Agenda

- Introduction of Graduate Studies Specialists
- General Information
- Doctoral Degree Forms
- New Graduate Rule
- Important Resources
- MyDegree
- Deadline Date Information
- What else do we do?
- Q & A
Graduate Studies Specialists

> Sharon Matson – last names A
  – Lead Graduate Specialist
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> Jade Sinnott – last names B-L
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> Kathy Wagner – last names M-Z
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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.
Doctoral Degree Forms

- Form 4 – Report on Qualifying Exam
- Form 5 – Appointment of Advisory Committee & Proposed Program of Study
- Form 5A – Revision of Advisory Committee & Proposed Program of Study
- Form 6A – Request for Authorization of Comprehensive Exam
- Form 6B – Report on Comprehensive Examination
- Form 7 – Dissertation Approval and Report on Final Examination
- Application for Graduation

Time limit for Doctoral Programs:
Students may earn a doctoral degree only if all graduate credit counted toward the degree has been earned within the previous eight years.
> 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.

> Must be enrolled on date of exam
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.

Must have at least 5 committee members, at least 4 must be on Graduate Faculty.

- If a committee member is not on Graduate Faculty, whether they are on or off campus, they must have a doctoral degree and a resume must be attached indicating educational background.

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

- Advisor or co-advisor must be in department.

Students can receive credit for one master’s degree.

- If they receive their master’s degree at S&T they will list out all courses.
- If their master’s degree was awarded at another university they will list it on the top row with a total of 30 credit hours.
- One year of residency is given for a master’s degree.

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

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.

- Cannot transfer courses that were used toward another degree program.
> Due when a program change occurs. Due in final semester by deadline date
> Courses should be listed as they were taken (3 vs 4 digits)
> The Form 5A 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
  - 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
  - Persons that are being removed/replaced must also initial/sign by their name
    > For example, if student is replacing a committee member they would state the following on the “Change in Committee” line: “replacing Dr. XX with Dr. XXX”. Dr. XX would need to initial (or sign) by his/her name on that line and is not included on the signature line.
  - Advisor/Co-Advisors must be designated by including their title appropriately
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.

Students must be authorized *before* the exam is taken
- An email will be sent to the student and their advisor notifying them whether or not they are authorized to take the exam

There is no deadline but we encourage students to request authorization at least one week prior to the exam date

Students must be enrolled on the date of exam
Due after the comprehensive exam has been taken
Students must be enrolled on date of exam
GLO Stamp
Due in final semester by deadline date
Students must be enrolled on the date of defense
Defense details (date, time, place, advisor, dissertation title, abstract) must be sent to Graduate Studies Specialist at least one week prior to defense date
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.
New Graduate Rule

> 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/

> 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%20January%202017.pdf

> Graduate Student 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.
Beginning Fall 2017

There will now be a separate deadline date for the Form 7 and the final submission of the dissertation. This change will allow extra time for corrections of the thesis/dissertation to be made after the final defense.

## Previous:

| FORM 7 and final DISSERTATION and a copy of certificate of completion for the Survey of Earned Doctorates Form accepted by the Office of Graduate Studies no later than 4:00 pm. | Wednesday, November 8, 2017 |

## New:

| FORM 7 Submission | Wednesday, November 8, 2017 |
| Final DISSERTATION and a copy of certificate of completion for the Survey of Earned Doctorates Form 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 Forms
  – OPT Form
  – CPT Form
  – Extension of I-20/DS2019 Request Form