



**2022-2023**

# **GRADUATE STUDENT**

# **HANDBOOK**

**CAL POLY POMONA**





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# WELCOME TO CAL POLY POMONA!

The Graduate Student Handbook is intended for current and incoming graduate students, faculty advisors and department staff members. This handbook contains information about the university and academic policies, financial aid, student support resources and dates and timelines for the 2022-2023 academic year. Please send any comments and any suggestions for improvements to Rebecca Rivas, Graduate Studies Analyst, at [rrivas1@cpp.edu](mailto:rrivas1@cpp.edu).

Please note that information contained in this handbook does not supersede information, policies, or procedures in the University Catalog or any more restrictive requirements that specific departments have. The University Catalog is the official record for the University.

This fall, we continue to prioritize the health and safety of our campus. To that end, all offices will be open during regular business hours with most continuing to offer virtual/remote services as well. Please check with department and/or office on their business and office hours.

# GRADUATE STUDIES OFFICE INFORMATION

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The Graduate Studies Office (GSO) is the University's central office for graduate education. The GSO provides services and support to students, potential students, faculty and staff for multiple graduate programs within all eight colleges. It also oversees the creation, quality and academic integrity of these programs and their compliance with University policies. The GSO reviews graduate students' petitions, and assists students with general questions related to the university's admissions process, policies and procedures, theses and project submission, and progress to degree. The Executive Graduate Council advises the Faculty Director of Graduate Programs in all matters of the university's graduate and postbaccalaureate programs, including programs and policies, curriculum and other issues affecting student success.

For more department information, visit <https://www.cpp.edu/gradstudies/>

## Where to Find Us:

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# CONNECTING WITH YOUR GRADUATE PROGRAM COORDINATOR



Each department or degree program has a faculty graduate program coordinator designated to provide overall supervision for the graduate program. Your program's coordinator will serve as your most important contact. It is your responsibility as a student to arrange appointments for advisement with your graduate program advisor through the department or via email. At a minimum, you should obtain advisement prior to or during the first semester of attendance, when requesting unconditional standing by filing a graduate petition, and when applying for graduation prior to the final semester.

To find contact information for your graduate program coordinator, visit:  
<https://www.cpp.edu/gradstudies/graduate-coordinators.shtml>



A master's student in English at the College of Letters, Arts, and Social Sciences Commencement ceremony.



## UNIVERSITY CATALOG

The Cal Poly Pomona University Catalog is updated annually and constitutes the university's official document of record hereafter referred to as the University Catalog. Students are responsible for getting familiar with the information contained in the University Catalog. Failure to read and understand the deadlines and regulations will not exempt a student from whatever consequences may occur.

To access the University Catalog, visit <https://catalog.cpp.edu>.

For more information about graduate studies policies and regulations, visit <https://catalog.cpp.edu/content.php?catoid=61&navoid=4925>

## UNIVERSITY REQUIREMENTS FOR A MASTER'S DEGREE

Graduate programs are based upon adequate preparation at the undergraduate level. Students who plan to become candidates for a master's degree must hold a bachelor's degree substantially equivalent to that of California State Polytechnic University, Pomona in the discipline in which they intend to do their advanced work, or they must be prepared to undertake additional work to make up any deficiency.

Students seeking a master's degree at this university will submit an acceptable thesis, or project, or successfully pass a comprehensive examination after advancement to candidacy. See "Advancement to Candidacy" section in this catalog.

## General Requirements

The requirements for graduation depend upon the master's degree program undertaken and upon the major field. The following requirements apply to all master's degrees offered by the university:





1. The program for the one-year master's degree must consist of not fewer than 30 units in courses numbered 4000 and above (courses at the 3000 may be substituted upon graduate coordinator approval), with a minimum of 18 units of 5000 and 6000-level courses completed at the university consistent with departmental requirements. Master's programs requiring a total of more than 32 units will require more than 18 units of 5000-6000 level courses.
2. A total limit of 9 transfer and/or extension and/or undergraduate units petitioned for graduate credit may be included as part of the student's graduation requirements.
3. For lower division course work (1000-2000 level at this university), no graduate credit will be given.
4. All 6000-6990 courses are open only to graduate students classified as unconditional.
5. At least 21 units of upper-division and graduate-level offerings must be completed in residence at this university.
6. Two-year master's degrees may have higher unit requirements than specified above. See detailed information in the appropriate sections of the University catalog.
7. A minimum of 3.0 (B) average must be earned in all graduate work taken at this university while in postbaccalaureate standing and in degree programs. No course with a grade lower than "C" (2.0) may apply toward the fulfillment of degree requirements. All courses required for the degree with a grade of "F" must be repeated with a passing grade.
8. A course may not be used for credit toward both a baccalaureate and a master's degree, except if specified in a Blended program.
9. A thesis, a project, or a comprehensive examination is required in all programs.
10. A favorable vote of the department, school, or center faculty is required before the degree may be conferred.
11. A graduate student who expects to receive a degree at the end of any semester must submit an application online through BroncoDirect prior to the deadline listed in the academic calendar. The student must be enrolled in the university the semester he/she graduates. Degree requirements are outlined in departmental sections of this catalog. Students seeking a master's degree will be held responsible for meeting requirements applicable to the program of their choice and for fulfilling general master's degree requirements.
12. A Report of Culminating Experience must be submitted to the Graduate Studies Office during the semester of graduation. This report certifies that a graduate student has successfully completed all components of the Culminating Experience for the designated degree as specified in the Catalog. Culminating Experience units cannot be used to substitute for required nor elective units.

## **FULL-TIME STATUS AND MAXIMUM UNIT LOAD**

For full-time enrollment certification by the University, graduate students must be enrolled in 6 units or more of approved prerequisite, corequisite, or graduate program courses per semester. The maximum unit load for graduate students working toward a graduate degree is 16 units per semester. Authorization to enroll in more than 16 units requires approval by petition. For more information, please refer to Academic Senate Policy AS-2850-190-AA:

<http://academic.cpp.edu/senate/docs/aa011189pres.pdf>

## **GRADUATE ENROLLMENT PRIORITIES**

Departments with high graduate enrollments may assign priorities to students wishing to enroll in graduate-level courses. Applicants for a master's degree who are in the last semester of residence have first priority; other unconditional graduate degree or credential students have second priority; conditional, undeclared graduate and qualified undergraduate students have third priority.

## **MINIMUM GRADE POINT AVERAGE**

If a graduate student has attempted all the courses in an approved master's degree program with less than a 3.0 (B) average in courses specified to complete the degree, , with less than a 3.0 (B) average in graduate work at Cal Poly Pomona, or with less than a 3.0 average in all upper division and graduate work attempted while on graduate standing, the student's major department may (1) terminate the student's participation in the program, or (2) require the student to take additional courses in an attempt to raise the program grade point average to the minimum 3.0. When the student's major department recommends that he/she be allowed to do the latter, the additional courses selected must:

1. Include at least two courses at the 5000-6990 level and total not fewer than 4 semester units.
2. Apply directly to the student's master's degree objective, although they need not be drawn from offerings in the student's major department.
3. Be new courses (courses previously completed but not originally listed in the master's degree program may not be used).

If the student fails to earn the minimum 3.0 (B) grade point average on completion of the revised master's degree program as outlined above, the program may be terminated without award of the master's degree. Graduate students may not use either the campus course repeat policy or academic renewal which apply only to undergraduate students.

Grades earned at another institution may not be used to offset grade point deficiencies in courses taken at this university.

Please refer to the Disqualification/Reinstatement section in this handbook for more information.

## CONCURRENT ENROLLMENT IN POSTBACCAULAUREATE PROGRAMS

A student may not enroll for a bachelor's and a master's degree or for two master's degrees concurrently. This does not apply to enrollment with the goal of obtaining a master's degree and a credential at the same time or for a Blended program. Qualified students may request to enroll in a credential program concurrently with a master's degree at this university.

## CONTINUING STATUS

A student may be absent from the university ("stop-out") without filing for a leave of absence if the leave does not exceed one semester. If the leave is more than one term out of the university, the student needs to submit a Request for Leave of absence.

## CHANGES IN OBJECTIVES

Continuing graduate students who wish to change their master's degree or option may do so via a petition to change/add degree objective. Students can download the form from the Graduate Studies website: <https://www.cpp.edu/~gradstudies/forms-and-procedures/graduate-forms.shtml> When students change from one master's degree to a new master's degree, they are subject to the curriculum requirements in effect at the time of the change.

A petition to change/add a graduate degree objective can be submitted at any time, but it is recommended that the student submit the form at least one semester before the effective term of admission to the new master's program.

The evaluation of credits transferred to another master's program is based primarily upon the student's objective. Thus, a change in objective may affect the acceptance of transfer credits. The student should consult with the graduate coordinator of the new master's program to determine if the new program is a good fit for the student and if additional documentation is necessary in order to determine eligibility.

Students in a state-support master's program who want to change to a self-support master's program or vice versa must submit a new graduate admissions application. Only students going from a state-support to another state-support and from a self-support to another self-support master's program may use the petition to change/add degree objective.

For specific guidelines for filing a petition to change/add degree objective, graduate students can reference the 2022-2023 University Catalog, at:

[https://catalog.cpp.edu/content.php?catoid=61&navoid=4925#changes\\_in\\_objective](https://catalog.cpp.edu/content.php?catoid=61&navoid=4925#changes_in_objective)



## **DEGREE PROGRAM OF STUDY (CONTRACT)<sup>1</sup>**

At the time students are admitted to a master's degree curriculum, they should arrange with the advisor to prepare an official program. If they are admitted as unconditional graduate students, they should accomplish this step as soon as possible. A program must be prepared and submitted for approval no later than the end of the sixth week of the second semester of attendance.

Students who do not file graduate contracts prior to the completion of their second semester may have a hold placed on their registration. Students are reminded that completion of the graduate contract is required for advancement to candidacy which is a prerequisite for many 6000-level courses related to the culminating experience, such as thesis/project research and writing. Additionally, it is not possible for the Evaluations Office to complete the graduation check or approve the graduation application if a graduate contract is not on file with the Registrar's Office.

When the contract has been approved by Graduate Studies, students are notified by email.

The program of must meet the following specifications:

1. It must comply with the general requirements outlined above and with departmental requirements listed in the University catalog.
2. The complete program of study may be chosen from within the offerings of the major department, or it may include offerings drawn from other fields acceptable to the major advisor or committee. In developing the program, the student and advisor will seek to plan a meaningful pattern of courses focused upon the objectives of the major and the student. If the student has deficiencies or lacks prerequisites to enroll in certain courses necessary to a program, he/she will be expected to complete them in addition to the minimum requirements of the approved master's degree program. Advisors will permit the use of already completed courses in a master's degree program only if they clearly fit into the requirements of the student's curriculum.
3. No course in teaching methods or directed teaching may be included in a master's degree program.
4. No more than 6 semester units of credit for thesis or project may be included.
5. The master's degree program must be approved by the student's departmental advisor and/or graduate coordinator, department chair, and college dean, and verified by the Graduate Studies analyst. The approved program is an official agreement between the institution and the student.
6. Graduate students may not file for "Credit by Examination."
7. Work experience is not acceptable as fulfillment of any requirement.

<sup>1</sup> The Master's Degree Contract applies only to graduate students who are eligible and choose to graduate with a curriculum year 2021-2022 or earlier. Students eligible to graduate with a curriculum year 2022-2023 do not have to submit a contract and can follow their degree requirements in their degree progress report.

## COURSE SUBSTITUTIONS AND REPETITIONS

It may be necessary to change a Degree Program of Study or deviate from the original DPR curriculum based upon special circumstances or course unavailability. A graduate academic petition is to be filed electronically for deviations from the contract or catalog curriculum requirements. In order to be accepted, such a petition must be submitted electronically by the student and reviewed and approved by the appropriate graduate coordinator, department Chair, and College Dean. The Director of Graduate Programs will consider each petition on an individual basis and will grant such approvals for deviation only with the approval of the appropriate graduate coordinator. Supervisory units (e.g. projects or thesis units) cannot be used to substitute for core or elective units. <https://www.cpp.edu/gradstudies/forms-and-procedures/graduate-forms.shtml>



## Repetition of Courses

A graduate or postbaccalaureate student may not file a repeated course form, but may repeat a course if a grade of "C-" or less was assigned. All grades received in repeated and original courses will be included in the calculation of the CPP, overall, and contract GPA.

## **TRANSFER CREDIT FROM OTHER INSTITUTIONS**

If accepted by the faculty of the discipline involved, graduate credit (up to 9 units) from another accredited institution may be applied toward the master's degree. The stipulations under "Time Limit" apply to transfer courses.

Open University course work (up to 9 units) may be used to satisfy prerequisites or degree requirements when such work is acceptable to the department or school offering the master's degree. See the appropriate sections for special regulations applying to professional master's degrees (more than 30 units). If approved, a limit of 9 transfer, Extended University, undergraduate units petitioned for graduate credit may be included on a student's curriculum. Correspondence courses may not be used to satisfy degree requirements.

A student who wishes to transfer credit from other institutions must file a graduate academic petition, and indicate the course title, number of units, name of the University where course was taken, and term taken. The petition should state where the course is to be applied on the student's curriculum. An official transcript should be sent to the Office of Admissions. The transfer courses may be applied towards the student's degree if approved. Please contact the Registrar's Office for more information regarding transfer courses and limitations. <https://www.cpp.edu/gradstudies/forms-and-procedures/graduate-forms.shtml>.

## **TRANSFER TO ANOTHER MASTER'S DEGREE PROGRAM**

A student in good standing in a master's degree program may transfer to another program with the approval of the new department. The amount of credit transferred from one program to another will be determined by the new department. Credit earned at this university in one master's degree program may be carried from that program to another subject to approval. Students who finish one master's degree must submit a new admissions application for a second master's degree.

## **CULMINATING EXPERIENCE, ADVANCEMENT TO CANDIDACY AND THESES**

### Advancement to Candidacy

Some type of culminating experience is required for each master's degree. Acceptable culminating experiences include a thesis, project or comprehensive examination. Individual departments permit the experience in one or more forms. It is only upon the removal of all conditions, having an approved contract on file if the curriculum year is prior to 2022-2023, being in good academic standing (at least 3.0 GPA), completing all preparatory courses, that the graduate student will be advanced to candidacy for his/her culminating experience for the master's degree.

## Culminating Experiences

### a. Selection of Culminating Experience

In programs that allow students to choose from among more than one type of culminating experience, students shall select their culminating experience with guidance from their advisor before advancement to candidacy. Students may attempt the chosen culminating experience a maximum of two times. Once enrolled in a particular culminating experience, students may not switch to an alternative experience.

### b. Writing Proficiency

Graduate study deals with more complex ideas and demands more sophisticated techniques, searching analysis, creative thinking, and time than undergraduate study. The research required is extensive in both primary and secondary sources and a high quality of writing is expected. Demonstration of advanced-level writing proficiency shall be completed through fulfillment of the Graduation Writing Test requirement before Advancement to Candidacy

### c. Theses

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.

A thesis is distinguished by certain elements such as an introduction to the study, a review of the literature, a methodology section, results, summary, and recommendations for further research. There may be a difference between the elements found in a quantitative thesis versus those found in a non-quantitative (qualitative) thesis. The thesis committee will be most concerned with the manner in which the material is researched, organized, developed, and presented.

An oral defense of a thesis shall be required. It will include a presentation by the master's candidate to the Thesis Committee. The Committee chair may approve oral defenses undertaken partly or wholly in mediated environments, including via conference call or on-line, provided that the defense takes place in "real time." Any member of the University community may attend the defense. The oral defense shall be graded pass/fail. It shall be documented by a signed statement attesting to the outcome of the defense.

The composition, procedures, and other rules pertaining to Master's thesis committees shall be governed by Senate referral AS-2468-145/AA, and is also included on page 12 of this handbook.

### d. Projects

A project is a significant undertaking appropriate to the fine and applied arts or to professional fields, and to professional applications of other subjects. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology and a conclusion or recommendation.

Types of projects may include but are not limited to:

- ♦ **A Creative Project:** an original contribution to the verbal, visual, or performing arts. Examples include a music recital; a musical composition; an interactive multimedia project; a completed novel or play; a completed collection of short stories or poems; direction of a theatrical production; a gallery showing of works of art.
- ♦ **A Research Project:** a project that contributes to the professions, by adding to technical/professional knowledge in the professional field. Examples include building a device; designing an experiment; a field study; a case study.
- ♦ **A Portfolio Project:** a collection of new and re-envisioned work including elements of revision, reflection, analysis, and application of theoretical concepts and practical strategies. Material completed previous to the beginning of the culminating project must be re-evaluated

The Project Committee will be most concerned with the manner in which the material is researched, organized, developed, and presented. The written document describing the project shall be filed in the Library. In cases where the project is a manual or handbook, the project itself is placed in the appendix, while sections in the main body of the text are tailored to introduce, justify, and validate the study or creative effort. For projects, graduate students are required to submit an abstract or a full report to the Library.

An oral defense may be required, at the discretion of the program. If required, an oral defense of a project shall include a presentation by the master's candidate to the Project Committee, and/or a period of questioning directed to the master's candidate by the committee.

The composition, procedures, and other policies governing Master's project committees shall be described in a separate referral to the Academic Senate.

### **e. Comprehensive Exams**

A comprehensive examination is an assessment of the student's ability to integrate the knowledge of the area, show critical and independent thinking, and demonstrate a mastery of the subject matter. The results of the examination evidences independent thinking, appropriate organization, critical analysis, and accuracy of documentation. Comprehensive exams test a student's ability to think and write under a time constraint that parallels the demands student will face in their professional careers.

Departments that include the comprehensive exam as a culminating experience shall offer the exam at least once a year. Before administration of an exam, a minimum of two faculty shall evaluate the exam's quality and adequacy for a culminating experience. A minimum of two faculty will evaluate the student's responses.

Departments shall be responsible for developing and posting an implementation statement that includes the following elements:

- The format of the exam, written or oral, or some combination of the two.
- Frequency of offerings and length of the exam.
- The relative emphasis on breadth and depth of knowledge
- Procedures for students to prepare for the exam.
- Methods for development of the examination.
- Method of assessment of the examination.



Grading system (letter grade or credit/no credit) and grading criteria.

- Options for retaking a portion of or the entire exam in those instances where the student does not pass the exam. Failure to complete the examination satisfactorily the second time will result in termination of the candidate's master's degree program and of further registration in the department in which the candidate is enrolled.

### **Guidelines for Master's Project or Thesis**

Committee Projects: Please check with your department on project committee requirements.

Thesis (Academic Senate Policy AS-2468-145/AA)

The Master's Thesis Committee provides guidance to students in the planning and execution of the thesis. The committee should be comprised of individuals with expertise directly related to the thesis research. The following guidelines are intended to promote a commonly accepted set of academic standards regarding the composition of the committee.

The term "Academic Unit" refers to either the academic department or the program in which the degree is offered.

If the Graduate Director/Coordinator does not hold a terminal degree in either the same area of the proposed thesis research or in a closely related field; the duties of the director/coordinator shall be delegated to a graduate committee of faculty, if one exists, or to a full-time tenured faculty member appointed by the head of the academic unit that offers the degree.

#### (1) Composition of Committee

- a. The thesis committee shall be comprised of at least three members.
- b. The thesis committee chair must hold a full time tenured or tenure track faculty appointment in the academic unit in which the student's degree is offered.
- c. The second member of the thesis committee must also be a tenure track, or tenured faculty member in the university. Faculty participants in the Early Retirement Program may serve as the second member of the thesis committee.
- d. The third member of the thesis committee may come from outside the University. The member shall have at least a master's degree or equivalent experience in the field or discipline under study as determined by the graduate director/coordinator.
- e. The composition of the thesis committee is subject to exception through the process of petition and approval by the Graduate Director/Coordinator.

#### (2) Eligibility of Committee Members

- a. Academic units may institute additional guidelines concerning faculty eligibility and selection beyond those included here. Students and their graduate advisor are responsible for complying with all guidelines.

#### (3) Terms of Service

- a. All members of the committee must sign an agreement to serve as a member of the Masters Thesis Committee.
- b. It is the student's responsibility to verify that the committee members can be available throughout the process

- c. A signature on this agreement signifies full participation in the entire process, which may span more than one year.
- d. It is the responsibility of both the student and the committee member to ensure that the committee member will be available throughout the process.
- e. The graduate director/coordinator may require the reconstitution of a committee.

#### (4) Replacement of Committee Members

Committee members may be replaced under circumstances such as:

- a. A committee member resigns from the committee.
- b. The committee member can no longer fulfill the guideline requirements.
- c. The committee has become dysfunctional such that the student's progress is obstructed.
- d. There is evidence of unethical behavior on the part of a committee member.

A committee member may resign from the thesis committee at any time if he/she is no longer able to fulfill the duties of a committee member. Resignation from the committee shall be in writing, stating the reasons and the effective date, and delivered to the graduate director/coordinator who then shall inform all parties concerned as soon as possible. It is the student's responsibility to find a suitable replacement in consultation with the committee chair and Graduate Director/Coordinator.

#### **Thesis/Project Enrollment**

If a thesis or project is included in the degree program, the candidate may register for 6950 (project) or 6960 (thesis) only with approval of a professor in the major. Before registration for thesis, the candidate shall confer with the thesis advisor and have selected a thesis committee and a tentative subject. Each candidate registering for thesis or project is required to register each succeeding regular semester until the work is complete in order to receive faculty advisement and use of university facilities. However, total registration shall not exceed the number of units of thesis or project in the approved degree program. The candidate who has enrolled for the maximum number of units of thesis or project prior to completing the work should register for 6990 (Master's Degree Continuation) to avoid break in residence. During any break in residence, either non-enrollment or leave of absence, a candidate may not use university facilities or receive faculty assistance. When a candidate has failed to maintain resident status through non-enrollment or leave of absence after commencing a thesis or project, readmission to the program will require departmental approval. Since passing the final oral exam is a part of the completion of projects and thesis in several disciplines, the graduate candidate must be enrolled the semester the oral exam is taken. A thesis or project in the official master's degree program will carry not less than 1 nor more than 6 units of credit depending upon departmental policy. When the project or thesis has been completed, the committee has signed the approval page, and there has been library clearance of the project or thesis, the credit for course for 6950 or 6960 will be submitted by the professor to be recorded on the official transcript.

#### **Guidelines for Master's Project or Thesis Formatting**

The Graduate Studies Office has established formatting guidelines for master's projects and theses. Projects and theses are University Records, and as such, must conform to standardization in order to achieve consistency. It is your responsibility to check with your department and committee for the style manual required for your discipline. We encourage you to consult with your advisor and/or department graduate coordinator for current regulations, procedures, and deadlines concerning your project or thesis. You can review the project or thesis formatting guidelines at

<https://www.cpp.edu/gradstudies/formatting-masters-projects-and-theses.shtml>.

## Submission Process for Projects and Theses

**Deadline dates for submission of the thesis to** the Graduate Office can be found in this publication and the graduate studies website. <https://www.cpp.edu/gradstudies/deadlines-masters-projects-and-theses.shtml>. Projects (6950) must be completed on the same time schedule but may have separate departmental rules for approval and submission. Students must obtain approvals of their project or thesis through DocuSign. The candidate must submit an electronic version of their project or thesis to the university library. For projects, graduate students are required to submit an abstract or a full report to the library. Further information is contained in the project/thesis guidelines available from the Graduate Studies Office and website:

<https://www.cpp.edu/gradstudies/steps-towards-completing-your-thesis-or-project.shtml>

## RESEARCH COMPLIANCE AND REGULATORY AFFAIRS

Research involving either human subjects or vertebrate animals must be administered in a manner consistent with requirements of the University Policies and Procedures and applicable federal regulations. The Office of Research within the Division of Academic Affairs is charged with ensuring compliance and ethical review. The Compliance Associate can be reached at extension 4215 for more information pertaining to the requirements for training and completion of protocol applications to conduct such research.

### Protection of Human Subjects Policy

University Policies and Procedures for the Protection of Human Subjects in research have been developed to comply with the Federal Policy for the Protection of Human Subjects and are specified in the University's Federal-wide Assurance filed with the US Office of Human Research Protections. The University Committee having oversight of the use of human subjects in research is the Institutional Review Board (IRB), which has the responsibility to determine risk with regard to human subject research and to approve or not approve such research conducted at the University or under the sponsorship of the University or the Cal Poly Pomona Foundation. This approval must be obtained prior to the initiation of the research. Information and copies of the Policies and Procedures for the Protection of Human Subjects are available in the Research Office and at

<http://www.cpp.edu/~research/irb/index.shtml>

### Concern for Animal Welfare

The University is committed to the proper care and use of vertebrate animals used in research and instruction on campus. The University Committee having oversight is the Animal Care and Use Committee (ACUC), which has the responsibility to evaluate proposed uses of vertebrate animals and to approve or not approve such uses at the University or under the sponsorship of the University or the Cal Poly Pomona Foundation. Cal Poly Pomona has been accredited by the Association for the Assessment and Accreditation of Laboratory Animal Care, International, and retains an Assurance Statement with the Public Health Service of the National Institutes of Health. Any instances of improper treatment of vertebrate animals in teaching or research should be reported to the Office of Research. Information about policies and procedures concerning uses of vertebrate animals is available in the Research Office and at <https://www.cpp.edu/research/research-compliance/iacuc/policies.shtml>.

## DETERMINATION OF GRADUATION REQUIREMENTS

Graduate students may decide to meet the degree requirements listed in the Cal Poly Pomona university catalog (1) at the time they take their first course as a conditional or unconditional student in that degree program; (2) at the time they graduate.

Graduate students who are not in attendance for more than a semester, and do not have an approved leave of absence form on file, are considered to have broken enrollment status and must apply for readmission to return and continue their studies. Returning students must meet with a Graduate Program Coordinator for advisement on remaining degree requirements. Returning students who have more than six units left to complete their degree may elect to meet the degree requirements listed in the Cal Poly Pomona university catalog (1) at the time they take their first course after returning; or (2) at the time they graduate.

Returning Cal Poly Pomona graduate students can request to meet the degree requirements when last enrolled when the following conditions have been met: the student has satisfied or received a waiver the GWT requirement, and six or less units left to complete the degree. The student, must meet with a Graduate Program Coordinator and file:

1. a graduate academic petition to be allowed to complete requirements on the curriculum being followed when last enrolled;
2. if applicable, a plan to validate any outdated coursework;

If these two items are approved, the student shall meet the degree requirements listed in the Cal Poly Pomona university catalog at the time when last enrolled.

Whenever a student changes graduate objectives, while this action is not considered a break in enrollment status, the student may elect to meet the degree requirements listed in the Cal Poly Pomona university catalog (1) at the time the objective was changed; or (2) at the time of graduation.

### Election of Requirements for Credential Students Pursuing a Master's Degree

Credential students pursuing a master's degree and remaining in continuous attendance may elect to meet the degree requirements in the semester they are admitted into a master's degree program, or at the time they graduate from the Master's degree.



## GRADUATION

Candidates must be enrolled in the university during the semester in which they graduate.

An application for graduation must be submitted online through BroncoDirect prior to the deadline specified on the academic calendar. The graduation fee is paid through BroncoDirect. This fee includes the diploma cost. Participation in the annual commencement exercises is not mandatory but is strongly recommended. Commencement ceremonies are held once a year, in May. Diplomas may be obtained from the Registrar's Office. Verification that the master's degree has been awarded may be secured through an official transcript, ordered from the Registrar's Office.

## PARTICIPATION IN GRADUATION CEREMONIES

Students may participate in Spring Commencement ceremonies, if they have graduated or applied for graduation for the prior Fall term, current Spring term, or applied for graduation for the following Summer term.

For more information on Commencement Participation, please visit:

<https://www.cpp.edu/registrar/graduation/early-commencement-participation.shtml>



## GRADING SYSTEM

(see the Academic Policies - Grading System section for complete definitions)

The university employs the following grading system for graduate courses:

- A Superior work, representing effective representation, unusual competence, and high skill.
- B Very good work, meeting full requirements for performance at the graduate level.
- C Adequate, meets minimum requirements of the course; acceptable for graduate credit, (2.0).
- D Minimally Acceptable Work; not acceptable for graduate contract work.
- F Unacceptable, below minimum requirements of graduate courses.
- CR Credit
- NC No Credit
- I Incomplete Authorized
- IC Incomplete Charged
- AU Audit (no credit)
- RP Report in Progress
- W Withdrawal
- WU Withdrawal Unauthorized
- RD Report Delayed

At the discretion of the instructor, plus and minus (+/-) grading symbols may also be granted.

The grade points associated with each grade are as follows:

A = 4.0	C+ = 2.3	D- = 0.7	W = 0	NC=0
A- = 3.7	C = 2.0	F = 0	WU = 0	
B+ = 3.3	C- = 1.73	I = 0	AU= 0	
B = 3.0	D+ = 1.0	IC = 0	RD = 0	
B- = 2.7	D = 1.0	RP = 0	CR = 0	

Every course included on a graduate contract requires a grade of "C" or higher to fulfill the requirements of the contract. A "C-" grade or lower would not be acceptable and the course would have to be repeated.

The "RP" grade is approved for all university courses numbered 6900-6990. All "RP" symbols must be changed to letter grades within a one-year time-limit. The only exceptions are Project 6950 and Thesis 6960 which have two-year allowances. In any 6000-level course, if not completed within the allotted time, the student must re-enroll to receive credit. Students who need an extension on "RP" grades should consult with their instructor. Instructors may initiate a grade extension for "RP" grades via petition. Please visit the Registrar's Office at: <https://www.cpp.edu/registrar/faculty-staff-resources/faculty-grading.shtml>



Under the provisions of Executive Order 1037, "Assignment of Grades and Grade Appeals," and Cal Poly Pomona University's "Statement of Student Rights, Responsibilities, and Grievance Procedures," students may appeal grades that they consider to be unfair. In the appeal process, however, it is a basic presumption that the grades assigned to a student are correct. Thus, the burden of proof rests with the student who is appealing. For specifics of the appeal procedure, students are referred to the Grade Appeal Policy posted in the catalog.

## DISQUALIFICATION/REINSTATEMENT FOR GRADUATE STUDENTS

### Academic Probation

A postbaccalaureate student shall be placed on Probation if at any time the cumulative grade point average in all postbaccalaureate level course work attempted or cumulative grade point average for postbaccalaureate course work attempted at Cal Poly Pomona falls below 3.0. The student shall be promptly notified in writing of their probation status.

A postbaccalaureate student shall be removed from academic probation when the cumulative grade point average in all postbaccalaureate course work attempted overall, and the Cal Poly Pomona cumulative grade point average is 3.0 or higher. The student shall be provided with any additional conditions for removal from probation and the circumstances that would lead to disqualification, should probation not be removed. After the first occurrence of the GPA falling below 3.0, postbaccalaureate students may be placed on Probation with Contract without first being put on probation.

### Probation with Contract and Academic Disqualification

A postbaccalaureate student will be assigned Probation with Contract status if:

- After completion of 8 semester units of postbaccalaureate work, the student's cumulative grade point average falls below 2.3 for all postbaccalaureate work attempted at Cal Poly Pomona or for all postbaccalaureate work attempted overall.
- After completion of 16 semester units of postbaccalaureate work, the student's cumulative grade point average falls below 2.7 for all postbaccalaureate work attempted at Cal Poly Pomona or for all postbaccalaureate work attempted overall.
- After completion of 24 semester units of postbaccalaureate work, the student's cumulative grade point average falls below 2.9 for all postbaccalaureate work attempted at Cal Poly Pomona or for all postbaccalaureate work attempted overall.

A postbaccalaureate student who has Probation with Contract status will be permitted to attend at least one semester. These students shall be notified of their Probation with Contract standing before the beginning of the semester following the assignment of that academic standing. Students who have Probation with Contract standing at the beginning of a summer enrollment break shall be notified at least one month before the start of the fall term. The notification shall advise the student that the Probation with Contract is to be effective immediately. The notification shall include any conditions which, if met, will result in permission to continue in enrollment. Failure to notify students does not create the right of a student to continue enrollment.

Students can fall into Disqualification in two ways:

1). If students do not meet the term GPA of 3.0 or higher at the end of any term following their first Probation with Contract status, while they remain in Probation with Contract status.

2) If, after a first Probation with Contract status, students successfully raise their CPP and Overall GPA above the Probation with Contract threshold, but then their GPA falls below the threshold in a subsequent term.

Upon initial disqualification, students may request consideration for reinstatement only after presentation to the university of satisfactory evidence that they have improved their chances of scholastic success.

For more information, please visit: <https://www.cpp.edu/studentsuccess/oss/academic-advising/university-policy-information/academic-standing.shtml>(See section, "More about Academic Standing for Graduates.") Please also reference the university catalog for Disqualification/Reinstatement for Graduate Students policy at:

[https://catalog.cpp.edu/content.php?catoid=61&navoid=4925#Disqualification\\_Reinstatement\\_for\\_Graduate\\_Students](https://catalog.cpp.edu/content.php?catoid=61&navoid=4925#Disqualification_Reinstatement_for_Graduate_Students)





## **PLAGIARISM**

The university considers plagiarism a serious academic offense which subjects those engaging in the practice to severe disciplinary measures. Moreover, some forms of plagiarism, the use of purchased term papers and pirated computer software, have been considered so serious that the state and federal governments have enacted laws providing for criminal penalties for use, sale or other distribution of such materials. Students are, therefore, cautioned against this and all other forms of plagiarism. For more information, please visit:

<https://www.cpp.edu/studentconduct/academic-integrity/avoiding-plagiarism.shtml>

## **GRADUATION WRITING TEST**

The graduation writing test has been suspended for all postbaccalaureate students.

## **LEAVE OF ABSENCE**

When a student finds it necessary to interrupt progress toward a degree for a reason related to the educational objective and acceptable to the appropriate university authorities, the student may be granted a leave of absence. A leave of absence will be granted when the student has filed an approved petition with the Registrar's Office. The leave of absence petition form, which must be approved by the department chair, or graduate program coordinator and college dean, shall specify the reasons for the leave and the duration of the leave. If approved, the Leave of Absence entitles the student to continue in the same program in which the student is currently registered, including the right to select requirements in effect at the time the student entered/re-entered the curriculum. The Leave of Absence petition can be used to request an absence of no more than four consecutive terms, excluding summer and winter terms. To be considered for final approval, the completed and signed petition must be submitted to the Registrar's Office prior to the start of the requested term for the student to be eligible to register without reapplying for admission to the University. For more information, visit <https://www.cpp.edu/registrar/forms/forms.shtml>

## **RETROACTIVE WITHDRAWAL**

Retroactive withdrawal is available to graduate students. Retroactive Withdrawal is a Cal Poly Pomona process that allows students to petition to withdraw from all classes in one or more terms after those terms have ended. Students must apply for retroactive withdrawal within one calendar year from the last day of the term they unofficially withdrew from their classes and provide a clear explanation of why they did not withdraw from the university by filing appropriate forms with the Registrar's Office during the term(s) in question.

For more information visit, <https://www.cpp.edu/studentsuccess/oss/academic-advising/university-policy-information/retroactive-withdrawal.shtml>.

## ACADEMIC RENEWAL

Academic renewal is not available to graduate students.

## TIME LIMIT AND RECERTIFICATION

The graduate degree program of not fewer than 30 units shall be completed within 7 years from the time the first course (including transfer courses) which applies to the degree requirements is started. This time limit, at the option of the university, may be extended for students who pass a comprehensive examination in the entire subject field or who validate the outdated coursework by examination. The plan for validation of outdated coursework must be negotiated in consultation with the graduate coordinator and approved by the College Dean and the Faculty Director of Graduate Studies. Documentation of the approved plan must be placed in the student's permanent file. Under no circumstances will the time limit be extended beyond 9 years. A maximum of nine (9) units may be recertified. Only Cal Poly Pomona coursework is eligible for recertification.

For more information, visit

<https://www.cpp.edu/~gradstudies/policies-procedures.shtml>

A master's student in engineering at the College of Engineering Commencement ceremony.





## CSU CHANCELLOR'S DOCTORAL INCENTIVE PROGRAM

The CSU Chancellor's Doctoral Incentive Program is the largest program of its kind in the nation. The purpose of the program is to increase the number of individuals who complete a doctorate and who may be interested in potentially applying and competing for future CSU instructional faculty positions. The program seeks to accomplish this goal by providing financial aid in the form of loans to doctoral students with the motivation, skills, and experience needed to teach the diverse student population of the CSU. If the participant obtains a full-time instructional faculty position in the CSU, the loan principal and interest are forgiven at the rate of 20 percent for each year of service. After five years of full-time CSU faculty service, the entire loan amount can be forgiven.

For more information, visit <https://www.cpp.edu/faculty-affairs/temporary-faculty/cdip.shtml>

## CALIFORNIA PRE-DOCTORAL PROGRAM

The California Pre-Doctoral Program is designed to increase the diversity pool of University Faculty by supporting the doctoral aspirations of CSU students who have experienced economic and educational disadvantages. The CSU Chancellor's Office selects students from each CSU campus to be Sally Casanova Pre-Doctoral Scholars. The scholars receive up to \$3000 for graduate school preparation (e.g., travel expenses for graduate school visits, application fees, test fees, etc.). The scholarship does not pay for school tuition and fees. Pre-Doc scholars are also eligible for paid summer research internships and access to special meetings with graduate school recruiters. A special emphasis is placed on increasing the number of CSU students who enter graduate programs at one of the University of California campuses. Graduate students may apply. At Cal Poly Pomona, the Kellogg Honors College is the campus coordinating office.

For more information about eligibility, the application process, and deadlines for applying, visit <https://www.cpp.edu/honorscollege/current-students/resources.shtml>

For more general information, visit the Chancellor's Office website at <https://www.calstate.edu/csusystem/faculty-staff/predoc/Pages/how-to-apply.aspx>

## FELLOWSHIPS, SCHOLARSHIPS AND OTHER FINANCIAL AID RESOURCES

<https://www.cpp.edu/financial-aid/scholarships/cal-poly-pomona-scholarships.shtml>. Cal Poly Pomona has over 300 scholarship opportunities to support our students' educational goals.

### [www.aauw.org](http://www.aauw.org)

Each year the American Association of University Women Educational Foundation awards nearly \$3 million to help outstanding women scholars, teachers and activists. The AAUW Legal Advocacy Fund grants financial awards to women fighting discrimination in higher education and to programs that advance equity on campus.

### [www.sacnas.org](http://www.sacnas.org)

The mission of the Society for the Advancement of Chicano and Native American Students is to encourage Chicano/Latino and Native American students to pursue graduate education and obtain the advanced degrees necessary for research careers and science teaching professions at all levels.

### [www.petersons.com](http://www.petersons.com)

Since 1966, Peterson's has helped to connect individuals, educational institutions, and corporations through its critically acclaimed books, Web sites, online products, and admissions services. Peterson's reaches an estimated 105 million consumers annually with information about colleges and universities, career schools, graduate programs, distance learning, executive training, private secondary schools, summer opportunities, study abroad, financial aid, test preparation, and career exploration.

### [www.finaid.org](http://www.finaid.org)

FinAid has a stellar reputation in the educational community as the best Web site of its kind. It's comprehensive, it's informative, its objective-- and it's the first stop on the Web for students looking for ways to finance their education.

### [www.gradschools.com](http://www.gradschools.com)

Besides being the most comprehensive online source of graduate school information, it also has a link to a list of various fellowships being offered.

### [www.graduateguide.com](http://www.graduateguide.com)

In addition to providing information about graduate schools, graduate exams, college fairs and conferences; the Graduate Guide offers a large Financial Aid Section.

### [www.gradschool.cornell.edu/fellowships](http://www.gradschool.cornell.edu/fellowships)

The Cornell University Graduate School Fellowship Notebook is a database of fellowships, the majority of which are from non-Cornell sources. Those interested in consulting the notebook are welcome to do so.

### [www.phdproject.org/educational-funding/](http://www.phdproject.org/educational-funding/)

The PhD Project began its mission in 1994 to increase the diversity of business school faculty by attracting African-Americans, Hispanic-Americans and Native Americans to business doctoral programs, and providing a network of peer support throughout the programs. Website has lists of all supporting sponsors and universities, as well as a page on funding opportunities.

## GRADUATE ASSISTANTSHIPS AND TEACHING ASSOCIATES

Inquire in your department about the availability of graduate assistantships. In general, graduate assistants work from 5 to 20 hours a week, assisting professors in laboratory classes or as graders in large classes. Graduate Assistantships are not available in all departments and are most often available to advanced graduate students. In some instances, advanced graduate students are hired as a teaching associate and may serve as instructors in some lower division lecture or laboratory classes. Research assistantships as well as graduate traineeships may also be available to graduate students.

Contact your department for availability information. For more information, visit <https://www.cpp.edu/faculty-affairs/unit-11-employees/standards-and-information.shtml>

## EMPLOYMENT

Cal Poly Pomona offers student assistant positions to enrolled students who are interested in working on campus. The student assistant program does not require that you show financial need. If you are interested in student assistant job openings, visit the Career Center's website at [https://www.cpp.edu/career/students/on\\_campus\\_jobs.shtml](https://www.cpp.edu/career/students/on_campus_jobs.shtml). Some positions may involve work in your academic department.

## FEDERAL/STATE FINANCIAL AID PROGRAM

For more information about all state, federal and institutional aid programs, visit the Office of Financial Aid & Scholarships website at [www.cpp.edu/financial-aid](http://www.cpp.edu/financial-aid). The FAFSA application is available October 1st to March 2. Applications received after March 2 will be considered for limited funding only.





# THE BAC HAS YOUR BACK!

CONTACT US:

(909) 869 4600

BAC@CPP.EDU

[HTTPS://WWW.CPP.EDU/  
STUDENTSUCCESS/BRONCO-  
ADVISING-  
CENTER/INDEX.SHTML](https://www.cpp.edu/studentsuccess/bronco-advising-center/index.shtml)

WE PROVIDE GENERAL  
ADVISING AND SUPPORT  
RELATED TO  
REGISTRATION, PETITIONS,  
ACADEMIC POLICIES,  
RESOURCES, YOUR  
ACADEMIC AND FINANCIAL  
RECORDS AND MORE!



## OFFICIAL UNIVERSITY COMMUNICATION

The university has established email as an official method of communication to students. Students will be notified of important dates, deadlines, requirements, processes, services and programs via their Cal Poly Pomona email account.

Students are responsible for all communications sent to their email account and to stay current and informed with the up-to-date information provided. Because some of the information is time-sensitive, the university strongly recommends that students check their Cal Poly Pomona email accounts daily.

Students are assigned a Cal Poly Pomona email address upon admission. Examples of communication that may be sent via e-mail include but is not limited to deadlines for making tuition payments, registration deadlines, immunization requirements, opportunities for financial aid, and graduation information.

For technical help with your Cal Poly Pomona email, visit [www.cpp.edu/ehelp](http://www.cpp.edu/ehelp)

## ACADEMIC INTEGRITY

The university is committed to maintaining academic integrity throughout the university community. Academic dishonesty is a serious offense that can diminish the quality of scholarship, the academic environment, the academic reputation and the quality of a Cal Poly Pomona degree. All forms of academic dishonesty at Cal Poly Pomona are a violation of university policy and will be considered a serious offense. Academic dishonesty includes but is not limited to:

1. Plagiarism, falsification, fabrication
2. Cheating During Exams
3. Use of Unauthorized Study Aids
4. Falsifying any University Document

Cal Poly Pomona's university policy is intended to define clearly academic dishonesty at Cal Poly Pomona and to state the responsibility of students, faculty and administrators relating to this subject. For more information about the policy, visit:

<https://www.cpp.edu/studentconduct/academic-integrity/index.shtml>

## NONDISCRIMINATION POLICY

The California State University does not discriminate on the basis of race, color, ethnicity, national origin, age, genetic information, religion or veteran status in its programs and activities, including admission and access. Federal and state laws, including Title VI of the Civil Rights Act of 1964 and the California Equity in Higher Education Act, prohibit such discrimination.

The Office of Equity and Compliance has been designated to coordinate the efforts of Cal Poly Pomona to comply with all applicable federal and state laws prohibiting discrimination on these bases. Inquiries concerning compliance may be presented to the Office of Equity and Compliance by calling (909) 869-4646 or visiting Building 121, room 2701. The CSU is committed to providing equal opportunities to male and female CSU students in all campus programs, including intercollegiate athletics. CSU Executive Order 1097

(<https://calstate.policystat.com/policy/10926024/latest/>) is the system wide procedure for all complaints of discrimination, harassment or retaliation made by students against the CSU, a CSU employee, other CSU students or a third party.

For more information, visit <https://www.cpp.edu/officeofequity/>

## DISABILITY

The California State University does not discriminate on the basis of disability in its programs and activities, including admission and access. Federal and state laws, including sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, prohibit such discrimination. Students seeking academic adjustments and/or accommodations to their educational program related to a disability, should contact the Disability Resource Center (DRC). The Office of Equity and Compliance has been designated to coordinate the efforts of Cal Poly Pomona to comply with all applicable federal and state laws prohibiting discrimination on the basis of disability.



Inquiries concerning compliance may be presented to the Office of Equity and Compliance, at (909) 869-4646, or by visiting Building 121, Room 2701. CSU Executive Order 1097 (<https://calstate.policystat.com/policy/10926024/latest/>) is the system wide procedure for all complaints of discrimination, harassment or retaliation made by students against the CSU, a CSU employee, other CSU students or a third party.

For more information, visit the Office of Equity and Compliance website at <https://www.cpp.edu/officeofequity/>

### **SEX/GENDER/GENDER IDENTITY/GENDER EXPRESSION/SEXUAL ORIENTATION**

The California State University does not discriminate on the basis of sex, gender, gender identity/gender expression or sexual orientation in its programs and activities, including admission and access. Federal and state laws, including Title IX of the Education Amendments of 1972, prohibit such discrimination. The Office of Equity and Compliance has been designated to coordinate the efforts of Cal Poly Pomona to comply with all applicable federal and state laws prohibiting discrimination on these bases. Inquiries concerning compliance may be presented to the Office of Equity and Compliance, at (909) 869-4646, or by visiting Building 121, Room 2701. The California State University is committed to providing equal opportunities to male and female CSU students in all campus programs, including intercollegiate athletics.

Title IX of the Education Amendments of 1972 protects all people regardless of their gender or gender identity from sex discrimination, including sexual harassment and sexual violence.

For more information, visit the Office of Equity and Compliance website at <https://www.cpp.edu/officeofequity/>

### **Paul Chiou graduate of MS Computer Science, and his grandmother at the 2018 Commencement**



## **POLICY ON PROHIBITION OF SEXUAL ASSAULT**

Sexual assault is a felony under the law, and a violation of the CSU system wide policies, including EO 1097, and Cal Poly Pomona policies. Sexual assault includes rape, acquaintance rape, and sexual battery. The University will promptly investigate all allegations of sexual assault and take appropriate action where required. The following information summarizes the University's Sexual Assault Policy Statement.

Rape and sexual assault are criminal violations of California sexual assault laws and violations of the university code of conduct. Anyone charged with a sexual assault violation which is campus-related may be subject to: (a) a criminal charge filed against the individual, and/or (b) an administrative proceeding initiated by the University. Proceedings may occur concurrently. Disciplinary actions may include probation, suspension, expulsion, or termination from the University even if there is no criminal prosecution. Additional sanctions may be imposed, depending upon the nature of the offense and surrounding circumstances.

Established Cal Poly Pomona student disciplinary, grievance or other complaint procedures, including those procedures found in CSU Executive Orders including 1095, 1097 and 1098, or the current Statement of Student Rights, Responsibilities and Grievance Procedures, will be utilized as appropriate in resolving these matters.

The University will respect the confidentiality of the survivor and will disclose information under the following circumstances: a) with the permission of the survivor, or b) when it is necessary for the safety or in the best interest of the campus community.

## **WHOM TO CONTACT IF YOU HAVE COMPLAINTS, QUESTIONS, OR CONCERNS**

The university has designated a Title IX Coordinator to monitor and oversee overall compliance with laws and policies related to nondiscrimination based on sex. Your campus Title IX Coordinator is available to explain and discuss: you're right to file a criminal complaint (Sexual Violence and Assault); the university's relevant complaint process, and your right to receive assistance with that process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters.

If you are in the midst of an emergency, please dial 9-1-1 or (909) 869-3070 if on campus and using a cell phone.

Please visit the Title IX website for more information and to access directory of Campus and Deputy Title IX Coordinators: <https://www.cpp.edu/officeofequity/titleIX/index.shtml>

### **University Police**

police@cpp.edu // 909-869-3070 (Non-emergency)

909-869-3399 (Anonymous Tip Line)

Emergencies: Dial 9-1-1 (24 hours / 7 days a week)

3801 W. Temple Ave Building 109, Pomona, CA 91768



U.S. Department of Education, Office for Civil Rights:

(800) 421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov)

If you wish to fill out a complaint form online with the OCR, you may do so at

[https://www2.ed.gov/about/offices/list/ocr/docs/tix\\_dis.html](https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html)

Title IX requires the university to adopt and publish complaint procedures that provide for prompt and equitable resolution of sex discrimination complaints, including sexual harassment and violence as well as provide training, education and preventive measures related to sex discrimination. CSU Executive Order 1097 (<https://calstate.policystat.com/policy/10926024/latest/>) is the system-wide procedure for all complaints of discrimination, harassment or retaliation made by students against the CSU, a CSU employee, other CSU students or a third party.

For more information about the complaint procedure, visit

<https://www.cpp.edu/officeofequity/titleIX/report-an-incident-notab.shtml>

Additional Resources:

<http://www.cpp.edu/~officeofequity/resources/index.shtml>

## TITLE IX TRAINING

What is Title IX?

A federal law prohibiting discrimination on the basis of sex in an educational institution's programs or activities, including employment, academic, educational, extracurricular and athletic activities (both on and off campus). Title IX states that:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity..."

Sexual harassment and sexual violence are forms of sex discrimination prohibited by Title IX. Title IX also prohibits retaliation against people for making or participating in complaints of sex discrimination. For more information about Title IX, visit

[https://www2.ed.gov/about/offices/list/ocr/docs/tix\\_dis.html](https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html)

The University's primary concern is the safety of its campus community members. All California State University students are required to take Title IX online training. It is part of a system-wide effort to ensure that all students are provided a safe learning environment. For information on Student Title IX Training & FAQs, visit [www.cpp.edu/~officeofequity/titleIX/trainings.shtml](http://www.cpp.edu/~officeofequity/titleIX/trainings.shtml)

# Title IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

## PRIVACY RIGHTS OF STUDENT EDUCATIONAL RECORDS

The information contained in a student's educational record is protected under the federal Family Educational Rights and Privacy Act, also known as FERPA. Under FERPA, student's education records can only be released to individuals outside of the university with the student's explicit consent. This includes providing student information to parents.



Note: The University is required to comply with subpoenas and search warrants that are issued in a manner prescribed by law.

For more information, visit <https://www.cpp.edu/registrar/ferpa.shtml>

## STUDENT CONDUCT AND DISCIPLINE

It is expected that all students are enrolled for serious educational pursuits and that their conduct will preserve an atmosphere of learning. All students are expected to assume the responsibilities of citizenship in the campus community. Association in such community is purely voluntary, and students may withdraw from it at any time that they consider the obligations of membership disproportionate to the benefits.

While enrolled, students are subject to university authority, which includes the prerogative of dismissing students whose conduct is inimical to the aims of an institution of higher education.

Rules of student conduct are included in the California Code of Regulations, Title 5 beginning at Section 41301.

A student who violates university policies or regulations is subject to disciplinary action which can result in a warning, probation, suspension, or expulsion. Procedures under which the university may take disciplinary action against a student are specified by the Chancellor of the California State University as described in Executive Order 1098. These procedures are on the Student Conduct & Integrity website at [www.cpp.edu/studentconduct](http://www.cpp.edu/studentconduct) and are on file in the Office of Student Conduct & Integrity in Building 26, room 133.

Inappropriate conduct by students or by applicants for admission is subject to discipline as provided in Sections 41301 and 41302 of Title 5, California Code of Regulations. For further details on these sections, visit: [https://catalog.cpp.edu/content.php?catoid=61&navoid=4918#Student\\_Conduct\\_and\\_Discipline](https://catalog.cpp.edu/content.php?catoid=61&navoid=4918#Student_Conduct_and_Discipline).

## **STUDENT COMPLAINT PROCEDURE (Complaints regarding the CSU)**

The California State University takes very seriously complaints and concerns regarding the institution. If you have a complaint regarding the CSU, you may present your complaint as follows:

- 1.) If your complaint concerns CSU's compliance with academic program quality and accrediting standards, you may present your complaint to the Western Association of Schools and Colleges (WASC) at <https://www.acswasc.org/>. WASC is the agency that accredits the CSU's academic programs.
- 2.) If your complaint concerns an alleged violation by CSU of any law that prohibits discrimination, harassment or retaliation based on a protected status (such as age, disability, gender (or sex), gender identity, gender expression, nationality, race or ethnicity (including color, caste, or ancestry), religion or veteran or military status), you may present your complaint as described in Section XVI (Nondiscrimination Policy)
- 3.) If your complaint concerns an alleged violation by CSU of a state law, including laws prohibiting fraud and false advertising, you may present your claim to the Campus President or to the Director of Student Conduct & Integrity at [jpettigrew@cpp.edu](mailto:jpettigrew@cpp.edu). See Procedure for Student Complaints-Executive Order No. 1063 for details regarding the complaint requirements and complaint process.
- 4.) Other complaints regarding the CSU may be presented to the campus dean of students, who will provide guidance on the appropriate campus process for addressing your particular issue.

If you believe that your complaint warrants further attention after you have exhausted all the steps outlined by the campus, or by WSCUC, you may file an appeal with the Assistant Vice Chancellor, Academic and Student Affairs (or designee) at the CSU Chancellor's Office. This procedure should not be construed to limit any right that you may have to take civil or criminal legal action to resolve your complaint.





## **ASSOCIATED STUDENTS, INC.**

Established in 1963, Associated Students Inc. (ASI) is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student involvement and representation at the campus and system-wide level and offers leadership development through student government, student-led programming and student employment. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs and academic support programs.

ASI provides leadership and learning opportunities for students through student government. ASI Student Government consists of student leaders either elected by the student body or appointed by the ASI President/confirmed by the ASI Senate to serve a specific function. As a whole, Student Government aims to serve each student - from serving on campus and statewide committees, to planning and implementing fun campus events, to lobbying on behalf of student body to state legislators, to advocating for campus services.

Managed by ASI, the Bronco Student Center (Building 35) is host to an array of ASI programs and services including Student Government, Games Room Etc., Bronco Exhibit Gallery, Bronco Events and Activities Team (BEAT), Marketing, Design and Public Relations, Conference and Events Services and ASI Financial Services.

The Bronco Student Center is also home to the Cal Poly Federal Credit Union, Bronco Copy 'N Mail, Bank of America ATM and hydration stations courtesy of ASI. The Bronco Student Center has multiple food venues in the Center Court including Subway, Qdoba, Round Table Pizza, Hibachi-San, Peet's Coffee, Freshens Smoothies, Poly Fresh Market and a variety of vending locations in partnership with the Cal Poly Pomona Foundation.

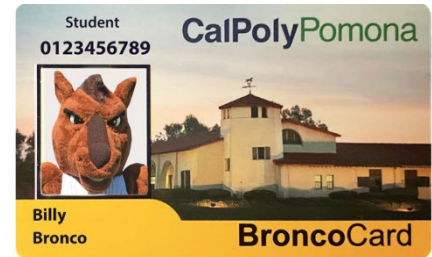
The Bronco Recreation and Intramural Complex is a 165,000 square-foot facility open to students and the campus community. When Cal Poly Pomona students pay their tuition and mandatory fees, they are automatically a member of the BRIC. That membership grants students access to the BRIC facility and all of its programs, events and amenities.

For more information about ASI, Student Government, BEAT or any other ASI programs and services, visit [asi.cpp.edu](http://asi.cpp.edu), the Bronco Student Center (Building 35), or the Bronco Recreation and Intramural Complex (Building 42).

### **BRONCO ONE CARD**

The Bronco one Card is the official photo identification for all Cal Poly Pomona faculty, staff, students and affiliates and must be carried at all times while on campus. This card is more than just the official identification card. It also offers the safety and convenience of not having to carry cash on campus, and allows access to campus services, buildings, and laboratories. This entitles you to the following privileges:

- Use of computing resources
- Use of the University Library
- Use of Health Services
- Access to Recreational and Fitness facilities on campus
- Use as a debit card for on-campus purchases



For more information, visit <https://broncoonecard.com/>.

### **CAREER CENTER**

Graduate students have access to Career Center services such as resume and cover letter help, practice interviews and more. The Career Center also offers special assistance to graduate students. For more information, visit <https://www.cpp.edu/career/index.shtml>.

### **CHILDREN'S CENTER**

The Children's Center is housed near the Bronco Student Center and operates under the administration and support of ASI and Cal Poly Pomona. The Children's Center has since developed into a high-quality early education preschool center for student parents with young children. For more information, please visit <http://asi.cpp.edu/services/childrens-center>



## COMPUTER LABS

The university offers several open access general computing labs that are available for use by anyone with a current and valid Bronco Access Card.

Campus Center 24-Hour Computer Lab

Building 97, room 121 Library, first floor

<https://www.cpp.edu/library/library-spaces-tech.shtml>

## COUNSELING SERVICES

Mental health is an important part of your overall health and wellness. If you are struggling with anxiety, depression, substance abuse, or other mental health problems, you can make an appointment with one of the counselors in Counseling Services or a physician in Health Services. Counseling sessions are provided by licensed therapists and included in your mandatory health fee. For more information, visit <https://www.cpp.edu/~caps/index.shtml>

## DISABILITY RESOURCE CENTER

The DRC has been designated as the campus authority to verify disabilities and to prescribe specific accommodations for students with documented disabilities. Individualized programs are designed to enable students to compete academically on an equal basis with their non-disabled peers. Academic accommodations and support services are available to students who have mobility, visual or hearing impairments, chronic health conditions, and/or attention, learning or psychological disorders. Students with temporary disabilities (e.g., broken arm, sprained ankle) may also be served. Some of the services offered include alternate media, note taking accommodation, test accommodation, interpreting and real-time captioning for the hearing impaired, priority registration, use of specialized equipment, and disability-related counseling. For more information, visit <https://www.cpp.edu/~drc/>

## Graduate Resource Center (GRC)

The Graduate Resource Center (GRC) is a virtual one-stop shop for support services to meet the needs of the graduate student population at Cal Poly Pomona by increasing retention and degree completion rates. <https://www.cpp.edu/grc/index.shtml>

The GRC offers student online support services; online student advising via the GRC/LOGRAR Graduate Studies Advisor and Faculty Associates; scholarship/financial aid resources; online-tutoring in English, grammar, writing and quantitative analysis; student success workshops (APA Citation, Thesis/Project Formatting, Health/Stress relief); online peer support space; mentoring opportunities, faculty–student collaborative research experiences.

## HELP DESK

If you are having technical difficulty with any of Cal Poly Pomona’s online services, you can get online assistance at <https://www.cpp.edu/~it/help/index.shtml>

You can also get personal assistance at the IT Service Desk in Building 1, room 100 or at the Student Tech Desk at the University Library on the second floor. You can also send an email to [itservicedesk@cpp.edu](mailto:itservicedesk@cpp.edu) or call (909) 869-6776.



## INTERNATIONAL CENTER

The International Center provides for domestic and international students information about overseas study, current events in the U.S. and the world, and sponsors on and off-campus activities for international students.

The International Center assists international students with understanding immigration regulations and University policy and procedures. The International Center issues the I-20 and DS2019, immigration documents necessary to enter the United States as an F-1 and J-1 Visa student, scholar or specialist. The International center staff support international students once they begin attending Cal Poly Pomona through campus life assimilation, social and informational events, programs, and student advising services. For more information, visit <http://www.cpp.edu/~international/>



# Welcome to the International Center



## LEARNING RESOURCE CENTER & UNIVERSITY WRITING CENTER

The Learning Resource Center is the university's comprehensive tutoring service, promoting the development of students' critical thinking, problem solving, and analytical skills through tutoring, workshops, test preparation and study skills development. The Learning Resource Center programs are Bronco Tutoring; Reading, Advising, & Mentoring Program; and the University Writing Center (UWC). All tutors are trained and College and Reading Learning Association certified. In addition, the UWC provides graduate students writing assistance with their projects and/or theses.

Learning Resource Center is located on the second floor of the University Library, rooms 2919 and 2921.

For more information about the Learning Resource Center, visit [www.cpp.edu/lrc](http://www.cpp.edu/lrc).



## **MYCPP AND OTHER ONLINE SERVICES**

MyCPP is the main dashboard for students to access a variety of campus services such as BroncoDirect, Blackboard, Cal Poly Pomona email and more! To log on to MyCPP, visit <https://my.cpp.edu/> and enter your BroncoName and Password.

You can find links to other Cal Poly Pomona online services at [www.cpp.edu/online-services.shtml](http://www.cpp.edu/online-services.shtml)

## **OFFICE OF STUDENT LIFE AND CULTURAL CENTERS**

The Office of Student Life & Cultural Centers (OSLCC) provides resources for Greek life, clubs and organizations, Bronco LEAD, and six cultural centers. OSLCC coordinates projects, programs, resources and services, while providing an open environment to engage and learn about important issues in and out of our community. For more information, visit [www.cpp.edu/oslcc](http://www.cpp.edu/oslcc)

## **OFFICE OF EQUITY, INCLUSION, AND COMPLIANCE**

The Office of Equity, Inclusion, and Compliance (OEIC) promotes an environment that ensures the protection and development of talents, equality, access, opportunity, and a preference for inclusion, in accordance with its policies, as well as federal and state mandates. OEIC also oversees compliance with Federal and State laws and regulations and manages training on sexual harassment prevention, diversity, EEO laws, and search committee procedures in recruitments <http://www.cpp.edu/~officeofequity/>

## **PARKING & TRANSPORTATION SERVICES**

Students may park in any student parking lot with the proper Cal Poly Pomona Permit. Permit valid dates are printed on the permits. Students who live on campus will receive a residential sticker from Housing that will allow them to park in the designated residential areas on campus.

For more information or to buy a parking permit, visit [www.cpp.edu/parking](http://www.cpp.edu/parking)

### **Bus and Train Tickets**

Students receive discounts on train and bus tickets. To download applications for college discounts, visit [www.metro.net/riding/fares/collegevocational](http://www.metro.net/riding/fares/collegevocational)

## **REGISTRAR'S OFFICE**

The Registrar's Office serves students and the campus community by providing quality service that facilitates enrollment, retention and degree completion while maintaining accurate academic records for the University. They are in partnership with the University in its mission to prepare students for learning, service and leadership. For more information, visit: [www.cpp.edu/registrar](http://www.cpp.edu/registrar)

## STUDENT CONDUCT & INTEGRITY

The Office of Student Conduct & Integrity assists students, faculty, staff, and the campus community in keeping a safe and fair environment both inside and outside of the classroom. Student Conduct & Integrity is the office on campus that is responsible for holding students accountable to the Student Conduct Code. This means handling a wide variety of student misconduct and disciplinary concerns, such as alcohol violations, theft, academic dishonesty, evictions from housing and more. They engage in an educational process to ensure a fair resolution for violations. In accordance with Executive Order 1098 and Title IX, as implemented through Executive Orders 1095 and 1097, The Office of Student Conduct & Integrity investigates issues of student misconduct to determine if there has been a violation of the Student Conduct Code. If students are found responsible for a violation, students receive educational sanctions which can range anywhere from warnings to expulsion from the California State University system.

For more information, please visit the Office of Student Conduct & Integrity at <http://www.cpp.edu/studentconduct>

## STUDENT HEALTH AND WELLNESS SERVICES

Student Health and Wellness Services is a fully staffed ambulatory care facility, providing high quality and convenient basic medical and educational services at little or no cost to you as a student. A wide range of services are offered to students, including early treatment of illnesses and injuries; diagnostic and preventive care; and health promotion programs/outreach services through the Wellness Center. The department is funded primarily by a mandatory student health fee. For more information, visit <https://www.cpp.edu/health/>



## TITLE IX OFFICE

The university has designated a Title IX Coordinator to monitor and oversee overall compliance with laws and policies related to nondiscrimination based on sex. Your campus Title IX Coordinator is available to explain and discuss your right to file a criminal complaint (Sexual Violence and Assault); the university's relevant complaint process, and your right to receive assistance with that process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters. For more information, visit

<https://www.cpp.edu/officeofequity/titleIX/index.shtml>.

## UNIVERSITY HOUSING SERVICES

Living on campus is the ultimate way to experience Cal Poly Pomona, as you'll find plenty of opportunities to expand your academic knowledge, build friendships and explore the diverse campus culture. Graduate Students can live in the Residential Suites, the Lyle Center for Regenerative Studies, and the University Village. Students who are not living on-campus can visit the University Housing Services website for off-campus living options in the local area. For information about the Residential Suites and the Lyle Center, visit [www.cpp.edu/housing](http://www.cpp.edu/housing)

For more information about the University Village, visit <https://foundation.cpp.edu/village>

## UNIVERSITY LIBRARY

Your Bronco Access Card is your University Library card: you will need it to check out books, enter the 24-hour Computer Lab and access some of the study rooms. You can also create a Library PIN to use the Self Check out Machine to check out books and access the Library's databases and electronic journals from home. For information about the University Library, visit [www.cpp.edu/library](http://www.cpp.edu/library)

For new user information, visit <http://libguides.library.cpp.edu/newusers>

## UNIVERSITY POLICE

The University Police Department is responsible for law enforcement, security, and emergency response at Cal Poly Pomona. The department is staffed by trained professional police officers, civilian staff and auxiliary personnel and is operative 24 hours a day, year-round. The peace officers of this department have statewide police authority, and are vested with law enforcement powers and responsibilities, identical to the municipal police or sheriff's departments in your community. The department is responsible for all crime reports and investigations on campus (except homicides and missing persons per the Kristin Smart Act). The department responds to over 10,000 calls for service annually and offers a wide range of programs and services, including alarm system and security surveys; crime prevention presentations; police ride-alongs; special events, and self-defense workshops. For more information, visit [www.cpp.edu/police](http://www.cpp.edu/police)

## General Campus Safety

Campus safety is a shared responsibility. Follow these steps to help protect yourself and your community by limiting your exposure to risks and crimes of opportunity.



## General Tips

- Save emergency contact numbers in your phone.
- Keep personal belongings in view at all times.
- Report any suspicious activity to the Police immediately.
- Know the locations of campus and Code Blue phones in parking lots.
- Avoid working or studying alone.
- Stay in well-lit, well-populated areas at night.
- Ensure your vehicle is locked and windows are closed.

## Pedestrian and Safe Driving Tips

- Avoid using your cell phone or electronics when crossing roadways and parking lots.
- Use marked crosswalks and walk on sidewalks whenever possible.
- Ensure that vehicle traffic has stopped before entering the crosswalk.
- Allow plenty of time to arrive to campus and locate parking.
- Drive at posted speed limits.
- Do not text while driving.

## On-and-Off Campus Housing Tips

- Do not prop doors open or allow strangers to enter residence halls.
- Always lock your door whenever you leave your room – even if just for a few minutes.
- Engrave valuables with your California ID or Driver's License number.
- Keep serial numbers of all valuables.

police@cpp.edu

(909) 869-3070 (Non-emergency/Business)

(909) 869-3399 (Anonymous Crime Tips)

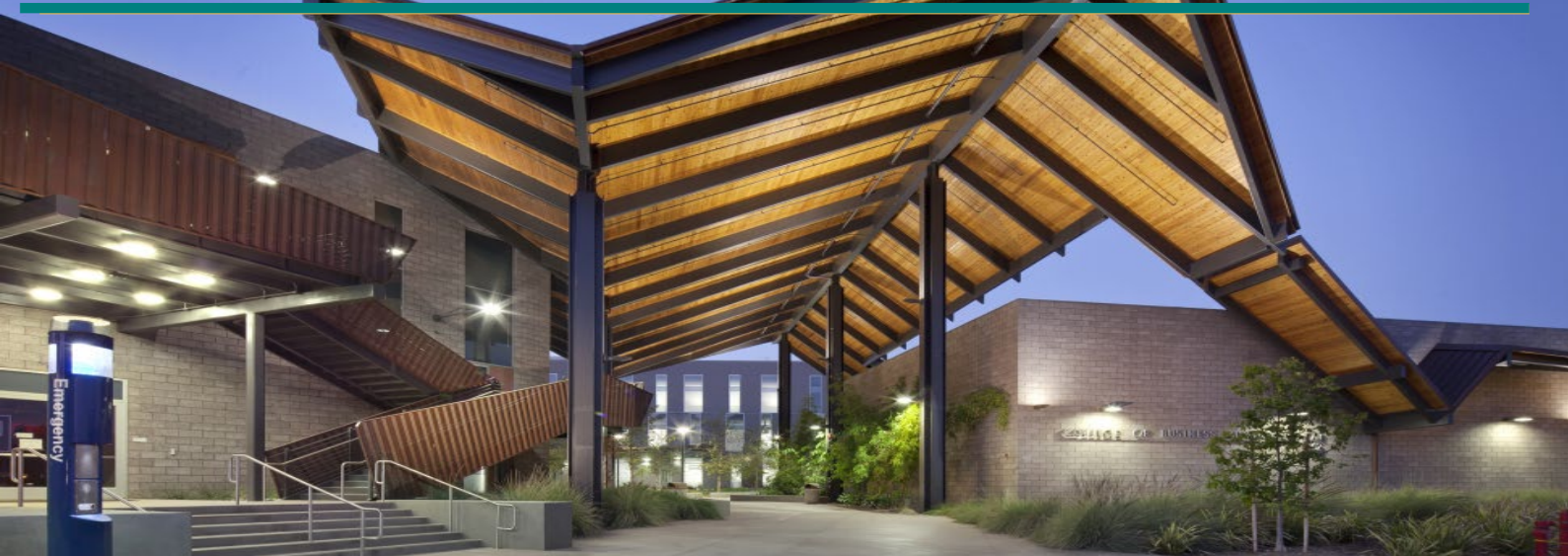
**Emergencies: Dial 9-1-1 (24 hours / 7 days a week)**

**\*Note: If using a cell phone in an emergency, dial (909) 869-3070.**

## VETERANS RESOURCE CENTER

The University offers several programs and services to meet the unique academic and personal needs of our veterans, including the Veterans Resource Center as a central hub of information and support.

For more information, visit [www.cpp.edu/veterans](http://www.cpp.edu/veterans)



## GRADUATE ACADEMIC PETITION

<https://www.cpp.edu/gradstudies/forms-and-procedures/graduate-forms.shtml>

Continuing graduate students must file this form when:

- Amending a master's contract (e.g., change in unit requirement for a class, add/delete courses listed on the contract, transfer of units from another University).
- Substituting a course on a master's contract or in a degree progress report for another course applicable to the graduate program.
- Submitting a Change of Status from conditional to unconditional standing.



Transferring coursework from other institutions  
Changing status from conditional to unconditional.

## PETITION TO CHANGE/ADD GRADUATE DEGREE OBJECTIVE

<https://www.cpp.edu/gradstudies/forms-and-procedures/graduate-forms.shtml>

Continuing graduate students must file this form when:

- Changing from one major field to another for the master's degree.
- Changing from a certificate/credential objective to a master's degree objective.
- Adding a master's degree to a credential program.

This form can only be used for students switching from one state-support master's program to another state-support master's program or from one self-support master's program to another self-support master's program.

For more information, refer to the Changes in Degree Objective section under Academic Policies.

## RECERTIFICATION OF EXPIRED COURSEWORK

Each student should check with their department and/or graduate program coordinator to find out what the college policy is for recertification of expired coursework. A memo needs to be submitted to the Graduate Studies Office to request recertification of courses more than seven years old.

A maximum of nine-semester units may be recertified. Under no circumstances will the time limit be extended beyond 9 years.

For more information visit: <https://www.cpp.edu/~gradstudies/policies-procedures.shtml>

### **REPORT OF CULMINATING EXPERIENCE**

This report certifies that a graduate student has successfully completed all components of the Culminating Experience for the designated degree as specified in the University Catalog. This form is to be filed electronically by the project, thesis, or dissertation committee chair or designated faculty member certifying completion of the culminating experience and will be kept by the Evaluations office as part of the student's permanent file. <http://www.cpp.edu/~gradstudies/forms-and-procedures/graduate-forms.shtml>

### **LEAVE OF ABSENCE PETITION**

This form is used to request an absence of no more than four consecutive terms, excluding summer and winter terms. This form can now be filed online through PolyDoc. Follow, <https://www.cpp.edu/registrar/forms/forms.shtml> and click Registration/Record Forms titled "Leave of Absence Petition."

### **REQUEST FOR CLASS WITHDRAWAL FOR SERIOUS AND COMPELLING REASON**

<https://www.cpp.edu/registrar/forms/forms.shtml>

### **RETROACTIVE WITHDRAWAL REQUEST**

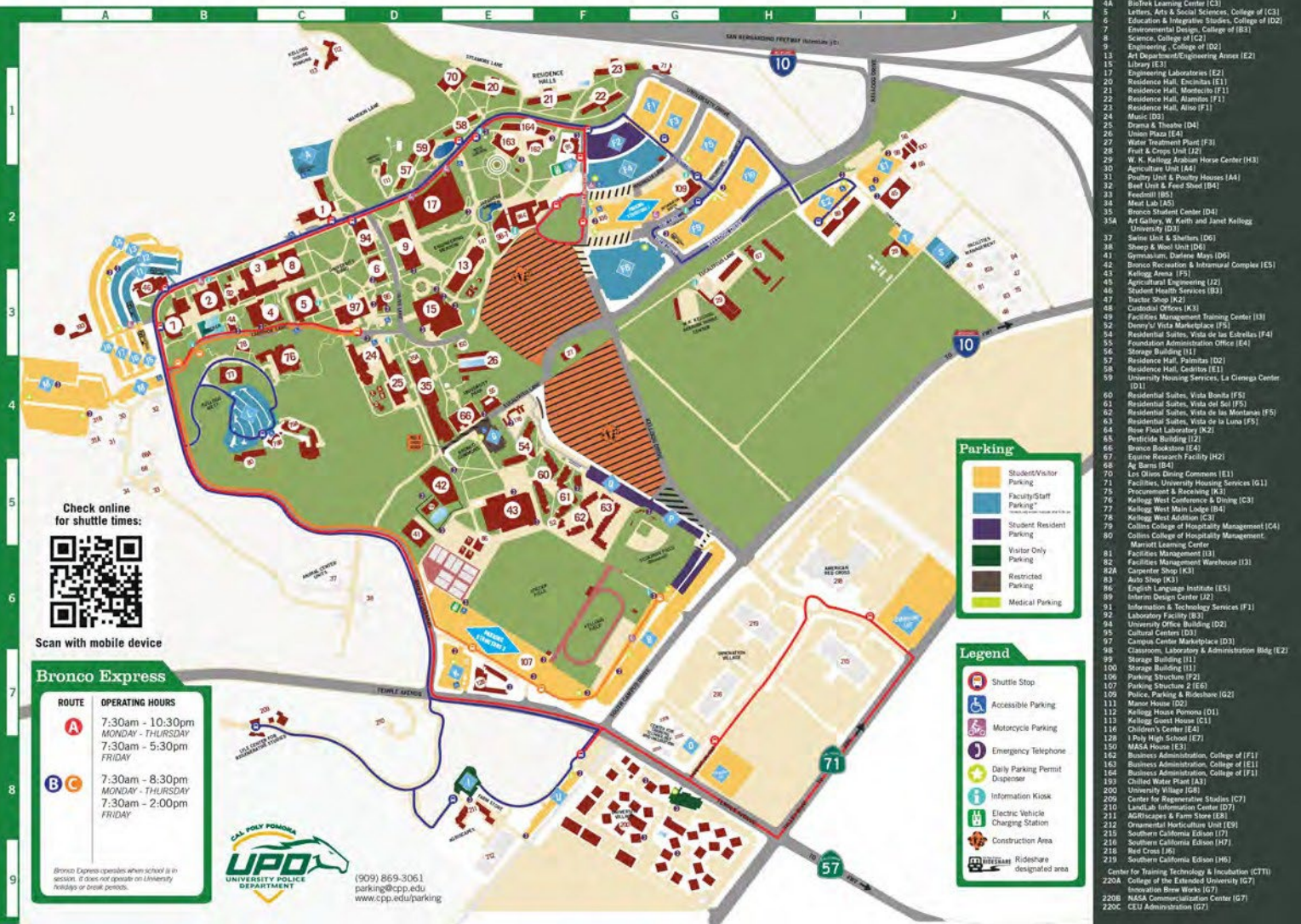
<https://www.cpp.edu/studentsuccess/oss/academic-advising/university-policy-information/retroactive-withdrawal.shtml>. For more information, refer to the **Retroactive Withdrawal** section under **Academic Policies**.



A master's student in agriculture at the College of Agriculture Commencement ceremony.

# CAMPUS MAP AND KEY

## CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA



<https://www.cpp.edu/maps/>



# DATES AND DEADLINES



## Graduate Studies Office Deadlines

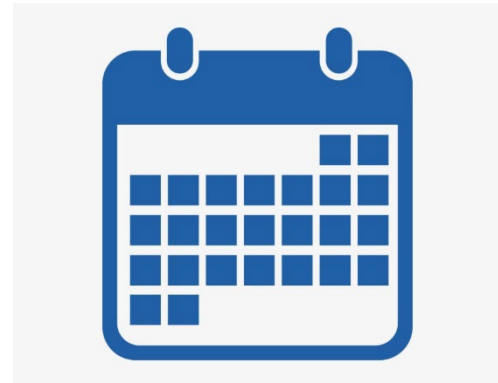
### Project/Thesis Submission Deadlines:

<https://www.cpp.edu/gradstudies/deadlines-masters-projects-and-theses.shtml>

Fall 2022: December 21, 2022

Spring 2023: May 24, 2023

Summer 2023: To be determined



### Registrar's Office Academic Calendar

Reference the Registrar's Office website at [www.cpp.edu/registrar/calendars](http://www.cpp.edu/registrar/calendars) for a quick look at up-to-date important dates and deadlines for applying for graduation, registration, fee payment, and submitting registrar's office forms.

### University Master Calendar

Reference the University Master Calendar at [www.cpp.edu/events](http://www.cpp.edu/events) for information about university events.

### Final Exam Calendar

Reference the Final Exam Calendar at <https://www.cpp.edu/studentssuccess/academic-calendar/finals-week.shtml> for information about semester finals schedules.

### 2022-2023 Petition Deadlines

Reference the 2022-2023 petition deadlines at <https://www.cpp.edu/studentssuccess/oss/academic-advising/index.shtml> for information about semester deadlines on Retroactive Withdrawal, Grade Appeal, and GWT petitions.