December 4, 2012

TO: College Deans, Department Chairs, and Faculty Advisors to Student Organizations

FROM: Dr. Cecile Lindsay, Vice Provost for Academic Affairs, Dean of Graduate Studies
       Brett Waterfield, Director of Student Life and Development

SUBJECT: Spring 2013 UPDATE on Student Academic Travel Funds.


1. Funds in the amount of $5,200 are available to support student academic travel. The purpose of the funds is to assist selected students in enhancing their educational experience through travel to professional conferences and academic events.
   
   o Students must submit their application to Student Life and Development after they travel.
   
   o The funds were allocated for those students who are presenting, co-presenting, competing and/or conducting a poster presentation.
   
   o This grant was made possible for those students wishing to enhance their educational experience by attending academic conferences, workshops, seminars and/or lectures which supports growth in their academic discipline, exposes them to current trends in their field of study and provides the opportunity to share their conference/travel experience with the CSULB campus community.
   
   o Travel grants are made available on a reimbursement basis. Students must secure alternate funding prior to traveling.

2. Eligibility requirements for students requesting travel funds are as follows:

   o Currently enrolled undergraduates must be enrolled in at least 12 units and possess a minimum CUM GPA of 2.0 in all work accepted at CSULB during the Spring 2013 semester to apply and must hold the same minimum load at the time of travel.
Currently enrolled graduate students must be enrolled in at least 9 units and possess a minimum CUM GPA of 3.0 in all work accepted at CSULB during the Spring 2013 semester to apply and must hold the same minimum load at the time of travel.

- Students must apply after traveling.

- The complete travel guidelines and requirements are listed on the cover page of the application.

Please email Michael.Jackson@csulb.edu if you need a blank application.

We appreciate your support of student research and participation in professional conferences. We hope that the students in your college will benefit from these funds.

If you have any questions, please contact the following advisors:

- Arts: Zion Redie-Smith, ext. 55814
- Business Administration: Dr. Jeane Caveness, ext. 55297
- Education: Linda Sherwood, ext. 52716
- Engineering: Matthew Cabrera, ext. 54966
- Health and Human Services: Matthew Cabrera, ext. 54966
- Liberal Arts: Zion Redie-Smith, ext. 55814
- Natural Sciences and Mathematics: Linda Sherwood, ext. 52716

Note: Associated Students has set aside student travel funds for students presenting at an academic conference. Interested students must obtain a “Student Travel Fund Application” from the A.S.I. Government office, University Student Union, Room 311, ext. 55241.

Attachment

cc. Provost and Senior Vice President Dr. Donald J. Para
    Vice President Student Services Robinson
    Associate Vice President/Dean of Students Klaus
    Associate Vice President for Undergraduate Programs Mahoney
    Academic Senate Chair O’Connor
    A.S.I. President Haberstroh
    A.S.I. Vice President Bolin
    A.S.I. Treasurer Espeleta
    A.S.I. Chief of Staff Soriano
    Student Life & Development Advisors