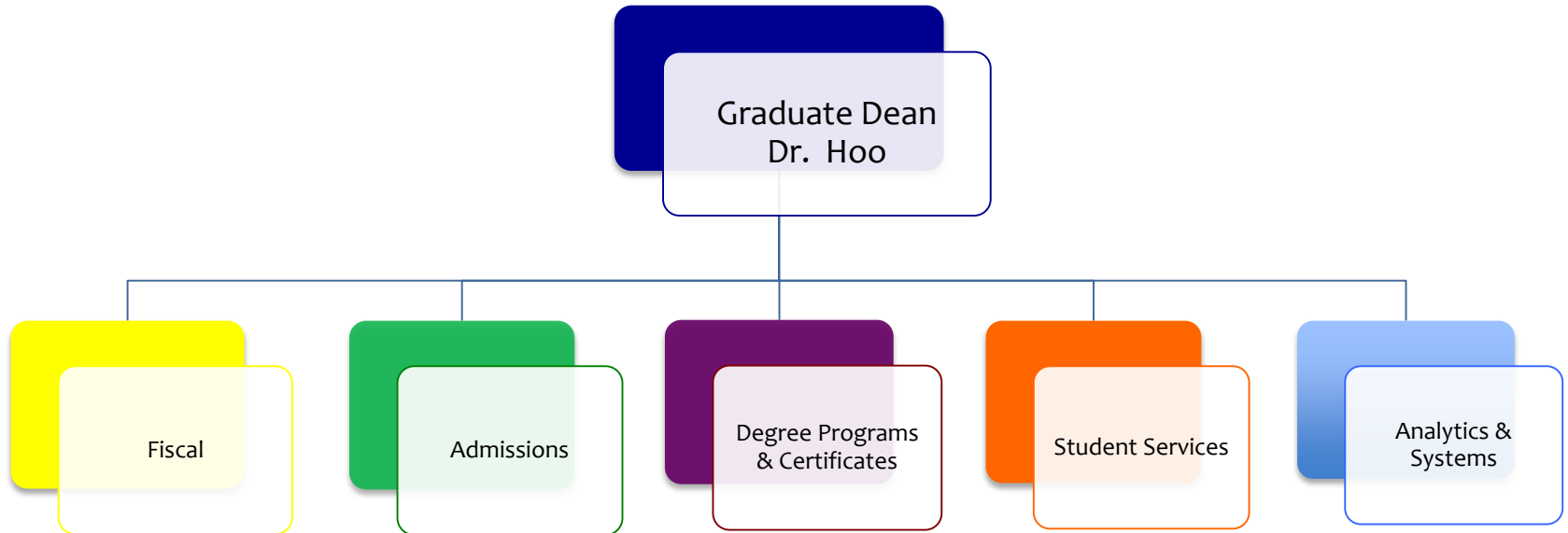


Graduate Student Advising for New Faculty

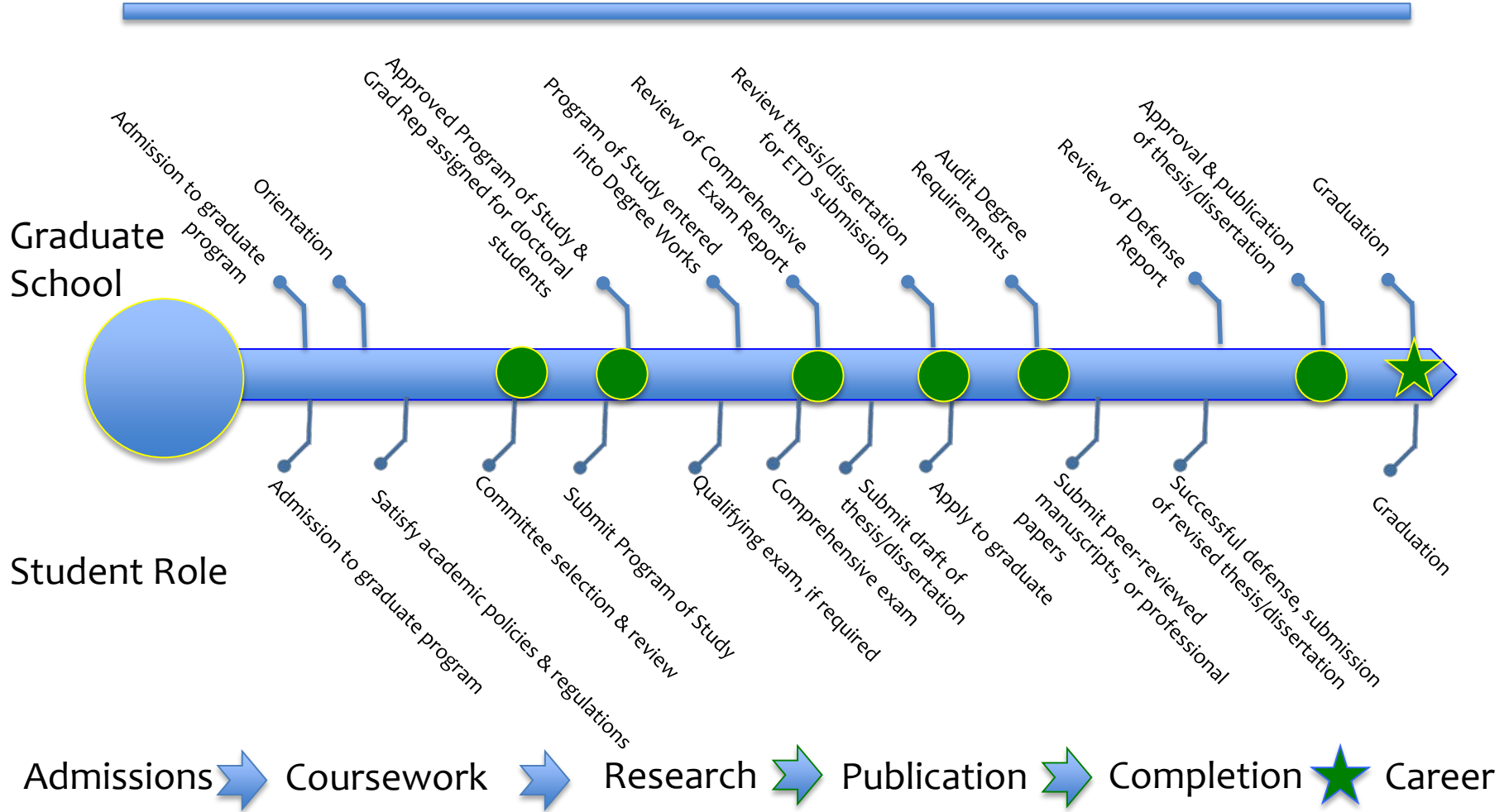
The Graduate School
Montana State University
October 6, 2014

The Graduate School Organization Chart



Student Roadmap

GRADUATE STUDENT ROADMAP TO SUCCESSFUL DEGREE COMPLETION



Steps to Completing a Doctoral Degree

1.

Step	Procedure	Timeline
Admission	Discuss admissions with department of interest and apply online through The Graduate School (www.montana.edu/gradschool).	Per department deadlines.

This guide is general information for doctoral students. Reference your department's graduate handbook and The Graduate School policy for specific requirements and deadlines.



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Fax: (406) 994-4733

Website: www.montana.edu/gradschool
degreesandcertificates@montana.edu

Revised 8/2014

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Maintain Continuous Enrollment	Must be enrolled in 3 or more credits each term, excluding summer.	After passing any portion of the comprehensive examination.

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Defense of Dissertation	Consult with Graduate Chair and Committee.	Must be passed at least 14 business days before the end of the intended term of graduation.

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Approval of Dissertation	Approval by the Graduate Dean and Graduate School Formatting Advisor. See submission procedures (www.montana.edu/etd).	Must be approved at least 14 business days before the end of the intended term of graduation.

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Graduation Commencement	See Registrar's Office (www.montana.edu/commencement).	December ceremony — summer and fall candidates May ceremony — spring candidates

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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.

Format:

Student View

View

Save as PDF

Process New

Include in-progress classes

Include preregistered classes

[Classes by Term](#)

(not frozen) Save this audit with this new description and freeze status

Bozeman

Student View AC435936 as of 03/31/2014 at 20:41	
Student	Level Graduate - Semester
Confidential Record	Degree Doctor of Philosophy
ID	College College of Letters & Science
Classification Graduate Doctoral	Major Chemistry - Graduate Master & PhD
Advisor	Minor
Overall GPA 0.000	More Info Placement Data
Registration Holds Y	Academic Standing
Registration PIN 2014 Fall Semester - 423185	

<input type="checkbox"/> 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 A minimum of 60 credits are required. You currently have 0, you still need 60 more credits.
<input type="checkbox"/> Your GPA is below 3.0 - please see an advisor	
<input type="checkbox"/> Major Requirements Still Needed: See Major in Chemistry section	

<input type="checkbox"/> 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.
<input type="checkbox"/> 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 535 or 540 or 551 or 554 or 557 or 558 or 559 or 564
<input type="checkbox"/> SPECIALIZATION REQUIRED COURSEWORK	Still Needed: Choose from 1 of the following:
<input type="checkbox"/> Biochemistry Specialization	(3 Classes in BCH 441 or 442 or 524 or 526 or 543 or 544 or 545 or 547 or
<input type="checkbox"/> Biochemistry Specialization	(3 Classes in BCH 441 or 442 or 524 or 526 or 543 or 544 or 545 or 547
<input type="checkbox"/> Additional Coursework	Still Needed: 3 to 6 Credits in EBIO 566 or ECHM 503 or EGEN 541 or PHSX 501* or 504
<input type="checkbox"/> Seminar	Still Needed: 4 to 6 Credits in BCH 594 or CHMY 594
<input type="checkbox"/> Graduate Research/Creative Activity Instruction	Still Needed: 5 to 8 Credits in BCH 689 or CHMY 689
<input type="checkbox"/> 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 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