Graduate Student Advising for New Faculty

The Graduate School
Montana State University
October 6, 2014
The Graduate School Organization Chart

Graduate Dean
Dr. Hoo

- Fiscal
- Admissions
- Degree Programs & Certificates
- Student Services
- Analytics & Systems

Montana State University
1. Discuss admissions with department of interest and apply online through The Graduate School (www.montana.edu/gradschool). Per department deadlines.
### Steps to Completing a Doctoral Degree

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Fax: (406) 994-4733  
Website: [www.montana.edu/gradschool](http://www.montana.edu/gradschool)  
deegesandcertificates@montana.edu  
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Scenario #1

A student accesses his *DegreeWorks* record and wonders why his current courses do not appear.

A. The student’s grade point average is below 3.0 and their *DegreeWorks* record is frozen until they contact their advisor.

B. The student has not yet submitted his program of study and what appears is the generic requirements for the degree program.

C. The student cannot use *DegreeWorks* until they have selected an advisor/graduate committee chair.
### Doctor of Philosophy

**Catalog Year:** 2014-2015  
**GPA:** 0.000

**Unmet conditions for this set of requirements:**
- A minimum of 30 credits must be taken in residence.
- Minimum Credits unsatisfied

- Your GPA is below 3.0 - please see an advisor

**Major Requirements**

**Still Needed:** See Major in Chemistry section

### Major in Chemistry

**Catalog Year:** 2014-2015  
**GPA:** 0.000

**Unmet conditions for this set of requirements:**
- 60 credits are required. You currently have 0, you still need 60 more credits.

**Degree Works** is an advising tool. To see your specific program requirements please review your approved Program of Study on file with your department.

**Required Courses for the Major**

- Still Needed: 4 Classes in BCH 441 or 442 or 545 or 547 or 550 or 591 or 592 or CHMY 411 or 533 or 540 or 553 or 554 or 557 or 558 or 559 or 564

**SPECIALIZATION REQUIRED COURSEWORK**

**Still Needed:** Choose from 1 of the following:

- Biochemistry Specialization
  - Still Needed: (3 Classes in BCH 441 or 442 or 524 or 526 or 543 or 544 or 545 or 547 or

- Biochemistry Specialization
  - (3 Classes in BCH 441 or 442 or 524 or 526 or 543 or 544 or 545 or 547

**Additional Coursework**

- Still Needed: 3 to 6 Credits in EBI0 566 or ECHM 503 or EGEN 541 or PHSX 501* or 502

**Seminar**

- Still Needed: 4 to 6 Credits in BCH 594 or CHMY 594

**Graduate Research/Creative Activity Instruction**

- Still Needed: 5 to 8 Credits in BCH 689 or CHMY 689

**Doctoral Thesis**

- Still Needed: 28 Credits in CHMY 690
Answer to Scenario #1

Answer – B: The student has not yet submitted his program of study and what appears is the generic requirements for the degree program.

See handout; it contains more information on this subject.
Scenario #2

A student is prevented from registering due to a “program of study” hold.

What does that mean?

How do you assist the student so that they may register?
Answers to Scenario #2

• Students are required to have an approved *Graduate Program of Study & Committee* form on file with The GS (end of 1st term for Certificate, 2nd term for Masters, 3rd for Doctoral).

• Work with the student to prepare and submit the *Graduate Program of Study & Committee* form. Signatures of all committee members and the department chair are required. Submit the signed and completed form to The GS.

• Once the *Graduate Program of Study & Committee* is approved the hold will be removed. Students are charged a one-time $50.00 fee for the processing of their *Graduate Program of Study & Committee* form and are never charged fees to make changes to these forms.
Scenario #3

Your student wants to change the composition of their graduate committee.  
What do you do?
Answers to Scenario #3

• Make sure the new committee member meets The GS committee member criteria.
• Prepare and submit a Graduate Committee Revision form to The GS.
• Have the committee members who are to be removed or added sign their consent.
Scenario #4

Your student is sitting for their comprehensive examination/dissertation defense but the Graduate Representative cannot attend the scheduled date.

What do you do?
Answers to Scenario #4

• Exams/defenses should always be scheduled to include the Graduate Representative.
• Ask a colleague from outside your department to serve as Graduate Representative for your student and notify The GS of the change.
• Ask The GS for help finding a new Graduate Representative for the student; have the student contact The GS.
Scenario #5

You are reviewing an international student’s application for summer term 2015. Your careful review determined that 1) the applicant is missing a few courses relevant to their master’s program and 2) they are not self-funded and the department is not offering funding.

What do you do?

A. Recommend that the applicant be admitted provisionally, listing courses to be taken during their first term.
B. Recommend full admission even though the department is not offering funds.
C. Decline the application because there is no funding.
Answer to Scenario #5

**Answer – C:** Decline the application because there is no funding.

International applicants must be funded either by the department or through personal funds to be admitted to MSU.

If funding was provided, the applicant could be admitted provisionally.
Scenario #6

You are beginning the new online review process for applicants, however, after logging in you notice that an applicant did not submit official transcripts or test scores... but you want to admit them.

Can you do this?

A. If the applicant has submitted unofficial scores, you can admit them on a conditional basis. The condition restricts registration until official scores are received.

B. You cannot admit the applicant. Official documents are necessary to review an application for admission.
Answer to Scenario #6

**Answer – A:** If the applicant has submitted unofficial scores, you can admit them on a conditional basis. The condition restricts registration until official scores are received.

An applicant’s material may lag behind the application deadline.
Scenario #7

Suppose the student is no longer interested in their current degree program. They express the desire to switch to a different degree program.

What can the faculty do to assist?

A. Discourage the student from leaving their current program; try to convince them that it is the right program for them.

B. Suggest that the student work with The GS and the program they desire to determine how to switch.

C. Inform the student that they can switch from the current program to a new program.
Answer to Scenario #7

**Answer – B:** Suggest that the student work with The GS and the program they desire to determine how to switch.

The desired program must review all application materials (the student must provide all application material required by the desired program). The student is not assessed a new application fee.
Scenario #8

Your student states he has been appointed as a teaching assistant.

What does this mean?

What if the student is a non-resident?
Answers to Scenario #8

• Most AY appointments start 8/1 and end 5/31.
  10 payments in this time period.
• Appointment are not necessarily aligned with tuition waivers.
• An appointment is valid if the student:
  Is in good standing (GPA $\geq 3.0$)
  Appointed 10 hours/week but not more than 20 hours/week
  Enrolled for a minimum of 3 credits/term
  Is a degree-seeking student
• Non-resident: Graduate Assistant Tuition Award (GATA) appointment at in-state rates if:
  Is in good academic standing (GPA $\geq 3.0$)
  Appointed at 20 hours per week
  Enrolled for 6 credits/term
  Is a degree-seeking student
Scenario #9

The student obtains a cumulative GPA less than 3.0 at the end of the semester. Is this student suspended?
Answers to Scenario #9

• Student’s first term on probation
  – Not usually.
  – Unless the department and/or The GS has put strict provisions in place stating that the student only has one term to prove they are capable of graduate level work.

• Student’s second or third term on probation
  – A student has one or two terms to be on probation before they are suspended from a program.
Scenario #10

A student has a GPA less than 3.0 and has been placed on university suspension but wants to continue with their degree program. What do they need to do?
Answers to Scenario #10

Appeals Process:

**Step 1:** The student must notify the Office of Student Services their intent to appeal within 5 working days of receiving the suspension letter.

**Step 2:** The student has an additional 10 days to provide a letter to The GS explaining the circumstances of their suspension.

**Step 3:** The GS can deny/support the appeal. In the latter case, the student will be sent a *Plan of Action* template to prepare with their advisor.

**Step 4:** The department will decide whether or not to complete the Plan of Action.

  If the plan is to be prepared and submitted to The GS, the plan must enumerate the items to be completed for the student to return to good standing.

  If the plan is not to be submitted, the student can take 9 credits at the 4xx/5xx level as a non-degree student and reapply to the program.
Scenario #11

Can a student or committee member participate in a comprehensive examination via Skype™ or other video conferencing tool?
Answer to Scenario #11

• Masters
  – Can be done for comprehensive and defense of thesis.

• Doctoral
  – Can be done for comprehensive but not for defense of dissertation.

• Exceptions
  – DNP Students
Scenario #12

A student has taken a leave of absence and now they wish to return to their previous program.

Can the student come back anytime to complete their degree?
Answers to Scenario #12

A student can return to a degree program as long as the policies of The GS are not violated. Which policies to watch out for?

• Course age – Master’s: 6 years; Doctoral: 10 years.

• Continuous enrollment – Master’s: Required when either all of the required content coursework on the approved Graduate Program of Study is completed or any portion of the comprehensive exam is completed.

• Continuous enrollment – Doctoral: Required when any portion of the comprehensive exam is completed.

• A student is allowed 3 terms of leave (excluding summer)

• If not enrolled for more than the 3 terms, they must reapply and complete the steps to become a degree-seeking student.
Scenario #12

Intent to Register

• The *Intent to Register* form flags The GS that the student intends to return. If the period of non-enrollment is greater than one year, the department will be contacted to verify that the student may return. The department may be unaware that the student was not enrolled, and may need to advise the student especially if the length of the non-enrollment results in invalidation of courses, comprehensive exams, and so forth.
Scenario #13

• All theses and dissertations must be formatted to meet The GS guidelines. When can a student submit their work to the Formatting Advisor for review?

a. The student should submit their thesis or dissertation when the document is complete.

b. The student can submit a draft to the Formatting Advisor at any time.

c. It is only necessary to contact the Formatting Advisor if the thesis/dissertation has complex charts and tables.
Answer to Scenario #13

**Answer – B:**

The student can submit a draft to the Formatting Advisor at any time.
Thank you for attending!
If you have questions, do not hesitate to contact our office.
406-994-4145

Office of Admissions:  Melis Edwards and Amanda Round
Office of Degree Programs & Certificates: Amanda Brown and Lauren Cerretti
Office of Analytics & Systems Management: Laura Collins, Ann Vinciguerra and Jennifer Miller
Office of Fiscal Management: Maya Bronston
Office of Student Services: Donna Negaard