

PolyDoc Program of Study – For Graduate Students

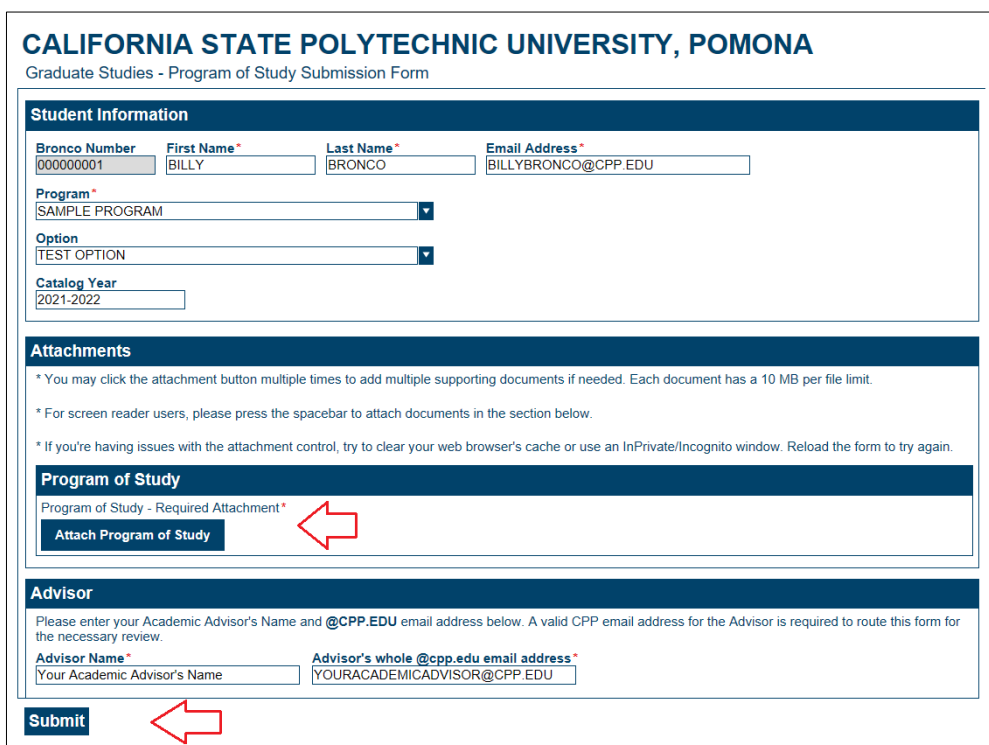
Overall Approval Process and Routing

Students log into PolyDoc using their Bronco credentials and submit their Program of Study(aka master’s contract). Your username may appear capitalized, that is ok. Please still type your password case sensitive.



Once you log in, your bronco ID and student information will populate.

- Please select your program from the drop-down menu, and option if applicable.
- For Catalog year, enter the curriculum year for when you are starting your master’s program: (e.g., if you begin fall 2021 or spring 2022, your catalog year is 2021-2022)
- In the Attachments section, under Program of Study, attach your program of study (pdf version preferred).



CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
Graduate Studies - Program of Study Submission Form

Student Information

Bronco Number: 000000001 | First Name*: BILLY | Last Name*: BRONCO | Email Address*: BILLYBRONCO@CPP.EDU

Program*: SAMPLE PROGRAM


Option: TEST OPTION

Catalog Year: 2021-2022

Attachments

* You may click the attachment button multiple times to add multiple supporting documents if needed. Each document has a 10 MB per file limit.
* For screen reader users, please press the spacebar to attach documents in the section below.
* If you're having issues with the attachment control, try to clear your web browser's cache or use an InPrivate/Incognito window. Reload the form to try again.

Program of Study


Program of Study - Required Attachment* 

Attach Program of Study

Advisor

Please enter your Academic Advisor's Name and @CPP.EDU email address below. A valid CPP email address for the Advisor is required to route this form for the necessary review.

Advisor Name*: Your Academic Advisor's Name | Advisor's whole @cpp.edu email address*: YOURACADEMICADVISOR@CPP.EDU

Submit 

- Students need to manually enter their Academic Advisor's name and correct CPP email. Note that an incorrect email address will prevent the form to be delivered to the right person.
- Students will receive an email receipt after they click on "Submit"
- All programs of study will go to the Academic Advisor for initial approval.
- All programs of study will then get forwarded automatically to the Graduate Coordinator, Department Chair, College Dean, and Graduate Studies for approval based on the student's program.

Levels: Academic Advisor -> Graduate Coordinator -> Department Chair -> College Dean -> Graduate Studies

- Students will receive an email after a final Approved or Denied decision is reached. If approved, a copy of the Program of Study will be attached to the email for the student's personal record. If denied, the student will need to consult with advisor and resubmit.
- Students need to allow time for all parties to review and make a decision.