Introduction of Graduate Studies Specialists
Certificate Forms
Master’s Degree Forms
Doctoral Degree Forms
Important Resources
What else do we do?
Q & A
Amanda Kossuth – last names A-G
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Certificate Forms

> Certificate Course Substitution Form
  – Due when program change occurs

> Certificate Program Courses Form
  – To be used for students receiving more than one certificate during their graduate career

> Application for Completion
  – Apply through Joe’sSS account until deadline.
  – Paper application used only after deadline date – basis for appeal and signature is required.

http://grad.mst.edu/currentstudents/forms/
Master’s Degree Forms

> Form 1 – Program of Study
  – Due 6 weeks into the semester in which the 15th hour of graduate credit will be completed.

> Form 1A – Revision of Program of Study
  – Due when program change occurs. Due in the final semester by deadline date.

> Form 1B – M.S. Comprehensive Exam Committee
  – Due in final semester by deadline date.
    > Biological Science, Chemistry, Technical Communication

> Form 2 – Thesis Approval and Report on Examination for Master’s Degree
  – Due in final semester by deadline date.

> Form 3 – Results of M.S. Comprehensive Exam Report
  – Due in final semester by deadline date.
    > Biological Science, Chemistry, Technical Communication

> Application for Graduation
  – Apply through Joe’SS account until deadline.
  – Paper application used only after deadline date – basis for appeal and signature is required.

http://grad.mst.edu/currentstudents/forms/
Doctoral Degree Forms

> Form 4 – Report on Qualifying Exam
  - Deadline varies as some departments require by the end of 2nd semester. Must be submitted no later than 6 weeks into the 5th semester (not counting summer sessions) of enrollment as a graduate student in a doctoral program.

> Form 5 – Appointment of Advisory Committee & Proposed Program of Study
  - Due by the end of the semester in which the qualifying exam is passed. Must be submitted no later than 6 weeks into the 5th semester of enrollment as a graduate student in a doctoral program.

> Form 5A – Revision of Advisory Committee & Proposed Program of Study
  - Due when a program change occurs. Due in final semester by deadline date.

> Form 6A – Request for Authorization of Comprehensive Exam
  - PhD comps can be held when 75% of coursework completed (some departments require 100% of coursework to be completed). Must be completed 12 weeks prior to date of oral dissertation defense. A request must be made prior to the exam date. An email will be sent to the student and their advisor notifying them whether or not they are authorized to take the exam.

> Form 6B – Report on Comprehensive Examination
  - Due after the comprehensive exam has been taken.

> Form 7 – Dissertation Approval and Report on Final Examination
  - Due immediately following oral defense. Due in final semester by deadline date.

> Application for Graduation
  - Student should apply for graduation through their Joe’SS account.
  - Paper application used only after deadline date – basis for appeal and signature is required.

http://grad.mst.edu/currentstudents/forms/
Important Resources

> Graduate Catalog
  – Revisions must be voted on and approved by Graduate Council and Graduate Faculty
  – Updates every fall semester
  – Found on the Registrar’s website:
    > http://catalog.mst.edu/graduate/

> Policy Memo II-20
  – Graduate Student Registration Policy
  – Found on the Chancellor’s website:
    > http://chancellor.mst.edu/media/administrative/chancellor/documents/policy/II-20%20June%202012%202014.pdf
What else do we do?

- Format checking Theses/Dissertations
- Degree completion letters
- C/F/I Letters
- Degree Audits
  - 4th week DARS (holds)
  - Advising DARS (sort and send)
  - Graduating DARS (code accordingly, create report, and send)
- Other forms
  - Dually Enrolled Undergraduate Credit Indication Form (exceeds the allowable credit hours)
  - Grade Change Form
    - No longer sent to our office. Send to the Dean's Office if both signatures are the same
  - Transfer Out Request Form
  - Oral Exam Registration Form
  - Application to do Non-Resident Research Form
  - Non Traditional (Distance) PhD Student Agreement
  - Request for Waiver of Enrollment Requirements for Students on GTA/GRA/GA or Graduate Fellowship of 25% or More
  - Reduced Enrollment Forms
  - OPT Form
  - CPT Form
  - Extension of I-20/DS2019 Request Form
Questions?