.S. citizenship is not required, but applicants must be eligible to work in the United States.
Special Eligibility Considerations

Applicants from professional doctoral degree programs (e.g., EdD, DNP, DPT, DSW, and PsyD) as well as online degree programs (hybrid and fully online) may apply only if:

They plan to pursue a tenure-track instructional faculty position; and their doctoral program's mission explicitly includes preparation and training of future university faculty members.

Faculty Mentor

• Applicants to the Chancellor's Doctoral Incentive Program must be supported by a full-time tenured or tenure track CSU Faculty Mentor, ideally from a related discipline as the applicant, but not required.

• The Faculty Mentor's Role is to:
  • Support the CDIP Scholar in his/her doctoral training
  • Support development as a researcher
  • Support development as a teacher

• Mentors help with the preparation of the CDIP application.
CDIP 2018/2019 Scholar Cohort

How to find a CDIP Mentor?

Examples of CDIP Mentors:
- Undergraduate advisor
- Research mentor/thesis advisor
- Faculty member who does the kind of research you want to pursue in your doctoral program
- Chair of the department you teach in
- A tenure/tenure track faculty member in your discipline

Helpful Hints:
- Research the expertise of faculty in a number of CSU campuses
- Contact faculty who could potentially serve as your mentor
- Contact the CDIP Faculty Director: http://www.calstate.edu/hr/cdip

*Note: Applicants to the Chancellor's Doctoral Incentive Program must be supported by a full-time tenured or tenure track CSU Faculty Mentor, ideally from a related discipline as the applicant, but not required.
Application Checklist

Return the following documents to the CSU Chancellor's Doctoral Incentive Program coordinator at the campus of your Faculty Mentor.

1. Completed application form*
2. A current curriculum vitae, limited to four pages
3. Statement of qualifications and motivation, limited to three pages
4. CSU Collaborative Plan of Support, co-constructed by CSU faculty advisor, and applicant
5. Three professional letters of recommendation, one of which is from your faculty advisor (the CSU Faculty Mentor)
6. A recent CSU faculty position announcement in your general field that has recently been posted as a CSU campus

*Available online: [http://www.calstate.edu/hr/cdip/apply/application-packet.shtml](http://www.calstate.edu/hr/cdip/apply/application-packet.shtml)

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Good luck with the process!

- Please visit our website: [http://www.calstate.edu/hr/cdip](http://www.calstate.edu/hr/cdip)
- Please feel free to contact:

  Erma Cross, MHRM  
  Graduate Recruitment Specialist  
  erminia.cross@csusb.edu

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Visit us in our next CDIP Workshop!