

ELECTRICAL ENGINEERING DEPARTMENT
California Polytechnic State University
San Luis Obispo, California



**BSEE / MSEE
BSCPE / MSEE
HONORS PROGRAM
HANDBOOK**

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Introduction

This is a “blended” program that provides a means for academically excellent upper-division students to complete MSEE graduate studies concurrently with completion of the BS degree.

Some features of the program are:

- It provides a seamless process whereby students can progress from undergraduate status to graduate status without having to go through the formal application process at the Admissions Office. No GRE scores or application fees are required.
- It allows concurrent enrollment in courses that will apply to the BS degree, along with courses that will apply to the MS degree.
- It allows a common project for fulfillment of both the Master’s Thesis and the Senior Project.
- The time to MSEE graduation is typically reduced compared to students who complete the two degrees as separate programs.

All students should become familiar with the Cal Poly Catalog which gives information pertinent to undergraduate and graduate students in the EE Department. This handbook supplements the catalog and should not be interpreted as replacing or superseding catalog information.

II. Eligibility

EE and CPE students who are in their junior year of EE coursework and have a cumulative Cal Poly GPA of 3.5 or better are eligible to apply for the program. Students who appear eligible from department records are sent a letter of invitation, and those interested are asked to meet with the Graduate Coordinator.

Faculty members may nominate students whose GPA is above 3.2. In this case, the student will typically be working with the nominating faculty member on a project activity.

Students with a GPA below 3.2 may still be considered for the Honors Program if their application is accompanied by multiple, strong faculty recommendations, or if special circumstances warrant such consideration.

The appropriate time to apply to the program is prior to enrollment in the EE 461 or EE 463 Senior Project course. This timing is important because a single project is normally used to fulfill both Senior Project and Master’s Thesis requirements, and selection of a suitable project is essential to completing both B.S. and M.S. programs in a timely manner.

Students may not apply to the Honors program after they have accumulated 205 degree-applicable units that fulfill requirements of either the B.S. or M.S. degrees.

III. Application

Application forms for the BS/MSEE Honors Program are available from the EE Department Office. You do not need to take the GRE exam, submit transcripts, or pay any fee for application to this program.

Prior to submission of the application, you should see the Graduate Coordinator to assess your particular situation and the appropriate time to submit the application. Submit the application directly to the EE Department Office.

IV. Admission and Status

Admission to the program will be determined by the Graduate Coordinator in consultation with the Graduate Committee and Department Chair.

Admission of students who do not meet the 3.2 GPA minimum requirements will only be granted after review and concurrence of the Graduate Committee.

Upon admission, your undergraduate status will not officially change until you have completed a minimum of 180 units of coursework applicable to one or the other of the two degrees (BS or MS). At this time you are eligible to apply for a *Postbaccalaureate Change of Objective*, which will change your degree objective from BS to BMS, and your registration status to Postbaccalaureate Graduate. The change in status must occur before you reach a total of 205 units applicable to the two degrees. The change in status will take effect in the quarter following the one in which the request is received by the Academic Records Office. The completed and signed *Change of Objective* form must generally be received by Academic Records no later than the end of the 4th week of the quarter prior to when it is to take effect. (Keep in mind that this form requires the signature of the CENG Associate Dean of Graduate Programs prior to submission to Academic Records, and so time for this approval must be taken into consideration when planning to meet the submission deadline.)

Students must be matriculated for at least two academic quarters in BMS status before receiving their MS degree. Therefore, the *Postbaccalaureate Change of Objective* should be completed as soon as the minimum number of units is achieved.

There are certain advantages in obtaining BMS status as soon as possible such as:

- Priority registration

- University employment pay scale based on graduate status
- Eligibility for graduate student financial support.

The major disadvantage of the change from BS to BMS is the loss of some financial supports that are only available to undergraduate students.

V. General Academic Guidelines

Academic Advising

The EE Department has a faculty member designated as the department's Graduate Coordinator. Although you are encouraged to seek advice and consultation from any faculty member, the Graduate Coordinator is your official program advisor and he/she must approve and sign off all Formal Study Plans, Study Plan changes, petitions for special consideration, *etc.*

Registration

It is expected that you will be registered at Cal Poly each quarter until you obtain your degrees (Summer quarter excepted). If you have some special circumstance which requires a break in your studies, contact the Graduate Coordinator about this matter. Except for these special cases, if you do not register continuously (except Summer) or register but fail to take coursework applicable to your degree objective, you may be dropped from the Graduate Program and will need to reapply for admission.

Graduation Writing Requirement

All students must satisfy the Graduation Writing Requirement and you are advised to do this no later than your first quarter of graduate coursework. Failure to complete this requirement will prevent you from obtaining *Advancement to Candidacy* (as well as subsequent degrees). See the Cal Poly catalog for more details on this requirement.

Study Plans

During your first quarter in the program, you are asked to file an *Informal Study Plan* with the EE Department. This does not require any approval, but serves to provide the department with information concerning your course needs. It may be undated as changes occur without any formal approval cycle. This form is available in the EE Department Office and a worksheet copy is displayed in Appendix A of this handbook. At the time you apply for a change in objective from BS to BMS and its attendant status change, it is important that an updated Informal Study Plan be included with the change form.

You should submit a *Formal Study Plan* after you have completed 12 units towards the MSEE degree (the forms are available from the EE Department Office and on-line from the Research and Graduate Programs Office website. A worksheet copy is provided in Appendix B). This

Formal Study Plan becomes the official document of your MSEE plan of study. It may be changed by amendment if required. Refer to the Cal Poly catalog and section VI of this handbook for more details on the requirements.

Academic Performance

You are required to maintain an overall GPA of 3.00 or higher in all coursework on *your Formal Study Plan*. Courses taken for credit/no credit (except for EE 563 Graduate Seminar) cannot be used in the Formal Study Plan, but may be taken as prerequisites or as supplemental coursework.

Courses with grades of D+ or lower are not acceptable in fulfillment of the *Formal Study Plan* and may be retaken. However, while an improved grade (C- or better) in the second attempt at a course will fulfill this portion of the student's program of study (as outlined in the Formal Study Plan), the grades from both course attempts are included in the calculation of the cumulative GPA for the MS degree.

Additional Forms and Steps Toward Degree Completion

When you have an approved *Formal Study Plan* on file, have satisfied the graduation writing requirement, and have a 3.00 GPA or better in at least 20 units of the Formal Plan, you should file for *Advancement to Candidacy* for the MSEE degree. This should occur prior to the last quarter in residency as you cannot apply for MSEE graduation unless you are a candidate for the degree.

The *Advancement to Candidacy* form can be obtained from the EE Department Office and the Research and Graduate Programs website. This form should be turned in to the EE Department Office for verification that the requirements for Candidacy have been met. The form is then submitted to the Graduate Coordinator for signature. A worksheet copy is provided in Appendix E.

You must file a *Request for Graduation Evaluation* with either the Evaluations Office or the Academic Records Office. A worksheet copy is provided in Appendix F. This should be done in sufficient time to permit a review of your program and to let you know of any deficiencies before the quarter of graduation. Generally, this form should be submitted at least one quarter prior to graduation. If you fail to complete the needed requirements by the end of the quarter that you expected to graduate (stipulated on the *Request for Graduation Evaluation*), it will be necessary for you to resubmit a *Change of Degree Completion Date* form to Academic Records with your new expected degree completion date.

All requirements for the MS degree must be completed within seven years from the first quarter in which coursework listed in the *Formal Study Plan* was undertaken.

VI. The Formal Study Plan

The major element of the *Formal Study Plan* is a display of your intended courses to satisfy the MSEE degree requirements. (The *Formal Study Plan* will henceforth be referred to as the “Plan”). You are advised to review the Cal Poly catalog and this handbook, as well as consulting the proposed annual schedule of course offerings posted by the EE Department and any other department you feel will contribute courses to your Plan before constructing a proposed Plan. You may also wish to consult with faculty and the Graduate Coordinator prior to submission.

The Plan should be submitted to the Graduate Coordinator after you have completed 12 units of your informal MSEE study plan. The Graduate Coordinator must approve the Plan before forwarding it for further approval by the College of Engineering and the University Graduate Studies Office. The Plan form may be obtained from the EE Department Office or from the Graduate Studies website; and a worksheet copy is displayed in Appendix B of this handbook.

Changes to the Plan may be made after its initial submission and approval by filing an *Amendment to the Formal Study Plan*. This form may be obtained in the EE Department Office and must go through the same approval cycle as the original Plan. See Appendix C for a worksheet copy. If extensive changes are involved, it may be easier to file a new Plan.

The *Formal Study Plan* must meet the following requirements:

- The Plan must have a total of at least 45 quarter units.
- Since the Masters Thesis project jointly fulfills the Senior Project requirements of the undergraduate degree, Honors students must complete a Masters Thesis as part of their program of study. Nine (9) units of the Plan will therefore be in EE 599 Thesis.
- The only other “required courses” in the Plan are 3 units of EE 563 Graduate Seminar (one unit for each of three quarters) and 4 units of EE 525 Stochastic Processes for Engineers.
- At least 28 units in the Plan must be from courses at the 500 level, and the remainder must be no lower than 400 level courses. Therefore, at least 12 additional units in graduate-level 500 series courses beyond the required MSEE courses (EE 525, 563, 599) must be included in the Plan.
- Inclusion of courses in the Plan from related technical support areas such as Computer Science, Mathematics, or Physics is encouraged but should not constitute more than 17 units of a 45 unit Plan.
- At least 32 units of the Plan must be completed in residence. This means that up to 13 units from another university could be accepted in the Plan. A Petition for *Special Consideration* for their transfer should be approved prior to their inclusion in your Plan.

- The most important point is that the Plan as a whole must “make sense”—for example, electives should support some technical objective.

Supervisory courses EE 599 Thesis and EE 500 Individual Study are offered as required. You must have a supervisory faculty member for these courses. Contact the EE Department Office for supervisory course approval forms and registration permissions for these courses.

VII. Thesis / Senior Project

Selection of Thesis Project

The successful completion of a thesis is the culminating experience for the granting of a graduate degree to BMS Honors Program participants. The general guidelines for a thesis are:

- A thesis is the written product of a systematic study of a significant problem.
- It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation.
- The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation.
- Normally, an oral defense of the thesis is required.

Typically, a student in the BS/MSEE Honors Program will use a single project to satisfy both the Senior Project (5 units toward the BS degree) and the Master’s Thesis (9 units toward the MS degree) requirements. In such cases, the content of the Master’s Thesis must include a major design experience that is

- based on the knowledge and skills acquired in earlier coursework
- incorporating engineering standards and realistic constraints

This is necessary in order to fulfill key accreditation requirements for the BSEE degree. Therefore, the thesis project must be carefully chosen to ensure that it will meet all of these requirements.

Fulfillment of Senior Project Requirements

For Honors Program students, the Master’s Thesis document also serves as the Senior Project Report. However, as with all Senior Projects, an “Analysis of Senior Project Design” (see Appendix C of the Senior Project Handbook) must be completed and approved by your Project Advisor before a grade can be assigned to your final Senior Project course (EE/CPE 462 or EE 464). This Analysis provides a means to assess and document that the Thesis project incorporated an appropriate design experience to meet the requirements and intentions of the Senior Project.

Students should enroll in the first Senior Project course units (EE/CPE 461 or EE 463), during the initial portion of the project. This can be done prior to, or concurrently with, EE 599 Thesis units enrollment. The faculty project advisor will assess if the work completed during the EE

461/463 quarter warrants the assignment of a letter grade or an “RP” grade for this course. Students should work closely with their project advisor to schedule their work appropriately.

Honors students should also enroll in the final Senior Project course (EE/CPE 462 or EE 464) during the quarter in which they intend to complete and defend their MS Thesis. Therefore, if the MS Thesis is completed as expected while registered for EE 462/464, then an “Analysis of Senior Project Design” can be completed and a letter grade assigned by the Advisor for both EE 462/464 and any final EE 599 Thesis units registered for in that same quarter.

If the MS Thesis is not completed in the intended quarter, then the Thesis Advisor will determine if the accomplished work meets the requirements of a Senior Project, and thus warrants the assignment of a letter grade to EE 462/464. To receive a grade under these circumstances, the student must complete an “Analysis of Senior Project Design”. At the thesis/project advisor’s discretion, the student may also be required to submit a Senior Project Report to receive a letter grade and unit credit for EE 464, if the MS Thesis report is not completed.

If neither the MS Thesis nor sufficient project work to meet the requirements of a Senior Project are accomplished by the end of the quarter of EE 462/464 registration, then a failing grade will be assigned to this course (consistent with EE department policies on Senior Projects), and the student will need to register again for EE 462/464 in the future quarter during which they intend to complete their Thesis.

If you decide at some point not to pursue the program to completion of the MSEE degree, it may be possible to satisfy the Senior Project requirement but not the Master’s Thesis requirement. Again, this would require the agreement and consent of the project faculty advisor, and the completion of a design experience that meets the same standards as a typical Senior Project (including submission of a Senior Project Report and completion of an Analysis of Senior Project Design.) To complete the BSEE degree, the student must eventually receive passing letter grades for both EE 461/463 and EE 462/464.

Thesis Advisor

Your thesis adviser must be a permanent full-time faculty member of the electrical engineering department or the computer engineering program. You should consult the Faculty Interest List published by the electrical engineering department (available on-line) to find potential thesis advisors who have expertise in the specialization that you would like to work in for your thesis project. You must obtain an advisor’s approval and signature on an *Advisory Course Approval* form, before registering for EE 599 Design Project-Thesis.

Thesis Committee

You will need to assemble a thesis committee of at least three faculty members. One of these members is your primary thesis (project) advisor, who will also be the Chair of your thesis committee. Selection of the other two members should be done in consultation with your thesis advisor.

At least two of the thesis committee members (including your thesis advisor) must be from the electrical engineering department. One member of the committee is frequently from a support department outside the EE Department (such as Math, CSC, etc.). A *Thesis/Project Committee Membership* form may be obtained from the EE Department Office and a worksheet copy is displayed in Appendix G of this handbook.

Thesis Oral Defense

A presentation of the defense of your thesis must be scheduled prior to submission for final approval. The presentation must have the members of your committee present. The policy of the EE Department is to make the presentation open to other faculty and students.

Announcement of the presentation should be made by e-mail at least one week in advance. A copy of the *Guidelines for Completing Graduate Theses and Reports* should be obtained from the EE Department Office or the Graduate Studies Office. <http://www.calpoly.edu/~rgp/thesis.html>

Thesis Document Approval

Final approval of your thesis report involves two steps:

- (1) Thesis Committee approval for content, and
- (2) Graduate Programs Office approval for format.

As a result of your thesis committee's review of your thesis document and oral defense presentation, you will likely be asked to make revisions to the content of your thesis document, to add required information, clarify explanations, expand upon critical topics, or resolve typographic or grammatical errors. The committee may request additional reviews of the revised document, or may choose to delegate the task of final review to your thesis advisor.

Once the thesis document is approved by your thesis committee, you should obtain their signatures verifying this approval using the prescribed *Thesis Approval Form*; available at: <http://www.calpoly.edu/~rgp/pdf/approval.pdf>. The original signed version of this form must be submitted on 100% cotton, 20 or 24-lb. bond paper.

After incorporation of any changes in content requested by the thesis committee or your thesis advisor, the completed Thesis document must then be submitted to the Research and Graduate Programs Office, for review and verification of compliance with Cal Poly format requirements. All theses and project reports are reviewed in the order in which they are received by the Graduate Programs Office. The amount of time required for a thesis review depends upon the backlog of papers in the Graduate Programs Office, and normally takes approximately one week. Guidelines regarding the approved formatting of the thesis document can be found at the Graduate Studies Office website: <http://www.calpoly.edu/~rgp/thesis.html> (html) or <http://www.calpoly.edu/~rgp/pdf/thesis.pdf> (PDF)

Your degree work will not be complete and you will not graduate until the Graduate Programs Office has approved your thesis, and the Library has accepted it for publication. The quarter in which all corrections are completed is the quarter of graduation if all other academic requirements for the degree have been met.

VIII. Department Facilities Available to BS/MSEE Honors Students

Students who are working on a thesis and/or special projects may be assigned workspace in one of the EE Department labs. Students who are working on sponsored projects will typically work in the area assigned for that project – in some cases this would be in the ATL research facility. All Honors Program students may have access to the graduate room (20-136) with priority given to Teaching Associates for office hours and lab preparation.

IX. Financial Assistance Available to Graduate Students

The EE Department typically has a number of Teaching Associate (TA) positions used to staff some selected undergraduate laboratories. Only Honors Program students who are taking coursework for their degrees will be appointed to these positions. Applications for the positions should be submitted to the EE Department Office.

Sponsored research by departmental faculty frequently employs students in the conduct of the research. Check with the EE Department Office and individual faculty members on the availability of these appointments.

The Graduate Studies Office at Cal Poly administers some financial aid programs. You may apply for Student Aid or Cal Poly scholarships at Cal Poly's Financial Aid Office.

X. Checklist

Students are responsible for initiation, completion and submission of all necessary forms. Failure to complete and submit forms at the appropriate times may delay the completion of your program(s) and the granting of your degree(s).

(All forms required are available at the EE Department Office, or can be downloaded from the locations listed below.)

- First quarter—fill out *Informal Study Plan* and submit to the EE Department Office
- After completion of at least 180 units but no more than 205 units towards the two degrees, submit a request for a *Postbaccalaureate Change of Objective*, which will result in a change in status from BS to BMS. Include a copy of your latest *Informal Study Plan*—this will be used to determine which courses will appear in the undergraduate and the graduate sections of your transcript.
Form available from: <http://www.calpoly.edu/~rgp/docs/changeobjective.doc>
- After completion of 12 units of the Informal MSEE Study Plan, consult with the Graduate Coordinator and file the *Formal Study Plan*. Submit the Plan to the Graduate Coordinator - you should receive a copy of the Plan when all approvals have been obtained. Form available from: <http://www.calpoly.edu/~rgp/pdf/studyplan.pdf>
- After the following conditions have been met, file for *Advancement to Candidacy*.
 - An approved *Formal Study Plan*
 - At least 20 units of Formal Study completed with a GPA of 3.00 or better.
 - Graduation Writing Requirement satisfied (exam passed).This form should be turned in to the EE Department Office for verification of requirements completion, prior to signature by the Graduate Coordinator.
Form available from: <http://www.calpoly.edu/~rgp/pdf/candidacy.pdf>
- Quarter prior to graduation—*Request for Graduation Evaluation*.
Form available from: http://www.ess.calpoly.edu/_records/forms/Grad_Eval.pdf
- Last quarter in residence—form thesis committee, as well as complete and submit *Thesis/Project Committee Membership* form to the EE Department Office.
Form available from: <http://www.calpoly.edu/~rgp/pdf/thesiscommittee.pdf>

APPENDIX A

Informal Study Plan - Thesis Option

APPENDIX B

FORMAL STUDY PLAN Research and Graduate Programs

Name _____ Date _____
 Address _____ Phone _____
 _____ Student ID# _____

Current academic program _____

1. UNDERGRADUATE INFORMATION

Degree held _____ Institution _____
 Date granted _____ Major _____ Admission GPA _____

2. GRADUATE ADMISSION (check) _____ Classified _____ Conditional (list conditions below):
 Qtr/Yr admitted to Cal Poly _____
 Qtr/Yr first work completed on plan _____
 Qtr/Yr 7-yr limit for degree will expire _____

3. STUDY PLAN (list transfer or extension courses in Part A, Cal Poly courses in Part B, of this section):

A. <u>Course</u>	<u>Units</u>	<u>Grade</u>	<u>School</u>	<u>Course</u>	<u>Units</u>	<u>Grade</u>	<u>School</u>
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

B. <u>Course</u>	<u>Units</u>	<u>Grade</u>	<u>Qtr/Yr.</u>	<u>Course</u>	<u>Units</u>	<u>Grade</u>	<u>Qtr/Yr.</u>
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

If courses above have variable title/content, asterisk them and give course information below:

Course _____ Name _____ Course _____ Name _____
TOTAL UNITS IN PROGRAM _____

Circle one: thesis project = Units _____
 Comprehensive Examination(s) Required: _____ Yes _____ No [Oral ___ Y ___ N] [Written ___ Y ___ N]
 Graduation Writing Requirement Satisfied: _____ Yes _____ No

Special Requirements _____

4. SIGNATURES: Student _____ Date _____
 Adviser _____ Date _____ Coord _____ Date _____
 Dean _____ Date _____ R & GP _____ Date _____

NOTE: Any changes in courses or requirements require the submission of an "Amendment to Formal Study Plan" form.

APPENDIX C

AMENDMENT TO FORMAL STUDY PLAN

Research and Graduate Programs

Name _____ Date _____

Address _____ Phone _____

Student ID# _____

Current academic program _____

1. AMENDMENT

The following change(s) to my formal study plan is/are being requested (list only those courses which are being affected by this change and any additions or deletions):

ORIGINAL COURSES ON PLAN

CHANGES TO PLAN

Course	Units	Grade	Qtr/Yr Planned	Course	Units	Grade	Qtr/Yr Planned
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

List name for subtitle courses (e.g., 500):

Course _____ Name _____ Course _____ Name _____

2. SPECIAL REQUIREMENTS TO BE CHANGED: _____

3. JUSTIFICATION FOR CHANGE

My justification(s) for the above request(s) are: _____

4. APPROVALS

Student _____ Date _____

Adviser _____ Date _____

Coordinator _____ Date _____

Dean _____ Date _____

R & GP _____ Date _____

APPENDIX D

PETITION FOR SPECIAL CONSIDERATION

Research and Graduate Programs

Name _____ Date _____

Address _____ Phone _____

_____ Student ID# _____

Current academic program _____

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

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

III. Student's Signature _____ Date _____

IV. Review by Evaluations Office:

This request meets with university catalog requirements ____ Yes ____ No

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

Comments: _____

Evaluator's Signature _____ Date _____

V. Routing for academic approvals

Adviser ____ Approve ____ Disapprove

Signature _____ Date _____

Coordinator ____ Approve ____ Disapprove

Signature _____ Date _____

Dean ____ Approve ____ Disapprove

Signature _____ Date _____

R & GP ____ Approve ____ Disapprove

Signature _____ Date _____

APPENDIX E

ADVANCEMENT TO CANDIDACY

Research and Graduate Programs

TO BE PREPARED BY THE STUDENT'S ADVISER

Name _____ Date _____
Address _____ Phone _____

Student ID# _____
Current Academic Program _____

I. ADVANCEMENT PREREQUISITES

Check below to indicate that the following prerequisites to advancement to candidacy have been met and fill in the required information.

- _____ A. The student met the Graduation Writing Requirement by:
 - Passing an exam (Qtr/Yr) _____
 - Certification in a course (Course Title) _____
- _____ B. The student filed a formal study plan.
- _____ C. The student was admitted conditionally and the condition(s) have been met as follows (list conditions):

- _____ D. The student has maintained a grade point average of 3.0 or better in all courses in the formal program of study.

The adviser should remind students that when they are within two quarters of graduation, they must file their intent to graduate with the Evaluations Office.

II. APPROVALS:

Adviser _____ Date _____
Coordinator _____ Date _____
Dean _____ Date _____
R & GP _____ Date _____

APPENDIX F

ADMIN BLDG ROOM 222
OFFICE OF ACADEMIC RECORDS



REQUEST FOR GRADUATION EVALUATION

Name: _____
Last First Middle Initial

IMPORTANT: Your Graduation Evaluation and Diploma will be mailed to your mailing address. It is your responsibility to keep this address updated to ensure the receipt of these documents.

Student ID # _____

Major : _____ Concentration/Specialization: _____

Minor*: _____ Catalog Year: _____
(i.e., 03-05, 05-07 etc.)

*Signed minor form MUST be submitted before graduation, otherwise, degree will be granted without minor.

Diploma Name: Should Be Updated by You Using the Portal.

It is your responsibility to ensure that your diploma has the name, middle name, etc., that you wish.

Term - Year all degree requirements completed	Degree type: (circle one)
FALL 200____ (December)	BACHELORS: BS BA BAR BFA BLA
WINTER 200____ (March)	MASTERS: MA MS MBA MBS(4+1)
SPRING 200____ (June)	MCRP MPP
SUMMER 200____ (September)	TECHNICAL CERTIFICATE
<small>*You cannot register beyond degree completion term</small>	

Fall Ceremony is for students who have filed to graduate for the Fall term only.

Spring Ceremony is for students who have filed to graduate for the Winter, Spring, or Summer term.

***NOTE:** If you have **already requested or received** your graduation evaluation and need to change your expected graduation term, please fill out a *Change of Degree Completion Term* form available at the Office of Academic Records (or online at <http://www.ess.calpoly.edu/records/FORMS/index.htm>).

→ BY SIGNING THIS DOCUMENT, I UNDERSTAND THAT MY NAME, MAJOR AND HONORS, IF APPLICABLE, WILL BE PRINTED IN THE COMMENCEMENT PROGRAM, AND I HAVE READ THE ATTACHED STATEMENTS. ←

Signature: _____ Date: _____

Submit this page to the Evaluations or Records Office.

Rev. 02/08

APPENDIX G

**THESIS/PROJECT COMMITTEE MEMBERSHIP
Research and Graduate Programs**

Name _____ Date _____
Address _____ Phone _____
_____ Student ID# _____
Master's Degree Program _____
Specialization _____

COMMITTEE MEMBERSHIP:

_____ Committee Chair, Department	_____ Signature
_____ Committee Member, Department	_____ Signature
_____ Committee Member, Department	_____ Signature
_____ Committee Member, Department	_____ Signature

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

If your committee membership does not comply with these requirements, please explain:

Approval:

Graduate Coordinator

Thesis Editor, Graduate Programs Office

APPENDIX H



POSTBACCALAUREATE CHANGE OF OBJECTIVE

This form must be submitted to the Office of Academic Records' Evaluations Unit, with all required signatures, by the end of the 4th week of the quarter prior to the quarter you will begin the new program. Take into consideration that it may take several weeks to obtain all signatures. Failure to meet the above deadline will result in a one quarter delay in processing and create registration and student account calculation consequences.

Name _____ Student ID# _____
Address _____ Phone _____
_____ Email _____

1. My current objective/major/specialization is: _____

2. I request permission to: (check below and give full name of specific objective/program)
_____ CHANGE / ADD the objective of _____
(circle one) For official use only: Plan code _____
_____ DROP the objective of _____

My objective(s) will then be: (check all that apply)
_____ Master's only _____ Master's and Credential _____ BMS / 4+1
_____ Credential only _____ Bachelor's only

I request that this change take effect starting: _____ (specify quarter and year)

GPA _____ (for Cred/Master's/BMS, calculate last 90 QTR units; for 2nd baccalaureate, include all units)

3. Give reason(s) for change of objective:

4. Student's Signature _____ Date _____

5. APPROVALS - PROPOSED PROGRAM

Note: If master's/credential, obtain a, b, and c signatures. All others obtain only b and c signatures.

a. Dept. Head _____ Approve _____ Disapprove _____
Signature _____ Date _____

b. Advisor/Coordinator: _____ Approve _____ Disapprove _____
Signature _____ Date _____

c. College Dean: _____ Approve _____ Disapprove _____
Signature _____ Date _____

6. ACKNOWLEDGMENT - CURRENT PROGRAM

Note: Master's/credential requires the Graduate Coordinator's signature. Second baccalaureate requires the Dept. Head's signature.

Dept. Head/Coord. _____ Date _____

Return completed form to the Office of Academic Records - Evaluations Unit

For official use only: OAR APC / Date: _____
Credential Analyst: _____ CBEST: _____ CRT OF CLEARANCE: _____

Rev 10/08