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Graduate Studies Specialists

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General Information

> Resource Manual
  – Version 2.0 distributed August, 2016
> Any changes to the Graduate Catalog and/or graduate student forms must be approved by Graduate Faculty
> Always refer students to grad.mst.edu for the most updated version of the forms
> Forms must be submitted with original signatures (or attached email of approval). No copies
> Office of Graduate Studies checks campus level requirements only
  – Department level requirements should be monitored and checked by the department
> Special topics courses (4001, 5001, 6001) must have exact the title of the course listed
Certificate Forms

> Certificate Course Substitution Form
> Certificate Program Courses Form
> Application for Completion

Time limit for Certificate Programs:

Once admitted into a certificate program, a student will be given three years to complete the program so long as he or she maintains at least a B average in the courses taken.
Certificate Course Substitution

> Reasons for submitting a substitution form:
  – Course(s) taken are not part of the approved certificate program (with prior approval from academic advisor)
  – Certificate has been revised and course requirements were changed and student was admitted in a previous catalog year

> Courses should be listed as they were taken (3 vs 4 digits)

> Can only transfer one course for a certificate
  – Must list S&T equivalent and attach a copy of the transcript
To be used for students receiving more than one certificate during their graduate career to ensure a course is not being used for more than one certificate.

Courses should be listed as they were taken (3 vs 4 digits).

If certificates are in different departments each department will need to approve/sign form.

Changes to form beginning FS2016
- Student must now sign this form
- Department Chair signature no longer needed
Application for Completion

- Apply through Joe’S S account until deadline
- Paper application used only after deadline date – basis for appeal and signature is required
Master’s Degree Forms

- Form 1 – Program of Study
- Form 1A – Revision of Program of Study
- Form 1B – M.S. Comprehensive Exam Committee
- Form 2 – Thesis Approval and Report on Examination for Master’s Degree
- Form 3 – Results of M.S. Comprehensive Exam Report
- Application for Graduation

Time limit for Master’s Programs:

*Students may earn a master’s degree only if all graduate credit counted toward the degree has been earned within the previous six years.*
Due 6 weeks into the semester in which the 15th hour of graduate credit will be completed

All Master’s students must complete a Form 1

Courses should be listed as they were taken (3 vs 4 digits)

2nd (or subsequent) master’s students must attach a copy of the transcript from the other master’s degrees to their Form 1

When including transfer credit on their program the S&T equivalent must be included and a copy of the transcript showing courses and grades must be attached

Advisor must be a member of Graduate Faculty

Thesis students must have an advisor and 2 committee members, minimum. The advisor and at least 1 committee member must be a member of Graduate Faculty

Advisor/Co-Advisors must be designated by including their title appropriately

http://grad.mst.edu/currentstudents/forms/
Due when program change occurs and/or in the final semester by deadline date

Courses should be listed as they were taken (3 vs 4 digits)

The Form 1A must include all courses that have been approved for the students’ program of study

All courses must be listed exactly as they previously were with the A’s and D’s marked accordingly
  - No need to add/delete if only semester is changing
  - Courses in which a student has earned a grade below B cannot be removed from a program of study

Changes in the committee must have all committee initials or signatures and reason for change listed
  - For example, if student is switching from thesis to non-thesis:
    > On the “Change in Committee” line they would state “removing Drs. Xx, Xxx, and Xxxx from my committee”. Each member would need to initial (or sign) by their name on that line and are not included on the signature lines at the bottom.
    > On the “Reason for Change” line they would state “Changing to non-thesis”.
  - Advisor/Co-Advisors must be designated by including their title appropriately and utilizing the change lines
Required by three departments on campus
  – Biological Science, Chemistry, Technical Communication

Due in final semester by deadline date

Committee must consist of 5 members, one of which must be out-of-department. The chair and one-half of the committee must be on graduate faculty
Due in final semester by deadline date
Students must be enrolled on the date of defense
Must have a GLO stamp
Required by three departments on campus
- Biological Science, Chemistry, Technical Communication
Due in final semester by deadline date
Students must be enrolled on date of exam
Must have a GLO stamp
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.
Effective beginning Fall 2017

- Proposed Program of Study for the Ph.D.
  - Courses listed on a doctoral program of study (Form 5) cannot be listed/or have been listed on a program of study (Form 1) for a second, or subsequent master’s degree.
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/](http://catalog.mst.edu/graduate/)

> Policy Memo II-20
  – Graduate Student Registration Policy
  – Found on the Chancellor’s website:

> Graduate Student Forms
  – [http://grad.mst.edu/currentstudents/forms/](http://grad.mst.edu/currentstudents/forms/)
New degree audit system implemented May, 2017

mydegree.mst.edu

FAQ on Registrar’s Office website
http://registrar.mst.edu/psinfo/degreeaudit/index.html
  – Getting Started For Students -
    http://registrar.mst.edu/psinfo/degreeauditstudentfaq/index.html
  – Getting Started For Advisors -
    http://registrar.mst.edu/psinfo/degreeauditadvisorfaq/index.html

When requesting audits MyDegree will run an audit for each program. There is no way to request a degree audit for one specific program.

Audits remain viewable until deleted. You must always request a new audit each time.
How do I run a degree audit using a "paper saving" method?

- On the audit request screen, select **View Audit**.
- Select **Printer Friendly**.
- Select **Print as PDF** as your printer.
- You will be asked to name and save the audit.
  
  *Or*

- On the Completed Audit Request screen, click **View Audit**.
- Click on **UM** on the menu bar.
- Select **2UP Audit**.
- The audit will automatically open or download to your machine depending on your browser settings.
New Deadline Dates

> Beginning Fall 2017

- There will now be a separate deadline date for the Form 2 and the final submission of the thesis. This change will allow extra time for corrections of the thesis/dissertation to be made after the final defense.

**Previous:**

| FORM 2 and final THESIS accepted by the Office of Graduate Studies no later than 4:00 pm | Wednesday, November 8, 2017 |

**New:**

| FORM 2 Submission | Wednesday, November 8, 2017 |
| Final THESIS accepted by the Office of Graduate Studies no later than 4:00 pm | Friday, November 17, 2017 |
Deadline Date Website Changes

> grad.mst.edu and click on the “Current Graduate Students” drop down menu and select “Forms, Applications, and Deadlines”

> Top of page has a pdf that includes the full listing which is a complete list of deadline dates for all student groups (Master’s, Doctoral, and Certificate)

> Each individual section includes a pdf of the deadline dates specific to each student group
What else do we do?

> Format checking Theses/Dissertations
> Degree completion letters
> C/F/I Letters
> Degree Audits
  > 4th week degree audits (holds)
  > Advising degree audits (sort and send)
  > Graduating degree audits (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 (10 days prior to exam, but not after)
  > 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 Form
  > OPT Form
  > CPT Form
  > Extension of I-20/DS2019 Request Form
Questions?