Graduate Advising Workshop for Faculty

Spring 2018
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.
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

• Grad Ed Policies
• Grad Ed Forms

Graduate Education

Graduate Education Policies
Graduate Forms

Apply for Admission
Review our
Application Instructions
then apply online.

Graduate Education Office
South Dakota School of Mines & Technology
501 East St. Joseph St.
Chemistry Building,
Room 2201
Rapid City, SD 57701-3995

Phone: (605) 355-3468
Fax: (605) 394-1767
E-mail Graduate Education

STEM Leadership
The Office of Graduate Education
C 2201

• Maribeth Price
  • Dean of Graduate Education

• Rachel Howard
  • Admissions, applications, assistantships

• Trudy Severson
  • Student progress, POS processing, degree audits, thesis/dissertation processing
Council on Graduate Education

- Sets graduate education policies
- Reviews graduate curriculum
- Reviews university fellowship applications
- Strategic planning

- Oszwaldowski, Rafal (Physics)
- Robinson, Marc (Civil and Environmental Engineering)
- Crawford, Grant (Biomedical Engineering)
- Kellar, Jon (Materials and Metallurgical Engineering)
- Tukkaraja, Purushotham (Mining Engineering & Management)
- French, Adam (Atmospheric Sciences)
- Matejcik, Frank (Industrial Engineering/Engineering Mgt)
- Menkhaus, Todd (Chemical and Biological Engineering)
- Muci, Karim (Mechanical Engineering)
- Masterlark, Tim (Geology and Geological Engineering)
- Karlsson, Christer (Mathematics and Computer Science)
- Smith, Steve (Nanoscience and Nanoengineering)
- Rajan, Magesh (Electrical and Computer Engineering)
- Price, Maribeth (Dean, Graduate Studies)
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

• 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
• MS must be completed within 5 years
• PhD must be completed within 8 years
Graduate Assistantships
GRA (research) or GTA (teaching) or hybrid

• Types
  • Full time (0.5 FTE) = 20 hours per week
  • Half time (0.25 FTE) = 10 hours per week
  • < 0.25 FTE or Hourly (no tuition remission)
  • Minimum stipend is set by BOR each year

• Registration requirements
  • Students must have at least a half-time assistantship and be registered for 9 credits to receive reduced tuition

• EPAF system is used to authorize
  • Watch deadlines and submit in plenty of time
  • Make sure you have the budget for it
The Graduate Committee

- Purpose: to guide the student’s academic coursework selection and research activities

- Master’s committee
  - Major professor (has at least a master’s degree)
  - Graduate Division Representative
  - At least one additional member

- Dissertation committee
  - Major professor (must have a PhD)
  - Graduate Division Representative
  - At least three additional members
Who can be on a committee?

- Major professors and Grad Div Reps must be full-time Mines faculty.
- Grad Division Rep must be from a different department/program*.
- All committee members must have a minimum of a BS degree.

* Not on faculty list for interdisciplinary programs
Off-campus committee members

Considerations

- At least 3 members must be full-time Mines faculty
- Larger committees must have a majority of Mines full-time faculty
- Students should defend 1-2 weeks earlier to allow time for signatures to be mailed
Co-Major Professors

• Needed 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
• Chair 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 assist the major professor and Grad Div Rep in guiding and evaluating 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 term of technical quality and written English
Degree milestones and timelines

**MS**
- File Program of Study
  - 2\textsuperscript{nd} semester*
- Complete courses
- File graduation application
  - Penultimate semester
- Master’s exam
  - (Geo/ME/M.ENG only)
- Defend and complete thesis

**PhD**
- File Program of Study
  - 2\textsuperscript{nd} semester
- Qualifying exam
  - Time varies by program
- Complete courses
- Comprehensive exam and Admission to Candidacy
  - 12 months before defense
- File graduation application
  - Penultimate semester
- Defend and complete dissertation

* Accelerated students in 1\textsuperscript{st} semester
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 > 500-level
  • Double-count up to 12 credits for accelerated MS

• Departments may set additional requirements
  • Grad Office will enforce your requirements as written in the catalog (if possible)
  • Committees/heads may request exceptions in special cases
Program of Study (POS)

- Establishes the graduate committee
- Defines courses for degree completion
- Due at midterm in second semester for most students (first for accelerated MS)
- Should be reviewed the semester before graduation and revised if necessary
- Used by Graduate Office to verify completion of degree requirements
- Developed by the student in consultation with major professor/advisor
- Approved by committee
Degree information

Office of Graduate Education - South Dakota School of Mines and Technology
Program of Study for MS and M.Eng. Students
Graduate Advisory Committee Signature Page

The original program of study is due to the Office of Graduate Education no later than midterm of the second semester of registration as an advanced degree-seeking candidate. A revised program of study requires approval of all committee members.

___X___ Original ______ Revision (Obtain all signatures again) ______ Revision due to change of Major Professor (also attach a Change of Major Professor Form)

Student Name and ID #: ___ Sansa Stark, 7654821 ____________ Today’s Date: ___August 19, 2016___
(Print)

Current MS or M.Eng. Program: Civil & Environmental Engineering Academic Year Catalog _2016-2017_

Specialization/emphasis (if applicable; see catalog): ________________________________

Undergraduate degree received: ___ Geological Engineering ________________________________

Option: ___x___ Thesis _______ Non-Thesis

If thesis option, state your thesis research area, as close to the anticipated topic as possible:

___ Fabrication of Dragonfire-Resistant Road Surface Materials ________________________________
__________________________________________________________________________________
__________________________________________________________________________________

I certify that the courses attached list of courses is a complete program leading toward graduation. I understand that the course list can be changed at a later date with the approval of my Graduate Advisory Committee.

Submitted for approval by: ____________________________________________________________

Signature of Student ___________________________ Date ___________________________
Committee approvals

Graduate Advisory Committee Signatures:
By signing below I agree that the attached list of courses represents the student’s complete program leading toward graduation.

Cersei Lannister, Civil & Env __________________________ Aug 20, 2016
Major Professor Signature (on line above)
Print Name & Dept on line above
Date

Petyr Baelish, Mining Eng & Mgt __________________________ Aug 20, 2016
Graduate Division Representative Signature
Print Name & Dept on line above
Date

Janos Slynt, Civil & Env Eng __________________________ Aug 20, 2016
Committee Member Signature
Print Name & Dept on line above
Date

Committee Member Signature
Print Name & Dept on line above
Date

Committee Member Signature
Print Name & Dept on line above
Date

Robert Baratheon, Civil & Env __________________________ (REQUIRED)
Program Coordinator or Dept. Head Signature
Print Name & Dept on line above
Date

Dean of Graduate Education: ____________________________ ____________________________ Date
Signature
Print name
## Coursework Plan

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Anticipated Semester of Registration</th>
<th>Required Coursework Credits</th>
<th>Research Credits</th>
<th>Others Electives, etc.</th>
<th>Required Deficiency Courses</th>
<th>Courses to be counted toward an accelerated MS program</th>
<th>Courses Transferred from Other Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEE 525</td>
<td>Civil Engineering</td>
<td>Fall 2016</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CEE 501</td>
<td>Research Methods</td>
<td>Fall 2016</td>
<td>1</td>
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<tr>
<td>CEE 675</td>
<td>Environmental Engineering</td>
<td>Fall 2016</td>
<td>3</td>
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<tr>
<td>CEE 798</td>
<td>Thesis Research</td>
<td>Fall 2016</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>CEE 690</td>
<td>Seminar</td>
<td>Spring 2017</td>
<td>1</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>CEE 699</td>
<td>Special Topics; substitute for CEE 601</td>
<td>Spring 2017</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>CEE 798</td>
<td>Thesis Research</td>
<td>Spring 2017</td>
<td>3</td>
<td></td>
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<tr>
<td>CEE 798</td>
<td>Thesis Research</td>
<td>Spring 2017</td>
<td>2</td>
<td></td>
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<td></td>
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<tr>
<td>CEE 535</td>
<td>Road Surface Materials</td>
<td>Spring 2017</td>
<td>3</td>
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<tr>
<td>CEE 502</td>
<td>Materials and the Environment</td>
<td>Fall 2017</td>
<td>3</td>
<td></td>
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<tr>
<td>ENGM 601</td>
<td>Engineering Management</td>
<td>Fall 2017</td>
<td>3</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>CEM 609</td>
<td>Construction Engineering</td>
<td>Fall 2017</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Total Credits | 8  | 7  | 15 |


**PhD Reduction in Credit**

Allows up to 30 (24 coursework/6 research) credits to be applied to the PhD from a completed MS

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester taken</th>
<th>Number of credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM 760</td>
<td>Composites</td>
<td>Fall 2013</td>
<td>3</td>
</tr>
<tr>
<td>Chem 511</td>
<td>Organic Materials</td>
<td>Fall 2013</td>
<td>3</td>
</tr>
<tr>
<td>Chem 699</td>
<td>Thesis Research</td>
<td>Fall 2013</td>
<td>3</td>
</tr>
<tr>
<td>Mine 501</td>
<td>Mining Materials (fulfills CEE 609)</td>
<td>Spring 2014</td>
<td>3</td>
</tr>
<tr>
<td>Chem 601</td>
<td>Inorganic Materials</td>
<td>Spring 2014</td>
<td>3</td>
</tr>
<tr>
<td>Chem 612</td>
<td>Advanced Chemistry</td>
<td>Fall 2014</td>
<td>3</td>
</tr>
<tr>
<td>Chem 702</td>
<td>Special Topics</td>
<td>Fall 2014</td>
<td>3</td>
</tr>
<tr>
<td>Chem 699</td>
<td>Thesis Research</td>
<td>Fall 2014</td>
<td>3</td>
</tr>
<tr>
<td>Chem 701</td>
<td>Special Materials</td>
<td>Spring 2015</td>
<td>3</td>
</tr>
<tr>
<td>Chem 701</td>
<td>Independent Study</td>
<td>Spring 2015</td>
<td>3</td>
</tr>
</tbody>
</table>

Date: August 19, 2016

Student Name: Sansa Stark

Student ID# 7654321

Institution that awarded the Master’s degree: University of Oldtown
POS Checklist (in POS form)

Office of Graduate Education – South Dakota School of Mines and Technology
Masters (MS or M.Eng.) Program of Study Approval Checklist

This form helps the student verify that the Program of Study meets the Office of Graduate Education requirements for all Masters’ programs. Additional program requirements are listed in the SD Mines Catalog program descriptions. Discrepancies between this form and the Catalog should be reported to the Office of Graduate Education, but the Catalog requirements supersede this form.

Student’s printed name: ________________________________  Student ID: ____________

Degree program: __________________________________________ thesis ____________ non thesis ____________

Which Academic Year Catalog are you using? ____________ Is this an SD Mines Accelerated MS degree? ____________

<table>
<thead>
<tr>
<th>Question</th>
<th>Caveats (see academic catalog for full list of policies)</th>
<th>Student check</th>
<th>Grad Ed</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Masters students:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there at least 80 credits listed on the POS?</td>
<td>Check the program catalog for additional requirements</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Are there any undergraduate courses (400 level or below) on the program of study? If yes, review the caveats in the next column. (Students must submit the Transfer Undergraduate Credit to Graduate Transcript form after the course is complete.) | 1. Must have a B or better to count toward degree requirements.  
2. Cannot use credits counted toward a BS program unless enrolled in the accelerated program.  
3. Cannot count more than 9 undergraduate credits toward an MS program. |               |         |
| Does the student have a C or better on all graduate courses (500 level or above) listed on the Program of Study? | 1. Cannot list any courses with D or F grades on the POS.  
2. Must repeat F grades within discipline or list appropriate substitution on the POS. |               |         |
| Does the student have any U grades in research credits listed on the POS? | Cannot count U grades toward degree requirements                                                                   |               |         |
| Has the student taken credits when enrolled as an undergraduate or as a non-degree-seeking student? If yes, see caveats. | Not more than twelve (12) hours of graduate credit taken as a School of Mines undergraduate or as a non-degree seeking student (in addition to double-counted credits used for an accelerated MS) may be applied toward an advanced degree. |               |         |
| Are all credit requirements listed in the program catalog met on the POS? | Students are bound to the catalog requirements published in the year they began their enrollment. Students can change to a newer catalog year with permission from the program. |               |         |
| Are there any substitutions approved for required courses?               | List the course on the POS as recorded on the transcript and note the Substituted for course on the form.            |               |         |
• Original POS audit (1st/2nd semester)
  • Review by major professors and heads/program directors is important to minimize errors!
  • Checks proposed course plan against program requirements; notifies student of any issues

• Preliminary degree audit (sem prior to grad)
  • Important to submit revised (if necessary) POS in semester before graduation in case of problems
  • Reviews course plan against degree transcript when student submits graduation application

• Final degree audit (after defense)
  • Verifies that degree requirements are complete
Types of POS revisions

- No revisions needed
  - Changes to the semester a course is taken
  - Student registers for extra research credits
- Minor changes (annotate and resubmit)
  - Correction of errors that do not impact the courses or credits listed
  - Change a committee member (can do by email)
- Substantial changes (submit new revised POS)
  - Many minor corrections that are hard to interpret
  - Substitutions for multiple elective courses
  - Substitutions for core or required courses
  - Change of major professor or program

The major professor has the responsibility for determining whether course revisions are extensive enough to warrant a full POS revision with committee review and approval.
How to revise the POS

Graduate Office

• Student/major professor receives a PDF scan of the approved PDF

• Student prints and makes changes in contrasting ink

• Major professor reviews changes, signs, and dates before sending to the Grad Office
  • Most departments want a copy; check with your head

• OK to comment on PDF instead; then major professor must send it in an email, with statement of approval, to Trudy.Severson@sdsmt.edu.

• For substantial changes, the major professor may choose to have the student create a revised POS and re-gather committee signatures.
Research Grades
Graduate Office

• These courses are called “research” credits for variable credit
  • XXX 788 Non-thesis research (or project)
  • XXX 798 Thesis
  • XXX 888 Non-dissertation research (rare)
  • XXX 898 Dissertation

• Allowable grades
  • U Unsatisfactory
  • S Satisfactory
  • NP Normal Progress (798/898 only)
    • Temporary grade, must be converted to S in ALL semesters before student diploma can be released
Graduate examinations

Graduate Office

- Graduate exams tracked by the Grad Office
  - Master’s coursework exam (GGE/ME/M.ENG only)
  - 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 the exam to the Graduate Office within one week.
- Reports must be hand delivered by a faculty member; reports are NOT accepted from students.
Thesis/Dissertation Guidelines

Graduate Office

• The committee is responsible for the technical content and quality

• The Graduate Office reviews the final document for adherence to the basic structure and formatting guidelines
• But we’d love your help with formatting…
# Thesis/Dissertation Checklist

## Office of Graduate Education - South Dakota School of Mines and Technology

### All Pages
- Double spaced except for abstract page; captions may be single spaced if desired
- 12 point minimum font, New York Times is recommended
- 10 point minimum captions; use different size or style or spacing to distinguish from body text
- 1.5” inch margin on left including title page; 1” inch margin on top, bottom, and right
- Printed on one side of page (no duplex printing)
- Page numbers in upper right hand corner, 3/4” from top and right side

### Illustrations, figures, maps, graphs, tables, etc.
- Figures and tables must fit within the margins specified above, or placed in the back of the thesis as supplemental materials
- Place table captions above the tables and figure captions below the figures. Leave sufficient space above/below captions to differentiate them from the body text.
- Multi-line captions must be left-justified. Capitalize only the first word.
- For figures/tables turned to “landscape” view, the bottom of picture and caption should be located on the right side of the page. Must still fit within specified margins. Page number still in upper right of page.

### Title page
- No page number

### Abstract
- Must address objectives, methods, results, and conclusions
- Not to exceed 1 single-spaced page in length
- Number the page with lower case Roman numerals starting with “i”

### Acknowledgements
- Lower case Roman numerals continued
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.
Compilation of Journal Articles 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.
The defense process

Pre-defense

Defense Procedure for Graduate Committees

Major professors should encourage students to verify well in advance that committee members are available for the defense and to sign the title page after revisions. The defense must be held at least 3 weeks before the last day of finals.

<table>
<thead>
<tr>
<th>Deadline for completion</th>
<th>Steps and notes</th>
</tr>
</thead>
</table>
| **Step 1** Midterm before the last semester | • Final POS is reviewed and revisions are submitted if substantial changes are needed.  
• This early review provides time for the Grad Office to complete an initial degree audit and identify any issues before the final semester registration is closed.  
• The major professor reviews the thesis/dissertation.  
• The major professor informs the student whether the document may proceed to the committee. |
| **Step 2** |  
| **Step 3** 4 weeks before last day of finals (Students should give the draft to the committee at least 6 weeks before the last day of finals.) | • 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 before the final week of classes. 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.  
• Each committee member provides written comments/corrections to the student and notifies the major professor of 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.  
• 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.  
• The committee is encouraged to require the student to submit a revised draft before the defense, so they can verify that the initial revisions have been satisfactorily completed. |
Defense Approval and Scheduling Form

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 ITAR 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 ___________________________

Restricted Thesis/Dissertation Declaration

This thesis/dissertation is not restricted. No specific release date is required.

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>Major Professor Signature</th>
<th>(Print Name)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Representative Signature</td>
<td>(Print Name)</td>
<td>Date</td>
</tr>
<tr>
<td>Committee Member Signature</td>
<td>(Print Name)</td>
<td>Date</td>
</tr>
<tr>
<td>Committee Member Signature</td>
<td>(Print Name)</td>
<td>Date</td>
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<td>Committee Member Signature</td>
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<td>Date</td>
</tr>
<tr>
<td>Committee Member Signature</td>
<td>(Print Name)</td>
<td>Date</td>
</tr>
</tbody>
</table>
```
## The defense process

### Defense and after

**Step 5**  
3 weeks before last day of finals

- **The committee, chaired by the major professor, conducts the defense.**
- The committee signs the *Defense Results Report* and delivers it to the Grad Office within two working days after the defense. The form will NOT be accepted from students.
- Any additional revisions should be summarized by the GDR, attached to the *Defense Results Report*, and given to the student in writing.

**Step 6**  
2 weeks before last day of finals

- **The committee certifies acceptance of the thesis/dissertation.**
- The committee signs the title page printed on archival paper to certify that all required revisions have been completed.
- The major professor sends an email to the Registrar requesting that all prior 798/898 research grades for the student be converted from NP to S.
- The major professor fills out and signs the *Checkout Sheet for Graduate Students* so the student can begin collecting signatures if necessary.

**Step 7**  
Last day of finals

- **The Graduate Office coordinates the final document production and degree audit.**
- The document undergoes proofreading, an abstract review, and a final formatting check.
- Major professors and department heads must sign the library order form if not done earlier.
- The student makes the last corrections and submits the final printed archival copy, including the committee signature page, for the Dean of Graduate Education to sign.
- The completed *Checkout Sheet for Graduate Students* is returned to the Grad Office by the student.
Thesis/dissertation approval

• Your signature on the title page, printed on archival paper, indicates your approval and acceptance of the student’s final copy.

• The student cannot proceed to the final proofreading without all committee signatures.

• The Dean signs AFTER the proofreading and final edits have been made.
The defense process
From the student’s perspective

[Thesis/Dissertation Completion Instructions]

The forms listed in this document may be found at: http://www.sdsmt.edu/Academics/Graduate-Education/Grad-Ed-Forms/

Getting ready to defend
2. Review the Schedule and Procedures for Defense and the current year Graduate Education Deadlines well in advance. Be sure to allow about 8-10 weeks to complete the defense process once the thesis/dissertation (T/D) is written. Pay particular attention to the last day possible to submit your final document to the Grad Ed Office. Check early on with your committee members about their availability, not only for your defense, but also for follow-up. This is particularly important during the summer.
3. Contact Devereaux Library's Coordinator of Library Operations for paper specifications and cost estimates. library@sdsmt.edu
4. Submit your T/D to your major professor for review. He or she will verify when the T/D is ready to go to your committee. At this time, also discuss whether the T/D will require certification from Research Affairs as a restricted T/D, so that you can arrange for the approval needed on the Defense Approval and Scheduling Form with time to spare.
5. The Graduate Office handles thesis/dissertation (T/D) submissions in a D2L course titled Thesis/Dissertation Final Submission. You are enrolled in this course automatically during your final semester, so that this course is for Grad Office review only; we do not forward these forms to you if you are unfamiliar with D2L, visit or contact the Grad Office and have them set you up a virtual login.
6. Submit your document to the committee for review. (Each of your committee members will have a virtual login.
7. At the same time you submit the T/D to your committee, log into D2L and submit the T/D document (as a single PDF file) AND the scanned title page PDF to the “Thesis/Dissertation Proofreading Submission” Dropbox folder.
8. We will notify you by email when the proofreading is complete. Download the marked file and your edited abstract from the same Dropbox folder (the abstract will have been reviewed separately by the Dean). Make your final corrections.
9. Print your final, corrected document on archival paper. Take the printed copy, including the signed title page, to the Grad Ed Office. You will be notified to come to the Grad Ed Office to pick up your document once the Dean has reviewed and signed it.

Defending students get this document by email.

If they seem confused on what to do, direct them to it on the Forms web site!
Checkout Sheet

- Required for all on-campus students
- Major prof completes top section to indicate which other sections need completion
- Students gains signatures by completing these tasks
  - Thesis to library
  - Returns keys
  - Cleans labs
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 walks and is listed in the program
  • May occur in a different semester than graduation
  • May walk in one semester and be listed in another
  • Can only do each (walk/list) ONCE
  • MS summer grads may petition to walk in spring
  • PhD students MUST complete all requirements by the deadline to walk and be hooded
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 2. Official Graduate Office Deadlines for the 2017-2018 Academic Year

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall 2017</th>
<th>Spring 2018</th>
<th>Summer 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission to Candidacy</td>
<td>One year before defense date</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Last day to apply for graduation</strong></td>
<td>8/31/2017</td>
<td>1/17/2018</td>
<td>1/17/2018</td>
</tr>
<tr>
<td>Last day to 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>10/31/2017</td>
<td>3/23/2018</td>
<td>6/15/2018</td>
</tr>
<tr>
<td>Last day to submit defense schedule form</td>
<td>11/14/2017</td>
<td>4/6/2018</td>
<td>6/29/2018</td>
</tr>
<tr>
<td>Last day to hold defense</td>
<td>11/21/2017</td>
<td>4/13/2018</td>
<td>7/6/2018</td>
</tr>
<tr>
<td>Last day to submit thesis/dissertation (approved by committee) to the Graduate Office for proofreading</td>
<td>11/29/2017</td>
<td>4/20/2018</td>
<td>7/13/2018</td>
</tr>
<tr>
<td>Last day to submit thesis/dissertation to Graduate Office for the Dean’s signature</td>
<td>12/6/2017</td>
<td>4/27/2018</td>
<td>7/20/2018</td>
</tr>
<tr>
<td><strong>Last day to submit Checkout Sheet for Graduate Students</strong></td>
<td>12/13/2017</td>
<td>5/4/2018</td>
<td>7/27/2018</td>
</tr>
<tr>
<td>Last day for all requirements to be completed (course grades, projects, program requirements)</td>
<td>12/18/2017</td>
<td>5/9/2018</td>
<td>8/1/2018</td>
</tr>
</tbody>
</table>

Failure to meet these deadlines may result in inability to complete the degree requirements in the same semester and a requirement to register for the following semester.
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 (Table 1).

  • 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!!
Grad Office deadline policy

• The Graduate Office processes documents as they are received, past the deadline or not.
• Documents submitted **ON TIME** have priority.
• Documents submitted after the deadline may not be completed in time for graduation that semester.
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 corrections 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

- Not recommended because
  - Faculty are not on contract
  - Committee members may not be willing
  - Faculty are often busy or traveling
  - Getting reviews, meetings, 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
  - 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
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
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.


Report on results: Golde, Chris M. and Timothy M. Dore, 2001, At Cross Purposes: What the experiences of today’s doctoral students reveal about doctoral education,

Helping students succeed
Discussion: What has worked for you?

• Share experiences
  • What did your advisor do that worked well?
  • What have you done that worked well?
  • Strategies to avoid?