Graduate Advising Workshop for Faculty

Spring 2019

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
C 2201

• Maribeth Price
  • Dean of Graduate Education

• Rachel Howard
  • Admissions, applications, assistantships

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

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

- Oszwaldowski, Rafal (Physics)
- Stone, Jim (Civil and Environmental Engineering)
- Crawford, Grant (Biomedical Engineering)
- Kellar, Jon (Materials and Metallurgical Engineering)
- Allard, Ivy (Mining Engineering & Management)
- Clabo, Darren (Atmospheric & Environmental Sciences)
- Woldstad, Jeff (Industrial Engineering/Engineering Mgt)
- Groven, Lori (Chemical and Biological Engineering)
- Muci, Karim (Mechanical Engineering)
- Masterlark, Tim (Geology and Geological Engineering)
- Karlsson, Christer (Mathematics and Computer Science)
- Anderson, Robert (Nanoscience and Nanoengineering)
- Ragi, Shankarachary (Electrical and Computer Engineering)
- Price, Maribeth (Dean, Graduate Studies)
- Smirnova, Alevtina (Chemistry and Applied Biology) – non-voting
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
  • No maximum (but depts should be consistent)

• 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

• 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
- 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
  - 2nd 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
  - 2nd 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 1st 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 > 600-level or higher
  • 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
Catalog program requirements
Format revised in summer 2018

- Thesis/non-thesis options listed separately
- Includes requirements enforced by Grad Ed
  - Other requirements must be enforced by the department
- Example

Distribution of credits

- Core requirements: 13 credits
- Research or project requirements: 6 credits
- Elective requirements: 11 credits
- Total credits: 30

A minimum of 15 credits of the 30 required must be taken at the 600 level or above.
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
Three POS Forms

- Non-thesis MS
  - Simple one-page course list with advisor approval
- Thesis MS
  - Committee approval signature page
  - Course list page
- PhD
  - Committee approval signature page
  - Course list page
  - Reduction in Credit for prior MS (if applicable)
# Program of Study for NON-THESIS MS and M. ENG Students

**Student ID:** 7654321  
**Print name:** Sansa Stark  
**Current Program:** MS Civil Eng  
**Catalog year:** 2018  
**Name of previous undergrad degree received:** BS Civil Eng

I certify that these courses constitute a complete program required for graduation. I understand that the course list can be changed at a later date with the approval of my Advisor.

Submitted for approval by:  
Signature of Student:  
Date: 9/24/2018

To transfer courses from another institution, you must submit the Transfer Credits from Outside Institution form. An official transcript must be sent directly to SDSM&T from the issuing institution. The student is responsible for arranging for the official transcript to be sent to the Office of Graduate Education.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Anticipated Semester of Registration (chronological order)</th>
<th>Core Course Credits</th>
<th>Project Credits (maximum of 6 credits)</th>
<th>Elective Course Credits</th>
<th>Required Deficiency Courses (not counted toward degree)</th>
<th>Mark X for courses to be counted toward an accelerated MS</th>
<th>Mark X for 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>X</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>CEE 501</td>
<td>Research Methods</td>
<td>Fall 2016</td>
<td>1</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>CEE 675</td>
<td>Environmental Engineering</td>
<td>Fall 2016</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CEE 798</td>
<td>Thesis Research</td>
<td>Fall 2016</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CEE 690</td>
<td>Seminar</td>
<td>Spring 2017</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<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>
<td></td>
<td></td>
</tr>
<tr>
<td>CEE 798</td>
<td>Thesis Research</td>
<td>Spring 2017</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CEE 585</td>
<td>Road Surface Materials</td>
<td>Spring 2017</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CEE 798</td>
<td>Thesis Research</td>
<td>Summer</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CEE 502</td>
<td>Materials and the Environment</td>
<td>Fall 2017</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGM 601</td>
<td>Engineering Management</td>
<td>Fall 2017</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CEM 609</td>
<td>Construction Engineering</td>
<td>Fall 2017</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits:**

By signing below I agree that the list of courses represents the student's complete program required for graduation.

Signature: Cersei Lannister, Civil & Env Eng  
Print Name & Dept on line above:  
Date: 9/25/2018

**Program Director, Dept. Head Signature:**  
Print Name & Dept on line above:  
Date: 9/26/2018

**Dean of Graduate Education Signature:**

Print Name:  
Date:
Degree information

Office of Graduate Education – South Dakota School of Mines and Technology

Program of Study for THESIS MS 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 first semester (accelerated MS students) or second semester (all other students) of registration as an advanced degree seeking candidate.

_____ 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 ____________________________  Today’s Date: ____ 8/29/2018____
(Print)

Current MS Program: _____ MS in Civil and Environmental Engineering______ Academic Year Catalog: 2018

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

Undergraduate degree received: _____ BS in Civil and Environmental Engineering ___________________________________________

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: ___________________________  8/28/2018____

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  
Major Professor Signature (on line above)  Print Name & Dept on line above  Date  
Aug 20, 2016

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

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

Committee Member Signature  
Print Name & Dept on line above  Date

Committee Member Signature  
Print Name & Dept on line above  Date

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

Dean of Graduate Education:  
Signature  Print name  Date
**PhD Reduction in Credit**

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

Students who earned a Mines MS can count > **24/6** but must still fill out form.

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**Date:**  August 19, 2016  

**Student Name:** Sansa Stark  

**Student ID:** _____7654321_______  

**Institution that awarded the Master’s degree:** University of Oldtown

If a listed course will satisfy a required course in the program, please note the required course number.

<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>
# 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 degrees. 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 checks</th>
<th>Grad Ed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All Masters students:</strong></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>
<tr>
<td>Are at least 50% of the total credits at the 600 level or above?</td>
<td>Include all credits, both core/elective courses and research/project credits, in the count.</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. | | |
| Do you 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. | | |
| Do you have any U grades in research credits listed on the POS? | Cannot count U grades toward degree requirements | | |
| Does the POS include credits taken while enrolled as an undergraduate or as a non-degree-seeking student? If yes, see caveats. | Not more than twelve (12) hours of 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. | | |
POS Degree Audits

• Original POS audit (1\textsuperscript{st}/2\textsuperscript{nd} 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
  • Substitution of similar electives
  • 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

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
Research credit substitutions

• Research credits (788, 798, 888, 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
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 an exam to the Graduate Office within one week.
- Reports must be hand delivered by a faculty member; reports are NOT accepted from students.
• 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

Two-page checklist of formatting requirements

## 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
- Page numbers appear in the upper right corner on the top and right

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NEW! Revised, expanded, and reviewed for consistency with writing manual
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.
## 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>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td></td>
</tr>
<tr>
<td>Midterm before the last semester</td>
<td><strong>Final POS is reviewed and revisions are submitted if substantial changes are needed</strong></td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Step 2</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>The major professor reviews the thesis/dissertation.</strong></td>
</tr>
<tr>
<td></td>
<td>The major professor informs the student whether the document may proceed to the committee.</td>
</tr>
<tr>
<td><strong>Step 3</strong></td>
<td></td>
</tr>
<tr>
<td>4 weeks before last day of finals</td>
<td><strong>The graduate committee reviews the thesis/dissertation and determines if it is defensible.</strong></td>
</tr>
<tr>
<td>(Students should give the draft to the committee at least 6 weeks before the last day of finals.)</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>During this time, the Grad Office also conducts a preliminary formatting and content check, and notifies the student and major professor of any issues.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Step 4</strong></td>
<td></td>
</tr>
<tr>
<td>4 weeks before last day of finals</td>
<td><strong>The committee approves the scheduling of the defense.</strong></td>
</tr>
<tr>
<td></td>
<td>The student formally schedules the defense with the Grad Office using the <em>Defense Approval and Scheduling form</em>. <strong>By signing the form, the committee is certifying that the thesis/dissertation is defensible as defined above.</strong></td>
</tr>
<tr>
<td></td>
<td>The signed form must be submitted no later than 5 working days before the defense.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>
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: ______________________________ 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 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 [ ] 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.)

Major Professor Signature ___________________________ (Print Name) ___________________________ Date_______

Graduate Representative Signature ___________________________ (Print Name) ___________________________ Date_______

Committee Member Signature ___________________________ (Print Name) ___________________________ Date_______

Committee Member Signature ___________________________ (Print Name) ___________________________ Date_______

Committee Member Signature ___________________________ (Print Name) ___________________________ Date_______

Committee Member Signature ___________________________ (Print Name) ___________________________ Date_______

Committee Member Signature ___________________________ (Print Name) ___________________________ Date_______
## The defense process

### Defense and after

<table>
<thead>
<tr>
<th>Step 5</th>
<th>3 weeks before last day of finals</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The committee, chaired by the major professor, conducts the defense.</td>
<td></td>
</tr>
<tr>
<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>
<td></td>
</tr>
<tr>
<td>• Any additional revisions should be summarized by the GDR, attached to the <em>Defense Results Report</em>, and given to the student in writing.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 6</th>
<th>2 weeks before last day of finals</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The committee certifies acceptance of the thesis/dissertation.</td>
<td></td>
</tr>
<tr>
<td>• The committee signs the title page printed on archival paper to certify that all required revisions have been completed.</td>
<td></td>
</tr>
<tr>
<td>• 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.</td>
<td></td>
</tr>
<tr>
<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.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 7</th>
<th>Last day of finals</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The Graduate Office coordinates the final document production and degree audit.</td>
<td></td>
</tr>
<tr>
<td>• The document undergoes proofreading, an abstract review, and a final formatting check.</td>
<td></td>
</tr>
<tr>
<td>• Major professors and department heads must sign the library order form if not done earlier.</td>
<td></td>
</tr>
<tr>
<td>• 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.</td>
<td></td>
</tr>
<tr>
<td>• The completed <em>Checkout Sheet for Graduate Students</em> is returned to the Grad Office by the student.</td>
<td></td>
</tr>
</tbody>
</table>
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

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 or signs volunteer agreement
  - 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
  • 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 2018-2019 Academic Year

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall 2018</th>
<th>Spring 2019</th>
<th>Summer 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission to Candidacy for PhD</td>
<td></td>
<td>One year before defense date</td>
<td></td>
</tr>
<tr>
<td>Last day to apply for graduation</td>
<td>8/30/2018</td>
<td>1/16/2019</td>
<td>1/16/2019</td>
</tr>
<tr>
<td>Last day to submit thesis/dissertation to committee for review and</td>
<td>10/30/2018</td>
<td>3/22/2019</td>
<td>6/14/2019</td>
</tr>
<tr>
<td>to Grad Office (via D2L) for preliminary format check (The major</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>professor must review it first and give student permission to</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>submit it to the committee and the Grad Office.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to submit defense schedule form</td>
<td>11/13/2018</td>
<td>4/5/2019</td>
<td>6/28/2019</td>
</tr>
<tr>
<td>Last day to hold defense</td>
<td>11/20/2018*</td>
<td>4/12/2019*</td>
<td>7/8/2019*</td>
</tr>
<tr>
<td>Last day to submit electronic thesis/dissertation (including signed</td>
<td>11/28/2018</td>
<td>4/18/2019</td>
<td>7/12/2019</td>
</tr>
<tr>
<td>title page on archival paper) to D2L for proofreading</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to submit thesis/dissertation, printed on archival paper</td>
<td>12/5/2018</td>
<td>4/26/2019</td>
<td>7/19/2019</td>
</tr>
<tr>
<td>and with signed title page, to Graduate Office for the Dean’s</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>signature</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to submit <strong>Checkout Sheet for Graduate Students</strong></td>
<td>12/12/2018</td>
<td>5/3/2019</td>
<td>7/26/2019</td>
</tr>
<tr>
<td>Last day for all requirements to be completed (course grades,</td>
<td>12/19/2018</td>
<td>5/8/2019</td>
<td>7/31/2019</td>
</tr>
<tr>
<td>projects, program requirements)</td>
<td></td>
<td></td>
<td></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

• 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 DONE by end of 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
New for Summer 2019

• Students must **petition** to defend in the summer (form due no later than June 1)

• The petition is used to verify that:
  • Major professor has reviewed a 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
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. This form must be submitted to the Graduate Office no later than June 1 so that you have time to register for summer credits.

PART 1: To be completed by the student

Print Student Name ___________________________ Student ID ___________________________
Program ___________________________ [ ] MS thesis defense [ ] PhD dissertation defense
[ ] I have given a complete final draft of the thesis/dissertation to my major professor.
[ ] 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, 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 a complete copy of the thesis/dissertation and am confident that it is defensible.
[ ] 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.

_____________________________ (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.
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.


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?