

## **Grad School Coffee Talk Recap, Sept 9, 2014**

### **Office of Degree Programs & Certificates**

**Amanda Brown, Lead Specialist**

**Lauren Cerretti, Specialist**

#### **Announcements**

- Graduate School Organizational Chart (Attached) – The Graduate School is now comprised of five offices; Fiscal (Maya Bronston), Admissions (Melis Edwards and Amanda Round), Degree Programs & Certificates (Amanda Brown and Lauren Cerretti), Student Services (Donna Negaard) and Analytics & Systems (Laura Collins and Ann Vinciguerra).
- Roadmap – overview of The Graduate School's and a student's responsibilities to degree completion
- Steps document (Attached) – detailed guidelines of forms, procedures and timelines to completing a certificate or degree

#### **Policy**

Status of policy updates on website – <http://www.montana.edu/gradschool/policy/index.html>  
Policy is back up on the web! Existing policy has been clarified and reorganized for the new CMS. No policy was changed. We are still working out small details on the site, like links and formatting, and appreciate your patience as we move to the new CMS.

#### **Revised forms - <http://www.montana.edu/gradschool/forms.html>**

- Program of Study & Committee – please note the new check boxes for examinations and defense requirements
- Report on Comprehensive Exam, Thesis/Dissertation – please note that video conferencing is not allowed for all members

#### **Review of deadlines for fall 2014 - [http://www.montana.edu/gradschool/policy/cat\\_dates-dead.html](http://www.montana.edu/gradschool/policy/cat_dates-dead.html)**

- Sept. 20 – Application to Graduate. Sept. 20 falls on a Saturday, so the deadline is Sept. 22 at 5 p.m.
- Nov. 17 – Last day to take and submit report on master's comprehensive or doctoral final examination. This is the last day to sit for an exam, and the Report on Comprehensive Exam form is to be submitted to our office by 5 p.m.
- Nov. 17 – Approval of thesis, dissertation or professional paper (if required by department) Thesis and dissertation must be approved by the Formatting Advisor by 5 p.m. on this day. It is recommended students submit a draft as early as possible to gradformatting@montana.edu.

#### **DegreeWorks™ (DW)**

As of May 15, 2014 all new programs of study & committee forms are being entered into DW. It is important to ensure the Rubric and Course numbers on the program match what is listed on the transcript otherwise DW will not recognize it. Additionally, please make use of the examination and defense check boxes on page 2 to communicate to The Graduate School if these are required. This information will be entered in to DW based on the approved program.