

PROCEDURES FOR GRADUATE COORDINATORS

1. The student files application and supporting documentation with the Office of Admissions or with the academic department.

NOTE: A student desiring to be enrolled in two (2) graduate degree programs simultaneously must file applications and be accepted for both degree programs. A Dual Degree Form, which is available through the Office of Admission, must be filed. One program will be designated the primary major and the other the secondary major. A student cannot receive a master's degree while pursuing a doctorate without submitting an application and being accepted for the master's program as well as the doctoral program.

2. The Office of Admissions compiles an admission packet with a green Screening Form attached and sends via campus mail to the academic department for review.
3. The academic graduate coordinator reviews the admission packet and submits the packet to the departmental admissions screening committee, if appropriate.
4. Once an admission decision is made, the academic graduate coordinator returns the Screening Form to the Office of Admissions. That office will notify the student of the decision by mail. The student is not officially admitted, cannot be assigned a RAC, and may not register until the Office of Admissions has completed this process.
5. If accepted, the student contacts the academic graduate coordinator for assignment of a major professor.
6. At registration, a new graduate student reports to Graduate Admissions in Room 150 Montgomery Hall to obtain an Enrollment Agreement Form. (During preregistration, a currently enrolled student obtains the Enrollment Agreement Form from the academic department. A currently enrolled Graduate Unclassified Student obtains the Enrollment Agreement Form from the Office of Graduate Studies [OGS].)
7. The new graduate student reports to the major professor for assistance in planning the semester's schedule of courses and assignment of a Registration Access Code (RAC). The new unclassified graduate student reports to OGS for assistance in planning the semester's schedule of courses and assignment of a RAC number. After receiving schedule approval from OGS, the unclassified student must obtain a system override from the academic department offering each course.
8. The student registers for courses either by accessing the WEB or via a touch-tone telephone.
9. During the first semester of enrollment, the new graduate student must meet with the major professor to set up the student's graduate committee and to plan the Graduate Program of Study. After the graduate committee is formed, the student must secure the signatures of all committee members on the Committee Request Form.

Only non-thesis master's or educational specialist's programs with no variation in programs of study and/or with standardized examination are not required to have committees.

If a student takes a minor, a minor committee member must be included on the committee and the committee member and graduate coordinator from the minor area must sign the Committee Request Form and the Program of Study, in addition to the committee members and graduate coordinator from the major area. If any change to a student's committee is needed, the student must secure the signature(s) of the committee member(s) being deleted from the committee and the signature(s) of the committee member(s) being added on the Change of Committee Form. (All committee members must hold graduate faculty standing. Graduate faculty members are listed in the back of the current *Graduate Bulletin*, as well as the OGS website.)

For the master's or educational specialist degree, a student should complete a Graduate Program of Study, obtain required signatures, and submit to the departmental graduate coordinator for approval by the second semester of enrollment. The student must also sign the Program of Study before submitting to the departmental graduate coordinator. The form should be maintained in the academic departmental office until the semester the student applies for graduation. At the time the student applies for graduation, the updated Program of Graduate Study should be forwarded to OGS for degree audit.

A doctoral student should meet with the major professor during the first semester to plan the degree program. A doctoral student is required to file a Program of Study with the departmental graduate coordinator by the second semester of enrollment. The Program of Study must have the signatures of all committee members, minor graduate coordinators, and student before being submitted to the departmental graduate coordinator for approval. The departmental graduate coordinator will forward the doctoral student's Program of Study to OGS at the time the student takes the preliminary written/comprehensive oral examination(s). OGS will verify that the student is within six hours of completing course requirements.

10. The Change in Graduate Program of Study should be completed and housed in the academic department. A doctoral student's updated Program of Study will be forwarded to OGS at the time the student takes the preliminary/comprehensive examination(s). A master's or educational specialist student's Program of Study will be updated and forwarded to OGS at the time the student applies for graduation.
11. A doctoral student takes the preliminary/comprehensive examination(s) at the end of course work (or within six hours of completing course work). The major professor forwards notice of intent to take the examination(s) to OGS at least one week prior to the examination(s). The Program of Study must be on file in OGS at this time so that completion of course work may be verified. Any Change in Graduate Program of Study should be attached, if applicable. The notice will be posted on the OGS website. A Report of Examination Results is completed by the major professor and the committee members at the end of the examination(s), indicating whether the student has passed or failed. The Report of Examination Results is not available via the OGS website. Please contact Rita Burrell or Pam Sullivan in OGS to obtain a copy. Students should not have access to the form either

prior to or following the examination(s). The original and one copy of the Report of Examination Results are forwarded to OGS. All parts of the preliminary examination must be passed: by November 1 to be eligible to graduate in May; by February 1 to be eligible to graduate in August; by June 1 to be eligible to graduate in December.

12. A doctoral student's major professor submits the Admission to Candidacy Form to OGS after the doctoral student has passed the comprehensive/preliminary oral examination(s) and has obtained approval of the dissertation topic.
13. A student applies for graduation over the web or in the Office of the Registrar. The deadline to apply for graduation is early in each semester and the deadline date is posted on the Graduate Academic Calendar in the front of the *Graduate Bulletin*, as well as on the OGS website and the Office of the Registrar website.
14. After the deadline to apply for graduation, OGS will forward a graduation list, a Graduation Check Sheet, and a transcript for each degree candidate to the graduate coordinator. The transcript will be used to reconcile the student's Program of Study. The Graduation Check Sheet will be completed by the graduate coordinator (not the student) and returned to OGS by the appointed deadline for degree audit. The Program of Study for the master's or educational specialist student will be forwarded to OGS, along with the Graduation Check Sheet. Program of Study forms that have not been completed accurately or are not in compliance with graduation requirements will be forwarded to the appropriate dean. The dean will notify the department that the student is ineligible to graduate.
15. A non-thesis master's student must take a comprehensive examination; some master's programs require completion of a capstone course to satisfy the comprehensive examination requirement. A student must apply to take the comprehensive examination in his/her respective academic departmental office by a deadline set by that department. The committee signs the Report of Examination Results, indicating whether the student has passed or failed. The original and one copy of the form are forwarded to OGS by the deadline posted in the Academic Calendar in the *Graduate Bulletin*.
16. A doctoral student must defend his/her dissertation with the respective committee. An Announcement of Doctoral/Master's Defense must be filed with OGS at least two weeks prior to the examination. The notice will be posted on the OGS website. After the examination, the committee signs the Report of Examination Results, indicating whether the student passed or failed the examination. The original and one copy of the form are forwarded to OGS.
17. A thesis master's student defends his/her thesis with the respective committee. An Announcement of Doctoral/Master's Defense must be filed with OGS at least two weeks prior to the examination. The notice will be posted on the OGS website. After the examination, the committee members sign the Report of Examination Results, indicating whether the student passed or failed the examination. The original and one copy of the form are forwarded to OGS.

18. A student submits a thesis or dissertation to the Thesis/Dissertation Office in Mitchell Memorial Library by the deadline posted in the Academic Calendar in the current *Graduate Bulletin*. Each semester, the library conducts thesis and dissertation formatting workshops to assist students in the formatting of theses and dissertations. *Guidelines for Preparing Dissertations and Theses* are available in OGS and in the library, as well as on the OGS website.

19. After graduation, a list of students who have been awarded advanced degrees, along with copies of the students' transcripts indicating the degrees awarded, will be forwarded to each graduate coordinator from OGS.

Office of Graduate Studies
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