Graduate Advising Workshop for Faculty

Spring 2021
Maribeth Price, Dean of Graduate Education

This workshop focuses on advising of research degrees. Non-thesis degrees are generally supervised by a dedicated program director or program advisor assigned by the department.
The Office of Graduate Education

- Maribeth Price
  - Dean of Graduate Education
- Rachel Howard
  - Admissions, applications, assistantships, commencement
- Stephen Detlefs
  - Student progress, program of study processing, degree audits, thesis/dissertation processing
Workshop Outline

- Office and Governance of the Graduate School
- Degrees
- The Graduate Committee
- Degree milestones and timelines
- The Program of Study
- Reporting exams
- Thesis and dissertation guidelines
- The defense process
- Important Graduate Education policies
- Helping your students succeed
Where to find it: https://www.sdsmt.edu/GraduateEducation/

Forms
(Additional reference materials can be found on the current students page)

How to Digitally Sign Graduate Forms

Admission Forms
Accelerated MS Interim Advising Plan
Graduate Admissions Application

Exam Forms
Admission to Candidature
Masters Exam-Masters

GRADUATE EDUCATION POLICIES

I. Admissions Policies
  I.1. General Requirements for Graduate Admissions
  I.2. International Student Admissions
     I.2.a. English Proficiency
     I.2.b. International Transcript Evaluation Requirements
     I.2.c. Visa Requirements
     I.2.d. Medical Insurance

II. Funding Policies
  II.1. Graduate Assistantships
  II.2. Assistantships with Tuition and/or Fee Support
  II.3. Graduate Fellowships and Other Resources

III. Registration Policies
  III.1. Graduate Student Registration
  III.2. Definition of Full Time & Half Time Registration

VI. General Degree Requirements
  VI.1. Supervision of Advanced Degree Programs
  VI.1.a. Composition of Graduate Committees
  VI.1.b. Changes in Committee Membership
  VI.1.c. Emergency Committee Substitutions
  VI.2. Program of Study
  VI.3. Certification of Degree Requirements
  VI.4. Credit Policies for All Graduate Degrees
  VI.4.a. Graduate Course Level Requirements
  VI.4.b. Advanced Degree Grade Requirements
  VI.4.c. Research Credits
  VI.4.d. Dual Credit for Multiple Programs
  VI.4.e. Graduate Credits Earned at SD Mines
  VI.4.f. Applying Credits from Outside Institutions
  VI.4.g. Applying Undergraduate Level Credits Toward
  VI.4.h. Applying Graduate Level Credits Taken as

Contact Us
Graduate Education Office
South Dakota Mines
Attention: Graduate Education, Mail stop C2201
501 East St. Joseph St.
Rapid City, SD
57701-3995
Phone: (605)
Council on Graduate Education

- Sets graduate education policies
- Reviews graduate curriculum
- Reviews university fellowship applications
- Does strategic planning

- Bai, Xinhua (Physics)
- Lingwall, Bret (Civil and Environmental Engineering)
- Crawford, Grant (Biomedical Engineering)
- Kellar, Jon (Materials and Metallurgical Engineering)
- Robert Hall (Mining Engineering and Management)
- Clabo, Darren (Atmospheric Sciences)
- Woldstad, Jeff (Industrial Engineering and Engineering Management)
- Walker, Travis (Chemical and Biological Engineering)
- Romkes, Albert (Mechanical Engineering)
- Sawyer, Foster (Geology and Geological Engineering)
- Karlsson, Christer (Computer Science and Engineering)
- Anderson, Robert (Nanoscience and Nanoengineering)
- Ragi, Shankarachary (Electrical Engineering)
- Smirnova, Alevtina (Chemistry, Biology, and Health Sciences, non-voting)

We meet twice a month. If your department rep is not giving you updates, ask them!
Types of graduate degrees at Mines

- Master of Science (non-thesis)
- Master of Science (thesis)
- Master of Engineering
  - Hybrid technical and management (non-thesis)
- Accelerated MS
  - Permits Mines students to apply up to 12 credits from a Mines BS degree to the MS degree
  - Not considered grad students until BS is complete
  - Undergrads may NOT take 700-level courses
- PhD
Registration and Time Limits

• Thesis/PhD students must be continuously registered for fall and spring for at least 2 credits
  • May request a formal leave of absence
  • May need to reapply if lapsed
  • 9 credits required to hold an assistantship

• MS must be completed within 5 years
• PhD must be completed within 8 years
Graduate Assistantships

- Types: GRA or GTA or Hybrid
  - Full time (0.5 FTE) = 20 hours per week
  - Half time (0.25 FTE) = 10 hours per week
  - < 0.25 FTE or Hourly (no reduced tuition)
  - Minimum stipend is set by BOR each year
  - No maximum (but depts should be consistent)

- Registration requirement is 9 credits
  - At least half-time assistantship needed for reduced tuition
  - May request a 1-time exception in the final semester

- EPAF system is used to authorize
  - Watch deadlines and submit in plenty of time
  - Submit for the entire year if you can
  - Make sure you have the budget for it
Hourly graduate pay

Academic work (Departments, Centers)

• Applies to work normally done by GTA/GRA
• Allowed when < ($4K/sem)
• Hourly rate must be same as for assistantship
• New EPAF each semester/summer

Non-academic work (e.g. Dining, Facilities)

• Applies to other types of work
• No maximum amount
• Maximum 20 hr/wk, 40 in summer/winter break
• May pay going rate for similar work

• 2-cr minimum registration (0 in summer)
• no reduced tuition
The Graduate Committee

• Guides the student’s coursework and research

• Master’s committee (3 or more)
  • Major professor (has at least a master’s degree)*
  • Graduate Division Representative*
  • At least one additional member

• Dissertation committee (5 or more)
  • Major professor (must have a PhD)*
  • Graduate Division Representative*
  • At least three additional members

* Must be full-time Mines faculty
Graduate Division Rep must be from another department/program
All members must have a minimum of a BS degree
All committees must have at least 3 and/or a majority of full-times Mines faculty
Co-Major Professors

- Required when the research is being directed by someone not full-time Mines faculty
  - Emeritus faculty
  - Adjunct faculty (unpaid or part-time)
  - Industry representatives
  - Government employees
  - Faculty from other academic institutions

- Why?
  - To allow student to register for research credits
  - To ensure committee oversight by full-time faculty
Role of the major professor

- Guide student’s coursework
- Assist student in choosing a committee
- Assist student in developing research problem
- Guide student’s research
- Review the thesis/dissertation content and format for adherence to Grad Ed requirements
- Run the committee for exams/defense; manage committee disagreements
- Mentor student’s development as a research professional
Role of the Graduate Division Rep

• Represent the broad concerns of the Office of Graduate Education and the University with respect to high standards of graduate education and scholarly performance,

• Assure that all procedures are carried out fairly and according to the guidelines of the Office of Graduate Education,

• Participate in conducting final examinations and provide an outcome report to the Office of Graduate Education immediately following the final exam,

• Assist in the resolution of committee disputes.
Role of the committee members

- To help guide and evaluate the student
- To attend and evaluate student performance on exams and the defense
- To provide additional expertise to the research, if appropriate
- To review the quality of the work performed
- To verify that the final thesis/dissertation is an acceptable document in terms of technical quality and written English
Graduate examinations

- Graduate exams tracked by the Grad Office
  - Master’s proposal (2020 catalog and later)
  - PhD qualifying exam
  - PhD comprehensive exam/admission to candidacy
- These exams are scheduled and conducted by the major professor and committee
  - The Graduate Office is NOT involved in scheduling
  - Only the defense is scheduled through the Graduate Office
- Report results of an exam to the Graduate Office within two weeks, if possible.
- Reports must be emailed or hand delivered by a faculty member; reports are NOT accepted from students.
Degree milestones and timelines

• MS
  • File Program of Study
    • 2nd semester*
  • Complete courses
  • Master’s Proposal defense**
  • Thesis defense

• PhD
  • File Program of Study
    • 2nd semester
  • Qualifying exam
    • Time varies by program
  • Complete courses
  • Comprehensive exam and Admission to Candidacy
    • 12 months before defense
  • Defend dissertation

* Accelerated MS students in 1st semester
** Fall 2020 catalog and later
Degree progress tracking (new Fa 20)

- Graduate office monitors milestones completed vs accumulated credits
- Students may be placed on a progress alert list
  - Required to submit a brief progress report each semester until items are completed

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Threshold</th>
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<tbody>
<tr>
<td>POS submission</td>
<td>18 credits</td>
</tr>
<tr>
<td>MS thesis proposal (2020 catalog &amp; later)</td>
<td>27 credits</td>
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<tr>
<td>MS defense</td>
<td>36 credits</td>
</tr>
<tr>
<td>PhD qualifying exam</td>
<td>54 credits</td>
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<tr>
<td>PhD Admission to Candidacy</td>
<td>54 credits</td>
</tr>
<tr>
<td>PhD defense</td>
<td>90 credits</td>
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</tbody>
</table>
Degree requirements

• Graduate School has **minimum** requirements that ALL programs must meet, such as:
  • 30 credits for an MS
  • 72 credits for PhD, at least 36 must be courses
  • At least 50% of credits must be > 600-level or higher
  • Double-count up to 12 credits for accelerated MS

• Departments may set additional requirements
  • Grad Office will enforce your requirements in the catalog
  • Committees/heads may request exceptions
PhD Reduction in Credit

Reduction of Credits for PhD Form
for PhD students with a completed Master’s degree from another institution

Students who earned a Master’s degree from another institution may apply credits to the total needed to earn the PhD. A thesis Master’s degree counts for 24 semester course credits and 6 research credits. A non-thesis Master’s degree counts 24 semester course credits only. See the Graduate Education policies in the catalog for special conditions pertaining to undergraduate-level credits.

Date: _______________  Student Name: _______________________________  Student ID# _____________________________

Institution that awarded the Master’s degree: ________________________________________________________________

Note: An official transcript showing the completed MS degree must be on file with the Office of Graduate Education at South Dakota Mines before this request can be considered. The student is responsible for arranging for the official transcript to be sent to the Office of Graduate Education, if necessary.

☐ The full prior thesis Master’s degree is accepted to provide 24 course and 6 thesis credits toward the PhD.

☐ The full prior non-thesis Master’s degree is accepted to provide 24 course credits toward the PhD.

☐ The prior Master’s degree is NOT accepted to reduce credits toward the PhD as a bulk reduction. However, the student may apply to transfer up to 24 course credits approved by the committee.

Please list courses from the accepted prior MS that will be used to satisfy a **required course** or a **specific elective** in the PhD program. If no courses are being used to satisfy specific requirements, put “Not applicable”.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name (only list courses that satisfy specific requirements)</th>
<th>Mines course prefix/# satisfied</th>
<th>Semester taken</th>
<th>Credit hours</th>
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</table>
DegreeWorks

- A degree audit system
- Tracks student progress
- Evaluates courses against degree requirements
- Available in Banner Self Service

SD Mines Major in Geology/Geological Engr

Credits Applied: 38  
Catalog Year: 2018-2019  
GPA: 3.857

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan of Study</td>
<td>PhD Plan Study Geologic Engr</td>
<td>S</td>
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<tr>
<td>PhD Qualifying Exam</td>
<td>Still Needed: An oral or written qualifying examination is required for this degree. Consult your department to learn when and how this exam is given.</td>
<td></td>
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<tr>
<td>PhD Admission to Candidacy</td>
<td>Still Needed: To gain admission to PhD candidacy, you must complete the comprehensive examination, which includes the defense of a written proposal for your PhD research. Admission to Candidacy must be completed at least 12 months before the PhD defense.</td>
<td></td>
<td></td>
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<tr>
<td>SPECIALIZATION OPTIONS (COMPLETE A, B, OR C)</td>
<td>Courses may not initially appear in your desired specialization. As you complete more requirements, they should shift to the specialization you have chosen to follow.</td>
<td></td>
<td></td>
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<tr>
<td>C) MINING SPECIALIZATION</td>
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<tr>
<td>C1) Fundamental Problems Engr/Sci</td>
<td>AES 808 Fundamental Problems Engr/Sci</td>
<td>B</td>
<td>3</td>
<td>Fall 2019</td>
</tr>
<tr>
<td>C2) Specialization Electives, 9 cr</td>
<td>MEM 550 Rock Slope Engineering</td>
<td>A</td>
<td>3</td>
<td>Fall 2018</td>
</tr>
<tr>
<td></td>
<td>MEM 592 TP: PROJ MNGMT FOR MIN INDUST</td>
<td>A</td>
<td>3</td>
<td>Fall 2018</td>
</tr>
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<td></td>
<td>MEM 650 Mine Systems Optimization</td>
<td>A</td>
<td>3</td>
<td>Spring 2019</td>
</tr>
</tbody>
</table>
Exceptions

- Exceptions are approved variances to program requirements
- Departments may authorize
  - Substitutions for core courses
  - Non-standard electives
  - Variances from department program requirements
- Departments may request variances from Graduate Education policies
- Approved exceptions are entered in DegreeWorks and appear on audits
- [Graduate Exception Request form](#)
Program of Study (POS)

• Establishes the graduate committee
• Plans courses for degree completion
• Due at midterm in second semester for most students (first for accelerated MS)
• Revisions not needed
• DegreeWorks used to verify completion of degree requirements
• Developed by the student in consultation with major professor/advisor
• Approved by committee, program head, dean
Submitting the POS

• The Program of Study includes
  • Cover page and instructions
  • What If audit from DegreeWorks
  • Transfer and exception requests, if needed

• Steps for research students
  1. Submit info to Grad Office to configure audit
  2. Fill out cover page including committee names
  3. Submit to advisor with audit and supporting docs
  4. Advisor emails all to Graduate Office
  5. Grad Office routes cover page using DocuSign to obtain committee signatures

POS Workshop video
Degree Audits

- POS What If audit
  - Done by student and approved by advisor
- Preliminary degree audit
  - Grad Office reviews DW audit when student submits graduation application
- Department audit
  - Major professor and head approve audit in student’s final semester
- Final degree audit (after defense)
  - Grad office verifies that degree requirements are complete
Research credits

• Research credits
  • XXX 798 Thesis
  • XXX 898 Dissertation

• Allowable grades
  • U  Unsatisfactory
  • S  Satisfactory
  • NP  Normal Progress

  • Temporary grade, must be converted to S in ALL semesters before student diploma can be released
  • Checkout form verifies advisor approval of change

Students may take more research credits than required for purposes of continuing registration, but there is a maximum that can be counted toward a degree.
Non-research or project credits

• Non-research (or project) credits
  • XXX 788 Non-thesis research
  • XXX 888 Non-dissertation research (rare)

• May be required or optional

• Limit on number that can be applied to degree

• Allowable grades
  • Depends on how course is set up in Banner
    • A-D, F
    • U, S
Research credit substitutions

- Research credits (798, 898) **cannot** be substituted for core or elective credits
- Project (788, 888) credits may be substituted for thesis credits if approved by the department
- Thesis credits (798) may be substituted for project credits if approved by the department
- Up to 6 thesis credits may be substituted for dissertation credits
The committee is responsible for the technical content and quality.

The Graduate Office reviews the document for formatting.

But we’d love your help with formatting…
# Thesis/Dissertation Format Checklist

## Global formatting requirements

### Page layout
- Pages are standard letter size (8.5 by 11 inches) in portrait orientation
- All pages are one-sided
- The body text is double-spaced
- Paragraphs are indented

### Margins
- 1.5-inch margin on the left, including the title page
- 1-inch margins on the top, bottom, and right
- Landscape and double-size pages have the same margins as portrait pages

### Fonts
- Body text font is in 12-pt. Times New Roman or similar serif font
- The same body text font is consistently used throughout
- Figure/table captions are distinctive from the body text but at least 10 pt.
- No text is smaller than 10 pt.
- Headings clearly indicate the hierarchy

### Page numbers
- Numbers appear in the upper right corner on the top and right
The required components of an M.S. thesis or Ph.D. dissertation include the following. ALL components MUST be available for committee review prior to the defense.

- Title Page,
- Abstract,
- Acknowledgements,
- Table of Contents,
- List of Tables,
- List of Figures,
- Introduction
- Theory and/or Literature Search
- Methods
- Results
- Conclusions
- Bibliography,
- Appendices,
- Vita.

Chapter titles and organization are flexible to accommodate differences in disciplines, but these components should be present and recognizable.
Journal style

- Title Page,
- Abstract,
- Acknowledgements,
- Table of Contents,
- List of Tables,
- List of Figures,
- Introduction to the full body of work represented by the articles,
- One or more journal articles,
- Conclusions including a summary of conclusions from the articles and implications from the work as a whole,
- Bibliography for references not in the articles,
- Appendices (include documentation for permission to reproduce published/copyrighted articles),
- Vita.

Note that the lists of tables & figures refers to tables and figures in the entire document.

Publication or acceptance of the articles is NOT required.
# The defense process

## Pre-defense

| Step 1 | • Major professor approves student’s final semester DegreeWorks audit  
• The Grad Office sends heads a list of students needing audits each semester. |
|--------|------------------------------------------------------------------|
| Step 2 | • The major professor reviews the thesis/dissertation.  
• The major professor informs the student whether the document may proceed to the committee. |
| Step 3 | • The graduate committee reviews the thesis/dissertation and determines if it is defensible.  
• The committee evaluates whether the document is defensible: that it is an acceptable manuscript in terms of technical quality and proper expression in American Standard English, and that the revisions can reasonably be completed by the end of finals week. The committee may discuss their assessments in person or by email if needed.  
• During this time, the Grad Office also conducts a preliminary formatting and content check, and notifies the student and major professor of any issues.  
• Committee members should immediately notify the major professor if their reviews reveal any substantial issues that might prevent a successful defense.  
• If the document is not deemed defensible, the major professor discusses the deficiencies with the student and notifies the Grad Office that the defense will be delayed. |
| Step 4 | • The committee approves the scheduling of the defense.  
• The student formally schedules the defense with the Grad Office using the Defense Approval and Scheduling form. *By signing the form, the committee is certifying that the thesis/dissertation is defensible as defined above.*  
• The signed form must be submitted no later than 5 working days before the defense. |
Dear Student: Select a date/time when your committee members can attend and reserve the room for your defense. (Your department/program secretary is a great resource for available room information.)

- Your defense may not be scheduled during the period of final examinations at the end of the semester (see academic calendar at the front of the current catalog).
- This form must be completed and received in the Office of Graduate Education (C 2201) NO LESS THAN FIVE WORKING DAYS before the scheduled time of the defense.

Print Student Name_________________________ Student ID_________________________
Program ________________________________ [ ] MS thesis defense [ ] PhD dissertation defense
Time_______[ ] am [ ] pm on ____________________________
Day of week__ Month__ Day__ Year
Room__________________________ of the ___________________________ Building
Thesis/Dissertation Title (print clearly):______________________________

Do any of the following pertain to this thesis/dissertation: (1) it contains patentable content; (2) it is subject to export control under ITAF or EAR; or (3) it is covered under an existing proprietary or non-disclosure agreement? If you are unsure, please discuss with your major professor before answering. [ ] Yes [ ] No

If you answered Yes, the Office of Research Affairs (OH 102) must complete the Restricted Thesis/Dissertation Declaration below. A restricted defense is not announced to the campus community, and the thesis/dissertation documents will be held in the library until the specified release date.

Restricted Thesis/Dissertation Declaration (to be completed by the Office of Research Affairs)
This [ ] is [ ] is not a restricted thesis/dissertation. Release date if restricted: ____________________

Signature of designated official ___________________________ (Print Name)_________________________ Date ____________
Defense Approval and Scheduling form

- Committee should be confident that it is defensible
- You are not just agreeing to show up at the defense!

I request to defend on
the date specified above: Student Signature ____________________________ Date_______

Committee approvals:
I have reviewed this thesis/dissertation and verified that it appears to be an acceptable manuscript in terms of technical quality and proper expression and usage in American Standard English. (You are encouraged to provide written comments to the student immediately following your review, so that the student may work on revisions prior to the defense.)

<table>
<thead>
<tr>
<th>Signature</th>
<th>Print Name</th>
<th>Date</th>
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<tbody>
<tr>
<td>Major Professor Signature</td>
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<td>Graduate Representative Signature</td>
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<td>Committee Member Signature</td>
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<td>Committee Member Signature</td>
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</table>
Part I. The undersigned have conducted the defense examination for the above-named candidate for the degree specified and have judged that the candidate [ ] has [ ] has not demonstrated competence in the discipline.

Checking “has not” requires that the candidate must repeat the oral examination in addition to any revisions indicated in Part II.

Part II. In addition, the undersigned have reviewed the thesis or dissertation and determined that (select one)

[ ] The work is accepted with minor corrections and requires no further review.

If this option is checked, the committee can immediately sign the title page to indicate acceptance of the document, with the understanding that the student will complete any minor style and grammatical corrections indicated by the committee before the document is submitted to the Graduate Office for final checkout.

[ ] The work is accepted with revisions that require review by the committee.

The revisions may affect the grammar, style, format, structure, or organization of the work but do not fundamentally alter the data collected, the interpretation of the results, or the conclusions. They may include addressing frequent issues with grammar or style, re-writing or expanding existing sections, creating new tables/figures, or revising existing tables/figures. The committee believes that the revisions could reasonably be completed within 8 weeks of full-time effort. After revisions are completed, committee members sign the thesis or dissertation title/signature page as certification that the revisions have been done to their satisfaction.

[ ] The work requires substantial revisions and all or part of the defense must be repeated.

Substantial revisions fundamentally alter the organization, structure, data, methods, interpretation, or extensive revisions expected to take more than 8 weeks of full-time effort. They include adding new data, reanalyzing data, reinterpreting results, or rewriting more than ~20% of the work. The committee must determine the length and format of the re-defense appropriate to the type and scope of the revisions, to a full re-defense. Regardless of format, however, the re-defense must be scheduled with the Graduate Office.

Title page sent for signatures immediately

Cannot attend commencement unless re-defends by deadline

Send to Grad Office within 2 days of the defense.
### The defense process

#### Defense and after

<table>
<thead>
<tr>
<th>Step 5</th>
<th>The committee, chaired by the major professor, conducts the defense.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The committee signs the <em>Defense Results Report</em> and delivers it to the Grad Office within two working days after the defense. The form will NOT be accepted from students.</td>
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<tr>
<td></td>
<td>Required revisions should be summarized by the GDR, attached to the <em>Defense Results Report</em>, and given to the student in writing.</td>
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</table>

<table>
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<tr>
<th>Step 6</th>
<th>The committee certifies acceptance of the thesis/dissertation, after the student completes the required revisions, by signing the title page.</th>
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<tbody>
<tr>
<td></td>
<td>The major professor notifies the Grad Office when the committee is ready to sign the title page.</td>
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<td></td>
<td>The Grad Office routes the title page through DocuSign to gather committee signatures.</td>
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<tr>
<td></td>
<td>The major professor fills out and signs the <em>Checkout Sheet for Graduate Students</em> so the student can begin collecting signatures if necessary. Signing this document will also authorize the Registrar to convert all prior NP thesis/dissertation grades to S.</td>
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<tr>
<th>Step 7</th>
<th>The Graduate Office coordinates the final document production and degree audit.</th>
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<tr>
<td></td>
<td>The document undergoes a proofreading check*, an abstract review, and a final formatting check.</td>
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<td></td>
<td>Major professors and department heads must sign the library order form if not done earlier.</td>
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<tr>
<td></td>
<td>The student makes any last corrections and submits the final electronic copy to the Library.</td>
</tr>
<tr>
<td></td>
<td>The student returns the completed <em>Checkout Sheet for Graduate Students</em> to the Grad Office.</td>
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</tbody>
</table>

*Students who cannot pass the proofreading check in two attempts must receive advisor permission to continue graduation process.*
Thesis/dissertation approval

- Your DocuSign signature on the title page indicates your **approval and acceptance** of the student’s final copy.

- The student cannot proceed to the Grad Office final review without **all** committee signatures.

- The Dean signs AFTER the final review by the Grad Office has been passed.
The defense process

The Graduate Office manages student defense forms and final submissions using a D2L course.

The committee is not part of the D2L course but works directly with the student.

Preparation

These steps ensure that you have done the background work in preparation for your defense.

☐ Apply to Graduate
Due at 4:30 PM on Friday, August 28, 2020

To apply to graduate in a given semester, you need to go here and complete the application. If you apply, there is any chance that you will complete the degree. If you quit at any point, it is okay to drop out the form anyway. If you have applied before and did not complete the degree, you can simply apply again.

☐ Review the Graduate Education Deadlines
Review the Graduate Education Deadlines when certain items must be completed. You will need to allow 8-10 weeks to complete the defense process once your thesis/dissertation is written and ready for your defense.

☐ Polish your thesis/dissertation
Your best chance to complete the defense process this semester is to invest the time up front to ensure that your draft is in the best possible shape. It needs to be well written, contain quality technical work, and be free of grammar and spelling errors.

☐ Submit the document to your major professor
Due at 4:30 PM on Thursday, October 15, 2020

Your major professor must review your completed document and approve it to be distributed to your committee.
Checkout Sheet

Required for all on-campus students for degree release

Major prof completes top
  - Authorizes NP to S
  - Verifies if student will remain on campus

Students gains signatures by completing these tasks
  - Returns keys or signs volunteer agreement
  - Lab safety walkthrough
Commencement policy

Graduation and commencement are different things

• Graduation
  • Student completes all requirements by the semester deadline
  • Degree is awarded in the semester of completion

• Commencement participation
  • Student must successfully defend by the deadline
    • Degree not released until all requirements are met
  • Student walks and is listed in the program
    • May occur in a different semester than graduation
  • MS summer grads may petition to walk in spring
PhD hooding ceremony

• Hooding is performed by major professor and the Graduate Dean

• Hooding practice at the Civic Center
  • Please attend; it is kind of fun and it helps your student feel more comfortable with the process
  • Helps you remember the little details
Graduate Education Deadlines

<table>
<thead>
<tr>
<th>Steps (with recommended completion dates) and Deadlines (must be completed on time)</th>
<th>Fall 2020</th>
<th>Spring 2021</th>
<th>Summer 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earn your Admission to Candidacy for PhD</td>
<td></td>
<td>One year before defense date</td>
<td></td>
</tr>
<tr>
<td>Apply for graduation</td>
<td>8/28/2020</td>
<td>1/20/2021</td>
<td>1/20/2021</td>
</tr>
<tr>
<td>Submit thesis/dissertation to committee for review and to Grad Office (via D2L) for preliminary format check (The major professor must review it first and give student permission to submit it to the committee and the Grad Office.)</td>
<td>10/27/2020</td>
<td>3/26/2021</td>
<td>6/18/2021</td>
</tr>
<tr>
<td>Last day to submit defense scheduling form</td>
<td>11/10/2020</td>
<td>4/9/2021</td>
<td>7/2/2021</td>
</tr>
<tr>
<td>Last day to hold defense</td>
<td>11/17/2020</td>
<td>4/16/2021</td>
<td>7/9/2021</td>
</tr>
<tr>
<td>Submit electronic thesis/dissertation (including signed title page on archival paper) to D2L for Dean’s review and signature</td>
<td>11/30/2020</td>
<td>4/28/2021</td>
<td>7/23/2021</td>
</tr>
<tr>
<td>Last day to submit Checkout Sheet for Graduate Students</td>
<td>12/9/2020</td>
<td>5/7/2021</td>
<td>7/31/2021</td>
</tr>
</tbody>
</table>
Changes for 2020-2021

• New POS format using DegreeWorks
• MS students must complete a research proposal
• Zoom allowed for defenses
  • Live defenses must adhere to campus COVID-19 social distancing guidelines
• Defense process completely electronic
  • Forms submitted to D2L
  • Committee signatures gathered via DocuSign
  • Student no longer prints a copy on archival paper
  • Library receives electronic copy and does all reproduction (student still pays)
Graduation deadlines

- If students do not complete the requirements, they must register for at least 2 credits the next semester. This costs them **MONEY**.
  - Major professors should encourage students to set **realistic deadlines** and submit the thesis or dissertation in plenty of time.
  - Committees should review and return edits within two weeks of receipt.
  - The committee is **NOT** obligated to perform high-speed reviews because the student is pushing the deadlines.
  - The committee should **NEVER** agree to review or hold a defense with a partial document!!
Help your students avoid the trap

• Typically 1/3 of students who apply to graduate do not finish in the same semester.
  • Writing not finished in time
  • More substantial revisions than anticipated

• Advise students to allow 8-10 weeks from final draft to completion.
  • Fall: give to major prof by mid-October
  • Spring: give the major prof by spring break

• Committees should review promptly and NOT permit the defense to go forward unless the document is complete and the work sound
Finishing in the summer

• Discouraged because
  • Faculty are not on contract and often busy or traveling
  • Committee members may not be willing
  • Getting reviews and signatures is extra challenging
  • Summer deadlines come quickly!
    • Last day to defend comes in early July
    • Last day to submit final copy is mid-July

• Advise students to carefully consider strategy
  • Writing should be largely DONE by May
  • Get agreement and target date from committee FIRST
  • It may be better to skip summer and complete in fall
  • If they miss the summer deadlines, they pay TWICE
Summer defense petition

- Students must **petition** to defend in the summer (due ~ April 9 to walk in spring)
- The petition is used to verify that:
  - Major professor has reviewed a nearly complete draft and believes it is defensible
  - Committee has agreed to a time and date for the defense
  - Committee verifies availability for post-defense corrections and reviews
- Faculty are not obligated to do a summer defense
- Approved petition required for MS students participate in spring commencement
Petition for Summer Defense Form

Dear Student, A summer defense can be a challenge, and is an unnecessary expense if you should fail to meet the deadlines. This form is required to help you ensure the best possible chance for success. If you want to participate in spring commencement, this form must be submitted to the Graduate Office no later than the spring defense deadline.

PART 1: To be completed by the student

Print Student Name ___________________________ Student ID ___________________________

Program ______________________________________ MS thesis defense □ PhD dissertation defense □

□ I will be able to give a complete quality draft of the thesis/dissertation to my major professor no later than June 1.

□ I plan to defend on (date/time) ____________________________ and have verified that my committee is willing and available to attend a summer defense on this day and will be accessible for post-defense reviews and approvals.

□ I understand that if I fail to meet the Graduate Education deadlines for any reason, including the inability of my committee to finish reviews, then I will be required to register for fall semester in addition to the summer semester.

Student Signature ___________________________ Date __________

PART 2: To be completed by the major professor

□ I have seen/reviewed major portions of the thesis/dissertation and am confident that it will be defensible by June 1.

□ I am available on the defense date indicated above.

□ I will be accessible for several weeks after the defense to review revisions and approve the final draft.

Major Professor Signature ___________________________ (Print Name) ___________________________ Date __________

PART 3: To be completed by the student’s graduate committee members

Faculty members are not obligated to agree to a summer defense.

By signing this form, I indicate that I am willing to attend a summer defense on the date specified above and be accessible for several weeks afterward to review revisions and approve the final draft.

Graduate Representative Signature ___________________________ (Print Name) ___________________________ Date __________
Helping your students succeed

- Know the policies and deadlines
- Get EPAF requests in on time to avoid assistantship drama
- Meet regularly to discuss work and progress
  - Group meetings can be effective and save time
  - Get your students helping each other
  - Set short-term goals and deliverables
- Encourage writing as a process
  - Require and review short sections
  - Ask committee for help when needed
- Review work promptly (1-2 weeks)
Survey questions on doctoral advising

• Are available to me when I need help with my research.
• Are available to me when I need to talk about my program and my progress in the program.
• Treat my ideas with respect.
• Give me regular and constructive feedback on my research.
• Teach me the details of good research practice.
• Provide me with information about ongoing research relevant to my work.
• Teach me survival skills for this field.
• Help me secure funding for my graduate studies.
• Help me develop professional relationships with others in the field.
• Assist me in writing presentations or publications.
• Teach me to write grant and contract proposals.
• Advocate for me with others when necessary.

• Provide emotional support when I need it.
• Are sensitive to my needs.
• Take an interest in my personal life.
• Have my best interests at heart.
• Care about me as a whole person—not just as a scholar.
• Provide direct assessments of my progress.
• Would support me in any career path I might choose.
• See me as a source of labor to advance his/her research.
• Expect me to work so many hours that it is difficult for me to have a life outside of school.
• Give me regular and constructive feedback on my progress toward degree completion.
• Provide information about career paths open to me.
• Solicit my input on matters of teaching and research.